

**Public Safety Committee  
Sheriff's Committee Agenda  
March 28, 2015**

**Committee Members: Wood, Girard, Taylor, Frasier, Brock, Seeber, Simpson**

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda
  - A. Request permission to send Sgt. Kevin Scellen to Civil Supervisors School in Saratoga on May 11-13, 2015. Cost is \$300.00
  - B. Request permission to send Lt. Steven Stockdale to Child Abuse Summit in Rochester, NY on April 30-May 1, 2015. No cost other than travel and meals.
  - C. Request to send US Shawn Lamouree, Sgt. Robert Smith, Officers Terry Combs, Jesse Whittenberg, Kevin Ordway, Bill St. John, & Jason Palmer to Tactical Officers training conference in Syracuse, NY on April 28-30 2015. Cost of \$3,272.00 to be paid by Asset Forfeiture.
  - D. Request resolution Authorizing the Chairman to execute an amended Health Service agreement with Correction Medical Care, Inc. for ratification at the full Board meeting on 04/17/15.
- IV. Referral / Pending Items
  - A. XXXXX
- V. Topics for Discussion
  - A. Filled 2 positions in Corrections due to 1 resignation, & 1 retirement. Impact to budget is a \$13,791.00 savings.
- VI. Motion to adjourn

Attachments:

- #1. Authorization to attend meeting form –
- #2. Authorization to attend meeting form –
- #3. Authorization to attend meeting form –
- #4. Form # 20 –Miscellaneous request

SCHEDULE "A"  
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Sheriff (Supervisory Committee) hereby authorizes Sgt Kevin Scellan (Employee Name)

to attend Civil Supervisors Training (Name of meeting or organization)

at Gideon Putnam Hotel Saratoga Springs NY (Address)

on 5/11-13, 2015 (Dates) Mode of transportation to be used CV (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 \$ \_\_\_\_\_ DNA GSA\* Rate \$ \_\_\_\_\_  
 Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

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

Date: 3/24/15

[Signature]  
Department Head Signature

Date: 3/27/2015

[Signature]  
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**

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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.

# 2015 Civil Supervisors' Training Program

New York State Sheriffs' Association: May 11-13, 2015

\* Required

Name \*

J. Kevin Scellen

County \*

Warren

Title \*

Sergeant

Email address \*

kevin.scellen@sheriff.co.w

Please choose one:

- I will make lodging reservations with the Gideon Putnam on the form provided and enclose my check or voucher for \$150.00 to NYSSA for conference registration, lunches, continental breakfasts, breaks, and one dinner
- I will make lodging reservations with the Gideon Putnam on the form provided and authorize payment of the \$150.00 for conference registration, lunches, continental breakfasts, breaks, and one dinner by credit card (provide full name on card, card number, expiration date and security code)
- I do not need lodging, and enclose my check in the sum of \$300.00 to NYSSA for conference registration, lunches, continental breakfasts, breaks, and one dinner

## 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 Lt. Steven Stockdale  
(committee) (name)

To attend Bivona Child Abuse Summit  
(name of meeting or organization)

At Rochester NY  
(address)

On April 30 - May 1. Mode of Transportation to be used Sheriff's Office vehicle  
(dates) (county vehicle or mass transportation)

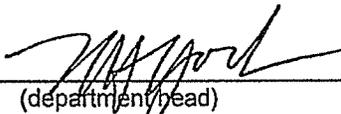
If the mode of transportation is not a county vehicle or mass transportation please explain: \_\_\_\_\_

**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 \$27.00  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 3/24/15 Signature   
(department/head)

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(Committee Chairman)

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

\*\*\*\*\*

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Request For Use Of A Fleet Vehicle

\*\*\*\*\*

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# 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 Lt. Steven Stockdale  
(committee) (name)

To attend Bivona Child Abuse Summit  
(name of meeting or organization)

At Rochester NY  
(address)

On April 30 - May 1. Mode of Transportation to be used Sheriff's 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 \$27.00  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 3/24/15 Signature [Signature]  
(department head)

Date: 3/25/2015 Signature [Signature]  
(Committee Chairman)

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

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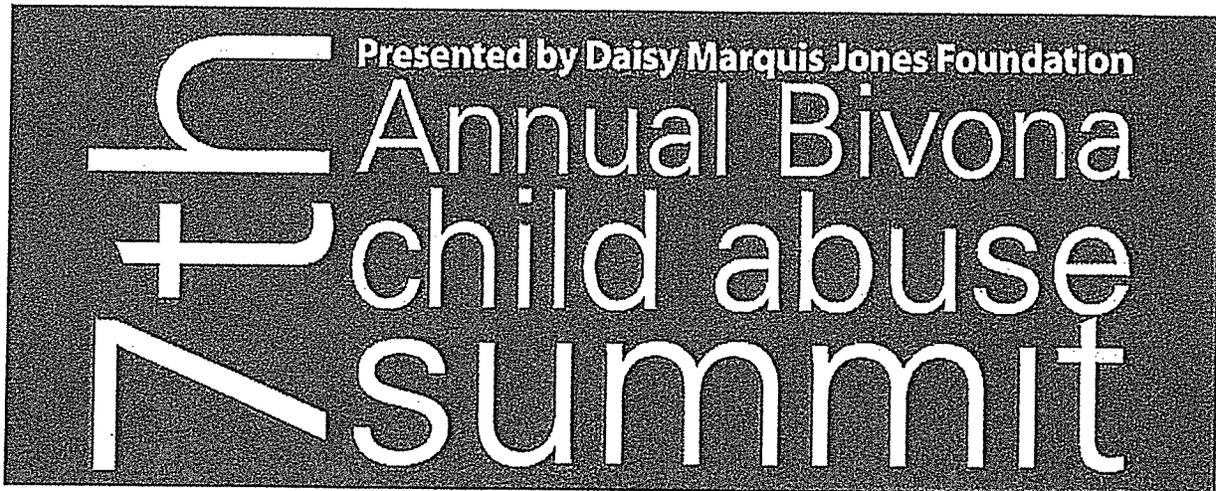
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**Request For Use Of A Fleet Vehicle**

\*\*\*\*\*

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## 2015 Conference Dates

**Thursday April 30 – Friday May 1**  
Joseph A. Floreano  
Rochester Riverside Convention Center

**Standard Registration**  
Full conference (two days)  
**\$180/person**

*Register by March 24 for a reduced rate of \$150*

**Groups 4+ from the Same Agency**  
Full Conference (two days)  
**\$140/person**

*Group registrations must be submitted  
and paid for at the same time*

Don't miss the premier Child Abuse Summit in the Northeast region. This cutting edge multidisciplinary training is for social workers, law enforcement, prosecutors, mental health and medical professionals, school personnel, day care providers, the faith-based community and more. Workshops are being presented by national and local experts.

# 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 US Lamouree, Sgt. Smith, PO Combs, PO Wittenberg, PO Ordway, PO St.John, PO Palmer  
(committee) (name)

To attend NYTOA Tactical Conference 2015  
(name of meeting or organization)

At Verona NY  
(address)

On 04/28/2015 - 04/30/2015. Mode of Transportation to be used Sheriff's Office vehicles  
(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 \$ 159.00  
 Meal costs – GSA per diem rate \$ 27.00 per day  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 3/27/2015 Signature \_\_\_\_\_  
(department head)

Date: 3/27/2015 Signature Evelyn M Wood  
(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**

\*\*\*\*\*

### 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.

www.tacticalconference.com

1-800-269-7326

APRIL 28-30, 2015

REGISTER BY  
MARCH 15, 2015  
MEMBERS \$239.99  
NON-MEMBERS \$289.99

REGISTER ON OR AFTER  
MARCH 16, 2015  
MEMBERS \$289.99  
NON-MEMBERS \$389.99

# TACTICAL CONFERENCE 2015

PRESENTED BY THE NYTOA & NYAHN



THREE DAY TRAINING CONFERENCE AND  
VENDOR SHOW TO INCLUDE:

- OVER 60 BREAKOUT TRAINING SESSIONS FOR
- S.W.A.T. • CRISIS NEGOTIATORS • HIGH RISK PATROL • CORRECTIONS SPECIAL OPERATIONS
- EVENING DINNER NETWORKING EVENT
- COMPLIMENTARY LUNCH BUFFET WEDNESDAY

CONFERENCE GOLD SPONSORS



RESOLUTION REQUEST FORM NO. 20  
Miscellaneous

DEPARTMENT NAME: Sheriff's Office

DATE: March 25, 2015

(a) Purpose of Request: Authorizing the Chairman to execute an amended Health Services agreement with Correctional Medical Care, Inc. for ratification at the Board meeting on 04/17/15

(b) Details: The previously signed contract with CCM needed to be amended which will be explained at the committee meeting by the County Attorney.

(c) Previous Resolution Number: DNA

# Warren County Board of Supervisors

## RESOLUTION NO. 347 OF 2012

**Resolution introduced by Supervisors Wood, Girard, Bentley, Thomas, Conover, Frasier and Strainer**

**AUTHORIZING AGREEMENT WITH WATCH SYSTEMS, LLC FOR OFFENDER WATCH SOFTWARE FOR SEX OFFENDER TRACKING AND REPORTING; AUTHORIZING INTERMUNICIPAL AGREEMENT WITH GLENS FALLS POLICE DEPARTMENT AND A MEMORANDUM OF UNDERSTANDING WITH WARREN COUNTY PROBATION DEPARTMENT FOR THE USE OF SAME**

WHEREAS, the Warren County Sheriff's Office desires to enter into an agreement with Watch Systems, LLC for use of Offender Watch software for sex offender tracking and reporting, and

WHEREAS, both the Glens Falls Police Department and the Warren County Probation Department desire to share in the use of the above-described software, and have agreed to share in the cost for same, in proportionate shares, necessitating that an Intermunicipal Agreement and Memorandum of Understanding be prepared, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with Watch Systems, LLC, 516 East Rutland Avenue, Covington, Louisiana 70433, for Offender Watch software for sex offender tracking and reporting, for a term commencing May 1, 2012 and terminating April 30, 2013, at a total cost of Three Thousand Five Hundred Dollars (\$3,500) per year with the authorization for renewal for two (2) additional years provided there is no change in the terms of the agreement and that budget appropriations are made, and be it further

RESOLVED, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney, and be it further

RESOLVED, that Warren County enter into an Intermunicipal Agreement with Glens Falls Police Department, 42 Ridge Street, Glens Falls, New York 12801, for the Department's use of the Offender Watch software, with the understanding that for the term of the agreement, the Glens Falls Police Department will pay One Thousand One Hundred Sixty-Seven Dollars (\$1,167) per year, an equal share thereof for the

# Warren County Board of Supervisors

## RESOLUTION No. 125 OF 2014

Resolution introduced by Supervisors Wood, Girard, Taylor, Frasier, Brock, Seeber and Simpson

### AUTHORIZING AGREEMENT WITH WELLS COMMUNICATION SERVICE, INC. FOR THE REPAIR AND MAINTENANCE OF THE COMMUNICATION CONSOLES IN THE EMERGENCY COMMUNICATIONS CENTER AT THE WARREN COUNTY SHERIFF'S OFFICE

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Wells Communication Service, Inc. for the repair and maintenance of the communication consoles in the Emergency Communications Center at the Warren County Sheriff's Office, for a term commencing January 1, 2014 and terminating December 31, 2014 for an amount not to exceed Ten Thousand Eight Hundred Dollars (\$10,800) for the contract term to be paid in monthly payments of Nine Hundred Dollars (\$900), in a form approved by the County Attorney, provided appropriations for such agreement are made in the Sheriff's Office budget, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3020 470 Sheriff's 911 Center, Contracts.

Public Safety Committee  
Warren County Office of Emergency Services  
AGENDA  
March 27, 2015

Committee Members: WOOD, Girard, Taylor, Frasier, Brock, Seeber, Simpson

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
  1. **Request:** Resolution request to approve the Warren County Bioterrorism Plan.  
**Rationale:** The purpose of this plan is to assist first responders in the event of a bioterrorism incident.
  2. **Request:** Resolution request to approve the Warren County Mass Care Plan.  
**Rationale:** This plan is intended to support the general public in times of disaster and recovery.
  3. **Request:** Travel approval for Brian LaFlure and Scott Combs to attend the Intelligence Liaison Officer conference in Cooperstown, NY on April 29-May 1, 2015.  
**Rationale:** Conference fees and lodging will be paid for by the State.
  4. **Request:** Resolution request to apply for the FY15 State Homeland Security Program grant.  
**Rationale:** The Office of Emergency Services has not yet received grant guidance for this program. However, it has been suggested that the turnaround time for applications will be compressed.
- IV. Referral/Pending Items  
No pending items this month.
- V. Information for Discussion/Review
  1. Discussion on fireworks legislation
  2. Ice jam scenario update
  3. Filling of 2<sup>nd</sup> Deputy EMS Coordinator position
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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**Attachments**

**#1 Miscellaneous**

**#2 Miscellaneous**

**#3 Authorization to Attend Meeting or Convention**

**#4 Apply for Grant**

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 27, 2015**

- (a) Purpose of Request:  
**To approve the Warren County Bioterrorism Plan.**
  
- (b) Details:  
**This plan was developed to assist first responders in the event of a bioterrorism incident.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

**\* as listed in budget and LOGOS**

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 27, 2015**

- (a) Purpose of Request:  
**To approve the Warren County Mass Care Plan.**
  
- (b) Details:  
**This plan is intended to support the general public in times of disaster and recovery.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

**\* as listed in budget and LOGOS**

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 Brian LaFlure  
(Supervisory Committee) (Employee Name)

to attend Intelligence Liaison Officer Conference  
(Name of meeting or organization)

at Cooperstown, NY  
(Address)

on April 29-May 1, 2015. 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.

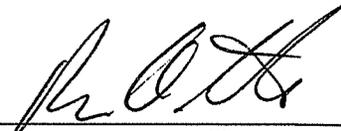
**For Overnight Travel**

Room rate \$ \_\_\_\_\_ GSA \* Rate \$ \_\_\_\_\_

Meal costs - GSA \*per diem rate \$ \_\_\_\_\_

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

Date: 3/27/15

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

Date: 3/27/15

  
\_\_\_\_\_  
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**

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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 Scott Combs  
(Supervisory Committee) (Employee Name)

to attend Intelligence Liaison Officer Conference  
(Name of meeting or organization)

at Cooperstown, NY  
(Address)

on April 29-May 1, 2015. 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.**

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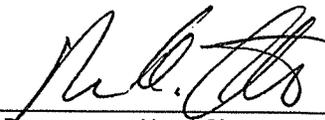
- Notice of meeting or convention including cost.

**For Overnight Travel**

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

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

Date: 3/27/15

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

Date: 3/27/15

  
\_\_\_\_\_  
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**

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