

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: MAY 24, 2013  
RE: AGENDA

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FIRE PREVENTION & BUILDING CODES PORTION

- I. BUDGET PERFORMANCE REPORT
- II. REPORTS
  - A. MONTHLY ACTIVITY REPORT(S) (MARCH & APRIL) we are up 3% in **building permit** numbers and up 1% in **revenues**
- III. PENDING ITEM--table
- IV. BUDGET TRANSFER—.4 to .2 (need to purchase 1 stapler for office)
- V. TRAVEL POLICY—asking permission of committee for the three Fire Safety Inspectors to attend a 4 day Fire Marshall Conference in September (Planning will pay for Martin Fitzgerald's expenses per M.O.U. and Building Codes will pay for John Pagano and Tom McKinney—money will be taken out of present budget with .4 transfers)



# Budget Performance Report

Fiscal Year to Date 05/22/13  
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
<b>Fund A - General</b>										
<b>REVENUE</b>										
2590	Department 3620 - Building & Fire Code	160,500.00	.00	160,500.00	2,961.00	.00	44,722.00	115,778.00	28	159,895.60
2609	Building Permits	.00	.00	.00	.00	.00	.00	.00	+++	200.00
2770	Other Undclassified Revenue	100.00	.00	100.00	.00	.00	152.81	(52.81)	153	133.50
	Department 3620 - Building & Fire Code Totals	\$160,600.00	\$0.00	\$160,600.00	\$2,961.00	\$0.00	\$44,874.81	\$115,725.19	28%	\$160,229.10
	<b>REVENUE TOTALS</b>	\$160,600.00	\$0.00	\$160,600.00	\$2,961.00	\$0.00	\$44,874.81	\$115,725.19	28%	\$160,229.10
<b>EXPENSE</b>										
<b>Department 3620 - Building &amp; Fire Code</b>										
110	Salaries - Regular	241,221.00	.00	241,221.00	9,299.60	.00	82,600.11	158,620.89	34	241,880.57
130	Salaries - Part Time	39,274.00	.00	39,274.00	1,556.20	.00	13,927.99	25,346.01	35	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	.00	102.00	102.00	.00	.00	.00	102.00	0	.00
220.1	Office Equipment - Reserve	.00	1,350.00	1,350.00	.00	.00	1,348.84	1.16	100	.00
	<b>220 - Office Equipment - Reserve Totals</b>	\$0.00	\$1,452.00	\$1,452.00	\$0.00	\$0.00	\$1,348.84	\$103.16	93%	\$0.00
230	Automotive Equipment - Reserve	.00	46,000.00	46,000.00	.00	.00	39,162.00	6,838.00	85	.00
230.1	Automotive Equipment - Reserve Totals	\$0.00	\$46,000.00	\$46,000.00	\$0.00	\$0.00	\$39,162.00	\$6,838.00	85%	\$0.00
410	Supplies	2,250.00	(102.00)	2,148.00	.00	.00	447.39	1,700.61	21	1,534.53
418	Ins-General Liability	2,000.00	(287.00)	1,713.00	.00	.00	1,158.75	554.25	68	1,126.03
423	Telephone	700.00	.00	700.00	.00	.00	105.63	594.37	15	582.57
424	Postage	1,550.00	.00	1,550.00	42.55	.00	196.29	1,353.71	13	1,457.13
426	Subscriptions	925.00	287.00	1,212.00	.00	.00	1,211.64	.36	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	341.06	2,158.94	14	4,596.92
442	Automotive - Gas & Oil	13,000.00	.00	13,000.00	.00	.00	2,714.73	10,285.27	21	11,105.93
444	Travel/Education/Conference	500.00	.00	500.00	.00	.00	370.00	130.00	74	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	2,064.26	.00	18,267.14	37,950.86	32	45,770.93
830	Social Security	17,491.00	.00	17,491.00	629.09	.00	5,810.29	11,680.71	33	17,589.73
831	Medicare Contribution	4,091.00	(1.00)	4,090.00	147.11	.00	1,358.86	2,731.14	33	4,027.13
840	Workers 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	5,192.80	.00	26,078.26	30,465.74	46	51,383.19
865	Dental Insurance	696.00	.00	696.00	68.00	.00	340.00	356.00	49	706.00
	Department 3620 - Building & Fire Code Totals	\$462,414.00	\$47,350.00	\$509,764.00	\$18,999.61	\$0.00	\$198,188.14	\$311,575.86	39%	\$442,971.88
	<b>EXPENSE TOTALS</b>	\$462,414.00	\$47,350.00	\$509,764.00	\$18,999.61	\$0.00	\$198,188.14	\$311,575.86	39%	\$442,971.88



# Budget Performance Report

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Fund A - General Totals		160,600.00	.00	160,600.00	2,961.00	.00	44,874.81	115,725.19	28	160,229.10
	REVENUE TOTALS	462,414.00	47,350.00	509,764.00	18,999.61	.00	198,188.14	311,575.86	39	442,971.88
	EXPENSE TOTALS	(\$301,814.00)	(\$47,350.00)	(\$349,164.00)	(\$16,038.61)	\$0.00	(\$153,313.33)	(\$195,850.67)		(\$282,742.78)
Grand Totals		160,600.00	.00	160,600.00	2,961.00	.00	44,874.81	115,725.19	28	160,229.10
	REVENUE TOTALS	462,414.00	47,350.00	509,764.00	18,999.61	.00	198,188.14	311,575.86	39	442,971.88
	EXPENSE TOTALS	(\$301,814.00)	(\$47,350.00)	(\$349,164.00)	(\$16,038.61)	\$0.00	(\$153,313.33)	(\$195,850.67)		(\$282,742.78)

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

MARCH

ACTIVITY REPORT FROM 03/01/2013-03/28/2013

		No. of Permits			
		03/01/2013-03/28/2013		01/01/2013-03/28/2013	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	2	0	8
A3	Assembly Group	1	0	1	1
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	0	1
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	8	0	10	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	2
P1	Permit Renewals	29	0	69	0
R1	Residential Group	0	0	0	3
R2	Residential Group	0	1	0	1
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	0	1	0
S1	Storage	0	0	0	1
S2	Storage	0	0	0	0
SF	SINGLE FAMILY DWELLING	5	9	9	27
TF	TWO FAMILY DWELLING	0	0	0	0
TH	TOWNHOUSE	0	0	0	2
U1	Miscellaneous	7	0	10	1
<b>Permit Subtotal</b>		51	14	100	48
<b>Permit Total</b>		65		148	

\_\_\_\_\_ Field Inspections

\_\_\_\_\_ Public Assembly Inspections

\$10,921.00 \_\_\_\_\_ Total Fees For Date Range

\_\_\_\_\_ Fire Inspections

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

*APRIL*

ACTIVITY REPORT FROM 03/29/2013-04/25/2013

		No. of Permits			
		03/29/2013-04/25/2013		01/01/2013-04/25/2013	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	1	0	1
A2	Assembly Group	0	2	0	10
A3	Assembly Group	0	0	1	1
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	2	0	3
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	8	0	18	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	2	0	4
P1	Permit Renewals	35	0	104	0
R1	Residential Group	0	2	0	5
R2	Residential Group	1	0	1	1
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	1	2	1
S1	Storage	0	1	0	2
S2	Storage	0	1	0	1
SF	SINGLE FAMILY DWELLING	5	20	14	47
TF	TWO FAMILY DWELLING	0	2	0	2
TH	TOWNHOUSE	0	0	0	2
U1	Miscellaneous	12	1	22	2
<b>Permit Subtotal</b>		62	35	162	83
<b>Permit Total</b>		97		245	

\_\_\_\_\_ Field Inspections

\_\_\_\_\_ Public Assembly Inspections

\_\_\_\_\_ \$14,912.00 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 & BUILDING CODES

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3620 418	Insurance-Gen. Liab.	A.3620 220	Office Equipment	\$40.00

Please state reason for transfers requested: Lack of funds in A.3620 220--need to purchase stapler for office

### 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:

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Public Safety Committee hereby authorizes Thomas McKinney, John Pagano and Martin Fitzgerald  
(Supervisory Committee) (Employee Name)

to attend NYS Fire Marshals and Inspectors Association Educational Conference  
(Name of meeting or organization)

at Liverpool, NY (Holiday Inn)  
(Address)

on September 3-6, 2013. Mode of transportation to be used County Vehicle  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ 94.00 GSA\* Rate \$ 94.00
- Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: May 24, 2013 \_\_\_\_\_  
Department Head Signature

Date: \_\_\_\_\_  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*

## **Proposal for attending New York State Fire Marshal's Conference:**

We are asking for permission to attend the 2013 NYS Fire Marshal's Conference September 3-6, 2013 in Liverpool, New York at the Holiday Inn.

All of the required 24 hours of training for recertification can be obtained at this conference. The training subjects are tailored to issues that Fire Safety Inspectors deal with on a daily basis.

### **Conference Details:**

<b>Registration:</b>	\$300.00 per person – Early registration discount
<b>Location:</b>	Liverpool NY
<b>Dates:</b>	September 3 <sup>rd</sup> through the 6 <sup>th</sup> , 2013
<b>Rooms:</b>	Holiday Inn - \$94.00 per night – 3 nights
<b>Meals:</b>	No cost, provided daily
<b>Training Hours:</b>	24 – All hours needed for annual recertification



# New York State Fire Marshals and Inspectors Association

## 2013 Educational Conference Registration Form

(You are encouraged to register online at [www.nysfma.org](http://www.nysfma.org))



Student Last Name	First Name	MI	Suffix (Jr./Sr.)
McKinney	Thomas	J	

Student Training ID#	(DO NOT USE SOCIAL SECURITY NUMBER)							
N	Y	0	0	4	2	4	4	8

Official Mailing Address Line 1
1340 State Route 9

Official Mailing Address Line 2
Fire Prevention & Building Code Enforcement

City	State	Mailing Zip				
Lake George	New York	1	2	8	4	5

E-Mail Address	Phone Number	(INCLUDE AREA CODE)
mckinneyt@warrencountyny.gov	(518) 361-4494	

Primary Agency or Business Name	Agency #	County
Warren County Building Codes	57800	Warren

Registration Information: (Note: Government Vouchers Will Be Accepted)

<input type="checkbox"/>	Full Conference (4 Days)	September 3 - 6, 2013	\$350.00
Or Choose One Or More Single Days			
<input type="checkbox"/>	Day 1 Only (1/2 Day) (4hrs)	September 3, 2013	\$100.00
<input type="checkbox"/>	Day 2 Only (8hrs)	September 4, 2013	\$150.00
<input type="checkbox"/>	Day 3 Only (8hrs)	September 5, 2013	\$150.00
<input type="checkbox"/>	Day 4 Only (1/2 Day) (4hrs)	September 6, 2013	\$100.00
<input checked="" type="checkbox"/>	Early Bird Registration: Register for FULL CONFERENCE (MUST BE PAID BY) by July 1, 2013		\$300.00
<i>Voucher</i>		TOTAL AMOUNT ENCLOSED	\$

Attending The Vendor's Reception On Thursday

YES  NO

**REGISTRATION DEADLINE: AUGUST 26, 2013**

**DEADLINE TO CANCEL & RECEIVE A FULL REFUND: AUGUST 26, 2013**

**MAKE CHECKS PAYABLE TO: NEW YORK STATE FIRE MARSHALS & INSPECTORS ASSOCIATION**

**SUBMIT COMPLETED REGISTRATION TO:**

**NYSFM&IA**

**2095 W. HENRIETTA ROAD**

**ROCHESTER, NEW YORK 14623**

Official Use Only				
Date Payment Received:	Cash:	Voucher:	Online / Paypal:	Check Number:



# New York State Fire Marshals and Inspectors Association

## 2013 Educational Conference Registration Form

(You are encouraged to register online at [www.nysfma.org](http://www.nysfma.org))



Student Last Name	First Name	MI	Suffix (Jr./Sr.)
Martin	Fitzgerald	H	II

Student Training ID#	(DO NOT USE SOCIAL SECURITY NUMBER)							
N	Y	0	0	6	5	1	8	0

Official Mailing Address Line 1
1340 State Rt 9

Official Mailing Address Line 2

City	State	Mailing Zip
Lake George	NY	12845

E-Mail Address	Phone Number (INCLUDE AREA CODE)
fitzgeraldm@co.warren.ny.us	518-761-6410

Primary Agency or Business Name	Agency #	County
Warren County	Planning Dept.	Warren County

Registration Information: (Note: Government Vouchers Will Be Accepted)

<input type="checkbox"/>	Full Conference (4 Days)	September 3 - 6, 2013	\$350.00
Or Choose One Or More Single Days			
<input type="checkbox"/>	Day 1 Only (1/2 Day) (4hrs)	September 3, 2013	\$100.00
<input type="checkbox"/>	Day 2 Only (8hrs)	September 4, 2013	\$150.00
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<i>Voucher</i>		TOTAL AMOUNT ENCLOSED	\$

Attending The Vendor's Reception On Thursday

YES  NO

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**ROCHESTER, NEW YORK 14623**

**Official Use Only**

Date Payment Received:	Cash:	Voucher:	Online / Paypal:	Check Number:



# New York State Fire Marshals and Inspectors Association

## 2013 Educational Conference Registration Form

(You are encouraged to register online at [www.nysfma.org](http://www.nysfma.org))



Student Last Name	First Name	MI	Suffix (Jr./Sr.)
PAGANO	JOHN	P	

Student Training ID#	(DO NOT USE SOCIAL SECURITY NUMBER)							
N	Y	O	O	3	7	8	2	8

Official Mailing Address Line 1
67 Montcalm st

Official Mailing Address Line 2

City	State	Mailing Zip				
Glens Falls	N.Y.	1	2	8	0	1

E-Mail Address	Phone Number	(INCLUDE AREA CODE)
PAGANOBT867@YAHOO.COM	518	744-5518

Primary Agency or Business Name	Agency #	County
Glens Falls Fire Dept.	57007	Warren

Registration Information: (Note: Government Vouchers Will Be Accepted)

<input type="checkbox"/>	Full Conference (4 Days)	September 3 - 6, 2013	\$350.00
Or Choose One Or More Single Days			
<input type="checkbox"/>	Day 1 Only (1/2 Day) (4hrs)	September 3, 2013	\$100.00
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Voucher		TOTAL AMOUNT ENCLOSED	\$

Attending The Vendor's Reception On Thursday

YES  NO

**REGISTRATION DEADLINE: AUGUST 26, 2013**

**DEADLINE TO CANCEL & RECEIVE A FULL REFUND: AUGUST 26, 2013**

MAKE CHECKS PAYABLE TO: NEW YORK STATE FIRE MARSHALS & INSPECTORS ASSOCIATION

SUBMIT COMPLETED REGISTRATION TO:

NYSFM&IA

2095 W. HENRIETTA ROAD

ROCHESTER, NEW YORK 14623

### Official Use Only

Date Payment Received:	Cash:	Voucher:	Online / Paypal:	Check Number:

## **Sheriff's Committee Agenda 05/24/13**

1. Committee meeting called to order by Chairman
2. Motion to approve minutes of prior committee meeting.

### **Action Agenda**

1. Request reso for new contract with Fowler Industries for repairs on our jail washers and dryers.
2. Request reso to charge Essex County and Town of Minerva for EMS dispatch services at \$16,000.00 per year (collected at \$4,000.00 per quarter)

### **Topics for Discussion**

### **Old Business / Pending Items**

Referral from the Legislative & Rules Committee to offer enforcement assistance to the City of Glens Falls for disruptive behavior between the hours of 2:00 a.m. and 4:00 a.m. on South Street to the Public Safety Committee and if necessary to review the issue in one year. (05.08.13)