

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FIRE PREVENTION & CONTROL**

**DATE: JULY 26, 2007**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS VANNESS  
BENTLEY  
BELDEN  
HASKELL  
GERAGHTY  
GIRARD  
SOKOL

**OTHERS PRESENT:**

MARVIN LEMERY, FIRE PREVENTION & BUILDING  
CODE ENFORCEMENT ADMINISTRATOR  
KAREN PUTNEY, SECRETARY/CODE ENFORCEMENT  
OFFICER  
WILLIAM THOMAS, CHAIRMAN  
PATRICIA NENNINGER, SECOND ASSISTANT COUNTY  
ATTORNEY  
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE &  
FISCAL SERVICES  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISOR MASON  
SUPERVISOR GABRIELS  
SUPERVISOR STEC  
CHARLENE DIRESTA, LEGISLATIVE OFFICE SPECIALIST

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Mr. VanNess called the meeting of the Fire Prevention & Control Committee to order at 10:07 a.m.

Motion was made by Mr. Belden, seconded by Mr. Geraghty and carried unanimously to approve the minutes of the May 24, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Marvin Lemery, Administrator of Fire Prevention & Building Code Enforcement, who distributed copies of the Agenda packet to the Committee members. *A copy of the Agenda packet is on file with the minutes.*

Mr. Lemery stated that the first item on the Building Codes Agenda was the monthly activities reports for May and June, which had not been available for the last Committee meeting, and were included in the Agenda packet for the Committee's review. Mr. Geraghty asked if the total fees collected had increased from last year's totals and Mr. Lemery responded that the fees collected were down from last year. He added that it was part of the current national trend and that there were some large projects that would be upcoming. He said that the Building Codes Department would be close to staying within their budget this year.

Mr. Lemery apprised that the second item on the Building Codes Agenda pertained

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to the local law changes (Local Law No. 4 of 1983) that had been recommended by New York State. He said that the amendment to the local law, which would be presented at the August 17, 2007 Board meeting, would define the responsibilities of the new Fire Prevention and Building Code Enforcement Administrator. He added that there would be additional changes to the local law which would incorporate the new regulations recommended by the State. Mr. VanNess reminded the Committee that a few months ago the State had informed the County that the local law would need to be updated. Patricia Nenner, Second Assistant County Attorney, said that the changes would be incorporated with the changes necessary for the administration and restructuring of the positions within the department. She added that all the changes would be incorporated into one amendment to Local Law No. 4 of 1983.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to amend Local Law No. 4 of 1983 to define the role of the Administrator of the Fire Prevention and Building Code Enforcement Office and to reflect the changes outlined by the State of New York regulations effective January 1, 2007. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the August 17, 2007 Board meeting.*

Proceeding with the Fire Prevention & Control Agenda, Mr. Lemery said that the first item was the insurance recovery funds for HAZMAT/WMD (Hazardous Materials/Weapons of Mass Destruction). He stated that the Department had forwarded the bills for HAZMAT responses that had occurred within the last year and added that the Treasurer's Office would set up the appropriate special revenue accounts as the bills were paid and the funds would be used to replace equipment that had been used for the responses. Mr. VanNess asked if any reimbursement had been received from any of those billed and Mr. Lemery replied in the negative.

Mr. Lemery stated that the second item on the Fire Prevention & Control Agenda pertained to the office space for the new Office of Emergency Services. He added that the renovations were nearly completed and that they were awaiting the installation of the carpet. He stated that he had a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$12,665 from the Deferred Revenues appropriation code (A.691.00) to the L.E.P.C. Revenue code (A.4306). He said he also had a request for a Transfer of Funds from the L.E.P.C. Revenue code (A.4306) in the amount of \$12,665 to the L.E.P.C. Furniture code (A.3641 210), in the amount of \$1,300 and to the L.E.P.C. Equipment code (A.3641 250) in the amount of \$11,365.

Motion was made by Mr. Belden, seconded by Mr. Geraghty and carried unanimously to approve the request to amend the 2007 County budget and the

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request for a Transfer of Funds as outlined above and to refer same to the Finance Committee. *Copies of the request to Amend the County Budget and the request for Transfer of Funds are on file with the minutes.*

Mr. Lemery apprised that the next item on the Fire Prevention & Control Agenda was an update on the proposed Washington/Warren Counties Emergency Training Center. He said that he had spoken with the engineers from the Laberge Group and they expect their final recommendations would be completed within the next month. He added that when the final recommendations were completed they would need to schedule a meeting between the Washington County Board of Supervisors, the Warren County Board of Supervisors and the Washington/Warren Counties Emergency Training Center Committee to discuss possible locations. He further added that the Laberge Group had narrowed the possibilities down to five locations. Mr. VanNess said that they had found a couple of parcels of land that they would like the Laberge Group to look at. He asked if Mr. Lemery would brief Mrs. Nenninger on the matrix system.

Mr. Lemery said that there were a variety of properties that had been considered. He said that the Laberge Group had decided to look at the infrastructure, size and costs of each property. He added that he would furnish the Committee with the Laberge Group's report. Mrs. Nenninger stated that if there was to be an additional charge to the \$27,000 for site review, it would need to be agreed upon by both Boards. Mr. VanNess said that he had spoken with Chip Mellon, Chairman of the Washington/Warren Counties Emergency Training Center Committee, who had stated that he had informed the Laberge Group that any additional costs needed to be approved by both Boards. He added that there were no additional costs at this time.

Mr. Lemery apprised that he had received the contract from the State for the Shared Municipal Services Incentive Grant. Mrs. Nenninger stated that the Grant had not been executed as of yet due to the fact that the site needed to be more detailed for the Grant. She added that once a site had been chosen, the Grant could be executed.

Discussion ensued.

Mr. Lemery apprised that he had reviewed the Pending Items for this Committee and wanted to discuss some of the appointments that were listed. He added that he had been a member of the International Conference of Building Officials (ICBO), which he had served on at the pleasure of the Board, and he would no longer need to be a member in his new position. He said that the Board would want to consider appointing his successor. He added that all of his other appointments would remain in effect until the end of the terms. He recommended

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that Karen Putney, Secretary/Code Enforcement Officer, be appointed to the ICBO in his place.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to recommend the appointment of Karen Putney as a member of the International Conference of Building Officials. Mr. Lemery noted that ICBO would send a letter requesting a replacement to this appointment and the Committee's recommendation would be provided.

Chairman Thomas exited the meeting at 10:20 a.m.

Mr. VanNess requested an executive session to discuss the employment history of a particular person.

Motion was made by Mr. Belden, seconded by Mr. Girard and carried unanimously, that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 10:21 a.m. to 10:52 a.m.

Karen Putney was asked to enter the executive session at 10:37 a.m.

The Committee reconvened.

Pursuant to the executive session, motion was made by Mr. Belden, seconded by Mr. Geraghty and carried unanimously that the requests to fill the vacant position of Fire Prevention and Building Code Enforcement Administrator, base salary of \$54,000 with Employee No. 6444 and to fill the vacant position of Secretary/Code Enforcement Officer, base salary \$33,012 with Employee No. 10802, both effective August 1, 2007, be forwarded to the Personnel/Human Resources Committee and the Finance Committee. *Copies of the Requests to Fill Vacant Positions are on file with the minutes.*

Mr. Belden suggested filling the vacant position of part-time Code Enforcement Officer. He added that if a candidate could not be found, then overtime should be authorized for the full-time Code Enforcement Officers for the remainder of the year to complete the necessary inspections. He further added that the employee who had vacated the position had worked less than half of 2007; therefore, he said, there was approximately \$4,000 remaining in the 2007 County budget which could offset these costs.

Motion was made by Mr. Belden, seconded by Mr. Geraghty and carried unanimously to attempt to fill the vacant position of part-time Code Enforcement

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Officer and if a candidate could not be found, to authorize the use of overtime, not to exceed the remaining budgeted funds for the position.

Joan Sady, Clerk of the Board, suggested that the two appointments for the Office of Emergency Services be approved by this Committee, since there was not a Committee for the new department. Mr. Payne said that the Fire Prevention & Control Committee would also include the Office of Emergency Services.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously that the requests to fill the vacant position of Fire Coordinator, base salary of \$20,000 with Employee No. 1022 and to fill the vacant position of Emergency Services Coordinator, base salary \$35,063 with Employee No. 9456, both effective August 1, 2007, be forwarded to the Personnel/Human Resources Committee and the Finance Committee. *Copies of the Requests to Fill Vacant Positions are on file with the minutes.*

As there was no further business to come before the Fire Prevention & Control Committee on motion made by Mr. Belden and seconded by Mr. Haskell, Mr. VanNess adjourned the meeting at 11:01 a.m.

Respectfully Submitted,

Charlene DiResta, Legislative Office Specialist