

Public Safety Committee
Sheriff's Committee Agenda
May 1, 2017

Committee Members: Montesi, Geraghty, Girard, Brock, Seeber, Simpson, Vanselow, Braymer and MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda
 - A. Request Resolution for a new contract with Stock Farm Construction, to replace the roof on the radio shack on Prospect Mountain.
 - B. Request Resolution to create new position of Patrol Officer.
 - C. Request Resolution to fund the purchase of new portable radios for the Law Enforcement Division.
 - D. Request Resolution for a new contract with Great Escape (Six Flags) for limited police presence during hours of operation.
- IV. Referral / Pending Items
- V. Topics for Discussion
 - A. Sheriff's Office will be requesting an RFP, to select a "Clerk of the Work" to oversee Emergency Radio System Upgrade Capital Project.
 - B. Since March we have hired (1) Correction Officer, (1) Due to resignations and currently have (4) vacancies for Correction Officer and (2) vacancies for Correction Sergeant.
- VI. Motion to adjourn

Attachments:

- #1. Resolution Request Form #3, new contract with Stock Farm Construction.
- #2. Resolution Request Form #11 & 12, create new position of Patrol Officer.
- #3. Resolution Request Form #20, request funding for portable radios for Law Enforcement Division
- #4. Resolution Request Form #3, new contract with Great Escape Six Flags

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: **Replace roof on the Prospect Mountain Radio Shack**
- (c) Name of Contractor: **Stock Farm Construction**
- (d) Address of Contractor: **PO Box 40 Chestertown, NY 12817**
- (e) Contractor's Contact Person and Telephone Number: **Ralph Bartlett, 518-494-3089**
- (f) Has or will the Contract be provided, if so, please attach: **County Attorney has Contract**
- (g) Commencement Date of Contract: **Upon execution of contract**
- (h) Termination Date of Contract: **Upon completion of work**
- (i) Payment Provisions:
 - i) lump sum amount **\$7,345.30***
 - 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. ***quote price could increase if damage to the roofing system is found.**
- (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.3010 413 Sheriff's Maintenance of Building and Property****

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

STOCK FARM CONSTRUCTION
P.O. BOX 40
CHESTERTOWN, NEW YORK 12817
(518) 494-3089

ESTIMATE FORM

PREPARED FOR:

Warren County Sheriff's Office
1400 State Route 9
Lake George, New York 12845
Attn: Undersheriff Lamouree

SCOPE OF WORK TO BE PERFORMED:

Remove existing roof at radio tower site on Prospect Mountain in Lake George. Dispose of all waste. (Approximately 1020 square feet)

Provide up to three sheets of 5/8" cdx plywood to patch roof decking that may be damaged. Prep roof for the removal of two of the penetration conduits through the roof and patch existing holes.

Provide and install new brown galvanized drip edge on roof surface. Provide and install Grace Ice and Water Shield 6' up from all eaves. Remaining roof deck to be covered with 30 pound felt paper. Provide and install Owens Corning 30 year architectural shingles for entire roof surface. (Color to be picked upon execution of contract). Provide and install retro roof boot flashing kits for up to 7 penetrations in the roof. Provide and install ridge vent at top of ridge and cover with matching hip and ridge shingles.

ESTIMATE OF LABOR AND MATERIALS:

\$7345.30. No tax to be charged due to government job. Wages paid to employees shall be paid at prevailing rate.

ESTIMATED TIME OF COMPLETION:

Work will take approximately two days to complete.

DATE AND VALIDITY OF ESTIMATE:

This estimate is valid for 30 days from August 17, 2016 and may be extended if the material price does not change.

Stock Farm Construction carries a \$2 million/\$5 million liability insurance policy as well as Workers Compensation, disability, and unemployment insurance. Certificates will be provided upon signing of contract.

References are available.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff's Office

DATE: 04/26/2017

- (a) Title of Requested Position: **Patrol Officer**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$42,409.50**
- (c) Effective Date for New Position:* **05/22/2017**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3110 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

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.: 30.00

Title of Position: Patrol Officer #63 Base Salary of Position: \$42,409.50 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion: Yes No

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

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

Employee No: TBD Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Lateral Transfer

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- 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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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 _____ Date _____

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION
REQUEST FOR ADDITIONAL POSITIONS IN AN ALREADY ESTABLISHED
CLASSIFICATION

Agency: Sheriff's Office

ACTION BY DEPARTMENT HEAD:

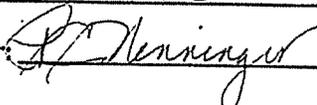
Title of Requested New Position: Patrol Officer # 63 Number of Positions 1
If Temporary, indicate length of appointment: _____
If Permanent _____
For competitive titles only indicate: Full-Time
_____ Less than Full-time (Hours/week) _____

I affirm that the duties, responsibilities and qualification requirements of the new position(s) requested below conform to the class specification of the *attached Civil Service position description* for Patrol Officer already established by Warren County Civil Service for the Agency.

Signature of Department Head:  Date: 04/26/2017

ACTION BY WARREN COUNTY CIVIL SERVICE ADMINISTRATION:

In accordance with the provisions of Civil Service Law, Section 22, the Warren County Department of Civil Service Administration certifies that the appropriate civil service title for the position described is PATROL OFFICER and the appropriate classification is COMPETITIVE.

Signature of Personnel Officer:  Date: 4/27/17

This original document will remain in the Civil Service Office, a copy signed by the Personnel Officer will be returned to the Agency.

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: Sheriff's Office

DATE: 04/26/2017

- (a) Purpose of Request:
Request funding to purchase portable radios for the Sheriff's Office Law Enforcement Division.

- (b) Details:
Sheriff's Office to replace (100) Motorola portable radios and associated accessories purchased in 2004, with (93) new Harris portable radios and associated accessories.

Total Cost of this purchase is \$274,883.31

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
TBD

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff's Office

DATE: April 25, 2017

- (a) Is this a Result of a Bid or Request for Proposal? N/A
- (b) Purpose of Contract: **Provide Police Services to the Great Escape (Six Flags)**
- (c) Name of Contractor: **Great Escape (Six Flags)**
- (d) Address of Contractor: **89 Six Flags Drive, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:
Eric Gilbert (Park President) 518-792-3500 Ext 3202
- (f) Has or will the Contract be provided, if so, please attach: **County Attorney will provide**
- (g) Commencement Date of Contract: **May 2017**
- (h) Termination Date of Contract:
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount **\$55.00**
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly Billing**)
- (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.3110 120 Law Enforcement Overtime****

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