

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC SAFETY

DATE: JANUARY 24, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: LEGGETT
BRAYMER
DRISCOLL
SEEBER
SHEPLER

OTHERS PRESENT:

REPRESENTING THE OFFICE OF EMERGENCY SERVICES
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR
AMY DREXEL, EMERGENCY SERVICES COORDINATOR
REPRESENTING THE WARREN COUNTY SHERIFF'S OFFICE
JAMES LAFARR, SHERIFF
TERRY COMEAU, UNDERSHERIFF
FRANK E. THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY E. KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
KEVIN B. GERAGHTY, BUDGET OFFICER
SUPERVISORS BRUNO
HOGAN
FRASIER
MAGOWAN
MCDEVITT
STROUGH
MICHAEL SWAN, COUNTY TREASURER
JULIE BUTLER, PURCHASING AGENT
LEXIE DELUREY, DIRECTOR OF REAL PROPERTY TAX SERVICES
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: SIMPSON
DIAMOND

Please note, the following contains a summarization of the, January 24, 2020 meeting of the Public Safety Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<https://www.warrencountyny.gov/gov/comm/Archive/2020/safety/>

Mr. Leggett called the meeting of the Public Safety Committee to order at 11:29 a.m.

Motion was made by Ms. Braymer seconded by Mr. Driscoll and carried by majority vote, with Ms. Seeber abstaining, to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to James LaFarr, *Sheriff*, who distributed copies of the Sheriff agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Sheriff LaFarr presented the following requests:

- A. To authorize a new contract with Capital Digitronics, Inc. in an amount not to exceed \$115,000 for preventative maintenance/service for Communications Center equipment for a term to commence January 1, 2020 and terminate December 31, 2020.

Motion was made by Ms. Braymer, seconded by Ms. Seeber and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting. *A copy of the request is*

on file with the minutes.

- B. To authorize a new contract with Motorola Solutions, Inc. in an amount not to exceed \$481,959.60 for hardware refresh and support of Communications Center equipment for a term to commence January 1, 2020 and terminate December 31, 2024.

Motion was made by Ms. Seeber, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting. *A copy of the request is on file with the minutes.*

- C. To authorize continuation of the agreement with the Town of Schroon in an amount not to exceed \$4,000 to provide marine law enforcement services on Schroon Lake in Essex County for a term to commence January 1, 2020 and terminate December 31, 2020.

Motion was made by Mr. Driscoll, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting. *A copy of the request is on file with the minutes.*

- D. For a transfer of funds between various Budget Codes totaling \$456,124 to address deficits within 2019 salary and benefit budget codes.

Motion was made by Ms. Braymer, seconded by Ms. Shepler and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

- E. To amend the County Budget in the amount of \$50,000 to appropriate funds for the purchase of camera switch equipment and software for the Correctional Facility.

Motion was made by Ms. Shepler seconded by Ms. Braymer and carried unanimously to approve the request as presented and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

- F. To authorize the appropriation of \$70,000 from the General Fund, Unappropriated Surplus (A.909.00) to Budget Code A.3150 250, *Sheriff's Correction Division, Technical Equipment*, to return 2019 funds not carried over to the 2020 Budget which were intended for the purchase of Correctional Facility Camera switch equipment and software.
- G. To authorize the appropriation of \$22,500 from the General Fund, Unappropriated Surplus (A.909.00) to Budget Code A.3110 250, *Sheriff's Law Enforcement, Technical Equipment*, to return 2019 funds not carried over to the 2020 Budget which were intended for the purchase of LiveScan Digital Fingerprint/Photograph software.

Motion was made by Ms. Seeber, seconded by Ms. Shepler and carried unanimously to approve both requests as outlined above and refer same to the Finance Committee. *Copies of the requests are on file with the minutes.*

- H. To authorize an agreement with the NYS Division of Homeland Security & Emergency Services for grant funding in an amount not to exceed \$145,935, intended for the purchase of public safety answering point/dispatch equipment, for a term to commence January 1, 2020 and terminate December 31, 2020.
- I. To amend the County Budget in the amount of \$145,935 to reflect receipt of 2019-20 PSAP grant funding from the New York State Division of Homeland Security.

Motion was made by Ms. Braymer seconded by Ms. Shepler and carried unanimously to approve the requests as outlined above. The request to amend the County Budget was referred to the Finance Committee and the necessary

resolution for a grant agreement with the New York State Division of Homeland Security was authorized for the February 21st Board Meeting. *Copies of the requests are on file with the minutes.*

- J. To appropriate funds in the amount of \$34,500 from Budget Code A909.00, *General Fund, Unappropriated Surplus*, to Budget Code A.3020 470, *Sheriff's 911 Center, Contract*, to fund the contract with Capital Digitronics, Inc. for preventive maintenance and services.

A discussion ensued regarding the funding requested during which Ryan Moore, *County Administrator*, recommended that a transfer of funds be prepared to cover the contract funding deficit using funds within the 2020 Budget; he indicated that while he suspected the funds could be found within the existing budget, any shortage caused could be addressed later in the year.

Motion was made by Mr. Driscoll, seconded by Ms. Shepler and carried unanimously to approve a transfer of funds in the amount of \$34,500 within the Sheriff's budget from a code to be determined and refer same to the Finance Committee. *Note: subsequent to the meeting it was determined these funds would be transferred from Budget Code A.3110 110, Sheriff's Law Enforcement, Salaries-Regular.*

- K. For a transfer of funds in the amount of \$21,000 from Budget Code A.3110 110, *Sheriff's LE - Salaries Regular*, to Budget Code A.3110 444, *Sheriff's LE-Travel/ED/Conf*, to cover Zone 5 Law Enforcement Training Center 2020 fees and arrears.

Discussion was held with regard to the significant amount of the arrears being waived and the lack of documentation supporting same; Sheriff LaFarr was asked to obtain more definitive documentation indicating the amount and term of the waived fees for reference.

Motion was made by Mr. Driscoll, seconded by Ms. Braymer and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

- L. To fill the vacant position of Communication Officer #14, *Annual Salary \$41,740*, due to retirement.
- M. To fill the vacant position of Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
- N. To fill the vacant position of Patrol Sergeant #2, *Annual Salary \$78,519*, due to retirement.

Motion was made by Ms. Braymer, seconded by Ms. Shepler and carried unanimously to approve all three requests to fill vacant positions and refer same to the Personnel & Administration Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Sheriff LaFarr announced there were three additional items to address which were not included on the agenda; he proceeded to present the following:

1. Request to extend the existing contract with NEC Corporation of America in an amount not to exceed \$3,621 for maintenance and support of telephone systems for a term to commence February 1, 2020 and terminate January 31, 2021.

Motion was made by Ms. Shepler, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting. *A copy of the request is on file with the minutes.*

2. To authorize an amendment agreement with CBH Medical, PC to pay the invoiced amount of \$7,870.27. Sheriff LaFarr informed the billing was for prior medical care services provided at the Correctional Facility and he indicated that although this billing was for more than the monthly contract amount, there was still a savings overall as many months were billed under the contract amount.

Motion was made by Ms. Seeber, seconded by Ms. Shepler and carried by majority vote, with Ms. Braymer abstaining, to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting.

3. To authorize a grant agreement with NYS Division of Homeland Security & Emergency Services in an amount not to exceed \$493,456 for funds to upgrade the Communication Center 911 systems, for a term to commence January 1, 2020 and terminate December 31, 2020, as well as to amend the County Budget in the amount of \$493,456 to reflect the receipt of said grant funding.

Motion was made by Ms. Shepler, seconded by Ms. Seeber and carried unanimously to approve the request. The necessary resolution to authorize the grant agreement was authorized for the February 21, 2020 Board Meeting and the budget amendment was referred to the Finance Committee. *A copy of the resolution request forms are on file with the minutes.*

Moving on to the Topics for Discussion portion of the agenda review, Sheriff LaFarr reviewed the following:

- A. Hadley-Luzerne School for one SRO (*Second Officer*): Sheriff LaFarr informed the Hadley-Luzerne School District had paid for two SRO's (*School Resource Officers*), but only had one in place and therefore the school was seeking either a refund, or another SRO; he advised they were working on placing another SRO in that school district.
- B. School Resource Officer - Warrensburg Central School (*Hiring Options*): Sheriff LaFarr apprised that the Warrensburg Central School was interested in two part-time SRO's, but were agreeable to one full-time SRO if they could not fill two part-time positions. He expressed the difficulty in filling these positions on a part-time basis with retired Officers as many were not interested in this type of work after retirement. He stated there was great value in the SRO positions and indicated there may be a need to look for full-time Officers to fill these positions, but noted it could take up to a year for before new recruits were trained for the positions.
- C. CAP Court Considerations (*Possible Relocation to Correctional Facility Lobby*): Sheriff LaFarr suggested the possibility of relocating the CAP (*Compliance Assistant Program*) Court to the Correctional Facility lobby where there were already Security Officers in place. He advised Washington County had a similar arrangement which was working very well for them. He said this could save the County \$35,000 per year by reducing the security staff required.
- D. Part-time Building Maintenance Mechanic Position (*JR Diamond*): Sheriff LaFarr informed that JR Diamond, who had retired as the Building Maintenance Mechanic, was interested in returning on a part-time basis, working two days per week, eight hours per day. He expressed how important Mr. Diamond was to his Department and that he was very supportive of the implementation of a part-time position. Mr. Moore advised that if the Committee was in favor of creating the part-time position, the matter would need to be referred to the Personnel & Administration Committee where the hourly rate and effective date could be provided.

Motion was made by Ms. Seeber seconded by Ms. Shepler and carried unanimously to approve the creation of a part-time Building Maintenance Mechanic position and refer same to the Personnel & Administration Committee. *Note: subsequent to the meeting it was determined that by a prior resolution a part-time Building Maintenance Mechanic position had been created for the Sheriff's Office and was effective until December 31, 2019. A request was forwarded to the Personnel & Administration Committee to extend the effective date of that position through April 30, 2020, as well as to adjust the salary for same to meet the 2020 salary level.*

Concluding his agenda review, Sheriff LaFarr reported the inmate population was at 75% and there were ten cases that related to bail reform.

There being no further Sheriff business to discuss, privilege of the floor was extended to, Brian LaFlure, *Fire Coordinator/Director, Office of Emergency Services (OES)*, who distributed copies of the OES agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. LaFlure deferred the agenda review to Amy Drexel, *Emergency Services Coordinator*, who presented the following requests:

1. To amend the County Budget in the amount of \$52,761 to carryover unused 2018 State Homeland Security Program grant funds.

Motion was made by Mr. Driscoll, seconded by Ms. Shepler and carried unanimously to approve the request as presented and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

2. To authorize out-of-State travel for Micki Guy, *EMS Coordinator*, Travis Howe, *2nd Deputy EMS Coordinator*, and Jack Tims, *3rd Deputy EMS Coordinator*, to attend the EMS Today Conference & Exposition on March 2-7, 2020, in Tampa, Florida. She mentioned the hotel did not offer a GSA (*General Services Administration*) rate.

Motion was made by Ms. Shepler, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting. *A copy of the request is on file with the minutes.*

3. To authorize a grant application and agreement for FY20 State Homeland Security Program grant in an amount not to exceed \$100,000.
4. To authorize a grant application and agreement for FY20 Local Emergency Management Performance in an amount not to exceed \$35,000.
5. To authorize a grant application and agreement for FY20 Hazardous Materials Emergency Preparedness grant in an amount not to exceed \$50,000.

Motion was made by Mr. Driscoll, seconded by Ms. Seeber and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the February 21, 2020 Board Meeting. *Copies of the requests are on file with the minutes.*

6. To authorize a new contract with the City of Glens Falls Fire Department to continue as the County's Hazardous Materials/Weapons of Mass Destruction First Responders.

Motion was made by Mr. Driscoll, seconded by Ms. Shepler and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21, 2020 Board Meeting. *A copy of the request is on file with the minutes.*

Mr. Moore informed while they were making the selection for the new OES Director, a temporary part-time Fire Coordinator position, *Base Annual Salary \$10,000*, would need to be created for Mr. LaFlure so he could train the new Director. He explained there was a Grant Administrator position in the OES budget which would be deleted to fund the temporary position; he indicated there were other staff available to assume the grant writing work.

Motion was made by Mr. Driscoll, seconded by Ms. Seeber and carried unanimously to approve the request as presented and refer same to the Personnel & Administrator Committee.

There being no further business to come before the Public Safety Committee, Mr. Leggett adjourned the meeting at 12:32 p.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist