

# DRAFT

**MINUTES OF THE SPECIAL MEETING  
TOWN COUNCIL PUBLIC SAFETY SUBCOMMITTEE  
TOWN OF CHINO VALLEY  
MONDAY, AUGUST 26, 2019  
3:00 P.M.**

The Town Council Public Safety Subcommittee of the Town of Chino Valley convened for a regular meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

**1) CALL TO ORDER**

Chair Jack Miller called the meeting to order at 3:06 p.m.

**2) ROLL CALL**

Present: Annie Perkins, Councilmember; Jack Miller, Councilmember

Absent: Mike Best, Chair

Staff Charles Wynn, Police Chief; Randy Chapman, Police Lieutenant; Laurie Whisenand, Civilian  
Present: Operations Supervisor; Marrilee Easton, Civilian Officer; Joe Duffy, Finance Director; Frank Marbury, Public Works Director/Town Engineer

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve February 27, 2018, meeting minutes.

MOVED by Councilmember Annie Perkins, seconded by Councilmember Jack Miller to approve the February 27, 2018 regular meeting minutes.

AYE: Councilmember Annie Perkins, Councilmember Jack Miller

**Vote:** 2 - 0 PASSED - Unanimously

**4) CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Subcommittee concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Committee action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.*

**5) OLD BUSINESS**

6) **NEW BUSINESS**

- a) Discussion and possible action regarding a new police building.

Chief Wynn and Committee Members discussed the following:

**Police Facility Problem Overview:**

- The building was past its planned life span and the Police Department outgrew the facility over 15-years ago.
- The 3,000 square foot facility became the Town's Police Department in approximately 1991 and officer staffing had tripled since that time. The old food bank building was added in 2015 and was mainly used for evidence storage. The Department also used two wooden sheds and three Conex boxes for record and evidence storage.
- The department had 25 sworn officers, but that number could increase in the future to 29 officers in order to meet the FBI national standards of 2.4 officers per 1,000 residents. The Town's current population was 12,003 per the 2018 US Census Bureau. In 1990, the population was 4837. The annual population average increase was 3%.
- State Route 89 was averaging approximately 25,000 vehicles per day and about 80 traffic crashes per year. There were also approximately 11,000 written reports per year.
- The building was often overcrowded with staff, visitors, community members and others.
- The infrastructure of the building was outdated and needed a new HVAC system, updated electrical, telecommunication and data systems.
- Staff efficiency often suffered due to the building conditions and the conditions often affected the staff's morale and policing effectiveness.
- The building conditions also negatively affected the building occupant's safety and the public's perception of the police department.

**Specific Problems:**

*Holding and Intox Area:*

- There was not a separate holding area for juveniles and adults. Juveniles and adults were to be separated by sight and sound and the current facility does not provide the space to do this. The Department was forced to leave adult prisoners in police vehicles because of the lack of cell space.

*Office Area:*

- There was no specific break area for employees. Police Officers were forced to process evidence on the same tables used by staff to eat on.
- There was not an area free of outside distractions for officers to complete official reports and critical paperwork.

*Restroom Area:*

- There was not a specific place or locker room for officers to change clothes.
- There were no onsite showers for officers to use in the case of exposure to hazardous materials, which occurred on a regular basis.
- There was only one small employee male and female restroom that measured 6 x 6. There was no public restroom available.

*Public Use:*

- The current facility is not ADA compliant.
- The public lobby and waiting room is only 100 square feet and does not provide the space necessary to assist more than one person at a time.
- The lack of space and rooms do not allow for victims to have necessary privacy.

*Additional Concerns:*

- Office spaces do not provide the necessary privacy often required in police work and conversations could be heard from outside the office space.
- Staff had to be split between two buildings making communication and efficient work difficult.
- The total square footage was less than 25% of the national standards for police facilities.
- The building was not near the highway or the center of Town, which could cause response time delays.
- There was no available space for training or meetings. Training was a critical role for Police Officers.
- Evidence for ongoing and past investigations was held in multiple locations.
- The agency would be unable to pursue accreditation.

*Required Department Space:*

- The facility should be one to two square feet per resident, which would be approximately 12-24 thousand square feet based on the current population.
- The appropriate locker and changing areas were required.
- The lobby needed to be large enough to assist multiple citizens at one time.
- The evidence storage needed to be consolidated and in one location.
- The holding cell needed to be designed and large enough to meet current standards.
- There needed to be a proper break room space for employees.
- A multipurpose area to satisfy staff training and meeting necessities was needed.
- A quiet workspace area was needed for officers that provided an adequate number of workstations and additionally provided officers minimum noise and distractions.
- The facility had to have enough space to have all Police Department staff in one facility.
- The facility grounds need to provide adequate secure parking for police vehicles and staff parking. Parking for citizens was needed as well.
- A secured Sally Port was needed.

MOVED by Councilmember Jack Miller, seconded by Councilmember Annie Perkins to obtain Request for Qualifications for the design and cost estimate of a new Police Department facility that met the needs of the Police Department that would be presented to the Town Council for approval.

AYE: Councilmember Annie Perkins, Councilmember Jack Miller

**Vote:** 2 - 0 PASSED - Unanimously

**7) ADJOURNMENT**

MOVED by Councilmember Annie Perkins, seconded by Councilmember Jack Miller to adjourn the meeting at 4:23 p.m.

AYE: Councilmember Annie Perkins, Councilmember Jack Miller

**Vote:** 2 - 0 PASSED - Unanimously

Submitted: August 29, 2019.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: \_\_\_\_\_, 2019.