

JOINT PUBLIC SAFETY AND FINANCE COMMITTEE MINUTES  
SEPTEMBER 28, 2021

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

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: None.

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Haff, Hicks, Fedler, Skellie, Hogan, Clary, Rozell, Ward, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Fisher

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Al Nolette, Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – August 31, 2021
3. Department Reports/Requests:
  - A. 1:00 PM Medical Examiners
  - B. 1:15 PM Weights & Measures
  - C. 1:30 Code Enforcement
    - 1) Software Request
  - D. 1:45 PM Probation
  - E. 2:00 PM Assigned Counsel
  - F. 2:15 PM Public Defender
  - G. 2:30 PM District Attorney/Grand Jury
  - H. 2:45 PM Public Safety/EMS/Fire
    1. EMS Responses/Cap Coverage
  - I. Sheriff/Jail
4. Other Business
5. Adjournment

Chairmen Ward and Campbell called the Joint Public Safety and Finance Committee meeting to order at 1:00 PM. via teleconference and in person.

A motion to accept the minutes from the August 31, 2021 meeting was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

2022 BUDGET REQUESTS

A.1185 - Medical Examiners/Coroners – Bob Lemeiux, Administrator

Personal Services	\$ 27,650
Benefits	\$ 3,311
Contractual	\$155,400
<b>TOTAL EXPENSE</b>	<b>\$186,361</b>

Revenue: \$0 – Equipment - File cabinets requested \$750 and directed to purchase out of 2021 funds with a budget transfer request. No increase in fees for use of the morgue at Glens Falls Hospital and Dr. Sikirica services at this time.

A.6610 - Weights & Measures – Dan Sullivan,

Personal Services	\$52,732
Benefits	\$27,465

Contractual	\$ 8,125
TOTAL EXPENSE	\$88,322

Revenue: \$2,500 – State contract for petroleum testing and fines. Revenue and expenses are flat. Everything is working out in Salem just waiting for storage shed to be delivered.

CODE ENFORCEMENT – John Graham, Administrator

A.3620 – Code Enforcement

Personal Services	\$427,731
Benefits	\$127,136
Contractual	\$ 47,380
TOTAL EXPENSE	\$602,247

Revenue: \$127,000. Reduce revenue due to no longer performing code enforcement for Kingsbury. Expenses: **Personnel services: will check that part time is not in twice.** Car pool increased due to an additional car for the fire inspector hired last year and also picked up Cambridge code responsibilities. Requesting software package to increase efficiency and consistency, reports, metrics, and work flow, Municipality 5. Fire inspections can be set up for inspection dates and it will send out letters and reports needed. Certificate of Occupancy searches avoids looking through several data bases. The Information Technology CIO stated planning to discuss at tomorrow's IT meeting asking to fund and purchase this year and ask for a waiver. Code will also need tablets and there is a reoccurring annual expense which is in already in the IT budget. **2022 Personnel Requests: Building Inspector is retiring in April and he would like to add another inspector and hire in January to get certification and shadowing time; overlap but short term. Also asking to upgrade Account Clerk to Senior Account Clerk.**

PROBATION – Dan Boucher, Director

A.3140 - Probation

Personal Services	\$ 883,905
Benefits	\$ 276,174
Contractual	\$ 30,700
TOTAL EXPENSE	\$1,190,779

Revenue: \$145,200. Mr. Haff would like a five-year average of revenues they receive entered into the budget. Highlights: Ammunition prices are fluctuating and huge wait times. The ammunition line is only duty ammo and also in the training line and they could be combined. Next meeting would like to address the need for portable radios. Money left in personnel line this year and possibly use for portable radios and will bring a budget amendment. Eleven would be needed for the entire staff at probably \$1,000 each. Possibly establish a uniform line for items such as holster, windbreaker, etc. The IT budget includes the case management software requested. **Treasurer questioned the amount budgeted for personal services and that will be reviewed.**

ASSIGNED COUNSEL

A.1171 – Assigned Counsel – Tom Cioffi

Personal Services	\$ 161,612
Benefits	\$ 41,822
Contractual	\$ 821,627
TOTAL EXPENSE	\$1,025,061

Revenue: \$404,192. Highlights: Budget substantially the same as last year. A large portion of budget funded through ILS. **Will check on maintenance contract to see if amount is in the IT budget or if it is the copier contract.** Revenue and expenses are rather flat.

PUBLIC DEFENDER – Mike Mercure, Public Defender

A.1170 – Public Defender

Personal Services	\$ 923,360
Benefits	\$ 305,570
Equipment	\$ 15,000
Contractual	\$ 136,500
TOTAL EXPENSE	\$1,380,430

Revenue: \$676,440. The entire budget is pretty flat on both the revenue and expense sides. Currently working on the renewal of two contracts, the caseload contract and the CAFA contract. Regarding the budget, these amounts are budgeted and allocated but if we don't spend it they cannot claim it. In the renewal of the contract making sure that the monies are allocated to places where it will be spent.

DISTRICT ATTORNEY – Tony Jordan, District Attorney

A.1165 – District Attorney

Personal Services	\$1,253,726
Benefits	\$ 337,959
Contractual	\$ 66,250
TOTAL EXPENSE	\$1,657,935

Revenue: \$467,983. 2022: Need to zero out A.1165.3389.11 the \$193,000 but need to add \$30,000. The Treasurer will look at the revenues. Expenses: cost of postage and maintenance have dropped. Car pool expenses are increasing and moved \$3000 from postage and maintenance contract to that line. State Police have added body cameras and now have a significant burden of body camera review that needs to be turned over quickly. Due to this new challenge, requesting a legal assistant. He believes the current Clerk can do this and would like to try out the Clerk in this Legal Assistant position, grade 12, verses a part time investigator and he is unsure the proper position needed. He would like the staffing pattern amendment for a legal assistant but not fill unless they need it. He is unsure if there will be a need to backfill the Clerk position. Requesting one additional legal assistant and move the Clerk to the Legal Assistant. The DA was directed to contact the Personnel Officer to get his position on the list.

PUBLIC SAFETY – Glen Gosnell, Director

A.3640 – Public Safety

Personal Services	\$1,481,928
Benefits	\$ 439,140
Equipment	\$ 10,000
Contractual	\$ 250,930
TOTAL EXPENSES	\$2,181,998

Revenue: \$282,300. Still waiting on PSAP and Emergency Management grant awards. PSAP last year was \$146,000. Expenses: Personnel increased due to contract. OT is up due to contract and pool of per diem employees is low. They have been running two people short all year and have lost five thorough the training process. They replace two chairs annually.

EMS – Tim Hardy, Deputy Director of Public Safety

A.3625 - EMS

Personal Services	\$12,767
Benefits	\$ 1,810
Contractual	\$ 1,150
TOTAL EXPENSE	\$15,727

Revenue: \$0. Expenses – remain flat.

.3410 – Fire Bureau

Personal Services	\$ 56,652
Benefits	\$ 91,736
Equipment	\$ 5,750
Contractual	\$ 18,052
TOTAL EXPENSE	\$172,190

Revenue: \$400. Expenses-Training center line has increased over the last couple of years and pulled from other lines to cover so this year it was budgeted accordingly for the cost. Working on replacing aging and outdated gear for investigators.

GAP Coverage – EMS – Tim Hardy, Deputy Public Safety Director, addressed. Chairman Ward reached out to Public Safety to start doing research on EMS coverage before it gets to critical point. Potentially survey the EMS agencies to gather information and reach out to our counterparts in other counties to see what has and has not worked for them. Essex County has launched a countywide program to supplement to the local squads. The Treasurer has some information from the NYSAC conference that he can share. The Deputy Director stated he would be looking at how to support the local squads and determine what their needs are and put all that information together and see how other counties are handling this. Chairman Ward asked the Deputy Director of Public Safety to gather information for the Public Safety Committee’s consideration. The Deputy Director will put together a survey for agencies and see what other counties are doing.

SHERIFF/JAIL – Jeff Murphy, Sheriff

A.3010 – Traffic Safety

Contractual	\$4,250
TOTAL EXPENSE	\$4,250

Revenue: \$0

A.3110 - Sheriff Personal

Services		
3111 (Admin.)	\$512,537	
3112 (Patrol)	\$2,710,500	
3113 (Part Time)	\$100,000	
3114 (Civilian)	\$225,500	\$3,548,537
Benefits		
3110 (Admin.)	\$178,049	
3111 (Patrol)	\$975,875	
3113 (Part Time)	\$ 10,984	
3114 (Civilian)	\$79,802	\$1,244,710
Equipment 3111 (Admin.)		\$ 10,000
Contractual		
3111 (Admin.)	\$546,250	
3112 (Patrol)	\$2,500	\$ 548,750
TOTAL EXPENSE		\$5,351,997

Revenue:\$585,500. A.3110.3111.2450.7 Commissions & Rebates Inmates increased due to use of tablets. Assemblywoman Woerner helped with getting the Sheriff a grant for \$25,000 for training and that should be coming before the end of the year and was in relation to our response to executive order. Expenses: Personnel under Administration increased due to two employees came out of Patrol to Administration and also due to contract settlement. **The Treasurer wants to review his budget to budget in personal services.** Budgeted \$5,000 for office equipment in addition to the budgeted \$5,000 equipment. **Changes requested: increase under Patrol A.3110.3112.121.SPO salaries for Patrol SPO \$170,000 and needs to look at the related revenue**

line because it is a little more, \$190,000, A.3110.3112.128 On Call Pay increase \$25,000. Mr. Haff suggested taking \$25,000 from the 3113 part time line to cover the on call pay but the Sheriff noted due to the moratorium on evictions did not use part timers as much in 2021.

A.3150 – Jail

Personal Services		
3151 (Admin.)	\$76,383	
3152 (Corrections)	\$3,250,000	
3153 (Part Time)	\$100,000	
3154 (Civilian)	\$262,000	
3155 (Kitchen)	\$296,000	\$3,984,383
Benefits		
3151 (Admin.)	\$79,684	
3152 (Corrections)	\$1,085,431	
3153 (Part Time)	\$17,070	
3154 (Civilian)	\$62,106	
3155 (Kitchen)	\$121,740	\$1,366,031
Equipment 3152 (Corrections)		\$ 20,000
Contractual		
3152 (Corrections)	\$1,316,390	
3156 (Ctrl Arraignment)	\$1,400	\$1,317,790
<b>TOTAL EXPENSE</b>		<b>\$6,668,204</b>

Revenue: \$561,540. Interdepartmental revenues increased in food costs relating to OFA meals. Expenses: Equipment is aging and increased that line for 2022 from \$2,500 to \$20,000. Contractual: Pharmacy billing is up because of inmates with high medication costs. Inmate supplies A.3150.3152.4642 – COVID testing and have done over 900. **Personnel requests: upgrade Clerk to Sr. Clerk – both perform the same duties in pistol permit office, \$5,262.** They are seeing some unrepresented things, types of people they are dealing with and calls on the road patrol side. Three cars on for entire county and they are constantly going from call to call to call. Risk not being able to respond. Ideally would like six Deputies but four would allow an extra car on shifts. He can gather information and one of the biggest things out of executive order was the survey response to see more patrols, deputies. **Requesting to add four Deputies. Chairman Ward mentioned traffic enforcement/control.** The highest number of calls are traffic related. No new vehicles since 2019 and probably would keep a couple of cars that would have gone to Car Pool. They are currently waiting on three cars and waiting on ordering four cars. Can get through next year without any additional vehicles. **Other costs: hand guns, vests, and \$152,000 in wages for four new employees plus 48% for fringe.**

Meeting adjourned at 3:58 PM.

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

WASHINGTON COUNTY, NY

# DEPARTMENT OF PUBLIC SAFETY



EMERGENCY MANAGEMENT \* COMMUNICATIONS \* FIRE \* EMS \* HAZMAT

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## DEPARTMENT TRAVEL PLAN - 2022

### ALL KNOWN OVERNIGHT TRAVEL / TRAINING CONFERENCES

The DEPARTMENT OF PUBLIC SAFETY and BUREAU OF FIRE plans to have member(s) in attendance for the following training / conferences / required Emergency Management / Communications / Fire Coordinator and Investigator related events involving overnight in state travel for the 2019 calendar year as follows:

FUNCTION TYPE	# OF MEMBERS ATTENDING	FUNDING SOURCE
New York State Emergency Manager's Conf / Meetings	2 (Director, Deputy Director)	Local (Reg) / Homeland Security (Acc)
New York State Interoperable Communications Symp.	2 (Director, Deputy Director)	Homeland Security Funded
Hazardous Materials Conference / Training	7 (Director, HazMat Team Members)	SHSP Grant Funded
Hazardous Materials Leadership Conference / Training	2 (Director, HazMat Coordinator)	SHSP Grant Funded
New York State 911 Coordinators (Spring)	2 (Communications Personnel)	Budgeted Training Funds
New York State 911 Coordinators (Fall)	2 (Communications Personnel)	Budgeted Training Funds
UAS (Basic / Advanced Ops) Training	1 (Deputy Director)	Homeland Security Funded
Arson Investigators Association / Training	4 (Fire Investigators)	Budgeted Training Funds
NYS Fire Coordinators Association / Training	3 (Fire Coordinator, Deputy Coordinators)	Budgeted Training Funds

CONFERENCE / TRAINING DATES NOT YET CONFIRMED FOR 2022, ALL TRAININGS INCLUDED IN DEPARTMENT TRAINING BUDGET OR COVERED BY HOMELAND SECURITY FUNDS AS NOTED

Any training / conferences not listed above requiring overnight travel will be presented to Committee for approval request as soon as known.

Respectfully Submitted,

Glen P. Gosnell  
Director

Timothy R. Hardy  
Deputy Director

Glenn E. Bristol  
Fire Coordinator

