

# PUBLIC SAFETY COMMITTEE AGENDA

## EMERGENCY SERVICES

January 3, 2023

3:30 PM

- APPROVAL OF MINUTES December 6, 2022
- FINANCIAL
  - YTD Report
- OLD BUSINESS
  - Radio Project
  - CAD Project
  - EMS
  - Fire
- NEW BUSINESS
  - Lease with Motorola for Equipment
- PERSONNEL
  - New Deputy Director
- RESOLUTIONS
  - A37 AUTHORIZE LEASE AGREEMENT FOR STORAGE OF RADIO EQUIPMENT
  - A38 MODIFY 2023 BUDGET AND APPROPRIATION OF FUNDS
  - A39 AUTHORIZE LEASE WITH MOTOROLA SOLUTIONS TO FUND EQUIPMENT P25 RADIO SYSTEM PROJECT
- PROCLAMATIONS – NONE
- ADJOURNMENT

# PUBLIC SAFETY MEETING

December 6, 2022

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, December 6, 2022 at 2:30 PM.

## Present:

Barb Roberts	Legislator
Brian Cain	Director, Probation
Dennis Mullen	Chair, Public Safety
Sheriff Gary Howard	Sheriff's Office
Stew Bennett	Administrative Coroner
Bob Williams	Deputy Director, Emergency Services
William Standinger	Legislator

## Guest:

Cathy Haskell	Legislative Clerk
Peter DeWind	County Attorney

## Absent:

Marte Sauerbrey	Chair, Legislature
Mike Simmons	Director, Emergency Services

## APPROVAL OF MINUTES:

### Approval of November 8, 2022 minutes:

Legislator Roberts made a motion, seconded by Legislator Standinger to approve the November 8, 2022 Public Safety minutes, as written. Motion carried.

## PROBATION – Brian Cain:

### FINANCIAL:

- Budget is on track. Expenditures are at 74.9%.

### OLD BUSINESS:

- Staffing: Civil Service test results are back; have not received scores from Personnel.
- Training: All probation officer trainings to be completed by end of 2022.
- Purchase of new vehicle: Have not received yet, now waiting for two.

### NEW BUSINESS:

- IPPC Technologies: Contract monitors all internet access of probationers; has been forwarded to County Attorney for review.
- Updating Probation Policy and Procedures: Working towards a final copy to be distributed to all probation officers; 25% completed.
- Collaboration with Veteran's Services: Probationer continued to volunteer services after mandated community service hours were completed.

- Succession planning for Probation Supervisor position: Teri Rosenberger plans to retire in 2023.

**PERSONNEL:**

- One vacant Probation Officer 1 position exists.
- One Probation Officer 1 position remains unfunded.

**RESOLUTIONS:**

- Approve a Contract Between the Tioga County Probation Department & the Family & Children's Counseling Services to Provide Adult & Juvenile Sexual Offender Assessment & Treatment Services in the Journey Project

*\*\*Committee agreed to move these resolutions forward*

**OFFICE of EMERGENCY MANAGEMENT – Deputy Director Bob Williams on behalf of Director Mike Simmons:**

**FINANCIAL:**

- Budget is on track.

**OLD BUSINESS:**

- Radio Project: Mike is on his way to Chicago to meet with Motorola & technicians from Capital Area Communications at staging facility in Schaumburg, Illinois December 6 through December 9, 2022. Observation of the assembled radio system to commence so they can determine if any changes are needed. Equipment should be here the week of December 21, 2022.
- CAD Project: Working with State Police to get radios in their cars. Fire Department's response plans are beginning to come in.
- EMS: No changes in coverage. Deputy Fire Coordinator – EMS has been posted.
- Emergency Management: Classes will begin in January 2023. The Threat Assessment Management Plan is due for submission to the State before the end of 2022; awaiting replies.
- Fire: Annual in-service training held at Montour Falls was completed by the County Fire Investigation Team.

**NEW BUSINESS:**

- None

**PERSONNEL:**

- The position of Deputy Director of Emergency Services has been selected, starting in January 2023.

**RESOLUTIONS:**

- Authorize Appointment of Full-Time Deputy Director Position

*\*\*Committee agreed to move these resolutions forward*

**CORONER – Stew Bennett:**

- No monthly report was given.

**RESOLUTIONS:**

- Amend 2022 Budget Contingency Transfer Request

**SHERIFF – Gary Howard:**

**FINANCIAL:**

- Revenues are at \$857,545 which is 133% of the budget. Inmate boarders are at \$406,461 which is 307% of the budget.
- Expenditures are at \$ \$9,818,553 which is 90% of the budget.

**OLD BUSINESS:**

- I Touch Implementation with Black Creek: Installation completed – testing is still ongoing.
- MAT Program: CASAC training completed.
- Jail camera project: Ongoing.

**NEW BUSINESS:**

- CID recording system replacement: Project has begun.
- Microsoft 365: Migration is in progress.
- New carpet in jail pods: Carpet has been installed, two have been completed – no issues.

**PERSONNEL:**

- Update on Vacancies:
  - Civil – one vacant part-time Civil Deputy position.
  - Corrections – six vacant Corrections Officer positions, one is leaving and one potentially leaving – may be down eight Corrections Officer within the month; two vacant part-time Cook positions.
  - Road Patrol –
    - No Deputies on light duty.
    - One Deputy attending Southern Tier Law Enforcement Academy.
    - One vacant Deputy position, waiting for results from Personnel; two unfunded Deputy positions.
  - E911 –
    - One vacant Full Time Dispatcher position.
    - One Dispatcher on maternity leave.
  - Records – all positions are filled.
  - Administration – all positions are filled.

**RESOLUTIONS:**

- Modify 2022 Budget: Amend Resolution 30-22 Project Lifesaver

*\*\*Committee agreed to move these resolutions forward*

**ADJOURNED:**

Meeting was adjourned at 2:48 PM.

Respectfully Submitted,

***Donna Gilligan***

Donna Gilligan

Accounting Associate III – Payroll Tioga County Sheriff's Office

12/06/22

**DRAFT**



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCI	
General Fund	APPROP	ADJUSTS	BUDGET			BUDGET	USE/COL	
<b>A3410 Fire</b>								
A3410 415880	Fire/EMS Reimburse	-5,000	0	-5,000	-2,935.00	.00	-2,065.00	58.7%*
A3410 427010	SEN10 Refunds Of Pr	0	-2,000	-2,000	-2,000.00	.00	.00	100.0%
A3410 433060	State Aid-Homeland	0	0	0	-1,225.00	.00	1,225.00	100.0%
A3410 433060	SEN10 State Aid-Fir	0	0	0	.00	.00	.00	.0%
A3410 433200	State Aid-Emergenc	-20,000	0	-20,000	4,275.00	.00	-24,275.00	-21.4%*
A3410 443050	EMP16 Fed-Aid- EMPG	0	0	0	.00	.00	.00	.0%
A3410 510010	Full Time	0	0	0	.00	.00	.00	.0%
A3410 510020	Part Time/Temporar	31,652	0	31,652	26,187.54	.00	5,464.46	82.7%
A3410 510050	All Other(On Call)	10,000	0	10,000	3,198.14	.00	6,801.86	32.0%
A3410 520020	Audio Visual Equip	3,000	-1,400	1,600	409.27	588.26	602.47	62.3%
A3410 520030	Batteries (Portabl	1,200	0	1,200	.00	.00	1,200.00	.0%
A3410 520080	Clothing	500	0	500	.00	456.00	44.00	91.2%
A3410 520130	Equipment (Not Car	9,000	2,000	11,000	6,736.02	2,896.95	1,367.03	87.6%
A3410 520130	EMP16 Equipment (No	0	0	0	.00	.00	.00	.0%
A3410 520160	Fire & Alarms Equi	400	0	400	344.00	.00	56.00	86.0%
A3410 520190	Nursing Equipment	4,500	1,133	5,633	1,095.46	464.00	4,073.04	27.7%
A3410 520191	Emergency Equipmen	0	626,176	626,176	327,778.60	.00	298,397.86	52.3%
A3410 520215	Personal Protectiv	6,000	7,157	13,157	.00	13,144.19	12.32	99.9%
A3410 521130	SEN10 Equipment (No	5,000	0	5,000	.00	.00	5,000.00	.0%
A3410 530100	Data Processing	0	0	0	.00	.00	.00	.0%
A3410 530141	Gis	0	0	0	.00	.00	.00	.0%
A3410 530300	Legal	0	0	0	.00	.00	.00	.0%
A3410 540000	Contract Expense	0	0	0	.00	.00	.00	.0%
A3410 540070	Car Maintenance	2,000	0	2,000	463.74	.00	1,536.26	23.2%
A3410 540140	Contracting Servic	23,000	0	23,000	3,162.00	.00	19,838.00	13.7%
A3410 540140	EMP16 Contracting S	0	0	0	.00	.00	.00	.0%
A3410 540140	M7674 Contracting S	0	25,400	25,400	25,400.00	.00	.00	100.0%
A3410 540144	Ems Instructors	10,000	-950	9,050	5,279.62	112.20	3,658.18	59.6%
A3410 540180	Dues	1,200	0	1,200	657.30	.00	542.70	54.8%
A3410 540220	Automobile Fuel	2,000	0	2,000	1,166.80	57.85	775.35	61.2%
A3410 540320	Leased/Service Equ	1,000	0	1,000	917.69	49.51	32.80	96.7%
A3410 540330	Legal Fees	0	0	0	.00	.00	.00	.0%
A3410 540340	Literature	5,000	0	5,000	3,177.28	614.21	1,208.51	75.8%
A3410 540350	Office Equip Maint	500	0	500	97.31	.00	402.69	19.5%
A3410 540360	Meals/Food	100	0	100	.00	.00	100.00	.0%
A3410 540370	Medical Expense	1,000	0	1,000	.00	.00	1,000.00	.0%
A3410 540390	Mileage Expense	4,000	0	4,000	3,116.48	312.59	570.93	85.7%
A3410 540410	Nursing Supplies	1,500	950	2,450	307.42	.00	2,142.58	12.5%
A3410 540480	Postage	250	0	250	67.41	.00	182.59	27.0%
A3410 540485	Printing/Paper	300	0	300	208.50	.00	91.50	69.5%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJUSTMENTS	BUDGET	ACTUAL		BUDGET	USE/COL	
A3410 540560	Repairs	1,500	0	1,500	120.96	26.88	1,352.16	9.9%
A3410 540620	Software Expense	500	0	500	.00	.00	500.00	.0%
A3410 540630	Stationery Supplie	1,500	0	1,500	699.47	493.52	307.01	79.5%
A3410 540640	Supplies (Not Offi	1,500	0	1,500	134.40	.00	1,365.60	9.0%
A3410 540660	Telephone	2,000	0	2,000	889.70	.00	1,110.30	44.5%
A3410 540731	Training/State Req	0	0	0	.00	.00	.00	.0%
A3410 540733	Training/All Other	2,500	0	2,500	1,292.18	.00	1,207.82	51.7%
A3410 581088	State Retirement F	7,587	0	7,587	9,088.24	.00	-1,500.92	119.8%*
A3410 583088	Social Security Fr	2,246	0	2,246	2,132.53	.00	113.93	94.9%
A3410 584088	Workers Compensati	4,898	0	4,898	3,824.55	.00	1,073.47	78.1%
A3410 584588	Life Insurance Fri	0	0	0	.00	.00	.00	.0%
A3410 585088	Unemployment Insur	0	0	0	.00	.00	.00	.0%
A3410 585588	Disability Insuran	0	0	0	.26	.00	-.26	100.0%*
A3410 586088	Health Insurance F	0	0	0	98.51	.00	-98.51	100.0%*
A3410 588988	Eap Fringe	59	0	59	43.73	.00	14.95	74.5%

### A3640 Emergency Mgmt Office

A3640 427010	COVID Refunds Of Pr	0	0	0	.00	.00	.00	.0%
A3640 433080	State Aid-C837990	0	0	0	.00	.00	.00	.0%
A3640 435100	COVID State Aid-Fem	0	0	0	.00	.00	.00	.0%
A3640 436574	Hazard Mitigation	0	0	0	.00	.00	.00	.0%
A3640 443050	Federal Aid-Civil	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP16 Federal Aid-C	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP17 Federal Aid-C	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP18 Fed-Aid- EMPG	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP19 Fed-Aid- EMPG	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP20 Fed-Aid- EMPG	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP21 Fed-Aid- EMPG	0	0	0	.00	.00	.00	.0%
A3640 443050	EMP22 Fed-Aid- EMPG	0	0	0	.00	.00	.00	.0%
A3640 445100	COVID Federal Aid-F	0	0	0	.00	.00	.00	.0%
A3640 510010	Full Time	75,909	0	75,909	74,892.50	.00	1,016.50	98.7%
A3640 510020	Part Time/Temporar	29,324	0	29,324	35,265.25	.00	-5,941.25	120.3%*
A3640 510030	Overtime Pay Only	10,000	0	10,000	3,105.74	.00	6,894.26	31.1%
A3640 510050	All-Other(On Call,	0	0	0	.00	.00	.00	.0%
A3640 520090	Computer	0	0	0	.00	.00	.00	.0%
A3640 530100	Data Processing	0	0	0	.00	.00	.00	.0%
A3640 530300	Legal	0	0	0	.00	.00	.00	.0%
A3640 530330	Shared Services -P	0	0	0	.00	.00	.00	.0%
A3640 540000	Contract Expense	0	0	0	.00	.00	.00	.0%
A3640 540010	Advertising	700	-402	298	.00	.00	297.62	.0%
A3640 540070	Car Maintenance	2,000	402	2,402	1,205.42	.00	1,196.96	50.2%
A3640 540090	Clothing	500	0	500	192.00	246.00	62.00	87.6%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP.	ADJUSTMTS	BUDGET	ACTUAL		BUDGET	USE/COI.
A3640 540140 HME17 Contracting S	0	0	0	.00	.00	.00	.0%
A3640 540141 Gis Create & Maint	0	0	0	.00	.00	.00	.0%
A3640 540180 Dues	0	0	0	.00	.00	.00	.0%
A3640 540220 Automobile Fuel	2,500	0	2,500	2,483.69	.00	16.31	99.3%
A3640 540360 COV19 Meals/Food	0	0	0	.00	.00	.00	.0%
A3640 540390 Mileage Expense	0	0	0	.00	.00	.00	.0%
A3640 540420 Office Supplies	500	0	500	.00	.00	500.00	.0%
A3640 540420 COV19 Office Suppli	0	0	0	.00	.00	.00	.0%
A3640 540510 Radio Repairs	500	0	500	.00	.00	500.00	.0%
A3640 540540 Reimbursements	0	0	0	.00	.00	.00	.0%
A3640 540560 Repairs	500	0	500	.00	.00	500.00	.0%
A3640 540581 Security Systems &	0	0	0	.00	.00	.00	.0%
A3640 540640 COV19 Supplies (Not	0	0	0	.00	.00	.00	.0%
A3640 540660 Telephone	3,000	0	3,000	1,208.00	79.99	1,712.01	42.9%
A3640 540733 Training/All Other	1,000	0	1,000	129.96	.00	870.04	13.0%
A3640 581088 State Retirement F	0	0	0	5,483.18	.00	-5,483.18	100.0%*
A3640 583088 Social Security Fr	7,413	0	7,413	7,860.32	.00	-447.40	106.0%*
A3640 584088 Workers Compensati	2,398	0	2,398	3,962.72	.00	-1,565.08	165.3%*
A3640 584588 Life Insurance Fri	0	0	0	.00	.00	.00	.0%
A3640 585088 Unemployment Insur	0	0	0	.00	.00	.00	.0%
A3640 585588 Disability Insuran	68	0	68	67.86	.00	.00	100.0%
A3640 586088 Health Insurance F	25,721	0	25,721	25,254.32	.00	466.18	98.2%
A3640 588988 Eap Fringe	29	0	29	45.30	.00	-16.79	158.9%*





# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL.
GRAND TOTAL	284,453	658,465	942,918	587,366.37	19,542.15	336,009.86	64.4%

\*\* END OF REPORT - Generated by Rockwell, Diane \*\*

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE  
LEGAL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE LEASE AGREEMENT FOR  
STORAGE OF RADIO EQUIPMENT  
OFFICE OF EMERGENCY SERVICES

WHEREAS: The Office of Emergency Management has been working on a radio tower project with Motorola and the equipment has been shipped and a storage facility needed to be secured to safely store said equipment; and

WHEREAS: A building owned by Weitsman Recycling at 941 NY-38 in Owego, NY has been found to be acceptable for the storage of said equipment; therefore be it

RESOLVED: That the Director of Emergency Management be authorized to sign the lease, after review with the County Attorney, at a cost of \$2,190/month effective December 14, 2022.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -23

MODIFY 2023 BUDGET AND  
APPROPRIATION OF FUNDS  
OFFICE OF EMERGENCY SERVICES

WHEREAS: Legislative approval is needed to modify the 2023 budget and appropriation of funds; and

WHEREAS: The Office of Emergency Services has a need to lease storage space for the ongoing radio tower project equipment and funds need to be appropriated to pay said lease; therefore be it

RESOLVED: That the 2023 budget be modified and appropriation of funds be made as follows:

FROM:	A3021.411401	E911 Surcharge Upgrade	\$26,280
TO:	A3021.540320.E911	Lease/Service	\$26,280

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -23

AUTHORIZE LEASE WITH  
MOTOROLA SOLUTIONS TO FUND  
EQUIPMENT FOR P25 RADIO  
SYSTEM PROJECT  
OFFICE OF EMERGENCY SERVICES

WHEREAS: Equipment for the P25 Radio System Project was ordered and has been received by the Office of Emergency Services, and

WHEREAS: It would be beneficial to the County to enter into a lease with Motorola Solutions to pay for said equipment; and

WHEREAS: Legislative approval is required to authorize such lease; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the County Legislature to sign all lease related paperwork, with Motorola Solutions, upon review of the County Attorney.

**Financial:**

Budget: Within Budget - See attached spreadsheets

**Old Business:****Radio Project:**

Currently we have unofficial agreements with landowners for some of the new tower sites. These sites will be on Andersen Hill in Richford, Bobcat Road (Roundtop Park) in Athens PA, Dodge Road in Spencer and Babcock Road in Nichols. The site that we were attempting to build on or near the Skyview Racetrack has been relocated to the Babcock Farm on Babcock Road in Spencer. This site actually provides better coverage than the Skyview location. This information is going to the County Attorney so his Office can develop lease agreements with the land owners.

There has been no new information regarding the 2022 Targeted Communication Grant.

Lieutenant Bessey, myself, technicians from Capital Area Communications, and Motorola staff travelled to Motorola's staging facility in Shaumburg Illinois on December 6<sup>th</sup> through December 9<sup>th</sup>. Our radio system had been assembled at the staging facility and connected to the Onondaga Core. We had the opportunity to operate and conduct functionality testing of the radio system. The system passed all the tests that were conducted. Following this testing phase the equipment was disassembled, packaged, and shipped. We started receiving shipments of equipment during the week of December 12<sup>th</sup>.

We were able to locate a suitable building to have the radio equipment delivered to and provide secure storage for the duration of the project. The location we found is the old SCI/Harvard building that is currently owned by Adam Weitsman. It has a loading dock, is heated, is alarmed, and has video monitoring. The price for us to rent approximately 2500 square ft is \$2,190 a month. The rental agreement has been reviewed by the County Attorney and resolution to lease is being submitted.

**CAD Project:**

The State Police IT and Communications groups have been working to get the system installed in the State Police cars.

Fire Departments are starting to send us their response plans to us to have mapped and entered into the CAD database.

IT is working to develop a way to allow Fire and EMS units to have access to call information and response plans utilizing the Spillman FLEX modules that are part of the new system.

**EMS:**

No significant changes in county EMS coverage. The same issues continue to exist in regards to manpower shortages.

The position of Deputy Fire Coordinator – EMS has been posted.

Spring EMT Classes are scheduled. Enrollment so far has been good and we expect that we will have enough students to conduct classes.

**Emergency Management:**

Citizens Preparedness class will be held at the Spencer VanEtten High School on January 14<sup>th</sup> 2023 at 1:00 in the afternoon.

The Threat Assessment Management Plan is complete and has been submitted to the State.

There has been a request from the Buffalo area for available snow removal equipment and dump trucks to assist in clearing streets and roadways. Presently there are no municipalities locally who can spare the equipment and manpower to assist.

**Fire:** Emergency Services and Fire Chiefs are working together to develop a Tanker/Tender Task Force Plan to create preestablished groups of Fire Department Tankers who can respond together when they are needed to supply water for firefighting.

**New Business:**

Since there has been no activity regarding the 2022 Targeted Communications Grant and the payment for 30% of the Radio System is due within 30 days after it was shipped to us. The option of Leasing the amount due, \$3,557,413.44, has been discussed. Leasing this amount will permit the county to keep county funds available for parts of the project that cannot be paid for with grant money. Lease payments are also a permissible use of grant money. A resolution to enter into a lease for equipment is being presented.

**Personnel:**

The decision to hire Corrine Corneilius to fill the position of Deputy Director of Emergency Services has been made. Her start date is January 3, 2023.

**Resolutions:**

A37 AUTHORIZE LEASE AGREEMENT FOR STORAGE OF RADIO EQUIPMENT

A38 MODIFY 2023 BUDGET AND APPROPRIATION OF FUNDS FROM

FROM: A3021.411401.E911 Surcharge Upgrade \$26,280

TO: A3021.540320.E911 Lease/Service \$26,280

A39 AUTHORIZE LEASE WITH MOTOROLA SOLUTIONS TO FUND  
EQUIPMENT P25 RADIO SYSTEM PROJECT