

## **Sheriff's Committee Agenda 07/25/13**

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

### **Action Agenda**

1. Request to send Capt. Gates and Lts. Maday & Clifford to Jail Administrators conference in Saratoga Springs.
2. Request to send Patrol Officer William Bacus and Greg Seeley to deep dive course on Lake George.
3. Request reso to amend the County budget \$20,500.00 for Motorcycle Safety Grant.
4. Request reso to amend the County budget \$11,970.00 for STEP grant.
5. Request reso to amend the County budget \$3,240.00 for BUNY grant.
6. Request reso to amend the County budget \$1,500.00 for Child Passenger Safety grant.
7. Request reso to amend the County budget \$2,798.00 for revenues received from McKesson Governmental Entities. This covers reimbursement for fees overcharged for prescriptions for inmates.
8. Request reso to enter into contract with Electronic Office Products, Inc. for copier maintenance & repair in amount of \$295.00 for fiscal year 2013.
9. Request reso declaring STANTS Combustion Associates Inc. as the sole source service & repair for boilers , not to exceed \$10,000.00.
10. Request reso to amend County budget \$425,000.00 for PSAP grant to upgrade 911 Center.

### **Topics for Discussion**

1. Discussion of request from Mayor Diamond for meeting with GF Common Council to ask questions about our analysis of consolidation with Glens Falls PD.
2. We have replaced 4 correction officers' positions with new hires. Savings of \$42,494.

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

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 Michael Gates  
Albert Maday  
Daniel Clifford  
Marlo Barboza

to attend NYSSA Annual Jail Administration Conference  
(Name of meeting or organization)

at Gideon Putnam Hotel - Saratoga, NY  
(Address)

on 10/1/13 -10/3/13. 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 \$ \_\_\_\_\_ GSA \* Rate \$ \_\_\_\_\_
- Meal costs - GSA \*per diem rate \$ \_\_\_\_\_

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

Date: 7/16/13

  
\_\_\_\_\_  
Department Head Signature

Date: 7/25/13

  
\_\_\_\_\_  
Committee Chairman Signature

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

\*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

**NEW YORK STATE SHERIFFS' ASSOCIATION  
JAIL ADMINISTRATORS' CONTINUED EDUCATION TRAINING  
September 30– October 3, 2013**

**CONFERENCE REGISTRATION**

**Please return to:  
NEW YORK STATE SHERIFFS' ASSOCIATION  
27 ELK STREET  
ALBANY, NEW YORK 12207  
ATTN: IRENE COLWILL  
Fax: 518-434-9093 or e-mail: [icolwill@nysheriffs.org](mailto:icolwill@nysheriffs.org)**

**Please complete a separate conference registration form for each person attending from your county**

NAME: Michael T. Gates TITLE: Captain  
COUNTY: Warren E-MAILADDRESS: Michael.gates@sheriff.co.warren.ny.us

Please register me for the Jail Administrators' Training Conference

- I will make lodging reservations with the Gideon Putnam on the form provided and enclose my check or voucher for \$125.00 to the New York State Sheriffs' Association for conference registration, which also includes dinner for one night
- I do not need any lodging reservations and enclose my check or voucher for \$320.00 to the New York State Sheriffs' Association for conference registration, which includes the NYSSA registration fee, lunches for three days, continental breakfast for three days, morning breaks for three days, afternoon break for two days

**Please make your hotel reservations directly with Gideon Putnam with the form provided.**

# 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 Officers backus, Stillman and seeley  
(committee) (name)

To attend Deep diver specialsit course  
(name of meeting or organization)

At Lake George  
(address)

On August 15, 17 and 18, 2013. Mode of Transportation to be used Office 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 \$ \_\_\_\_\_ GSA Rate \$ \_\_\_\_\_  
 Meal costs – GSA per diem rate \$ \_\_\_\_\_  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 7/16/13 Signature [Signature]  
(department head)  
Date: 7/25/13 Signature [Signature]  
(Committee Chairman)

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

\*\*\*\*\*

Please check to request a fleet vehicle.

**Request For Use Of A Fleet Vehicle**

\*\*\*\*\*

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**Please complete a separate conference registration form for each person attending from your county**

NAME: Albert L. Maday

TITLE: Lieutenant

COUNTY: Warren

E-MAILADDRESS: albert.maday@sheriff.co.warren.ny.us

Please register me for the Jail Administrators' Training Conference

I will make lodging reservations with the Gideon Putnam on the form provided and enclose my check or voucher for \$125.00 to the New York State Sheriffs' Association for conference registration, which also includes dinner for one night

I do not need any lodging reservations and enclose my check or voucher for \$320.00 to the New York State Sheriffs' Association for conference registration, which includes the NYSSA registration fee, lunches for three days, continental breakfast for three days, morning breaks for three days, afternoon break for two days

**Please make your hotel reservations directly with Gideon Putnam with the form provided.**

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Fax: 518-434-9093 or e-mail: [icolwill@nysheriffs.org](mailto:icolwill@nysheriffs.org)**

**Please complete a separate conference registration form for each person attending from your county**

NAME: Daniel T. Clifford TITLE: Lieutenant  
COUNTY: Warren E-MAILADDRESS: Daniel.Clifford@sheriff.co.warren.ny.us

**Please register me for the Jail Administrators' Training Conference**

- I will make lodging reservations with the Gideon Putnam on the form provided and enclose my check or voucher for \$125.00 to the New York State Sheriffs' Association for conference registration, which also includes dinner for one night
- I do not need any lodging reservations and enclose my check or voucher for \$320.00 to the New York State Sheriffs' Association for conference registration, which includes the NYSSA registration fee, lunches for three days, continental breakfast for three days, morning breaks for three days, afternoon break for two days

**Please make your hotel reservations directly with Gideon Putnam with the form provided.**

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2013

(a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from Motorcycle Safety Grant

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3110 120	Law Enforcement Overtime	\$20,000.00
A.3110 410	Law Enforcement Supplies	500.00

(c) **Revenue Code (with title), and Amount:**

A.3110 3384	Other Sheriff's State Aid	<del>\$20,000.00</del>
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20,500.00

\*Please note all amount must be in whole dollars – no cents.

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from STEP Grant
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3110 120 Law Enforcement Overtime \$11,970.00
- (c) **Revenue Code (with title), and Amount:**  
A.3110 3384 Other Sheriff's State Aid \$11,970.00

\*Please note all amount must be in whole dollars – no cents.

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Sheriff**

**DATE: March 22, 2013**

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from BUNY Grant
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- |            |                          |            |
|------------|--------------------------|------------|
| A.3110 120 | Law Enforcement Overtime | \$3,240.00 |
|------------|--------------------------|------------|
- (c) **Revenue Code (with title), and Amount:**
- |             |                           |            |
|-------------|---------------------------|------------|
| A.3110 3384 | Other Sheriff's State Aid | \$3,240.00 |
|-------------|---------------------------|------------|

\*Please note all amount must be in whole dollars – no cents.

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Sheriff**

**DATE: March 22, 2013**

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from Child Passenger Safety Grant
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- |            |                          |            |
|------------|--------------------------|------------|
| A.3110 444 | Law Enforcement Training | \$1,500.00 |
|------------|--------------------------|------------|
- (c) **Revenue Code (with title), and Amount:**
- |             |                           |            |
|-------------|---------------------------|------------|
| A.3110 3384 | Other Sheriff's State Aid | \$1,500.00 |
|-------------|---------------------------|------------|

\*Please note all amount must be in whole dollars – no cents.

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Sheriff**

**DATE: March 22, 2013**

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies received from McKeelson Governmental Entities for overpayment of prescriptions for inmates.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3150 435 Jail Medical \$2,798.00
- (c) **Revenue Code (with title), and Amount:**  
A.3110 1511 Sheriff's Misc. Dept. Income \$2,798.00

\*Please note all amount must be in whole dollars – no cents.

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: July 25, 2013

- (a) Is this a Result of a Bid or Request for Proposal? DNA
- (b) Purpose of Contract: Commercial repair & maintenance of copier/printer
- (c) Name of Contractor: Electronics Office Products, Inc.
- (d) Address of Contractor: 3258 Rt. 9, Saratoga Springs NY 12866
- (e) Contractor's Contact Person and Telephone Number: Collette Alonzo 518-587-8600
- (f) Has or will the Contract be provided, if so, please attach: attached
- (g) Commencement Date of Contract: Upon completion of contract thru 2013
- (h) Termination Date of Contract: 12/31/13
- (i) Payment Provisions: i) lump sum amount x  
ii) hourly rate amount  
iii) total amount not to exceed \$295.<sup>00</sup>  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon completion of service
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.3110 422

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Electronic Office Products, Inc.  
Maintenance Agreement Renewal Form

**CUSTOMER: Warren County Sheriff (Records) 1440 State Route 9 Lake George, NY 12845**

**Commencement Dates: 1/1/13 – 1/1/14**

<b>Equipment / Model</b>	<b>Serial Number</b>	<b>Annual Charge &amp; Terms</b>
<b>Toshiba es-455se</b>	<b>#CQD140102</b>	<b>As Detailed on Invoice 24582</b>

Electronic Office Products, Inc. agrees to provide and the Customer agrees to accept maintenance service on the equipment listed, at the charges indicated on page one, in accordance with the following terms and conditions.

1. **Term**  
This Agreement is in effect from the commencement date and shall continue for a minimum term of one year. All agreements shall be invoiced for one year in advance and no refunds will be issued. Renewals are invoiced thirty days in advance. Copies made over the allotted amount (overage) will be invoiced at the prevailing rate.
2. **Maintenance Service**  
Electronic Office Products, Inc. agrees to provide maintenance service Monday through Friday from, 9:00 a.m. to 5:00 p.m.; excluding holidays. The equipment will be kept in good working order while operated in accordance with Electronic Office Products' published specification and while located within Electronic Office Products' area of responsibility.
3. **Charges**  
All Service calls made on equipment not covered under maintenance contract shall be invoiced immediately at prevailing rates. These rates are subject to change without notice.
4. **Initial Inspection and Repair**  
If the equipment referred to in this agreement is not under Electronic Office Products, Inc., maintenance agreement, nor covered by Electronic Office Products' standard warranty, it shall be subject to a chargeable inspection by Electronic Office Products Inc. Electronic Office Products Inc. shall take such action as may be deemed necessary in its judgment to restore the equipment to good operating condition, including without limitation, making repairs and adjustments and replacing parts. The Customer shall pay for all labor and materials used in connection therewith at Electronic Office Products' then current commercial rates.
5. **Exclusions**  
Maintenance is contingent upon the proper use of all equipment and **does not include:**
  - a) electrical work external to the equipment or maintenance of the computer network, accessories, attachments, or other devices not furnished by Electronic Office Products Inc.;
  - b) service caused by supply items that do not meet Electronic Office Products Inc. specifications;
  - c) repair of damage or increase in service time resulting from:
    - (1) accident, transportation, neglect, theft, fire or water damage, misuse or other than ordinary use;
    - (2) failure of electrical power, air conditioning or humidity control; and
    - (3) alterations which include but are not limited to, installation or removal of Electronic Office Products Inc features, or any other modification, whenever any of the foregoing are performed by other than Electronic Office Products Inc representative.
  - d) expendable supply items or materials therefor; making specification changes or performing services connected with relocation of equipment, and adding or removing accessories, attachments or other devices;
  - e) such service, which is impractical for Electronic Office Products Inc representatives to render because of alterations in the equipment or their connection by mechanical or electrical means to another machine or device;
  - f) equipment located in an unsuitable place of installation or an unsafe or hazardous environment, as determined by Electronic Office Products Inc.
  - g) abnormal operator functions as described in manufacturers' operator's manuals.
  - h) problems relating to or caused by software which was not supplied by Electronic Office Products Inc.
  - i) problems relating to or caused by operating environment including electrical power, heating, air conditioning, and humidity which are not within Electronic Office Products Inc specifications.
  - j) any loss of information, texts, or other material stores on hard drive units, internal memory, or disk for any reason.
  - k) repair or replacement of ram memory boards and hard drives.
  - l) any damages due to power surges. (We strongly recommend a surge protector be installed on the power source and or telephone line, please see attached form).
  - m) any equipment or peripherals not listed on the front page of this agreement;
  - n) any damages to the unit caused by customer added peripherals; and will be considered chargeable at current hourly rates.
  - o) any overhauling or rebuilding of equipment; will be considered chargeable at current hourly rates plus parts and materials.
  - p) moving equipment. Equipment cannot be moved without permission of Electronic Office Products Inc. Any damage resulting from a move is chargeable at prevailing rates.

**ELECTRONIC OFFICE PRODUCTS INC.**  
**3258 ROUTE 9 / SO BROADWAY**  
**P.O. BOX 4606**  
**SARATOGA SPRINGS, NY 12866**

**Invoice**  
 Invoice Number:  
**24582**  
 Invoice Date:  
 Jun 14, 2013  
 Page:  
 1

Voice: 518.587.8600  
 Fax: 518-587-4556

Sold To:  
**WARREN COUNTY SHERIFF'S**  
**DEPARTMENT**  
**1400 STATE ROUTE 9**  
**LAKE GEORGE, NY 12845**

Ship to:  
**WARREN COUNTY SHERIFF'S**  
**DEPARTMENT - RECORDS**  
**1400 STATE ROUTE 9**  
**LAKE GEORGE, NY 12845**

Customer ID WCSH10	Customer PO	Payment Terms Net 30 Days	
Sales Rep ID	Shipping Method HAND DELIVER	Ship Date	Due Date 7/14/13

Quantity	Item	Description	Unit Price	Extension
1.00		YEARLY SERVICE CONTRACT: TOSHIBA es455se #CQD140102 FROM 1/1/13 - 1/1/14. INCLUDES PARTS, LABOR & SUPPLIES FOR 36K COPIES. EXCLUDES PAPER, STAPLES & ABUSE.	295.0000	295.00

Subtotal 295.00  
 Sales Tax  
 Total Invoice Amount 295.00  
**TOTAL 295.00**

# Warren County Board of Supervisors

RESOLUTION NO. \_\_\_ OF 2013

## Resolution introduced by Supervisors

### RESOLUTION DECLARING STANTS COMBUSTION ASSOCIATES, INC. AS THE SOLE SOURCE FOR INSPECTIONS, SERVICE AND REPAIRS OF BOILERS AT THE WARREN COUNTY SHERIFF'S OFFICE AND AUTHORIZING AGREEMENT WITH STANTS COMBUSTION ASSOCIATES, INC.

WHEREAS, the boilers at the Warren County Jail require periodic inspection and from time to time require maintenance and repair, and

WHEREAS, Stants Combustion Associates, Inc., is the authorized and exclusive representative for Power Flame, Inc. boilers for Warren County and surrounding territory which includes the Capital District area north to the Canadian border, south to Dutchess County, east to the Vermont state line and west to Herkimer County, and

WHEREAS, the Warren County Purchasing Policy provides that a single source can be an entity that has a contractual agreement for a specific territory to the exclusion of others, and a letter from Stants Combustion Associates, Inc. indicating this status is on file with Warren County, and

WHEREAS, the Warren County Sheriff is requesting an agreement with Stants Combustion Associates, Inc. for inspection, maintenance and repair services and any other related services for the boilers at the Warren County Jail for an amount not to exceed Ten Thousand Dollars (\$10,000) per year, with the agreement automatically renewing from year to year provided there is no increase in the annual compensation, that funding is contained in the annual budgets, that purchase orders and/or computer data entries required by the County's accounting software must occur, and provided that Stants Combustion Associates, Inc. retains its current status as the exclusive authorized Power Flame, Inc. representative for Warren County, now, therefore, be it

RESOLVED, that Stants Combustion Associates, Inc. is hereby declared the single source for

*RESOLUTION NO. \_\_\_\_ OF 2013*

*PAGE 2 OF 2*

inspection, maintenance and repair services and any other related services for the boilers at the Warren County Jail, and be it further

RESOLVED, that the Chairman of the Warren County Board of Supervisors is hereby authorized to enter into an agreement with Stants Combustion Associates, Inc. for inspection, maintenance and repair services and any other related services for the boilers at the Warren County Jail in an amount not to exceed Ten Thousand Dollars (\$10,000) per year, which agreement will renew from year to year provided there is no increase in the annual compensation, that funding is available in the annual budgets, that purchase orders and/or computer data entries required by the County's accounting software must occur, and provided that Stants Combustion Associates, Inc. retains its current status as the exclusive authorized Power Flame, Inc. representative for Warren County and in a form approved by the County Attorney.

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Sheriff**

**DATE: March 22, 2013**

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from PSAP Grant for 911 center.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- |            |                                |              |
|------------|--------------------------------|--------------|
| A.3020 444 | 911 Center Technical Equipment | \$425,000.00 |
|------------|--------------------------------|--------------|
- (c) **Revenue Code (with title), and Amount:**
- |             |                           |              |
|-------------|---------------------------|--------------|
| A.3110 3384 | Other Sheriff's State Aid | \$425,000.00 |
|-------------|---------------------------|--------------|

\*Please note all amount must be in whole dollars – no cents.



NEW YORK STATE  
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES  
OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS

Andrew M. Cuomo, Governor

Jerome M. Hauer, Commissioner

May 1, 2013

Undersheriff C. Shawn Lamouree  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, New York 12845

Dear Undersheriff Lamouree:

I am pleased to announce that Warren County has been awarded \$425,000 to support the application you submitted for funding from the Public Safety Answering Point (PSAP) Consolidation, Improvements and Enhancements Grant. There is no cost share associated with this grant.

The State Interoperability Grant Program, as appropriated in the State Fiscal Year 2012-13 budget, consists of two parts. Part one involved the Round 2 Statewide Interoperable Communications Grant (Round 2 SICG) for land mobile radio communications systems, infrastructure, governance and operating procedures. Awards for this program were announced in February 2013. Part 2 of the Program is directed towards Public Safety Answering Points (PSAP). This grant program provides reimbursement to counties for costs associated with PSAP consolidation, improvements and enhancements to prospective or ongoing PSAP projects. \$7 million has been allocated for this purpose.

In order to provide these funds to you as quickly as possible, our program office will work with your designated SICG point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Andrew Cuomo, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my OIEC Director, Robert Barbato, at 518-322-4911.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jerome M. Hauer  
Commissioner