

FIRE PREVENTION & BUILDING CODE ENFORCEMENT

WARREN COUNTY MUNICIPAL CENTER

1340 STATE ROUTE 9

LAKE GEORGE NY 12845

Karen Putney
Administrator

518 761-6542
FAX 518 761-6564

E-mail fpbc@co.warren.ny.us

TO: PUBLIC SAFETY COMMITTEE
FIRE PREVENTION & BUILDING CODE ENFORCEMENT
FROM: KAREN PUTNEY, ADMINISTRATOR
DATE: MARCH 25, 2013
RE: AGENDA

FIRE PREVENTION & BUILDING CODES PORTION

- I. BUDGET PERFORMANCE REPORT
- II. REPORTS
 - A. MONTHLY ACTIVITY REPORT(S) (JANUARY, FEBRUARY) we are up 9% in **building permit** numbers and up 6% in **revenues**
- III. BUDGET TRANSFER—.4 to .2 (need to purchase 2 calculators for office)
- IV. FIRE SAFETY DISCUSSION
 - A. FINAL LETTER TO PROPERTIES IDENTIFIED AS NEEDING FIRE SAFETY INSPECTION
 - B. COMMITTEE DISCUSSION REGARDING AUTHORIZATION OF DEPARTMENT TO PERFORM FIRE SAFETY INSPECTIONS ON NEWLY FORMED BUSINESSES



Budget Performance Report

Fiscal Year to Date 03/21/13
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund A - General											
REVENUE											
2590	Department 3620 - Building & Fire Code										
2609	Building Permits	160,500.00	.00	160,500.00	6,653.00	.00	20,541.00	139,959.00	13	159,895.60	
2770	Building Fines	.00	.00	.00	.00	.00	.00	.00	+++	200.00	
	Other Unclassified Revenue	100.00	.00	100.00	8.50	.00	152.81	(52.81)	153	133.50	
	Department 3620 - Building & Fire Code Totals	\$160,600.00	\$0.00	\$160,600.00	\$6,661.50	\$0.00	\$20,693.81	\$139,906.19	13%	\$160,229.10	
	REVENUE TOTALS	\$160,600.00	\$0.00	\$160,600.00	\$6,661.50	\$0.00	\$20,693.81	\$139,906.19	13%	\$160,229.10	
EXPENSE											
Department 3620 - Building & Fire Code											
110	Salaries - Regular	241,221.00	.00	241,221.00	9,268.81	.00	45,417.14	195,803.86	19	241,880.57	
130	Salaries - Part Time	39,274.00	.00	39,274.00	1,556.20	.00	7,703.19	31,570.81	20	39,209.36	
140	Salaries - Sick Leave Incentive	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	1,200.00	
220	Office Equipment - Reserve	.00	.00	.00	.00	.00	.00	.00	.00	.00	
220.1	Office Equipment - Reserve	.00	1,350.00	1,350.00	.00	.00	1,348.84	1.16	100	.00	
	220 - Office Equipment - Reserve Totals	\$0.00	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$1,348.84	\$1.16	100%	\$0.00	
230	Automotive Equipment - Reserve	.00	.00	.00	.00	.00	.00	.00	.00	.00	
230.1	Automotive Equipment - Reserve	.00	46,000.00	46,000.00	39,162.00	.00	39,162.00	6,838.00	85	.00	
	230 - Automotive Equipment - Reserve Totals	\$0.00	\$46,000.00	\$46,000.00	\$39,162.00	\$0.00	\$39,162.00	\$6,838.00	85%	\$0.00	
410	Supplies	2,250.00	.00	2,250.00	.00	.00	259.56	1,990.44	12	1,534.53	
418	Ins-General Liability	2,000.00	(241.00)	1,759.00	.00	.00	968.75	790.25	55	1,126.03	
423	Telephone	700.00	.00	700.00	27.28	.00	64.97	635.03	9	582.57	
424	Postage	1,550.00	.00	1,550.00	.00	.00	54.80	1,495.20	4	1,457.13	
426	Subscriptions	925.00	241.00	1,166.00	.00	.00	1,165.50	.50	100	901.55	
427	Memberships & Dues	500.00	.00	500.00	.00	.00	485.00	15.00	97	535.00	
428	Data Processing & Internet Fees	315.00	.00	315.00	.00	.00	.00	315.00	0	315.00	
441	Auto-Supplies & Repair	2,500.00	.00	2,500.00	.00	.00	49.50	2,450.50	2	4,596.92	
442	Automotive - Gas & Oil	13,000.00	.00	13,000.00	.00	.00	1,000.15	11,999.85	8	11,105.93	
444	Travel/Education/Conference	500.00	.00	500.00	.00	.00	250.00	250.00	50	397.00	
453	Uniforms & Clothing	775.00	.00	775.00	.00	.00	.00	775.00	0	493.00	
470	Contract	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	18,000.00	
810	Retirement	56,218.00	.00	56,218.00	1,821.39	.00	9,105.53	47,112.47	16	45,770.93	
830	Social Security	17,491.00	.00	17,491.00	628.16	.00	3,185.36	14,305.64	18	17,589.73	
831	Medicare Contribution	4,091.00	(1.00)	4,090.00	146.90	.00	744.97	3,345.03	18	4,027.13	
840	Workmen's Compensation	2,264.00	1.00	2,265.00	.00	.00	2,264.16	.84	100	160.31	
860	Hospitalization	56,544.00	.00	56,544.00	5,208.61	.00	15,676.85	40,867.15	28	51,383.19	
865	Dental Insurance	696.00	.00	696.00	68.00	.00	204.00	492.00	29	706.00	
	Department 3620 - Building & Fire Code Totals	\$462,414.00	\$47,350.00	\$509,764.00	\$57,887.35	\$0.00	\$129,110.27	\$380,653.73	25%	\$442,971.88	
	EXPENSE TOTALS	\$462,414.00	\$47,350.00	\$509,764.00	\$57,887.35	\$0.00	\$129,110.27	\$380,653.73	25%	\$442,971.88	
Fund A - General Totals											



Budget Performance Report

Fiscal Year to Date 03/21/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	REVENUE TOTALS	160,600.00	.00	160,600.00	6,661.50	.00	20,693.81	139,906.19	13	160,229.10
	EXPENSE TOTALS	462,414.00	47,350.00	509,764.00	57,887.35	.00	129,110.27	380,653.73	25	442,971.88
Fund A - General	Totals	(\$301,814.00)	(\$47,350.00)	(\$349,164.00)	(\$51,225.85)	\$0.00	(\$108,416.46)	(\$240,747.54)		(\$282,742.78)
	Grand Totals	160,600.00	.00	160,600.00	6,661.50	.00	20,693.81	139,906.19	13	160,229.10
	REVENUE TOTALS	462,414.00	47,350.00	509,764.00	57,887.35	.00	129,110.27	380,653.73	25	442,971.88
	EXPENSE TOTALS	(\$301,814.00)	(\$47,350.00)	(\$349,164.00)	(\$51,225.85)	\$0.00	(\$108,416.46)	(\$240,747.54)		(\$282,742.78)

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

JANUARY

ACTIVITY REPORT FROM 01/01/2013-01/31/2013

		No. of Permits			
		01/01/2013-01/31/2013		01/01/2013-01/31/2013	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	4	0	4
A3	Assembly Group	0	1	0	1
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	0	0
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	1	0	1	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	0	0	0
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	0	1	0	1
P1	Permit Renewals	17	0	17	0
R1	Residential Group	0	2	0	2
R2	Residential Group	0	0	0	0
R3	Residential Group	0	1	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	0	0	0	0
S1	Storage	0	1	0	1
S2	Storage	0	0	0	0
SF	SINGLE FAMILY DWELLING	2	10	2	10
TF	TWO FAMILY DWELLING	0	0	0	0
TH	TOWNHOUSE	0	2	0	2
U1	Miscellaneous	2	1	2	1
Permit Subtotal		22	23	22	23
Permit Total		45		45	

_____ Field Inspections

_____ Public Assembly Inspections

\$8,268.00 _____ Total Fees For Date Range

_____ Fire Inspections

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

FEBRUARY

ACTIVITY REPORT FROM 02/01/2013-02/28/2013

		No. of Permits			
		02/01/2013-02/28/2013		01/01/2013-02/28/2013	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	2	0	6
A3	Assembly Group	0	0	0	1
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	0	0
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	1	0	2	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	0	0	0
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	0	0	0	0
P1	Permit Renewals	23	0	40	0
R1	Residential Group	0	1	0	3
R2	Residential Group	0	0	0	0
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	0	0	0	0
S1	Storage	0	0	0	1
S2	Storage	0	0	0	0
SF	SINGLE FAMILY DWELLING	2	8	4	18
TF	TWO FAMILY DWELLING	0	0	0	0
TH	TOWNHOUSE	0	0	0	2
U1	Miscellaneous	1	0	3	1
Permit Subtotal		27	11	49	34
Permit Total		38		83	

_____ Field Inspections

_____ Public Assembly Inspections

\$7,660.00 Total Fees For Date Range

_____ Fire Inspections

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Fire Prevention & Control

SIGNED:

DATE: March 25, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3620 410	Office Supplies	A.3620 220	Office Equipment	\$102.00

Please state reason for transfers requested: Need to purchase 2 new adding machines--no funds in .2's

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

FIRE PREVENTION & BUILDING CODE ENFORCEMENT
WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE NY 12845

Karen Putney
Administrator

518 761-6542
FAX 518 761-6564
E-mail fpbc@warrencountyny.gov

March 22, 2013

(NAME AND ADDRESS
OF PROPERTY OR BUSINESS
OWNER)

To Whom It May Concern:

According to the information of record available to us, you appear to be the owner, occupant or agent of the property listed above and **may be** required to have a Fire Safety Inspection.

By virtue of the laws of the State of New York and the County of Warren this office is the authority having jurisdiction to enforce the New York State Uniform Code. The Property Maintenance Code (PMC) and the Fire Code (FC) are part of this code; and "establish the **minimum** qualifications and standards for premises, structures, equipment and facilities... safety from fire and other hazards...the responsibility of the owners, operators and occupants...." **Warren County Local Law Number 12 of 2007 and NYCRR Title 19B Section 1203** requires that certain properties be inspected once every year or once every three years depending on the type of occupancy.

A member of this office has tried to reach you previously by telephone, a site visit and/or previous mailings. To date, we have had no response.

Please contact this office as soon as possible, but no later than 1 week of receipt of this letter, to arrange for an inspection. If you feel you have been **contacted in error**, please call and discuss the nature of the use of your property so that we can determine whether you are required to be inspected or are exempt from this inspection.

Failure to contact this office will result in an unscheduled site inspection. Failure to allow us to conduct the unscheduled site inspection or to schedule a Fire Safety Inspection within 5 business days of the unscheduled inspection will constitute a violation of the requirements of Warren County Local Law Number 12 of 2007 Section 15 and will leave me with no alternative but to pursue compliance through a court action. Warren County Local Law Section 19(c) allows for a civil penalty of up to \$200.00 a day for each day the violation exists.

Warren County Resolution Number 74 of 2013 sets the fees for these inspections. Be advised there will be a fee associated with this inspection unless exempt by Resolution of the Warren County Board of Supervisors. The **minimum** fee is \$75.00.

Sincerely,

Karen Putney
Codes Administrator

Section 15(a)(4) Fire safety and property maintenance inspections of all newly formed commercial use ^(businesses) occupancies shall be performed prior to opening to the public and a re-inspection time will be established at that inspection based on paragraphs (1), (2) and (3) of this subdivision.