

Public Safety Committee

Fire Prevention & Building Code Enforcement

Agenda

September 20, 2016

**Committee Members:** Evelyn Wood, Daniel Girard, Edna Frasier, James Brock, Rachel Seeber, Matthew Simpson, Dennis Dickinson, Ron Vanselow, Ron Montesi, Claudia Braymer, Matt MacDonald

- I. Committee meeting called to order by Chairman Evelyn Wood
- II. Motion to approve minutes of prior Committee Meeting
- III. Action Agenda/New Business
  1. Request to send four employees the NYS Building Official's Educational Conference October 24-26, 2016 in Albany. Attending this Conference will provide the balance of all required in-service training for Tracy VanNess (2 Hours), Andrew Neville (24 Hours), Charles Wallace (24 Hours) and Duane Gillingham (2Hours) at a cost of \$870
  2. 2017 Budget Request- Review of the Fire Prevention & Building Code Enforcement budget proposal.
- IV. Referral/Pending Items – NONE
- V. Information for Discussion/Review
  1. Year to Date Budget Performance Report
  2. 2016 Year to Date Numbers
    - I. Permit Numbers and Fees Collected
- VI. Privilege of the floor
- VII. Motion to adjourn

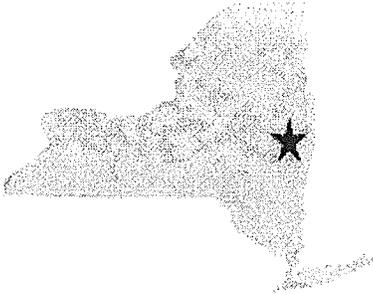
**ATTACHMENTS**

- III.
  1. NYS Building Officials Conference flyer , Authorization to Attend Meeting or Convention
- V.
  1. Budget Performance Report
  - 2.I. 2016 Monthly Activity Report

**VanNess, Tracy**

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**From:** Capital District NYSBOC <info@nfboa.com>  
**Sent:** Tuesday, September 06, 2016 10:21 PM  
**To:** VanNess, Tracy  
**Subject:** Capital District Conference Invitation



**NEW YORK STATE**  
**BUILDING OFFICIALS CONFERENCE INC.**  
**CAPITAL DISTRICT CHAPTER**

NYID: NY0002391

FDID: 57800

Dear TRACY VAN NESS,

It is with great pleasure that we invite you to attend the **24th Annual Capital District Building Officials Educational Conference** at The Radisson Hotel (Same Hotel Different Name) on Wolf Road in Colonie, New York on **October 24, 25 & 26, 2016**. Those who have attended this conference in the past are aware of the ideal educational setting that the hotel provides and the quality information provided by the courses that are offered. For those who have not previously attended, you will find excellent food and accommodations, and the absolute best in learning atmosphere and opportunity.

For hotel reservations please [CLICK HERE](#) The Radisson Hotel Registration form - *this completed form must be returned directly to the hotel*. To register for the conference go to [www.nfboa.com/cap](http://www.nfboa.com/cap) - all registration for the educational component of the conference must be done electronically. We are confident you will find this process streamlined and convenient, and once you have registered you will receive a confirmation email.

Early Check-In will be available at the hospitality suite on Sunday evening, October 23<sup>rd</sup> from 6PM – 8PM or you may Check-In on Monday morning, October 24<sup>th</sup> between 7AM and 8AM. The cost for the entire three days for any NYSBOC Member is \$310 or \$350 for non-members. The cost for a single day's attendance is \$125. These costs include breaks, lunch and dinner on Monday and Tuesday and all course materials as provided by the instructors. ***In response to requests by attendees, this year we are offering the ability to pay by credit card – we will be accepting MasterCard, Visa, American Express & Discover.*** In order to pay by credit card you will need to present the card at the conference for payment processing.

All courses have been designed to assist building & fire officials and design professionals in their daily jobs and all courses have been approved and accredited to meet the requirements of Title 19 NYCRR for Code Enforcement In-service Training. Topics covered at this year's conference include:

[Click to Register](#)

# **Capital District Building Officials Association**

## **24th Annual Educational Conference**

**Monday, Tuesday & Wednesday October 24 - 26, 2016**

**Radisson Hotel (formerly the Holiday Inn Turf)**

**Wolf Road, Albany New York**

**This year's conference will include the following topics: Navigating the Code, DOS Update, Fire Extinguishers, Wood Construction, Masonry Construction, Plumbing, Energy Code & Legal Issues.**

(Schedule subject to change)

**Stay tuned & visit this site within 2 weeks for a detailed schedule**

**This year's conference will include the following topics: Navigating the Code, DOS Update, Fire Extinguishers, Wood Construction, Masonry Construction, Plumbing, Energy Code & Legal Issues.**

(Schedule subject to change)

**Stay tuned & visit this sight [Click to View Schedule](#) within 2 weeks for a detailed schedule**

*The Conference Committee believes that the program that has been prepared this year will prove to be the best ever and we hope to see you there!*

Annual Educational Conference Committee

Capital District NYSBOC

[www.capitaldistrictnysboc.com](http://www.capitaldistrictnysboc.com)

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 Charles Wallace, Andrew Neville, Tracy VanNess, Duane Gillinghan  
(Supervisory Committee) (Employee Name)

to attend NYS Building Officials Educational Conference  
(Name of meeting or organization)

at The Radisson Hotel, Wof Rd., Colonie, New York  
(Address)

on 10/24/16 Thru 10/26/2016. 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: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
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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**Filing Instructions:**

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

# Budget Performance Report

Fiscal Year to Date 09/20/16  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund A - General										
REVENUE										
2590	Department 3620 - Building & Fire Code	170,500.00	.00	170,500.00	5,994.00	.00	141,141.00	29,359.00	83	209,012.00
	Building Permits	100.00	.00	100.00	85.75	.00	1,253.00	(1,153.00)	125%	265.75
2770	Department 3620 - Building & Fire Code	\$170,600.00	\$0.00	\$170,600.00	\$6,079.75	\$0.00	\$142,394.00	\$28,206.00	83%	\$209,277.75
	Department 3620 - Building & Fire Code Totals	\$170,600.00	\$0.00	\$170,600.00	\$6,079.75	\$0.00	\$142,394.00	\$28,206.00	83%	\$209,277.75
EXPENSE										
Department 3620 - Building & Fire Code										
110	Salaries - Regular	252,604.00	.00	252,604.00	9,828.60	.00	170,025.52	82,578.48	67	244,475.72
130	Salaries - Part Time	23,611.00	.00	23,611.00	93.90	.00	13,629.89	9,981.11	58	19,513.33
230	Automotive Equipment - Reserve	.00	25,000.00	25,000.00	.00	.00	20,238.21	4,761.79	81	.00
230.1	Automotive Equipment - Reserve Totals	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$20,238.21	\$4,761.79	81%	\$0.00
410	Supplies	1,700.00	.00	1,700.00	26.25	418.00	597.74	684.26	60	1,551.99
418	Ins-General Liability	1,353.00	376.00	1,729.00	.00	.00	1,728.10	.90	100	1,300.41
423	Telephone	600.00	.00	600.00	36.99	.00	311.12	288.88	52	492.03
424	Postage	1,000.00	.00	1,000.00	.00	.00	514.92	485.08	51	899.62
426	Subscriptions	1,300.00	58.00	1,358.00	.00	.00	1,357.35	.65	100	1,305.31
427	Memberships & Dues	500.00	.00	500.00	.00	.00	455.00	45.00	91	445.00
428	Data Processing & Internet Fees	372.00	.00	372.00	.00	.00	372.00	.00	100	372.00
439	Misc Fees & Expenses	.00	.00	.00	.00	.00	.00	.00	+++	60.00
441	Auto-Supplies & Repair	4,000.00	.00	4,000.00	.00	.00	995.92	3,004.08	25	6,782.98
442	Automotive - Gas & Oil	10,000.00	(335.00)	9,665.00	.00	.00	2,575.77	7,089.23	27	5,589.84
444	Travel/Education/Conference	3,000.00	(99.00)	2,901.00	.00	1,420.00	1,040.00	441.00	85	1,940.00
453	Uniforms & Clothing	775.00	.00	775.00	.00	500.00	.00	275.00	65	1,438.94
470	Contract	18,000.00	.00	18,000.00	.00	.00	9,000.00	9,000.00	50	18,000.00
810	Retirement	40,315.00	.00	40,315.00	1,500.33	.00	28,251.82	12,063.18	70	40,595.79
830	Social Security	17,126.00	.00	17,126.00	588.65	.00	10,997.41	6,128.59	64	15,812.25
831	Medical Contribution	4,004.00	.00	4,004.00	137.67	.00	2,571.98	1,432.02	64	3,698.03
840	Worker's Compensation	5,088.00	.00	5,088.00	.00	.00	5,066.81	21.19	100	5,931.67
860	Hospitalization	51,976.00	.00	51,976.00	4,331.41	.00	38,982.69	12,993.31	75	55,135.68
861	Retirees Hospitalization	15,996.00	.00	15,996.00	.00	.00	10,664.32	5,331.68	67	15,637.96
865	Dental Insurance	648.00	.00	648.00	54.00	.00	486.00	162.00	75	648.00
Department 3620 - Building & Fire Code Totals		\$453,968.00	\$25,000.00	\$478,968.00	\$16,597.80	\$2,338.00	\$319,862.57	\$156,767.43	67%	\$441,626.55
EXPENSE TOTALS		\$453,968.00	\$25,000.00	\$478,968.00	\$16,597.80	\$2,338.00	\$319,862.57	\$156,767.43	67%	\$441,626.55
Fund A - General Totals										
REVENUE TOTALS		170,600.00	.00	170,600.00	6,079.75	.00	142,394.00	28,206.00	83	209,277.75
EXPENSE TOTALS		453,968.00	25,000.00	478,968.00	16,597.80	2,338.00	319,862.57	156,767.43	67	441,626.55
Fund A - General Totals		(\$283,368.00)	(\$25,000.00)	(\$308,368.00)	(\$10,518.05)	(\$2,338.00)	(\$177,468.57)	(\$128,561.43)		(\$232,348.80)

# Budget Performance Report

Fiscal Year to Date 09/20/16  
 Include Rollup Account and Rollup to Account

	Grand Totals								
REVENUE TOTALS	170,600.00	.00	170,600.00	6,079.75	.00	142,394.00	28,206.00	83	209,277.75
EXPENSE TOTALS	453,968.00	25,000.00	478,968.00	16,597.80	2,338.00	319,862.57	156,767.43	67	441,626.55
Grand Totals	<u>(\$283,368.00)</u>	<u>(\$25,000.00)</u>	<u>(\$308,368.00)</u>	<u>(\$10,518.05)</u>	<u>(\$2,338.00)</u>	<u>(\$177,468.57)</u>	<u>(\$128,561.43)</u>		<u>(\$232,348.80)</u>

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &  
BUILDING CODE ENFORCEMENT**

ACTIVITY REPORT FROM 1/1/2016-9/15/2016		Number of Permits			
		1/1/2016-9/15/2016		1/1/2016-9/15/2016	
		New Construction	Addition or Alteration	New Construction	Addition or Alteration
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	7	0	7
A3	Assembly Group	0	3	0	3
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	7	0	7
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	48	2	48	2
E1	Educational Group	1	0	1	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	1	0	1
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	1	4	1	4
P1	Permit Renewals	273	9	273	9
R1	Residential Group	2	1	2	1
R2	Residential Group	1	8	1	8
R3	Residential Group	0	1	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	5	3	5	3
S1	Storage	0	1	0	1
S2	Storage	3	0	3	0
SF	Single Family Dwelling	50	123	50	123
TF	Two Family Dwelling	0	5	0	5
TH	Townhouse	6	11	6	11
U1	Miscellaneous	85	20	85	20
	<b>Permit Counts</b>	<b>475</b>	<b>206</b>	<b>475</b>	<b>206</b>
		<b>681</b>		<b>681</b>	
	<b>Permit Fees</b>	<b>\$145,989.00</b>		<b>\$145,989.00</b>	