

**STEBEN COUNTY PUBLIC SAFETY & CORRECTIONS COMMITTEE**

*Monday, January 4, 2016*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Dan C. Farrand, Chair Kelly H. Fitzpatrick	Aaron I. Mullen, Vice Chair Steven P. Maio	Eric T. Booth
<b>STAFF:</b>	Jack K. Wheeler Noel Terwilliger Cheryl Crocker Brooks Baker Alan Reed	Mitch Alger Tim Marshall Ken Forenz Jim Allard	Nancy Smith David Cole Tina Goodwin Phil Roche
<b>LEGISLATORS:</b>	Joseph J. Hauryski Robin K. Lattimer Scott J. Van Etten	K. Michael Hanna Robert V. Nichols Randolph J. Weaver	Hilda T. Lando Gary D. Swackhamer
<b>OTHERS:</b>	Mary Perham Jeff Smith, <i>The Leader</i>		

**I. CALL TO ORDER**

Mr. Farrand called the meeting to order at 10:00 a.m. and asked Mr. Mullen to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 7, 2015, MEETING MADE BY MR. MAIO. SECONDED BY MR. BOOTH. MOTION CARRIES 4-0-1. (MS. FITZPATRICK ABSTAINED AS SHE WAS NOT IN ATTENDANCE AT THE MEETING)**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 21, 2015, MEETING MADE BY MR. MAIO. SECONDED BY MR. BOOTH. MOTION CARRIES 3-0-2. (MS. FITZPATRICK AND MR. MULLEN ABSTAINED AS THEY WERE NOT IN ATTENDANCE AT THE MEETING)**

**III. DEPARTMENTAL REQUESTS**

A. Sheriff's Office

1. **Monthly Report** – Sheriff Cole distributed his monthly and year-end reports for the Civil Division and the Jail.

2. **Contract Renewals** – Sheriff Cole requested authorization to renew contracts for prisoner housing with Livingston, Chautauqua, Genesee, Ontario and Wyoming counties. The rate is \$85.00 per day, per prisoner.

**MOTION: AUTHORIZING THE SHERIFF TO RENEW CONTRACTS FOR PRISONER HOUSING WITH LIVINGSTON, CHAUTAUQUA, GENESEE, ONTARIO AND WYOMING COUNTIES AT A RATE OF \$85.00 PER PRISONER, PER DAY MADE BY MR. MULLEN. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Personnel

1. **Reclassification – District Attorney’s Office** – Ms. Smith requested authorization to transfer and reclassify one vacant Staff Social Worker position, Grade 15, in the Office of Community Services to two part-time Assistant District Attorneys in the District Attorney’s Office. Each part-time Assistant District Attorney will be paid \$37,000 annually. Mr. Wheeler commented this was discussed during the preparation of the 2016 budget and they are funded.

**MOTION: AUTHORIZING THE TRANSFER AND RECLASSIFICATION OF ONE VACANT STAFF SOCIAL WORKER POSITION, GRADE 15, TO TWO (2) PART-TIME ASSISTANT DISTRICT ATTORNEY POSITIONS IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MR. MULLEN. SECONDED BY MR. MAIO FOR DISCUSSION.**

Mr. Maio asked will both attorneys be handling welfare fraud work? Mr. Baker replied one attorney will be handling welfare fraud and the second will be handling county and local court cases.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Emergency Management Office

1. **Crisis Track** – Mr. Marshall informed the committee that in 2015 the County, with the State, prepared a County Emergency Preparedness Assessment. We looked at 28 different areas. One area that was identified as needing more work was with regard to damage assessment. When we have disasters, a damage assessment is collected across the entire County. We have talked about an automated system to allow jurisdictions to collect data and input it into a system. There is a program available called Crisis Track. This GIS based system will take the GIS data we have and put it into their system. This system has all of the FEMA formulas and once damage information is gathered, the software will complete the FEMA forms. The pricing for a two-year subscription is \$4,800 plus a one-time set-up fee of \$1,200, bringing the total cost to \$6,000. We do have Homeland Security grant funding available for this.

Mr. Marshall stated Cayuga County has put out a bid that included piggyback language. Many of the counties surrounding us are looking at this program. If all of the surrounding counties were to use this system, it would give us the benefit of having seamless tracking along our borders. He requested authorization to enter into a contract with Crisis Track.

Mr. Farrand asked will this tracking system determine the amount of damage for the cost estimates? Mr. Marshall replied yes. Mr. Farrand commented this should be shared with the Soil & Water Conservation District since they do a lot of damage assessment. Mr. Marshall stated once the County signs a contract, the system will be open for use by all municipalities and agencies within the County. He stated that he does anticipate this becoming an ongoing maintenance contract that we would continue to fund with grant money. If there is no grant money, then we would need to look at other ways to fund it from our budget.

**MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO ENTER INTO A CONTRACT WITH CRISIS TRACK FOR USE OF THEIR SYSTEM TO TRACK DAMAGE ASSESSMENTS AT A COST OF \$4,800 FOR A TWO-YEAR SUBSCRIPTION, PLUS A ONE-TIME SET-UP FEE OF \$1,200 MADE BY MR. MULLEN. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Annual Contract Renewals** – Mr. Marshall presented his annual contract renewals for approval. He commented with regard to the Monroe County Medical Examiners contract, that cost is for 45 cases. Anything over that amount, we will be required to pay additional fees. We paid \$94,500 for 2015 and have not yet seen an additional invoice. We are in the process of looking at our caseloads to see where we ended up. If the contract continues in this format, we may need to look at increasing the number of cases. He will report to the committee in February.

Mr. Marshall stated that he is holding off on renewing the Motorola contract as we are in the process of transitioning to the new system. The new system will be under warranty for one year. He will bring that contract for consideration in February.

**MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE TO RENEW THE FOLLOWING CONTRACTS FOR 2016: EMPIRE TELEPHONE - \$1,899; T & K COMMUNICATION - \$6,500; ENVIRONMENTAL EMERGENCY SERVICES (EES) - \$8,400; AND MONROE COUNTY MEDICAL EXAMINERS - \$94,500 MADE BY MR. MULLEN. SECONDED BY MR. BOOTH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. OTHER BUSINESS**

A. **Setting the 2016 Meeting Schedule** – The committee agreed to continue holding monthly meetings on the first Monday of each month, at 9:00 a.m.

B. **Changing the Date of the February Meeting** – Due to the NYSAC Conference in February, the committee agreed to change the date of the February meeting to Monday, February 8, 2016, at 9:00 a.m.

C. **Goals** – Mr. Farrand stated that one of the goals he would like this committee to look at is having Steuben County be a pilot program for County District Courts.

**MOTION: TO ADJOURN MADE BY MR. MULLEN. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***

**\*\*PLEASE NOTE CHANGE\*\*Monday, February 8, 2016\*\*PLEASE NOTE CHANGE\*\*  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Monday, January 25, 2015.**