

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC SAFETY

DATE: JUNE 23, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS VANNESS
BENTLEY
GIRARD
THOMAS
MONROE

OTHERS PRESENT:

BUD YORK, SHERIFF
KAREN PUTNEY, FIRE PREVENTION & BUILDING CODE ENFORCEMENT
ADMINISTRATOR
JOAN SADY, CLERK
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS STRAINER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS CONOVER
MCCOY

LOEB
WOOD
TODD LUNT, HUMAN RESOURCES DIRECTOR
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. VanNess called the meeting of the Public Safety Committee to order at 11:46 a.m.

Motion was made by Mr. Monroe, seconded by Mr. Bentley and carried unanimously 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 Bud York, Sheriff, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Sheriff York presented requests to fill two vacant positions as follows:

- Correction Officer #61, base salary of \$33,534, Employee No. 11241 due to termination; and
- Correction Officer #15, base salary of \$33,534, Employee No. 11586, due to termination

Motion was made by Mr. Bentley and seconded by Mr. Monroe to approve the requests to fill the positions of Correction Officer #61 and #15 as outlined above.

Referring to the recent Board resolution regarding the procedure to fill vacant positions, Mr. Loeb asked how the resolution might impact the requests. Sheriff York stated there was no impact as the positions were not probationary. Joan Sady, Clerk of the Board, stated the resolution would not effect the requests as presented, and she noted that the new procedure required Todd Lunt, Director of Human Resources, to approve requests prior to their submission to the Committee.

Mr. VanNess called the question and the motion was carried unanimously to approve the requests to fill the vacant positions of Correction Officer #61 and #15 as outlined above and refer same to the Personnel Committee. *Copies of the Notices of Intent to Fill Vacant Position are on file with the minutes.*

Sheriff York presented a request to fill the vacant position of Correction Officer #50, base salary of \$33,534, Employee No. 10835, due to resignation.

Motion was made by Mr. Monroe, seconded by Mr. Thomas and carried unanimously to approve the request to fill the position of Correction Officer #50 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.*

The last item presented by Sheriff York was a request to amend the table of organization to reflect two changes in positions for Corrections Lieutenant and Corrections Sergeant. He explained that the Corrections Lieutenant requested to return to his former position of Corrections Sergeant, and the other staff member's position would be changed accordingly as follows:

From: Corrections Lieutenant #1, base salary \$63,696 plus appropriate years service credit,
Employee No. 9215

To: Corrections Sergeant #8, base salary \$49,688 plus appropriate years service credit,
Employee No. 9215

From: Corrections Sergeant #8, base salary \$46,903 plus appropriate years service credit,
Employee No. 10481

To: Corrections Lieutenant #1, base salary \$61,596 plus appropriate years service credit,
Employee No. 10481

Mr. Lunt explained that due to the fact that the changes noted above would amend the Department's Table of Organization, Committee approval was required at this time.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the request to change two positions as outlined above and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Karen Putney, Fire Prevention & Building Code Enforcement Administrator, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Putney summarized the Monthly Activity Reports for April and May and she noted a 10% increase in revenue and permit numbers compared to the same period last year, and she noted a decrease in the number of applications.

Continuing with her agenda review, Mrs. Putney informed there was not a valid civil service eligibility list for the Fire Safety Inspector positions; however, she noted, both positions had been filled on a provisional basis. One new staff member, she said, was trained and certified and started on May 23, 2011. The second inspector, she apprised, was hired effective June 1st and was currently in training. She reminded the Committee that the shared staff person from the Planning & Community Development Office was assisting with fire safety inspections on a part-time basis. Mrs. Putney stated that approximately twenty inspections had been completed since June 1st and inspectors were focused on seasonal businesses at this time. Overall, she advised, her initial goals for the Department would not be met due to the fact that one staff person was not fully trained. She reported the team of inspectors were enthusiastic and motivated and had been well received by the business community. She further explained their approach was focused on partnering with the business community as opposed to an adversarial approach, which was not effective.

Next, Mrs. Putney addressed Temporary Certificates of Occupancy (CO) as they pertained to the Front Street Project in the Town of Johnsbury. She explained that the issuance of CO's for this project depended upon the completion of a wastewater system and additional time was needed to complete a septic system which would meet New York State Department of Health (NYS DOH) regulations; thereby warranting a permanent CO. She advised that a local law allowed a temporary six-month CO with one renewal for a total period of twelve months. Mrs. Putney said she received a request for an additional six-month extension, for a total of eighteen months and she noted the

septic system was expected to be completed within that time period. She apprised that she had spoken to Paul Dusek, County Attorney/Administrator, who advised there was nothing in the local law which prevented her from allowing an additional extension. Mr. VanNess noted that progress was being made on the septic system and Mrs. Putney concurred.

It was the consensus of the Committee to approve the request to extend the Temporary CO for the Front Street Project in the Town of Johnsburg for an additional six-month period.

A discussion ensued and Mrs. Putney stated that the purpose of the law was to ensure that residents were not occupying dwellings in violation of building codes and to avoid long term projects which were not consistently progressing towards completion, creating unsightly structures.

Concluding her agenda review, Mrs. Putney informed that her staff had requested that she address the hours of operation for the Department. She said the Office hours for the Fire Prevention & Building Code Enforcement Office had always been 8:00 a.m. to 5:00 p.m. and her staff had inquired about the option of implementing 8:00 a.m. to 4:00 p.m. Office hours, since some County Offices, such as Board of Elections, were open from 8:00 a.m. to 4:00 p.m. Mrs. Putney advised that although County policy included the mandatory 40 hours of operation, specific daily Office hours were not stated. She said she discussed the matter with Mr. Dusek who recommended the Office remain at 8:00 a.m. to 5:00 p.m. in order to serve the public in the most optimum manner. In the interest of public service, Mr. VanNess asked how busy the Office typically was between the hours of 4:00 p.m. and 5:00 p.m. and who would most be impacted by the change. Mrs. Putney stated that business was typically conducted between 4:00 p.m. and 5:00 p.m. and the general public would be most effected by a change in hours. Mr. Girard said he agreed with Mr. Dusek's recommendation that the Department maintain Office hours from 8:00 a.m. to 5:00 p.m. and he noted that some other County Offices with different hours may conduct a different type of public service or operation. Mrs. Putney stated she felt that a change in hours would be disruptive to services. Mr. VanNess recommended that the issue of setting Office hours for individual departments be referred to the Support Services Committee.

As there was no further business to come before the Public Safety Committee on motion made by Mr. Girard and seconded by Mr. Monroe, Mr. VanNess adjourned the meeting at 12:09 p.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist