

## AGENDA

THE **WORK SESSION** OF THE POLICE AND FIRE ADVISORY COMMITTEE (PFAC)  
TO BE HELD ON **THURSDAY, AUGUST 12, 2021 AT 5:30 PM.**  
THE MEETING WILL BE HELD IN PERSON AT CITY HALL COUNCIL CHAMBERS  
LOCATED AT 915 S. TOVREAVILLE RD, BISBEE, ARIZONA.

### Committee Members:

Craig Emanuel, Ward 1  
Thomas Patterson, Ward 1  
Cynthia Conroy, Ward 2  
Mary "Kay" Gojkovich, Ward 2  
Denise Whisman, Ward 3  
Vacant, Ward 3  
Heather Loken, Member at Large

### Fire Department Representatives

Robert Cline, Firefighter/EMT  
Brandon Davey, Captain

### City Staff:

Joelle Landers, Personnel Director  
Albert Echave, Police Chief  
Jim Richardson, Acting Fire Chief  
Steve Pauken, City Manager

### Police Department Representatives

Joey Long, Deputy Chief  
VACANT

### City Council Liaison:

Frank Davis, Councilmember

The following Agenda Items are presented for Discussion and Possible Recommendation:

1. Discussion and review of City of Bisbee, City Code, Article 4.6 Police and Fire Advisory Committee. (Staff Liaison, Joelle Landers)
2. Discussion and review items requested by Kay Gojkovich via email 06/14/2021:
  - a. Pursuits and Tasers
    - i. Reference: <https://www.bisbeeaz.gov/DocumentCenter/View/3123/Bisbee-Police-Department-Manual-Approved-030717>
  - b. Coordination and cooperation with BPD and BFD
    - i. Reference: Bisbee City Code, Article 4.6 PFAC, 4.6.7 Powers and Duties Generally of the Committee, G.
3. Discussion and review items requested by Craig Emanuel via email 07/17/2021:
  - a. Training Police Department to work in concert with the Fire and Police Committee
    - i. Reference: Bisbee City Code, Article 4.6 PFAC, 4.6.7 Powers and Duties Generally of the Committee, E.
  - b. Homeless Encampments
  - c. Trespassing on Property
  - d. Transients sleeping in downtown area
  - e. Creating a conducive environment for tourism and sponsored events
  - f. Minimize Graffiti

*Should anyone need any special accommodations for this meeting, please contact Joelle Landers, City Staff, at (520) 432-6271 at least 24 hours in advance of the meeting.*

- i. (b. – f.) Reference:  
<https://www.bisbeeaz.gov/DocumentCenter/View/3123/Bisbee-Police-Department-Manual-Approved-030717>
  - ii. Bisbee City Code
  - iii. AZ Revised Statutes, Title 13 – Criminal Code
4. Discussion and review items requested by Craig Emanuel via email 07/20/2021, in efforts to simplify 07/17/2021 email requests:
  - a. CPTED, Crime Prevention through Environmental Design
  - b. Coordination of efforts between Police and Fire Department and PFAC
    - i. Reference: Bisbee City Code, Article 4.6 PFAC, 4.6.7 Powers and Duties Generally of the Committee, E.
  - c. Create an intern or extern program between City and Cochise College for Police and Fire Recruitment
    - i. Personnel Director Job Description: Designs, implements, administers and communicates the City's recruitment and selection programs, employee benefits program, classification and compensation program, training and development, employee relations and employee safety and health programs.
5. Discussion and review items requested by Craig Emanuel via email 07/26/2021:
  - a. Annual Report to City Council from Committee.
    - i. PFAC MEETING, TUESDAY, AUGUST 27, 2019 - Discussion and possible approval of the PFAC FY17/18 – FY18/19 Annual Report to Council.
    - ii. Further research required to provide document for review, follow up with Mr. Patterson.
6. Discussion and review items requested by Cynthia Conroy via email 07/29/2021:
  - a. Discussion of Chairmanship in light of significant new members and call for new nominations followed by vote at next Regular Session on August, 24, 2021.
7. Discussion and review items requested by Craig Emanuel via email 08/09/2021:
  - a. BPD Policy on abandoned or disabled vehicles on city streets.
    - i. Reference: <https://www.bisbeeaz.gov/DocumentCenter/View/3123/Bisbee-Police-Department-Manual-Approved-030717>
    - ii. Reference: A.R.S. §28-4801
8. Board Comments or Future Agenda Item Suggestions, may specify Regular, Special or Work Sessions: *(Board members may suggest topics for future meeting agendas, but will not here discuss, deliberate or take any action on these topics.)*

## ADJOURNMENT

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Disposable Medical Supplies

Pursuant to A.R.S. § 36-2239(D)

Charges Allowed

Subscription Rate

None

**ARTICLE 4.6 POLICE AND FIRE ADVISORY COMMITTEE  
(O-03-10)**

**4.6.1 Establishment**

In accordance with Section 5.02, Bisbee City Charter, there is hereby established a Police and Fire Advisory Committee. The committee shall be composed of seven (7) voting members appointed by the Mayor and approved by the City Council. There shall also be four (4) nonvoting members of the committee, one supervisor and one non-supervisor each from the Police and Fire Departments, as selected by the Bisbee Police Chief and the Bisbee Fire Chief from their respective departments.

**4.6.2 Selection of Committee Members**

The seven (7) voting members shall be composed of two (2) members each from the City's three Wards and one member at large. In recruiting and selecting the voting members of the committee, the Mayor and City Council shall seek to reflect the diversity of Bisbee's population in order that there will be input from a broad spectrum of interests, views and concerns. In pursuit of that objective, the Mayor and City Council should seek board members from different personal, professional, ethnic and cultural backgrounds.

**4.6.3 Terms of Office**

The voting members of the committee shall serve staggered terms. Three (3) of the initial committee voting members, one from each Ward, as determined by lot, shall serve a one (1) year term. The remaining initial committee voting members shall serve a two (2) year term. Thereafter, the term of office for a board member shall be two (2) years. The Mayor and City Council shall fill a vacancy during a term in office for the remainder of the term in the same manner as the original appointment. Unexcused absence from three (3) consecutive regularly scheduled meetings by any voting member of the committee shall be deemed to constitute the resignation of the voting member.

**4.6.4 Officers**

The committee shall nominate and elect a chairperson and a vice chairperson to each serve a one-year term.

**4.6.5 Staff Representatives**

The City Manager shall select and appoint staff representatives and/or clerical support for the committee.

**4.6.6 Meetings  
(O-07-10)**

- A. Regular committee meetings shall be held as determined by the committee's chairperson to be necessary. Special meetings may be held as determined by the committee's chairperson or upon request of one or more of the committee's voting members, but only after a 72-hour notice to all committee members.
- B. A quorum of the committee shall consist of a majority of voting committee members then appointed and serving.
- C. Written minutes of all committee meetings shall be prepared. All committee meetings shall also be recorded.



**4.6.7 Powers and Duties Generally of the Committee**

The committee shall have the following powers and duties:

- A. The committee shall establish, with the approval of the Mayor and City Council, such written rules and procedures as it deems necessary for the faithful performance of its duties as expressed in this article; provided, however, such rules do not conflict with applicable laws, ordinances or the City's Charter.
- B. The committee shall advise and consult, through its chairperson, with the City Manager as to the items or matters to be included on any committee agenda prior to the preparation and distribution of the agenda.
- C. The affirmative vote of a majority of voting members of the committee present shall be required for passage of any matter or recommendation of the committee.
- D. The committee shall review and approve the official minutes of all committee meetings.
- E. The committee shall identify public safety, law enforcement, fire prevention and emergency service issues that are of concern to the community, or a particular segment of the community, and provide recommendations to the Mayor and City Council or the City Manager, as the case may be, regarding how those issues should be addressed. The issues the committee should consider addressing include, but are not limited to:
  - Excessive force concerns;
  - Slow response times;
  - Community communications and relations;
  - Improving ethnic and gender diversity through recruitment;
  - Enforcement activities or programs;
  - Criminal activity in specific areas or City wide;
  - Particular fire safety issues for commercial and residential properties;
  - Emergency service concerns and needs;
  - Traffic violations concerns;
  - Juvenile crime or juvenile activities;
  - Crime in and around schools;
  - Equipment needs; and
  - Staff needs
- F. The committee will work through the City Manager to promote and encourage community policing and community fire prevention policies that:
  - Reflect a concern for the overall well-being of the community;
  - Seek to address underlying causes and problems;
  - Deal with the combination of physical and social issues that are at the heart of many community problems;
  - Require active involvement by community residents;
  - Require partnerships and involvement sometimes beyond law enforcement and fire prevention to be effective; and
  - Establish a strong relationship between the Police and Fire Departments and the community based on trust, assistance and mutual respect.
- G. The committee shall promote communication between the Police and Fire Departments and the community by encouraging citizens from all segments of the community to present their views, concerns and complaints about crime and law enforcement, as well as fire prevention and emergency services issues within Bisbee. In pursuit of this objective, the committee shall actively seek out the views and concerns of



citizens from the many racial, ethnic, cultural, socio-economic and minority groups that make up Bisbee's diverse community.

- H. The committee may allow citizens to express complaints regarding allegations of specific instances of police or fire fighter misconduct. The committee, however, is not an investigating body; nor shall it consider individual personnel issues. The committee shall advise the complainant of the Police Department's or Fire Department's procedure, as the case may be, for handling such complaints, provide information about how a formal complainant can be filed and refer the matter to the City Manager for his review. The City Manager shall make an immediate inquiry regarding any such complaint and report to the committee regarding his inquiry and recommendations, if any. If the complainant is dissatisfied with the City Manager's report, or if the complaint raises an issue of general concern to the community or a segment of the community, the committee may set the issue on its agenda for a later meeting at which it may consider the issue, including holding a public hearing, and offer its recommendations, if any, to the Mayor and City Council regarding the issue.
- I. The committee shall submit an annual report each July to the Mayor and City Council regarding the activities of the committee. At the committee's request, the City Manager shall prepare the annual report on behalf of the committee for the committee's adoption. The report shall include a summary of the issues reviewed by the committee, any recommendations made by the committee and any actions the Police and Fire Departments have taken as a result of those recommendations. The City Manager shall also provide the Mayor and Council with copies of all committee minutes. In addition, from time to time, the committee may request the opportunity to address the Mayor and City Council at regularly scheduled Council meetings regarding crime or law enforcement or fire prevention or emergency service issues.

## **CHAPTER 5     MAGISTRATE COURT**

### **ARTICLE 5.1         MAGISTRATE COURT ESTABLISHED; JURISDICTION**

There is hereby established in the City a Magistrate Court which shall have jurisdiction of all violations of this Code, and jurisdiction concurrently with justices of the peace of precincts in which the City is located of violation of laws of the state committed within the limits of the City. The Magistrate Court is established pursuant to the Arizona Constitution and Section 22-402, A.R.S.

### **ARTICLE 5.2         MAGISTRATE (CITY CHARTER, ARTICLE XI)**

#### **5.2.1             Appointment; Compensation (O-91-07; O-89-34; O-89-27)**

- A. The Magistrate shall be appointed by the Council for a period of two years, with such compensation as may be determined by the Council.
- B. The Mayor is hereby authorized to appoint a Magistrate Pro Tempore to act in the temporary absence or inability of the City Magistrate to so act.
- C. That said Magistrate Pro Tempore shall assume the duties of Magistrate only upon the approval of the Mayor or Mayor Pro Tempore.
- D. That compensation for the Magistrate Pro Tempore shall be as fixed by the Mayor and Council from time to time.
- E. That the term of the Magistrate Pro Tempore shall run concurrent with the term of the City Magistrate.

#### **5.2.2             Powers and Duties (O-02-10)**





## Joelle Landers

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**From:** n Techau <nancytechau@msn.com>  
**Sent:** Monday, June 14, 2021 8:53 AM  
**To:** Joelle Landers  
**Subject:** agenda item Work Session

Good morning Joelle, I would like to submit the following for discussion and realize all depends on time allotted. Pursuits, tasers and co-ordination/co-operation with BPD & BFD. I would also recommend, the person(s) name be included on subject line of topic.

Thanks Joelle. Call if you have questions.

Kay Gojkovich  
602 339 4576





## Joelle Landers

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**From:** Craig Emanuel <craigemanuel6@gmail.com>  
**Sent:** Saturday, July 17, 2021 10:26 AM  
**To:** Joelle Landers  
**Subject:** set a date for special work session

Joelle we need to have a date set as soon as possible for our special work session of the Police and Fire Advisory. Thanks

Training Police Department to work in concert with the Fire and Police Committee.

Homeless encampments

Trespassing on property

Transients sleeping in downtown area

Creating a conducive environment for tourism and sponsored events

Working together to minimize graffiti

Thanks again looking forward to our work session!



## Joelle Landers

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**From:** Craig Emanuel <craigemanuel6@gmail.com>  
**Sent:** Tuesday, July 20, 2021 7:15 AM  
**To:** Joelle Landers  
**Subject:** Agenda items PFAC

Joelle, good morning. I was trying to explain where I was going with my agenda items and so they are very wordy. However, to simplify things let me suggest.

Agenda Item: CPTED, Crime Prevention through Environmental Design.

Agenda Item: Coordination of efforts between Police and Fire department and PFAC

Agenda Item: Create an intern or extern program between City and Cochise College for Police and Fire Recruitment

Thanks again and I look forward to our work session.



## Joelle Landers

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**From:** Craig Emanuel <craigemanuel6@gmail.com>  
**Sent:** Tuesday, July 20, 2021 6:33 AM  
**To:** Joelle Landers  
**Subject:** Re: set a date for special work session

Thanks again Joelle for your quick response to my email.

**Agenda Item:** Coordination and training between PFAC and Police and Fire Department.

This item is to learn to maximize the effectiveness for the Police and Fire Department to have discussion and possible recommendations from the Police and Fire Advisory before taking some items forward to the City Council and or community. A recent example might be the proposed bicycle path that was presented to the City Council last week. The bicycle path is a major expenditure item for our community and it is a safety item for the community since the discussion at council was that the lack of a path has caused two deaths.

Another example could be a discussion and recommendation that was presented about one way traffic on OK street in old Bisbee. The item failed to pass the recommendation from the City of creating a one way flow of traffic. On many topics the more discussion and ideas from expertise from the PFAC the more beneficial it will be to the final presentation before council.

In summary the committee is an excellent way to achieve community support by broadening the base of knowledge in the community through the effective use of the PFAC. Our recent recommendation to the City Council to ban fireworks within the City due to high fire danger is also an example of utilization of our PFAC. I am hopeful our work session will demonstrate to the City Departments and the membership on our committee how and when to bring other items to the PFAC for discussion to achieve maximum discussion and effective leadership on important issues.

**Agenda Item:** Creating a community image of Safety and Security to promote tourism and enhance revenues for our community.

Recently, I visited with several tourists downtown and they were afraid of several of the people they had encountered the night before. A discussion of what we can do to make our community present itself in the most beneficial image for encouraging tourism. Graffiti reduction, requesting merchants to clean store front sidewalks, emptying trash cans in front of stores, etc. In general making our Bisbee a safer place for visiting and choosing Bisbee as their destination for a weekend visit. Crime Prevention Through Environmental Design, (CPTED). CPTED is an important tool to help a community achieve a safer community in both policing and fire standards. I am hopeful that we could find in our study session several CPTED concepts that our community would embrace and help us achieve a goal of a safer community.

My phone number is 480-577-9781, if I can provide any additional thoughts on these two recommended agenda items.

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Good afternoon,

Thank you for the agenda items for the work session. I would like to get further information on what the end goal or intention is for the following agenda items:

Training Police Department to work in concert with the Fire and Police Committee.

Creating a conducive environment for tourism and sponsored events

Thank you,

*Joelle Landers*

Personnel Director

Desk: (520) 432-6271

Cell: (520) 366-7766

**From:** Craig Emanuel [mailto:[craigemanuel6@gmail.com](mailto:craigemanuel6@gmail.com)]

**Sent:** Saturday, July 17, 2021 10:26 AM

**To:** Joelle Landers <[JLanders@bisbeeaz.gov](mailto:JLanders@bisbeeaz.gov)>

**Subject:** set a date for special work session

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Thanks again looking forward to our work session!





## Joelle Landers

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**From:** Craig Emanuel <[craigemanuel6@gmail.com](mailto:craigemanuel6@gmail.com)>  
**Sent:** Monday, July 26, 2021 10:56 AM  
**To:** Joelle Landers  
**Subject:** Re: Agenda items PFAC

I was hoping to add another item to our Police and Fire work session. I would like the item to be the annual report to the City Council from the Committee. Also maybe you could provide us the past documents that have been transmitted from the committee to the Council. Thanks again for your help.

On Tue, Jul 20, 2021 at 11:29 AM Craig Emanuel <[craigemanuel6@gmail.com](mailto:craigemanuel6@gmail.com)> wrote:  
Thanks again for all your help getting us together for our work session.

On Tue, Jul 20, 2021 at 9:14 AM Joelle Landers <[JLanders@bisbeeaz.gov](mailto:JLanders@bisbeeaz.gov)> wrote:  
Thank you so much. I appreciate the explanation and the detail. I will get some dates and follow up with you and the committee.

Thank you,  
Joelle Landers  
Personnel Director  
City of Bisbee  
(520) 432-6007

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**From:** Craig Emanuel <[craigemanuel6@gmail.com](mailto:craigemanuel6@gmail.com)>  
**Sent:** Tuesday, July 20, 2021 7:15 AM  
**To:** Joelle Landers <[JLanders@bisbeeaz.gov](mailto:JLanders@bisbeeaz.gov)>  
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Thanks again and I look forward to our work session.





## Joelle Landers

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**From:** Cynthia Conroy <cacbisbee@gmail.com>  
**Sent:** Thursday, July 29, 2021 3:11 PM  
**To:** Joelle Landers  
**Subject:** police and fire agenda request

In light of significant new members i request we have a discussion about chairmanship and a call for new nominations followed by a vote. thx, Cynthia

Cynthia Conroy  
520-266-0401  
President, founder  
Bisbee Vogue Inc.  
Iron Man Suite.com  
Bisbee1000.org





## Joelle Landers

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**From:** Craig Emanuel <craigemanuel6@gmail.com>  
**Sent:** Monday, August 9, 2021 8:26 AM  
**To:** Joelle Landers  
**Subject:** additional agenda item request for discussion

I would like to know what the policy of the BPD is on abandoned or disabled vehicles on city streets? Thanks  
Looking forward to our work session.

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