

Public Safety Committee
Warren County Office of Emergency Services
AGENDA
October 29, 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
- IV. Referral/Pending Items
- V. Information for Discussion/Review
 1. Clarification of the scope of work pertaining to the agreement with Washington-Saratoga-Warren-Hamilton-Essex BOCES.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

Public Safety Committee Sheriff's Committee Agenda

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 resolution for new contract with Xybix to install a monitor rack system at the (6) primary positions in the 911 Communications Center.
 - B. Request resolution for a new contract with TVC Albany, Inc. d/b/a FirstLight Fiber for a Fiber Link between Warren and Washington County for primary 911 phone network traffic.
 - C. Request permission to have PO Kommer and PO K. Smith attend NY Highway Safety Fall Symposium, in Binghamton NY Oct 18-20, 2015. No Cost to the county.
- IV. Referral / Pending Items
- V. Topics for Discussion
 - A. Filling a Custodian vacancy at a savings of \$6,060.00
 - B. Radio System Upgrade / Frequencies to be obtained (leasing)
- VI. Motion to adjourn

Attachments:

- #1. Resolution form #3 / Request for new contract with Xybix
- #2. Resolution form #3 / Request for new contract with TVC Albany, Inc.
- #3. Authorization to Attend Meeting or Convention

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff's Office

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Install (6) Monitor Rack Systems in primary Communications Center**
- (c) Name of Contractor: **Xybix**
- (d) Address of Contractor: **8207 SouthPark Circle, Littleton, CO**
- (e) Contractor's Contact Person and Telephone Number:
Rebecca Cassidy 720-382-2125
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon execution of contract**
- (h) Termination Date of Contract: **Upon completion of installation of said Monitor Rack systems.**
- (i) Payment Provisions:
 - i) lump sum amount **\$20,716.08**
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$20,716.08**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Upon Completion of Project**)
- (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.3020 210 Furniture and Furnishings Communications Center****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff's Office

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Provide Fiber Link between Warren County Sheriff's Office and Washington County Department of Public Safety for primary 911 network traffic.**
- (c) Name of Contractor: **TVC Albany, Inc. d/b/a FirstLight Fiber**
- (d) Address of Contractor: **41 State Street, Albany, NY 12207**
- (e) Contractor's Contact Person and Telephone Number:
Robert Dagget 518-598-0900
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon execution of contract**
- (h) Termination Date of Contract: **36 Months from execution of contract**
- (i) Payment Provisions:
 - i) lump sum amount **\$990.00 (Install Charge)**
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$29,790.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly charge of \$800 for duration of 36 months (\$28,800)**
- (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.3020 248 Data Processing Fees Communications Center****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

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 Ken Smith, Brandon Kommer
(committee) (name)

To attend NYS Highway Traffic Symposium
(name of meeting or organization)

At Binghamton NY
(address)

On 10/18-21. 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 \$ _____ GSA Rate \$ _____
 Meal costs – GSA per diem rate \$ _____
(see www.gsa.gov)

Date: 9/29/15 Signature [Signature]
(department head)

Date: 10/28/15 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

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.