

# **PUBLIC SAFETY MEETING**

**November 7, 2017**

The regular meeting of Public Safety, Probation, Office of Emergency Management, Stop DWI, & Fire was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., Tuesday, November 7, 2017 at 2:30 PM.

## **Present:**

Dennis Mullen	Chair, Public Safety
Edward Hollenbeck	Legislator
William Standinger	Legislator
Dale Weston	Legislator
Joy Bennett	Director, Probation
Sheriff Gary Howard	Sheriff's Office
Frank Okrasinski	Fire Coordinator
Mike Simmons	Director, EMO
Bob Williams	Deputy Fire Coordinator/Deputy EMO Director
Rita Hollenbeck	Chief Accountant/Budget Officer

## **Absent:**

Marte Sauerbrey	Chair of the Legislature
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## **APPROVAL OF MINUTES:**

Legislator Weston made a motion to approve the minutes of October 3, 2017; seconded by Legislator Hollenbeck, and so carried.

## **OFFICE of EMERGENCY MANAGEMENT**

Mike Simmons, OEM Director, presented the following information to the committee. Report is attached.

## **Budget:**

- Expenditures are on target.

## **Resolutions:**

- Award 2017 Emergency Management Planning Grant (EMPG17) and Modify 2017 Budget  
A resolution was presented awarding the 2017 Emergency Management Planning Grant in the amount of \$24,026 and modifying the 2017 budget.
- Appropriation of Funds 2017 Homeland Security Grant & Modify 2017 Budget  
A resolution was presented requesting the appropriation of the 2017 Homeland Security Grant in the amount of \$52,485 for Emergency Management and \$17,495 for the Sheriff's Office and modifying the 2017 budget.
- Appropriation of Funds Hazardous Mitigation Planning Grant (HMPG16) Modify 2017 Budget  
A resolution was presented requesting the appropriation of funds and modification of the 2017 budget in the amount of \$40,500.

- Appropriation of Funds Hazardous Materials Emergency Preparedness (HMEP17) and Modify 2017 Budget  
A resolution was presented requesting the appropriation of funds and modification of the 2017 budget in the amount of \$5,172 for the HMEP 2017 grant.
- Authorize the Submission of Statewide Interoperable Communications Grant (SICG17) Application 2017  
A resolution was presented requesting authorization to apply for this grant.
- Modify 2017 Budget  
A resolution was presented requesting authorization to modify the 2017 budget by transferring \$700 from A3640.540220 Automobile Fuel to A3640.540010 Advertising.

**Meetings:**

- Eastern District Emergency Managers Meeting
- Legislative Workshop Meeting
- NYS Emergency Manager Training for Tier 1 and Tier 11 certification

**Grants:**

- SHSP15 & SHSP16 – Fiber Optic cable project is underway
- EMPG17 – grant was awarded
- SHSP17 and SLETTTP17 – grant was awarded
- HMPG – grant was awarded
- HMEP – grant was awarded

**Other:**

- Rain event that was predicted for 10/29 and 10/30 wasn't problematic.
- Met with Newark Valley schools and offered assistance with their emergency plans.
- LEPC (Local Emergency Planning Committee) held its first meeting. They will hold bi-monthly meetings. The next meeting is scheduled for January 10<sup>th</sup> and they will elect officers at that time.
- There is a new state mandate requiring us to keep a database of everyone who is on hospice. We need to be in compliance by April 2018. Broome County has a good plan with the health coalitions

**Budget:**

- On track.

**SHERIFF:**

Sheriff Howard presented the following information to the committee. Reports are attached.

**Budget:**

- Expenditures are on track; Revenues are at \$502,385 which is 54% of budget.

**Personnel Items:**

- Civil – all positions are filled.
- Corrections – one full-time position is vacant; 8 part-time Correction Officer positions exist.
- Road Patrol – All full-time Road Patrol Deputy positions are filled.
- One newly hired Deputy will graduate November 17<sup>th</sup>; the other newly hired Deputy will graduate in December.

- 2 Unfunded Road Patrol positions are vacant.
- E911 Communications – all positions are filled. There is 1 new Dispatcher in training.

**Resolutions:**

- Authorize the Submission of 2018 PSAP Operations Grant Application  
A resolution was presented requesting authorization to apply for this grant.
- Appropriation of Funds – 2017 Homeland Security Grant; Modify 2017 Budget  
A resolution was presented requesting authorization to appropriate \$17,495 from A3361.433567 SHS17 in the amount of \$17,495 and modify the 2017 budget.
- Authorize 2018 Contract Extension Amendment for Inmate Medical Care  
A resolution was presented requesting authorization to extend the medical contract for the Jail for an additional year – January 1, 2018 through December 31, 2018.
- Authorize 2018 Contracts with SADD School Associates  
A resolution was presented requesting authorization to contract with the SADD School Associates for 2018.

**Other:**

- Two lawsuits are currently pending.
- 911 backup center movement will commence in the springtime.
- Average daily inmate population is 77 inmates.

**Labor Issues**

- CSEA negotiations are ongoing.
- TCLEA negotiations have a pending agreement.

**BUREAU of FIRE:**

Frank Okrasinski, Fire Coordinator, presented the following information to the committee. Reports are attached.

**Budget:**

- Expenditures are on track.

**Personnel Items:**

- Nothing to report at this time.

**Resolutions:**

- None
  - 2017 Interoperability grant resolution was presented under Emergency Management

**Other:**

- Fire Investigation Team attended annual recertification training this month.
- Cost of CPR cards has increased from \$3 to \$17 so we are looking into a cheaper alternative which is American Safety and Health Institute (ASHI).
- Fire in Candor – clothing left on a lamp (lightbulb) was the cause of the fire.
- Interoperability Grant – Rita will work with the state to get the claims submitted as she would like this grant to close. Frank will resubmit to see if the claim goes through.

- Discussed the cancer bill that recently came out. The bill starts in 2019 due to insurance company requirements.

**PROBATION:**

Joy Bennett, Probation Director, presented the following information to the committee. Reports are attached.

**Budget:**

- On track. We will be receiving \$3,556 in quarterly increments for IID (Ignition Interlock Device) monitoring.

**Personnel:**

- One unfunded Probation Officer position exists.
- One Probation Officer is on medical leave October through January.

**Resolutions:**

- None

**Other:**

- Justice Breakfast will be held December 6<sup>th</sup> 8:00 – 11:00 at the Treadway.
- Grant meeting in New York City
- There have been two meetings to discuss the planning for representation at arraignment-after hours.
- Magistrate's meeting will be held 11/8/17.
- JDs – there is one youth in secured detention.

**ADJOURNED:**

Motion to adjourn meeting at 2:55.

Respectfully Submitted,

*Diane Rockwell*

Diane Rockwell  
Secretary to the Sheriff

11/7/17

## **ATTACHMENTS:**

### **PROBATION**

#### **Budget Status:**

2017 Budget:

Received notice from DCJS that funding for IID monitoring 10/1/17 - 9/30/18 approved, Tioga will receive 4 equal payments of \$889, totaling \$3,556.

#### **Issues:**

1. Criminal Justice Breakfast - Scheduled for 12/6/17 8:00am to 11:00am at Owego Treadway/Red Roof
2. Raise the Age -
  - Continue to attend DCJS workgroup regarding creating policy and procedure for RTA- Review of Article 3 Family Court Act and Family Court Rules
3. Set up subcommittee meeting of Representation at Arraignment stakeholders with Atty Joshua Shapiro of OCA on 10/25/17 to review planning for OCA's suggested plan for Tioga County to plan to come into compliance with representation at afterhours arraignments. Next meeting is scheduled for 11/28/17 at the Sheriff's office to look over the space that will be converted to a court room.
4. Attended Magistrates and Court Clerk Association meeting on 10/18, next meeting is 11/8.

#### **Technology:**

- ❖ Electronic Monitoring - 1 unit in use, waiting for insurance for contract to be approved. Under this new contract will pay for two units per month at cost of \$3.80 per day.
- ❖ Hand Held IID units - 3 units in use for defendants with alcohol/drug testing conditions for testing throughout the day.

#### **ATI Programs:**

- ❖ Community Service - Have gotten crew back up and running.
  - ❖ Pre-Trial Release - Currently have 25 defendants released from Tioga Co. Jail by a Justice Court or the County Court:
    - 15 are released RUS meaning they report in person weekly to the Department and follow court orders for: urine testing, alcohol/drug evaluations, etc.
    - 10 are released PTR meaning they telephone in weekly to the Probation Department to report any changes in their address or status.
5. **Juvenile Delinquency Services:** 1 Juvenile Delinquency Appearance Tickets was issued by law enforcement in October 2017 both were for a male youth charged Criminal Trespass 3<sup>rd</sup>, a B Misdemeanor for trying to break into a Village of Owego business so he could "hang out" in the building rather than attend school. The matter was referred to the County Attorney's Office for consideration for petition as the youth has mental health needs that cannot be met during a short diversion period.

YTD: 27 JDAT received

6. **Alternative to Detention Programing:** Probation has 0 youth in secure detention.
7. **Court Ordered Investigations:** 78 investigations for Tioga County courts (Criminal, Family and Surrogate) are due in the next 60 days.
8. **Supervision:** 282 cases ordered by Tioga County courts & Family Court
9. **Violation of Probation petitions:** 42 violation petitions pending against probationers in criminal & family courts, 8 of the cases are for long term absconders.

10. Operation Unwise cases -

**Personnel:**

- Unfunded PO position
- 1 Officer off on medical leave October - January

**Resolutions:** none

**BUREAU of FIRE**

124\_\_ hours in service \_41.3\_\_ hours per week

Revenue received \_\_ YTD Munis not working at the office when doing this report

Fire and EMS calls for service \_6452\_\_ year to date 610 for October

OPIOD calls for October 1 call no use of Narcan or Fatalities

75 Overdoses for the year. 48 accidental overdoses. 27 involved Opiods

13 Narcan Uses 2 fatalities

BUDGET

Change order to get radio improvement in Waverly Barton

RESOLUTIONS

Need a resolution to accept the 2017 Interoperability grant.

PERSONNEL

Nothing at this time

MEETINGS

Search & Rescue Team

Chiefs Lockwood

Fire Investigation Team

**Eagle Scout Project**

Hazardous Materials Team

Squad Captains

Onondaga County Central NY Fire Coordinators Assoc.

SPECIAL TEAM ACTIVITIES

10/18/2017; 3 Ithaca Road, Candor – CFD – Structure / Accidental

TRAINING

Starting new classes in different fire Departments

The American Heart Association has increased the cost of CPR cards to us from \$3 to \$17. We are looking into changing to the American Safety and Health Institute (ASHI) since costs are more in line

with what we charged before. \$5 a card we charged. We are also looking to provide rosters for those companies that do not need individual cards. (Lopke's, OA Bus Drivers)

#### INTEROPERABILITY GRANT

Final paperwork is being done. DHSES has found paperwork that should have been turned in before me missing so we are filling in all the blanks and getting final numbers. Using 2016 grant for the increased costs for equipment from the original 2012 grant budget.

#### OTHER GRANTS

Time to open 2017 Interoperability Grant

#### OTHER ACTIVITIES

Fire Investigation team attending annual recertification training this month.

## **SHERIFF**

### **Personnel Issues:**

1. *Civil Office*
  - a) All positions are filled.
2. *Corrections Division*
  - a) Have (1) full time vacancy. This position will be filled shortly by one of our part time officers.
  - b) There are (8) part-time CO vacancies.
3. *Road Patrol*
  - a) All full time Patrol Deputy positions are filled. One Deputy will graduate November 17<sup>th</sup>, and the other will graduate in December.
  - b) Currently have (2) "Unfunded" road patrol positions vacant.
4. *E911 Emergency Communications Center*
  - a) All positions are filled. Currently have (1) new Dispatcher in training.

### **Labor Issues:**

1. TCLEA negotiations are nearing completion with pending agreement. CSEA Negotiations continue.

### **Litigation Issues:**

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

### **Budget:**

1. Expense accounts are on track. Revenue is at \$502,385 (54%).

**Current Projects:**

1. Backup E911 Building Project – The movement of our backup center from DPW to the radio tower site on Carmichael Hill is now targeted for the spring of next year.
2. Average daily inmate population for the month of October was 77.

**Miscellaneous:**

1. Have (3) Resolutions: Resolution to authorize application for the 2018 PSAP Grant which is due by the end of November. Resolution to appropriate funds for the 2017 Homeland Security Grant. Resolution to extend the Jail Inmate Medical contract an additional year for the 2018 fiscal year.
2. ATI worked 256-man hours during the month. Work included:
  - a. Road trash pickup
  - b. Cleaned vehicles – Spencer Fire Department
  - c. Misc. work at Tioga County Archives
  - d. Raked leafs at Rural Ministry

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO.

AUTHORIZE THE SUBMISSION OF 2018 PSAP OPERATIONS GRANT APPLICATION

WHEREAS: The NYS Office of Interoperable and Emergency Communications has announced 2018 PSAP (Public Safety Answering Point) Operations grant funding; and

WHEREAS: Applications for this grant are required to be submitted in November of 2017; and

WHEREAS: County Policy #47 requires that a resolution be approved before any such grant application be submitted; therefore be it

RESOLVED: That the Tioga County Sheriff's Office be authorized to submit the appropriate grant application for the purpose of securing this funding, and authorizes the Chair of the Legislature to sign such application.



REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17 APPROPRIATION OF FUNDS-  
2017 HOMELAND SECURITY GRANT  
MODIFY 2017 BUDGET  
EMERGENCY MANAGEMENT  
SHERIFF'S OFFICE

WHEREAS: The New York State Office of Homeland Security Program (SHSP) has been awarded a grant of \$69,980 (contract #C973970) to the Tioga County Office of Emergency Management; and

WHEREAS: 75% (\$52,485) of said grant will be appropriated to Emergency Management and 25% (\$17,495) will be appropriated to the Sheriff's Office; and

WHEREAS: Appropriation of funds requires legislative approval; therefore be it

RESOLVED: That the 2017 NYS Homeland Security Grant (contract # C973970) be appropriated as follows:

A3360.433567 SHS17 Homeland Security 2017 Revenue \$52,485

A3360.540140 SHS17 Homeland Security Grant-Contracting Services  
\$52,485

A3361.433567 SHS17 Homeland Security 2017 Revenue \$17,495

A3361.520230 SHS17 Homeland Security Grant-Radio & Equipment  
\$17,495

And be it further

RESOLVED: That the 2017 Emergency Management budget and the Sheriff's Office budget be modified to reflect the above changes.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. AUTHORIZE 2018 CONTRACT EXTENSION  
AMENDMENT FOR INMATE MEDICAL CARE

WHEREAS: The Sheriff's Office contracts with Correctional Medical Care Inc. (CMC); CBH Medical, P.C., and; SM Dental, P.C. to provide medical care to the inmates of the Tioga County Jail and;

WHEREAS: The current contract which will expire on December 31, 2017; and

WHEREAS: The Sheriff's Office is desirous to extend the current contract one additional year for an annual fee of \$614,289.96; and

WHEREAS: Funding for this contract will be appropriated in the 2018 budget and the Tioga County Attorney has approved the contract amendment; be it therefore

RESOLVED: That the Tioga County Legislature authorize the contract extension amendment for one year, beginning on January 1, 2018 and expiring on December 31, 2018.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. AUTHORIZE 2018 CONTRACTS WITH SADD SCHOOL  
ASSOCIATES

WHEREAS: It is the desire of the STOP DWI Program to arrange five contracts with SADD School Associates which are defined as Independent contractors not entitled to County Employee benefits; and

WHEREAS: It is the desire to contract with the following five SADD School Associates for the calendar year 2018; Aria French to serve the Candor School District; Matthew Cicchetti to serve the Newark Valley School District; Joan Beck to serve the Owego Apalachin School District; Britney Elsey to serve the Spencer Van Etten School District, and; Janice Barto to serve the Tioga Central School District.

WHEREAS: Each SADD School Associate will be compensated \$100 each month for the ten months of the school year, but will not exceed \$1,000 for the year; and

WHEREAS: The Tioga County Attorney has approved the agreement that defines the rights and responsibilities of all the parties involved and outlines the compensation to be paid to the STOP DWI School Associates; therefore be it

RESOLVED: That these contracts for SADD School Associates be authorized for the 2018 calendar year.

## **OFFICE of EMERGENCY MANAGEMENT**

Budget: On target for the year - See attached spreadsheets

Resolutions: K04 – Appropriation of funds for 2017 EMPG Grant  
K05 – Appropriation of funds for 2017 SHSP Grant  
K06 – Appropriation of funds for 2017 HMPG Grant  
K07 – Appropriation of funds For 2017 HMEP Grant  
K10 - Apply for Statewide Interoperable Grant (SICG 17)  
K23 - Modify 2017 EMO Budget

Monthly Activity:

1. Meetings Attended
  - a. Eastern District Emergency Managers Meeting
  - b. Legislative Workshop Meeting
  - c. Attended and Completed NYS Emergency Manager Training
    - Both Bob and Mike obtained current Tier I & Tier II certification
2. Grants
  - a. SHSP15 & SHSP16 - Fiber Optic Cable Project is underway, managed by Doug Camin (IT).
  - b. EMPG17 – Received Grant (Refer to Resolution K04)
  - c. SHSP17 and SLETPP17 – Received Grant (Refer to Resolution K05)
  - d. HMPG – Received Grant – (Refer to Resolution K06)
  - e. HMEP – Received Grant – Received Grant (Refer to Resolution K07)
3. Incidents involving EMO Response
  - a. Checked various locations in the county on October 29<sup>th</sup> and 30<sup>th</sup> for possible flooding during period of predicted heavy rain.
4. Other Emergency Management Activities
  - a. Office continued to work with the Treasurer’s Office and Personnel in regarding the planned Office of Emergency Services

- b. Met with Mr. Warren Harold of the Newark Valley School District and discussed the school’s emergency plans and offered assistance with any emergency management endeavors.
- c. Conducted the first LEPC Meeting on November 1, 2017. The group in attendance decided to meet bi-monthly. Next meeting will be January 10, 2018 and officers will be elected.
- d. Met with administrative and facilities staff of Elderwood Skilled Nursing facility to discuss their emergency preparedness program.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17 MODIFY 2017 BUDGET  
EMERGENCY MANAGEMENT

WHEREAS: The Emergency Management Office has need to advertise for job openings; and

WHEREAS: The 2017 budget needs to be modified to create a budget line item A3640 540010 for Advertising to pay for such expenses; and

WHEREAS: There are available funds in the EMO A3640 budget to cover said expenses; therefore be it

RESOLVED: That the 2017 budget be modified and budget transfer authorized as below:

Transfer From: A3640 540220 EMO Automobile Fuel \$700.00

Transfer To: A3640 540010 EMO Advertising \$700.00

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17

AWARD 2017 EMERGENCY MANAGEMENT  
PLANNING GRANT (EMPG17) AND  
MODIFY 2017 BUDGET  
EMERGENCY MANAGEMENT

WHEREAS: The Tioga County Office of Emergency Management has been awarded a grant of \$24,026 by the New York State Office of Homeland Security and Emergency Services; and

WHEREAS: The grant will be used to offset 50% of budgeted operational costs; therefore be it

RESOLVED: That the Emergency Management Office be allowed to accept the awarded 2017 Emergency Management Planning Grant in the amount of \$24,026, and be it further

RESOLVED: That the 2017 budget be modified as follows:

A3640.443050 EMP17 Emergency Management Planning Grant 2017 Revenue  
\$24,026

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17

APPROPRIATION OF FUNDS  
HAZARDOUS MATERIALS EMERGENCY  
PREPAREDNESS  
(HMEP17)  
MODIFY 2017 BUDGET  
EMERGENCY MANAGEMENT

WHEREAS: The New York State Division of Homeland Security and Emergency Services (DHSES) has been awarded a grant of \$5,172, and

WHEREAS: The grant will be used to update the County Emergency Plan and Hazardous Materials Plan; and

WHEREAS: Appropriation of funds requires legislative approval; therefore be it

RESOLVED: That the 2017 Hazardous Materials Emergency Preparedness (HMEP17) be appropriated as follows:

A3360.433567 HME17	HMEP 2017 Revenue	\$5,172
A3360.540140 HME17	HMEP Contracting Services	\$5,172

And be it further

RESOLVED: That the 2017 Emergency Management budget be modified to reflect the above changes.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17  
APPROPRIATION OF FUNDS  
2017 HOMELAND SECURITY GRANT  
MODIFY 2017 BUDGET  
EMERGENCY MANAGEMENT  
SHERIFF'S OFFICE

WHEREAS: The New York State Office of Homeland Security Program (SHSP) has been awarded a grant of \$69,980 (contract #C973970) to the Tioga County Office of Emergency Management; and

WHEREAS: 75% (\$52,485) of said grant will be appropriated to Emergency Management and 25% (\$17,495) will be appropriated to the Sheriff's Office; and

WHEREAS: Appropriation of funds requires legislative approval; therefore be it

RESOLVED: That the 2017 NYS Homeland Security Grant (contract # C973970) be appropriated as follows:

A3360.433567 SHS17 Homeland Security 2017 Revenue	\$52,485
A3360.540140 SHS17 Homeland Security Grant–Contracting Services	\$52,485
A3361.433567 SHS17 Homeland Security 2017 Revenue	\$17,495
A3361.520230 SHS17 Homeland Security Grant–Radio & Equipment	

\$17,495

And be it further

RESOLVED: That the 2017 Emergency Management budget and the Sheriff's Office budget be modified to reflect the above changes.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -17

AUTHORIZE THE SUBMISSION OF STATEWIDE  
INTEROPERABLE COMMUNICATIONS GRANT  
(SICG 17) APPLICATION 2017  
EMERGENCY MANAGEMENT

WHEREAS: The Office of Homeland Security has issued a Statewide Interoperable Communications Formula Grant to Tioga County. The grant will be used for upgrading the radio communications in the county; and

WHEREAS: Tioga County protocol is to seek permission prior to submitting said application; therefore be it

RESOLVED: That the Tioga County Emergency Management Office be given authorization to apply for this grant.