

PUBLIC SAFETY COMMITTEE MEETING MINUTES  
APRIL 26, 2016

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

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Gang, Shaw, Moore, Pitts, Armstrong

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, Treasurer

Anthony White, Probation Director

Glen Gosnell, Public Safety Director

Mike Gray, Youth/Alt. Sentencing Dir.

Tim Hardy, Public Safety Deputy Director

Bruce Mason, EMS Coordinator

Undersheriff Winchell

Dave Armando, Code Enforcement Adm.

Tony Jordan, District Attorney

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – March 29, 2016
3. Department Reports/Requests:
  - a. Assigned Counsel
    - i. Quarterly Report – 1<sup>st</sup> Quarter 2016
  - b. Alternative Sentencing
    - 1) Discuss Intern Request
    - 2) Request for Food Purchase Approval
  - c. Public Safety
    - i. Comprehensive Emergency Management Plan Update
    - ii. Hazard Mitigation Plan RFP Update – Review Submissions
    - iii. Computer Aided Dispatch System Update
    - iv. Request to Purchase – FY15 Statewide Homeland Security Program Funds
    - v. Request for Budget Amendment – Return Excess Funds From Purchase of Hazmat Vehicle - .2 to .4
    - vi. 911 Lifesaver Award
  - d. Sheriff
    - i. Budget Amendment Request – Recognizing Receipt of Forfeiture Monies
4. Review of Promotional Material Policy – Crime Victims Breakfast per Audit Committee Request
5. Consider Proposal for County Code Enforcement Services Assuming Services for Town of Kingsbury and Village of Hudson Falls as of July 1, 2016
6. Other Business
7. Adjournment

Chairman Suprenant called the meeting to order at 1:00 P.M.

A motion to accept minutes of the March 1, 2016 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

**DEPARTMENT REPORTS /REQUESTS:**

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

- Comprehensive Emergency Management Plan has been updated and is available on the County website under Public Safety.
- Hazard Mitigation Plan RFP Update – Review Submissions – Requests for proposal were sent out and the proposals submitted were evaluated, information on attached handout.
  - CDR Maguire, Inc. responded with a total cost of \$23,800 but Mr. Gosnell noted all their experience is outside of New York State and mostly with cities, towns and villages not counties with limited personnel within the area.

- Tetra Tech, Inc. proposal came in at \$110,400 noting they have experience working with Washington County, are well versed in New York State and would do all the work themselves.
- AECOM USA, Inc. proposal in the amount of \$111,981.50 would sub-contract work and have worked with other counties.

Recommending awarding to Tetra Tech, Inc. They are not the lowest bidder but the low bidder does not have any experience in New York State. This is a matching grant in the amount of \$125,000 and the match is our in kind personnel time. A motion to award contract for Hazard Mitigation Plan to Tetra Tech, Inc. was moved by Ms. Idleman, seconded by Mr. Shay and adopted.

- CAD Update (Computer Aided Dispatch System) – Conference call and meeting of core group was held on April 12<sup>th</sup> with extensive discussion with issues going on with CAD. The vendor is discussing making changes on how systems talk to one another and changes should be instituted by early May for testing.
- Budget Amendment – The budget was amended in the amount of \$30,000 for the purchase of Hazardous Materials vehicle. The department only used \$25,000 and is requesting to transfer the remaining \$5000 from equipment back to contractual as originally budgeted. A motion to transfer \$5000 from A3640.2070 equipment - vehicles to A3640.4200 communications was moved by Mr. O'Brien, seconded by Mr. LaPointe and Ms. Idleman and adopted.
- Employee Recognition – Les Gordon, Communications Officer, received employee recognition and "9-1-1Stork" citation pin for emergency instructions provided for childbirth.
- SHFP 15 – Requesting to expend monies to purchase through grant funds another vehicle at which point they would transfer a vehicle to Car Pool and have been working on this with the County Administrator. Currently, the Public Safety Director has the Public Safety Department's SUV and the Deputy Director is in need of a vehicle and he is currently assigned a Car Pool vehicle. The County Administrator stated the complicating factor is all the radio equipment required to respond. He stated this looks like a good opportunity to purchase a vehicle with all federal grant funding. It is not a take home vehicle; it is an emergency response vehicle for situations and this will free up the Car Pool vehicle. With these two vehicles in place, the next step would be to replace the Fire Coordinator's vehicle and this helps fill the gap and is the best use of the grant funds. The plan is to purchase an Explorer like the Sheriff's Department. Public Safety already has the approval of Homeland Security to purchase this vehicle. A motion to authorize purchase of vehicle with SHFP 15 grant funds was moved by Ms. Idleman, seconded by Mr. LaPointe and adopted.

ALTERNATIVE SENTENCING – Mike Gray, Director, addressed the following items with the committee:

- Intern Request – Kieran White, a senior at St. Joseph's College, a criminal justice major has requested to intern, 120 hours, in the department. In full disclosure, Keiran White's father is Anthony White, Probation Director. A motion to approve unpaid internship was moved by Mr. Hogan, seconded by Mr. Shay and adopted.
- Permission to purchase food for community service crew doing clean up on the parks. He budgeted \$300 for this expense. Lauderdale Park clean-up is scheduled for May 11<sup>th</sup> and Huletts Park and Hartford to follow. A motion to approve food purchase for community service crew cleaning up parks was moved by Mr. Shay, seconded by Mr. Haff and adopted.

SHERIFF – Undersheriff Winchell addressed the following item with the committee:

- Budget Amendment – Local forfeiture from the Bennett case. \$10,000 seized and forfeited through the District Attorney's Office and now requesting to move from the General Fund into their forfeiture account; Sheriff's portion of forfeiture funds. A motion to authorize budget amendment to recognize forfeiture funds was moved by Mr. Shay and seconded by Ms. Idleman. Discussion. Undersheriff Winchell stated this is 100% criminal forfeiture. The motion to authorize budget amendment to recognize forfeiture funds was moved by Mr. Shay, seconded by Ms. Idleman and adopted.

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

- Promotional Material Policy – Crime Victims Breakfast per Audit Committee – The District Attorney was not aware of the need for prior approval and apologized for that oversight. He now has a copy of the policy.

CONSIDER PROPOSAL FOR COUNTY CODE ENFORCEMENT SERVICES ASSUMING SERVICES FOR TOWN OF KINGSBURY AND VILLAGE OF HUDSON FALLS AS OF JUNE 1, 2016 – The County Administrator stated at a previous meeting concern was expressed if we were adequately staffed to take over code enforcement services for Kingsbury and the Village of Hudson Falls. He stated the County Attorney has several questions and would like specifics on what the County is taking over. From the County Administrator's review of the proposal it appears the County would take over issuance of building permits and the related inspections and fire inspections. Local concern such as nuisance, building maintenance, would still be handled by local Code Enforcement Officer hired by the town and village. His understanding is that it would be just like all the other municipalities in the County that we do code enforcement for. Mr. Haff stated not just building permits but building code which is like the NYS Property Maintenance Standards. Mr. Armando, Code Enforcement Administrator, stated no. Mr. Haff asked that's not going to be part of this? Mr. Armando stated no. Ross Cortese, local Code Enforcement Officer, is going to maintain doing that, the property maintenance portion of it which from past experience it's the biggest part of the job; it's the majority of the job right there. The fire safety inspections of businesses and apartments are usually done at our convenience. He stated that the County did cover for Kingsbury for a brief time last summer while Mr. Cortese was out for surgery and covered with no scheduling problems. The request is to take over code enforcement for the Town of Kingsbury and Village of Hudson Falls as of June 1, 2016. The County Administrator stated that the local municipality has the right to opt out of code enforcement and then it falls to the County and have until the beginning of June to notify the County that they plan to stop doing code and it is going to fall to the County and then the County would take over as of January 1. The six month window is built in to allow the County time to adjust staffing accordingly. He stated the County needs to agree to start this prior to January 1. The Code Enforcement Officer test was given March 5<sup>th</sup> and the results should be out soon. Mr. O'Brien would like to see a more orderly transition and suggested not taking over open cases. Mr. Armando stated in the past when they have covered different municipalities they have taken over the open cases. Mr. Armando stated from his conversations with Mr. Cortese that the Town of Kingsbury issues about 110 permits per year and the Village of Hudson Falls about 50 permits and the majority of the village permits are items the county would not be involved in. A motion to approve the County assuming code enforcement services for the Town of Kingsbury and Village of Hudson Falls as of June 1, 2016 was moved by Mr. Haff and seconded by Ms. Idleman. Discussion. With the retirement of Mr. Armando, Chairman Henke will become the Code Enforcement Administrator. Personnel is currently

advertising for the position of Code Enforcement Administrator. Mr. Shaw mentioned the shortfall in the department was previously discussed; expenses exceed revenue by between \$70,000 and \$100,000 per year, and now adding 1.5 more personnel. Anticipated revenue from taking on Kingsbury and Hudson Falls is \$20,000. He is concerned about the budget. The Treasurer stated you may increase your net costs up to \$80,000. Mr. Shaw stated on top of our costs now. Treasurer responded yes. Mr. Shaw stated basically double our cost now. The Treasurer stated that is the County's potential maximum liability if \$20,000 is the revenue number. Noting it could be less than that. The motion to approve the County assuming code enforcement services for the Town of Kingsbury and Village of Hudson Falls as of June 1, 2016 was moved by Mr. Haff, seconded by Ms. Idleman and adopted.

#### OTHER BUSINESS:

Hazard Mitigation Grant – The Treasurer asked if the Hazard Mitigation grant funds had been put in the budget yet because we approved a contract for the plan. Mr. Gosnell agreed that the funds should be recognized in the budget. A motion to forward to the Finance Committee a budget amendment to recognize Hazard Mitigation grant funds was moved by Mr. Hogan, seconded by Mr. LaPointe and adopted.

Code Enforcement Officer – Part Time – Board Chairman Henke asked if filling the part time Code Enforcement Officer had been approved. The Treasurer stated just creating it. Mr. Henke stated Mr. Armando's last day is tomorrow and the part time position should be filled. Mr. O'Brien stated it is up to Chairman Henke to fill. Mr. O'Brien stated this position has been through Public Safety and Personnel Committees. The Treasurer stated to create it. Mr. O'Brien stated it has been to the full Board. Discussion ensued on whether or not Personnel has given or needs to give permission to fill the part time Code Enforcement Officer position. A motion to forward to the Personnel Committee the recommendation to fill the part time Code Enforcement Officer position was moved by Mr. O'Brien and seconded by Mr. Haff. Discussion. Mr. Shaw stated he is having a hard time putting the extra help on. He feels it needs to be looked at a little further and maybe the fees need to be looked at. Mr. Armando stated back in 2006 they were not doing fire inspections. Code Enforcement Officer Steve Smith was hired in 2008 and started the fire inspection program and he is dedicated strictly to the fire safety inspections. They only charge the schools for fire inspections. It was decided at the time the program was set up not to charge. Discussion ensued on do they have a backlog of work and what is the correct staffing level for the department. Mr. O'Brien stated the Code Enforcement Administrator was the last position created by the Board and is unfilled and backfilling a Code Enforcement Officer position has been approved and waiting for test results; filling Mr. Armando's Code Enforcement Officer slot. Mr. Shay stated they have taken on Town of White Creek mobile home ordinances. Compensation for this was questioned and asked who approved. The motion to forward to the Personnel Committee the recommendation to fill the part time Code Enforcement Officer position was moved by Mr. O'Brien, seconded by Mr. Haff and adopted. Mr. Haff asked that the County Administrator, County Attorney and Chairman of the Board look into this situation more, other services provided and compensation, and report back to the committee.

Thanked Mr. Armando for his service and appreciation expressed.

Executive Session – A motion to enter into an executive session to discuss a personnel matter, discuss the employment history of a particular person, was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted. A motion to return to regular session was moved by Mr. LaPointe, seconded by Mr. Hogan and adopted. No action was taken in the executive session.

A motion to adjourn was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted. The meeting adjourned at 2:18 PM.



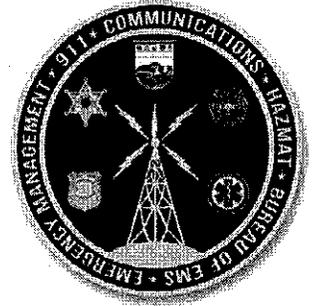
# WASHINGTON COUNTY DEPARTMENT OF PUBLIC SAFETY

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## PUBLIC SAFETY COMMITTEE MEETING REPORT

April 26, 2016

### 1. Comprehensive Emergency Management Plan [CEMP] – updated – version 04.2016

- We have completed a full overhaul on the county's CEMP and updated contact information with the many changes that have occurred in personnel since the previous update in 2013. In an effort to save paper and the excessive length of time it would take to update many different copies, we would like to make this document easily available for all who need it and would like to review it via the county's web site, under the PUBLIC SAFETY "Forms" section, as it is in fact a public document. Additionally, we have created a notification email group that all parties wishing to be notified of updates to the official document, will receive an email notification advising them accordingly. By default, all Village, Town and County Officials will be made members of the notification group and can expect to receive an email from [CEMPupdates@co.washington.ny.us](mailto:CEMPupdates@co.washington.ny.us).



### Public Safety

- [CEMP 2013 \(Public Binder\)](#)
- [Wash Co Hazard Mitigation Plan \[2016\]](#)

### 2. Hazard Mitigation Plan – Request for Proposal [RFP] - update

- The deadline to receive RFP's for the Washington County Hazard Mitigation Plan closed on April 14, 2016. The RFP's were received and forwarded by the county Purchasing Agent. The responses were reviewed by our department personnel and discussed briefly with the County Administrator. Refer to the attachment "**2016 Hazard Mitigation Request for Proposals Evaluations**"
  - Recommendation:** If acceptable to the committee, we would recommend acceptance of the chosen response by the committee and move forward with establishing a contract to begin the completion of the Hazard Mitigation Plan.

### 3. Computer Aided Dispatch System - update

- The core group (comprised of Supervisor O'Brien, Sheriff Murphy and members of his office, IT Director Pratt and members of her office, myself and members of our office with the vendor and members of their team) met on April 12, 2016 at 2:00 PM, in which the current status of the system and outstanding issues was discussed our vendor presented a plan to re-construct some of the communications paths within the application, which he believes is causing some of the issues we have experienced. Our vendor expects the communications changes to be complete and deployed early May, at which time the outstanding items will be discussed / re-visited.

### 4. Request for Budget Amendment (A3640.2070 → A3640.4200)

- Request to re-allocate the remaining funds that were moved previously for the purchase of the Hazardous Materials / CR-2 vehicle. We request the remaining \$5,000.00 be re-allocated to the account which originally contained the budgeted funds to utilize for necessary budgeted expenditures throughout the remainder of 2016.

### 5. Employee Recognition – "9-1-1 Stork Award" issued

- Communications Officer Les Gordon recently handled a call for service in March, assigned as the Emergency Medical Dispatcher (EMD), who provided essential emergency instructions to a helpful, prior EMS trained caller, which paired together led to a successful childbirth on the scene, prior to EMS transport! CO Gordon was issued a Certificate of Recognition and a "9-1-1 Stork" citation pin in recognition of his exemplary service.

Respectfully Submitted,

Glen P. Gosnell  
Director



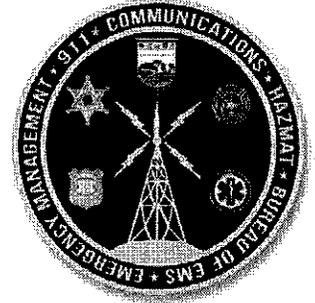
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## 2016 Hazard Mitigation Request for Proposals Evaluations

### **Business Name: CDR Maguire, Inc.**

Cost total: \$23,800.00

**Notes:**

- Past experience listed is all outside of NY State and corresponds with mostly cities, towns, and villages, and does not express the experience with working across multiple jurisdictions for a single planning structure.
- Vendor suggests rewriting previously adopted plan.
- Limited personnel located within the vicinity for meetings and face to face interaction.
- Previous work experience lists working with several planning activities

Reviewed by: Glen Gosnell, Jonathan Pease, Timothy Hardy

### **Business Name: Tetra Tech, Inc.**

Cost total: \$110,400.00

**Notes:**

- Past experience working with several NY State counties including Washington and Warren, on previous exercises and planning activities with the membership of our consortiums.
  - Vendor was selected for development of the Interoperable Communications Plan for the Adirondack Regional Interoperable Communications Consortium (14 Counties) and the exercise administrator for the Adirondack Regional Hazmat Consortium (5 Counties)
- Listed available personnel to apply to the plan are well experienced in the field of Hazard Mitigation and planning application of coordinating preventative measures.
- Technical staff is available to provide all necessary components of the process where not available from the county or is above expertise level of ability.
- Vendor suggests writing a new plan instead of redrafting the information from the previously adopted plan.
- *"All aspects of our mitigation planning projects are conducted by Tetra Tech personnel, with no use of subcontractors."*

Reviewed by: Glen Gosnell, Jonathan Pease, Timothy Hardy

### **Business Name: AECOM USA, Inc.**

Cost total: \$111,981.50

**Notes:**

- Works with sub-contracted vendors locally to perform requested duties as requested by contract.
- Vendor has prior experience working in NY State with 9 other counties to develop their Multi-Jurisdictional All-Hazard Mitigation Plans.
- Positive reviews of those that have worked with the vendor from NY State
- Success in abilities to get plans through the FEMA approval process on time and on schedule.
- Staffing well experienced in the field of Hazard Mitigation planning and execution of planning applications for mitigation measures

Reviewed by: Glen Gosnell, Jonathan Pease, Timothy Hardy

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 Based on the reviews of the submitted RFP's, it is with suggestion that the proposed vendor of Tetra Tech be the recommended vendor from the Department of Public Safety to conduct the work for the Washington County All Hazards Mitigation Plan. This decision is based on the notes as addressed above, as well as a prior working experience with the company in previous projects.  
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