

WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: PUBLIC SAFETY (INCLUDING FIRE PREVENTION & BUILDING CODE ENFORCEMENT,
OFFICE OF EMERGENCY SERVICES AND SHERIFF & COMMUNICATIONS)**

DATE: FEBRUARY 26, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS VANNESS
BENTLEY
O'CONNOR
BELDEN
SOKOL
GIRARD

OTHERS PRESENT:

BUD YORK, SHERIFF
ROBERT SWAN, UNDERSHERIFF
SHANE ROSS, CHIEF DEPUTY
KAREN PUTNEY, ADMINISTRATOR - FIRE PREVENTION
BUILDING CODE ENFORCEMENT
BRIAN LAFLURE, DIRECTOR OF THE OFFICE OF EMERGENCY
SERVICES/FIRE COORDINATOR
AMY MANNEY, DEPUTY DIRECTOR OF THE OFFICE OF
EMERGENCY SERVICES
FREDERICK MONROE, CHAIRMAN
CHAIRMAN MONROE
PAUL DUSEK, COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS: GERAGHTY
PITKIN
TAYLOR
TODD LUNT, HUMAN RESOURCES DIRECTOR
JONATHAN ALEXANDER, *THE ADIRONDACK JOURNAL*
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR THOMAS

Mr. VanNess called the meeting of the Public Safety Committee to order at 9:55 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously to approve the minutes from the January 22, 2009 meeting of the Public Safety Committee, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Bud York, Sheriff, who distributed copies of the Sheriff & Communications Agenda to the Committee members. A copy of the Agenda is on file with the minutes.

Sheriff York apprised that Agenda Item 1 referred to a request to upgrade the New World System software utilized by the 911 Communications Center. Sheriff York explained that the cost was \$11,000 and it was reimbursable through 911 program revenues.

Motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to approve the request to upgrade the New World System software as outlined above and the necessary resolution was authorized for the March 20, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Sheriff York advised that Agenda Item 2 was a request for authorization for Sergeant Kevin Scellen

to attend the Civil Supervisors' Training in Albany, New York from May 11 through May 13, 2009.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the request to attend meeting or convention as outlined above. *A copy of the request for Authorization to Attend Meeting or Convention is on file with the minutes.*

Referring to Item 3 on the Agenda, Sheriff York presented a request to fill the vacant position of Correction Officer due to resignation. He explained that the position was mandated by the New York State Department of Correctional Services and that the Jail was operating below mandated staffing numbers.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the request to fill the vacant position of Correction Officer, base salary of \$32,400, due to resignation, and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Agenda Item 4, Sheriff York stated, referred to the Warren County Sheriff's Office 2008 Annual Statistical Report. He advised that if anyone had any questions or comments they could contact himself or Shane Ross, Chief Deputy.

Sheriff York informed the Committee that Item 5 on the Agenda required an executive session to discuss pending litigation.

Motion was made by Mr. Belden, seconded by Mr. Girard and carried unanimously that executive session be declared pursuant to Section 105 (d) of the Public Officers Law.

Executive session was declared from 9:59 a.m. to 10:12 a.m.

The Committee reconvened and pursuant to executive session, motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to authorize the payment of claim in an amount not to exceed \$1,970 to Albert Perrone to be paid from the Contingent Fund (A.1990 469), and the necessary resolution was authorized for the March 20, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

The Sheriff & Communications portion of the meeting concluded at 10:13 a.m.

Privilege of the floor was extended to Karen Putney, Administrator, Fire Prevention and Building Code Enforcement, who distributed copies of the Agenda to the Committee. *A copy of the Agenda is on file with the minutes.*

Mr. VanNess requested to skip to Agenda Item 4, a request to fill the vacant position of Fire Prevention & Building Code Enforcement Officer, base salary of \$37,934 due to failure to complete

probationary period. Mr. VanNess asked what the job duties required of the position were and Ms. Putney advised that the position was responsible to perform fire safety and property maintenance inspections on commercial properties and public buildings, as well as perform regular building inspections as needed due to scheduled vacations, excess inspections, and illness. She noted that the position was necessary to perform the mandated number of inspections required by New York State, which they had been unable to meet in the past. Mr. Pitkin asked if Ms. Putney could estimate what the decrease in building permits issued would be. Ms. Putney responded that she estimated that there would be a 10% overall decrease in building permits issued for the year; however, she noted that there had been a slight increase in the number of commercial projects in the County.

Mr. Pitkin questioned whether the position was necessary due to the decrease in building permits issued and Ms. Putney replied that although the number of building permits had decreased, the position was still necessary to decrease overtime expenses. Mr. VanNess suggested that the Committee enter an executive session to discuss the employment history of a particular person.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 10:21 a.m. to 10:26 a.m.

Upon reconvening Mr. VanNess noted that during the executive session the Committee had discussed requirements pertaining to the filling of a Civil Service position prior to testing. He added that employees could be hired prior to taking the Civil Service Exam; however, he said, in order to retain the position the employee had to score within the top three.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request to fill the vacant position of Fire Prevention & Building Code Enforcement Officer as outlined above and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Chairman Monroe asked whether Ms. Putney could have an engineer inspect the Gaslight Village Property buildings and supply the County with a list of improvements necessary for the buildings to pass inspection and Ms. Putney responded in the negative. Paul Dusek, County Attorney, stated that the County could not supply the list of improvements necessary for the buildings due to liability issues. Ms. Putney explained that a temporary certificate of occupancy could not be issued until all lines of egress and fire safety were addressed within the building.

Agenda Item 1, Ms. Putney explained, referred to a pending item from a prior Committee meeting referring to septic issues. She advised that an update on the septic issue would be supplied at the next Committee meeting.

Agenda Item 2, Ms. Putney stated, referred to the Monthly Activity Report for January. She pointed

out that the overall activity had decreased by 13% in the total number of permits issued and revenue had increased by 65% from the prior year.

Continuing with the Agenda review, Ms. Putney announced that Item 3 consisted of the Budget Performance Report. She advised that there were invoices that were not reflected in the report and the correct amount had been handwritten in on the right side of the page. Mr. Belden questioned whether a vehicle was available for the vacant Fire Prevention and Building Code Enforcement Officer and Ms. Putney responded affirmatively. Mr. Belden asked Ms. Putney to supply a report on how much of the revenues received would cover the salary of the position and Ms. Putney replied that she would research this and provide Mr. Belden with the figures at the next Committee meeting.

Ms. Putney exited the meeting at 10:35 a.m.

Privilege of the floor was extended to Brian LaFlure, Fire Coordinator and Director of the Office of Emergency Services (OES). Mr. LaFlure distributed copies of the Agenda to the Committee members. *A copy of the Agenda is on file with minutes.*

Mr. LaFlure began his Agenda review with pending items from prior Committee meetings; the first of which was an update on the OES vehicles. He suggested the possibility of not renewing the lease of the GMC Yukon and transferring the two wheel drive pick up truck that the OES currently had to another department, and in turn purchase a vehicle that would meet the OES needs through State contract. Mr. Belden questioned whether the purchase of a new vehicle was included in the budget and Mr. LaFlure responded in the negative.

Mr. Bentley asked whether a vehicle could be purchased for less in the private sector and Mr. LaFlure stated that he had completed a price comparison and determined that he could purchase a four wheel drive sport utility vehicle for substantially less through State contract. Mr. Belden questioned whether it was necessary that the vehicle contain a four wheel drive system and Mr. LaFlure responded that he would prefer that the vehicle be four wheel drive, as it would be utilized as a back-up for pulling trailers that contained the generators.

Mr. VanNess suggested that Mr. LaFlure research whether grant funds were available to aid in the purchase of a new vehicle, as the County did not have sufficient funds to purchase a new vehicle at this time. Mr. Belden asked whether STOP-DWI funds could be utilized to purchase the vehicle and Amy Manney, Deputy Director of the OES, replied that if STOP-DWI funds were utilized the vehicle could only be used for STOP-DWI purposes. Mr. LaFlure recommended that the lease on the GMC Yukon not be renewed and stated that he would utilize a former Sheriff's Patrol vehicle in the interim. He advised that he would include a request for a new vehicle in the OES 2010 Budget.

It was the consensus of the Committee that the lease on the GMC Yukon not be renewed and Mr. LaFlure would utilize a former Sheriff's Patrol vehicle when one becomes available.

Mr. LaFlure advised that the second pending item listed referred to the duties acquired by the OES, as well as alternate options available. He stated that he was working with the Sheriff and the State Traffic Safety Board to reassign some duties of the OES. He suggested transferring the Hazard Mitigation Plan to the Planning and Community Development Department. Mr. VanNess proposed that Mr. LaFlure schedule a meeting with Mr. Taylor, who is the Chairman of the Planning and Community Development Committee to discuss the possibility of transferring the Hazard Mitigation Plan to the Planning & Community Development Department.

Moving along to Agenda Item 1, Mr. LaFlure requested that reimbursement for food and lodging be provided to the Incident Command System (ICS) 200 Instructor. Mr. VanNess questioned the cost and whether funds were available within the budget and Mrs. Manney responded that the total cost was estimated at \$250 and the funds were included in the budget.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to authorize reimbursement to the ICS 200 Instructor as outlined above and the necessary resolution was authorized for the March 20, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Agenda Item 2, Mr. LaFlure advised, referred to a request for the Department of Public Works (DPW) to reimburse the OES for the tow vehicle deductible. He explained that submitting a claim was no longer necessary as the DPW had performed the repairs required on the vehicle.

Mr. LaFlure explained that Agenda Item 3 pertained to a request to amend Resolution No. 223 of 2008 to provide the Chairman of the Board with the authority to sign all documents relating to the OES Tow Vehicle Grant.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to amend Resolution No. 223 of 2008 as outlined above and the necessary resolution was authorized for the March 20, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Agenda Item 4, Mr. LaFlure stated was a request for a transfer of funds as follows:

<u>From Code:</u>	<u>From Title:</u>	<u>To Code:</u>	<u>To Title:</u>	<u>Amount:</u>
A.691.00	Deferred Revenues	A.3641 410	Local Emergency Planning	\$104
A.691.00	Deferred Revenues	A.3640 260	Civil Defense-Other Equipment	\$1,543
A.691.00	Deferred Revenues	H.254.9550 280	Fire Training Center Project	\$129,047

Joan Sady, Clerk of the Board, noted that it was not necessary to transfer the funds for Capital Project No. H254.9550 280- Fire Training Center Project as the Capital Project was automatically carried over from year to year.

Mr. LaFlure advised that Agenda Item 5 referred to an update on the Fire Training Center. He explained that he had received the report stating that there were no "fatal flaws" with the property at the Airport and the next stage would be to schedule a joint meeting with Washington County to proceed with the project. He stated that additional grant funds could not be applied for until plans

had been developed for the Training Center. Mrs. Sady noted that the joint meeting had been scheduled for 1:00 p.m. on March 10, 2009 at the Washington County Municipal Center.

Proceeding with the Agenda review, Mr. LaFlure apprised that Agenda Item 6 pertained to discussion on where to locate and store the hazardous materials (HAZMAT) vehicle and trailer. He explained that Raymond Ives, Fire Chief for the City of Glens Falls, had informed him that he would no longer be able to store the HAZMAT trailer, as the City of Glens Falls Fire Department would need the space. Mr. VanNess questioned whether the HAZMAT vehicle and trailer could be located in the parking lot at the Municipal Center temporarily and Mr. LaFlure responded that they could be located outside until the fall when indoor storage space would be required.

Mr. LaFlure advised that Chief Ives was negotiating with an individual that had indoor space available within the City of Glens Falls to store the HAZMAT trailer.

It was the consensus of the Committee that Mr. LaFlure contact Chief Ives to further pursue negotiations to secure indoor space to store the HAZMAT trailer.

Concluding the Agenda review, Mr. LaFlure requested a resolution authorizing County equipment to be installed in non-County vehicles as needed per the Director of the Office of Emergency Services.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously authorizing County equipment to be installed in non-County vehicles as outlined above and the necessary resolution was authorized for the March 20, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

As there was no further business to come before the Public Safety Committee, on motion made by Mr. Bentley and seconded by Mr. Belden, Mr. VanNess adjourned the meeting at 11:05 a.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist