

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: PUBLIC SAFETY**

**DATE: JANUARY 24, 2013**

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**COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:**

SUPERVISORS WOOD  
GIRARD  
BENTLEY  
TAYLOR  
FRASIER  
STRAINER

C. SHAWN LAMOUREE, UNDERSHERIFF  
BRIAN LAFLURE, DIRECTOR, OFFICE OF EMERGENCY SERVICES  
KAREN PUTNEY, FIRE PREVENTION & BUILDING CODE ADMINISTRATOR  
KEVIN B. GERAGHTY, CHAIRMAN  
PAUL DUSEK, ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS CONOVER  
MASON  
DON LEHMAN, *THE POST STAR*  
THOM RANDALL, *ADIRONDACK JOURNAL*  
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR MONTESI

Mrs. Wood called the meeting of the Public Safety Committee to order at 10:30 a.m.

Motion was made by Mr. Bentley, seconded by Mrs. Frasier 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 Brian LaFlure, Director of the Office of Emergency Services (OES), who distributed copies of the agenda to the Committee members, *a copy of which is on file with the minutes.*

Commencing with Action Agenda items, Mr. LaFlure presented a request to extend the contract with the Glens Falls Fire Department (GFFD) for cause and origin investigative services, for the term commencing January 1, 2013 and terminating December 31, 2013.

Motion was made by Mr. Girard, seconded by Mr. Strainer and carried unanimously to extend the contract with the GFFD as outlined above and the necessary resolution was authorized for the February 15, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. LaFlure presented a request to extend the Scuba Rescue Team contracts with the Lake George and Horicon Volunteer Fire Departments, for the term commencing January 1, 2013 and terminating December 31, 2013, for a lump sum amount of \$6,305 per department.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to extend the Scuba Rescue Team contracts as outlined above and the necessary resolution was authorized for the February 15, 2013 Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Mr. LaFlure requested permission for himself and Amy Drexel, Deputy Director of the OES, to attend the New York State Emergency Management Association (NYSEMA) Winter Conference in Syracuse, New York (NY) from February 12 - 14, 2013. He noted all expenses were paid by grant funds.

Motion was made by Mr. Strainer, seconded by Mr. Bentley and carried unanimously to approve the request for travel as outlined above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Mr. LaFlure requested permission for himself to attend the NYS Fire Coordinator's Conference at the NYS Fire Academy in Montour Falls, NY from March 21 - 22, 2013.

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

With regard to the Local Emergency Planning Committee (LEPC) Grant, Mr. LaFlure presented two requests to amend the 2013 County Budget to increase estimated revenues and appropriations in the amount of \$2,764 to reflect 2012 funds being carried over to 2013 and \$2,464, to reflect the receipt of 2013 LEPC grant funds.

Motion was made by Mr. Bentley, seconded by Mrs. Frasier and carried unanimously to approve the requests to amend the 2013 County Budget as outlined above and to refer same to the Finance Committee. *Copies of the Request to Amend County Budget forms are on file with the minutes.*

Mr. LaFlure presented two requests to amend the 2013 County Budget to increase estimated revenues and appropriations in the amounts of \$33,202 and \$7,516 to reflect the receipt of NYS Homeland Security Grant Funds for Fiscal Year 2009 (FY09) and Fiscal Year 2011 (FY11), respectively.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the requests to amend the 2013 County Budget to reflect the receipt of 2009 and 2011 grant funds as outlined above and refer same to the Finance Committee. *Copies of the Request to Amend County Budget forms are on file with the minutes.*

Addressing the Exempt List of Employees (Schedule "A") of the Time Clock Policy and Procedure for the Time and Attendance System, Mr. LaFlure noted that he was not included on the list and requested that his name be added accordingly. Paul Dusek, County Administrator, advised the matter had been discussed and the Personnel Office was working to establish a current list of the individuals for whom the procedure applied. Mr. Dusek recommended the matter be referred to the Personnel Committee.

Motion was made by Mr. Girard, seconded by Mr. Strainer and carried unanimously to refer the matter related to Schedule "A" - Exempt List pertaining to the Time Clock Policy and Procedure for the Time and Attendance System to the Personnel Committee.

Mr. LaFlure presented a request to authorize the Chairman to execute an amendment to the Memorandum of Understanding (MOU) with the Adirondack Regional Interoperable Communications Consortium, to include Saratoga, Hamilton, Fulton and Montgomery Counties. He noted the Consortium had grown from five to nine counties.

Motion was made by Mr. Bentley, seconded by Mrs. Frasier and carried unanimously, authorizing the Chairman to execute the amended MOU with the Adirondack Regional Interoperable Communications Consortium as outlined above and the necessary resolution was authorized for the February 15, 2013 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the Action Items portion of the agenda, Mr. LaFlure presented a request for approval to adopt the Training Center Policy and Procedures Manual for the Warren-Washington Counties Regional Emergency Services Training and Educational Center. He advised the document was reviewed and approved by Martin Auffredou, County Attorney. Mrs. Wood noted that Mr. Auffredou found the current insurance coverage to be adequate for the facility.

Motion was made by Mr. Bentley and seconded by Mr. Strainer to adopt the Training Center Policy and Procedures Manual for the Regional Emergency Services Training and Educational Center.

In furtherance of matters related to the Training Center, a short discussion ensued with regard to mandatory orientations, facility use forms, and Certificates of Insurance (COI). Mr. LaFlure expounded that each individual using the facility must obtain a COI from their Fire Department and he noted that State workers were covered by the State's Certification.

Mrs. Wood called the question and the motion was carried unanimously to adopt the Training Center Policy and Procedures Manual as presented and the necessary resolution was authorized for the February 15, 2013 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Addressing Topics for Discussion, Mr. LaFlure noted that he had previously requested permission to erect a barn or shed for storage of the Building & Grounds snow removal equipment; thereby allowing adequate space for the storage of the OES Emergency Communications vehicle.

Mr. LaFlure advised a pick-up date for the vehicle located in Cincinnati, Ohio, was scheduled for next week, and equipment installation would commence upon delivery. He noted the Homeland Security Grant funding included the purchase of a new generator for the Training Center to be installed in the spring.

With regard to the Warren-Hamilton Community Action Agency's Emergency Action Plan, Mr. Mason apprised the agency had adopted their Emergency Action Plan recently and he pointed out that the agency was not listed in Warren County's Emergency Action Plan. He felt it would be judicious to do so for fiscal reasons. Mr. LaFlure stated he would ensure that the Warren County OES and the Warren-Hamilton Community Action Agency be cross referenced in their respective Emergency Action Plans as outlined.

The OES portion of the meeting concluded and privilege of the floor was extended to C. Shawn Lamouree, Undersheriff, who requested permission for Lieutenant (Lt.) Steven Stockdale to attend Missing Persons Training, in Appleton, Wisconsin from February 26 - March 1, 2013. He noted the training would incur no cost to the County.

Motion was made by Mr. Strainer, seconded by Mr. Taylor and carried unanimously to approve the request for out-of-State travel as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. *Copies of the resolution request form and the Authorization to Attend Meeting or Convention form are on file with the minutes.*

Next, Undersheriff Lamouree presented a request to amend 2012 County Budget to increase estimated revenues and appropriations in the amount of \$2,296 to reflect the receipt of insurance recovery monies as the result of lightning damage.

Motion was made by Mrs. Frasier, seconded by Mr. Bentley and carried unanimously to approve the request to amend the 2012 County Budget as outlined above and to refer same to the Finance Committee. *A copy of the request to Amend County Budget is on file with the minutes. (Note: This request was withdrawn as the 2012 Budget cannot be amended. The funds will be deposited in the County's General Fund.)*

Undersheriff Lamouree advised that there was a question regarding the need for a new MOU with Washington County for emergency dispatch services. If a new agreement was necessary, he requested the approval of the Committee for the February 15<sup>th</sup> Board Meeting.

Motion was made by Mr. Bentley and seconded by Mrs. Frasier authorizing an MOU with Washington County as outlined. Mr. Dusek stated that the filing deadline may precede the next Board meeting and recommended that the request specify the need to ratify the actions of the Chairman in executing the MOU.

Mrs. Wood called the question and the motion was carried unanimously to ratify the actions of the Chairman in executing an MOU with Washington County for alternate emergency dispatch services for the Sheriff's Office, and the necessary resolution was authorized for the February 15, 2013 Board meeting. **(Note: Subsequent to the meeting the County Attorney's Office confirmed that Resolution No. 460 of 2012 authorized this agreement and a new agreement was not required.)**

Concluding his agenda review, Undersheriff Lamouree informed that two Corrections Sergeants positions had recently been filled resulting in a total savings of \$5,000. Mr. Bentley asked the reason for staff turnover and Undersheriff Lamouree stated that the increase in staff turnover was due in part to increased expectations relative to staff accountability and conduct.

The Sheriff & Communications portion of the meeting concluded and privilege of the floor was extended to Karen Putney, Fire Safety & Building Code Enforcement Administrator, who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Mrs. Putney stated the 2012 Budget Performance Report reflected an 8% decrease in the number of building permits; however, she noted, it was higher than the projected figure. Revenue, she said, was close to the estimated \$160,500 at \$159,896 and she pointed out there were several outstanding fire safety inspection fees which had not been posted. Summarizing other reports included in the agenda packets, Mrs. Putney advised of a new Building Permit Two-Year Comparison Report, Number of Permits Issued by Town, and a copy of the annual New York State Department of State Division of Code Enforcement and Administration (DCEA) report.

Mrs. Putney said she was pleased to report 3,866 building permits and 603 fire safety inspections were processed in 2012, compared to 265 in 2011. She commended her Fire Safety Inspectors for their dedication to the program.

Mr. Dusek recognized the marked growth and development of Warren County's Fire Safety Inspection program. Also recognizing Mrs. Putney's dedicated staff, he pointed out that Mrs. Putney's directorship was instrumental in developing what has become a highly respected and professional fire safety program.

In terms of Revenue, Mrs. Putney reported a total of \$160,229 for 2012, only \$370 short of the projected figure.

Mrs. Putney said she would like to propose a two-part modification to the Fire Safety Inspection section of the Fee Schedule as a result of recent presentations made to Fire Chiefs and Emergency Squads. She explained that the fee schedule was based on classification codes as well as the number of owners/tenants per property. She advised that fire houses often had multiple classifications including large assembly areas, vehicle storage, and business office space at some locations. She noted some fire departments were owned by the Towns, some were fire districts, and many paid three separate fees of \$75, one for each classification.

Mrs. Putney presented a request to amend the Fire Safety Inspection Fee Schedule to charge category IV buildings one flat fee of \$75. Aside from fire departments, she noted there was only one other category IV building within her jurisdiction, which was a healthcare facility providing emergency services and, she noted, it was not deemed a mandated, designated shelter.

The second portion of the request, she said, pertained to single buildings with multiple food services on site. She proposed that single buildings with multiple food services, if owned and operated by one owner or tenant, be charged one flat food service fee of \$75, as opposed to multiple fees for each use classification.

Motion was made by Mr. Girard and seconded by Mrs. Frasier to approve both changes to the fee schedule as outlined.

Mrs. Wood thanked Mrs. Putney for her vigilance, sensitivity and responsiveness to the activities and issues of her Department, and for keeping herself and the County Administrator apprised of the issues.

Mr. Girard asked if the changes would be retroactive and Mrs. Putney advised if a retroactive change was approved, one \$75 refund for one business would be necessary. Mrs. Putney also cited a single building with a firewall; thereby classifying it as two buildings, with food service on both sides of the firewall, run by the owner and a tenant, respectively. Mr. Dusek asked Mrs. Putney how she wished to proceed with the latter situation for purposes of maintaining consistency. Mrs. Putney stated the building was technically two buildings, due to the firewall, and both housing food operations; therefore, she added, it must be coded as such.

Mrs. Wood called the question and the motion was carried unanimously to amend the fire safety inspection fee schedule to a) add a subdivision - category IV buildings-\$75; and b) modify existing fees to include multiple food services within one building, all owned and operated by one owner or tenant-\$75, and the necessary resolution was authorized for the February 15, 2013 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 Mrs. Frasier and seconded by Mr. Bentley, Mrs. Wood adjourned the meeting at 11:08 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist

