

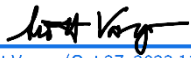
Winter Operations Maintenance Plan

Winter Season Of 2023 – 2024

Winter Operations Maintenance Plan

For

City Of Golden, Colorado



Scott Vargo (Oct 27, 2023 11:08 MDT)

City Manager



Anne Beierle

Public Works Director



Joe Puhr

City Engineer



Steve Kurtz

Street Superintendent

Revised Annually

Revisions for 2023-2024

Pg. 7 – OPERATIONS – 1. Snow/Ice Control quantities for 2022-2023 Winter Season.

Pg. 11 – Personnel.

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Mission Statement

To provide safe, efficient, and reliable snow removal for residents and the traveling public, through the proper use of manpower and equipment. Ensuring the well-being and mobility of our community during the winter season.

Overview

The Street Division is currently responsible for snow and ice control maintenance of approximately 242 lane miles (10 ft x 1 mile) of asphalt pavement. **All** City streets are maintained (plowed or de-icing material applied) during each storm as required. **Alleys are not maintained for snow and ice control.**

The City of Golden has Intergovernmental Agreements with Jefferson County ("JeffCo") and the Colorado School of Mines ("Mines") regarding snow removal. JeffCo and Mines perform snow removal on public streets at their respective facilities under these agreements. Private streets are maintained by the road custodian. Areas where snow removal is not performed by the City is called out in Maps I, II and III in this plan.

The Street Division utilizes the National Weather Service, the Weather Channel, and local News Channels for up-to-date weather forecast information. In addition, the Street Department relies on the Golden Police Department to help determine when snow and ice control operations should begin. This occurs, usually after normal working hours, when officers in the field contact the Dispatch Officer and advise that "Potentially Adverse Road Conditions" are present. Dispatch will then contact the appropriate person on the "On-Call" list and provide them with the information on the "Storm Report Form". This information will aid the on-call Supervisor in determining the number of personnel required, what equipment to use, and where to send them. The Police Department are the "eyes and ears" of Golden's streets and play a major role in the effectiveness of our response to various conditions.

The Street Division currently consists of a Superintendent, 1 Supervisor, 2 Crew Leaders, and 8 Street Maintenance Workers for the purpose of snow & ice control.

If deemed necessary, the Utility and Storm Water Departments will assist with snow operations.

All employees are under the direction of the Public Works Director.

Vehicles and equipment the Street Division uses for snow and ice control:

- A Single Axle Dump Truck with Plow and Sander
- Tandem Axle Dump Trucks with Plow and Sanders (2)
- 4x4 Single Axle Dump Truck with Plow and Sanders (3)
- A 4x4 550 2 ½ Ton Truck with Plow and Sander
- A 4x4 350 1Ton Truck with Plow
- Front End Loaders (2)
- A Grader
- A Backhoe
- Skid steers (2)
- Mechanical PM-10 Sweepers (2)

Winter Operations Maintenance Action Plan City Of Golden (2023–2024)

Guideline Recommendations	City Action
1. Standardize the quantity of de-icing materials applied	The 6 snowplows within the City Fleet are equipped with computer-controlled material spreaders. Golden's terrain is unique and considered a "foothills" community with many inclines. It is currently the City's Policy, that all streets are plowed each storm. Reductions in de-icing materials applied are anticipated as materials and equipment continue to be upgraded.
2. Calibrate and maintain spreaders	City spreaders are inspected and calibrated at the beginning of each season. Maintenance and inspection for repairs and adjustments are done after each storm. <u>Refer: SOP 26.6 Snow & Ice Control Equipment Inspection & Calibration</u>
3. Purchase better spreaders	Golden will continue to purchase "state of the art" equipment as funds allow.
4. Use snowplows before applying de-icing materials	City policy is to begin plowing once a depth of 1 – 3 inches of snow has accumulated.
5. Focus material application on priority areas	Material application is done on a priority basis to all bridges, inclines curves, fire stations, schools, and streets as needed. It is at the discretion of each operator to use all materials with "good judgement" and be as conservative as possible to improve driving conditions. See the Winter Operations Procedures.
6. Investigate requests for de-icing materials	Emergency material requests are taken from the Police and Fire Departments and are responded to as quickly as possible. Since <u>all</u> streets are eventually plowed each storm, materials are applied only where necessary rather than randomly requested "spot applications".
7. De-icing compounds	The city uses a 50% ice-slicer and 50% salt mixture in the five areas maintained . It has a much faster and longer lasting melting action and requires no sweeping of sand residue after the storm.
8. Limit the use of rock salt to between 12 - 20%	When conditions reach a point where the ice-slicer/salt mixture is not effective we will switch to a 1-part salt 5 parts sand mix (17%). This typically occurs when temperatures drop below single digits.
9. Early application of deicers	Material application is done as conditions dictate. If streets are wet and temperatures are dropping, anti-icing is done on a priority basis.
10. Snow Routes	The City of Golden does not have established Emergency Snow Routes Refer: <u>SOP 26.13 Parking Limitations for Snow and Ice Events</u>

Guideline Recommendations	City Action
11. Material Inventory	The Street Superintendent is responsible for ordering the materials needed for the Winter Season. The inventory is based on amounts used to date and a visual inventory of materials in stock. This, in conjunction with the time remaining in the Winter Season, determines what quantities to keep in stock.
12. Utilize weather information systems	The National Weather Service, the Weather Channel, and Local News Channels are our current information sources.
13. Training for operations	Prior to each winter season operators are trained, and the entire Winter Operations Maintenance Plan is reviewed. Operators are also trained for the proper use of loaders when loading trucks.
14. Maintain sweeping equipment	The city uses two mechanical sweepers. A daily pre and post inspection is routinely performed, that includes maintenance, repairs, and adjustments as required.
15. Increase the frequency of street sweeping	City Policy is to sweep areas that have had salt/sand applied after each storm as soon as conditions allow. All Primary Streets are cleaned first then secondary and residential streets are swept. The City's target is to have all streets cleaned of the winter materials build-up and debris by mid-April. See Street Cleaning Operating Conditions, page 9.

Winter Operations

Policy

During the 2022- 2023 winter season, approximately 59 in. of measurable snowfall, from 14 storms fell on the City of Golden streets. Over 10,729 miles were maintained this past winter season. The city used 443 tons of salt and ice-slicer mix. The average pounds used per lane mile (10'x1mi.) was 78.5.

Snow and ice control services are provided for community safety purposes primarily and for convenience secondary. The provision of such services is on a selective basis on those streets where traffic movement and resultant safety demands are the greatest and which impact sizeable portions of the community.

- **Emergency Situations**

All Emergency Situations (**Police, Fire, Ambulance, Life Threatening**) **Will Be Handled Immediately**. Every effort will be made to make the streets/alleys accessible for emergency equipment.

City plows will not divert to non-City maintained roadways unless a fire truck or ambulance responding to an emergency needs assistance.

The Police Department may only advise of road conditions and shall not direct snow and ice operations of the Public Works Department.

- **Street Priority**

The Winter Operations Maintenance Plan consists of two phases to clear streets and provide vehicle access as quickly as possible. The city is divided into 5 sections with the ability to add a 6th if need be, within these sections the streets are prioritized into 3 categories (see map):

- Priority 1 - Primary Streets
- Priority 2 - Secondary Streets
- Priority 3 - Residential Streets

Phase I

Primary Streets

Primary Streets are the first streets to receive winter maintenance activities (see map).

These streets are to be maintained until they are determined “passable” before proceeding to the second priority. The term “passable” means that at least one lane each direction has been plowed and/or maintained so that driving is possible.

- A. **Fire Stations** – Four Fire stations will be routinely checked and maintained when 2 – 3 in. of snow accumulates or when drifting occurs. De-icing materials will be applied to the driveways as needed. The 6th Avenue Frontage Road West Metro fire station #6 will be maintained and kept free of snow windrows for access to and from the station.
- B. **Schools** - Streets adjacent to schools (6) will be routinely checked and maintained. An effort will be made to check these locations just prior to and at

the end of the normal school day. This is typically performed just before **7 a.m. and 2 p.m.**

Secondary Streets

Secondary Streets are the next streets to receive maintenance. Secondary Streets are main collectors through each of the 5 sections that are maintained for access to the Primary Streets. This procedure allows emergency equipment access from the Primary streets into residential areas as quickly as possible.

Residential Streets

Residential Streets are the last priority. After all streets within the city are determined “passable” the second phase begins.

Phase II

Widening Out

Phase II is the process of “widening out” the already plowed lanes of Primary and Secondary streets, by plowing the snow as close to the curb face as possible without covering the sidewalks. This procedure is done in the same priority as Phase I. In the event the City crews plow snow onto the sidewalk the Street Superintendent should be contacted immediately by calling the Street Department at (303) 384-8160.

Clearing Driveways

During this procedure snowplows leave windrows often blocking driveways and parked cars. The alternative is to lift the blade of each driveway apron leaving areas of snow in the street and tremendously reducing the speed in which the streets are cleared. Since this is impractical, homeowners, if possible, should be advised to postpone clearing their apron until the street has been “widened out”.

Black Pavement Policy

The City has a “Black Pavement Policy within Travel Lanes” which means that we strive to reach bare pavement as quickly as possible in those travel lanes. This policy does four things:

- Improves overall driving conditions as quickly as possible.
- Eliminates the need for additional plowing and sanding by placing the snow in the parking lane and gutter section of the street where the melting process should begin.
- Extends the life of the pavement by reducing the amount of freeze/thaw exposure.
- Mother Nature is our friend, and we will work hard to work with her as she can save the city time and money by warming the streets and assisting with our black pavement policy.

Snow Removal in the Downtown Area

When snow exceed 6 inches in the following areas, the streets are plowed to the center of the street in a windrow for removal:

Washington Avenue	From	10th Street to 15th Street
Arapahoe Street	From	11th Street to 14th Street
Jackson Street	From	11th Street to 14th Street
Ford Street	From	10th Street to 14th Street
10th Street	From	Ford Street to Illinois Street
11th Street	From	Jackson Street to Arapahoe Street
12th Street	From	Arapahoe Street to Ford Street
13th Street	From	Arapahoe Street to Ford Street
14th Street	From	Arapahoe Street to Jackson Street

- A. When the storm has ended the snow at the above locations will be picked up and hauled to suitable City owned locations. The removal policy for the downtown area improves overall driving conditions and allows for public parking where pedestrian and vehicle traffic volumes are the highest. This policy is cost prohibitive throughout the rest of the City on a routine basis but may be required on an emergency basis if conditions dictate.
- B. The snow storage dumpsite for the downtown area is located on the North side of 11th Street between Illinois Street and Maple Street. This site can be used daily between **7am and 9pm**. Placement of snow hauled to the dumpsite location to **begin at the west end and move to the east**. See "Snow Disposal and Filtration Plan" under maps. The south parking lot at Ulysses Ball Fields may also be used with no time restrictions. Filtration devices are to be used around inlets at this location.

Parking Lots

City owned parking lots are maintained through a cooperative effort between the Parks and Street Divisions. These lots include:

- City Hall – Police Parking
- City Hall 911 10th St – Administration Parking
- City Hall Annex 1000 10th St
- Community Center – Lower and Upper Lots
- Public Works Office
- Public Parking Lot 1200 block of Arapahoe Street
- Public Parking Lot 800 block of 12th Street – Meyers Hardware Parking
- Public Parking Lot 900 block of 11th Street – Clear Creek History Park
- Public Parking Lot 10th Street and Washington Avenue Southwest corner – Visitors Center
- Public Parking Lot Golf Course and Splash Water Park

City Sidewalk and Trails

City owned sidewalks and trails are maintained by the Parks Division with sidewalks receiving the priority. Refer to Parks Division Snow/Ice Control Plan. During Phase II, locations where plowing has made a ramped crossing unpassable will be identified and addressed as needed.

Ice Cutting

If conditions occur that create icing in gutters and cross-pans that are determined unsafe or impedes the melting process the ice will be cut and removed. Request for ice removal will be inspected and if deemed unsafe will be cut and removed. The city is routinely inspected for unsafe icy conditions throughout the winter season.

Ordinances

- A. It shall be unlawful for any owner or occupant of any lot, property or parcel of land, or his/her agent, to fail to remove from any sidewalk adjacent to such property any accumulation of mud, ice, and any other obstruction, and any accumulation of more than one (1) inch of snow no later than twenty-four (24) hours after cessation of snowfall. City of Golden Ordinance, Number 1387.
- B. It is unlawful for any person to throw, deposit, or scatter or cause to be thrown upon any public place, snow or ice removed from private property. City of Golden Ordinance, Section 5.01.070 (c) (2).
- C. If a violation of the above ordinance is observed and contact cannot be made with the resident, a door hanger will be left as a reminder.

Regulations

The City of Golden is committed to a healthy environment for the community and will make every effort to comply with Federal and State Air Quality Standards without compromising safety. Training and education are ongoing to inform operators and citizens of our goal to comply with the guidelines of the Denver Regional Air Quality Control Council.

Special Services

The City of Golden provides the Winter Operations Maintenance Plan on the website at [City of Golden Website](#) under the Public Works, Street Division link.

2. Street Cleaning

Policy

Street cleaning services are provided for community safety, health, environmental and aesthetic purposes. The provision of these services is prioritized and scheduled based on the extent to which such ends can be accomplished.

Areas that required salt/sand applications will be swept as soon as possible. All other Areas will be inspected to warrant sweeping operations in order to conserve fuel, labor and equipment hours.

Equipment

1 - 2017 Elgin Broom Bear PM-10 Mechanical Sweeper (4 cubic yards)

1 - 2018 Global PM-10 Mechanical Sweeper (4 cubic yards)

Operating Conditions

Dry with temperature of 35° and rising with a minimum of 90% of street pavement exposed.

A. Cold weather months (October through April)

- a. Primary Streets – if warranted, are routinely cleaned as soon as possible after every snowstorm, weather permitting.
- b. Secondary and Residential Streets - routinely cleaned only after Primary streets are completed. The rotation of the 5 sections reduces winter debris buildup over several storms.

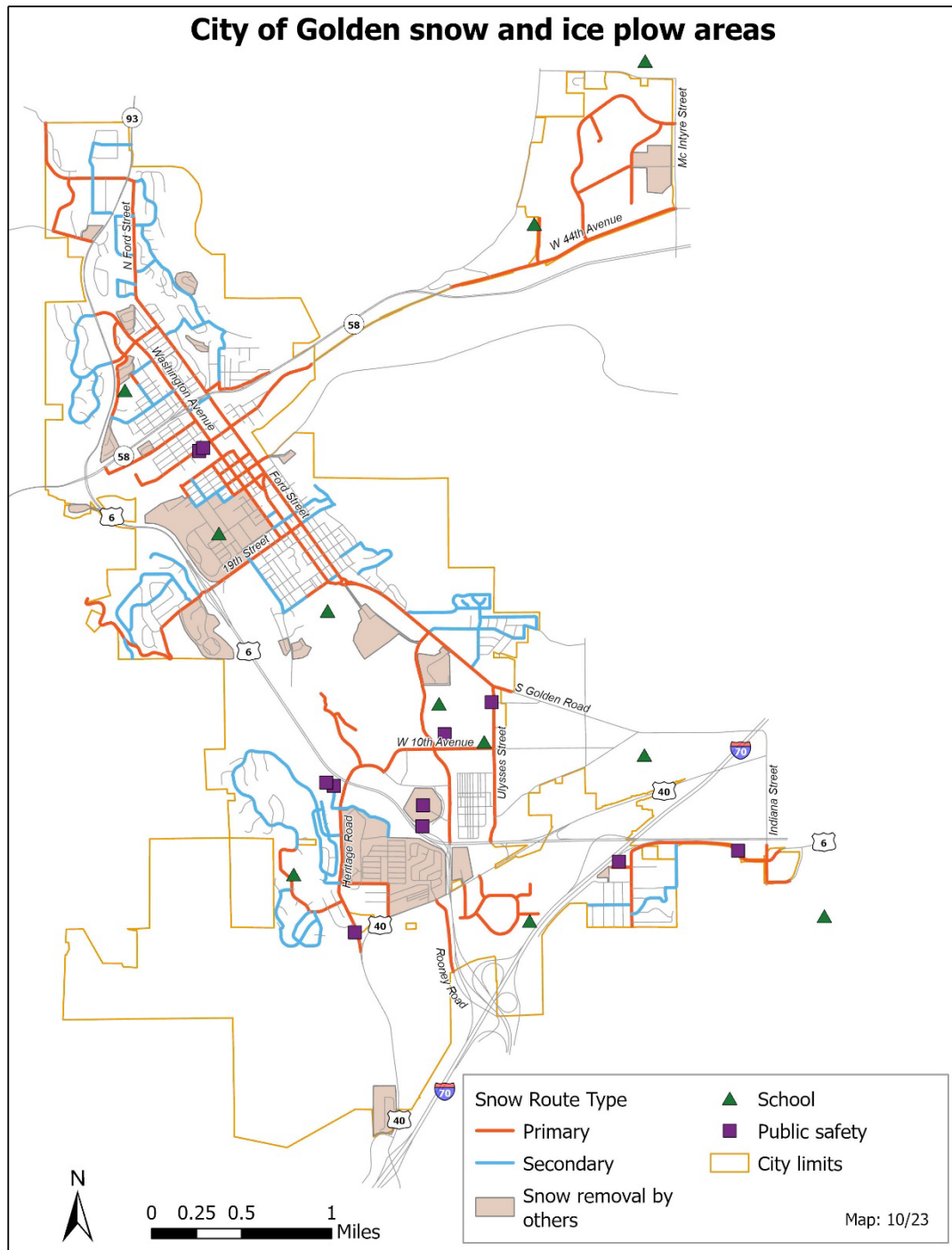
The downtown area from 11th Street to 14th Street between Arapahoe Street and Ford Street will be cleaned the **First Friday** possible.

B. Spring Cleanup (April)

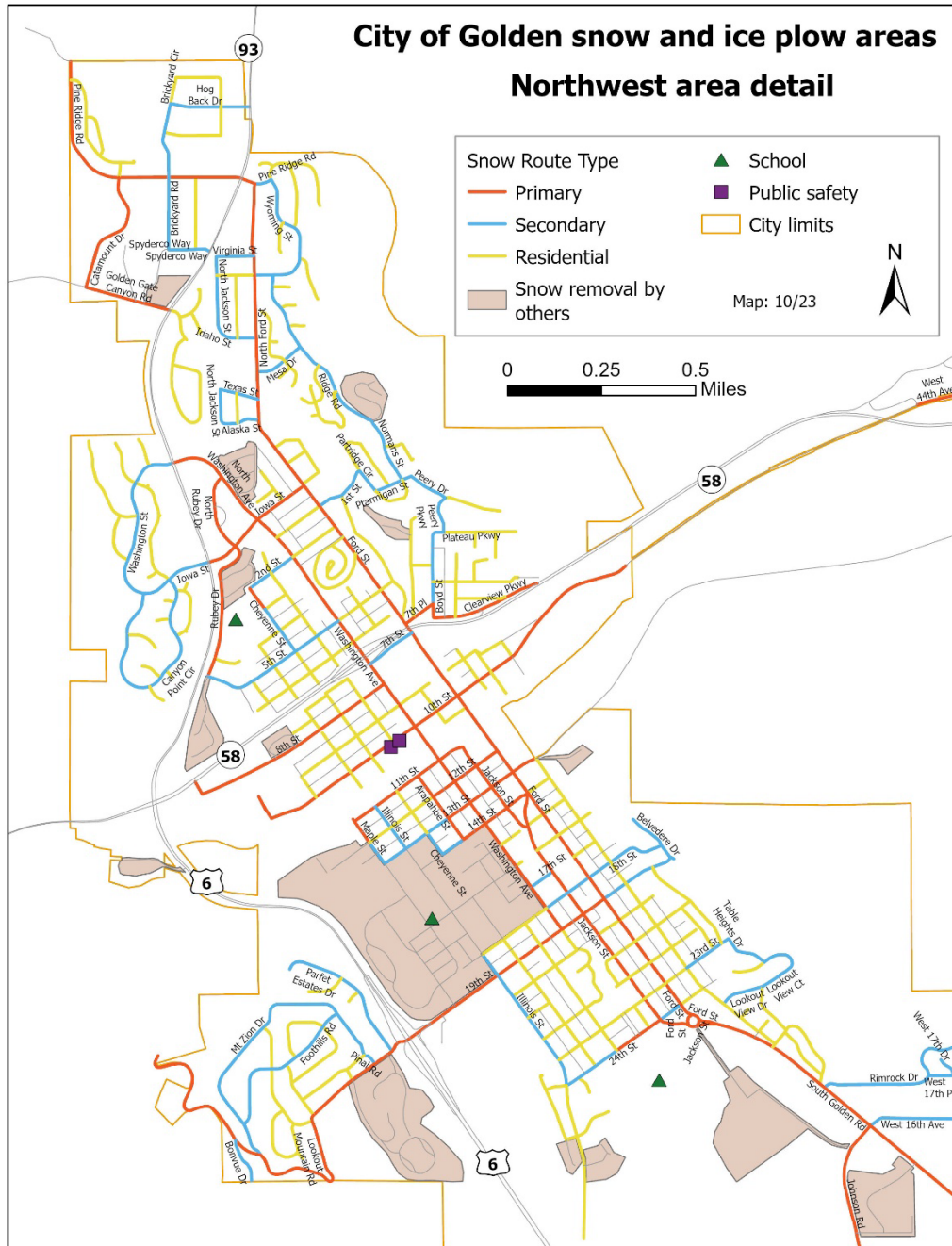
Residents are notified via the city website prior to this activity. Information provided:

- a. Residents are asked that they sweep winter debris from their sidewalks into the street prior to street cleaning.
- b. Residents are asked to park vehicles off the street where possible.

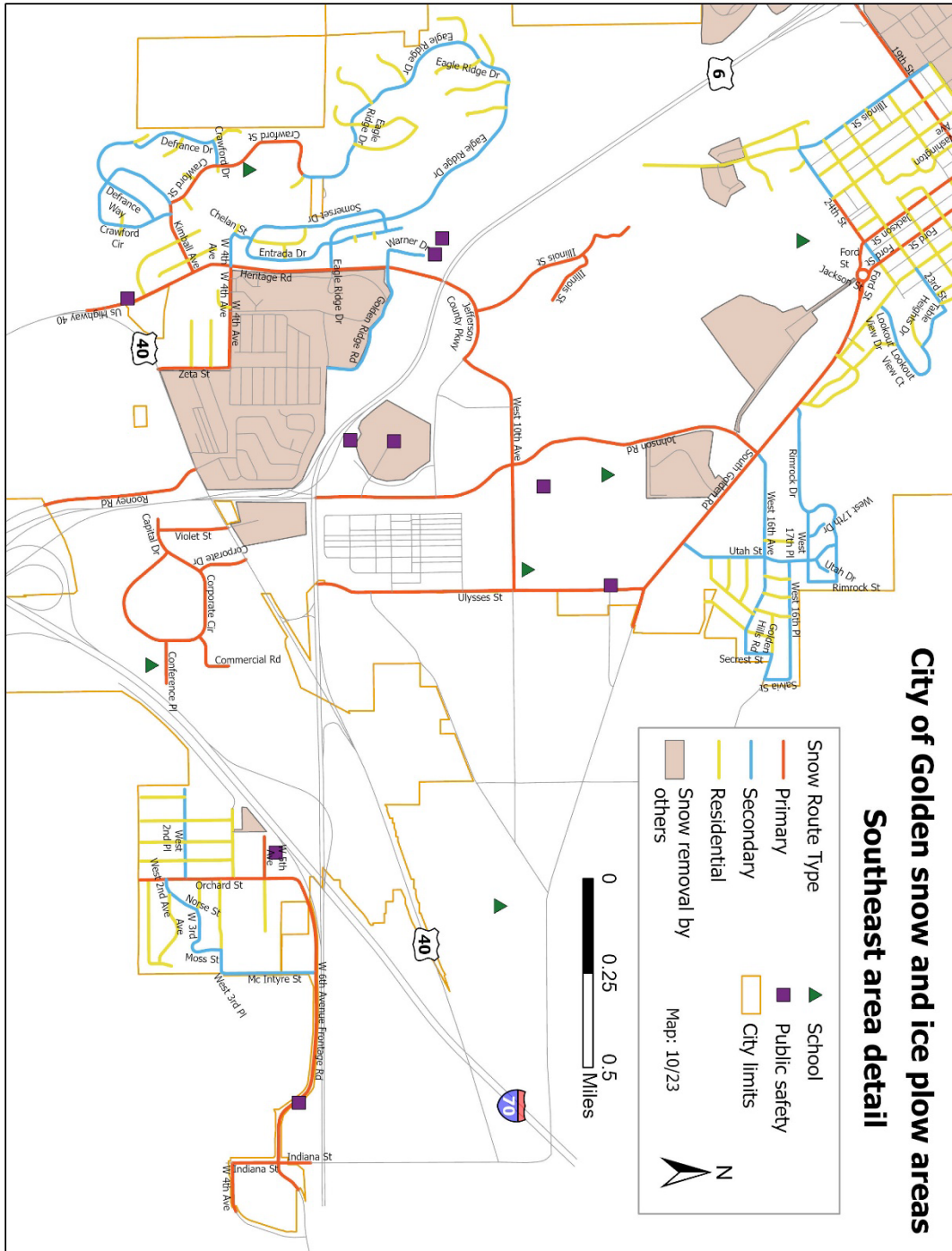
Map I – City of Golden Snow and Ice Plow Area



Map II – COG Snow and Ice Plow Areas Northwest area details



Map III – COG Snow and Ice Plow Areas Southeast area detail



Map IV – COG Snow Disposal and Filtration Plan 11th Street and Illinois Street



Appendix I

CITY OF GOLDEN

WINTER OPERATIONS MAINTENANCE PROCEDURES

- ☐ When plowing make sure the blades contact the pavement.

PERSONNEL:

Stephen M Kurtz, Street Supt.
Joseph Dolance, Street Supervisor
Randy Bramblett, Crew Leader
Paul Miller, Crew Leader
Fred Rule, St. Maintenance.
Dominick Manzanares, St. Maintenance
Jesus Manzanares, St. Maintenance.
Richard Meikle, St. Maintenance.
Justin Miller, St. Maintenance.
Joseph Mottola, St. Maintenance.
Nick Walton, St. Maintenance
Sean McKinley, St. Maintenance

BEFORE LEAVING THE SHOP:

- ☐ Supervisors shall make visual contact with all operators before they begin work.
- ☐ Check with supervisor as to the unit (truck/equipment) you will be operating and in what area.
- ☐ Make sure you are dressed for foul weather.
- ☐ Fill out all requested storm report form information. Forms will be left in lunchroom area.
- ☐ Check all items on the pre-trip VCR (Vehicle Condition Report) form for the equipment you will be using.
- ☐ Check Fuel
- ☐ Check plow, spreader, chains, shovel, hoses, spill plates, spreader settings, flashlight and emergency markers. Danger! Do not pull-on gate with hands! If the gate is stuck, use a tool (shovel, pry bar, screwdriver, etc.)
- ☐ **Do Not** overload trucks with de-icing material. Refer: **SOP 26.9 Loading Procedures for Snow & Ice Materials**
- ☐ Be mindful of fuel level on front-end loader if left continually running during storm.
- ☐ Check spreader operation in the area of the materials bins.
- ☐ Call for radio check.

MATERIAL APPLICATION/PLOWING OPERATIONS

- ☐ Start assigned section with Primary Streets (marked on map).
- ☐ **Emergency Situations (Fire, Ambulance, Life Threatening) will be handled Immediately.** Advise your supervisor immediately of any such emergencies or deviations from your assigned section.
- ☐ **If weather conditions (pavement temperature, wind chill, etc.) diminish to the point that Salt/Slicer is not performing adequately, all trucks shall switch to salt/sand material for traction benefits.**
- ☐ When plowing downtown streets, check with your supervisor as to the placement of snow.
- ☐ Maintain hills, curves, intersections and controlled intersections.
- ☐ Use materials with "good judgment" during all snow plowing activity. "Good judgment" means to be as conservative as possible. when applying materials to improve driving conditions.
- ☐ Be mindful of "custom plowing" (see maps) in your areas and maintain throughout the storm. This includes Fire Stations.
- ☐ Periodically check spreader and materials pattern.
- ☐ Maintain speeds that are safe for conditions (average speed 15 to 18 m.p.h.).
- ☐ Raise dump bed no higher than the bottom of the rear window while vehicle is in motion, and never raise it with a full load.
- ☐ If snow is maintaining a 2" - 3" cover on the road surface or if icy conditions persist on Primary Streets our efforts will remain there

- until they are determined passable for emergency equipment.
- The term “passable” means that one lane each direction has been plowed and maintained so that driving is possible.
- If conditions are “icy” and chains are necessary, contact your supervisor and advise him that you will be returning to the shop and will need assistance to install them.
- After Primary Streets are determined “passable” then begin the Secondary Streets.
- After Secondary Streets are determined passable begin the Residential Streets.
- After Residential Streets are determined as “passable” contact your supervisor for further instructions.
- The term “widen-out” means to widen the plowed lanes by laying the wind-rowed snow to approximately one foot away from the gutter flow line.
- Obey all traffic control devices. Traffic signals, stop signs, etc.
- Do not plow against traffic.
- Do not plow onto sidewalks!
- **Keep plows and equipment off of private property.**
- Make sure all wide intersections are cleaned thoroughly; push all snow to within one foot of curb and make sure intersections have rounded corners.
- In cul-de-sacs, make one pass with the truck as wide as possible or determine a location that the snow can be pushed so that it will not cause a problem.
- **Always use extreme caution when backing up. Back up only when necessary.**
- When plowing tandem, maintain ample stopping distance between trucks. Rear driver is to help lead driver with backing up and turning maneuvers.
- When making the last pass, position the plow so that the snow is wind-rowed approximately one foot from the face of the curb or flow line. If plow damage to curbs is incurred, document the information and give it to your supervisor.
- Should the plow strike an object (manhole, water valve) check plow for possible damage. If plow needs new blades or bolts, document it on the VCR ticket so that necessary repairs are made promptly. Also report all damage to your supervisor.
- Complete post trip VCR form.

- After returning to base, clean all salt, snow and ice off trucks before parking them in garage.
- Keep garage bay doors closed to conserve energy.
- Be sure to **Complete** the Storm Report Form when you have finished your shift.
- Check with your supervisor before you leave and report any “incidents” or “unusual occurrences” that happened during your shift.
- Snow plowing areas are primary assignments. Vehicles and manpower may be switched as needed.

Salt/Sand Spills:

- If small amount of materials is spilled, shovel it back into the truck.
- If larger amounts are spilled, call the supervisor for instructions.
- Materials spilled at the shop facility will be collected following completion of snow plowing operations. A designated employee will use the end-loader to scrape loading area and push the material back into its stockpile.

SNOWPLOW ACCIDENT PROCEDURE:

If **witness** to an accident, notify Police Dispatch of the following:

- Location - street address and cross street if possible.
- Indicate whether emergency medical treatment is needed.
- Request Police or Fire Department personnel if needed.

If **involved** in an accident:

- Contact your supervisor and Police Dispatch.
- Stay with the vehicle at the scene of the accident and wait for assistance.
- Place warning markers as needed for safety purposes, and to warn other drivers.
- DO NOT discuss accident with others involved.
- Refer to the **Property and Casualty Claim Reporting Procedures, pg. 18.**
- Do not use your vehicle to pull out motorists that are stuck or to jump-start another vehicle. If you witness a vehicle that is obstructing traffic or causing an unsafe condition, contact Police Dispatch and advise of location and description of vehicle.

REMINDERS:

- ☐ **Keep plows and equipment off of private property.**
- ☐ Under no circumstances should your shift exceed 16 consecutive hours in a 24 hour period.
- ☐ Location of twisted or downed stop signs, broken and hanging tree branches, leaking fire hydrants or unusual amounts of water, and damage to any part of the city infrastructure should be reported to the supervisor for documentation, and follow-up.
- ☐ If during your snow plowing operations, you witness an individual removing snow from private property into the street contact the supervisor immediately with the location and description of the vehicle or individual.
- ☐ Make sure turning maneuvers are executed slowly.
- ☐ Use extra caution during nighttime driving.
- ☐ Use the two-way radio only for emergencies and job-related communication. Refer to the **2-Way Radio Policy and User Agreement** on page 20.
- ☐ Before starting downtown cleanup, contact your supervisor for the proper procedure.
- ☐ After you have finished your shift make sure the vehicle is fueled and interior of the vehicle cab is clean of all debris.
- ☐ If chains will improve the control and operation of your vehicle **use them!**

EQUIPMENT CLEANUP:

- ☐ If storm has ended and there is no snow forecast for the next 48 hours empty material back into the stockpile. Wash down truck, sander and plow in designated wash bay, clean interior and park.
- ☐ If snow is forecasted within the next 48-hour period leave trucks loaded with material. Clean interior and park in garage.
- ☐ Inspect all equipment during cleanup for wear or damage and follow up with the appropriate action.

Appendix II

CITY OF GOLDEN

SAFE DRIVING HABITS FOR SNOWPLOW OPERATORS

1. **Always inspect your vehicle before leaving the shop.**
Be sure to fill out the Vehicle Condition Report (VCR). Check all tires, wipers, washer fluid, etc. Inspect the blade and all hook-ups. Repair all deficiencies before leaving.
2. **Don't tailgate.**
Plow trucks cannot stop on icy roads any faster than automobiles. Always keep your distance.
3. **Watch your speed.**
Don't drive faster than conditions should allow. Different truck and plow designs will allow for different speeds to be driven. Know your truck. Don't become overconfident.
4. **Be rested and alert.**
Don't drive when fatigued. Slower reflexes could cause an accident.
5. **No drugs or alcohol should be used prior to driving.**
Tell your supervisor when you are taking medication. If you are taking prescribed medication, a note from your doctor will be required.
6. **Watch out for the other guy.**
Never assume a motorist has full control of his/her car. Many motorists are not certain of where their destination is or just how to get there. They could make a sudden move on an icy road, which may cause an accident.

Many motorists do not have the knowledge or proper equipment for driving on slick roads. Watch the motorists as he/she passes you.

Sometimes lane changes on snowy roads can cause the person to lose control.

Watch the motorist who has frosted or unclear windshields. Give them as much room as possible because they may not know where you are.

Be cautious during sunrise and sundown. Many motorists can be blinded by the bright light and steer into your plow.
7. **Always have control of your vehicle.**
Watch for soft spots or poor road conditions that could cause your plow blade to "hang up". When this happens, your plow truck will follow the direction of the plow and put you into oncoming traffic.
8. **Be prepared during white-out conditions.**
Drive with caution and drive slowly. Make certain your lights are cleared off and visible to oncoming traffic.
9. **Check your equipment frequently.**
Stop every couple of hours and re-check the conditions of your plow's equipment.
10. **Be courteous.**
Don't throw snow on sidewalks, cars or pedestrians. Be friendly to the public and wave to others!

Appendix III



City of Golden

PROPERTY & CASUALTY CLAIM REPORTING PROCEDURES

1. Where to report claim

- To Your Supervisor.
- Jeff Hansen (x8020) or Joe O'Fallon (x8023)

2. What is a Property/Casualty Claim?

- Auto accident / City property damage of any nature
- Written notice by the claimant.
- Written notice from an attorney on behalf of the claimant.
- Receipt of a Summons or Complaint; or
- Knowledge of a claim or occurrence which could result in a claim.

3. When should a claim be reported?

- All claims and ***potential*** claims should be reported immediately whether all the information concerning the claim is available. You should provide any additional information as it becomes available.

4. How Do You Report a Claim?

- Claims should be reported immediately by telephone to Jeff Hansen-x8020 or Samantha Laubhan-x8891.

5. What Information Should You Provide?

- Promptly provide the following information; if this information is not available at the time of the initial claim report, it should be forwarded immediately upon receiving:
 - A completed Notice of Loss form.
 - Safety Committee Incident Report

- Workers Compensation form if employee is injured
- Copies of any documents received (including any correspondence, demands, notices, summons, complaints, or other legal papers) in connection with a claim or lawsuit.
- Any supporting documentation you can supply. Keep in mind that any information that can be provided will greatly assist CIRSA in investigating the claim. The following are examples of the kinds of supporting documentation that would be helpful (it is not an all-inclusive list):
 - Photos
 - Witness names and statements
 - Police and fire reports
 - Estimates of damage
 - Internal memoranda

NOTE: In no instance should the initial reporting of a claim be delayed while you gather supporting documentation.

6. What You May Tell a Claimant?

- **Do not** admit liability (responsibility or fault).
- **Do not** agree to pay all or any part of a claim, assume any obligation or incur any expense, other than first aid and emergency treatment, without the consent of CIRSA.
- You may provide claimants with the name and address of CIRSA.

CIRSA
Claims Department
3665 Cherry Creek North Drive
Denver, CO 80209
Phone: 303-757-5475
FAX: (303) 757-8950

- You may advise claimants to contact CIRSA regarding their claim.

7. What Happens After a Claim Is Reported To CIRSA?

- Once a claim is reported to CIRSA, the following occurs:
- CIRSA determines whether coverage exists.
- A claims adjuster is assigned, and a claim file is opened.
- CIRSA acknowledges receipt of the claim by sending a confirmation letter to the member including the claim number assigned to the claim.
- CIRSA investigates the claim.
- CIRSA evaluates the claim for settlement, defense or denial.
- CIRSA notifies the member of the final outcome.

Appendix IV

City of Golden 2-Way Radio Policy And User Agreement

Overview

The City of Golden uses a private frequency radio service for communications throughout the City and between other Divisions. Radios are installed in vehicles, equipment and offices, along with portables that are available for use in remote areas. This service is licensed through and regulated by *The Federal Communications Commission*. The following policy and guidelines must be adhered to by all employees that use the City's 2-way radio system.

Policy

All employees that have access to the radio system will be assigned a "call number" by their immediate supervisor. This will eliminate any confusion when someone is trying to reach a Bob, or a Mary, or a Jerry on the radio.

All employees will identify themselves by call number when starting any transmission on the 2-way radio system, (i.e., '**427**', your number first, '**to 345**', the person you are calling).

Employees must first monitor any radio transmissions by others, before using the radio.

Emergency situations have priority on the radio system. All employees, unless directly involved in the emergency, must clear the frequency and remain off the radio until the situation has been resolved.

Employees are responsible for reporting any radio problems to their immediate supervisor or the Fleet Maintenance division for repairs. This will ensure proper communications remain intact.

Guidelines

When making a call on the radio, keep it short and to the point. This helps keep the radio open for others to use.

Be courteous and polite. Watch what you say, you don't know who is listening and you may offend someone.

Do not broadcast songs or commentaries from any other radio source. This is an illegal function and is punishable by fines and suspension by the F.C.C., not to mention the disciplinary action that could be imposed.

Be in control of your radio at all times. Don't let the microphone sit on a truck seat where you have the chance to throw something on it and start broadcasting unwanted information.

Make sure your radio is in good working condition. Remember, communication is a vital part of safety.

Appendix V

STORM REPORT

GOLDEN POLICE DEPARTMENT

Please relay the following information to the street division contact. Return form to Street Superintendent upon completion.

Contacted: _____ Time: _____ Date: _____

1. Time

		Month	Day	Year
Storm Started:	_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
Storm Ended:	_____ AM/PM	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Location

City Wide Isolated Bridges/Problems Areas

3. Description

Amount of Snow Accumulated: _____ Inches

Dry Snow Wet Snow Sleet Freezing Rain

Temperature (°F): _____ Wind from the: _____ Wind _____ MPH

Visibility: Good Fair Poor Overall Condition: _____

4. Forecast:

Source: _____ Time: _____ Depth of Snow: _____

Submitted by: _____ Title: _____

Storm Report Form Delivered to Dispatch by _____

Date/Time _____

Appendix VI

Street Division Snowplow Crews

Name		Home	Cellular	Call #	Truck #
Steve Kurtz, Superintendent				141	
Joseph Dolance, Supervisor				142	
Paul Miller, Crew Leader	E			143	
Fred Rule	N			145	
Sean McKinley	C			147	
Justin Miller	W			149	
Jesus Manzanares	S			151	

Name		Home	Cellular	Call #	Truck #
Steve Kurtz, Superintendent				142	
Joseph Dolance, Supervisor				142	
Randy Bramblett Crew Leader	C			144	
Nick Walton	N			146	
Dick Meikle	S			148	
Dominick Manzanares	W			150	
Joey Mottola	E			152	

Fleet Maintenance

Name	Home	Pager	Cellular	Call #
JP Miller, Fleet Superintendent				
Daniel Oliver, Shop Foreman				
Jeff Whitehair, Mechanic				
Joshua King, Mechanic				

First contact highlighted individual on sheet.