

Public Safety Committee
Fire Prevention & Building Code Enforcement

Agenda

September 18, 2017

Committee Members , Ronald Conover, Daniel Girard, James Brock, Rachel Seeber, Matthew Simpson, Ron Vanselow, Ron Montesi, Claudia Braymer, Matt MacDonald, Kevin Geraghty

- I. Committee meeting called to order by Chairman Ron Montesi
- II. Motion to approve minutes of prior Committee Meeting
- III. Referral/Pending Items – NONE
- IV. New Business
 1. Proposed 2018 Budget
- V. Information for Discussion/Review -NONE
- VI. Privilege of the floor
- VII. Motion to adjourn

ATTACHMENTS

- III.
 1. Proposed 2018 Budget
 2. 2018 Salary Schedule
 3. 2018 General Liability Assessment
 4. 2018 Internet Cost
 5. 2018 Memorandum of Understanding
 6. 2018 Worker's Compensation Assessment

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
REVENUE						
Department 3620 - Building & Fire Code						
<i>Miscellaneous & Local Source</i>						
2770	Other Unclassified Revenue	1,753.00	1,000.00	1,000.00	1,313.00	1,500.00
	<i>Miscellaneous & Local Source Totals</i>	<u>\$1,753.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$1,313.00</u>	<u>\$1,500.00</u>
<i>Licenses & Permits</i>						
2590	Building Permits	202,549.00	176,000.00	176,000.00	127,012.00	182,000.00
	<i>Licenses & Permits Totals</i>	<u>\$202,549.00</u>	<u>\$176,000.00</u>	<u>\$176,000.00</u>	<u>\$127,012.00</u>	<u>\$182,000.00</u>
	Department 3620 - Building & Fire Code Totals	<u>\$204,302.00</u>	<u>\$177,000.00</u>	<u>\$177,000.00</u>	<u>\$128,325.00</u>	<u>\$183,500.00</u>
	REVENUE TOTALS	<u>\$204,302.00</u>	<u>\$177,000.00</u>	<u>\$177,000.00</u>	<u>\$128,325.00</u>	<u>\$183,500.00</u>

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
	EXPENSE					
	Department 3620 - Building & Fire Code					
	Other Benefits					
840	Workmen's Compensation	5,066.81	5,078.00	5,079.00	5,078.73	5,034.00
861	Retirees Hospitalization	16,018.80	16,542.00	16,542.00	11,181.40	16,764.00
	<i>Other Benefits Totals</i>	\$21,085.61	\$21,620.00	\$21,621.00	\$16,260.13	\$21,798.00
	Department 3620 - Building & Fire Code Totals	\$461,491.05	\$462,199.00	\$471,541.00	\$316,751.54	\$477,143.00
	EXPENSE TOTALS	\$461,491.05	\$462,199.00	\$471,541.00	\$316,751.54	\$477,143.00
	Fund A - General Totals					
	REVENUE TOTALS	\$204,302.00	\$177,000.00	\$177,000.00	\$128,325.00	\$183,500.00
	EXPENSE TOTALS	\$461,491.05	\$462,199.00	\$471,541.00	\$316,751.54	\$477,143.00
	Fund A - General Totals	(\$257,189.05)	(\$285,199.00)	(\$294,541.00)	(\$188,426.54)	(\$293,643.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$204,302.00	\$177,000.00	\$177,000.00	\$128,325.00	\$183,500.00
	EXPENSE GRAND TOTALS	\$461,491.05	\$462,199.00	\$471,541.00	\$316,751.54	\$477,143.00
	Net Grand Totals	(\$257,189.05)	(\$285,199.00)	(\$294,541.00)	(\$188,426.54)	(\$293,643.00)

Budget Breakdown 2018 P&C ins.



Line of Coverage	Annual 2018 Estimate	Increase	2017 Annual	apportionment means	OFA	Tourism	Bldg Codes	Vets
General Liability	\$ 115,014.90		5% \$ 109,538.00	% co budget	\$ 2,283.56			
Healthcare ProfLiab.	\$ 19,260.15		5% \$ 18,343.00	% budget				
Healthcare GL	\$ 1,153.95		5% \$ 1,099.00	% budget				
Property	\$ 70,618.25		5% \$ 67,255.48	% prop sched				
Inland Marine	\$ 40,089.00		5% \$ 38,180.00	% equip sched	\$ -	\$ -	\$ -	
Crime	\$ 8,325.45		5% \$ 7,929.00	all BOS				
LDC Crime	\$ 275.10		5% \$ 262.00	all BOS				
Auto Liability	\$ 78,142.05		5% \$ 74,421.00	per auto, flat		\$ -	\$ 1,187.57	\$ 475.03
Auto PD	\$ 23,341.50		5% \$ 22,230.00	per auto, flat		\$ -	\$ 864.50	\$ 288.17
Law Enforcement	\$ 192,056.55		5% \$ 182,911.00	all WCSD				
Boiler & Machinery	\$ 11,932.20		5% \$ 11,364.00	% B&M sched				
Umbrella	\$ 52,944.15		5% \$ 50,423.00	% co budget	\$ 1,038.48			
Public Officials	\$ 65,337.44		12% \$ 58,337.00	all BOS				
OCP (NYS Dept State)	\$ 262.50		5% \$ 250.00	all BOS				
OCP (Highway work)	\$ 262.50		5% \$ 250.00	all DPW				
Pollution (3 yr)	\$ -		0% \$ -	% poll sched				
Airport Liability	\$ 11,538.45		5% \$ 10,989.00	all Airport				
Employers Liability	\$ 20,528.00		0% \$ 20,528.00	all SIF				
Excess Work Comp	\$ 178,869.99		1% \$ 177,099.00	all SIF				
Flood & Quake	\$ 23,961.00		5% \$ 22,820.00	% prop sched				
NFIP	\$ 3,161.55		5% \$ 3,011.00	all BOS				
Privacy & Security	\$ 15,587.25		5% \$ 14,845.00	all BOS				
Service Fee	\$ 25,000.00		0% \$ 25,000.00	all BOS				
Totals	\$ 957,661.93		\$ 917,084.48		\$ 3,322.04	\$ -	\$ 2,052.07	\$ 763.19

2017 Amount:

\$3,163.85 \$- \$1,954.35 \$726.85

Estimates do not take into account changes to property or autos made since 1/1/17.

2018
Memorandum of Understanding
Between the
Departments of Planning and Community Development
And
Fire Prevention and Building Code Enforcement

The Planning and Community Development Department and the Department of Fire Prevention and Building Code Enforcement propose to enter into a Memorandum of Understanding (MOU) to provide fire safety and property maintenance inspections that are consistent with the requirements of the New York State Uniform Code. This MOU will correspond to the Warren County fiscal year and be effective January 01, of 2018. The following elements are acknowledged by both departments:

- o The Department of Fire Prevention and Building Code Enforcement (DFPBCE) will utilize the services of Planning and Community Departments' (PCD) Housing Cost Coordinator (HCC) to undertake mandated Fire Safety and Property Maintenance Inspections within the communities under the jurisdiction of the DFPBCE (Towns of Bolton, Chester, Hague, Horicon, Johnsbury, Lake George, Lake Luzerne, Stony Creek, Thurman, Warrensburg and the Village of Lake George).
- o The HCC, while performing the duties of Fire Safety and Property Maintenance Inspections will work under the guidance and direction of the Administrator of the DFPBCE. The HCC will remain in the Table of Organization of the PCD. The PCD will cover the cost of the personnel benefits for the HCC, provide a vehicle, cover gas and maintenance charges and provide car insurance. It is expected that the HCC will provide an average of 16 hours of time a week to the DFPBCE and an average of 4 paid inspections per week.
- o The required inspections are outlined in NYCRR Title 19B and Warren County Resolution No. 610 of 2007 and consist of building or structures which: 1. Contain an area of public assembly and shall be performed at least once every twelve (12) months; 2. Buildings or structures being occupied as dormitories and shall be performed at least once every twelve (12) months; and 3. All multiple dwellings not included in (1) and (2) and all non-residential buildings, structures, uses and occupancies not included in (1) and (2) and shall be performed at least once every thirty-six (36) months.
- o The DFPBCE will provide a list of properties needing inspections to the HCC on a monthly basis. Effort will be made to prioritize these inspections based on life safety/public safety issues. It is anticipated that scheduling of inspections will be done between the property owners and the HCC and/or the secretary of the DFPBCE based on geographical areas being covered by the needs of both PCD and DFPBCE.
- o Funds generated by the inspections performed by the HCC will be accounted as revenues to the DFPBCE on the established weekly transmittal form. Warren County has allocated \$18,000.00 in Contractual Fees in the DFPBCE 2015 budget for the staff services required to complete the fire safety and property maintenance inspections. The PCD will supply an accounting of the hours the HCC has provided to the DFPBCE on a bi-weekly schedule starting January 1,

2018 Assessments	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2018 Total Assessment	Year 2017 Assessment
Participant:						
Towns/Village/City:						
Glens Falls	\$ 57,003.95	\$ -	\$ -	\$ 229,600.55	\$ 286,604.50	\$277,057.02
Bolton	\$ 9,810.61	\$ -	\$ -	\$ 17,790.69	\$ 27,601.30	\$23,389.81
Chester	\$ 8,505.98	\$ -	\$ -	\$ 3,664.59	\$ 12,170.57	\$12,140.50
Hague	\$ 3,493.95	\$ -	\$ -	\$ 6,137.20	\$ 9,631.16	\$9,922.35
Horicon	\$ 5,022.29	\$ -	\$ -	\$ 8,193.24	\$ 13,215.53	\$15,715.98
Johnsburg	\$ 5,912.23	\$ -	\$ -	\$ 36,638.89	\$ 42,551.11	\$37,135.19
Lake George	\$ 10,908.27	\$ -	\$ -	\$ 24,279.95	\$ 35,188.22	\$33,816.71
Luzerne	\$ 6,556.03	\$ -	\$ -	\$ 30,357.34	\$ 36,913.37	\$36,164.38
Stony Creek	\$ 3,050.72	\$ -	\$ -	\$ 8,724.53	\$ 11,775.25	\$13,031.08
Thurman	\$ 2,126.74	\$ -	\$ -	\$ 10,866.81	\$ 12,993.55	\$13,399.54
Warrensburg	\$ 7,003.75	\$ -	\$ -	\$ 9,659.72	\$ 16,663.48	\$15,884.59
Village of Lake George	\$ 8,095.32	\$ -	\$ -	\$ 19,822.91	\$ 27,918.23	\$28,532.65
Other than Towns:						
SUNY Adirondack	\$ 98,952.28	\$ -	\$ -	\$ 14,861.55	\$ 113,813.82	\$129,409.79
Crandall Library	\$ 10,351.69	\$ -	\$ -	\$ 1,521.68	\$ 11,873.37	\$12,837.93
LG/LC Regional Planning	\$ 1,748.12	\$ -	\$ -	\$ 162.12	\$ 1,910.24	\$2,182.87
County Departments:						
WC Administrator	\$ 1,147.37	\$ -	\$ -	\$ -	\$ 1,147.37	\$1,640.05
WC Attorney	\$ 1,832.53	\$ -	\$ -	\$ -	\$ 1,832.53	\$1,923.85
WC Auditor	\$ 399.66	\$ -	\$ -	\$ -	\$ 399.66	\$526.26
WC Bd of Elections	\$ 1,566.83	\$ -	\$ -	\$ 7,854.63	\$ 9,421.46	\$9,320.31
WC Bldg Codes	\$ 1,610.96	\$ -	\$ -	\$ 3,423.03	\$ 5,033.99	\$5,078.73
WC Civil Service	\$ 1,099.21	\$ -	\$ -	\$ 0.00	\$ 1,099.21	\$932.86
WC Clerk	\$ 4,171.88	\$ -	\$ -	\$ 31.14	\$ 4,203.03	\$4,986.50
WC Data Processing	\$ 2,123.75	\$ -	\$ -	\$ 16.74	\$ 2,140.48	\$2,790.54
WC District Attorney	\$ 5,886.81	\$ -	\$ -	\$ -	\$ 5,886.81	\$6,455.16
WC DPW	\$ 22,709.50	\$ -	\$ -	\$ 86,334.45	\$ 109,043.95	\$97,667.34
WC DPW - Airport	\$ 1,252.82	\$ -	\$ -	\$ 337.24	\$ 1,590.07	\$1,897.69
WC DPW - Bldg & Ground	\$ 3,064.82	\$ -	\$ -	\$ 8,507.95	\$ 11,572.77	\$11,431.09
WC DPW - Up Yonda	\$ 792.37	\$ -	\$ -	\$ 527.89	\$ 1,320.26	\$904.88
WC E&T	\$ 2,223.41	\$ -	\$ -	\$ 5,429.72	\$ 7,653.13	\$7,351.96
WC Health Services	\$ 15,756.97	\$ -	\$ -	\$ 13,863.99	\$ 29,620.95	\$33,329.16
WC Historian	\$ 70.13	\$ -	\$ -	\$ -	\$ 70.13	\$59.26
WC Human Resources	\$ 674.62	\$ -	\$ -	\$ -	\$ 674.62	\$700.35
WC Legal Def	\$ 354.42	\$ -	\$ -	\$ -	\$ 354.42	\$368.99