

**Public Safety, Courts & Civil Service (PSCCS)
Meeting
January 24, 2019
3:30 PM
Mt. Elbert**

**Council Member Allison Hiltz, Chair
Council Member Francoise Bergan, Vice Chair
Council Member Dave Gruber, Member**

Assure a safe community for people

1. Approval of December 13th, 2018 draft Minutes Council Member Hiltz
2. Consent Items (None)
3. Ballot Questions to Make Police Chief
a Council Appointee DCA Rodgers 15 mins
4. Prosecutors Handling of Cases
After Mistrials DCA Heckman 10 mins
5. Unlawful Possession of ID's
& ATM Cards Sergeant Courtenay 20 mins
6. AFR Smoke Detector Program Sherri Jo Stowell 10 mins
7. Office of Emergency Management
2019 Planning Projects BC Chapman 15 mins
8. Miscellaneous Matters for Consideration
9. Confirm Next Meeting Council Member Hiltz

Next Meeting: 02/21/2019 @ 3:30pm – Aurora Room

**PUBLIC SAFETY, COURTS & CIVIL SERVICE MEETING
NOVEMBER 15, 2018**

Members Present: Council Member Charlie Richardson, Chair
Council Member Allison Hiltz, Vice Chair

Members Not Present:
Council Member Nicole Johnston Zipsie

Others Present: M. Wolfe, S. Day, J. Puscian, R. Thompson, D. Wilkinson, P. O’Keefe, N. Metz, V. Wilson, M. McClelland, C. Hills, M. Fassio, J. Schneebeck, K. Flynn, M. Chapman, S. Newman, N. Rodgers, J. Lanigan, G. Gallozzi, J. Heckman, Z. DeBoyes, F. Gray, C. Miller

REVIEW/APPROVAL OF MINUTES OF THE NOVEMBER 15TH MEETING

ANNOUNCEMENTS

None

CONSENT ITEMS

None.

APD ORGANIZATIONAL GROWTH DOCUMENT

Summary of Issue and Discussion

This document was created to assist the department with future planning efforts, and to serve as a basis for developing future budget requests. Ongoing work will include working with other departments to refine the plan (for example, working with IT on the technology items), and continuing to develop the document as a strategic plan. It is intended as an internal guide, and will be a "living document" that is regularly updated as priorities and needs change.

CM Richardson was appreciative for the report’s honesty, but found it to be upsetting. He stated that he thought there were many deficiencies noted in the report, and he asked if there was any way to prioritize them. He proceeded to go through the document and point out areas of major concern such as the staffing shortage and the impound lot being a monopoly. He would like the option of a city ran impound lot to be reviewed. Other concerns were the CAD software and its inefficiencies, the need for replacement vehicles such as motorcycles, and the two per thousand staffing requirement having an adverse impact on the city budget because it is not including the occupancy of all the hotels and motels in the City. CM Richardson said he was going to request a charter amendment for the Chief of Police to report directly to the Mayor and City Council instead of the City Manager.

CM Hiltz believes that a lot of issues that were mentioned in the document are based off of staffing levels and how the department is struggling to get new recruits. She understands that staffing is a national issue, however because the city did not offer a viable retirement plan she believes that the department is unable to compete with other cities. She stated she liked that the city was not implementing cash bonds and doesn’t want it to look like the police department was blaming the courts system for that. She also stressed her concern about the two per thousand staffing requirement, stating that new hotels and multi-family units are being built along the light rail station, and due to the hospitals, an increase of higher risk individuals will be entering the city. She believes that because staffing is the biggest priority the department has, it has been easy to overlook other needs. Council in the past, has not been proactive in reaching out to the department on what their current needs are, but she believes they are heading in the right direction.

DCM Wolfe stated that she was in agreement with many of the concerns that were mentioned and this is the first major step in putting together a comprehensive plan so that needs can be identified on a long term basis. Many of the items that were identified have been funded in the 2019 budget. Many of the issues that were brought up are being actively addressed such as the impound lot. The CAD system is not very old, however certain needs have not been met by the vendor which has resulted in deficiencies with the program. It is in the process of a major upgrade and before that process is complete, the process for researching a new system will begin. The department just received five new motorcycles, and a deep dive review is being done on the entire police fleet. Council approved two \$500,000 additions for replacement vehicles. DCM Wolfe believes that many of the issues are being addressed and improvements are being made.

Outcome:

Information only.

Follow-up Action

None.

COLLISION CENTER'S UPDATE

Summary of Issue and Discussion

APD presented to the committee in September 2018 the matter of implementing Collision Centers. At the October 2018 committee meeting and following CM Richardson's collision center site visits, the Committee directed staff to work with the vendor on a viable plan for Aurora. In October 2018, staff sent the vendor suggested edits, concerns, and thoughts on the proposed contract. Staff then had a substantive conference call with the vendor's team on November 28th to review those issues and operational questions. A follow-up conference call was scheduled for December 12th, information from that call was shared with the committee at the meeting.

Deputy City Attorney Nancy Rodgers stated that there have been many discussions with the company and many of the issues have been addressed, however there are still a few hurdles. One of them is the requirement to keep APD's current reporting system, ReportBeam (software) on and it affecting how many reports the company can get to insurance companies. Another big hurdle is the company's needs for the City to provide it with a property and location for the collision center. The company has said their business model will not work if they have to invest in a property. Staff met with Public Works to see if there was any space city wide that could be utilized. It was determined that there wasn't one that would be large enough, so the next option that is being explored is land that can fit a trailer, however there is the issue of whether a trailer would 1.) fit the needs of the citizens and 2.) the area where there is land available is not where most of the accidents happen. Deputy Chief O'Keefe stated that another hurdle would be volume and whether or not we can meet their volume needs.

CM Richardson expressed his frustration that in four other cities this program is considered an excellent resource and the City is having difficulty putting it in place. He asked if all location options have been considered such as libraries. DCA Rodgers stated another call is being set up for January 2019 and the company is looking at real-estate options on their own. Chief Metz said they will explore other options.

Outcome

Information only.

Follow-up Action

None.

PROPOSED SMOKING ORDINANCE AT TRANSIT STOPS**Summary of Issue and Discussion**

A citizen submitted a complaint regarding smoking on RTD train platforms and requested the City look into an ordinance on this matter. Other cities that have an ordinance making it unlawful to smoke in public transit waiting areas/transit stops are: Golden, Lakewood, Boulder, Colorado Springs, Denver (only the 16th Street transit mall), and Fort Collins. Councilmember Richardson requested a review of the matter and a proposed ordinance.

Aurora's Code prohibits smoking in certain areas, including "public places." However, the definition of public places is limited to enclosed, indoor areas. It does not include outdoor transit areas. An amendment to Chapter 74, Article III is needed to add a prohibition on smoking at transit stops, including light-rail platforms and bus stops. This can be done by either modifying the definition section of Sec. 74-26 or by adding the prohibition to Sec. 74-29.

CM Richardson understands there will be enforcement issues and that the department needs to be realistic on where the priority of the issue falls, but doesn't see a downside. Chief Metz said that staffing availability would be a concern on enforcement. DCA Rodgers asked if she felt the committee felt this was the right location to add the amendment change and if the committee wanted to include vaping. CM Richardson said not to include vaping. CM Hiltz had no issues.

Outcome

The committee unanimously supported this item.

Follow-up Action

Move to next available study session.

MISCELLANEOUS ITEMS

None.

NEXT MEETING AGENDA ITEMS

This meeting adjourned at 4:10 p.m.

The next meeting is TBD.

APPROVED: _____

Charles Richardson, Chair



Public Safety, Courts and Civil Service Policy Committee Agenda Item Commentary

Item Title: FOR AN ORDINANCE SUBMITTING TO A VOTE OF THE REGISTERED ELECTORS OF THE CITY OF AURORA, COLORADO AT A REGULAR ELECTION WHICH SHALL BE HELD ON NOVEMBER 5, 2019, A PROPOSED AMENDMENT TO THE CITY CHARTER CONCERNING THE CHIEF OF POLICE.
Item Initiator: Nancy Rodgers, Deputy City Attorney
Staff Source: Nancy Rodgers, Deputy City Attorney
Deputy City Manager Signature:
Outside Speaker:
Council Goal: 1.0: Assure a safe community for people--2012: 1.0--Assure a safe community for people.

ACTIONS(S) PROPOSED *(Check all appropriate actions)*

- Approve Item and Move Forward to Study Session
- Approve Item and Move Forward to Regular Meeting
- Information Only

HISTORY *(Dates reviewed by City council, Policy Committees, Boards and Commissions, or Staff. Summarize pertinent comments. ATTACH MINUTES OF COUNCIL MEETINGS, POLICY COMMITTEES AND BOARDS AND COMMISSIONS.)*

At the Public Safety Committee meeting in December, Council member Richardson requested that the City Attorney's office prepare a Charter amendment, to be presented to the voters, that would put the Chief of Police under the direction and control of City Council.

ITEM SUMMARY *(Brief description of item, discussion, key points, recommendations, etc.)*

Currently, the Chief of Police is appointed by the City Manager with the approval of a majority of City Council. Charter, 3-15(a). The police department falls under the direction and control of the City Manager.

The proposed Charter amendment would make the Chief of Police a person appointed directly by a majority of City Council members, serving at the pleasure of City Council. The police department would be under the direct supervision and control of the City Council.

If the ballot question is approved by City Council, it would be presented to the voters at the November 5, 2019 election. If passed by the voters, the Chief of Police would become the 5th Council Appointee, similar to the City Manager, City Attorney, Presiding Judge, and Court Administrator.

QUESTIONS FOR Committee

Does the Committee support moving this matter forward for consideration by Council at the next available study session?

EXHIBITS ATTACHED:

Chief of Police Charter Amendment (PROPOSED) 1-16-2019

ORDINANCE NO. 2019- _____

A BILL

FOR AN ORDINANCE SUBMITTING TO A VOTE OF THE REGISTERED ELECTORS OF THE CITY OF AURORA, COLORADO AT A REGULAR ELECTION WHICH SHALL BE HELD ON NOVEMBER 5, 2019, A PROPOSED AMENDMENT TO THE CITY CHARTER CONCERNING THE CHIEF OF POLICE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AURORA, COLORADO:

Section 1. Section 3-15(a) of the City Charter of the City of Aurora, Colorado, is hereby amended as follows:

3-14. - Police department, who constitutes, duties and powers.

(1) The Police Department shall be composed of the Chief of Police who shall be appointed by ~~the City Manager with approval of~~ a majority of City Council and such subordinate officers and police officers as shall be authorized by City Council as necessary to preserve the peace, protect persons and property, and enforce laws and ordinances. All members of the Department, except the Chief and the appointive Division Chiefs as hereafter provided for, shall be determined to be members of the Civil Service and shall be appointed pursuant to Civil Service requirements. **The appointment of the Chief of Police shall be without definite term at a salary to be fixed by council. The Chief of Police shall be chosen by the council on the basis of executive and administrative qualifications with particular emphasis on actual law enforcement experience and knowledge of policing. The Chief of Police shall serve at the pleasure of the city council and shall not be considered a career or civil service employee with disciplinary review rights.**

Section 2. The following question shall be submitted to a vote of the registered electors of the City at the coordinated election to be held on November 5, 2019:

“CHIEF OF POLICE

SHALL THE AURORA CITY CHARTER BE AMENDED TO PLACE THE POLICE DEPARTMENT UNDER THE DIRECT SUPERVISION AND CONTROL OF THE CITY COUNCIL AND TO AUTHORIZE THE CITY COUNCIL TO APPOINT A CHIEF OF POLICE AS NECESSARY TO CARRY OUT THE FUNCTIONS OF THE OFFICE?

YES _____ NO _____”

Section 3. Pursuant to Section 31-2-210(3.5), C.R.S., the City Clerk is hereby directed to certify the proposed ballot question to the clerk and recorder of each county in which the city is located for submission at the coordinated election to be held on November 5, 2019.

Section 4. Pursuant to Section 31-2-210(4), C.R.S., the City Clerk is hereby directed to publish within thirty (30) days of the adoption of this ordinance, notice of the date and time of the election upon the proposed Charter amendment in a newspaper of general circulation within the City, which notice shall contain the full text of the proposed Charter amendment.

Section 5. The City Clerk shall secure from each county, the votes in favor of and opposed to the proposed Charter amendment and shall report the same to the City Council following the election within such time as provided for by state law. If a majority of the registered electors voting thereon has voted in favor of the proposed Charter amendment, such amendment shall be deemed approved.

Section 6. In the event the proposed Charter amendment is approved by a majority of the registered electors voting thereon, the City Clerk shall publish once, in the same newspaper, the full text of the Charter amendment following the election within such time as provided for by state law. At such time, the City Clerk shall also file with the Secretary of State two (2) copies of said amendment, along with the official tally of the vote for and against, as certified by the City Clerk.

Section 7. The provisions of this ordinance, the Charter amendment, and the question authorized hereby are severable. If any portion of this ordinance, the Charter amendment, or the question shall be judicially determined to be invalid or unenforceable, such determination shall not affect the remaining provisions of such ordinance, charter amendment, or question.

Section 8. All ordinances or parts of ordinances of the City in conflict herewith are expressly repealed.

Section 9. Pursuant to Section 5-5 of the Charter, the second publication of this ordinance shall be by reference. Copies of this ordinance are available at the office of the City Clerk.

INTRODUCED, READ AND ORDERED PUBLISHED this _____ day of _____, 2019.

PASSED AND ORDERED PUBLISHED BY REFERENCE this _____ day of _____, 2019.

BOB LEGARE, Mayor

ATTEST:

STEPHEN J. RUGER, City Clerk

APPROVED AS TO FORM:



Nancy C. Rodgers, Deputy City Attorney



Public Safety, Courts and Civil Service Policy Committee Agenda Item Commentary

Item Title: PROSECUTORS' HANDLING OF CASES AFTER MISTRIALS
Item Initiator: Julie A. Heckman, Deputy City Attorney
Staff Source: Julie A. Heckman, Deputy City Attorney
Deputy City Manager Signature:
Outside Speaker:
Council Goal: 1.0: Assure a safe community for people--2012: 1.0--Assure a safe community for people.

ACTIONS(S) PROPOSED *(Check all appropriate actions)*

- Approve Item and Move Forward to Study Session
- Approve Item and Move Forward to Regular Meeting
- Information Only

HISTORY *(Dates reviewed by City council, Policy Committees, Boards and Commissions, or Staff. Summarize pertinent comments. ATTACH MINUTES OF COUNCIL MEETINGS, POLICY COMMITTEES AND BOARDS AND COMMISSIONS.)*

The City Attorney's office was asked to describe how they make a determination of whether to retry a case, after a mistrial has been declared.

ITEM SUMMARY *(Brief description of item, discussion, key points, recommendations, etc.)*

Mistrials are trials that are not successfully completed. They're terminated and declared void before the jury returns a verdict or the judge renders his/her decision in a nonjury trial. Mistrials can occur for many reasons: the death of a jury or attorney, an impropriety in the selection of a jury discovered after the trial begins, juror misconduct (such as having contact with one of the parties, considering evidence not presented in the trial, or conducting an independent investigation), or a fundamental error prejudicial to the defendant that cannot be cured by appropriate instructions given to the jury by the judge. A mistrial can also occur if the jury is unable to reach a verdict because it is deadlocked. Either party may make a motion for a mistrial. The judge will either grant the motion, declare a mistrial and reset the matter for another trial date or the judge will not grant the motion, take any necessary steps, and the trial continues on.

If a mistrial is declared, typically one of three things happen: 1) another criminal trial is scheduled on the same charges, 2) a plea bargain is reached, or 3) the prosecutor chooses not to pursue the case any further and dismisses the charges. The prosecutor must balance the defendant's right to have the trial completed with the public interest in fair trials designed to end in just judgments.

Reasons mistrials have been granted in the Aurora Municipal Court

- A relatively small percentage of mistrials are the result of a hung jury
- Mistrials have been granted because of issues with the jurors themselves
 - In one case a juror fell asleep
 - In a couple cases a juror didn't return after lunch, as instructed
 - There have been cases where it was discovered during the trial that a juror couldn't hear
 - There was a case where it was discovered during the trial that a juror wasn't a US citizen
- Mistrials have been granted because inadmissible comments were made during trial by either a witness or an attorney
 - In most of those cases the City has objected to a mistrial and asked for a curative instruction to the jury, but the judge(s) have granted a mistrial over the City's objections

Factors the City Attorney's office considers when deciding to continue to prosecute a case after a mistrial

- Generally, if a mistrial is not due to a hung jury and caused by something beyond the control of the victim, the City will continue to prosecute, as the victim still deserves resolution to the case.
 - However, there was a case recently where a mistrial was caused by a juror falling asleep, but the testimony that had come out prior to the mistrial was sufficient for the City to discover the case was not as expected, and the City was not likely to prevail at trial. That case was dismissed rather than taking it to trial again.
- In cases where a mistrial was granted because, after a full trial, the jury was hung, many factors are considered, including but not limited to:
 - The severity of the offense
 - The strength and/or weaknesses of the case
 - The victim
 - Potential defenses
 - Mitigating and aggravating circumstances
 - The extent of injuries or damages resulting from the charged behavior
 - If the jury was only hung on some charges or all charges
 - The number of jurors finding guilty vs not guilty, if known
 - If it appears that one or more jurors was influencing the vote of another, if known
 - Many of the factors taken into account in deciding whether to retry a case after a mistrial has been granted are similar to the considerations made initially about whether, and how, to prosecute a case. However, after a mistrial, the prosecution may have additional information.

QUESTIONS FOR Committee

This item is informational only.

EXHIBITS ATTACHED:



Public Safety, Courts and Civil Service Policy Committee Agenda Item Commentary

Item Title: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AURORA, COLORADO, ADDING SECTION 94-84 TO THE CITY CODE RELATED TO REDUCING IDENTITY THEFT BY PROHIBITING CRIMINAL POSSESSION OF IDENTIFICATION DOCUMENTS AND FINANCIAL DEVICES.
Item Initiator: Sergeant Daniel Courtenay
Staff Source: Sergeant Daniel Courtenay
Deputy City Manager Signature:
Outside Speaker:
Council Goal: 1.0: Assure a safe community for people--2012: 1.0--Assure a safe community for people.

ACTIONS(S) PROPOSED *(Check all appropriate actions)*

- Approve Item and Move Forward to Study Session
- Approve Item and Move Forward to Regular Meeting
- Information Only

HISTORY *(Dates reviewed by City council, Policy Committees, Boards and Commissions, or Staff. Summarize pertinent comments. ATTACH MINUTES OF COUNCIL MEETINGS, POLICY COMMITTEES AND BOARDS AND COMMISSIONS.)*

Identity theft is the largest, yet still the fastest growing, crime throughout the world. In the City of Aurora alone, residents lose hundreds of thousands of dollars each year to identity theft and identity theft related crimes. APD is also seeing a great increase in crimes like larceny from vehicles, thefts, and burglaries committed strictly for the purpose of identity theft.

To facilitate identity theft crimes, thieves often have to carry the stolen credit/debit and/or identification cards of their victims, on their person, leading up to and during the commission of crimes (credit card fraud, check forgery, criminal impersonation, etc.). This presents an opportunity for police officers to interdict, prevent, and/or recover said items, even before the primary crime is ever committed.

With that said, APD Officers often come in contact with criminals who are unlawfully in possession of stolen credit/debit cards and identification cards; however, there is no applicable municipal criminal ordinance to cover the mere possession of these valuable items.

Although there are current state laws covering the possession of one credit/debit card, or one identification document, each, like the proposals APD is submitting, is classified as a misdemeanor. Moreover, with the overburdened state courts, these misdemeanors are not likely to be accepted for prosecution or are quickly diminished in plea agreements, in favor of higher felony crimes.

ITEM SUMMARY *(Brief description of item, discussion, key points, recommendations, etc.)*

The City of Aurora can be more proactive in fighting the plague of identity theft. The attached ordinance proposes making it a municipal crime to unlawfully possess financial and identification documents of another. The intent of this proposal is to identify and prosecute criminals for these identify theft related crimes within the jurisdiction of the Aurora Municipal Court, when applicable.

For all intents and purposes, the only reason a person would possess another person's financial device or identification card is to commit identity theft or to aid in the commission of other crimes. The proposals APD is submitting are written in a manner to ensure that, in the extremely rare instance, when a person truly does find another's financial documents or identification cards, and has taken steps to return the documents to its rightful owner, he or she will not face prosecution.

QUESTIONS FOR Committee

Does the Committee support moving this matter forward to City Council for discussion at Study Session?

EXHIBITS ATTACHED:

Proposed Ordinance re Unlawful Possession ID and Financ Device (1-16-2019)

ORDINANCE NO. 2019-_____

A BILL

FOR AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AURORA, COLORADO, ADDING SECTION 94-84 TO THE CITY CODE RELATED TO REDUCING IDENTIFY THEFT BY PROHIBITING CRIMINAL POSSESSION OF IDENTIFICATION DOCUMENTS AND FINANCIAL DEVICES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AURORA, COLORADO:

Section 1. That section 94-84 of the City Code of the City of Aurora, Colorado, is hereby added to read as follows:

SEC. 94-84. Criminal Possession of an Identification Document or a Financial Device

(a) *Definitions.* The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them below:

(1) "Identification document" means a document made or issued by or under the authority of the United States government, a state, political subdivision of a state, a foreign government, political subdivision of a foreign government, an international governmental, or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals, including but not limited to a driver's license, government-issued identification card, social security card, or passport.

(2) "Financial device" means any instrument or device that can be used to obtain cash, goods, property, services, or any other thing of value or to make financial payments, including but not limited to a credit card, banking card, debit card, electronic fund transfer card, guaranteed check card, check, a negotiable order of withdrawal, a share draft; or a money order.

(b) A person commits criminal possession of an identification document if the person knowingly has in his or her possession or under his or her control another person's identification document, knowing that he or she does so without permission or lawful authority.

(c) A person commits criminal possession of a financial device if the person has in his or her possession or under his or her control another person's or entity's financial device knowing that he or she does so without permission or lawful authority.

(d) It shall be an affirmative defense that the defendant had made provable or documented attempts to return a found identification document or found financial device to the rightful owner or rightful account holder before the charging of this offense.

Section 2. The provisions of this Ordinance are hereby declared to be severable. If any section, paragraph, clause, or provision of this Ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 3. All ordinances or parts of ordinances of the City Code of the City of Aurora, Colorado, in conflict herewith are expressly repealed.

Section 4. Pursuant to Section 5-5 of the Charter of the City of Aurora, Colorado, the second publication of this ordinance shall be by reference, utilizing the ordinance title. Copies of this ordinance are available at the office of the City Clerk.

INTRODUCED, READ AND ORDERED PUBLISHED this _____ day of _____, 2019.

PASSED AND ORDERED PUBLISHED BY REFERENCE this _____ day of _____, 2019.

BOB LEGARE, Mayor

ATTEST:

STEPHEN J. RUGER, City Clerk

APPROVED AS TO FORM:



NANCY C. RODGERS, Deputy City Attorney



Public Safety, Courts and Civil Service Policy Committee Agenda Item Commentary

Item Title: AFR SMOKE DETECTOR PROGRAM
Item Initiator: Clare Miller
Staff Source: Sherri Jo Stowell, Community Engagement Administrator
Deputy City Manager Signature:
Outside Speaker:
Council Goal: 1.0: Assure a safe community for people--2012: 1.0--Assure a safe community for people.

ACTIONS(S) PROPOSED *(Check all appropriate actions)*

- Approve Item and Move Forward to Study Session
- Approve Item and Move Forward to Regular Meeting
- Information Only

HISTORY *(Dates reviewed by City council, Policy Committees, Boards and Commissions, or Staff. Summarize pertinent comments. ATTACH MINUTES OF COUNCIL MEETINGS, POLICY COMMITTEES AND BOARDS AND COMMISSIONS.)*

ITEM SUMMARY *(Brief description of item, discussion, key points, recommendations, etc.)*

A working/fully operable smoke detector in the home is proven to reduce fire-related injuries and deaths. The mission of our department references compassionate response and risk reduction and our smoke detector installation program helps us meet that charge.

Using large scale neighborhood installation events in combination with ongoing installation by our crews, we will be successful in our objective to have a working smoke detector in every residence.

QUESTIONS FOR Committee

EXHIBITS ATTACHED:

AFR Memo-Smoke Detector Installation Nov. 7, 2018

AFR Presentation Smoke Detector Program



Memorandum

Aurora Fire Rescue

To: AFR
Date: November 7, 2018
Subject: **Smoke Detector Installations**

A working/fully operable smoke detector in the home is proven to reduce fire-related injuries and deaths. The mission of our department references compassionate response and risk reduction and our smoke detector installation program helps us meet that charge. As Fire Chief, I am challenging all members of the department to identify opportunities to speak with Aurora residents about the value of having smoke detectors in every residence within our community. The goal of the department is to ensure that every home has this life-saving adjunct and this memorandum details the initial approach we will utilize to accomplish this objective.

Identify Opportunities to Install Smoke Detectors

- Create conversations with community members about smoke detectors
- Look around homes while you are inside, offer to test and review the location of smoke detectors that are currently in the home
- Offer to install smoke detectors on-the-spot, ensuring that you always have a kit and new smoke detectors on your apparatus (all of these supplies can be ordered from the warehouse)
- If you are unable to install detectors on-the-spot, either make an appointment or have the resident request a detector online at www.AuroraGov.org/ContactUs
- Marketing materials will be provided to crews in the near future so that they can easily be handed out to residents
- When requests are received from residents through the Community Engagement Office, the company officer will be notified that a smoke detector installation needs to be scheduled. The installation should be scheduled within 2 weeks of the receipt of the request

Installing Smoke Detectors Properly

Attached to this memorandum you will find the NFPA 72 Codes & Standards which details the proper approach for installing smoke detectors. All members are expected to become

familiar with this document as this will be the expectation for the installation process. This will involve ensuring that one smoke detector is present in each bedroom, outside each sleeping area and on every level of the home, including the basement.

If a crew is asked to install smoke detectors inside multiple rented units, or if the crew suspects that a landlord or property manager is taking advantage of the free smoke detector program in multi-family structures, the crew should notify the Inspections & Investigations Deputy Chief through the chain of command.

Aurora Fire Rescue will install smoke detectors, check existing smoke detectors to ensure proper function, and make recommendations based on NFPA 72 regarding placement of detectors. Our department will not drop off or leave smoke detectors for residents to install themselves, nor will we perform any electrical work for hard-wired smoke detectors.

Completing Forms

Residents who accept a free smoke detector will be asked to complete a waiver. In addition, attached to this memorandum you will find a "Smoke Detector Tracking Form" (one form per address) which will assist the department in tracking residences which have received a detector(s). Once completed, these forms should be scanned and emailed to SmokeDetectors@auroragov.org.

Some smoke detectors are donated by The American Red Cross and require additional paperwork. These donated smoke detectors will come from the warehouse and will include the required paperwork. Similar to our internal document, only one Red Cross form per address is required. In this case both the Smoke Detector Tracking Form and the Red Cross form should both be completed then scanned and emailed to SmokeDetectors@auroragov.org.

I want to thank each of you in advance for participating in this program, as it is an essential component of ensuring that our department is engaged and connected to the community.

Be safe and keep leading!

Fernando M. Gray Sr.

Fernando M. Gray, Sr.

Fire Chief

Attachment

NFPA 72 Codes & Standards

Installing smoke alarms

- Choose smoke alarms that have the label of a recognized testing laboratory.
- Install smoke alarms inside each bedroom, outside each sleeping area and on every level of the home, including the basement.
- On levels without bedrooms, install alarms in the living room (or den or family room) or near the stairway to the upper level, or in both locations.
- Smoke alarms installed in the basement should be installed on the ceiling at the bottom of the stairs leading to the next level.
- Smoke alarms should be installed at least 10 feet (3 meters) from a cooking appliance to minimize false alarms when cooking.
- Mount smoke alarms high on walls or ceilings (remember, smoke rises). Wall-mounted alarms should be installed not more than 12 inches away from the ceiling (to the top of the alarm).
- If you have ceilings that are pitched, install the alarm within 3 feet of the peak but not within the apex of the peak (four inches down from the peak).

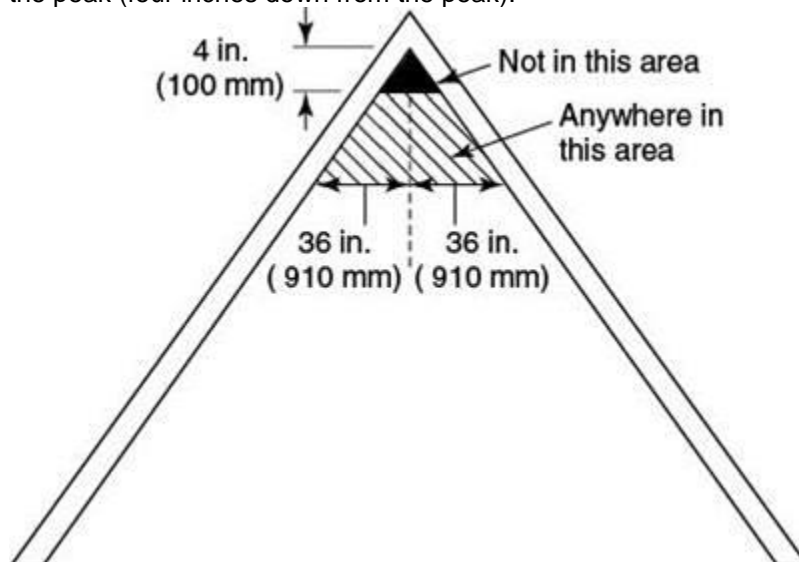


Figure A.29.8.3.1 from *NFPA 72, National Fire Alarm and Signaling Code (2013 edition)*.

- Don't install smoke alarms near windows, doors, or ducts where drafts might interfere with their operation.
- Never paint smoke alarms. Paint, stickers, or other decorations could keep the alarms from working.
- For the best protection, [interconnect all smoke alarms](#). When one smoke alarm sounds they all sound. Interconnection can be done using hard-wiring or wireless technology.
- When interconnected smoke alarms are installed, it is important that all of the alarms are from the same manufacturer. If the alarms are not compatible, they may not sound.
- There are two types of smoke alarms – ionization and photoelectric. An ionization smoke alarm is generally more responsive to flaming fires, and a photoelectric smoke alarm is generally more responsive to smoldering fires. For the best protection, both types of alarms or combination ionization-photoelectric alarms, also known as dual sensor smoke alarms, are recommended.

- Keep manufacturer's instructions for reference.

Testing smoke alarms

- Smoke alarms should be maintained according to manufacturer's instructions.
- Test smoke alarms at least once a month using the test button.
- Make sure everyone in the home understands the sound of the smoke alarm and knows how to respond.
- Follow manufacturer's instructions for cleaning to keep smoke alarms working well. The instructions are included in the package or can be found on the internet.
- Smoke alarms with non-replaceable 10-year batteries are designed to remain effective for up to 10 years. If the alarm chirps, warning that the battery is low, replace the entire smoke alarm right away.
- Smoke alarms with any other type of battery need a new battery at least once a year. If that alarm chirps, warning the battery is low, replace the battery right away.
- When replacing a battery, follow manufacturer's list of batteries on the back of the alarm or manufacturer's instructions. Manufacturer's instructions are specific to the batteries (brand and model) that must be used. The smoke alarm may not work properly if a different kind of battery is used.

AURORA FIRE RESCUE SMOKE ALARM TRACKING FORM

DATE: _____ STATION/SHIFT: _____ OFFICER: _____

ADDRESS: _____ ZIP CODE: _____

OF DETECTORS INSTALLED: _____

REASON INSTALLED: _____

Type of Alarm: Ionization Photo-Electric Combination

RELEASE OF LIABILITY FORM

I, _____, certify that I am over the age of eighteen (18) years and that I am the owner or occupant of the premises located at the address listed above. If I am not the owner, I certify that I have the authorization and authority to act on behalf of the owner in making decisions that impact the premises.

I understand and agree that Aurora Fire Rescue is **providing a free smoke detector/installing a smoke detector I have provided/replacing batteries in an existing smoke detector (circle one)** as a public service in the interest of promoting safety. Aurora Fire Rescue is not a seller, manufacturer, or dealer of smoke alarms, and does not warrant, guarantee, certify, or endorse this particular alarm, alarm brand, or any other brand of smoke alarms.

I verify that the smoke alarm I have received or that I am providing for installation or battery replacement is in working condition and that I have received and read a copy of the manufacturer's owner's manual. I understand and accept that it is my responsibility to inspect and maintain the smoke alarm in accordance with the manufacturer's instructions, including checking each unit monthly for proper operation. I further understand that in order for the smoke alarm to be effective, I need to replace the battery or replace the unit as specified by the manufacturer. As the owner, I am responsible for providing batteries and performing any and all necessary maintenance on the smoke alarm.

I understand that having only one smoke alarm in my home may not give me adequate protection. I further understand that there are smoke alarm technologies that may provide a better level of protection than the unit I received.

In exchange for accepting a free smoke alarm or installation or battery replacement in an existing smoke alarm, I do hereby release and discharge the City of Aurora, Aurora Fire Rescue, and its officers, agents, and employees from any and all actions, claims, demands, damages, costs, or losses arising from the use of said smoke alarm unit. I agree not to make any demand or claim or file any lawsuit against the City of Aurora, Aurora Fire Rescue, or its officers, agents, and employees in connection with this smoke alarm program. I agree that the City of Aurora and Aurora Fire Rescue are not responsible for any damage to the premises caused during or by the installation of the smoke alarm unit.

The City of Aurora and Aurora Fire Rescue expressly disclaim any liability arising from any future failure or malfunction of the smoke alarm, or arising out of any error in its installation or battery replacement.

I have read and understand this release of liability. The terms and provisions of this release of liability are binding on me, my legal representatives, and all my successors, assigns, heirs, and estate.

I agree to the terms of this release of liability and agree to participate in the Aurora Fire Rescue Smoke Alarm Installation Program.

DATE

RECIPIENT'S PRINTED NAME

RECIPIENT'S SIGNATURE

RECIPIENT'S EMAIL & PHONE

Scan and email the completed form to SmokeDetectors@auroragov.org for processing.
Only one form is needed per address.



Aurora Fire Rescue Free Smoke Detector Program



BACKGROUND/HISTORY

- Previous program was in place to offer residents free detectors with installation but inventory was not being maintained
- Proper installation procedures were not being shared with crews on the line
- Department focus/priority had decreased over the years for this free service



BACKGROUND/HISTORY

- Two large detector installation events were hosted in 2018 by AFR in partnership with Red Cross and local volunteers
- 100+ units were installed at each event
- Neighbor requests spiked after the Fall 2018 installation event which took place in Hoffman Heights neighborhood
- These larger events are held in neighborhoods where dangers are high or a recent fire-related tragedy has occurred



PURPOSE

- Install smoke detectors and protect residents from fire related injury or death (AFR will install, not simply hand-out detectors)
- Connect with the community proactively, adding this program to a number of other preventative efforts offered by Aurora Fire Rescue
- Educate residents of Aurora about the proper installation of smoke detectors



LATEST EFFORTS

- November 7, 2018 Memorandum from Chief Gray was sent to entire department outlining new smoke detector installation program
- Memo encouraged AFR members to “Create conversations with community members about smoke detectors,” and encouraged a proactive approach to installation
- Web page developed to take requests from residents and schedule appointments: AuroraGov.org/DetectorRequest
- Any residence in Aurora is eligible...renters or owners can request them.



LATEST EFFORTS

- January 2019 – Promotional campaign launched for the smoke detector program. Outreach methods include:
 - NextDoor
 - Media Pitches
 - Crew Outreach
 - Twitter/Facebook
 - Aurora Channel 8
 - Captain Workshop
- Installation requests have more than doubled in January compared to previous 3 months
- Inventory continues to be a concern, keeping 20+ apparatus stocked with the appropriate number of detectors



LATEST EFFORTS



Aurora Channel 8 television coverage



Tweet from @AuroraFireDpt



Facebook Post from @AuroraFireDpt



ISSUES/OPERATIONAL CONCERNS

- Dependent upon Red Cross to supply smoke detectors
 - No choice in type of detector, no combo Smoke/CO
 - Limited number of boxes are offered each donation
 - More quantities needed to supply 20+ apparatus with inventory
- No budget currently dedicated for marketing this program or any other proactive/preventative AFR programs
- Community awareness needs to be enhanced to make an impact for our residents' and our firefighters' safety
- Other supplies are needed to be successful including ladders and batteries



NEXT STEPS

- Identify funding for a paid marketing campaign and local, targeted advertising
- Work to supply our own inventory and consider adding a Smoke Detector/CO Detector combo to our stock
- Reinforce the smoke detector program internally at upcoming Captain Training Workshop
- Track installations by neighborhood
- Hold March/April installation event with Recruit Class 2019-01





THANK YOU





Public Safety, Courts and Civil Service Policy Committee Agenda Item Commentary

Item Title: CITY OF AURORA OFFICE OF EMERGENCY MANAGEMENT 2019 PLANNING PROJECTS
Item Initiator: Clare Miller
Staff Source: Matthew Chapman, Battalion Chief
Deputy City Manager Signature:
Outside Speaker:
Council Goal: 1.0: Assure a safe community for people--2012: 1.0--Assure a safe community for people.

ACTIONS(S) PROPOSED *(Check all appropriate actions)*

- Approve Item and Move Forward to Study Session
- Approve Item and Move Forward to Regular Meeting
- Information Only

HISTORY *(Dates reviewed by City council, Policy Committees, Boards and Commissions, or Staff. Summarize pertinent comments. ATTACH MINUTES OF COUNCIL MEETINGS, POLICY COMMITTEES AND BOARDS AND COMMISSIONS.)*

The Office of Emergency Management is continually collaborating across city departments to develop plans in each mission area of: Preparedness, Mitigation, Response and Recovery. These mission areas are all related to large scale emergencies and disasters that the city is at risk of experiencing. This presentation is offered as information only in regard to the projects that are underway for 2019. This information will also provide awareness as to which plans need to be brought back before Council for adoption upon the completion of the documents.

ITEM SUMMARY *(Brief description of item, discussion, key points, recommendations, etc.)*

The presentation will provide a brief overview of the 2019 planning projects that are underway across the city and organized by the Office of Emergency Management. The information will also provide advanced knowledge of which plans will be coming back to the committee for required Council approval upon completion of the documents.

QUESTIONS FOR Committee

EXHIBITS ATTACHED:

2019 Aurora OEM Planning Project

**City of Aurora
Office of Emergency
Management
2019 Planning Projects**



BACKGROUND

- Planning Across All Mission Areas Is A Constant and On-Going Process
- 6 Separate and Distinct Planning Projects in 2019
- All City Departments Are Involved In The Planning Process
- Elected Officials and City Management



MISSION AREAS OF EMERGENCY MANAGEMENT



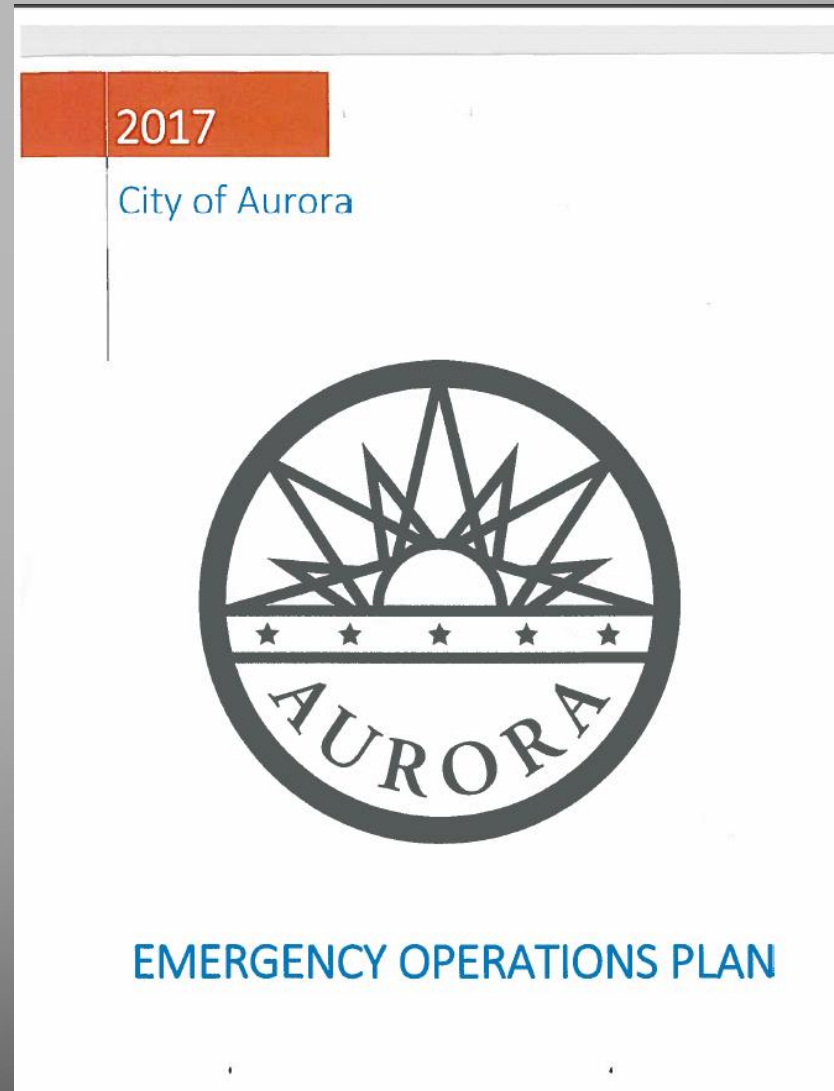
PURPOSE

- Legal obligations and requirements of specific plans
- Provides coordination among all city departments and personnel
- Provides consistency among all city processes and policies
- Reduces confusion and increases efficiency in times of emergency



EMERGENCY OPERATIONS PLAN

- Required to be updated and adopted by City Council for 2020
- Updated every 3 years
- Large scale emergencies and disasters
- Emergency and Disaster Declarations



DISASTER RECOVERY PLAN

- First Comprehensive Disaster Recovery Plan for the City
- Regional Recovery Homeland Security project

4 Included Annexes

- Debris Management
- Damage Assessment
- Housing
- Human Services



City of Aurora

Disaster Recovery Plan

City of Aurora, Colorado



DISASTER RECOVERY PLAN

Prepared for:
The City of Aurora, Colorado

Prepared by:



CONTINUITY OF OPERATIONS PLANS

- Continuity of Operations Plans (COOP)
- Required for every city department
- Separate from Disaster Recovery Plan

CONTINUITY OF OPERATIONS PLAN (COOP)

CITY OF AURORA PURCHASING DIVISION



DRAFT

FOR OFFICIAL USE ONLY

NOTICE: This document contains information pertaining to the deployment, mobilization, and tactical operations of City of Aurora Purchasing Division in response to emergencies. It is exempt from public disclosure under Colorado state law.

NATURAL HAZARD MITIGATION PLAN

- Updated every 5 years per FEMA requirements
- Planning process begins in 2019

HAZARD MITIGATION PLAN
City of Aurora
January 31, 2016

The City of Aurora
Fire Department/ Office of Emergency Management
15151 E. Alameda Parkway
Aurora, CO 80012



PUBLIC NOTIFICATION ANNEX

- Included in the Emergency Operations Plan
- Common notification procedures across departments
- Finalized in 2019



Emergency Operations Plan
Public Notification Annex

December 2018



RESOURCE MOBILIZATION PLAN

- Common procedures across city departments for resource deployment and mutual-aid requests
- Updated and completed in 2019/2020



Aurora Office of Emergency Management
All-Hazards Resource Mobilization & Management Plan Annex –
January 2017

Authored By:
Aurora Office of Emergency Management

NEXT STEPS

- Emergency Management staff will review plans with internal and external stakeholders for plan functionality, adequacy and training
- Grant processes in place for eligible planning functions
- Required Council adoption of the Emergency Operations Plan-Dec. 2019





THANK YOU

