

## **Sheriff's Committee Agenda 04/28/14**

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

### **Action Agenda**

1. Request to send Sgt. DiFiore, PO George Carpenter, PO Rich Swan & PO Bill St. John to Child Passenger safety tech safety conference in State College, PA. Cost covered by grants.
2. Request reso to transfer a 2000 Ford Police vehicle to the Glens Falls PD. The vehicle is provided at no charge and GFPD will assume all insurance and repair costs.
3. Request reso to amend county budget to increase revenue to reflect monies received from the Warren-Washington County impact panel for DWI enforcement and training. Amount of \$600.00.
4. Request reso to carry over \$425,000.00 from the 2013 budget to 2014 from the Interoperable Communications grant.
5. Request reso to enter intermunicipal agreement with Town of Horicon for Marine Law Enforcement on Schroon Lake at a charge of \$2,500.00.
6. Request to fill 2 vacant communications officers positions and back fill 1 Sr. Communications officers position due to retirement, resignation and promotion.

### **Topics for Discussion**

1. We have filled 0 Correction Officer positions.
2. Discussion on K-9 Ozzie contributions.

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

## RESOLUTION REQUEST FORM NO. 15

### Requesting Approval for Out-of-State Travel\*

*\*If the conference announcement or details are available in writing, please attach.*

DEPARTMENT NAME: Sheriff

DATE: 4/28/14

- (a) Dates of Travel: June 24-26, 2014
- (b) Purpose (include complete name of any conference, school, etc.):  
NHTSA Child Passenger Safety Tech Conference
- (c) City/Town & State: State College, PA
- (d) Employee(s) Traveling (include title(s): Peter DiFiore, George Carpenter  
Rich Swan, Bill St. John
- (e) Is County paying the costs or is another Agency? GRANT Funding
- (f) Mode of Transportation to be Use: County Vehicle (County Vehicle or Mass Transportation)

**Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.**

***RESOLUTION REQUEST FORM NO. 18***

***Request to Transfer or Sell County Equipment***

**DEPARTMENT NAME:**

**DATE: April 28, 2014**

- (a) Purchaser's Name: Glens Falls Police Department
  
- (b) Purchaser's Address: Ridge St. Glens Falls NY
  
- (c) **Description, Serial Number and/or County Inventory Number** of Item being sold:  
2000 Ford Taurus Station Wagon....Undercover vehicle  
V.I.N 1FAFP58S4YA182452
  
- (d) Amount: No charge
  
- (e) Value of County Equipment being transferred or sold: \$1,000.00

# **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: April 4, 2014**

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies received from the Warren-Washington County Impact Panel.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3110 120 Law Enforcement Overtime \$600.00
- (c) **Revenue Code (with title), and Amount:**  
A.3110 1589 Law Enforcement Public Safety-other \$600.00

\*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:** April 4, 2014

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies transferred from 2013 budget for Interoperable Communications Grant.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3020 4025 250 911 Center Technical Equipment \$425,000.00
- (c) **Revenue Code (with title), and Amount:**  
A.3020 3384 Sheriff's Other State Aid \$425,000.00

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

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Sheriff**

**DATE: April 28, 2014**

- (a) Purpose of Contract Change: Intermunicipal agreement Extended thru December 2014
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 490 of 2012
- (c) Name of Contractor: Town of Horicon
- (d) Address of Contractor: Rt. 8 Brant Lake NY
- (e) Contractor's Contact Person and Telephone Number: Matt Simpson
- (f) Commencement Date of Extension: May 1, 2014
- (g) Termination Date of Extension: 12/31/14
- (h) Payment Provisions:
  - i) lump sum amount DNA
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. MONTHLY
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A3110 470

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Sr. Communications Officer #2 Annual Salary \$47,648.00 Grade \_\_\_\_\_  
Budget code and title A.3020 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 8007  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \$4,048.00

Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date April 28, 2014

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date April 28, 2014

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

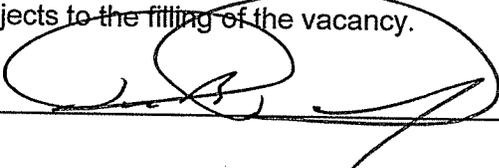
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Communications Officer #1 Annual Salary \$35,766.00 Grade \_\_\_\_\_  
Budget code and title A.3020 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 11531  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \$12,000.00

Personnel Officer has approved this form when initialed. \_\_\_\_\_

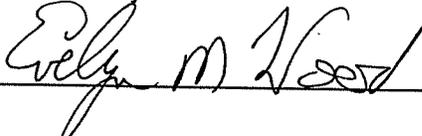
### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date 4/28/14  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date 4/28/14  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff Payroll Dept. No.
Title of Position Communications Officer #15 Annual Salary \$35,766.00 Grade
Budget code and title A.3020 110 Union X Non-Union
This position is vacated due to: Retirement Resignation Termination X Promotion Other
Employee No. 11548
Is this position mandated? Yes No X Is the position reimbursable? Yes No X
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$9,506.00

Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date 4/28/14

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy

Administrator Signature

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date 4/28/14

- The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.

Ranking Committee Member Signature

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature

# 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: April 28, 2014

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect donations to K-9 Ozzy
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3110 410 Supplies \$4,602.00
- (c) **Revenue Code (with title), and Amount:**  
A.3110 2711 Misc. Gifts K-9 Donations \$4,602.00

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