

PUBLIC SAFETY COMMITTEE MEETING MINUTES
JULY 25, 2016

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

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: Haff

SUPERVISORS: Henke, Hicks, Gang, Moore, Campbell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, Treasurer

Glen Gosnell, Public Safety Director

Jonathan Pease, Hazard Mitigation Coordinator

Bruce Mason, EMS Coordinator

Mike Gray, Alternative Sentencing/Youth Bureau Director

Tony Jordan, District Attorney

Anthony White, Probation Director

Mike Mercure, Public Defender

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – June 29, 2016
3. Department Reports/Requests:
 - A. Alternative Sentencing
 - 1) Program Updates
 - B. Public Safety
 - 1) Hazard Mitigation Plan Update
 - 2) Radio System RFP Development Update
 - 3) Computer Aided Dispatch (CAD) System Update
 - 4) Request to Apply – FY16 Public Safety Answer Point Operations Grant
 - 5) Monthly Communications Center Activity Report
 - D. Public Defender
 - 1) Counsel at First Appearance (CAFA)/Hurrell-Harring/Indigent Legal Services Updates
4. Discuss Fire Coordinator Position due to Anticipated Retirement
5. Other Business
6. Adjournment

Chairman Suprenant called the meeting to order at 10:00 A.M.

A motion to accept minutes of the June 29, 2016 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

DEPARTMENT REPORTS /REQUESTS:

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

- Division of Criminal Justice Services sent out an opportunity for counties that fit the rural definition to participate in a technical assistance pilot to look at juvenile justice in your county. Juvenile Justice is how the funding will flow in New York. He submitted an exploratory application stating the County wants to look at a juvenile justice portal for our region. It would identify service providers and anything relating to youth to help identify youth in the system with services. This requires some work on the part of the service providers and there is no cost to the County to participate. DCJS is going to offer technical assistance in the development of this tool but he needs Probation and Warren County to join in because they all use the same service providers. He stated this is conceptual at this point and the committee supported.
- Program Updates: finishing up painting church in Cambridge, still maintain nine cemeteries and two County parks and going to commence work on a historical barn in Cambridge. They are ahead of schedule with their projects at this time and may have time in the fall for project/projects.

- Great Meadow Correctional Facility Tour – He has contacted the prison and suggested the following possible tour dates: 9/1, 9/7 and 9/9. He will confirm once he gets a date and attendee's names must be submitted to the facility at least a week prior to the tour.

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

- Hazard Mitigation Plan Update – Jonathan Pease, Hazard Mitigation Coordinator, has not received a response regarding the renewal for an extension from FEMA. The grant ends in August. Public Safety is working with the vendor, Tetra Tech, on this plan update gathering information from and meeting with towns and villages. Several municipalities have not provided documentation to the vendor. The completed plan will identify risks and hazards in all the municipalities and locations.
- Radio System RFP Development Update – RFPs are still being worked on: one for tower replacement and the other for actual radio system.
- Computer Aided Dispatch (CAD) System Update – Core group meeting this afternoon and vendor is on site today.
- Request to Apply – FY16 Public Safety Answering Point Operations Grant – A motion to approve applying for FY16 Public Safety Answering Point Operations grant was moved by Mr. Shay, seconded by Mr. O'Brien and Ms. Idleman and adopted.
- Monthly Communications Center Activity Report – handout attached.

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

- Counsel at First Appearance (CAFA)/Hurrell – Haring/Indigent Legal Services Updates – The program is going well. Statistics on counsel at first appearance since the program started May 16 as follows: May 102, June 152 and since the beginning July 104 with 67 after hours and 36 office hours. They had seven over the weekend. Four distributions from Indigent Legal Services are in limbo: numbers 3, 4, 5 and 6. Noting that is a theme across the state because they are trying to deal with Hurrell-Haring. The delays in these distributions are not due to the Public Defender's Office. The Treasurer asked if we can go back and pick up a cost from prior to the approval date. All distribution money has been appropriated and is in ILS hands. No matter when we get the approval, we should be able to claim the cost. The State is starting a caseload level study, number of cases each attorney is handling, and ILS will have a level set by December. The State over seven years is gradually going to take over the entire cost of indigent legal defense within the County and every county. Mike was directed to talk to Personnel about the possibility of backfilling an Assistant Public Defender position.

DISCUSS FIRE COORDINATOR POSITION DUE TO ANTICIPATED RETIREMENT – Chairman Suprenant stated they have met with two representatives from the Fire Advisory Board and have come to an agreement that we will accept resumes, have the Fire Advisory Board review them and provide feedback and the County will also review and determine who will be interviewed. The Fire Advisory Board will have input on the questions they would like to have asked and can be here during the interviews but not participate directly in the interviews. After the candidates leave, the Fire Advisory Board will have input. The tentative schedule is to advertise the position in August, interview in September and appoint in October. If there is money in the budget possibly have that person work for a while with Ray Rathbun, Fire Coordinator. Joe Wever, Fire Advisory Board, addressed the committee. He asked if it was

possible to post the position now because the Fire Advisory Board has a meeting the third Wednesday in August and that way they would have time to review applications, interview candidates and make a recommendation to this committee. Chairman Suprenant stated the Fire Advisory Board will review the applications and advise the County who we should interview. He stated ten years ago when Ray was hired, the Fire Advisory Board did the interviewing and passed up to the County the recommendation. Chairman Suprenant stated the Fire Advisory Board will review the applications and advise who they feel would be good or not good for the position. They can submit questions to ask, sit in for the interviews and advise after the interview has ended. The Public Safety Committee will make a recommendation to the full Board to fill the Fire Coordinator position. Mr. Wever requested from Chairman Suprenant this protocol in writing or via an email and the County Administrator stated he has Mr. Wever's contact information.

OTHER BUSINESS:

Fort Ann Rescue Squad Requesting Sheriff's Department Vehicles Going to Auction – Mr. Moore received a request from the Fort Ann Rescue Squad to purchase some of the Sheriff's vehicles that are coming out of the pool/fleet. The County Administrator stated the cars ordered at the end of last year were to replace very high mileage Sheriff's vehicles and those vehicles are not going back into car pool and will be auctioned off. There is a second round of vehicles and the vehicles they will replace are going back into the car pool. He believes there were nine or eleven vehicles in that first round so that should produce six or seven vehicles that will not be going back into the car pool and available for auction. He anticipates they should be available in the next month or two and recommended contacting Steve Haskins, Superintendent of Public Works. Under this new system with vehicles going to car pool, the County would stop the practice of giving the cars out. He stated Dresden, Fort Edward Rescue Squad and another municipality have also expressed a need. He stated perhaps when cars become available the County should give the towns the first shot but not for a dollar like they used to but that would be up to the Board. Mr. O'Brien stated there should be some kind of minimum set. Mr. Shay stated the Cambridge Senior Center is looking for a van. Mr. Campbell stated when we added the Sheriff's vehicles to the car pool those vehicles are going to be replaced faster and filtered down to other departments and therefore cars for a dollar was not going to be happening. In order for the car pool to work, they need to be paid for the vehicles and the money go back into that fund. He stated the auction is a fair method of offering the vehicles. Otherwise the County will be taking fund balance to make the car pool work. Mr. Moore was just talking about the six or seven cars coming out. The County Administrator stated a minimum could be set on each of these six or seven vehicles coming out of the car pool and send the list to the towns to bid on them and feels that could be done with all vehicles going forward. Mr. Hicks would like a standard policy. Mr. O'Brien stated car pool is under Public Works and this policy should be sent to the Public Works Committee. The County Administrator asked for feedback on his proposal to compile a list of vehicles, set a minimum dollar amount and let just the towns bid and any vehicles not purchased would go to a general auction using this procedure for the six/seven vehicles coming out and for foreseeable cars coming out of the pool. The easiest method is just to go to a general auction. Several Supervisors stated the cleanest and fairest way is the auction.

IT Audit – The County Administrator stated we have some serious stability issues with the CAD system in 9-1-1. We are now at the two year mark from when we installed that system and we cannot have issues keep occurring. The developer has said consistently that he does not think

it is our network but his software. He stated Mr. O'Brien brought up the idea of using Adirondack Technical Solutions and have had a group meeting with them and plan to move forward having them do a network audit. They will install some software on our network that tracks every packet sent through our hardware that touches the CAD system. The dispatchers are really good at documenting errors. The software will spy on the packets for two weeks, gather the data and match incidents that the dispatchers log with the network traffic for comparison trying to determine the cause of the problem. We do not believe it is our network and moving forward if it is a software problem will need to figure out what we need to do moving forward. The vendor for the CAD software is one person and they are meeting with him today and will give him a timeframe in which we need the CAD issues fixed or we are looking elsewhere. Mr. O'Brien stated even if we had to look for a new system, the County would be with this vendor for approximately another eighteen months. The Public Safety Director stated the grant expires in mid-August and he can pay the vendor even though the project is not complete and accepted. If we do not pay then the \$19,000 grant money is forfeited. They have paid a maintenance cost but have not paid for the CAD system yet. If we could install a system by mid-August that worked then we would not pay this vendor but it is going to take about eighteen months to get a new system if this one is not corrected and we would need it to get us to a new system; provides a bridge to the new solution. The Public Safety Director objects to paying for something that does not work but will lose the grant money and the support for the current system if he does not pay. The close out of the grant is in September. Contracting with Adirondack Technical Solutions would be an emergency procurement. The County Administrator stated this CAD program is not a professional software package. The Public Safety Director stated that no 9-1-1 calls are being dropped. The CAD system is data entry for incident reporting. A motion to move to the Finance Committee a budget amendment to fund contracting with Adirondack Technical Solutions for an IT audit relating to the CAD system was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted. Mr. O'Brien stated he feels we need to start looking at other CAD software packages.

The meeting adjourned at 10:53 A.M.

*Respectfully submitted,
Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY

DEPARTMENT OF PUBLIC SAFETY

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PUBLIC SAFETY COMMITTEE MEETING REPORT

July 25, 2016

- **Hazard Mitigation Plan (HMP) Project Update**
 - DPS will be shortly completing the second month working with the Tetra Tech team as contracted by the Department of Public Safety completion of the Hazard Mitigation Plan update. Several meetings and conference calls have been made working continuously to provide adequate information to and from the vendor to the municipalities as well as some individual meetings in their jurisdictions for follow up to any additional questions or concerns that had risen.
 - We are still in the Risk Assessment information gathering stage of the process working to get the questionnaire information, as supplied with the folder and CD, returned back to Tetra Tech or our office. Follow up with many jurisdictions has been made and will continue throughout the entire process as we work to supply each Town and Village with their own jurisdictional information within the completed document.
 - There are still a few towns (Putnam, White Creek, and Whitehall) and 1 village (Greenwich) that have not returned any information with intent to participate in the process which will soon be left out of the document if no interest is expressed very soon as a return signature page at minimum is required in order to be a participant in the multijurisdictional plan. Contact has been attempted to reach these jurisdictions with no results as of 07/22.
 - Moving forward the information gathered will be compiled by the vendor and the next step in the process will begin soon after and all those involved will be notified as to the requests and the necessary assistance that may be required through the contact provided on the returned signature sheet.

- **Radio System RFD Development – Project Update**
 - As requested at the previous Public Safety Committee meeting, we are continuing through the development process of the RFP, utilizing prior recent research, local tools and knowledge, and our staff for review and input prior to completion.

- **CAD System Project Update**
 - The Washington County / Cushing core group is scheduled to meet with the county's vendor this afternoon to discuss the current status of the system of the CAD / RMS / Mobile deployment and our timeline ahead.

- **FY16 Public Safety Answering Point (PSAP) Operations Grant – Request to Apply**
 - We are requesting permission to apply for next year's PSAP Operations Grant on behalf of Washington County. The grant remains formula based as it has in the past two years and is open to all counties in New York State. A total of 10 million dollars has been allocated to the PSAP Operations Grant program to be split between all of the awardees. We will be applying to continue (and request to increase) reimbursement funding for PSAP assigned Communications personnel, as we have in the past two years of this program.

- **Monthly PSAP (Communications Center) Activity Report**
 - We have included our comprehensive monthly "Communications Center Activity Report" for your review, we plan to provide this report to our Public Safety Committee members monthly providing an insight into the operation and activity of our 911 Center, the largest division within our department. (attachment)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Glen P. Gosnell".

Glen P. Gosnell
Director

WASHINGTON COUNTY, NY

DEPARTMENT OF PUBLIC SAFETY

EMERGENCY MANAGEMENT * COMMUNICATIONS * HAZMAT * BUREAU OF EMS



PSAP ACTIVITY REPORT

for the month of

JUNE 2016

CAD Incident Summary By Agency and Month
Criteria: Year=2016, Month=06

<u>AGENCY</u>	<u>INCIDENTS</u>	<u>MONTH</u>
21-ARGYLE EMS	76	6/2016
21-ARGYLE FD	2	6/2016
22-CAMBRIDGE EMS	141	6/2016
22-CAMBRIDGE FD	6	6/2016
23-COSSAYUNA FD	3	6/2016
23-COSSAYUNA FR	20	6/2016
24-DRESDEN FD	1	6/2016
25-EASTON FD	4	6/2016
25-EASTON FR	11	6/2016
26-FORT ANN EMS	46	6/2016
26-FORT ANN FD	4	6/2016
27-FORT EDWARD EMS	210	6/2016
27-FORT EDWARD FD	20	6/2016
28/29-GRANVILLE FD	11	6/2016
29-GRANVILLE EMS	155	6/2016
32-EASTON/GREENWICH EMS	67	6/2016
32-GREENWICH FD	7	6/2016
32-GREENWICH FR	19	6/2016
33-HAMPTON FD	3	6/2016
34-HARTFORD FD	5	6/2016
34-HARTFORD FR	10	6/2016
35-HEBRON FD	2	6/2016
35-HEBRON FR	14	6/2016

36-HUDSON FALLS FD	29	6/2016
37-HULETT'S LANDING FD	1	6/2016
38-KINGSBURY FD	23	6/2016
39-MIDDLE FALLS FD	6	6/2016
39-MIDDLE FALLS FR	16	6/2016
41-MIDDLE GRANVILLE FD	2	6/2016
42-NORTH GRANVILLE FD	6	6/2016
43-PUTNAM FD	2	6/2016
43-PUTNAM FR	3	6/2016
44-SALEM EMS	40	6/2016
44-SALEM FD	6	6/2016
45-SHUSHAN FD	5	6/2016
45-SHUSHAN FR	7	6/2016
46-WEST FORT ANN FD	9	6/2016
46-WEST FORT ANN FR	19	6/2016
47-WHITE CREEK FD	3	6/2016
48-WHITEHALL FR	43	6/2016
48-WHITEHALL FD	16	6/2016
49-SKENESBOROUGH EMS	53	6/2016
51-DORSET FD	4	6/2016
52-FAIR HAVEN EMS	41	6/2016
52-FAIR HAVEN FD	3	6/2016
53-MIDDLETOWN SPRINGS FD	4	6/2016
54-PAWLET FD	2	6/2016
55-POULTNEY EMS	32	6/2016
55-POULTNEY FD	6	6/2016
56-RUPERT FD	2	6/2016
58-WEST PAWLET FD	1	6/2016
59-EAST DORSET FD	2	6/2016

73-BUSKIRK FD	1	6/2016
85 GENERAL SCHUYLER EMS	1	6/2016
85-SCHUYLERVILLE FD	1	6/2016
89-TICONDEROGA EMS	2	6/2016
CAMBRIDGE/GREENWICH PD	320	6/2016
EMS TRAINING	2	6/2016
FORT EDWARD PD	369	6/2016
GRANVILLE PD	174	6/2016
HUDSON FALLS PD	699	6/2016
MUTUAL AID EMS	3	6/2016
MUTUAL AID FIRE	1	6/2016
NEW YORK CONSERVATION	8	6/2016
NEW YORK FOREST RANGERS	7	6/2016
NEW YORK STATE POLICE	485	6/2016
OTHER	2	6/2016
TOWN/VILLAGE HIGHWAY	15	6/2016
UTILITY COMPANIES	18	6/2016
WASHINGTON CO 911	839	6/2016
WASHINGTON CO CORONERS	3	6/2016
WASHINGTON CO PROBATION	8	6/2016
WASHINGTON CO PUBLIC WORKS	13	6/2016
WASHINGTON CO SAFETY	2	6/2016
WASHINGTON CO SHERIFF	1399	6/2016
WASHINGTON CO SOCIAL SERVICE	50	6/2016
WHITEHALL PD	253	6/2016

TOTAL NUMBER OF INCIDENTS PROCESSED IN CAD FOR JUNE: 5,898

PHONE CALL STATISTICS / OVERVIEW FOR JUNE: Total Phone Calls (All Lines / All Categories) 11,878

Date	911	911 Abdn	Unparsed 911	Total 911	911 Abdn Percentage	10-Digit Emergency Inbound	10-Digit Emergency Outbound	10-Digit Emergency Abdn	Unparsed 10-Digit Emergency	Total 10-Digit Emergency	Admin Outbound	Admin Inbound	Admin Inbound Abandoned	Unparsed Other	Total Admin	Total All Calls	Average Call Duration
June 2016	2063	90	0	2153	4.18%	0	0	0	0	0	2454	7207	34	0	9725	11878	84.8
PSAP Totals	2063	90	0	2153	4.18%	0	0	0	0	0	2454	7207	34	0	9725	11878	84.8

PHONE CALL BREAKDOWN BY LINE FOR JUNE: (All Calls / All Lines / All Categories)

	911												Admin									
	Wash (8438D) 1)	Wash (8438D) 2)	Wash (8438D) 3)	Wash (8439D) 1)	Wash (8439D) 2)	Wash (8439D) 3)	Wash (8557D) 1)	Wash (8557D) 2)	Wash (8557D) 3)	Wash (8558D) 1)	Wash (8558D) 2)	Wash (8558D) 3)	2140	2142	2143	2144	2246	747-3325	747-3326	747-3327	CAM/GNR/PD	
June 2016	243	247	237	475	477	468	1	0	1	1	1	2	6	199	51	929	215	470	15	3	225	
Total	243	247	237	475	477	468	1	0	1	1	1	2	6	199	51	929	215	470	15	3	225	

Admin													Outbound											
COMM 2127	COMM 2128	COMM 5581	FTE PD	GVL PD	HFL PD	Line Pool 1	PD Roll Over	PDDES K2	Sherris Office	TDD	Wash CO 2111	WHL PD	2205	2221	2222	2223	2224	2225	2226	WSHFX O1B	WSHFX O2B	WSHFX O3B	Total	
1334	448	374	452	238	879	273	89	0	818	7	3	213	54	0	1	0	2	0	0	0	108	2317	1	11878
1334	448	374	452	238	879	273	89	0	818	7	3	213	54	0	1	0	2	0	0	0	108	2317	1	11878

PHONE CALLS PER HOUR FOR JUNE: (All Calls / All Lines / All Categories)

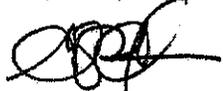
Date	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
June 2016	207	191	169	118	107	126	245	321	515	696	611	690	720	688	722	806	761	644	719	702	698	648	487	287	11878
Total	207	191	169	118	107	126	245	321	515	696	611	690	720	688	722	806	761	644	719	702	698	648	487	287	11878
Abandoned Calls	4	3	3	1	0	1	2	4	5	4	7	4	10	6	4	11	13	13	2	7	8	7	5	0	124

PHONE CALL ANSWER TIME IN SECONDS FOR JUNE: (All Incoming Phone Calls / All Incoming Lines)

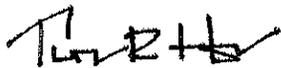
Call Hour	Answer Times in Seconds							Total	% Answered ≤ 10 Secs
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+		
00:00	170	3	0	0	0	0	0	173	98.266%
01:00	151	1	0	0	0	0	0	152	99.342%
02:00	134	3	1	1	0	0	0	139	96.403%
03:00	104	0	0	0	0	0	0	104	100.00%
04:00	86	1	0	0	0	0	0	87	98.851%
05:00	105	5	0	0	0	0	0	110	95.455%
06:00	196	0	1	0	0	0	0	197	99.492%
07:00	254	4	1	0	0	0	0	259	98.069%
08:00	376	13	1	1	0	0	0	391	96.164%
09:00	531	29	2	2	0	0	0	564	94.149%
10:00	470	22	1	3	0	0	0	496	94.758%
11:00	522	26	3	0	0	0	0	551	94.737%
12:00	543	25	0	0	0	0	0	568	95.599%
13:00	521	24	1	0	0	0	0	546	95.421%
14:00	571	17	2	0	0	0	0	590	96.78%
15:00	603	27	3	1	0	0	0	634	95.11%
16:00	580	22	3	0	0	0	0	605	95.868%
17:00	493	22	4	0	0	0	0	519	94.99%
18:00	506	20	3	0	0	0	0	529	95.652%
19:00	466	29	2	0	0	0	0	529	94.14%
20:00	494	19	4	0	0	0	0	517	95.551%
21:00	497	9	2	0	0	0	0	508	97.635%
22:00	375	8	1	0	0	0	0	384	97.656%
23:00	240	2	0	0	0	0	0	242	99.174%
Total	9,020	331	35	8	0	0	0	9,394	
Overall Percentage:	96.02%	3.52%	0.37%	0.09%	0.00%	0.00%	0.00%	100.00%	
% answer time ≤ 15 seconds	99.54%								
% answer time ≤ 40 seconds	100.00%								

This report has been compiled with data available from the Cushing Computer Aided Dispatch system and the ECATS Smart 9-1-1 reporting solution. A very special THANK YOU to our 9-1-1 Communications Center staff for their continued commitment, diligence and efforts to ensure all who contact our center receive the assistance they need, when and where they need it!

Respectfully Submitted,



Glen P. Gosnell
Director



Timothy R. Hardy
Deputy Director