

**MINUTES
JANUARY 25, 2018
PUBLIC SAFETY TASK FORCE
REGULAR MEETING**

Chair John Hirokawa called the regular meeting to order at 6:08 p.m.

ROLL CALL

PRESENT: Members Ray Cosyn, John Hirokawa, Rebecca Jepsen, Chuck Page
ABSENT: Member Sudip Ghosal
ALSO PRESENT: Crystal Bothelio, Deputy City Manager
Captain Rich Urena, Santa Clara County Sheriff's Office

REPORT ON POSTING OF THE AGENDA

Deputy City Manager Crystal Bothelio reported that the agenda was properly posted on January 19, 2018.

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

None

AGENDA ITEMS:

1. Public Safety Task Force Minutes

Recommended Action:

Review and approve draft minutes from the November 28, 2018 meeting.

Hirokawa/Cosyn moved to approve draft minutes from the November 28, 2018 meeting.

MOTION PASSED. AYES: COSYN, HIROKAWA, JEPSEN. NOES: NONE. ABSTAIN: NONE. ABSENT: GHOSAL, PAGE.

2. Public Safety Metrics

Recommended Action:

Review monthly update to public safety metrics.

Captain Rich Urena provided an overview of the public safety metrics, including a year-end totals.

Task Force Member Jepsen recommended showcases successful arrests of the Sheriff's Office.

Task Force Member Page thanked Captain Urena and his staff for their quick response time to his home security alarm being activated.

The Task Force discussed some of the reasons why residential burglaries may have increased during the month of December.

3. Task Force Work Plan and Status Update

Recommended Action:

Review work plan, consider any work plan changes, develop status report, and discuss the presentation for the March 5, 2018 Work Plan Study Session with the City Council.

Deputy City Manager Crystal Bothelio presented a report on the Task Force Work Plan.

Task Force Member Jepsen requested that the number of Neighborhood Watch groups before creation of the Public Safety Task Force and the current number be included in the progress for Work Plan Item 2.B Increase the number of Neighborhood Watch groups. She also asked that the progress for Work Plan Item 2.D Review process and guidelines for forming Neighborhood Watch reference the Task Force's review of the registration process as well as the Task Force's recommendation to maintain a simple registration process and outreach to make residents aware of the easy process.

PAGE/COSYN MOVED TO APPROVE THE WORK PLAN WITH A NOTE ON THE NUMBER OF NEIGHBORHOOD WATCH GROUPS BEFORE FORMATION OF THE TASK FORCE AND NOW UNDER WORK PLAN ITEMS 2.B PROGRESS AND THE ADDITION OF THE TASK FORCE'S REVIEW OF THE NEIGHBORHOOD WATCH REGISTRATION PROCESS AND RECOMMENDATION TO KEEP THE PROCESS SIMPLE AND ALSO MAKE RESIDENTS AWARE THAT THE PROCESS IS EASY UNDER WORK PLAN ITEM 2.D. MOTION PASSED. AYES: COSYN, HIROKAWA, JEPSEN, PAGE. NOES: NONE. ABSTAIN: NONE. ABSENT: GHOSAL.

4. Saratoga Safety Fair

Recommended Action:

Consider Saratoga Safety Fair, including outreach materials, criteria for resource table hosts, and desired presentations.

Chair Hirokawa requested a presentation on domestic violence.

Task Force Member Jepsen requested a presentation on personal safety that includes tips for youth, women, and seniors.

Vice Chair Page requested a presentation on human trafficking.

The Task Force agreed on presentations on: Domestic Violence, Human Trafficking, Personal Safety, Scams and Identity Theft, and Home Fire Safety and Home Escape Plans. The Task Force also approved the outreach materials with a request to add yellow police tape on the flyer and agreed to allow vendors to sell products at the Fair, if they choose to do so.

Chair Hirokawa left the meeting.

5. Public Safety Postcard

Recommended Action:

Provide feedback on draft public safety postcard and publication schedule.

The Task Force discussed the postcard. The Task Force requested that the back side include a seasonal message, 6 bullet pointed safety tips, a summary statement, and call to action. They requested that the front of the postcard include bulleted tips from Captain Urena. The Task Force also requested that future postcards be brought to the Task Force for review in a two-step process. First, the Task Force will review content of the quarterly postcard and at the subsequent meeting review the draft postcard and provide feedback to staff.

6. Neighborhood Watch Brochure

Recommended Action:

Provide feedback on draft Neighborhood Watch brochure.

The Task Force requested condensed content in a bulleted format. The Task Force requested the brochure come back at the February meeting.

7. Joint Meeting with Saratoga CERT Leadership

Recommended Action:

Prepare discussion topics for the Task Force's joint meeting with Saratoga CERT on February 22, 2018 and the Neighborhood Watch/CERT gathering.

The Task Force agreed to hold the reservation for a Neighborhood Watch/CERT gathering on April 21, 2018 at the Saratoga Prospect Center, Friendship Hall. The group also identified the following discussion topics for the Task Force and CERT joint meeting:

- What is CERT?
- How do residents identify and get in touch CERT members in their neighborhood?
- How can CERT and Neighborhood Watch leaders partner?
- How can Neighborhood Watch leaders help CERT?
- Should CERT be better promoted? If so, how can CERT be better promoted?

8. Future Agenda Items

Recommended Action:

Consider agenda items for upcoming meetings. The next meeting is on February 22, 2018.

The Task Force agreed to discuss the Neighborhood Watch Brochure at the February meeting.

ADJOURNMENT

COSYN/JEPSEN MOVED TO **ADJOURN THE MEETING AT 7:47 P.M.** MOTION PASSED. AYES: COSYN, JEPSEN, PAGE. NOES: NONE. ABSTAIN: NONE. ABSENT: GHOSAL, HIROKAWA.

Minutes respectfully submitted:

Crystal Bothelio, Deputy City Manager
City of Saratoga