

**Tooele City Council
Business Meeting Minutes**

Date: Wednesday, March 7, 2018
Time: 7:00 p.m.
Place: Tooele City Hall, Council Chambers
90 North Main Street, Tooele, Utah

City Council Members Present:

Steve Pruden
Brad Pratt
Dave McCall
Scott Wardle
Melodi Gochis

City Employees Present:

Mayor Debra E. Winn
Jim Bolser, Community Development and Public Works Director
Chief Ron Kirby, Police Department
Matt Johnson, Assistant City Attorney
Glenn Caldwell, Finance
Michelle Pitt, City Recorder
Lisa Carpenter, Deputy City Recorder
Paul Hansen, City Engineer
Heidi Peterson, Communities That Care Director
Kami Perkins, Human Resources Director
Rick Harrison, Fire Chief

Minutes prepared by Amanda Graf

Chairman Pruden called the meeting to order at 7:00 p.m. He welcomed Boy Scout Troops numbers 1411, 165, 1615, and 318 to the meeting.

1. Pledge of Allegiance

The Pledge of Allegiance was led by Curtis Orton

2. Roll Call

Scott Wardle, Present
Brad Pratt, Present
Steve Pruden, Present
Dave McCall, Present
Melodi Gochis, Present

3. Mayor's Youth Recognition Awards

Presented by Mayor Winn, Heidi Peterson, and Chief Ron Kirby

Mayor Winn welcomed visitors for the Mayor's Youth Awards and introduced Tooele City Police Chief Ron Kirby and thanked him for his collaboration. Ms. Peterson highlighted Communities That Care Programs including Second Step, QPR, and Guiding Good Choices.

Ms. Peterson, Chief Kirby, and the Mayor then presented the Mayor's Youth Recognition Awards to the following students:

- Marta Valencia
- Brooke Crouse
- Chance Roberts
- Emily Wall

4. Public Comment Period

Chairman Pruden invited comments from the audience; there were not any. Chairman Pruden closed the public comment period.

5. Resolution 2018-16 A Resolution of the Tooele City Council Approving an Agreement with Tooele County for Dispatch Service for Fiscal Year 2017-2018

Presented by Mayor Winn

This Resolution is to approve the contract for dispatch services. Tooele City contracts with the County for dispatch services. The contract is for the 2017-2018 fiscal year.

Chairman Pruden asked the Council if there were any questions or concerns. Council Member Wardle asked about the cost of the dispatch services; Mayor Winn didn't have that information in front of her at the moment. Council Member McCall found the information in the City Council packet; the cost is \$332,658.

Council Member Pratt moved to approve Resolution 2018-16 with the redline edits that are included in the document. Council Member McCall seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

6. Copper Canyon Phase 4—Final Plat Request

Presented by Jim Bolser

This request is the final step prior to development of the next phase of the Copper Canyon subdivision located at approximately 800 North and 300 West. The developers have met all City requirements; the Planning Commission has forwarded a unanimous approval for the project.

Chairman Pruden asked the Council if there were any questions or concerns; there weren't any.

Council Member Gochis moved to approve the Copper Canyon Phase 4 Final Plat Request. Council Member Wardle seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

7. Legacy Apartments Subdivision—Preliminary Plan Request

Presented by Jim Bolser

Agenda item numbers seven and eight were presented together as they regard the same property and project. These are the final two steps prior to development for the Legacy Apartments located just south of Scholar Academy on 100 East and approximately 900 North. As part of the rezone process the developer was required to provide a right-of-way road for an east-west connection through the property so it doesn't land lock neighboring properties; this will assist in public safety and traffic movement through the area. The purpose of this application is to take the two parcels that make up their property, combine them, and create and dedicate the right-of-way. The Planning Commission has forwarded a unanimous recommendation for this project for both the preliminary and final plat requests.

Chairman Pruden asked if the project included a retention pond, and Mr. Bolser confirmed that it does.

Chairman Pruden asked the Council if there were any questions or concerns; there weren't any.

Council Member Pratt moved to approve the Legacy Apartments Subdivision Preliminary Plan Request. Council Member Wardle seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

8. Legacy Apartments Subdivision—Final Plat Request

Presented by Jim Bolser

This item was discussed in agenda item seven. Mr. Bolser explained that this is the last time this project will come before the City Council.

Chairman Pruden asked the Council if there were any questions or concerns; there weren't any.

Council Member Wardle moved to approve the Legacy Apartments Subdivision Final Plat Request.

Council Member McCall seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

9. Resolution 2018-19 A Resolution of the Tooele City Council Authorizing the Mayor to Sign a Contract with Broken Arrow, Incorporated, for the 100 East Storm Drain Project—Phase II (Vine Street to 400 North)

Presented by Paul Hansen

This will be the second extension of the storm drain along 100 East, and will extend from Vine Street to 400 North. The City has a storm drain master plan, upon which this project has been designed, and funding for the project will come from the storm drain utility fee. In accordance with state law and city policy, the project was put out for bid. Four bids were received; the City is not obligated to award based on low price alone, but can look at factors that include project approach, references, experience, and other essential factors. Based upon our review of the project bids and other evaluation criteria, the City recommends awarding the project to Broken Arrow, which was also the lowest bid coming in at \$817,287.59. This amount is within the budgeted amount that was approved by the City Council in the summer of 2017. The project will begin sometime in late April or May. The City staff is also requesting an additional 5% contingency in the amount of \$40,895.00 to cover for unknown conditions that may arise such as soil conditions, pipes, or other utilities that are found underground that need to be worked around, or other various factors. These contingency funds will only be used at the Mayor's discretion.

Chairman Pruden asked the Council if there were any questions or concerns; there weren't any.

Council Member Gochis moved to approve Resolution 2018-19. Council Member Pratt seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

10. Budget Discussion—Public Safety

Presented by Police Chief Ron Kirby and Fire Chief Rick Harrison

Chairman Pruden expressed his appreciation to the Fire and Police Departments for all they do on behalf of the community.

Chief Kirby gave a presentation about his requested budget for the Fire Department. His Powerpoint presentation is available on the City Website.

The Animal Control department is not asking for any increase in their budget.

82% of the budget for the Police Department covers personnel costs. Capital Expenditures is money that resides at City Hall; it's not directly included in the Police Department's budget but is there for the Department's use if approved by the City Council.

A new public safety building is needed; the funding for this would come out of the Capital Expenditures budget. The Tooele City Police Station was originally built as an auto parts store in the 1960's and was converted to the Police Department building in 1988. When the Police Department was originally moved to the current building the basement wasn't used. The basement was never designed to be used as office space as it was part of an auto parts store. As the Tooele City Police Department, TCPD for short, has grown, it has become necessary to make use of the basement.

Evidence is stored in the basement of the building; there are leaks from the sewer lines into the basement. There is a ramp that runs from the basement to the main level that is unsafe and does not meet OSHA safety standards. In addition, there is no central air or heat in the basement, which makes for really difficult working conditions for the full-time employees whose offices are located in the basement.

In addition, the building is not designed to have adequate power outlets for their needs; there are many instances where extension cords are running in many different places that creates unsafe working conditions.

In past years the money for police cars has come from the Capital Expenditures budget or the Police Department's budget. The Department needs to replace five cars every year. A few days ago an officer had to jump start his car several times during his shift. TCPD has skipped a few years without replacing vehicles which has caused them to be behind on the cars that need to be replaced.

Council Member Wardle asked how many vehicles are in the fleet; Chief Kirby responded that there are about 40-45 vehicles. Council Member Wardle asked if the entire fleet is being replaced approximately every eight years and Chief Kirby responded in the affirmative. Council Member Wardle commented that if the entire fleet is not being replaced every eight years it decreases the safety standard. Chief Kirby stated that after the cars are retired from active patrol use they continue to be used by the Department by their domestic violence advocate, evidence technician, etc.

Regarding the size of the police force, Chief Kirby explained that the City has 1.02 officers per thousand residents, which amounts to approximately 3-4 officers on patrol at any given time. He stated that the Tooele City department is an extremely busy department as far as how many calls they field per shift; they are as busy as any other police department that he is aware of in relation to their call volume. Because of this, the TCPD is in need of additional officers.

Chief Kirby stated that there are factors that limit the ability for them to expand their force which includes limited office space, limited parking spaces, recruitment, and retention. He explained that even if there was a budget increase to allow for the hiring of extra officers he wouldn't have any office space to put them or enough parking spaces for their vehicles. As far as recruitment and retention is concerned, Ms. Perkins, the HR Director, is working on a generous compensation package to help make the TCPD competitive with other police agencies.

Chief Kirby is requesting funding for one additional officer to begin in September 2018 and one additional officer for Tooele Junior High School. In addition, he is requesting an increase in overtime funding by \$10,000; it has been 15 years since their last increase to their overtime budget. They will also need to add two additional crossing guards for Sterling Elementary.

Chief Kirby is also requesting the hiring of two part-time, or one full-time community service officer(s). The community service officer is an unarmed, non-sworn officer who performs duties that don't need to be performed by a sworn-in officer, such as taking police reports on certain crimes such as vandalism, assisting with traffic control, deploying speed trailers, performing follow-up calls, performing VIN inspections, etc. These duties are currently being done by TCPD officers; having a community officer(s) take care of these duties would greatly relieve the immense workload of the current sworn-in officers.

6.57% of the TCPD budget is the operating budget; this includes supply money for gasoline for the cars, copy paper, utility bills, etc. Chief Kirby is requesting money to be able to replace computers on a five-year rotation, as well as increasing the building cleaning contract from two days to three days per week, in addition to replacing the carpet that is approximately 10-15 years old. In addition, body cameras are extremely expensive to purchase and pay for the storage of the data held on them. In addition, the GRAMA requests for the body camera footage is very time-consuming and adds up cost-wise in relation to employee time spent on completing them.

0.48% of the TCPD budget is used for travel and training. With increased public scrutiny on law enforcement they need more money in their budget for trainings that include how to work with the mentally ill, use of force, search and seizure, etc. The training budget has remained the same for the past seven years.

Council Member Wardle asked if the presented budget percentages was for the 2017-2018 budget; Chief Kirby responded in the affirmative.

Council Member Wardle asked what the projected costs would be for new radios if they were to be compliant with new statewide requirements by 2019-2020. Chief Kirby stated that it would cost approximately \$150,000 to replace the car and body camera radios. Chief Kirby's experience has been that the requirement dates for compliance with new equipment are frequently pushed back. Because of this, the TCPD is only replacing those older radios already need to be replaced instead of replacing all of the radios at one time.

Council Member McCall asked if the radios TCPD uses are the same radios that the fire department uses. Chief Kirby responded that to his knowledge, most of the radios used in the County are Motorolas. Council Member McCall mentioned that oftentimes companies will give a discount for bulk purchases, even if they're not purchased all at once.

Council Member Wardle asked if they've had any requests for crossing guards for Scholar Academy with the increase in traffic in that area. He also asked how the need for a crossing guard is determined. Chief Kirby stated that the standards for a crossing guard are set by the State Department of Transportation; there are very specific traffic counts that have to be taken to justify the need for a crossing guard

according to their standards. They are currently monitoring the area surrounding Scholar Academy to see if it meets the criteria to warrant a crossing guard.

Chairman Pruden asked the Council if there were any questions or concerns about the police budget requests; there weren't any.

Chief Harrison gave a presentation about his requested budget for the Fire Department. His Powerpoint presentation is available on the City Website.

Chief Harrison stated his belief that there is no need for the Tooele City Volunteer Fire Department to become a full-time paid staff anytime soon. The Tooele City Fire Department was formed in 1919; 99 years later the Department is still a volunteer department and it runs very effectively and efficiently in that manner.

Chief Harrison's requested budget for the 2018-2019 fiscal year is identical to the budgeted amount for the 2017-2018 fiscal year for the following areas: paid volunteers, employee benefits, life insurance, subscriptions and memberships, office expenses, operation and maintenance, utilities, special department supplies, miscellaneous equipment, office equipment, and the transfer trust fund.

The only paid volunteers are as follows: one Fire Chief, one 1st Assistant Chief, one 2nd Assistant Chief, one Secretary/Treasurer, two Station Custodians, four Fire Inspectors, two engine mechanics, and one brush truck mechanic. They are proposing to increase the staff from 50 active members to 55. If they are approved for an additional five members in the fire department the employees benefit fund and life insurance costs would need to be increased. Council Member Wardle asked how much cost would be included in the increase of adding five members to the Fire Department; Chief Harrison responded that he didn't have that information on-hand.

The Fire Department is requesting increased budget amounts for the following areas: uniform allowance, travel and training, building operations and maintenance, ground operations and maintenance, communications, wireless communications, and machine and equipment.

Many of the uniforms for the members need to be updated which will require additional funding from last year's budget. In addition, they have different trainings that they are required to attend around the state which are costly, requiring an increase in that area of the budget. An increase of \$1,000 is needed in the building operations and maintenance fund to cover the cost to replace the HVAC units in both fire stations, as well installing a drainage system to divert water from running inside one of the fire stations. In addition, some asphalt needs to be replaced on in the back parking lot of Station #2.

The Fire Department is requesting an increase of \$13,500 to \$100,000 for their communications budget. Captain Whitehouse works as the Emergency Management Director for the County. He explained that the State Emergency Management System is converting their system to an upgraded system which will require all City Fire and Police Departments to upgrade their systems to be in compliance with the new system. Captain Whitehouse explained that the County-wide radio users must be in compliance by 2019-2020 in order to ensure that their radio needs will not be interrupted. All current radios will cost approximately \$300-\$500 per radio to reprogram them to be in compliance with the new system. New handheld radios will cost approximately \$1800-\$2900, and \$2800-\$4000 for new vehicle radios. The Fire

Departments feels that it would be better to start with the compliant radios in advance of 2020 to be prepared in case the changes in the statewide system happens sooner than anticipated. They are currently looking at working with Kenwood to upgrade their radios as they are more affordable than other vendors.

The Fire Department is requesting in increase in their wireless communications budget as they have added software licensing and service support for their active 911 automated incident paging system and emergency reporting incident and asset tracking system.

The Fire Department needs an increase in the machine and equipment budget from \$57,000 to \$200,000. Three of their brush trucks are over 16 years old and have developed leaking tanks and/or plumbing, which will require replacement of the existing metal tanks with poly tanks. In addition, the pumpers are aging and in need of repairs. Three of the pumpers need to be sent to a specialist company for maintenance and emergency lighting upgrades.

In addition, 12 of their self-contained breathing apparatus bottles need to be replaced as they are outdated and expired, making the Department non-compliant in this area. Each bottle costs about \$1,000. 35 bottles will need to be replaced in 2019, as well as 15 in 2020 to ensure they don't expire, making for a total of 62 bottles to be replaced in the next three years. They also need to start incrementally purchasing new turnout clothing for firefighters whose gear is out-of-date or in poor conditions in order to comply with NFPA regulations.

Another part of the machine and equipment portion of the budget includes the need to purchase or lease three SUV incident command response vehicles equipped with radios, sirens, and emergency response lighting to be used by the Fire Chief, 1st Assistant Chief, and 2nd Assistant Chief. Fire Chiefs assume the role of Incident Commander upon arrival on an emergency scene and need to run incident command tasks from their vehicles; without proper vehicles this can create a safety hazard in the middle of a busy traffic situation.

Council Member Wardle asked Chief Harrison if he anticipates \$200k for this budget item every year in future years; Chief Harrison responded in the affirmative.

Ms. Perkins explained that an actuary calculated the transfer trust fund that pays for their length of service plan when they turn 65.

Chief Harrison expressed his appreciation to the Council for their consideration of their budget requests. He feels that their requests are needs and not wants in order to ensure the safety of their firefighters.

Council Member Wardle asked for the cost of each pumper per year to be serviced; Chief Harrison responded that the cost completely depends on the type of maintenance required for the pumper which varies by pumper. Captain Whitehouse stated that the cost can vary from \$2500-\$7000, depending on the findings for each pumper. Council Member Wardle also asked what the costs are per SKID unit; Chief Harrison responded that he was unaware of the exact cost and didn't have that information on-hand. Council Member Wardle also asked how many turnouts need to be replaced; Captain Whitehouse responded that 7-8 need to be replaced every year at a cost of about \$2500 per unit for a potential cost of about \$25,000/year.

Chairman Pruden asked the Council if there were any questions or concerns about the Fire Department budget requests; there weren't any.

11. Minutes

Chairman Pruden asked the Council if there were any comments or questions about the minutes from the City Council meeting dated February 21, 2018; there weren't any.

Council Member McCall moved to approve the minutes from the meeting dated February 21, 2018.

Council Member Gochis seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

12. Invoices

Presented by Michelle Pitt

Ms. Pitt presented an invoice in the amount of \$83,164.50 to the Tooele County Auditor for the 4th Quarter dispatch fees.

Council Member Pratt moved to approve the invoices. Council Member McCall seconded the motion. The vote was as follows: Council member McCall, "Aye," Chairman Pruden, "Aye," Council member Pratt, "Aye," Council member Wardle, "Aye," Council member Gochis, "Aye." The motion passed.

Mayor Winn stated that while every department is important the Police and Fire Departments are the most important as they protect the lives of the citizens of the Community.

13. Adjourn

Council Member Gochis moved to adjourn the meeting. Council Member McCall seconded the motion. The vote was as follows: Council Member McCall, "Aye," Chairman Pruden, "Aye," Council Member Pratt, "Aye," Council Member Wardle, "Aye," Council Member Gochis, "Aye." The motion passed.

The meeting adjourned at 9:05 p.m.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this 21st day of March, 2018

Steve Pruden, Tooele City Council Chair