

**Public Safety Committee  
Sheriff's Committee Agenda  
August 22, 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. Notice of Intent to fill vacant position Patrol Officer #39 due to retirement.
  - B. Notice of Intent to fill vacant position of Cook Manager, due to resignation.
  - C. Notice of Intent to fill vacant position of Cook #2, due to promotion.
  - D. Request permission for PO Kevin Yandon and PO John DeCristofaro to Instructor Development School at the Zone 9 LE Academy Plattsburgh.
  - E. Resolution Request to new contract with Powerphone to provide Total Response Protocol software and training for the Communications Center.
- IV. Referral / Pending Items
- V. Topics for Discussion
  - A. We currently have (4) vacancies for Correction Officer and (2) vacancies for Correction Sergeant. We have hired (5) Correction Officers since July 25<sup>th</sup>.
  - B. Corrections Overtime expenses as of 8/17/2017, we have expended \$423,328.
- VI. Motion to adjourn

Attachments:

- #1. Resolution Request Form #12, Notice of Intent to Fill Patrol Officer #39
- #2. Resolution Request Form #12, Notice of Intent to Fill Cook Manager
- #3. Resolution Request Form #12, Notice of Intent to Fill Cook #2
- #4. Authorization to Attend Meeting or Convention
- #5. Resolution Request Form #3, New Contract

# 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.: 31.00

Title of Position: Cook #2 Base Salary of Position: \$33,666.49 Grade:

Filling at Step # (If Known):

Budget code and title: A.3150 Union  Non-Union

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

Employee No: 12933 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

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. *POW 8/22/17*

Human Resources Director has approved this form when initialed. *HT 8/22/17*

### 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. [Signature]* Date *8/22/17*

### 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 C. Thomas* Date *8/22/17*

### 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 *Paucel Melo* Date *8/22/17*

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No.: 31.00

Title of Position: Cook Manager Base Salary of Position: \$38,635.70 Grade:

Filling at Step # (If Known):

Budget code and title: A.3150 Union  Non-Union

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

Employee No: 10417 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

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. *Per 8/22/17*

### 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 *8/22/17*

### 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 *8/22/17*

### 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. Miller* Date *8/22/17*

# 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 #39 Base Salary of Position: \$40,390.00 Grade:

Filling at Step # (If Known):

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

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

Employee No: 9579 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.** *POW 8/22/17*

**Human Resources Director has approved this form when initialed.** *[Signature] 8/22/17*

### 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 *L. B. M. [Signature]* Date *8/22/17*

### 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 *8/22/17*

### 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 Martin* Date *8/22/17*

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 Officers Yandon and DeCristofaro  
(Supervisory Committee) (Employee Name)

to attend Instructor Development School  
(Name of meeting or organization)

at Zone 9 Academy, S. Plattsburgh FD, Rt. 22, Plattsburgh, NY on August 21- September 1, 2017  
(Address) (Dates)

Meeting/Convention Cost: \$300 per Officer Mode of transportation to be used: County Vehicle  
(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. Total Cost of Travel \$ 600.00  
(travel and meeting/convention cost)

**For Overnight Travel**

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

Funding in Budget?  Y  N

Meal costs - GSA\* per diem rate \$ \_\_\_\_\_ Budget Code: \_\_\_\_\_

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

Date: 8/10/2017

  
Department Head Signature

Date: 8/20/17

  
County Administrator Signature

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

  
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.

# Plattsburgh Police Department



## Training Announcement

From: R.L. Santor

Re: Instructor Development

Date: August 21-Sept. 1, 2017

Location: South Plattsburgh Fire Station # 1 Rt. 22, Plattsburgh

The Plattsburgh Police Department will host an Instructor Course on the above dates: The class will be daily from 8:30- 4:30pm, this course is designed to certify officers as general topics instructors for various police related topics- anyone attending class must be willing to make several class presentations and develop a 50 minute final presentation to include a lesson plan.

Class Limit- 15 people

All participants need – Laptop computer with PowerPoint

Cost- \$300.00 per student to Plattsburgh Police Department

Contact: Ron Santor- 518-726-0056

Email- [santor@plattsburghpd.com](mailto:santor@plattsburghpd.com)

# **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: **Provide Total Response Protocol Software and training for the Communications Center.**
- (c) Name of Contractor: **Powerphone**
- (d) Address of Contractor: **1321 Boston Post Road, Madison, CT 06443**
- (e) Contractor's Contact Person and Telephone Number: **Brian Griffin  
(203) 350-0894**
- (f) Has or will the Contract be provided, if so, please attach: **County Attorney has Contract**
- (g) Commencement Date of Contract: **Upon execution by both parties**
- (h) Termination Date of Contract: **To continue unless terminated by either party with or without cause.**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$79,372.00**
  - 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.3020 4033 250 2016-2017 PSAP Grant Technical Equipment**

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



1321 Boston Post Rd  
Madison, CT 06443  
1.800.537.6937

**Quote**

Quote Number: 12301  
Date: 2017-07-25  
Sales Person: Brian Griffin  
Valid Until: 2017-09-25

4	TR601	CACH Training: Call Handler	\$750.00	\$750.00	\$3,000.00
1	TR603	CACH Training: Protocol Builder	\$1,500.00	\$1,500.00	\$1,500.00
1	TR605	CACH Training: Supervisor/QA	\$750.00	\$750.00	\$750.00
1	TR604	CACH Training: Administrator	\$750.00	\$750.00	\$750.00
10	TR600	CACH Installation, Configuration & Testing 6 Workstations in main center, 4 in back-up.	\$1,000.00	\$1,000.00	\$10,000.00

Subtotal: \$16,000.00  
Tax: \$0.00  
Shipping: \$0.00  
Total: \$16,000.00

**Annual Maintenance**

Quantity	Part Number	Product	List Price	Unit Price	Ext. Price	Discount
1	TR606	CACH Annual Support Contract 15% of Protocol Tools Group. Year One Maintenance is included at no additional charge.	\$0.01	\$7,080.00	\$7,080.00	100.00%

Subtotal: \$7,080.00  
Discount: \$7,080.00  
Discounted Subtotal: \$0.00  
Tax: \$0.00  
Shipping: \$0.00  
Total: \$0.00

**Grand Total**

Currency: USD Subtotal: \$86,452.00  
Discount: \$7,080.00  
Discounted Subtotal: \$79,372.00  
Tax Rate: 0.00% Tax: \$0.00  
Shipping Provider: Shipping: \$0.00  
Total: \$79,372.00



1321 Boston Post Rd  
 Madison, CT 06443  
 1.800.537.6937

**Quote**

Quote Number: 12301  
 Date: 2017-07-25  
 Sales Person: Brian Griffin  
 Valid Until: 2017-09-25

Bill To	Ship To
Mr. Larry Jeffords Warren County Sheriff's Department 1400 State Route 9 Lake George, NY 12845	Mr. Larry Jeffords Warren County Sheriff's Department 1400 State Route 9 Lake George, NY 12845

**Certification Training**

Quantity	Part Number	Product	List Price	Unit Price	Ext. Price
4	TRCAC	Certification: Call Assessment Call Assessment for 4 people.	\$329.00	\$329.00	\$1,316.00
		*Price presumes training is completed within 30 days from the date of registration.*			
24	TROCCC	Certification: Combined Certification Online Certification courses in Emergency Medical, Fire Service, and Law Enforcement Dispatch. *Price presumes training is completed within 60 days from the date of registration.*	\$729.00	\$619.00	\$14,856.00

Subtotal: \$16,172.00  
 Tax: \$0.00  
 Shipping: \$0.00  
 Total: \$16,172.00

**Protocol Tools**

Quantity	Part Number	Product	List Price	Unit Price	Ext. Price
1	TR100	CACH Single Server License	\$5,000.00	\$5,000.00	\$5,000.00
6	TR101	CACH Call Handler License	\$3,500.00	\$3,500.00	\$21,000.00
6	TR200	CACH Integrated Call Handling Protocols	\$1,200.00	\$1,200.00	\$7,200.00
1	TR400	CACH Protocol Builder License	\$3,500.00	\$3,500.00	\$3,500.00
1	TR201	CACH Quality Assurance Manager License	\$3,500.00	\$3,500.00	\$3,500.00
1	TR204	CACH Supervisor/Report Writer License	\$3,500.00	\$3,500.00	\$3,500.00
1	TR501	CACH Application Programming Interface (API) 3rd Party fees not included	\$3,500.00	\$3,500.00	\$3,500.00

Subtotal: \$47,200.00  
 Tax: \$0.00  
 Shipping: \$0.00  
 Total: \$47,200.00

**Professional Services**

Quantity	Part Number	Product	List Price	Unit Price	Ext. Price
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