

PUBLIC SAFETY COMMITTEE MEETING MINUTES  
JULY 27, 2021

PUBLIC SAFETY COMMITTEE MEMBERS PRESENT: Ward, Hogan, Hicks, O'Brien, Clary

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: Haff, Rozell

SUPERVISORS: Hall, Ferguson

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – June 29, 2021
3. Department Reports/Requests:
  - A. District Attorney
    - 1) Crime Victim Grant/Statistics Update
  - B. Probation
    - 1) Staffing
      - a) Account Clerk – Backfill
  - C. Sheriff
    - 1) Staffing
      - a) PT Clerk/Typist to FT Clerk/Typist – 35 to 40 Hours
      - b) Account Clerk to Senior Account Clerk – 35 to 40 Hours
  - D. Public Safety
    - 1) Resolution Request – Recognize FY20 PSAP – Grant Award
    - 2) Miscellaneous
4. Other Business
5. Adjournment

Chairman Ward called the meeting to order at 1:00 P.M. via teleconference.

A motion to accept the minutes of the June 29, 2021 meeting was moved by Mr. Hicks, seconded by Mr. O'Brien, and adopted.

DEPARTMENT REPORTS /REQUESTS:

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

- Continuing to get more scams and efforts to steal money especially from the elderly. Also noted that an email address with a nycap.rr.com is not protected/encrypted and a target for email scams.
- Crime Victim Grant/Statistics Update – Numbers of victim based cases in the 3<sup>rd</sup> quarter (federal fiscal year): 137 domestic violence victims, over 90 child sex abuse/child abuse cases and 161 assault type cases. Year to date opened 451 victim cases. As a percentage the number of victim based crimes seems to be going up. The prosecution support and advocacy year to date through June is 3,685 points of contact by three people. The state funds the majority of that office's cost. Two cases of note: last August a double fatal car crash and physical injury in Jackson and a sex abuse trail where the victim was two years old at the time of the crime and three years old at trial and victim advocates spent 200 plus hours providing services. From the State's perspective they really hit their targeted numbers. Complimented the Treasurer for his assistance with filing financial reports timely.

PROBATION – Dan Boucher, Director, addressed the following items with the committee:

- Staffing – Requesting to backfill an Account Clerk position. Currently have a provisional employee in the Account Clerk position who is voluntarily leaving and not pursuing permanent employment. Requesting that the new person they are appointing off the civil

service list and have a two week overlap. This Account Clerk position handles the restitution account; very important responsibility in the office. This position has an hourly rate of \$16.68 which would equate to about \$1,167 for the two-week pay period and he has the money in his budget to cover this expense because he has not backfilled Probation Officer positions waiting for the test results. This is a grade 8 CSEA position. A motion to approve filling Account Clerk backfill with a two week overlap and forward to the Personnel Committee for consideration was moved Mr. O'Brien, seconded by Mr. Hogan, and adopted.

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

- Staffing:
  - Account Clerk to Senior Account Clerk – 35 to 40 Hours – The staffing pattern had a Senior Account Clerk position but when that employee left for another department the position was backfilled with an Account Clerk. He is requesting to add the Senior Account Clerk back to the staffing pattern and was budgeted for this year. Also requesting to change the position from 35 hours per week to 40 hours per week. By his calculations that Administrative line if no changes were made at all it is under his adopted budget by \$49,000. If the three staffing changes he is requesting today are approved he would still be under budget by \$37,000. The impact to next year's budget would be an increase of \$9,000 over what he requested last year with these changes not accounting for longevity, etc. A motion to move amending the staffing pattern to add a Senior Account Clerk and remove an Account Clerk was moved by Mr. Hogan and seconded by Mr. O'Brien. Discussion. The Treasurer asked the Sheriff if this was for 40 hours and the Sheriff concurred, 40 hours per week. Mr. O'Brien asked if we should change hours now or wait until budget time. When he took office there were probably five positions and now down to one on the Administrative side. The position carries a heavy workload. The Treasurer stated his office works with this position and confirms that it is easily a 40 hours per week position. He has someone in the department that has held that title and can go into that position but they are currently working 40 hours per week. The motion to approve amending the staffing pattern to add a Senior Account Clerk and remove an Account Clerk was moved by Mr. Hogan, seconded by Mr. O'Brien, and adopted. (Forwarded to Personnel Committee at 40 hours per week.)
  - PT Clerk/Typist to FT Clerk/Typist – Part time 20 to 40 Hours – In the pistol permit unit. It is a vacant position and it is very busy unit. They have one full time position there and this is a position that was there before. A uniformed Sargent oversees that unit and it runs very smoothly. The other employee in that unit is 40 hours. This position has been vacant. They are down to one Clerk/Typist and they previously had two. Mr. Hicks is looking for budget numbers and the Sheriff had presented the budget impact for the three positions and it is \$9,000 for next year. Mr. Hicks thinks it is a strain on next year's budget and an automatic increase. Pistol permits are about six months behind. The Treasurer stated the Sheriff brought in revenue from a new program in the Jail. A motion to move request to amend Staffing Pattern to delete one part time Clerk/Typist and add one full time Clerk/Typist 40 hours per week and forward to the Personnel Committee was moved by Mr. Hogan, seconded by Mr. O'Brien, and adopted.
  - Backfill Civil Clerk position due to the previously mentioned changes. A motion to move backfill of Civil Clerk to the Personnel Committee was moved by Mr. Hicks, seconded by Mr. O'Brien, and adopted.

PUBLIC SAFETY – Tim Hardy, Deputy Director, addressed the following items with the committee:

- Recognize FY20 PSAP Grant Award – Just received award from last year's grant in the amount of \$145,590 which is \$3,481 less than previous grant. This funding goes directly toward personnel funding the PSAP personnel – Supervisor and one/one and a half of a Communication Officer. A motion to recognize FY2 PSAP grant award in the amount of \$145,590 in the 2021 budget was moved by Mrs. Clary, seconded by Mr. Hogan, and adopted.
- PSAP Personnel – Currently down one full time Communication Officer and waiting for a test to be scheduled. They have two new per diem Communication Officers in training and since the first of the year have lost three trainees that they brought on that either could not make it through or were not interested in continuing training. Also lost two long time per diem Communications Officers that either do not have the time to put into the job or do not want the responsibility. Kudos to the crew that have been really filling in. Will be turning to public advertising for the position. If school gets open, they are working with BOCES who purchased a communications simulator and setting up a program that will be part of their criminal justice class and hopefully start a pool of candidates. In the past, they have spoken to SUNY Adirondack about doing something there and advertising. Complimented the staff for stepping up to keep the PSAP fully staffed.

CODE ENFORCEMENT – John Graham, Code Enforcement Administrator, addressed the following items with the committee:

- Update – Chairman Ward stated they have been meeting with the Code Enforcement Administrator talking about processes especially with septic systems and ways to move the process forward quicker. He is looking into software and will present more details in the future as one way to increase efficiency and effectiveness; septic, building and property maintenance. Septic numbers: May – July total septic applications for permits 48 with 36 being already approved or completed/closed out and 12 still pending waiting for additional information. Over all for year at 99 septic permits and 75 approved and closed out or waiting for calls. He has been working on trying to fine tune the application processes across the board and reducing the number of calls of what they need to fill out. Trying to streamline and fine tuning the inspection process on septic systems. The Treasurer stated he sent out 1302 letters regarding the septic replacement grant through Soil and Water Conservation District.

Chairman Ward thanked Mike Gray, Youth Bureau Director, for his assistance with a Department of Health inspection at Lauderdale Beach and the recreation programs that operate there and he is very appreciative. He also helped them out with a swim instructor.

The meeting adjourned at 1:39P.M.

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