

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PUBLIC SAFETY**

**DATE: SEPTEMBER 21, 2020**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: LEGGETT  
SIMPSON  
BRAYMER  
DIAMOND  
DRISCOLL  
SEEBER

**OTHERS PRESENT:**

CHARLES WALLACE, ADMINISTRATOR, FIRE PREVENTION AND BUILDING  
CODE ENFORCEMENT OFFICE  
REPRESENTING THE OFFICE OF EMERGENCY SERVICES:  
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR  
JENNIFER RAMSEY, OFFICE SPECIALIST  
REPRESENTING THE SHERIFF'S DEPARTMENT:  
JIM LAFARR, SHERIFF  
TERRY COMEAU, UNDERSHERIFF  
FRANK E. THOMAS, CHAIRMAN OF THE BOARD  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
KEVIN B. GERAGHTY, BUDGET OFFICER  
SUPERVISORS BRUNO  
FRASIER  
HOGAN  
MAGOWAN  
MCDEVITT  
STROUGH  
WILD  
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC RELATIONS  
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER  
JEFFREY WOODSELL, DIRECTOR, WEIGHTS AND MEASURES  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR: SHEPLER

*Please note, the following contains a summarization of the September 21, 2020 meeting of the Public Safety Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:*  
<https://www.warrencountyny.gov/gov/comm/Archive/2020/safety/>

*Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". Supervisors Diamond, Driscoll, and Seeber who were physically present, while Supervisors Leggett, Simpson, and Braymer participated by videoconference.*

Mr. Leggett called the meeting of the Public Safety Committee to order at 10:00 a.m.

Copies of the Fire Prevention & Building Code Enforcement, Office of Emergency Services (OES), and Sheriff agendas were distributed to those in attendance, those participating remotely accessed the agendas via the Warren County website. Copies of the agendas are on file with the meeting minutes.

Motion was made by Mr. Simpson, seconded by Ms. Seeber and carried unanimously to approve the minutes of the

previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Charles Wallace, *Administrator, Fire Prevention and Building Code Enforcement Office*, who reviewed his 2021 Budget Request, a copy of which is on file with the minutes.

Mr. Leggett requested Mr. Wallace provide an update on how his Department was doing financially and Mr. Wallace stated the building permit flow was steady and he was hopeful it would continue; however, he noted, there was a shortfall in fire safety inspections due to shutdowns caused by the COVID-19 pandemic. He noted that when he had prepared the budget revenues were \$123,000, but had increased to the current level of \$139,008 with the goal for the end of the year being \$203,000. Mr. Wallace also provided a brief update on gym inspections.

There being no further Fire Prevention & Building Code Enforcement Office business to discuss, privilege of the floor was extended to Brian LaFlure, *Fire Coordinator/Director of the OES*, who presented the following requests:

- 1) To authorize a new contract with Rozell Industries Inc. in an amount not to exceed \$4,875 to fabricate and install a bailout system at the Fire Training Center.

Motion was made by Mr. Driscoll, seconded by Ms. Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a transfer of funds in the amount of \$17,900 from a funding source to be determined to cover a shortfall for annual Hazmat team medical exams.

A brief discussion ensued in regards to the funding source, following which a motion was made by Mr. Simpson, seconded by Ms. Seeber and carried unanimously to approve the request and suggest that the Contingent Account be identified as the source of funding, and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize filling of the County Fire Coordinator - Temp, *Annual Salary \$45.6093 per hour*, position. Mr. LaFlure noted the prior authorization to fill this position was more than six months old and had expired.

Motion was made by Mr. Driscoll, seconded by Ms. Seeber and carried unanimously to approve the request and refer same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill the Vacant Position form is on file with the minutes.*

Continuing to the Information for Discussion portion of the agenda, Mr. LaFlure informed construction of the new OES storage building was complete, with the exception of the overhead doors which still needed to be installed. He noted the blacktop around the building that had originally been cut around the parking lot had been fixed. He stated the electrical work needed to be done before the vehicles could be moved into the building, but he was notified by Kevin Hajos, *Superintendent of Department of Public Works*, that approval of a change order by this Committee was required in order to authorize work and appropriate funding for it; Mr. LaFlure estimated the cost of the electrical work to be around \$6,000. Ryan Moore, *County Administrator*, explained that because the OES fell under the Public Safety Committee it was determined this Committee should approve the work first and refer the matter to the County Facilities Committee for action.

Motion was made by Mr. Simpson, seconded by Ms. Seeber and carried unanimously to approve the changeorder needed to make electrical upgrades to the new OES vehicle storage building at an estimated cost of \$6,000 to be funded from the appropriate capital project and refer same to the County Facilities Committee.

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Continuing with the Information for Discussion portion of the agenda, Mr. LaFlure reviewed the 2021 Budget Request, a copy of which is on file with the minutes.

There being no further OES business to discuss, privilege of the floor was extended to Jim LaFarr, *Sheriff*, who presented the following requests:

- 1) To amend the Departmental Table of Organization and Salary Schedule and create and fill the new position of Patrol Officer-Part-Time, *Hourly Rate \$20.3716*, effective October 15, 2020.

Motion was made by Mr. Simpson and seconded by Ms. Braymer to bring the matter to the floor for a discussion. A lengthy discussion ensued in regards to the need for the service and position following which Mr. Simpson and Ms. Braymer withdrew their motions and the Committee agreed to bring the discussion back at a future date.

- 2) To amend the Department Table of Organization and Salary Schedule and create and fill the new position of Patrol Officer-Part-Time, *Hourly Rate \$20.3716*, effective October 15, 2020.

Ryan Moore, *County Administrator*, reported the previous STOP-DWI Coordinator/Traffic Safety Executive Secretary had resigned in July and the Sheriff's Office had been tasked with the STOP-DWI and Traffic Safety budget, while Assigned Counsel had taken on the Indigent Legal Services Grant. He advised the Sheriff was requesting a new position to assume those additional duties referred to them.

Following a lengthy discussion regarding the need for this position, a motion was made by Mr. Simpson to approve the request as outlined above, but there was no second to the motion. Following more discussion, the Committee agreed not to take any action on the request.

- 3) To authorize a three-year extension of the contract with Black Creek Integrated Systems Corporation in an amount not to exceed \$79,379 (*\$2021 - \$25,937.50; 2022 - \$26,456.25; 2023 - \$26,985.25*) for unlimited hardware and software support of the inmate records management and booking system used in the Warren County Correctional Facility over the term commencing January 1, 2021 and terminating December 31, 2023.

Motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Proceeding to the Topics for Discussion portion of the agenda, Sheriff LaFarr noted there were eighty-three inmates, twenty-four of which were Federal inmates. Sheriff LaFarr concluded his agenda review by presenting the Sheriff's 2021 budget request.

There being no further business to come before the Public Safety Committee, on motion made by Ms. Braymer, seconded by Mr. Driscoll and carried unanimously, Mr. Leggett adjourned the meeting at 11:45 a.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board