

PUBLIC SAFETY COMMITTEE MEETING MINUTES
MARCH 1, 2016

PUBLIC SAFETY COMMITTEE MEMBERS PRESENT: Suprenant, LaPointe, Shay, Idleman, Haff, O'Brien, Hogan

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Gang, Moore, Campbell, Armstrong

Debra Prehoda, Clerk	Roger Wickes, County Attorney
Chris DeBolt, County Administrator	Tony Jordan, District Attorney
Mike Mercure, Public Defender	Anthony White, Probation Director
Mike Gray, Youth/Alt. Sentencing Dir.	Dave Armando, Code Enforcement Adm.
Ray Rathbun, Fire Coordinator	Bruce Mason, EMS Coordinator
Sheriff Murphy, Undersheriff Winchell, Staff	Public & Media
Glen Gosnell, Public Safety Director, Tim Hardy, Deputy Director	

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 26, 2016
3. Department Reports/Requests:
 - a. Probation
 - i. 2015 Annual Report
 - ii. Discuss Personnel/Staffing Needs
 - b. Fire Bureau
 - i. Fire Advisory Board Appointments
 1. Gerald Aiken – Cambridge Fire Dept; Patrick Donahue – Cossayuna Fire Dept, Brian Brooks – Whitehall Fire Dept; Dan McClenning – Granville Hook & Ladder, Robert Lemieux – Argyle Fire Dept.
 - c. Public Defender
 - i. CAFA/Communication with 911
 - ii. Discuss Staffing
 - iii. Hurrell-Harring Compliance and Update
 - d. Public Safety
 - i. Grant Updates
 - ii. CAD Updates
 - iii. 2016 “State of the Department”
 - e. Code Enforcement
 - i. 2015 Annual Report
 - ii. 2016 Goals
 - iii. Discuss Staffing Pattern Changes – Part-time Positions(2)
 - f. District Attorney
 - i. Forfeiture Funds Budget Plan
 - ii. Request for Approval of Victim Services Grant Spending Plan
 - iii. OVS Grant – Additional Funds Utilization Plan
 - iv. Bail Forfeiture Action Update
 - g. Sheriff
 - i. 2015 Annual Report
4. Other Business
5. Adjournment

Chairman Suprenant called the meeting to order at 1:00 P.M. at the Washington County Law Enforcement Center.

A motion to accept minutes of the January 26, 2016 meeting was moved by Mr. Shay, seconded by Mr. Haff and adopted.

DEPARTMENT REPORTS /REQUESTS:

DISTRICT ATTORNEY – Tony Jordan, District Attorney, addressed the following items with the committee:

- Spending Plan for Forfeited Funds 2016 – The spending plan for forfeited funds for 2016 was distributed, attached. Current funds available total \$68,999.22; federal funds \$55,390.33 and State funds \$13,608.89. He stated all the monies seized in the last two and a half years have involved drug cases. Discussed situations when they would seize assets. A motion to accept 2016 spending plan for forfeited funds was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. Mr. Haff opposed.
- Approval of Victim Services Grant Spending Plan – Office of Victim Services grant submitted and approved in the amount of \$6,683.34 and a breakdown of how the funds will be spent is attached. This is a reimbursement grant; money spent first and then reimbursed. Information Technology department has reviewed and approved the computer related purchases. A motion to approve Office of Victim Services Model Office grant breakdown was moved by Ms. Idleman, seconded by Mr. Shay and adopted.
- Update on Office of Victim Services Grant – The committee had authorized the District Attorney to approach the Office of Victim Services to see if they could use the increase in funding to hire a part time person and purchase a copier. They were approved and will hire a former summer intern in their office for the part time position and purchase a copier to replace an aging copier.
- Bail Forfeiture Proceedings – A guy was arrested for possession of cocaine, facing felony charges and posted \$30,000 bail but decided to walk instead of stay and they have commenced bail forfeiture proceedings. The bail was forfeited, turned over to the County Treasurer and the guy has been charged with bail jumping.

PROBATION – Anthony White, Director, addressed the following items with the committee:

- 2015 Annual Report was distributed and an overview provided; report attached. DWI offenses remain high but are no longer number one being replaced by larcenies which he suspects is related to the drug problem in the area. He stated their numbers are decreasing but are still high for the department. Supervision of Adult Probation felony cases are at a 57% increase and misdemeanor are up 16%.
- Personnel/Staffing Request - The Probation Officer assigned to the sex offender cases has fifteen years of experience and eighteen years with the County. He has had other long term Probation Officers that have handled these cases and moved on to higher paying jobs. He is requesting for the 2017 budget, to create a second Senior Probation Officer position; promote this Probation Officer to Senior Probation Officer, civil service test required, handout attached. He is not looking to increase his staff just slow down employees leaving. This personnel request will be submitted in his 2017 budget request. Discussed the significant impact to his office of the raise the age law bringing 16 to 18 year olds into the family court system. There is supposed to be State funding to help offset the additional expenses relating to this change in law.

FIRE BUREAU – Ray Rathbun, Fire Coordinator, addressed the following items with the committee:

- Fire Advisory Board Appointments – A motion to appoint the following individuals to the Fire Advisory Board with a term expiring December 31, 2018:
Gerald Aiken – Cambridge Fire Dept. Patrick Donahue – Cossayuna Fire Dept.
Brian Brooks – Whitehall Fire Dept. Dan McClenning – Granville Hook & Ladder
Robert Lemieux – Argyle Fire Dept.
was moved by Ms. Idleman, seconded by Mr. Shay and adopted.

- Fire Training Center – BOCES has the contract worked out and will commence clearing land so they can move the containers to the Fire Training Center. County Public Works will assist with this project; bringing in gravel.

PUBLIC DEFENDER – Mike Mercure, Public Defender, addressed the following items with the committee:

- CAFA/Communications with 911 – Proposal for communications regarding off hour arraignments, handout attached. Concerned that the 911 Center might have to become more involved in the counsel at first appearance issue. A recent meeting was held with Indigent Legal Services that was attended by the supervising judge for the local town and village justices. He stated it appears that the County Magistrates are taking the position that after law enforcement makes an arrest, law enforcement will either directly contact the judge or contact the 911 Center which will then contact the judge but from that point on the judge will contact the attorneys and move forward with getting the arraignment done. The role of the 911 Center should be limited or no more work than it is now. He believes they will be able to move forward around April 1st with the counsel at first appearance. ILS is trying to move forward with obtaining the funding and once we have received the funding, we can move forward.
- Staff Benefit Item – Barry Jones, the 1st Assistant Public Defender has been with the office since October 2006 and went full time in October 2015. Mr. Mercure believes at the moment he has no vacation and is requesting that he be given more vacation time than what County policy allows. He has been an attorney for thirty years and is an asset to the office. Mr. Mercure believes Mr. Jones should have more than five (5) days of vacation. Mr. Campbell stated we should have a policy on this so everyone is treated the same adding this is a new issue because it is new having full time Public Defenders. Mr. Mercure stated this was not a critical issue just bringing it up today. Mr. Campbell would like a policy and not deal with each one individually. The County Administrator stated similar to himself who was a part time County Planner prior to his appointment to the position of County Administrator. The County Attorney and County Administrator will sit down and work with the Public Defender on this issue. Mr. O'Brien stated this should also go to Personnel because this is a global policy issue. The Public Defender will report back next month.
- Temporary Part Time Employee – Requesting to move the temporary part time Legal Assistant to temporary full time 40 hours per week. He would like to keep this position temporary only until he determines what is going to be done with the ILS distributions and Hurrell-Harring funding. This position will be covered by Hurrell-Harring at full time status; small difference with the benefits added in. The County Administrator stated the staffing pattern was amended for part time but a budget amendment was not done. A motion to move to the Personnel Committee with approval was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

PUBLIC SAFETY – Glen Gosnell, Public Safety Director, addressed the following items with the committee:

- Grant Updates – At the last Board meeting, the outstanding grants were re-allocated to the 2016 budget: EMPG (FY13) \$27,656, EMPG (FY14) \$28,857.00, EMPG (FY15) \$28,786. The attached handout details the items that will be purchased with these grant funds. A motion to approve requested use of grant funding was moved by Mr. Shay, seconded by Ms. Idleman and Mr. LaPointe and adopted. Interoperability grant, round 5, is coming up and we will be applying for that funding to upgrade the radio system. Have been approved for the PSAP grant and just awaiting final contract; personnel funding. The hazard mitigation grant has a 25% match and are working with Warren County and Bob Buck, Purchasing, on an RFP and may ask for an

extension. A motion to approve going out for an RFP for services to rewrite the County's Hazard Mitigation Plan was moved by Mr. Shay, seconded by Mr. LaPointe and adopted.

- CAD Updates – Continue to meet with core team and vendor. The vendor is working on doing a rebuild of several systems and separating servers. Dispatch still experiences slowdowns, freezes and mapping issues but less frequent; detailed on attached handout. They are documenting and reporting these issues to vendor. Payment of the CAD portion is funded through grant funds and those grant funds expire August 2016. The CAD system needs to be complete prior to payment.
- Training and Conferences – Conducted Geographic Response Planning/Crude Oil sessions which were well attended. The information has been provided to DEC and they will be getting the response plans together for us to review.
- Conference call on the EMPG and SHSP grants for 2016 – Law Enforcement grants are going to increase from 20% to 25% and reducing the amount of funds in EMPG grants. These are FEMA grants administered by the State.
- Reported on their attendance at the New York State Emergency Management Association conference.
- Staff Recognition – Communications Officer Jason Lloyd of Argyle was recognized with 911 Lifesaver Award, details in attached handout.
- Radio System Updates – Continuing to do testing on MRD "South" Project. Requesting to move forward with some repairs on Burch Tower. Need to hire a tower climber to replace lights at a cost of \$2,380 and has the funds in his budget. A motion to move forward with this repair was moved by Mr. LaPointe, seconded by Ms. Idleman and adopted.
- Hudson Valley Wireless – Signed the lease agreement. The in-kind services being provided will allow for cameras at our tower sites.
- Hazard Mitigation Truck – the resolution adopted last month authorized purchase of the truck but did not authorize the County Treasurer to issue payment. A voucher will be submitted for payment of the truck in this month's audit.
- State of the Department of Public Safety 2016 report distributed and overview provided, attached. Total CAD calls/incident activity processed through Public Safety in 2015 totaled 65,212. The attached report includes information on grants awarded, income received, review of 2015 goals, staff recognition/awards, closing out 2015 and moving forward in 2016 and 2016 goals for Public Safety and EMS.

CODE ENFORCEMENT – Dave Armando, Code Enforcement Administrator, addressed the following items with the committee:

- Report distributed detailing mission statement, 2016 goals, Code Enforcement monthly totals 2015 and previous 10 years totals, staffing pattern and chart, attached. To date, revenue is \$3200 above last year at this time. Revenue received in 2015 totaled \$120,039.93.
- Staffing Pattern Changes – Requesting two (2) part time positions. He is thinking of retiring pretty soon and would like to stay on part time. He stated they do not have enough staff to properly service the entire county. Possibly Kingsbury is coming on board with the County for some of their code enforcement: issuing building permits, inspection of construction projects and fire safety inspections but unsure of the status of that change. The services would be performed per contract with approximately \$20,000 in revenue. Chairman Suprenant stated Mr. Armando wants to retire, stay on as Administrator and bring another full timer back to work part time, plus an additional Code Officer to replace his full time position. Initially, he would like to stay on part time to train the new Code Enforcement Officer because they will have to attend a six week State training, in-house training and to cover vacations. The second part time position would come along if

Kingsbury decided to have the County perform some services. A civil service test is scheduled for this weekend with four people signed up. Mr. Armando estimates the part time position to cost no more than \$20,000 this year. He would like to retain the Code Administrator stipend and work part time. He stated he would like to retire by the end of April. A motion to forward this request to the Personnel Committee was moved by Mr. O'Brien and seconded by Mr. LaPointe. Discussion. Mr. O'Brien stated Mr. Armando needs to work with the Personnel Director. The motion to forward this request to the Personnel Committee was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted.

SHERIFF – Sheriff Murphy addressed the following items with the committee:

- 2015 Annual Report – will be posted to the County's website www.washingtoncountyny.gov under the Sheriff's Department – forms and reports or Quick Links on the Sheriff's Department main page. The organization chart changed slightly from the previous year noting in particular one change regarding more overnight coverage. He also mentioned the additional Correction Officers added to reduce Jail overtime which it has done. A total of 33 inmates were boarded-in resulting in \$122,485 in revenue, a decrease of \$92,395 from 2014. Renovated the Jail entrance and lobby increasing security. The Civil Office received accredited agency status becoming one of only twenty seven Sheriff's Office to receive this status. The Civil Office processed just under \$1M. Pistol permit transactions continue to increase. The Law Enforcement Division received 16,741 calls for service in 2015. A total of 2,135 traffic citations issued. The Sheriff's Office collaborates with the Department of Social Services which resulted in a savings of \$118,562.13 in 2014. The Narcotics Unit handled 114 cases. The report includes data and statistics on all of their divisions and specialized units.

Sheriff Murphy extended an invitation to tour of the facility.

A motion to adjourn was moved by Mr. LaPointe, seconded adopted. The meeting adjourned at 3:10 PM.

OFFICE OF THE DISTRICT ATTORNEY

WASHINGTON COUNTY – STATE OF NEW YORK



383 Broadway - Building C
Fort Edward, New York 12828
Telephone: (518) 746-2525
Fax: (518) 746-2568

J. Anthony Jordan
District Attorney

Christian P. Morris
First Assistant

Assistant District Attorneys

Devin J. Anderson

Sara E. Fischer

Brandon P. Rathbun

Paul R. Frettoloso
Investigator

Rebecca A. Evansky

Laura C. Taylor

Crime Victim Specialists

SPENDING PLAN FOR FORFEITED FUNDS 2016

Current Funds Available as of 1/28/2015: \$68,999.22

Federal Funds Totaling: \$55,390.33

State Funds Totaling: \$13,608.89

Intended usage for the year 2016

1. INVESTIGATIONS: The support of investigations and operations that will result in furthering our law enforcement goals and missions including,
 - A. Payments to informants; “buy,” “flash,” or reward money;
 - B. The purchase of evidence.
2. TRAINING The training of investigators and District Attorney personnel in any area that is necessary to perform official law enforcement duties.
3. EQUIPMENT AND RELATED ITEMS TO SUPPORT OUR LAW ENFORCEMENT EFFORTS: The costs associated with the purchase, lease, maintenance, or operation of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. Includes, but not limited to, the following: furniture, file cabinets, office supplies, telecommunications equipment, copiers, safes, computers, computer accessories and software, uniforms, clothing, radios, cellular telephones, electronic surveillance equipment and vehicles.
4. TRAVEL AND TRANSPORTATION: The costs associated with travel and transportation to perform or in support of law enforcement duties and activities.
5. AWARDS AND MEMORIALS: The costs of award plaques and certificates for law enforcement personnel.

SPECIFIC USAGE FOR 2016

I. Payroll (Point 1)

- A. INVESTIGATIONS: It is difficult to plan for future investigations while not knowing what the future holds for us. I intend to utilize shared funds to cover prosecution for drug investigations, arrests and enforcement details.

\$5,000

II. Contractual (Point 4 Non-Fixed Assets)

- B. TRAINING: I plan on significantly increasing the amount of training offered to and provided for our members, with an emphasis on local and no fee or cost training. There are however several courses and conferences that do charge for attendance and have been avoided in the past.

1. The amount required for the cost or fees related to the registration for training courses and conferences.
2. Travel for out of Town Conferences, including Hotels, mileage, air fares, etc...
3. Web Site fees
4. Promotional items/drug awareness

\$15,000.00

III. Equipment (Point 2 Fixed Assets)

- C. EQUIPMENT: This category would be the largest area of the spending plan. There are several items related to equipment that we would look to use shared funds for which are included in the description on page 1 number 3 EQUIPMENT AND RELATED ITEMS TO SUPPORT OUR LAW ENFORCEMENT EFFORTS. Items specifically identified for 2016 include surveillance cameras, identifying uniforms for on-scene investigations, computers and accessories and training equipment.

\$ 43,999.22

IV. Travel, Transportation and Awards and Memorials

- D. The costs associated with travel and transportation to perform or in support of law enforcement duties and activities as well as the costs of award plaques and certificates for law enforcement personnel.

\$5,000.00

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WASHINGTON COUNTY – STATE OF NEW YORK



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March 1, 2016

Office of Victim Services Model Office Grant Breakdown

Grant application submitted and approved for \$6683.34
Purchase must be made first and reimbursed by NYS OVS.

Purchase includes:

- | | |
|--|-----------------|
| 1. HP Laserjet Enterprise P3015 Printer (1) | Cost: \$414.00 |
| 2. Fujitsu Image Scanner Scan Snap iX500 (2) | Cost: \$976.30 |
| 3. Lenovo ThinPad Helix (2) | Cost: \$2765.16 |
| 4. Microsoft Surface Pro 4 (2) | Cost: \$2527.88 |

Total Cost: \$6683.34

Intended use:

1. These funds will be used to provide OVS-funded Victim Assistance Programs with technology-related equipment and services to foster use of the Victim Services Portal and to improve services to crime victims.
2. These grants are funded by the federal Victims of Crime Act of 1984 which supports both victim compensation and victim assistance programs in each state. VOCA funds are administered by the Department of Justice. Projects will be fully supported with federal dollars. No state or local match is required.



**WASHINGTON COUNTY
DEPARTMENT OF PROBATION**

383 Broadway
Fort Edward, NY 12828
PHONE: (518) 746-2260 FAX: (518) 746-2277

Anthony M. White
Probation Director II

Al Caprood
Probation Supervisor
Daniel Boucher
Probation Supervisor

ANNUAL REPORT

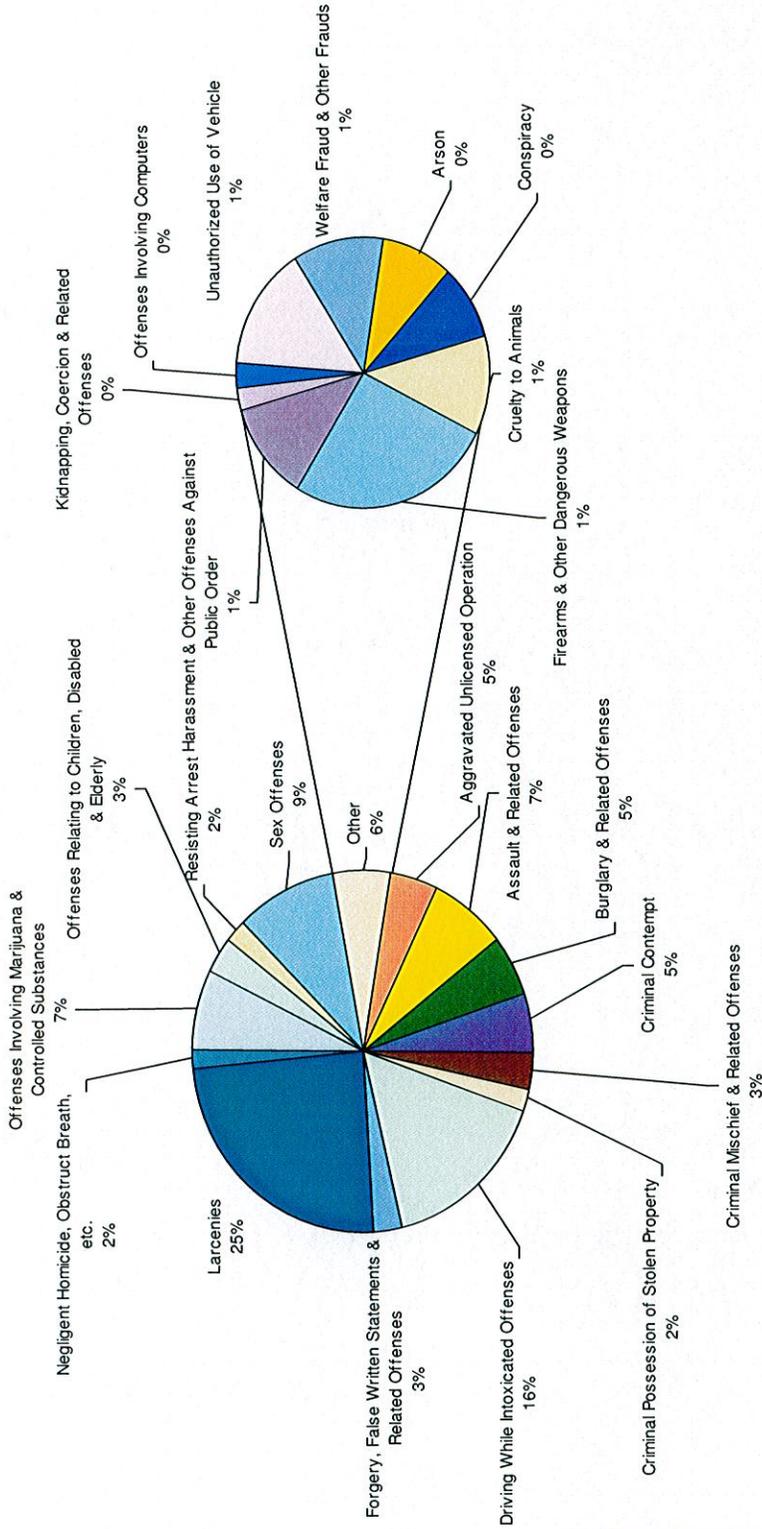
to the
**Washington County
Public Safety Committee
March 1, 2016**

The Division of Criminal Justice Services' Mission is to enhance public safety and improve criminal justice.

The Goal of the DCJS – Office of Probation and Correctional Alternatives is to reduce offender recidivism, decrease victimization, and improve community safety through the use of evidence-based practices which assist individuals to change their criminal thinking and behaviors and lead productive and law-abiding lives.

*- Taken from Deputy Commissioner and Director
Robert Maccarone's 2015 DCJS OPCA Goals &
Objectives*

WASHINGTON COUNTY Open Adult Probation Cases As Of January 2016

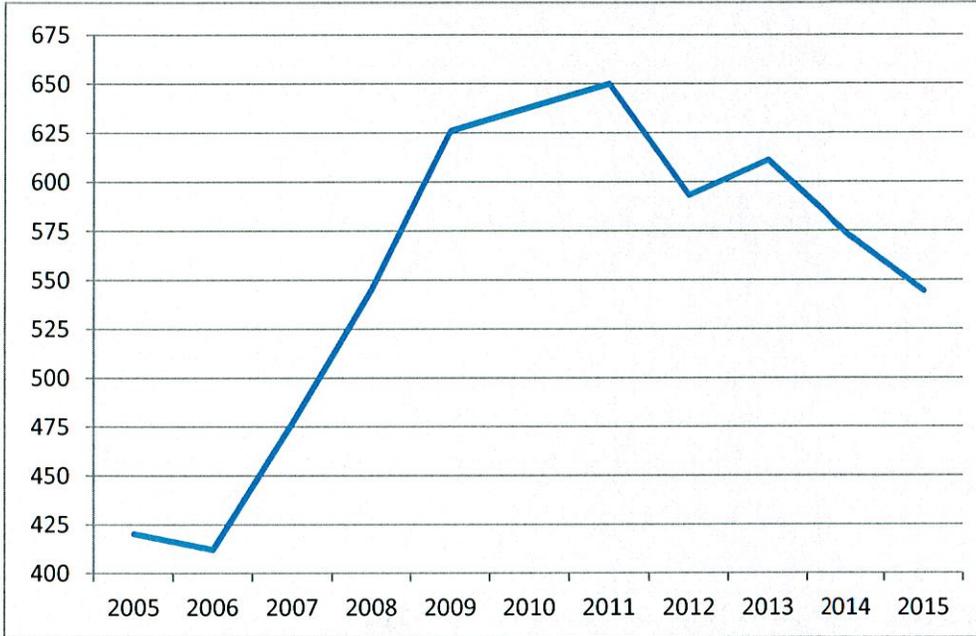


Aggravated Unlicensed Operation	28	43	33
Criminal Contempt	32	21	12
Driving While Intoxicated Offenses	96	9	17
Larcenies	152	10	45
Offenses Relating to Children, Disabled & Elderly	20	12	58
Unauthorized Use of Vehicle	5	20	
Assault & Related Offenses		43	
Criminal Mischief & Related Offenses		21	
Firearms & Other Dangerous Weapons		9	
Negligent Homicide, Obstruct Breath, etc.		10	
Resisting Arrest		12	
X. Other		20	
Burglary & Related Offenses			33
Criminal Possession of Stolen Property			12
Forgery, False Written Statements & Related Offenses			17
Offenses Involving Marijuana & Controlled Substance			45
Sex Offenses			58

Adult Supervision Cases Open At End Of Year
Washington County Probation Department

Year	Amount
1982	115
1983	159
1984	142
1985	151
1986	184
1987	200
1988	216
1989	297
1990	305
1991	326
1992	284
1993	322
1994	398
1995	452
1996	452
1997	453
1998	459
1999	483
2000	506
2001	488
2002	450
2003	411
2004	435
2005	420
2006	412
2007	477
2008	545
2009	626
2010	638
2011	650
2012	593
2013	611
2014	574
2015	544

TEN YEAR ANALYSIS 2005 - 2015



To give an example of the Probation Department workload, let's look back a number of years at the following statistics:

Supervision of Adult Probation Cases (Felony)

<u>2005</u>	<u>2015</u>	
135	212	A 57% INCREASE

Supervision of Adult Probation Cases (Misdemeanor)

<u>2005</u>	<u>2015</u>	
285	332	A 16% INCREASE

Supervision of Adjudicated Cases (PINS and JD)

<u>2005</u>	<u>2015</u>	
33	17	

Ignition Interlock Monitoring

<u>2005</u>	<u>2015</u>	
0	55	

Criminal Court Felony Investigations (pre-plea, pre-sentence)

<u>2005</u>	<u>2015</u>	
209	183	

Criminal Court Misdemeanor Investigations (pre-plea, pre-sentence)

<u>2005</u>	<u>2015</u>	
175	123	

Family Court Investigations (custodies, visitations, adoptions, pre-dispositional)

<u>2005</u>	<u>2015</u>	
171	54	

The number of Probation Officers handling these duties has not increased over the time period indicated. Individual caseloads of the Probation Officers have grown to cover the volume.

The Washington County Probation Department works as a team, ensuring its role as a pro-active and positive influence in the community.

Briefly --

The Director focuses on budgetary constraints, keeps abreast of law changes, provides guidance and direction to probation staff, and maintains a supervision caseload.

One Supervisor handles inter-state transfers, approves officers' investigative reports, completes investigative reports for justice and county courts, supervises clients, and acts as the domestic violence liaison.

Another Supervisor handles intra-state transfers, acts as the field intelligence probation officer coordinating home visits and curfew checks, completes investigative reports for justice and county courts, supervises clients, and is the go-to person for ignition interlock issues.

The Senior Officer completes investigative reports, supervises clients, helps Officers with report writing, and acts as the liaison to the Drug Court.

The nine Probation Officers focus mostly on supervision of clients which includes home/field visits. They also complete investigative reports for the various justice and county courts.

- One of these Officers specializes in the sex offender cases and sex offender investigations. A second Officer assists with the overload from this intense level of supervision in addition to covering a reduced regular adult caseload and investigation assignment.
- Two of these Officers focus on juvenile delinquent adjustment, family court adjudicated case supervision (both PINS and JD), and write reports for the family court (custodies, visitations, adoptions, pre-dispositionals). These Officers also help out with criminal court youthful offender reports and supervision.

The Assistant oversees payroll, helps with budgetary issues, prepares vouchers and statistical reports for the state, maintaining various records as required.

The Account Clerk's main focus is the restitution account, ensuring victims are compensated as ordered by the courts.

The Typist creates files, runs criminal record "rap" sheets and driving records, answers the phone, and monitors the waiting room.

STAFFING PATTERN

GENERAL FUND CATEGORY / DEPARTMENT / ACCOUNT PROBATION	CIVIL SERVICE TITLE	HOURS	2016		
			FT	PT	TOTAL
A3140	Probation Director	35	1	0	1
	Probation Supervisor	35	2	0	2
	Senior Probation Officer	35	1	0	1
	Probation Officer	35	9	0	9
	Probation Officer Trainee	35	0	0	0
	Probation Assistant	35	1	0	1
	Account Clerk	35	1	0	1
	Typist	35	1	0	1
			16	0	16

2017:

Promotion of Probation Officer to Senior Probation Officer

Grade 15 Step 4 w/ 15 Year Longevity (18 actual years) \$24.94 / hour \$45,739.96 / year

Grade 17 Base w/ 15 Year Longevity (18 actual years) \$25.92 / hour \$47,537.28 / year

(Grade 17 would increase to Step 1, 2, 3, 4 as years pass)

Cost differential for 2017: Increase of \$1,797.32

PROPOSAL FOR COMMUNICATION REGARDING
OFF HOUR ARRAIGNMENTS

LAW ENFORCEMENT MAKES AN ARREST



LAW ENFORCEMENT CONTACTS 911 OR LAW ENFORCEMENT
CONTACTS THE JUDGE



THE JUDGE THEN CONTACTS BOTH THE PUBLIC DEFENDER AND THE
DISTRICT ATTORNEY TO ARRANGE ARRAIGNMENT DETAILS



BOTH PUBLIC DEFENDER AND DISTRICT ATTORNEY
HAVE CELLULAR PHONES



DEPARTMENT OF CODE ENFORCEMENT

WASHINGTON COUNTY ANNEX 1 OFFICE BUILDING

415 LOWER MAIN STREET

HUDSON FALLS, NEW YORK 12839

Phone: (518) 746-2150 Fax: (518) 746-2175

WASHINGTON COUNTY CODE ENFORCEMENT

MISSION STATEMENT

The Code Enforcement office seeks to promote the administration and understanding of the New York State Fire Prevention and Building Code.

2016 GOALS

1. Administer the New York State Fire and Building Code in a fair and equitable manner in all Municipalities that have given jurisdiction to Washington County.
2. Continue to provide quarterly reports tracking office activity.
3. Operate efficiently and monitor expenditures versus revenues.

Respectfully Submitted,

David J. Armando

Code Enforcement Officer / Administrator

Code Enforcement Monthly Totals 2015

Month of:	Jan 2015	Feb 2015	Mar 2015	1st Quarter Totals	Apr 2015	May 2015	Jun 2015	2nd Quarter Totals	Jul 2015	Aug 2015	Sept 2015	3rd Quarter Totals	Oct 2015	Nov 2015	Dec 2015	4th Quarter Totals	2015 YEARLY TOTALS
Total Phone Calls	704	535	933	2172	1356	1094	1247	3697	1220	1097	1176	3493	975	1010	710	2695	12057
Building Permits Issued	20	22	34	76	55	57	45	157	43	41	42	126	41	71	63	175	534
Sewage Disposal Permits Issued	4	4	8	16	12	9	8	29	17	10	15	42	8	10	8	26	113
Building permit Renewals Issued	44	2	19	65	14	14	24	52	6	18	3	27	23	21	39	83	227
Certificates of Occupancy Issued	4	3	2	9	7	4	10	21	4	7	7	18	12	13	16	41	89
Certificates of Compliance Issued	2	3	13	18	12	24	14	50	24	34	18	76	47	27	37	111	255
Construction Inspections	55	48	74	177	81	87	121	289	109	116	145	370	118	139	90	347	1183
Sewage Disposal Inspections	0	3	10	13	9	9	20	38	17	19	27	63	9	11	24	44	158
Property Maintenance Inspections	20	13	29	62	22	18	22	62	23	26	27	76	15	29	24	68	268
Fire Prevention Inspections	36	66	69	171	85	40	36	161	38	51	60	149	19	14	16	49	530
Order to Remedy Violations Issued	10	19	16	45	14	6	13	33	16	4	16	36	7	14	22	43	157
Stop Work Orders Issued	1	1	0	2	2	1	3	6	2	2	1	5	3	2	4	9	22
Buildings Closed	0	2	1	3	1	2	4	7	3	2	4	9	2	2	0	4	23
Certificate of Occupancy Searches	6	3	7	16	6	8	5	19	3	4	2	9	6	5	7	18	62
Fire Response Inspections (Day)	1	4	0	5	2	6	1	9	3	0	2	5	2	4	1	7	26
Fire Response Inspections(After Hrs)	2	0	1	3	3	3	1	7	1	1	0	2	0	0	1	1	13
Training Hours 821	0	7	0	7	4	0	3	7	6	0	0	6	0	0	6	6	26
Training Hours 822	0	7	0	7	4	0	3	7	6	0	0	6	0	0	7	7	27
Training Hours 823	0	13	0	13	4	0	3	7	6	0	0	6	0	0	2	2	28
Training Hours 824	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training Hours 825	0	9	0	9	4	0	3	7	6	0	0	6	0	0	2	2	24
Receipts	4,091.20	2,233.95	6,314.60	12,639.75	20,470.20	19,236.90	9,743.30	49,450.40	13,453.83	9,261.90	8,005.30	30,721.03	10,028.75	7,064.00	10,136.00	27,228.75	120,039.93

DEPARTMENT OF CODE ENFORCEMENT

PREVIOUS 10 YEARS TOTALS

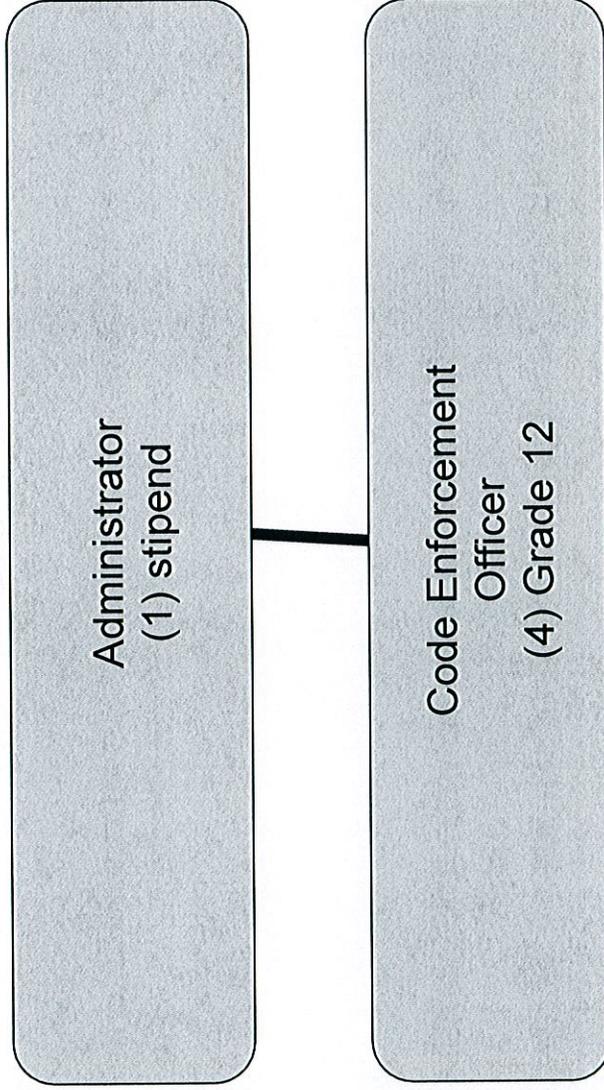
	<u>REVENUE</u>	<u>BUILDING PERMITS ISSUED</u>	<u>SEWAGE DISPOSAL PERMITS ISSUED</u>
2015	\$120,039.93	534	113
2014	\$89,311.60	460	108
2013	\$87,228.19	401	118
2012	\$94,593.85	403	142
2011	\$102,046.56	444	98
2010	\$96,995.36	467	164
2009	\$118,302.30	461	134
2008	\$147,615.14	511	142
2007	\$124,841.60	589	190
2006	\$127,149.91	620	224

WASHINGTON COUNTY STAFFING PATTERN

DEPARTMENT / ACCOUNT GENERAL FUND CODE ENFORCEMENT	CIVIL SERVICE TITLE	HOURS	2016			NOTES
			FT	PT	TOTAL	
A3620	Code Enforcement Administrator	stipend 40	4	0	4	
	Code Enforcement Officer		4	0	4	

CODE ENFORCEMENT

February 2016





WASHINGTON COUNTY DEPARTMENT OF PUBLIC SAFETY

383 BROADWAY – BUILDING B, FORT EDWARD, NY 12828

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PUBLIC SAFETY COMMITTEE MEETING REPORT

March 1, 2016

1. Public Safety Grant Updates

- **Grant Representative Change / Meeting:** We received notification from the NYS Department of Homeland Security and Emergency Services that we were being assigned a new grant representative for 2016 and moving forward. On January 29, our key personnel met at our office with our new grant representative and supervisor, in hopes of streamlining and improving grant operations and management. The meeting was viewed by all as informative and helpful.
- **Local Emergency Performance Grants (LEMPG or EMPG):** The LEMPG or EMPG grants are announced annually and is a Federally funded grant, managed by the State. The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to assist State, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system. The performance period for these grants are stated to be 24 months, however extensions have been approved on a case by case basis in the past. Moving forward, officials are advising that extensions are not to be expected and grantees need to utilize their funds in the performance period.
 - **EMPG (FY13), Awarded \$27,656.00:** Monies have been re-allocated in the local 2016 budget, **current extension expires September 2016**. Expenditure of the funds is underway for the Computer Aided Dispatch (CAD) system when implementation is complete, and the IT systems, interactive training / presentation system (similar to a whiteboard) and displays for weather, CAD and local incident management systems.
 - **Request:** To move forward with the purchases of items as noted above, cost not to exceed the grant award amount noted above.
 - **EMPG (FY14), Awarded \$28,857.00:** Monies have been re-allocated in the local 2016 budget, **current extension expires September 2016**. Expenditure of the funds is underway to equip the Emergency Operations Center (EOC) with needed VOIP Phones with interactive capabilities to easily move from one location to another and retain all communications capabilities with network connectivity, deploy MyEMAapp – an interactive mobile application for users of today's technology to communicate interactively with county emergency management and public safety officials, receive alerts, notices and check local emergency related news, events, and information in one place on an easy to use mobile platform, and to improve access control systems to the critical infrastructure that houses the Department of Public Safety and small (first step) EOC (Part 1, Part 2 in a later grant).
 - **Request:** To move forward with the purchases of items as noted above, cost not to exceed the grant award amount noted above.
 - **EMPG (FY15), Awarded \$28,786.00:** Monies have been re-allocated in the local 2016 budget, **currently expires September 2016**. Expenditure of the funds is planned to equip the first step EOC with the necessary radio communications and toning equipment to be able to operate in accessory (non-911) to the PSAP / Communications Center, for local coordinator, incident / emergency management and for the R.A.C.E.S. personnel in the event they are activated for emergency assistance. Currently, the only onsite non-communications center radio consoles (or portion thereof) exists in the Mobile Command Post.
 - **Request:** To move forward with the purchases of items as noted above, cost not to exceed the grant award amount noted above.
- **State Homeland Security Program (SHSP):** The FY2015 State Homeland Security Program (SHSP) and the State Law Enforcement Terrorism Prevention Program (SLETPP) are the two core homeland security grant programs in New York State. Every county in the State, along with the City of New York, receives funding under these programs. The SHSP and SLETPP are designed to build and sustain critical homeland security capabilities across the State. While the Federal Emergency Management Agency (FEMA) and the NYS Division of Homeland Security and Emergency Services (DHSES) do identify key programmatic priorities for the SHSP and SLETPP grants, New York State has also made a concerted effort to allow sub-recipients some flexibility in determining their own unique priorities for these programs. This allows counties to tailor their grant projects to meet their own unique risk profiles and to ensure that funds are used to build and sustain their most critical capabilities. To ensure statewide coordination, all funding must be

spent in support of the State's new Homeland Security Strategy and must be allowable per Federal and State guidelines. The performance period for the FY15 SHSP is now 36 months.

- **SHSP (All Prior Years):** All prior years of the Public Safety SHSP grants have been closed out and completed.
- **SHSP (FY14), Awarded \$60,000.00:** Monies have been allocated in the local 2016 budget, grant funding **currently expires in September 2016**. Expenditure of the funds is planned to complete the Access Control system for the first step EOC, as well as fund training for the Hazardous Materials Team, acquire updated equipment for the team and improve the ability for our portable communications equipment for homeland security use.
 - **Request:** To move forward with the purchases of items as noted above, cost not to exceed the grant award amount noted above.
- **SHSP (FY15), Awarded \$60,000.00:** Monies have been allocated in the local 2016 budget, grant funding currently expires in September 2018. Expenditure of the funds is planned to enhance communications capabilities, as well as fund training for the Hazardous Materials Team, acquire updated equipment for the team and work on our Next Generation 9-1-1 projects.
- **Hazard Mitigation Planning Grant, Awarded \$112,500.00 (25% local match):** We received notification of the award in August, 2015, we are currently working with the County Administrator, Purchasing Agent and a number of neighboring counties to work through prior municipally accepted contracts built for the same service. The performance period currently ends September 2016, we are currently working to secure a possible extension as we continue through the process of finalizing the vendor for services to be performed regarding the full plan re-write.
 - **Request:** Work with the County Administrator and Purchasing Agent to develop and publish a Request for Proposal for services to re-write the county's Hazard Mitigation Plan as specified, moving the progress forward as soon as possible.
- **Statewide Interoperable Communications Grant (SICG) Program:** As authorized by Chapter 56 of the Laws of 2010, the New York State Division of Homeland Security and Emergency Services (DHSES), through its Office of Interoperable and Emergency Communications (OIEC), is designed as the principal State agency for all interoperable and emergency communications issues and is responsible to coordinate and to implement a grant program to facilitate the developments, consolidation and/or operation of public safety communications and networks designed to support statewide interoperable communications for first responders. The Statewide Interoperable Communications Grant (SICG) is a competitive grant funded by cellular surcharge revenue.
 - **SICG (All Prior Years):** All prior years PSAP Operations grants have been closed out and completed, we only received an award in Round 1, which funded our Motobridge consortium project in the amount of \$171,500.
 - **Round 5 SICG (2016):** Applications are expected to be released soon, no confirmed date as of yet. Our plan is to aggressively apply to assist us in the overhaul of the current radio communications system and infrastructure which is in need of replacement.
- **Public Safety Answering Point (PSAP) Operations Grants:** The PSAP Operations grants are announced annually, require application from all interested Counties and are competitive. The monies are funded / supported by the Statewide Public Safety Communications Account. The performance period for these grants are a single year only (January – December), extensions are not permitted.
 - **PSAP Operations Grant (All Prior Years):** All prior years PSAP Operations grants have been closed out and completed.
 - **PSAP Operations Grant (2015-2016), Awarded: \$185,509.00:** Contract has been marked as completed by the Clerk of the Board, awaiting copies to be received from the state. As soon as copies are received, we will move ahead with the items planned for the grant funds. Funding is being utilized for PSAP Personnel cost reimbursement, PSAP headsets and communications equipment, basic communications certification for PSAP personnel, certification / re-certification in EMD program for PSAP personnel, and training/certification of our PSAP Communications Training Officers (CTO's).
 - **Request:** To move forward with the purchases of items as noted above, cost not to exceed the grant award amount noted above.

2. Computer Aided Dispatch (CAD) System Implementation Update

- Meetings of the core team (Vendor – Cushing Systems, Board of Supervisors liaison, Information Technology, Sheriff's Office, and Public Safety) continue to be held on a regular basis, activity permitting. The vendor advises they are working on a re-build of portions of the CAD system to address issues we are experiencing in terms of "slow-downs" or freezes (occurring less than prior, but still present), however have been tasked with completing the rollout of the Civil system at the Sheriff's Office as of late, which has taken more time than originally planned for. Other solutions to resolve mapping errors and such are still in the process of being implemented as well. A number of items remain outstanding on the task list being maintained by the Information Technology Department (copy attached). Following the most recent meeting of the core team (02/22/2016), Cushing was asked to present us with an updated copy of the task list with estimated dates of completion they believe to be attainable.
 - Communications staff continue to do their best to document / report issues as they encounter them.
 - Current Task List w/ Prior Timeline attached for review.
 - Payment of CAD Portion of the System: Funding for the CAD portion of the system is originating from grant funds. In order to provide payment, project implementation must be complete – closeout for the grant noted is August 2016.

3. Conference / Training Updates

- **Geographic Response Planning / Crude Oil Sessions** – In coordination with NYDHSES and the Department of Environmental Conservation and the Governor's initiative on Crude Oil Response, we hosted two GRP's (Geographic Response Planning) sessions on February 10, 2016, for those communities and responders who have areas along the rail tracks in the county currently being used to transport crude oil. The GRP's are being utilized for the state and their vendor to provide our local community responders with plans for each mile of territory along the tracks, displaying the infrastructure items of note and resources available, better preparing our communities and first responders in the case of one of these type events occur. The sessions were well attended and we thank all of

our local officials, first responders and state partners who took the time to attend to help accomplish this important task. No date has been set for release of the plans, they are currently being constructed by the state's chosen vendor.

- **NYDHSES Grant Updates on EMPG and SHSP for 2016** – EMC Pease attended a grant update session on 02/22/2016 with DHSES regarding updates on EMPG & SHSP grant funding moving forward. Items of note are as follows:
 - SHSP – Law Enforcement share of the grant funds will increase to 25% from 20% previously.
 - EMPG – Award amounts allocated have been reduced statewide.
 - Changes to Projects or Objectives – All changes to projects or objectives will have to be submitted to and reviewed by FEMA instead of DHSES, making the modification process more lengthy.
 - SHSP / EMPG – Extension requests for any federal grants will no longer be granted.
 - Release of Applications for next year's funding are expected to be released end of March / early April.
- **NYSEMA (New York State Emergency Management Association) Conference** – Members of our office attended the NYSEMA conference this past week in Syracuse and have the following items of note to report on:
 - "Round table with NYS DHSES" – Included OEM Director Wisely and discussed the state's Emergency Management Certification & Training program, presentations on disasters, emergency and planned event responses.
 - EOC Operations & Additional Disaster Sessions – Presenters included Kharley Smith – Director of Emergency Management for Hayes County, Texas, Richard Serino – Retired EMS Chief, Boston EMS / Deputy FEMA Administrator, Samantha Phillips – Director of Emergency Management for the City of Philadelphia. Presentations included the real life experiences of the presenters and the inside information in each of the incidents. The presentations were both informative and educational.

4. Staff Recognition / "9-1-1 Lifesaver" award issued

- On February 26, 2016, Communications Officer Jason Lloyd of Argyle, was issued one of our "9-1-1 Lifesaver" awards for his role as the Advanced Emergency Medical Dispatcher on January 29, 2016 in which he received a call reporting a medical emergency / cardiac arrest in the Town of Fort Edward. Communications Officer Lloyd provided the caller with essential Emergency Medical Dispatch direction and step by step instructions to perform life-saving efforts, while awaiting the arrival of field responders. Through continued efforts of the caller, law enforcement, fire and emergency medical personnel, the cardiac arrest was reversed prior to arrival at the hospital. Communications Officer Lloyd is a 13 year veteran of the Department of Public Safety and since the inception of our Communications Awards Program in 2013 has received two other awards – a "9-1-1 Stork" award for successfully assisting in the pre-hospital delivery of a baby and a "9-1-1 Lifesaver" award for his role in a pre-hospital cardiac arrest reversal.



5. Radio System Updates

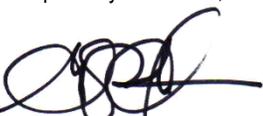
- **MRD "South" Project:** Re-programming and testing have commenced with the Cambridge-Greenwich Police Department. We had some early success and encountered a few technical issues relating to faulty equipment (antenna and duplexer set up) that were in place previously on Colfax. We are awaiting a quote for antennas and a tower climber to replace the items that are malfunctioning. As soon as a quote for the antennas and tower climber services are received, we would request to move forward. *(Funds will come from A3640.4200 – Communications / Tower / Utilities at this time)*
- **Burch Tower Lights:** We have experienced a failure of the tower warning lighting system at the Burch Tower, which is required under sanctions to be lit due to being above 200'. Currently we are operating with a "NOTAM" (Notice to Airmen) in effect with the FAA, but the lighting system is in need of repair. We have a quote from the county's radio communications vendor to replace the beacons and for the installation and tower climber services in the amount of \$2,380.00.
 - **Request:** We are requesting to move forward with repairs as soon as possible at the cost of \$2,380.00. *(Funds will come from A3640.4200 – Communications / Tower / Utilities at this time)*

6. Hudson Valley Wireless Project

- **Lease Agreement:** The lease agreement has been finalized and executed and is on file with the County Attorney's office as of last week.
- **Implementation:** Project implementation is slated to begin as soon as possible, items being afforded to the Department of Public Safety and Washington County will be monitored and should we encounter any issues we will address the County Administrator, County Attorney, and Public Safety committee.

7. "State of the Department of Public Safety – 2016" – Presentation made, report distributed.

Respectfully Submitted,


Glen P. Gosnell
Director


Timothy R. Hardy
Deputy Director



WASHINGTON COUNTY DEPARTMENT OF PUBLIC SAFETY

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STATE OF THE DEPARTMENT OF PUBLIC SAFETY



2016

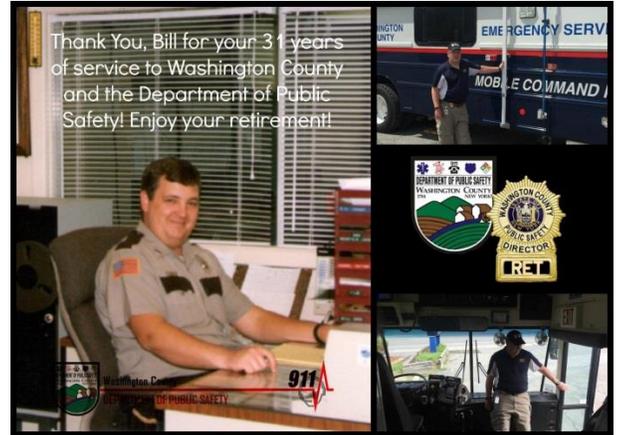
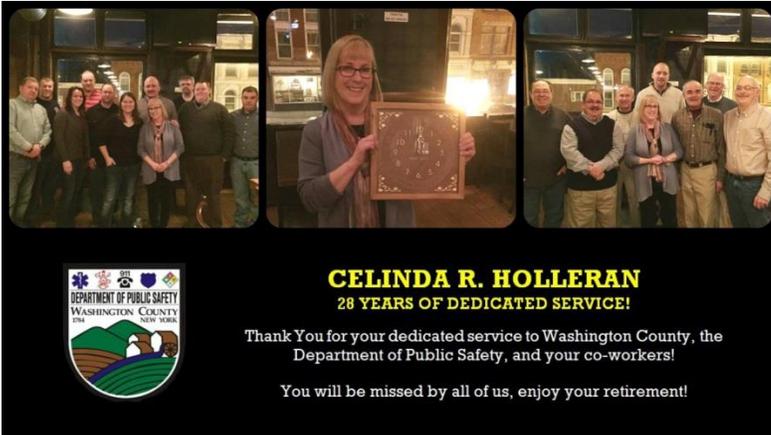


STATE OF THE DEPARTMENT OF PUBLIC SAFETY 2016



A LOOK BACK AT 2015

The Department of Public Safety underwent a number of changes in 2015, which included the retirement of two longtime members of our administration, Director William Cook and Administrative Assistant Celinda Holleran. Whenever a staff member in a key role retires an effect is always felt, in this case, in duplicate. We recognize and appreciate the many years of service both provided to the citizens, county and Department of Public Safety!

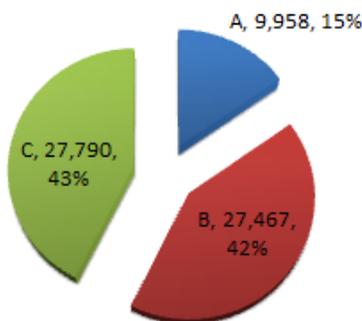


Our staff, along with the help of many others in departments throughout the county, as well as partners from Warren County and the state Division of Homeland Security and Emergency Services worked very hard to continue to maintain our operations at an exemplary level, and take the opportunity to look at our operation as a whole and identify those areas in which we could make changes and improvements.

The **Public Safety Answering Point (PSAP) / Communications Division** continues to be the largest and most active division of the Department of Public Safety, 2015 was no stranger to activity. Although we did not implement our PSAP phone reporting solution until late December of 2015 and cannot provide exact statistics relational to phone activity, we do have some basic incident activity statistics showing the activity levels in the past year by shift and by service.

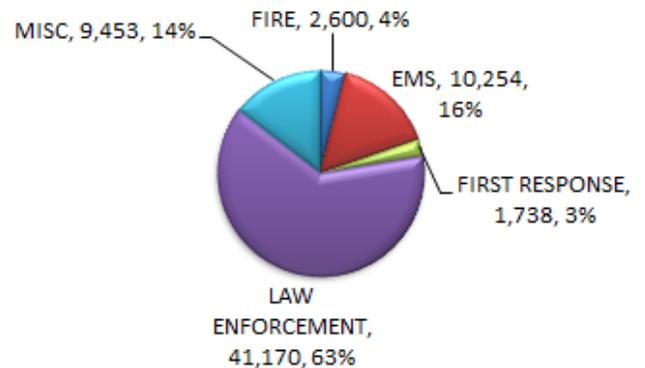
2015 - PSAP INCIDENTS BY SHIFT

■ A ■ B ■ C
A: 0000-0800, B: 0800-1600, C: 1600-0000



2015 - CAD ACTIVITY / INCIDENTS BY AGENCY TYPE

■ FIRE
■ EMS
■ FIRST RESPONSE
■ LAW ENFORCEMENT
■ MISC



TOTAL CAD CALLS / INCIDENT ACTIVITY PROCESSED THROUGH PUBLIC SAFETY IN 2015: 65,212

The PSAP / Communications Division operates 24 / 7 and conducts all facets of dispatching / communications services for 35 Fire Departments (9 of which are in adjacent Vermont communities), 10 Emergency Medical Service agencies (2 of which are in adjacent Vermont communities and cover areas of Washington County), 9 Law Enforcement agencies (Sheriff's Office, 6 Villages, and state agencies) and a host of other county and municipal agencies, ranging from Department of Public Works to the Department of Social Services on off hours. The Communications Division currently has a total of 4 Supervising Communications Officers and 19 Communications Officers (10 FT, 9 PD).



A LOOK BACK AT 2015

CONTINUED

The **Administrative / Emergency Management Division** administers the Hazard Mitigation Plan, Comprehensive Emergency Management Plan, along with managing our state and federal grant programs. In addition to our continuing planning updates, we underwent the state's County Emergency Preparedness Assessment (CEPA) and was able to identify areas in which we are / have already been successful and many areas in which we can improve our operations. We began working towards those improvements following our CEPA in May of 2015. We currently have three Emergency Managers on staff in the Department of Public Safety, assisting in better preparations for the county as a whole during emergency situations.

The **Hazardous Materials Team** continues to move forward in training and accomplishments. The team welcomed a new Foam Trailer in 2014 and began conducted various training and familiarization sessions in 2015. Additionally, our Hazardous Materials Coordinator, Brian Jones, represents HazMat teams on a committee working on Hazardous Materials training statewide.

The **Bureau of EMS** continues to strive to secure the best possible training courses locally for our local Emergency Medical Service and First Response agencies and those they serve.

In order for us as a department to be successful it takes a team, and we wish to extend our heartfelt thanks to our staff, the members of the Fire, EMS and Law Enforcement agencies throughout the county, other county departments and representatives, our state, county and local officials, and the many others who continue to help contribute to our success.



GRANTS AWARDED IN 2015

- **PSAP Operations for 2015: \$186,194.00** (100% reimbursement grant)
- **Emergency Management Performance Grant (EMPG) FY15: \$28,786.00** (100% reimbursement grant)
- **State Homeland Security Grant (SHSP) FY15: \$60,000.00** (100% reimbursement grant)
- **Hazard Mitigation Planning Grant: \$112,500.00** (Federal Share / 25% local match)

TOTAL AMOUNT OF GRANT FUNDS OBTAINED THROUGH THE DEPARTMENT OF PUBLIC SAFETY FOR 2015: \$387,480.00

INCOME RECEIVED THROUGH PUBLIC SAFETY IN 2015

- **911 Surcharge Monies (collected for Landline / Wireless (non-pre-paid) Phones): \$184,203.55** (to date, payments still coming in)
- **Dispatching Services (Vermont Fire / EMS Agencies, Special Communications Details, etc.): \$33,642.75**
- **Property Rental (Tower Sites): \$32,015.00**

TOTAL AMOUNT OF INCOME RECEIVED THROUGH THE DEPARTMENT OF PUBLIC SAFETY FOR 2015: \$249,861.30



REVIEW OF OUR GOALS FOR 2015

2015 GOAL AS PRESENTED IN BLACK / GOAL RESULT IN BLUE

Below are the list of goals presented last year to the Public Safety Committee by then Director Cook for the Department of Public Safety for 2015. We have noted the goal itself and the result to date, for comparison of progress.

- **Goal:** Apply for Round 4 SICG (Interoperable Communications Grant) if successful, build out and upgrade radio facilities as identified.
 - **Result:** We applied for the Round 4 SICG grant, total amount applied for \$2,954,365.00. Only \$50 Million dollars in funding was made available statewide, 17 of the 55 counties who applied received awards, Washington County was not a grantee for this round.
- **Goal:** Conduct a state required County Emergency Preparedness Assessment (CEPA).
 - **Result:** Our CEPA session was held on May 12, 2015 at the County Municipal Center. The CEPA was well attended and all of the county's key players participated providing the essential information to our state partners.
- **Goal:** Complete 5 year update of the county's Hazard Mitigation Plan.
 - **Result:** The Department of Public Safety and the County of Washington were awarded a grant to contract the re-write of the county Hazard Mitigation Plan. We are in the process of working with Warren County's Office of Emergency Services who completed a bid for a re-write of theirs, the county Administrator and Purchasing Agent to discuss procurement methods.
- **Goal:** Continue disaster recovery planning to include COG (Continuity of Government) and COOP (Continuity of Operations Plan).
 - **Result:** Work is underway as we are in the process of our current update of the Comprehensive Emergency Management Plan as well.
- **Goal:** Finish upgrades to EOC (Emergency Operations Center).
 - **Result:** Funds were just re-allocated at the Board of Supervisors meeting on February 19, 2016 for this grant funded project. We expect completion within the next month (depending on speed of procurement).
- **Goal:** Upgrade our Emergency Medical Dispatch program to the latest version – ProQA Paramount.
 - **Result:** We secured the upgrade of the new system version from the 911 Center capital project in late 2015.
- **Goal:** Certify the remaining members of our staff as Advanced Emergency Medical Dispatchers (AEMD), last year we had 8 certified AEMDs.
 - **Result:** We now have 20 of our 23 members certified as AEMD's! The remaining will be certified in next session. (Most remaining are new employees that started following the implementation of the upgrade / training)
- **Goal:** Upgrade to the ED-Q Program from ProQA for Quality Assurance and Call Review.
 - **Result:** Training has been completed and our QA/QI program leaders have completed their ED-Q training!
- **Goal:** Implement the remainder of the AGISENT (now Cushing) technology which will make our side of the system work as it was said to be designed, improving our operations.
 - **Result:** While we have seen implementation of the RMS and Mobile to the Sheriff's Office and Fort Edward PD to date and do note that some operations integrate smoothly between the CAD module and the field side of the systems, we continue to struggle to get the list of outstanding items on the CAD operation side of things completed.

STAFF RECOGNITION / AWARDS IN 2015

We are proud of our staff and the difficult and often un-recognized work that they do behind the scenes, we continue to bolster our Staff Recognition and Awards Program. Accordingly, in 2015 the following members of our staff received the awards / recognition noted below:

- **"9-1-1 Lifesaver" Award (June 2015):** Communications Officer Leslie Gordon was issued a "9-1-1 Lifesaver" award for his role as the Emergency Medical Dispatcher during a medical emergency / cardiac arrest call in the Town of Hartford. Due to the actions of Communications Officer Gordon, the caller, and emergency responders (Law Enforcement / EMS / Fire) the victim's condition was reversed pre-hospital arrival and is alive and well today.
- **"9-1-1 Stork" Award (October 2015):** Communications Officer Jason Lloyd was issued a "9-1-1 Stork" award for his role as the Emergency Medical Dispatcher during a medical emergency / child birth in which the child was delivered successfully pre-hospital arrival, with instruction from Communications Officer Lloyd, assistance from "Mom", family on the scene, and emergency responders (EMS / Fire).



STAFF RECOGNITION / AWARDS IN 2015

CONTINUED

- **Annual Department Awards, presented during National Telecommunicators Week (April 2015)**
 - **Communications Officer(s) of the Year:** The entire Communications Center staff was selected and awarded due to their display of teamwork and overcoming the obstacles of moving to a new Center, quickly learning and adapting to the use of three new systems (Telephony, Radio Console, Computer Aided Dispatch), and working through increased activity we've seen over the last few years.
 - **Communications Training Officer of the Year:** Arthur L. Porlier, Jr.
 - **Most Improved Communicator of the Year:** Walter J. Stimpson, III
 - **Rookie of the Year:** Scott Williams
- **Mountain Lakes EMS Council "Communications Specialist of the Year":** Supervising Communications Officer Steve Griffin was awarded the Mountain Lakes EMS Council Communications Specialist of the Year in September, 2015. Steve was selected as the recipient by the council for the entire Mountain Lakes EMS Council area, which includes Washington, Warren, Essex, Clinton and Franklin. **This is fourth year in a row since 2012 a member of the Washington County Department of Public Safety has been among those awarded.*



PROCLAMATION

NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK

APRIL 12-18, 2015

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police and public safety personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Washington County Department of Public Safety 911 Communications center; and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers firefighters, and emergency medical services personnel by alerting them of emergencies and monitoring their activities by radio, providing them necessary information, and insuring their safety; and

WHEREAS, Public Safety Telecommunicators of the Washington County Department of Public Safety have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each Communications Officer has exhibited compassion, understanding and professionalism during the performance of their job in the past year; now, therefore be it

RESOLVED, that the Board of Supervisors of Washington County, New York, declares the week of **APRIL 12 THROUGH 18, 2015 TO BE NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK IN WASHINGTON COUNTY**, in honor of the men and women whose diligence and professionalism help to keep our county, public safety field personnel, citizens, and visitors safe.



James Lindsay, Chairman
Washington County Board of Supervisors

DATED: March 20, 2015




(L-R) CO Les Gordon, CO Jason Lloyd, SCO Steve Griffin receiving their awards.



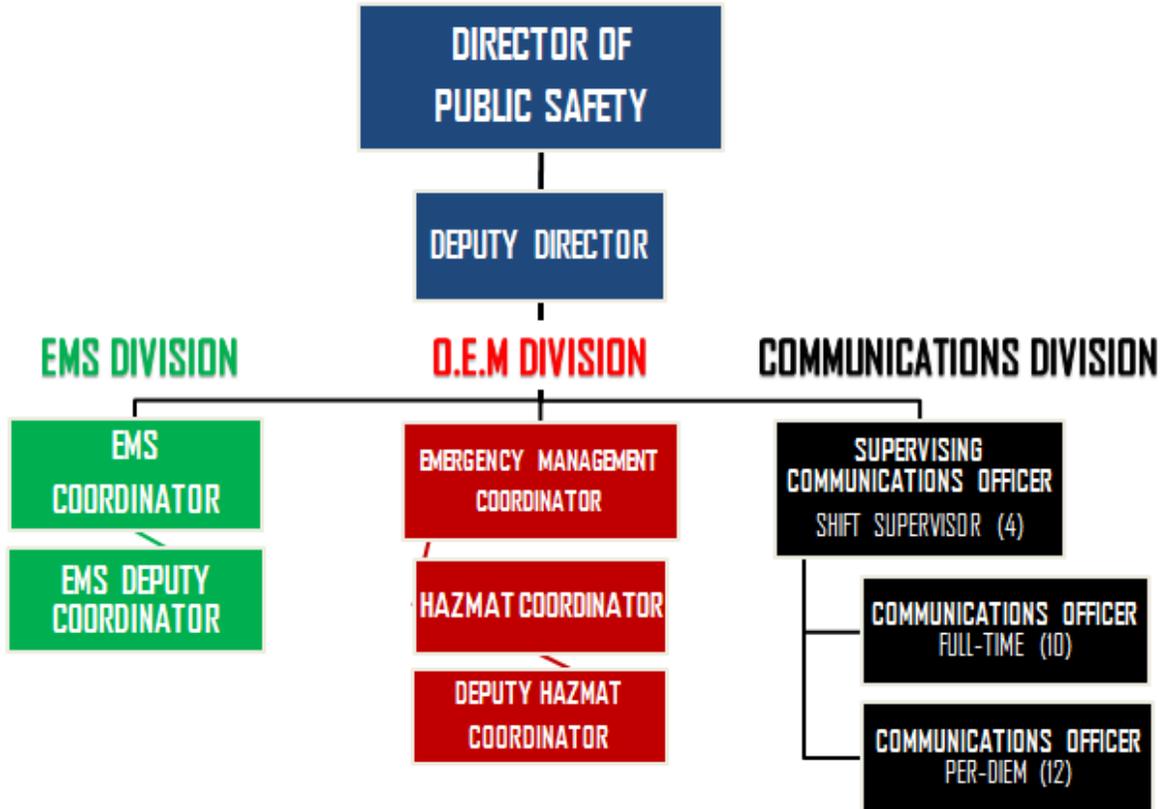
Members of our Communications Staff during National Telecommunicators Week!

A very special Thank You to Chairman Lindsay and the members of the 2015 Board of Supervisors for recognizing the work of our 9-1-1 Communications staff with a proclamation declaring April 12-18, 2015 as National Telecommunicators Week in Washington County, New York.



CLOSING OUT 2015 / MOVING FORWARD IN 2016

- **Department of Public Safety – Staffing and Structure Changes** (*discussion / implementation began in July 2015*)
 - **Re-Naming / Re-Titling:** With the assistance of the Director of Personnel, County Administrator and the members of the Board of Supervisors we were able to implement a number of requested changes in our organizational structure to cement the structure and ensure the department and operations run smoothly and more efficiently. (Implemented following the February 19, 2016 Board of Supervisors meeting)



- **Communications Staff changes:** Awaiting discussions from the Communications Officers / Supervisors union to implement / further address other necessary changes that were approved through County Administration and the Board of Supervisors. The changes will provide a clear, definitive structure eliminating potential points of concern / failure that have existed in the past.
- **Grant Program Management Changes:** We have had a number of meetings with all of our key personnel surrounding the multiple grant programs we participate in throughout the end of 2015. We've modified some methods and instituted a few new methods of management and documentation moving forward that will streamline the management and execution of our grant programs. We also plan to continue the involvement from key personnel outside of our department, which including the County Administrator and County Treasurer, both who have been instrumental in our most recent successes.
- **Improving our Communications:** In light of the changes that took place in the Department of Public Safety in 2015, we looked to better our communications with others, which included our own staff, our Fire / EMS and Law Enforcement partners, our local municipal officials, our other county departments and our local municipalities and elected officials. We have taken pride in our increased level of communications with our many partners and hope that we can further our relationships in 2016!
- **Certification as a "Weather Ready Nation" Ambassador:** In late 2015 we completed the process of becoming recognized by the National Weather Service and National Oceanic Atmospheric Administration as a "Weather Ready Nation" Ambassador. As a WRN Ambassador, partners commit to working with NOAA and other Ambassadors to strengthen national resilience against extreme weather. In effect, the WRN Ambassador initiative helps unify the efforts across government, non-profits, academia, and private industry toward making the nation more ready, responsive, and resilient against extreme environmental hazards.



GOALS FOR 2016

We have worked hard with all of the “moving parts and people” that make up our department to create a realistic and attainable list of goals for the year ahead, we feel, as a team, we can accomplish our goals with hard work, team work, and the support of our staff and many partners!

COMMUNICATIONS DIVISION

- Complete implementation of the Cushing System (CAD), attain level of operation as originally detailed and assured by the vendor.
- Continue our PSAP Staff Recognition Program and National Telecommunicators Week events to ensure our staff knows we value and appreciate each of them and the difficult and important work they do.
- Complete implementation of our “Communications Training Officer” program and CTO certification for all CTO’s
- Complete implementation of a newly revamped 40 hour Communications Officer training program for all new hires.
- Continue planning replacement of our County Emergency Radio Network (best practices, funding sources)
- Attain “PSAP Accreditation” from the New York State Sheriff’s Association.

ADMINISTRATIVE / OEM DIVISION (Emergency Management, HazMat)

- Review / Refresh the Comprehensive Emergency Management Plan (as an annual process).
- Complete rewrite of the Hazard Mitigation Plan for the county and all local municipalities included. (Grant funded)
- Complete Emergency Operations Center upgrades. (Grant funded)
- Improve mobile accessibility, awareness and communications with those we serve with the implementation of our “EMA App”, available on mobile platforms. (Grant funded)
- Continue our aggressive approach in obtaining and succeeding in grant funding initiatives (EMPG, SHSP, PSAP, SICG, etc.)
- Become certified as a “Storm Ready” community with the National Weather Service and NOAA.
- Integrate the Hazardous Materials Response Team with the Fire and EMS Community, promoting a good working relationship with the team members and all of the county departments, enhancing integration and team work.
- Host an EMC-T Tier 3 training session for Local Officials and Emergency Responders to improve understanding and involvement in the Emergency Management process.
- Coordinate with McNeil and Company, Bureau of Fire, Bureau of EMS and our local First Responder agencies to host a FARMEDIC© course locally in Washington County in 2016 improving our (First Response Community: Fire / EMS) response to these types of incidents and emergencies. (This course is a fantastic course designed for dealing with farm related industrial emergencies and was hosted within the county for a number of times years ago).
- Increase the capabilities of our emergency communications outside of the 911 Center, used for sheltering or emergency site locations through the use of the amateur radio program as recognized through the R.A.C.E.S. program. (Grant funded)

BUREAU OF EMS

- Continue training initiatives to support our local volunteer emergency responders and agencies through the Mountain Lakes EMS council.
- Continue completion of an annual “County-Wide MCI” drill for all interested responders and agencies.
- Continue work in support of our local EMS agencies in regards to recruitment, retention, staffing and coverage.

We’re looking forward to 2016 as a year of change, improvement and team work!

Thank you all for your continued support for the Department of Public Safety, our staff, our mission and those we serve!

Respectfully Submitted,



Glen P. Gosnell
Director



Timothy R. Hardy
Deputy Director

