

## **Sheriff's Committee Agenda 06/30/14**

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

### **Action Agenda**

1. Request reso for contract extension with Software House International for Hyper-Reach notification system. Cost of contract for 3 years is \$13,800.00 per year which is same amount as last contract from 2011.
2. Request reso to send Sgts. Pasquale Girard & Greg Riley, and Patrol Officers Greg Seeley, Bill Backus & Shaun Stillman to dive school training in Jefferson County. Cost of training is \$500.00 total.
3. Request to transfer funds in the amount of \$10,800.00 from A.3110 455 Safety Equipment to A.3110 220 Office Equipment. This is to pay for vehicle radios.
4. Request to fill vacant position of Patrol Officer due to retirement. Impact to Budget is savings of \$19,935 per year.
5. Request to fill vacant position of Patrol Officer due to resignation. Impact to budget is neutral.

### **Topics for Discussion**

1. We have filled 0 Correction Officer Positions.
2. We are housing 15 federal prisoners and 11 inmates from other Counties.

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

## RESOLUTION REQUEST FORM NO. 4

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

DEPARTMENT NAME: *Sheriff*

DATE: *06/24/14*

- (a) Purpose of Contract Change: *Extend present contract*
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: *213 of 2011 + 340 of 2011*
- (c) Name of Contractor: *Software House International  
SAM Asher Computing Service, Inc.  
3300 Monroe Ave, Suite # 317, Rochester NY 14618*
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number: *Russ Bell  
585-704-1518*
- (f) Commencement Date of Extension: *5/1/14*
- (g) Termination Date of Extension: *4/30/17*
- (h) Payment Provisions: i) lump sum amount *of 13,800 per year.*  
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.
- (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:  
*A 3020 423*

# 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 Rocky Girard, Gerg Riley, Bill Backus, Shaun Stillman, Greg Seeley.  
(committee) (name)

To attend Fall in Service Dive Training  
(name of meeting or organization)

At Alexandria Bay Jefferson County NY  
(address)

On Sept. 22-26. Mode of Transportation to be used 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 \$25 a night *per person for 4 nights each.* GSA Rate \$ \_\_\_\_\_
- Meal costs – GSA per diem rate \$ \_\_\_\_\_  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 6/23/14 Signature *Morgan*  
(department head)

Date: 6/30/14 Signature *Shaun Stillman*  
(Committee Chairman)

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 A Fleet Vehicle**

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**Filing Instructions:**

1. Original with voucher to Auditor
2. Copy to Frank Morehouse if fleet vehicle is requested
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.



# 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: Patrol Officer # 29 Annual Salary: \$41,353.00 Grade:

Budget code and title: A.3110 110 Union  Non-Union

This position is vacated due to  Retirement  Resignation  Termination  Promotion  Other

Employee No: 8475

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: Savings of \$19,935.00 *per year.*

Human Resources Director has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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

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

### BUDGET OFFICER COMPLETES THIS SECTION

Date \_\_\_\_\_

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

Budget Officer Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair 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: Patrol Officer # 47 Annual Salary: \$47,710.00 Grade:

Budget code and title: A.3110 110 Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No: 12560

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: Neutral

Human Resources Director has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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

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

### BUDGET OFFICER COMPLETES THIS SECTION

Date \_\_\_\_\_

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

Budget Officer Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

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