

# **PUBLIC SAFETY MEETING**

**June 6, 2017**

The regular meeting of Public Safety, Probation, EMO, Stop DWI, Fire, & Safety was held in the Legislative Conference Room at the Ronald E. Dougherty County Office Building, 56 Main Street, Tuesday, June 6, 2017 which started at 2:31 PM.

## **Present:**

Dennis Mullen	Chair, Public Safety
Dale Weston	Legislator {Committee Member}
William Standing III	Legislator {Committee Member}
Edward Hollenbeck	Legislator {Committee Member}
Gary Howard	Sheriff, Sheriff's Office
Joy Bennett	Director, Probation
Frank Okrasinski	Fire Coordinator
Bob Williams	Deputy Fire Coordinator
Mike Simmons	Director, Emergency Management

ABSENT: Marte Sauerbrey, Chair of the Legislator

GUESTS: Rita Hollenbeck, Chief Accountant/Budget Director *Arrived 2:50 PM*

## **APPROVAL OF MINUTES:**

The *May 2, 2017* minutes were accepted with no corrections or changes

**Motion by:** Dale Weston to accept the May 2, 2017 Minutes.

**Second:** Ed Hollenbeck

Carried

## **FIRE – Frank Okrasinski**

Frank Okrasinski, presented the following information to the committee. Report is attached.

## **BUDGET:**

- Will be receiving a \$1,000.00 from Ford for the accessories.

## **RESOLUTIONS:**

- Acceptance of Homeland Security Grant and Appropriations of Funds.
- Award to Bid for Sole Source Procurement; Movement of Radio Equipment (Candor-Carmichael-Popple).

## **HIGHLIGHTS:**

- NYSEG Rep checking out the Tower sites (Popple, Carmichael, and Candor) today. Carmichael Tower site it is going to cost the \$80,000 to run the line (this is not in the grant) which is 4,000 feet – it won't pass inspection.
- Tri-County Radio Equipment to move the equipment to the new shelter. If we have someone else do it, we will have to pay more to fix the problem.
- Prospect Hill Tower – study being conducted off Ridge hill tower. No signal. Round top in Bradford County, PA getting a new Radio tower. Might use their tower for better radio signal. The existing tower we could rent it to someone.
- Carmichael tower – NYSEG dishes – eight foot – antennas increasing the life span of it.
- Candor Tower – putting up the first leg of the tower as of 12 noon today
- Narcan use – EMT and First Responders used it 36 for the year 2016. As of April of 2017, they have used it 35 times.

### **EMO – Mike Simmons:**

Mike Simmons submitted the EMO report to the legislative members prior to the meeting, copy of it is attached.

### **HIGHLIGHTS:**

- Central Region NYSEMA meeting at Broome County Sheriff's Office regarding the power outage that lasted three days from the last thunderstorm and the late in the season snow storm (March 2017).
- Hazardous Mitigation Plan Steering Group—attended by Mike Simmons
- County Fire Chief's Meeting—attended by Bob Williams
- EMO Vehicle—2008 Chevy Tahoe with 109,000 miles. Service Suspension warning light on and off. Air conditioning not working. Visible body damage. Estimate from Huckle's Body Shop just over \$1,700.00. Much discussion amongst the Legislators present. It was decided not to put money into this vehicle but that Mike needs to get figures for a new one.

### **GRANTS:**

- We are still working with Doug Camin (IT) regarding the Fiber-Optic and Microwave link. NYSDHSES must approve the modified plan before Doug can move forward with the project. The modified plan was submitted four weeks ago.

### **PROBATION – Joy Bennett:**

Joy Bennett, presented the following information to the committee. Report is attached.

### **RESOLUTIONS:**

- Approval ATI 2017-2018 Service Plan and Application for Funding
- Abolish one Vacant Full-Time Senior Probation Officer Position and Create one Full-Time Probation Officer Position. Joy requested an Executive Session with the Legislators present.

### **HIGHLIGHTS:**

➤ Raise the Age – Discussion

- Meeting in Albany in May 2017 to begin the stages of Raise the Age. State agencies creating policy around programming and funding.

- Local meeting scheduled on June 15, 2017 at the Probation Department at 1:00 PM. Invite is everyone that will be involved with the Raise the Age.
- ATI Programs
  - ATI Program Plan uploaded on May 30, 2017. ATI approval via emails but will be discussed at the next ATI meeting July 20th.
  - **Electronic Monitoring** – 0 units in use. Contract terminated with vendor and returned all equipment.
  - **Community Service** – WWP consistent with a full crew both Saturday and Sunday. WWP cancelled by Sheriff's Office on May 27<sup>th</sup>. This past weekend the crew stained the fence at the COB. Photos taken by the CO Schreiner for upcoming board meeting. Probation Officer does a breathalyzer on the crew periodically.
  - **Pre-Trial Release** – total of 16 defendants released from the jail – 8 released RUS and 8 released PTR.
- Juvenile Delinquency Services – 5 JD Appearance Tickets issued in May – four was for rock throwing and 1 for football damage.
- Probation has 0 in detention.
- Court Ordered investigations 64 are due in the next 60 days.

### **SHERIFF – Gary Howard:**

Sheriff Gary Howard, presented the following information to the committee. Report is attached.

#### **Budget:**

- Accounts tracking well except Inmate Medical and need to create a boarding inmates account. Spoke to Budget Director regarding this. Funding request and resolution for July committee meeting. Estimate of 10 inmates per day boarding out will cost \$900/day—nearly \$30,000/month. New prosecutions could take up to a year. Current inmate population is 92 even though we can house 104. We need to leave some bed space open due to Commission of Corrections protocol. Next Year setting money aside in the Capital Reserve fund regarding the Drug Bust. Rita Hollenbeck stated General Operation Fund – not Capital.
- YTD revenue is \$274,021

#### **RESOLUTIONS:**

- Retitle and Amend Classifications With Dispatcher series. Authorize Salary Reallocation.

#### **Highlights:**

- Civil – all positions are filled.
- Corrections – all full-time positions are filled. There are 11 CO part-time.
- Road Patrol – all full-time Road Patrol Deputy positions are filled.
- E911 Communications – recent hire abandoned his position. He only worked three weeks. Filled one vacant position with a new hire and that person has started training.
  - Tioga County Law Enforcement Union – negotiations are underway.
  - Corrections Union – negotiations have started – no status to report.
  - Litigation Issues – two civil litigations pending.
  - Average daily inmate population for the month of April was 85 inmates.
  - ATI worked 424 man hours: road trash pick-up and painted fence at the COB.

- Personnel conducted a desk audit of the responsibilities and title descriptions of the employees working within the 911 center.

**EXECUTIVE SESSION:**

The Legislators present went into Executive session at the conclusion of the Public Safety Committee meeting. Committee went into session at 3:20 PM. Present in the executive session was Chairman of the Public Safety Committee Legislator Dennis Mullin, Legislator Bill Standinger, Legislator Dale Weston, Legislator Ed Hollenbeck, and Joy Bennett, Probation. Motion was made to start the session by Dale Weston, seconded by Bill Standinger. Motion was made to end the session by Dale Weston, seconded by Bill Standinger, session ended at 3:34 PM.

Respectfully submitted,

Kristen Kallin  
Secretary to the Director of Probation  
June 7, 2017



**TIOGA COUNTY BUREAU OF FIRE**

*103 Corporate Drive, Lower Level  
Owego, New York 13827*

Frank Okrasinski  
Tioga County Fire Coordinator

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Agenda Public Safety Meeting June 6, 2017

**BUDGET**

**REVENUE RECEIVED TO DATE: \$8,793.41**

Our budget is a mess. Already there is an issue ordering batteries.

Will receive \$1,000.00 back from Ford for Accessories can that be put back into my budget for purchase of other needs of the van?

**RESOLUTIONS**

Acceptance of Interoperability grant for 2016

Sole source resolution for Radio grant

**PERSONNEL**

Nothing at this time

**MEETINGS**

Numerous meetings with radio project representatives.

Bradford County Western Tioga Radio meeting

**SPECIAL TEAM ACTIVITIES**

**Fire Investigations**

- Waverly 016812 Ellis Creek Rd. Structure Set fire
- Berkshire 018060 Brown Rd. Structure Undetermined
- Richford 018367 Rt 79 West Vehicle
- Waverly 018337 Chemung St. Structure wood ashes
- New Valley 018958 Dalton Hill Structure outside boiler

**INTEROPERABILITY GRANT**

Progress is being done. Structure at Carmichael foundation at Candor. Popple shelter needs adjusting.

**OTHER GRANTS**

Nothing at this time to report

**OTHER ACTIVITIES**

Purchased new Ford Transit 250 for Fire Investigation team.

**STATISTICS**

Fire and EMS calls for service 3,105 year to date

164 hours in service 37 hours per week

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17 ACCEPTANCE OF HOMELAND SECURITY GRANT AND  
APPROPRIATION OF FUNDS - BUREAU OF FIRE

WHEREAS: The Office of Homeland Security announced in 2016 a Statewide Interoperable Communications Formula-Based Grant to the Tioga County Office Bureau of Fire. The grant was to be used as continuation of 2012 Interoperability Grant, to purchase subscriber equipment and maintenance of tower sites, and

WHEREAS: The Tioga County Bureau of Fire/EMS Office was authorized to apply for said grant by Resolution #224-16 (11/15/16); and

WHEREAS: The Tioga County Bureau of Fire/EMS Office has been awarded continuation of said grant in the amount of \$442,981 and said funds need to be appropriated; therefore be it

RESOLVED: That the grant funds be appropriated as follows:

From: A3415 433063 IO2016- State Aid Interoperable Communication Grant

\$442,981.00

To: A3415 520230 IO2016 Radio & Equipment \$330,000.00

A3415 540140 IO2016 Contracted Services \$112,981.00

REFERRED TO: PUBLIC SAFETY COMMITTEE  
RESOLUTION NO. AWARAD BID FOR SOLE SOURCE PROCUREMENT;  
MOVEMENT OF RADIO EQUIPMENT (CANDOR-CARMICHAEL-  
POPPLER)

WHEREAS: Tioga County has been awarded a Statewide Interoperable Communications Grant by the State of New York for the improvement of radio communications facilities in Tioga County; and

WHEREAS: This improvement requires movement of radio equipment to the new shelters; and

WHEREAS: It would be in the best interest of Tioga County and NYS to have this company perform the work, since they are the company used by Tioga County since 1980 for communications projects. Tri County Communications presently has a maintenance contract to perform all repairs on Public Safety radio equipment and tower sites within Tioga County. They are also the company that has installed the Simulcast equipment purchased under this grant. Therefore they have the best knowledge of what our equipment is

presently; and how each component contributes to the working communications plan within our county; and

WHEREAS: This move to the new shelter not only fulfills the contract, it allows for a more coordinated placement of equipment and will allow future updates to the communications system to be performed seamlessly; and

WHEREAS: The urgency of completing the 2012 grant would justify using Tri County, causing a rush for others to get on board with the communications system in the county. Learning what is presently in the buildings, along with completing a plan for transferring equipment would cost thousands of dollars in time and materials. This lack of knowledge may cause errors in installation of equipment and additional time and money to correct matters in the long term. It is deemed impossible for any other company to arrive at the level of competence Tri County has to complete this project within the allotted time; and

WHEREAS: The smartest move would be to allow Tri County Communications to perform the work using the non-competitive procurement policy; therefore be it

RESOLVED: That the Tioga County Legislature does hereby award the bid, upon approval by the County Attorney, to Tri County Communications of Oneonta for \$39,000.00

**TCEMO MONTHLY ACTIVITY REPORT**

May 31, 2017

Budget: On target for the year. See attached spreadsheets

Resolutions: None

Monthly Activity:

1. Meetings Attended

- a. Central Region NYSEMA meeting at Broome County Sheriff’s Office
- b. Lake District NYSEMA meeting conducted at the Cayuga County Office Building
- c. Hazardous Mitigation Plan Steering Group
- d. County Fire Chief’s Meeting
- e. Department Leaders Meeting

2. Grants

- a. Bob Williams worked with our DHS Grants representative and all quarterly reports have been filed for all of our grants. This makes our reporting all current.
- b. We are still working with Doug Camine (IT) and NYSDHSES to get approval to continue with the Fiber-Optic and Microwave link. FEMA must approve the modified plan before Doug can move forward with the project. The modified plan was submitted 4 weeks ago.

3. Incidents involving EMO Response

- a. Emergency Management did not respond to any incidents this month

4. EMO Vehicle

- a. The current EMO vehicle is a 2008 Chevrolet Tahoe with approximately 109,000 miles. The vehicle operates satisfactorily with a few mechanical issues being an exhaust leak when started cold, an intermittent “Service Suspension” warning, and air conditioning that doesn’t cool. The vehicle does, however, have significant visible body damage down the left side which has been touched up with paint but the dents still exist and are very visible. An estimate was obtained an estimate from Huckles Body Shop to have this damage repaired as inexpensively as possible. This estimate was just over \$1700. The total budget for Emergency Management vehicle repairs is approximately \$1400. This information is being provided for discussion by the Public Safety Committee to determine most effective plan for this vehicle.

- 5. County Emergency Preparedness Assessment
  - a. County Emergency Preparedness Assessment (CEPA) has been scheduled to occur on June 29, 2017.

**Public Safety Committee Meeting**  
 Probation Department Report  
 June 6, 2017

Article I. Budget Status:  
 2017 Budget: on track  
 2018 Budget: will have to put in cost of evidence based programing

**Issues:**

- 1. **Raise the Age Legislation** –
  - Meeting 5/22/17 at DCJS- Albany beginning stages of workgroup on RTA and state agencies creating policy around programming and funding
  - Local meeting on RTA 6/15/17 prior to completing budgets for 2018
- 2. ATI Program Plan uploaded on 5/30/17- analysis of jail data and goals for two programs PTR & CS. Approval for plan obtained via emails. Will review plan with Board at next meeting on 7/20/17

**ATI Programs:**

- ❖ Electronic Monitoring – 0 units in use. Terminated contract with Sentinel and returned all equipment
- ❖ Community Service – Crews consistently scheduled for Saturdays and Sundays with full crews. Crew cancelled by TCSO on 5/27/17
- ❖ Pre-Trial Release –Currently have 16 defendants released from Tioga Co. Jail by a Justice Court or the County Court:
  - 8 are released RUS meaning they report in person weekly to the Department and follow court orders for: urine testing, alcohol/drug evaluations, etc.
  - 8 are released PTR meaning they telephone in weekly to the Probation Department to report any changes in their address or status.
- 3. **Juvenile Delinquency Services:** 5 Juvenile Delinquency Appearance Tickets were issued by law enforcement in May 2017. Group of four youth in Newark Valley harassing and throwing rocks at an adult in the Village Square. YTD: 13 JDAT received
- 4. **Alternative to Detention Programing:** Probation has 0 youth in detention.
- 5. **Court Ordered Investigations:** 64 investigations for Tioga County courts (Criminal, Family and Surrogate) are due in the next 60 days.
- 6. **Supervision:** 308 cases ordered by Tioga County courts & Family Court
- 7. **Violation of Probation petitions:** 65 violation petitions pending against probationers in criminal & family courts

Article II. Personnel:
 

- Unfunded PO position
- Request Executive Session

**Resolutions:**

Change Sr. PO position to PO position  
 Approve ATI Program Plan

REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -17 APPROVE ALTERNATIVES TO  
 INCARCERATION 2017-2018  
 SERVICE PLAN AND APPLICATION FOR FUNDING

**WHEREAS: The Alternatives to Incarceration Service Plan for 2017-2018 was presented to members of the Alternatives to Incarceration Board via email distribution on May 10, 2017 and approved; and**

**WHEREAS: The Alternatives to Incarceration Programs in Tioga County for PreTrial Release and Community Service have a long standing tradition of being an effective tool to reduce the amount of inmates in the Tioga County Jail; therefore, as the ATI Board approves the proposed plan, the Tioga County Legislature will also support it; therefore be it**

RESOLVED: That the Tioga County Legislature approves the Alternatives to Incarceration Service Plan for the time period of 7/1/2017 to 6/30/2018 and submit same to the NYS Division of Criminal Justice Services and Office of Probation and Correctional Alternatives to continue state-grant funding for Pre-Trial Release, Community Service, and Specialized Alcohol/Drug Treatment.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -17 ABOLISH ONE (1) VACANT FULL-TIME SENIOR PROBATION OFFICER POSITION; AND CREATE ONE (1) FULL-TIME PROBATION OFFICER POSITION  
PROBATION DEPARTMENT

WHEREAS: Legislative approval is required to abolish and create any position within Tioga County; and

WHEREAS: A Senior Probation Officer position (CSEA SG XII, \$42,443-\$45,290) will become vacant effective at the close of business on June 13, 2017; and

WHEREAS: The Probation Director has determined that said vacancy would be better utilized within the agency if classified as a Probation Officer; therefore be it

RESOLVED: That one (1) vacant full-time Senior Probation Officer position shall be abolished and one (1) full-time Probation Officer position (CSEA SG XI, \$40,790-\$41,490) shall be created effective June 14, 2017.



DATE: June 5, 2017  
TO: Sheriff Howard  
RE: June (2017) Public Safety - Reference Notes

**Personnel Issues:**

1. *Civil Office*
  - a) All positions are filled.



**2. Corrections Division**

- a) All full time positions are filled.
- b) There are (11) part-time CO vacancies.

**3. Road Patrol**

- a) All full time Patrol Deputy positions are filled.
- b) Currently have (2) "Unfunded" road patrol positions vacant.

**4. E911 Emergency Communications Center**

- a) Recent hire abandoned his position and has been terminated. Filled one vacant position with a new hire that has started training. Interviews to be conducted to fill existing vacancy.

**Labor Issues:**

- 1. TCLEA negotiations are underway.

**Litigation Issues:**

- 1. There are currently two civil litigations pending. No status to report.

**Budget:**

- 1. Accounts are tracking well, except for Inmate Medical account and the need to create and fund for boarding inmates out of facility. Working with Budget Director Hollenbeck on this and expect to have a funding request and resolution for July committee meeting. Inmate boarding cost for the month of May is estimated to be \$21,690. An estimate of the amount of funding needed for Inmate Medical and Inmate Boarding probably will come in between \$150,000 and \$175,000. Currently have 7 inmates boarded out at a daily fee of \$90 per inmate. Conservative estimate of 10 inmates per day boarding out will cost \$900 per day and nearly \$30,000 a month. Not sure how long it will take to prosecute these cases. Could take up to a year. With this in mind, may need additional money. Our current inmate population is at 92. Have to leave some bed space open due to classification purposes, per protocol directives from the Commission of Corrections.
- 2. Year to Date revenue is approximately \$274,021.

**Current Projects:**

- 1. Backup E911 Building Project – The movement of our backup center from DPW to the radio tower site on Carmichael Hill is on hold pending the installation of the new radio tower building.
- 2. Attached resolution is being brought forward by Personnel. Personnel conducted a desk audit of the responsibilities and title descriptions of the employees working within the 911 center. The audit was conducted by Personnel with a recommendation to reclassify titles and authorize salary reallocations.
- 3. Average daily inmate population for the month of April was 85 inmates.

**Miscellaneous:**

- 1. ATI worked 424-man hours during the month. Work included:
  - Road trash pickup
  - Painted fence at the County Office bldg.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO.-17 RETITLE AND AMEND CLASSIFICATIONS WITHIN DISPATCHER SERIES,  
AUTHORIZE SALARY REALLOCATION  
SHERIFF'S OFFICE

WHEREAS: Legislative approval is required for the reclassification and or reallocation of positions within salary grades; and

WHEREAS: Following the receipt of twelve position description questionnaires, the Personnel Department conducted a desk audit within the Communications Division within the Sheriff's Office, of the Dispatcher classification where the rate of turnover is approximately two (2) staff per year and includes the following titles: E911 Dispatcher Trainee (CSEA SG VI), E911 Dispatcher (CSEA SG VII), and Chief E911 Dispatcher (CSEA SG XI); and

WHEREAS: The Personnel Officer has determined that in light of the technological changes and developments within this classification series, it is appropriate to revise and modernize the classification and, in addition, to reallocate the salary grade assignment since the current assignment does not represent the nature of work performed; and

WHEREAS: The following recommendations are made following said desk audit:

<u>CURRENT</u>			<u>PROPOSED</u>		
E-911 DISPATCHER			PUBLIC SAFETY DISPATCHER		
TRAINEE	SG VI	\$29,547	TRAINEE	SG VII	\$33,514
E-911 DISPATCHER	SG VII	\$33,514	PUBLIC SAFETY DISPATCHER	SG X	\$39,122
CHIEF E-911			CHIEF PUBLIC SAFETY		
DISPATCHER	SG XI	\$40,790	DISPATCHER	SG XII	\$42,443

; and

WHEREAS: Incumbents within the current classifications shall have a continuation of status under civil service laws and rules within the proposed classifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the abolishment of the following full-time titles: E911 Dispatcher Trainee, E911 Dispatcher, and Chief E911 Dispatcher and authorizes the creation of the following full-time titles within the following CSEA Salary Grades: Public Safety Dispatcher Trainee (SG VII), Public Safety Dispatcher (SG X), and Chief Public Safety Dispatcher (SG XII) effective retroactive to March 20, 2017; and be it further

RESOLVED: That said classification changes will result in an annual salary increase to each current incumbent as follows: Public Safety Dispatcher Trainee - \$3,967, Public Safety Dispatcher - \$5,608, and Chief Public Safety Dispatcher - \$1,653 effective retroactive to March 20, 2017.