

## MEMO

TO: Mayor and City Council

FROM: Terry Wright

RE: Public Safety Committee Minutes, Action Requested for Council Meeting  
7/6/2020

DATE: 6/26/20

Items Discussed included;

- 1) CIS/City accident report where it directs reports be reviewed by Safety Committee. This has not evidently been done. Request HR remove this activity from the form and disseminate new updated form.
- 2) Discussed lack of information available on alley locations and descriptions for the city. This causes issue when investigating neighbor complaints and enforcing ordinance violations and other neighborhood issues. Mayor and Council to direct appropriate staff to research and update records.
- 3) Updated Committee on the STOPS Data collection required by the state. The system is installed and is now being used. In future the PD will be able to provide reports on collected data.
- 4) Staffing update. New Officer Hire will start academy on 8/31/20 and then Field training and should be out on his own after April 2021. The new Evidence non-sworn position will start 7/6/20.
- 5) The new vehicles have been ordered but because of COVID and other delays, may not be delivered until the end of the year. This would actually save us some money in financing.
- 6) Proposals for new vehicle equipment and install were reviewed by the committee and the committee will recommend the Council **move to accept the proposal from Day Wireless for up fitting of the new Ford Explorers at \$10,972.94 per vehicle for the 3 vehicles.** This money is already budgeted in the FY 20/21 budget.
- 7) The committee was updated on the Police Building. The new floor has been installed in the back room. Other changes have also been done to better utilize space for employees.

- 8)** The committee was updated on the voter receivers. Both have now been installed, one at the courthouse and one at county public works. These have improved radio use which has enhanced officer safety.
- 9)** The School Officer grant has been tentatively approved. We have 90 days to accept which we will do. This is \$125,000 over 3 years. Coupled with the monies provided by the school district, this will initially cover the cost of an officer.
- 10)** The committee was updated on the backlog of cases at Justice Court and that they are now trying to catch up. The city has about 300 tickets in the backlog.
- 11)** When time allows this summer, the PD will update the Downtown Parking Plan, Inventory of spaces and sign needs.
- 12)** The Fire department and Tillamook regional Medical Center Ambulance, Emergency Services had representation at the meeting which was well received and should continue. We initially discussed the Emergency Operations Plan and Incident Response Plan.

## Terry Wright

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**To:** Paul Wyntergreen; Abigail Donowho; Jamy Wilson; Erica Bomar; Tim Lyda; Shawn Burge;  
Megan Carpenter (mcarpenter@tillamookor.gov)  
**Subject:** Employee Accident Incident Form

11/21/19

I attended the Safety Committee meeting today, specifically to discuss the Employee Accident/Incident report as I had not been able to get clarification with an earlier attempt.

I talking to the committee, it was determined that there was no recollection of ever reviewing this two page form and/or completing the Safety Committee Evaluation of Accident/ Incident portion. In addition there was not clarity from those at the meeting, that Public Works was completing these forms each time they were required or if they were completing them at all.

I started this quest because of concerns of what was being reviewed by the Safety Committee. My first concern was open discussion if it involved specific medical information to an employee. I was also concerned about the security/ confidentiality of the form. I was then concerned that comments might be entered on the form and I as an administrator would not be able to review the conclusions or comments. In addition, if more information is placed on the form after the employee signs it, the employee needs to be aware if it is going to be retained in the personnel or other file for future access or review.

For now, I have to assume that since the Safety Committee is not completing their review or even accessing the form, then some of those earlier indicated issues are not a concern right now.

What I believe needs to occur is;

- 1) Decide if we are going to continue to use the form. If so, then training for all employees and supervisors, not just the Police Department, needs to occur so everyone uses it.
- 2) Decide if the Safety Committee is going to review these and if so, memorialize a process and policy to make sure there is communication and also confidentiality for any sensitive information.
- 3) Memorialize a process for administrators to be able to review completed forms after the Safety Committee has reviewed the form.
- 4) Memorialize safety Committee responsibilities in regards to review of accidents, incidents in the City Wide safety manual.
- 5) Provide a copy of the City wide safety manual to each department.

Thank you, Terry

**EXHIBIT**

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Received

JUN 22 2020

City of Tillamook



citycounty insurance services  
www.cisoregon.org

# Employee Accident/ Incident Report



*All overnight hospitalizations must be reported to OR-OSHA within 24 hours. Any fatality or catastrophes involving 3 or more hospitalizations must be reported within 8 hours. Contact OR-OSHA at (800) 922-2689.*

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION:

Employee Name: \_\_\_\_\_ Incident RPT #: \_\_\_\_\_  
Dept: \_\_\_\_\_ Job Title: \_\_\_\_\_

### To Be Completed By Employee:

(Attach second page if more space is required)

When did the Incident Occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

Accident/Incident Location: \_\_\_\_\_

When was Incident Reported?: Date \_\_\_\_\_ To Whom : \_\_\_\_\_

**Witnesses Information:**

Witness #1 (Name, Phone): \_\_\_\_\_

Witness #2 (Name, Phone): \_\_\_\_\_

List all Parts of the Body Affected: \_\_\_\_\_  Left side  Right side

Type of Injury/Illness/Exposure: (i.e. strain, cut): \_\_\_\_\_

What were you doing just before the Incident occurred? \_\_\_\_\_

Describe what happened (include sequence of events; equipment, materials, and substances being used; and environment – PLEASE BE SPECIFIC): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the Incident caused by defective equipment, another person, or during training?  Yes  No

If yes, equipment info, name of person (suspect) or instructor name: \_\_\_\_\_

Reporting information (If known and applicable): Vehicle #: \_\_\_\_\_ Case#: \_\_\_\_\_

Have you injured this part(s) of your body previously or is there any pre-existing condition that could affect the injury? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you think can be done to prevent this Incident from reoccurring? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If seeking medical attention or unable to return-to-work, complete form 801 (Report of Job or Illness for Workers' Compensation Claim).*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed By Employee's Site Supervisor:**

**EXHIBIT**

What was the Root Cause of this Incident?

Lack of Training  Supervision  Rule Enforcement  Maintenance  Other \_\_\_\_\_

What was the Surface Cause of this Incident?

Unguarded Machine  Broken Tools  Defective PPE  Horseplay  Fails to Enforce  
 Other \_\_\_\_\_

Did worker report incident within 24 hours?  Yes  No

Supervisor Review of Incident and Findings: \_\_\_\_\_

What could have been done, or should be done, to prevent this accident/incident?: \_\_\_\_\_

Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Safety Committee Evaluation of Accident/Incident:**

Corrective Action Needed: \_\_\_\_\_

Committee Recommendations: \_\_\_\_\_

Estimated cost: \$ \_\_\_\_\_

Safety Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Safety Committee Follow-up:**

Corrective Action Assigned To (if applicable): \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Public Safety Committee**

**Meeting Date:** 06/25/2020

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**Subject:**

Exhibit on item #6 - Vehicle Equipment Install Proposal

**Background:**


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**Attachments**

Police Equipment Build Proposal

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**MEMO**

TO: Terry Wright, Chief of Police  
FROM: Nick Troxel, Detective   
RE: Ford Explorer Police Equipment Build Request for Proposal  
DATE: May 12, 2020

Discussion:

On April 20, 2020 the Tillamook Police Department sent a request for proposal for 2021 Ford Explorer vehicle up-fitting with police Equipment. The RFP was sent to LEHR, Wire Works and Day Wireless. We received three proposals. One proposal from LEHR, Wire Works and Day Wireless.

Recommendation:

After review and consideration of all three of the proposals, I make the following recommendation to you. I recommend we move forward with Day Wireless for the following reasons; the quoted up-fitting cost per Explorer is \$10,972.94.

LEHR was more expensive (\$11,070.72). Also the proposal was incomplete (didn't include the floor pan) and Wire Works was also more expensive (\$11,880.68).

I would reject the other proposals, LEHR and Wire Works, for good cause as they would cost more money and the LEHR proposal was incomplete. As I am keeping the public interest in mind when making such a purchase and with that very statement in mind is why I would recommend using Day Wireless for the up-fitting of the Ford Explorers.

Attachments:

Copy of the request for proposal(s) with the specs on units.

**EXHIBIT**

Received

JUN 22 2020

City of Tillamook

**DAY**  
**WIRELESS SYSTEMS**  
 2240 Judson St SE  
 Salem, OR 97302  
 503-581-2932  
[lstennick@daywireless.com](mailto:lstennick@daywireless.com)

Quote

Quote # JS-050720-1-6  
 Date: 5/7/2020  
 Expiration Date: 8/7/2020

To: Tillamook PD

Nick Troxel

Day Wireless Contact	Project Name	Payment Terms
Todd Simmons	Tillamook PD SUV	Net 30

**Parts & Materials**

QTY	Description	Price	Extended Price
1	Ford SUV Panel	\$500.00	\$500.00
9	Reays for Blackout	\$5.00	\$45.00
1	Sharkee Antenna	\$200.00	\$200.00
1	Coax Cable Kit	\$13.58	\$13.58
1	Siren Speaker	\$150.00	\$150.00
1	PRISONER AREA	\$0.00	\$0.00
1	Center Sliding Poly Window	\$654.07	\$654.07
1	Standard Transport Seat w/ Poly Window Cargo Barrier, and Outboard Seat Belts	\$1,260.74	\$1,260.74
1	Setina Door Panels	\$179.01	\$179.01
1	Setina Window Bars	\$175.31	\$175.31
1	Floor Pan	\$159.26	\$159.26
2	Compartment Light, White	\$22.60	\$45.20
1		\$0.00	\$0.00
1	FRONT LIGHTS	\$0.00	\$0.00
2	ION Grille Lights	\$81.48	\$162.96
2	SoundOff Under Mirror Lights	\$147.16	\$294.32
1	Liberty 49" Lightbar With Front Scene and Arrow	\$2,067.90	\$2,067.90
1		\$0.00	\$0.00
1	COCKPIT STUFF	\$0.00	\$0.00
1	Jotto Desk Ford SUV Console	\$385.19	\$385.19
1	Dual Cup Holder	\$40.95	\$40.95
1	Arm Rest	\$98.96	\$98.96
1	Power Box	\$17.06	\$17.06
1	Ext Speaker	\$31.05	\$31.05
1	Par 46 Replacement LED	\$146.91	\$146.91
1	Safe Stop For Ford	\$128.40	\$128.40
1	Carbide Siren/Light Control w/ Canport	\$949.38	\$949.38
1	SIDE LIGHTING	\$0.00	\$0.00
2	ION Side Cargo Window Light	\$81.48	\$162.96
1		\$0.00	\$0.00
1	REAR LIGHTING	\$0.00	\$0.00
2	Upper Rear Deck Lights	\$81.48	\$162.96
1	Flasher	\$25.35	\$25.35
		<b>Equipment Total:</b>	<b>\$8,056.52</b>

Labor	
Description of Work	Total
INSTALLATION OF EQUIPMENT	\$2,730.00
<b>Labor Total:</b>	<b>\$2,730.00</b>

Other Expenses	
Description	Total
EQUIPMENT SHIPPING	\$250.00
SHOP SUPPLIES	\$150.00
<b>Other Total:</b>	<b>\$400.00</b>

<b>Grand Total:</b>	<b>\$11,186.52</b>
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\$ 10,972.94

Notes

Quotation for goods and services named  
 To Accept this quotation, sign here and return: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your Business

**EXHIBIT**





Wire Works LLC  
 2525 Commercial St NE  
 Salem OR 97301

# Estimate

Date	Estimate #
4/20/2020	11079

Tillamook Police Department  
 Nick Troxel  
 210 Laurel Avenue  
 Tillamook, Oregon 97141

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		GC

Item	Description	Qty	Rate	Total
	2020 Ford Interceptor Patrol Vehicle			
	Install provided: -Flash light -Kenwood remote mount radio, speaker & mic -Radar system & antennas			
Ch27.1.7	ELECTRICAL SYSTEM 911 Circuits power distribution panel. 27 circuits, single stage timer, 7 foot.	1	645.95	645.95T
MBFSUVL1-20+	SPECIFY MOUNTING BRACKET 911 Circuits mounting bracket "L1" that mounts under drivers front seat.	1	19.95	19.95T
CB150	Wire Works 150 amp manual resettable circuit breaker.	1	39.95	39.95T
WWPD-023	Wireworks circuit breaker bracket.	1	17.00	17.00T
Misc	ANTENNAS Panorama #FINB antenna for Kenwood VHF radio	1	54.08	54.08T
SA315P	SIREN Whelen Siren Speaker. 123db. 2 7/8 mounting depth.	1	164.53	164.53T
SAK1	Whelen universal mount bracket for the SA315P speaker. A4	1	0.00	0.00T
PRPSP4704UINT...	PRISONER AREA ProGard 2020 Ford PIU Space Saver Standard Prisoner Transport Partition Center	1	617.04	617.04T
S4702UINT20OSB	Sliding Poly Window 2020 Ford PIU Standard Transport Seat w/ Poly Window Cargo Barrier, and Outboard Seat Belts	1	1,189.44	1,189.44T

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

## EXHIBIT



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 2525 Commercial St NE  
 Salem OR 97301

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Job	P.O No.	Rep
		GC

Item	Description	Qty	Rate	Total
	***Door skins NOT needed if vehicle is ordered with factory covers***			
WK0595ITU20	Setina Poly window bars for 2020 Ford INUT	1	218.48	218.48T
FP47UINT20	ProGard - 2020 Ford PIU - Charcoal Grey ABS, Floor Pan	1	150.48	150.48T
3SC0CDCR	Whelen 3" white LED dome light.	1	49.95	49.95T
	Top of vehicle:			
KBLIB-II-DUO-815	Whelen 50" Duo front and rear colors with ITL12 Takedowns, Photocell and strap kit included. Cencom Carbine controller CCSRNT5F. This also includes the CAN Port Module Plug.	1	2,470.80	2,470.80T
	GRILL LIGHTS			
IONR	Whelen ION Series Super-LED Light Red	1	79.20	79.20T
IONB	Whelen ION Series Super-LED Light Blue	1	79.20	79.20T
	OFFICER AREA			
	Whelen Carbide controller included in lightbar package			
	Use 21 button control head with grey label			
C-VS-1012-INUT	Ford Interceptor Utility (2020) Specific Angled Console. Angled console with 22 inches of total internal mounting space; 10 inches front angled, 12 inches rear horizontal	1	342.90	342.90T
CUP2-1001	Havis Self-Adjusting Double Cup Holder	1	42.86	42.86T
C-ARM-102	Havis Arm rest, External mount, Small arm rest pad, Height adjustable, Side mount	1	48.35	48.35T
425-5071	Jotto Desk 3 outlet cig power box.	1	17.64	17.64T
WWLP-006	Wire Works PAR-46 Replacement LED 8° Spotlight Lighthouse	1	136.79	136.79T
SS0002	ProGard safestop module for various Ford vehicles.	1	128.88	128.88T

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

## EXHIBIT



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 Nick Troxel  
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Job	P.O. No.	Rep
		GC

Item	Description	Qty	Rate	Total
WWRA-006	Install provided Stinger flashlight	1	6.95	6.95T
IPM-112	Wireworks mc clip bracket	1	32.95	32.95T
425-6035	Magnetic mic clip WITH insulation	1	19.95	19.95T
	Jotto Desk mic clip with mounting plate.			
	<b>SIDE LIGHTING</b>			
IONR	Whelen ION Series Super-LED Light Red Rear side window	1	79.20	79.20T
IONB	Whelen ION Series Super-LED Light Blue Rear side window	1	79.20	79.20T
	<b>REAR LIGHTING</b>			
IONJ	Whelen ION series LED light head. Split Red/Bluc. (rear upper deck mounted)	2	79.20	158.40T
VTX609B	Whelen Vertex Super LED lighthouse. Blue. (back up light)	2	74.00	148.00T
VTX609R	Whelen Vertex Super LED lighthouse. Red.	2	74.00	148.00T
	<b>WEAPONS MOUNT</b>			
GK10342UHKSS...	Setina Dual T-Rail Mount 2 Universal , Handcuff Key Override weapon mount	1	354.56	354.56T
Labor	Labor required to complete the build of a vehicle	44	85.00	3,740.00T
Shop Supplies	Shop supplies to complete job. Includes zip ties, connectors, loom, etc.	1	350.00	350.00T
Freight out	Freight to customer.	1	250.00	250.00T

Thank you for the opportunity!

<b>Subtotal</b>	\$11,880.68
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$11,880.68

## EXHIBIT



# Sales Quote

Page: 1

3925 Fairview Industrial Dr SE Salem, OR 97302  
Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22132  
Document Date: 4/20/2020  
Terms: Net 30  
Payment Method:

Sell: Tillamook Police Department  
To: Nick Troxel  
207 Madrona Avenue  
Tillamook, OR 97141  
Phone: 503-842-2522

Ship: Tillamook Police Department  
To: 207 Madrona Avenue  
Tillamook, OR 97141  
USA  
Phone:

Ship Via: Ship from Warehouse  
Location: Lehr - Salem  
Blanket PO:

Customer ID: 66650  
SalesPerson: Doug Fowler

### Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
	2020 FORD PIU ****				
	FRONT END EQUIPMENT				
EX0011	PATROL POWER HARNESS FRT MOUNT PI UTILITY 2020	PATROLPO WR	1	630.00	630.00
SA315P	SIREN SPEAKER 100W	WHELENPR	1	150.00	150.00
SAK66D	SPEAKER BRACKET-D/S UTILITY 2020	WHELENPR	1	24.60	24.60
IONR	ION LED LIGHTHEAD- RED-GRILL LIGHT	WHELENPR	1	73.84	73.84
IONB	ION LED LIGHTHEAD- BLUE-GRILL LIGHT	WHELENPR	1	73.84	73.84
	****				
	SIDE EQUIPMENT				
LINSV2R	LINZ V RED-UNDER MIRROR LIGHT DRIVERS	WHELEN	1	147.00	147.00
LINSV2B	LINZ V BLUE-UNDER MIRROR LIGHT PASS	WHELEN	1	147.00	147.00
LSV8KT50	LINSV MIRROR MT KIT 20 UTILITY	WHELEN	1	18.20	18.20
IONR	ION LED LIGHTHEAD- RED-REAR DOOR WINDOW LIGHT	WHELENPR MO	1	73.84	73.84
IONB	ION LED LIGHTHEAD- BLUE-REAR DOOR WINDOW LIGHT	WHELENPR MO	1	73.84	73.84
	****				
	REAR EQUIPMENT				
IONR	ION LED LIGHTHEAD- RED-REAR WINDOW LIGHT	WHELENPR	1	73.84	73.84
IONB	ION LED LIGHTHEAD- BLUE-REAR WINDOW LIGHT	WHELENPR	1	73.84	73.84
11.10055F	LED FLASHER STYLE DUAL 3A OUTPUT	ABLE2	1	31.92	31.92
E-123	RELAY 30A-BACK FLASH	MISC	5	5.95	29.75
	****				
	ROOF MOUNTED EQUIPMENT				
IB8DEDE	48" LIBERTY II DUO, RW/BW C&F, RA/BA REAR TA	WHELENLB	1	1,945.75	1,945.75
STPKT105	STRAP KIT UTILITY 2020-	WHELEN	1		
FINB	LOWPRO FIN ANT-FOR KENWOOD RADIO (PLP)	MISC	1	59.43	59.43
	****				
	OFFICER AREA				
CCSRNT5	CARBIDE SIREN AMP W/CANPOR/TA	WHELENPR	1	714.29	714.29
CC5K1	OBDIII INSTALL KIT	WHELEN	1		
CANCTL6	ROTARY KNOB CONTROL HEAD	WHELENPR	1		

# EXHIBIT



# Sales Quote

Page: 2

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Sell Tillamook Police Department  
To: Nick Troxel  
207 Madrona Avenue  
Tillamook, OR 97141  
Phone: 503-842-2522

Ship Tillamook Police Department  
To: 207 Madrona Avenue  
Tillamook, OR 97141  
USA  
Phone:

Ship Via Ship from Warehouse  
Location: Lehr - Salem  
Blanket PO:

Customer ID 66650  
SalesPerson Doug Fowler

### Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
C-VS-1012-INUT	FORD PIU 22" CONSOLE ANGLED LOW PROFILE	HAVIS	1	355.60	355.60
CUP2-1001	DOUBLE CUP HOLDER SELF-ADJ	HAVIS	1	44.45	44.45
C-ARM-102	SIDE MOUNT ARMREST 2.75" WIDE PAD	HAVIS	1	59.70	59.70
IPM-111	MAG MIC INSULATED KIT	MAGMIC	2	34.95	69.90
14.0553.USB	3-12V OUTLET 4-USB (DUAL 2.4A OR 4 1.2A) POWER BOX	ABLE2	1	37.50	37.50
GK10342UHKSSCAXL	DUAL XL RACK	SETINA	1	351.75	351.75
SS0009	SAFESTOP FOR 2020 PI SUV	PROGARD	1	146.78	146.78
	PRISONER TRANSPORTATION AREA				
PK0355ITU20TM	10VS RP COATED POLY PARTITION	SETINA	1	703.20	703.20
QK0496ITU20	#12 EXP COATED POLY PART W/COVER SEAT 20 PIU	SETINA	1	1,078.40	1,078.40
WK0514ITU20	WINDOW BARRIERS VS STEEL VERTICAL UTILITY 2020	SETINA	1	215.20	215.20
3SC0CDCR	COMPARTMENT LIGHT-1 IN PRISONER AREA 1 IN CARGO	WHELEN	2	52.50	105.00
	<i>Floor Pan</i>				<i>159.26</i>
INSTALL	INSTALL MATERIALS	OTHER	1	175.00	175.00
L	LABOR CHARGES	LABOR	1	3,003.00	3,003.00
F	Shipping Charges	OTHER	1	225.00	225.00

Amount Subject to Sales Tax 0  
Amount Exempt from Sales Tax 10,911.46

Subtotal: \$10,911.46  
Total Sales Tax: \$0.00

# EXHIBIT

Total: \$10,911.46

*2 \$11,070.72*