

JOINT PUBLIC SAFETY AND FINANCE COMMITTEE MINUTES  
SEPTEMBER 29, 2020

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

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: Rozell

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

FINANCE COMMITTEE MEMBERS ABSENT: Skellie, Rozell

SUPERVISORS: Hall, Henke

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – September 1, 2020
3. Department Reports/Requests:
  - A. 1:00 PM Medical Examiners
  - B. 1:10 PM Weights & Measures
  - C. 1:15 Code Enforcement
    - 1) Dept. Updates
    - 2) 2021 Budget Discussion
  - D. 1:30 PM Probation
  - E. 1:45 PM Assigned Counsel
  - F. 2:00 PM Public Defender
    - 1) Dept. Updates/Requests – Officer Space; Computer Upgrades; Data Storage Needs
    - 2) 2021 Budget Discussion
  - G. 2:15 PM Public Safety/EMS/Fire
    - 1) EMS Fire Advisory Board Appointments
    - 2) 2021 Budget Discussion
  - H. 2:30 PM District Attorney/Grand Jury
  - I. 2:45 PM Sheriff/Jail

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

A motion to accept the minutes from the September 1, 2020 meeting, was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted.

**2021 BUDGET REQUESTS**

A.1185 - Medical Examiners/Coroners – Chris DeBolt, Administrator

Personal Services	\$ 27,650
Benefits	\$ 3,345
Contractual	\$155,600 - \$25,000 = \$130,600
<b>TOTAL EXPENSE</b>	<b>\$186,595 = \$161,595</b>

Revenue: \$0 - Physician expenses were increased based on the last few years. Mr. Hicks noted it is a large increase. The County Administrator stated it is a conservative number, but the Board can reduce it as long as they understand if needed next year, funds will have to be added. The consensus was to reduce physician expense by \$25,000.

A.6610 - Weights & Measures – Chris DeBolt, Administrator

Personal Services	\$51,882
Benefits	\$20,024

Contractual	\$ 8,125
TOTAL EXPENSE	\$80,031

Revenue: \$2,500. Contractual is flat.

CODE ENFORCEMENT – John Graham, Administrator  
2021 BUDGET REQUEST  
A.3620 – Code Enforcement

Personal Services	\$420,480
Benefits	\$121,233
Contractual	\$ 47,350
TOTAL EXPENSE	\$589,063

Revenue: \$124,150 +\$4,000 = \$128,150. The revenue does not include fees for fire inspections. Could discuss setting fire inspection fees at the Finance meeting. It was asked if taking on Cambridge is factored in the revenue. Mrs. Fedler provided the last three years of revenue and the committee consensus was to add \$4,000 to the revenue.

The committee recessed for ten minutes due to technical difficulties with the phone system. The committee reconvened with everyone using computer audio.

PROBATION – Anthony White, Director  
2021 BUDGET REQUEST  
A.3140 - Probation

Personal Services	\$ 901,905
Benefits	\$ 315,832
Contractual	\$ 30,700
TOTAL EXPENSE	\$1,248,437

Revenue: \$135,700. Request shows reduced revenue by \$15,000 due to uncertainty.

ASSIGNED COUNSEL  
A.1171 – Assigned Counsel

Personal Services	\$ 160,568
Benefits	\$ 45,384
Contractual	\$ 819,327
TOTAL EXPENSE	\$1,025,279

Revenue: \$404,192. Tom Cioffi was not present so Mr. Campbell asked the Public Defender if he could comment. Mr. Mercure isn't familiar with the Assigned Counsel budget request but commented that most of what the Assigned Counsel office does is funded. The Treasurer confirmed that the revenue in the budget is right from the grant. Expenses – The overload case expense matches the amount in the revenue. Tom Cioffi, Supervising Attorney in Assigned Counsel joined the meeting. Expenses are down this year due to COVID. Not paying travel time because everything was virtual and expects the courts to continue virtually for a long time.

PUBLIC DEFENDER – Mike Mercure, Public Defender

- Dept. Updates/Requests
  - Staffing Request – The Supervising Assistant Public Defender is moving to Assistant Public Defender part time. Requesting permission to promote a full time Assistant Public Defender to Supervising Public Defender and backfill the full time

Assistant Public Defender and backfill a vacant part time Assistant Public Defender. A motion to approve staffing changes and forward to the Personnel Committee, was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted.

- Office Space – Made progress on office space. Plans are that they will use part of the former Board of Elections office for the space needed.
- Computer Upgrades and Data Storage Needs – Will be addressed at a later date.

**2021 BUDGET REQUEST**

**A.1170 – Public Defender**

Personal Services	\$ 928,154
Benefits	\$ 291,399
Equipment	\$ 15,000
Contractual	\$ 132,500
<b>TOTAL EXPENSE</b>	<b>\$1,367,053</b>

Revenue: \$576,440. Revenue has been good for this year and expects it to continue next year. Expenses – May have some minor expenses in 2020 for the additional office space.

**PUBLIC SAFETY – Glen Gosnell, Director**

**2021 BUDGET REQUEST**

**A.3640 – Public Safety**

Personal Services	\$1,214,842	+90,776 = \$1,305,618
Benefits	\$ 412,441	
Equipment	\$ 4,000	
Contractual	\$ 247,318	
<b>TOTAL EXPENSES</b>	<b>\$1,878,601</b>	<b>= \$1,969,377</b>

Revenue: \$310,572: PSAP revenue not included until it is known. The personal services line (.121) should be \$1,100,000, an increase of \$90,776 and will be covered by PSAP revenue which should be \$130,000-\$150,000. Noted contractual expenses are down overall from 2020.

**EMS – Tim Hardy, Deputy Director of Public Safety**

**A.3625 - EMS**

Personal Services	\$12,767
Benefits	\$ 4,562
Contractual	\$ 1,150
<b>TOTAL EXPENSE</b>	<b>\$18,479</b>

Revenue: \$0. Expenses – Only increased personal services and benefits.

EMS Advisory Board Appointments – Fort Ann Rescue Squad – Appoint Allison Vrooman and Fort Edward Rescue Squad – Appoint William Tokos. A motion for a resolution to appoint Allison Vrooman, Fort Ann Rescue Squad and William Tokos, Fort Edward Squad to fill the unexpired term expiring December 31, 2020, was moved by Mr. Hicks, seconded by Mrs. Clary and adopted.

**A.3410 – Fire Bureau**

Personal Services	\$ 56,652
Benefits	\$ 72,908
Equipment	\$ 5,750
Contractual	\$ 16,560

TOTAL EXPENSE	\$151,870
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Revenue: \$400. Expenses – Increased the training center costs. The worker’s compensation figure includes the fire departments in the county. The Treasurer added that the 2018 actual and 2021 request are accurate. In the 2020 amended budget, when allocating to the departments, it was done based on the salaries in the department, which wouldn’t include the fire departments in the county.

- Informed the committee that Washington County was awarded \$76,370 under the FY2020 State Homeland Security Program (SHSP). \$19,093 is for the Sheriff’s Department and \$57,277 for Public Safety. A motion to forward a budget amendment to the Finance Committee recognizing the SHSP funding in the amount of \$76,370, was moved by Mr. Hicks, seconded by Mrs. Clary and adopted.
- Requesting authorization to purchase two trucks to replace aging vehicles using grant funds. Will be purchased under the same contract as DPW foreman trucks, \$40,000 each. One of the old vehicles will go to car pool and the other will be kept as a reserve vehicle for Public Safety and Fire. A motion to approve purchasing two trucks using grant funds, moved by Mr. Hicks, seconded Mrs. Clary and adopted.

DISTRICT ATTORNEY – Tony Jordan, District Attorney

A.1165 – District Attorney

Personal Services	\$1,249,474
Benefits	\$ 310,682
Contractual	\$ 64,250
<b>TOTAL EXPENSE</b>	<b>\$1,624,406</b>

Revenue: \$321,257 – Only revenue confirmed by the State is for Victim services. The Treasurer asked about the Commissions & Rebate revenue line. Mr. Jordan stated it was revenue from billing for prison cases. There are no actuals showing this year and the Treasurer will research which account has been used and may be moved to a different account in the 2021 tentative budget. Expenses – Last year there was a lot of speculating because of the bail and discovery changes. He feels the system put in place has worked. Kept contractual expenses flat.

A.1190 – Grand Jury

Contractual	\$26,000
<b>TOTAL EXPENSE</b>	<b>\$26,000</b>

Revenue: \$0

SHERIFF/JAIL – Jeff Murphy, Sheriff, John Winchell, Undersheriff

A.3010 – Traffic Safety

Contractual	\$4,250
<b>TOTAL EXPENSE</b>	<b>\$4,250</b>

Revenue: \$0

A.3110 - Sheriff

Personal Services 3111 (Admin.)     \$431,836 3112 (Patrol)     \$2,841,772 3113 (Part Time) \$101,000	
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3114 (Civilian)	\$225,366	\$3,599,974
Benefits		
3110 (Admin.)	\$116,769	
3111 (Patrol)	\$952,219	
3113 (Part Time)	\$22,466	
3114 (Civilian)	\$69,269	\$1,160,723
Equipment 3111 (Admin.)		\$ 5,000
Contractual		
3111 (Admin.)	\$547,750	
3112 (Patrol)	\$2,000	\$ 549,750
TOTAL EXPENSE		\$5,315,447

Revenue: \$562,500. Expenses: Salaries figured at 2.5%. Union contract was voted on but don't know the results yet. May be retroactive pay that will be paid out of this year's budget. The Sheriff used a five year history and cut any line items he could.

A.3315 – SPECIAL TRAFFIC – John Winchell, Undersheriff

Equipment	\$ 3,000
Contractual	\$117,000
TOTAL EXPENSE	\$120,000

Revenue: \$0. The state has told them they have to reduce their rollover money, which will cover the expenses, which are budgeted flat. The Treasurer asked if there were equipment needs that could be filled with the rollover money. The Undersheriff stated that the only thing they can buy with those funds are alco-sensors.

A.3150 – Jail

Personal Services		
3151 (Admin.)	\$76,383	
3152 (Corrections)	\$3,195,236	
3153 (Part Time)	\$110,000	
3154 (Civilian)	\$244,658	
3155 (Kitchen)	\$290,898	\$3,917,175
Benefits		
3151 (Admin.)	\$23,670	
3152 (Corrections)	\$1,133,709	
3153 (Part Time)	\$41,237	
3154 (Civilian)	\$75,934	
3155 (Kitchen)	\$118,468	\$1,393,018
Equipment 3152 (Corrections)		\$ 2,500
Contractual		
3152 (Corrections)	\$1,153,850	
3156 (Ctrl Arraignment)	\$1,400	\$1,155,250
TOTAL EXPENSE		\$6,467,943

Revenue: \$610,500. Expenses: Did a five year history for the jail and cut anywhere he could. Mrs. Clary asked if there could be any reductions based on capacity. Were as low as 30 during the COVID shutdown but has increased since the courts opened up, currently at about 60. Will watch capacity through the end of the year and see what we can do. The maximum capacity is 189. The Budget Officer asked if there has been any movement on working with Warren County

and just have certain pods open. The problem is classifications. Even though there are fewer people in the jail, people of certain ages can't be around people of certain ages and people who commit certain crimes can't be around others in for certain crimes. The ability to close a pod is extremely difficult due to the classifications. Most inmates on medications require one on one guards.

Due to a change in how fringe benefits are allocated, changed from all budgeted in one account to showing within each department, the Treasurer offered to report out at the Finance Committee a look at fringe benefits in total. Regarding state retirement, the estimate for 2021 came out and we are on target in this budget.

Are negotiating with the company who took over for Glens Falls Hospital as far as behavioral health but if anything, the Sheriff expects the cost will go down. Normally this is a three year contract, however because it is a new company, it will probably be a one year contract so it can be evaluated after one year.

Meeting adjourned at 2:50 PM.

*Sandy Huffer, Deputy Clerk  
Washington County Board of Supervisors*