

County Facilities Committee
Fire Prevention & Building Code Enforcement Agenda
July 24, 2024

COMMITTEE MEMBERS: Supervisors Bruno, Geraci, Conover, Diamond, Strough, Magowan, Thomas, Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board

- I. Committee meeting called to order by the Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
- IV. Discussion Items: None
- V. Referrals/Pending Items:
 1. Employee Retirements
- VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)
- VII. Motion to Adjourn

Attachments:

1. LaBella Email & Hourly Rates

Wallace, Charles

From: Campagnola, Richard <RCampagnola@LaBellaPC.com>
Sent: Friday, July 12, 2024 12:06 PM
To: Wallace, Charles
Subject: Warren County Fire Safety & Property Maintenance Third Party Inspection Services
Attachments: 20240712 Building Code & Life Safety Services - FEE SCHEDULE.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Charles,

In accordance with your request, attached is our current fee schedule and charge rates for Building Code and Life Safety Services. As we discussed, LaBella is performing third party contracted services for multiple municipalities throughout the state, including the City of Glens Falls. Our staff of certified code enforcement officials are well versed in the requirements of the Fire Code and Property Maintenance Code of New York State necessary to perform the in-person inspections for all applicable occupancies under the County's jurisdiction.

As I mentioned, we typically provide these services on an hourly basis, from our office location within the county in the City of Glens Falls. The total cost of the inspections however will vary depending on several factors, such as availability of record information for each property, and completeness of required testing and inspection reports furnished by the Owner prior to the inspection. On average, our costs may typically run between \$225-\$250 per site, assuming multiple sites can be scheduled per visit, subject to the type/number of occupancies and size of the facility.

If you have any questions or require additional information concerning our qualifications necessary to satisfy your requirements, please do not hesitate to contact me directly. We look forward to the opportunity to be of further service to the County under our current Agreement.

Thank you,

Richard A. Campagnola, RA, NYSCCEO
LaBella Associates | Manager, Building Code & Life Safety Services



518-266-7359 direct
518-265-3288 cell
518-273-0055 office
4 British American Blvd.
Latham, NY 12110
labellapc.com

HOURLY RATES

Title 2024 Billing Rate

BUILDING CODE & LIFE SAFETY SERVICES

| | |
|---|----------|
| Vice President, Regional Manager Edward Larkin, PE, NYSCCEO | \$195.32 |
| Architect II/Building Code Manager Richard Campagnola, RA, NYSCCEO | \$187.45 |
| Engineer IV Lanson Cosh, PE, NYSCCEO | \$156.00 |
| Senior Building Code Consultant John Adams, NYSCCEO | \$137.50 |
| Building Code Consultant III Patricia O'Leary, NYSCCEO | \$122.85 |
| Technician IV Christopher Maeder, NYSCCEO | \$116.88 |
| Building Code Consultant II Graham Kenney, NYSCCEO | \$113.00 |
| Building Code Consultant I Michael Ruffinen, NYSCCEO | \$108.18 |
| Project Coordinator II Rachel Shaw | \$100.09 |
| Project Coordinator I Jessica Fleming | \$ 67.50 |

In accordance with the provisions of Part 1203 of Title 19 of the NYCRR an authority having jurisdiction may contract directly with an individual or business entity to perform "building safety inspector enforcement activities" or "code enforcement official enforcement activities" (as those terms are defined in Part 1208 of this Title) on behalf of the authority having jurisdiction, subject to the following conditions:

- 1) Where an authority having jurisdiction contracts directly with an individual or a business entity to perform any building safety inspector enforcement activities on behalf of such authority having jurisdiction, the authority having jurisdiction shall satisfy itself that each individual performing such contracted-for building safety inspector enforcement activities has qualifications comparable to those of a person who has met the requirements of Part 1208 of this Title applicable to building safety inspectors.
- 2) Where an authority having jurisdiction contracts directly with an individual or a business entity to perform any code enforcement official enforcement activities on behalf of such authority having jurisdiction, the authority having jurisdiction shall satisfy itself that each individual performing such contracted-for code enforcement official enforcement activities has qualifications comparable to those of a person who has met the requirements of Part 1208 of this Title applicable to code enforcement officials.
- 3) No agreement shall be made by which building permits, certificates of occupancy, temporary certificates of occupancy, certificates of compliance, orders, appearance tickets, or other similar documents related to administration and enforcement of either or both of the Codes are issued by other than public officers of the authority having jurisdiction.

DIRECT COSTS

Reimbursable expenses are in addition to personnel charges and include expenditures made in the interest of the project for the expenses as listed below:

- Reproduction of reports, drawings, photocopies and blueprints
- Messenger and express service deliveries
- Travel, tolls, and overnight expenses. Auto use will be charged at IRS standard business mileage rate.
- Maps, photographs, ordinances, plans and other documents directly related to and necessary to complete contractual obligations.

SUBCONTRACTORS

Subcontractors work will be billed at actual cost plus 15%.

COURT PROCEEDINGS

All requests for appearance before a Judge or other Officer of the court will be billed on a per diem basis at a rate of \$3,120 per day, plus direct expenses. Other litigation support will be billed at a rate of \$390 per hour, plus direct expenses.

FORENSIC INVESTIGATIONS

Forensic investigations shall be billed at \$525 per hour.

BILLING

Project costs will be billed monthly. Invoices are payable upon receipt. Invoices not paid within 30 days will be assessed a finance charge of 1.5% per month.



RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Building & Fire Code

DATE: 7/25/2024

- (a) Title of Requested Position: Fire Prevention & Building Code Enforcement Officer - PT
(how many hours/week?)
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 17, \$56,356
- (c) Effective Date for New Position*: Subject to full board approval
**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.3620 110
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial AD
- (h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial JA
- (i) Is this a mandated position? YES NO
If yes, please explain:
- (j) Is there expected revenue from this position? YES NO
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

BUILDING AND CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Inspects the construction and repair of buildings and structures and enforces the provisions of local building ordinances and portions of the multiple residence law; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for reviewing and passing on plans and specifications submitted with applications for building permits and for inspecting buildings erected or under construction or repair for compliance with approved plans and specifications, and appropriate laws, codes and ordinances. Employees in this class do not have responsibility for the examination of plans for the construction or for the inspection of large-scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction are necessitated, a municipality must engage a licensed professional engineer or architect. The work is performed under direction of the local legislative body with leeway allowed for exercise of independent judgment in carrying out work details. Supervision is exercised over a small number of technical and clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and requirements of applicable ordinances and laws;
Reviews and passes upon sign and sewage permit applications;
Issues building permits and furnishes prescribed certificates of occupancy upon application;
Explains the requirements of the local building code and the New York State Multiple Residence Law and related laws to building contractors and the general public;
Reviews requests for variances, reviews them and makes recommendations, and presents them to the appropriate Boards;
Issues orders under statutory authority, that unsafe conditions be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Acts as liaison with other agencies on building construction, inspection and related matters;
Assists the Planning Board in technical aspects of their work;
Prepares a wide variety of records and reports;
May review and approve or disapprove various licenses applications.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern principles, practices, materials and tools used in building construction;
Thorough knowledge of the requirements of the local building codes;
Good knowledge of the building trades;
Good knowledge of the New York State Multiple Residence Law;
Working knowledge of the methods and procedures of installing residential commercial and small industrial sewage and waste disposal systems;
Ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public;
Ability to read and interpret plans and specifications;
Ability to be firm but courteous; good powers of observation;
Physical condition suitable to the demand of the position.

MINIMUM REQUIREMENTS:

- A) Bachelor's degree in engineering or architecture; or
- B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of responsible experience in building construction work; or
- C) An equivalent combination of training and experience as described above.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Building & Fire Code

SIGNED:



DATE: 7/26/2024

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|---|----------------|---|---------------|
| A.3620 110 | Fire Prevention & Building Code Enforcement Officer | A.3620 130 | Fire Prevention & Building Code Enforcement Officer | \$18,786 |

Please state reason for transfers requested:
Funds are being transferred to create a Part-Time Position

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.