

**Public Safety Committee
Sheriff's Committee Agenda
July 25, 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 to amend county budget to reflect insurance recoveries from (2) motor vehicle accidents (\$1,556.70).
 - B. Notice of Intent to fill vacant position Patrol Officer #12 due to resignation.
 - C. Request Resolution to enter into a new contract with Clear Repairs, DBA Smith's Garage for maintenance and repair to Sheriff's Office vehicles.
 - D. Request permission for PO James Banish to attend Post Critical Incident Seminar.
 - E. Request permission to transfer 2003 E-250 Cargo van to the Warren County SPCA.
 - F. Request Resolution to create budget code to accept STOP B.W.I. donations.
- IV. Referral / Pending Items
- V. Topics for Discussion
 - A. We currently have (8) vacancies for Correction Officer and (2) vacancies for Correction Sergeant.
 - B. Corrections Overtime expenses year to date
- VI. Motion to adjourn

Attachments:

- #1.** Resolution Request Form #7, Amend County Budget insurance recoveries
- #2.** Resolution Request Form #12, Notice of Intent to Fill Patrol Officer #12
- #3.** Resolution Request Form #3, Request New Contract
- #4.** Authorization to Attend Meeting or Convention
- #5.** Resolution Request Form #18, Request to Transfer E-250 Van
- #6.** Resolution Request Form #20, Request to Set up Account for STOP B.W.I. Donations

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Sheriff

DATE: July 25, 2017

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect money from insurance recoveries.

- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 441 \$1,556.70

- (c) **Revenue Code (with title), and Amount:**
A.3110 2680 \$1,556.70

*Please note all amount must be in whole dollars – no cents.

WARREN COUNTY ATTORNEY'S OFFICE

Warren County Municipal Center

1340 State Route 9

Lake George, New York 12845

Telephone 518 - 761 - 6463

Fax 518 - 761 - 6377

LAW DEPARTMENT

DATE: 7/18/17
TO: Michael Swan
FROM: Laney Morgan
RE: Insurance check Amica Claim ##60002854473

Enclosed please find Amica Insurance's check #6596592 in the amount of \$1556.70, representing payment for damage to Sheriff's Unit 543 (VIN#1FAHP2M85DG143507) by their insured, Diana Simonson's vehicle on 6/22/2017 at the intersection of 2nd Street and Ida Street, Glens Falls, NY.

In accord with Rob Lynch's email from 2/23/17, I am forwarding this to you, rather than the Sheriff's department.

C: C. Shawn Lamouree, Undersheriff

Amica Mutual Insurance Company
MAIL: P.O. BOX 6008 PROVIDENCE, R.I. 02940-6008

Albany Regional Office
TOLL FREE 1-800-732-6422

543

CHECK NUMBER: 6596592
CHECK AMOUNT: \$1,556.70

FILE NO: 60002854473
POLICY NO: 98013121FP

Property Damage

CLAIM HANDLER: Patricia L Gundrum

Claim 60002854473

RECEIVED

JUL 18 2017

County Attorney's Office

Fold Here

THE ATTACHED CHECK IS IN PAYMENT OF THE ITEMS LISTED ABOVE

PLEASE DETACH BEFORE DEPOSITING



AUTO HOME LIFE

AMICA MUTUAL INSURANCE COMPANY

CORPORATE OFFICE - LINCOLN, RHODE ISLAND

July 13, 2017

53-7524/113

Santander Bank, N.A.

6596592

CLAIMS ACCOUNT

FOR A LOSS ON 06/22/2017 OR FOR SERVICES RENDERED UNDER POLICY NO. 98013121FP
CLAIM FILE NUMBER 60002854473 INSURED Diana M. Simonson

PAY ONE THOUSAND FIVE HUNDRED FIFTY SIX DOLLARS AND 70 CENTS

\$1,556.70

TO THE
ORDER
OF

WARREN COUNTY
ATTN: WARREN COUNTY ATTORNEY'S OFFICE
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845

John P. E.
Chief Financial Officer and Treasurer

⑈ 6596592⑈ ⑆ 011375245⑆ 75860004987⑈

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 #12 Base Salary of Position: \$40,390.00 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: 12987 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 W. B. M. J. J. Date 7/25/17

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 Frank E. Thomas Date 7/25/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

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 Donald M. M. J. Date 7/25/17

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? **Yes**
- (b) Purpose of Contract: **Routine Maintenance and repair Sheriff's Office vehicles**
- (c) Name of Contractor: **Clear Repairs, Inc. DBA Smith's Garage**
- (d) Address of Contractor: **3989 Main Street Warrensburg, NY 12885**
- (e) Contractor's Contact Person and Telephone Number: **Earl Clear (518) 623-4174**
- (f) Has or will the Contract be provided, if so, please attach: **County Attorney has Contract**
- (g) Commencement Date of Contract: **08/18/2017**
- (h) Termination Date of Contract: **12/31/2017, w/ provision to extend to 12/31/2018**
- (i) Payment Provisions:
 - i) lump sum amount
 - 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.
- (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 441 Sheriff Auto Supplies and Repairs****

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

DATE: JUNE 8, 2017

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING

WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S
OFFICE VEHICLES

PROPOSAL

PROPOSAL OF Clear Repairs, Inc. dba Smith's Garage

COMPANY NAME

TO: Julie Butler, Purchasing Agent
Warren County Human Services Building
1340 State Route 9
Lake George, New York 12845

The undersigned having carefully examined the specifications and having to his/her satisfaction ascertained all the facts concerning these specifications, herewith submits the following bid:

WARREN COUNTY DEPARTMENTS MAINTENANCE PROCEDURES INCLUDE:

1. Change engine oil and filter (use synthetic oil if requested by OES)
 - Lubricate chassis
 - Check for proper wear and inflation of all tires (including spare)
 - Check all belts for wear, cracking and tension (replace if approved by OES)
 - Visually check front brake pads and rotors and rear brake shoes and drums
 - Check exhaust system and heat shields on converters for leaks, cracks and looseness
 - Check all brake lines and hoses for leaks and cracks
 - Check air filter, crankcase emission filter and PCV valve
 - Check all cooling lines (oil, transmission and power steering) for leaks
 - Lubricate hood, door and rear deck hinges
 - Check the following fluid levels: transmission, radiator, brake master cylinder, power steering and rear differential
 - Check steering and suspension for wear and looseness
 - Check all lights (except emergency lighting equipment)
2. Drain and replace transmission fluid (with synthetic fluid) and transmission filter
3. Front Disc Brake reline with new rotors (labor only) parts supplied by County (supply parts if requested by OES)
4. Rear disc brake reline with new rotors (labor only) parts supplied by County (supply parts if requested by OES)
5. Front end alignment
6. Computer diagnostic of car with check engine light on
7. Tire change to include mounting and balancing
8. Labor charge for other work not listed
9. Percentage mark-up for supplies/parts if requested and not included in the above procedures.
10. New York State Inspection

DATE: JUNE 8, 2017

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING

WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S OFFICE VEHICLES

	2006 Ford Crown Victoria V8	2003-2014 Chevy Van V8	2006-2016 Chevy Impala V6	2009 Ford Focus 4 Cyl	2009-2016 Interceptors 35 V6 5 V8	2003-2005 Ford F250 P/U V8	2005 Chevy 1500 P/U V8
Procedure #1 Lube, oil and filter service	\$ 24.95	\$ 26.95	\$ 24.95	\$24.95	\$ 27.95	\$ 29.95	\$ 26.95
Procedure #2 Transmission service	\$ 69.00 Labor Only	\$ 69.00 Labor Only	\$ 69.00 Labor Only	\$ 69.00 Labor Only	\$ 69.00 Labor Only	\$ 69.00 Labor Only	\$ 69.00 Labor Only
Procedure #3 Front Disk Brakes	\$ 97.50	\$ 97.50	\$ 97.50	\$ 97.50	\$97.50	\$ 138.00	\$ 97.50
Procedure #4 Rear Disk Brakes	\$ 97.50	\$ 97.50	\$ 97.50	\$97.50	\$ 97.50	\$ 138.00	\$ 97.50
Procedure #5 Front End Alignment	\$ 89.95	\$ 89.95	\$ 89.95	\$ 89.95	\$ 89.95	\$ 89.95	\$ 89.95
Procedure #6 Computer Diagnostic	\$ 59.95	\$ 59.95	\$ 59.95	\$ 59.95	\$ 59.95	\$ 59.95	\$ 59.95
Procedure #7 Tire Change	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 24.00	\$ 22.00
Procedure #8 Labor charges For all other services not included above	\$ 69.00 /hour	\$ 69.00 /hour	\$ 69.00 /hour	\$ 69.00 /hour	\$ 69.00 /hour	\$ 69.00 /hour	\$ 69.00 /hour
Procedure #9 Percent of markup for supplies/parts	25 %	25 %	25 %	25 %	25 %	25 %	25 %

Procedure #10 - NYS Inspection: \$ 21.00

The vendor hereby certifies that there are no federal or state taxes included in the purchase price and that he/she is the only intermediary between manufacturer and purchaser.

DATE: 5/26/2017

FEDERAL ID# 47-1519133

NAME OF FIRM: Clear Repairs, Inc. dba Smith's Garage

BUSINESS ADDRESS: 3989 Main Street, Warrensburg, NY 12885

E-MAIL ADDRESS: smithsgarage@excite.com

SIGNATURE OF BIDDER: 

NAME AND TITLE OF BIDDER: Earl Clear / President

TELEPHONE: 518-623-4174 FAX 518-623-9793 (PRINTED)

DATE: JUNE 8, 2017

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING

WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S OFFICE VEHICLES

NEW BIDDERS ONLY: Please list three (3) current references, preferably school or government.

COMPANY NAME	CONTACT PERSON	PHONE #
1. Warrenburg Car Care	Fred Witz	518-623-3039
2. Warrenburg EMS	Stephen Emerson	518-232-0817
3. Warren County DPW	Dan Smith	518-232-4279

The attached Corporate Resolution, Bidder Certification, and Iran Divestment Act form must be completed and signed and made a part of this bid proposal.

Please mark clearly on SEALED envelope - **WC 39-17 Routine Maintenance of Northern Warren County Sheriff's Office Vehicles**

DATE: JUNE 8, 2017

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING

WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S OFFICE VEHICLES

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 196, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

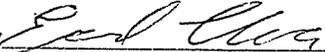
- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- (c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

Individual Bidder

Co-Partnership

By _____
Partner

Clear Repairs, Inc. dba Smith's Garage
Corporation

By 
President

DATE: JUNE 8, 2017

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING

WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S OFFICE VEHICLES

CORPORATE RESOLUTION

RESOLVED that Clear Repairs, Inc. dba Smith's Garage
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

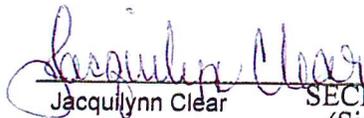
WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S OFFICE VEHICLES
(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by _____

Clear Repairs, Inc. dba Smith's Garage Corporation at a meeting of its Board of Directors held on the 26th Day of May, 2017, and is still in force and effective on this 26th Day of May, 2017.

N/A - (No Corporate Seal)
(SEAL OF CORPORATION)



Jacquelyn Clear SECRETARY
(Signature)

DATE: JUNE 8, 2017

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING

WC 39-17 - RE-BID ROUTINE MAINTENANCE OF NORTHERN WARREN COUNTY SHERIFF'S OFFICE VEHICLES

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Jacquilynn Clear, being duly sworn, deposes and says that he/she is the Vice President of the Clear Repairs, Inc. dba Smith's Garage Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

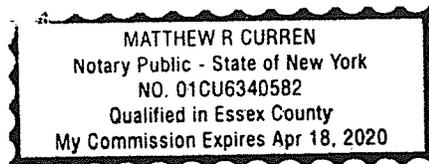
Handwritten signature of Jacquilynn Clear over a line, with the word SIGNED printed below.

SWORN to before me this

2nd day of June 2017

2017

Notary Public: [Handwritten signature]



SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
 Out-of-State (Requires Board resolution)

The Public Safety Committee hereby authorizes Patrol Officer James H. Banish
(Supervisory Committee) (Employee Name)

to attend Post Critical Goal of the Training
(Name of meeting or organization)

at The Lighthouse, 5503 Lexington, South Carolina on July 17 - 19, 2017
(Address) (Dates)

Meeting/Convention Cost: \$0.00 Mode of transportation to be used: American Airlines
(County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:
Training is in South Carolina.

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting or convention including cost. Total Cost of Travel \$ 694.11
(travel and meeting/convention cost)

For Overnight Travel

Room rate \$ 0.00 GSA* Rate \$ _____

Funding in Budget? Y N

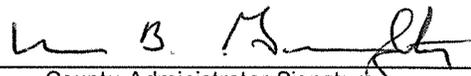
Meal costs - GSA* per diem rate \$ 59.00 Budget Code: A.3110 444
* www.gsa.gov

Date: 7/10/2017



Department Head Signature

Date: 7/25/2017



County Administrator Signature

Date: 7/25/2017



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**

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds 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 Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

POST CRITICAL INCIDENT SEMINAR (PCIS) XXXIV

Fact Sheet

July 17-19, 2017

The Overall Goal of the Training: turning vulnerability into strength through learning, utilizing and offering peer support. This is an experiential workshop for officers who have "been there". Despite the best support immediately following a critical incident, there can be long lasting effects. Going through a critical incident is like crossing a fence, with no opportunity to jump back. A critical incident can rupture an officer's basic worldview. You are vulnerable and have to emotionally come to grips with a reality that the uninitiated cannot understand. The job, the street, and one's weapon are perceived differently. The PCIS will provide education on trauma, patterns of resolution, and field-tested coping strategies to promote recovery and resilience. Peer support is an important element of the PCIS. Discussion of incidents with fellow officers who have "been there" promotes normalization and recovery. This format originated with the FBI in the 1980's. SCLEAP has been hosting the PCIS in South Carolina since January 2000.

What is a Critical Incident? A Critical Incident is any event that results in an overwhelming sense of vulnerability and/or loss of control. These include line of duty shootings, getting shot or seriously hurt on the job, high speed pursuits that end in tragedy, events that bring prolonged and critical media attention, personal tragedies and the like.

What will I get out of this? An opportunity to share one's experience with one's peers, give and receive support, sessions with law enforcement related mental health professionals utilizing proven trauma recovery methods, and learn coping strategies that will enable recovery from past critical incidents and strengthen one's ability to deal with future incidents.

Training slots are limited. We may not be able to include everyone who wishes to participate in the program. We are planning a PCIS which will include up to 35 officers. As the course fills up a waiting list will be started. The facilitators will be law enforcement peers, mental health professionals and law enforcement chaplains. This is a program which will be offered to any sworn officers in the state, including but not limited to: SLED Agents, SCDNR Officers, SCDPS officers, SCDPPPS Agents, other State Police personnel, Sheriff's Deputies, Officers from local PD's and Federal Agents.

Spouses/significant others and 911 Telecommunicators are invited to attend the 2017 PCIS offerings.

Date: July 17-19, 2017 **Location:** The Lighthouse, 5503 Sunset Drive, Lexington, SC 29072

Re-certification credit is available through SCCJA for sworn officers. For more information call J. Eric Skidmore: 803-252-2664 or cell 803-206-8961. Sponsor: The South Carolina Law Enforcement Assistance Program

Recommended Hotel: Holiday Inn Express, 131 Innkeeper Drive, Lexington, SC 29072

Phone: 803-808-0800

(Sending Agencies Responsible for Reservations and Payment for Participating Personnel)

Post Critical Incident Seminar 34
Columbia, South Carolina
July 17-19, 2017

We will gather each day at 8:00 a.m. for coffee and fellowship with Seminar beginning at 8:30 a.m. on Monday July 17, 2017

Breaks will be taken approximately every hour or as needed.

Day 1: Monday

Gathering/Registration/Coffee

Introduction of Program

- Opening Remarks by Clinical Director and Host
- History and Overview of the PCIS Model
- Meet the PCIS Team
- EMDR (“What is it? How do I sign up? Testimony!”)
- Confidentiality and Ground Rules
- Housekeeping/Schedule

Break

Team Stories

Impact of Events Scale/Beck Scales

“Critical Incident Summaries”

Lunch On-Site

“Critical Incident Summaries”

Supper On-Site

We may extend into the evening after supper if we have not yet heard all the Critical Incident Summaries.

Day 2: Tuesday

“Phases of Emotional Recovery”

Break

Small Group Discussion/EMDR Offered/Medical Massage Offered

Lunch On-Site

Continued small group discussion if needed

Psyche of Survival” –ATF Trng. Video (for those who have completed group)

“Law Enforcement Relationships”

Break

“Cops, Docs and Medicine”

Break

“A Cop’s Story About Drinking”

Steak Dinner/Group Meal

Voluntary Prayer Service

Day 3: Wednesday

Gathering/Coffee/Fellowship

Lecture: “Fear/Coping”

Small Group Discussions

Lunch On-Site

“Man’s Search for Meaning”

Charlie Plumb Video

Break

Round Robin Discussion, Evaluation, Departure (normal end time is approx.. 4:00 pm)



Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

How to find total M&IE for travel in the continental U.S.

How to find M&IE breakdown by meal for travel in the continental U.S.

1. Determine the location where you will be working while on official travel.
2. Look up the location-specific information at www.gsa.gov/perdiem.
3. In the per diem rates table provided, find the row for your specific location and note the amount listed in the last column for "M&IE." This is the total daily M&IE for your specific location. See example below.

Location	Per Diem Rate	M&IE (5)
Alaska	\$100	\$59

4. Match the amount noted in the previous step to the "M&IE Total" in the table below. This row contains the M&IE information pertinent to your specific travel location.

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

How to find M&IE breakdown by meal for foreign and outside the continental U.S. (OCONUS) travel - Visit FTR Appendix B. Note: Appendix B breakdowns do not apply to any locations in the continental U.S.; use the table listed above.

The shortcut to this page is www.gsa.gov/mie.

RATE THIS PAGE



U.S. General Services Administration

FY 2017 Per Diem Rates for ZIP 29072

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2016 - September 2017 within the zip code: 29072. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2016 Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Columbia	Richland / Lexington	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$59

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



Receipt for Columbia

Jul 16, 2017 - Jul 20, 2017

Itinerary # 7279211131218

Booked Items

Flight: Albany (ALB) to Columbia (CAE)

Depart: 7/16/2017 | Return: 7/20/2017 ,1 round trip ticket

Traveler Information

James Henry Banish - Adult

Cost Summary

Booked Date: Jul 10, 2017

Traveler 1: Adult	\$694.11
Flight	\$694.11
Taxes & Fees	\$0.00

Total: \$694.11

Paid: \$694.11

[MasterCard 4948]

All prices quoted in US dollars.

RESOLUTION REQUEST FORM NO. 18

Request to Transfer or Sell County Equipment

DEPARTMENT NAME: Warren County Sheriff's Office

DATE: 07/25/2017

- (a) Purchaser's Name: **Warren County SPCA**

- (b) Purchaser's Address: **121 Warren Street Glens Falls, NY 12801**

- (c) **Description, Serial Number and/or County Inventory Number of Item being sold:**
1FTNS24W23HA96150 (2003 E-250 Cargo Van)

- (d) Amount:
(1)

- (e) Value of County Equipment being transferred or sold:
\$1,000.00

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: 07-11-2017

- (a) Purpose of Request: **To accept donations for Stop B.W.I.**
- (b) Details: **Set up account TE923.06 Net Assets restricted for other purpose - B.W.I.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **TE923.06 Net Assets restricted for other purpose - B.W.I.**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Sheriff's Office

SIGNED:



DATE: 07/25/2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3150 110	Sheriff's Correction Salaries Regular	A.3150 120	Sheriff's Correction Salaries Overtime	\$125,000.00

Please state reason for transfers requested: Overtime expenses have exceeded budgeted amount.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

Warren County Sheriff's Office

1400 State Route 9
Lake George, New York 12845
(518) 743-2500

Nathan H. York
Warren County Sheriff

Major James A. LaFarr
Office of Professional Standards



Undersheriff C. Shawn Lamouree
Division Commander
Administrative Services Division

Captain Albert L. Maday
Division Commander
Correction Division

Factors contributing to the increase in the Correction Division overtime expenses January – July 2017

Vacancies:

- Have created 763 shifts. This has greatly contributed to the increased OT expenditures
- Even though we have filled (4) positions since January 1st, a new Correction Officer is not counted as part of the minimum staff until they have completed (8) weeks of in service training. This is an additional 160 (8) hour shifts, which must be covered.

Sick Leave:

- There have been 392 shifts of sick leave paid out. Note this doesn't include any 207-C.

207-C:

- There have been 883 shifts of 207-C paid out.
- It should be noted we have (2) Correction Officers who have been out on 207-C since 2011. We have been working with Self Insurance, the County Attorney's Office and Lawrence Paltrowitz to get them retired and off of 207-C. These positions can't be filled, until there retired.

Military Leave:

- There have been 386 shifts of Military Leave paid out. We currently have (2) Correction Officers who have been on deployment. One member left on 01/01/2017 and is not expected to return to duty until 9/30/2017. The other member left on 02/15/2017 and we don't have a return date at this time.

Correction's Academy:

- (2) Correction Officers attended a six week academy creating 60 shifts.

Constant Supervision:

- 2017 January – July, we have had 970 shifts of Constant Supervision (2016 Jan – Jul 543 shifts)
- The dramatic increase in the type of supervision is due to mandated criteria established by the N.Y.S. Commission of Correction. This change took effect 12/21/2016, these changes encompass providing Constant Supervision to inmates who might be suffering withdrawal from Opiates or Synthetic Opiates which were ingested immediately prior (12 hours) to Jail admission.
 - Also this change applies to inmates who have indicated a dependency on alcohol, and who may suffer from Delirium Tremens.