

**Public Safety Committee**  
Regular Meeting Minutes – Approved 5-18-17  
Thursday, April 20, 2017 3:30 PM  
Legislature Chambers

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Rich John	Chair	Present	
Peter Stein	Vice Chair	Present	
James Dennis	Member	Excused	
Anna Kelles	Member	Late	3:42 PM
Martha Robertson	Member	Present	
Joe Mareane	County Administrator	Present	
Ray Bunce	Jail Administrator	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Matthew Van Houten	District Attorney	Present	
Kenneth Lansing	Sheriff	Present	
Michelle Pottorff	Chief Deputy Clerk, Legislature	Present	
Lee Shurtleff	Director, Department of Emergency Response	Present	
Christina Dravis	Dispatch Director	Present	
Lance Salisbury	Supervising Attorney, Assigned Counsel Program	Present	

**Call to Order**

Mr. John, Chair, called the meeting to order at 3:38 p.m.

**Changes to Agenda**

There were no changes to the agenda.

**Minutes Approval**

March 16, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Stein, Vice Chair
<b>SECONDER:</b>	Martha Robertson, Member
<b>AYES:</b>	John, Stein, Robertson
<b>EXCUSED:</b>	Dennis, Kelles

**County Administration**

Mr. Mareane reported the magistrates will meet this week to see if there is consensus on implementing centralized arraignment in Tompkins County and he will report back at the next meeting on this.

Ms. Kelles arrived at this time.

**Sheriff's Office**

**Resolution No. - Appropriation from Contingent Fund - Replacement Pay - Sheriff's Office (ID #6943)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anna Kelles, Member
<b>SECONDER:</b>	Martha Robertson, Member
<b>AYES:</b>	John, Stein, Kelles, Robertson
<b>EXCUSED:</b>	Dennis

WHEREAS, the Sheriff's Office had four (4) employees out on disability leave longer than two months, and

WHEREAS, the Fiscal Policy of Tompkins County allows replacement pay to the Department from the Contingent Fund for the period beyond the initial two months, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the Director of Finance be and is hereby authorized and directed to make the following budget appropriation for 2017:

FROM:	A1990.54400	Contingent Fund	\$ 56,406.00
TO:	A3113.51000419	Deputy Sheriff	\$ 13,108.00
	A3150.51000406	Correction Officer	\$ 26,224.00
	A3113.58800	Fringes	\$ 5,690.00
	A3150.58800	Fringes	\$ 11,384.00

**SEQR ACTION:** TYPE II-20

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**Department of Emergency Response**

**Resolution No. - Budget Adjustment to Transfer from the General Fund Balance and Amend the Capital Program, Increasing the Project Cost – 911 Phone System (ID #6961)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Martha Robertson, Member
<b>SECONDER:</b>	Anna Kelles, Member
<b>AYES:</b>	John, Stein, Kelles, Robertson
<b>EXCUSED:</b>	Dennis

WHEREAS, the Department of Emergency Response was awarded a New York State Public Safety Answering Point (PSAP) Consolidation, Improvements and Enhancements Grant (grant) to fund replacement of the 911 telephone system and supporting infrastructure and software in 2014, and

WHEREAS, the multi-year project costs were identified and established at \$598,093 with the

adoption of the 2015 Capital Program, and the grant provided for \$500,000 toward reimbursement of the County's project-related expenditures, and

WHEREAS, by Resolution No. 145 of 2014 the grant was accepted, and the Finance Director was authorized to establish Capital Project 34.16, through which the state-funded project share has been managed, and

WHEREAS, to complete the telephone system improvements and integration of communications systems, the county-approved local share of \$98,093 must be moved to the capital project account, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the 2016-2020 Capital Program be amended to reflect the adopted and intended total project costs of \$598,093 and to reflect a funding contribution of \$98,093 from Tompkins County,

RESOLVED, further, That the Director of Finance be and hereby is authorized to allocate \$98,093 from the Interfund Account to the 911 Phone System Capital Account and amend the following budget lines in 2016:

HI FUND- FIRE & EMS

Increase Revenue Account: HI3416.45031.34.16 - Interfund (A)           \$ 98,093.00  
Increase Expense Account: HI3416.59239.34.16 - 911 Phone System   \$ 98,093.00

A FUND- General Fund

Increase Expense Account: A9576.54802 - Contribution to Construction \$ 98,093.00

**SEQR ACTION:** UNLISTED (Capital Program on file with Clerk of the Legislature, No further action required)

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**Resolution No. - Budget Adjustment to Transfer from the Capital Program for Reimbursement of Related-Operations Costs – Department of Emergency Response (ID #6962)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Stein, Vice Chair
<b>SECONDER:</b>	Anna Kelles, Member
<b>AYES:</b>	John, Stein, Kelles, Robertson
<b>EXCUSED:</b>	Dennis

WHEREAS, on August 20, 2013, by Resolution No. 128, the Tompkins County Legislature accepted a New York State Statewide Interoperable Communications Grant in the amount of \$2,854,312 for purposes of extending and regionalizing interoperable radio communications capabilities, and

WHEREAS, to isolate and properly account for all grant expenditures, including construction costs, Capital Project 34.14 was then established and assigned for fiscal management purposes, and

WHEREAS, authorized and reimbursable program expenditures included salary and fringe benefit costs for staff assigned and dedicated to the development, design, and implementation of the project, and

WHEREAS, these staff costs were charged and properly accounted for within the department's operating budget appropriation lines and will be recaptured from the pending reimbursement, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the Finance Director be and hereby is authorized to transfer necessary funds from the capital project to effectuate reimbursement of the identified and submitted personnel costs, including salary and fringe benefits,

RESOLVED, further, That the following 2016 budget lines be amended and adjusted for these purposes:

HI FUND - FIRE & EMS

Incr. Revenue Account: HI3414.43306.34.14 State Aid Homeland Security	\$ 206,110
Incr. Expense Account: HI3414.59239.34.14 Interoperable Communications	\$206,110

A FUND - GENERAL FUND

Incr. Revenue Account: A3410.42801 Interfund Revenues	\$206,110
Incr. Expense Account: A3410.51000 Regular Pay	\$ 133,147
A3410.58800 Fringes	\$ 72,963

**SEQR ACTION: TYPE II-20**

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**Resolution No. - Appropriation from Contingent Fund – Replacement Pay – Department of Emergency Response (ID #6963)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Stein, Vice Chair
<b>SECONDER:</b>	Martha Robertson, Member
<b>AYES:</b>	John, Stein, Kelles, Robertson
<b>EXCUSED:</b>	Dennis

WHEREAS, the Department of Emergency Response had an employee out on disability for greater than two months, and

WHEREAS, Tompkins County Fiscal Policy provides limited reimbursements to departments for costs incurred for disabilities of employees, and

WHEREAS, when a disability occurs within a 24-hour per day title that requires minimum staffing, such as in the 911 Center at the Department of Emergency Response, the absence must be backfilled by another employee within that title, typically through use of overtime assignment and pay,

and

WHEREAS, the Department of Emergency Response was subject in 2016 to 800 hours in disability leave by Emergency Services Dispatchers, and

WHEREAS, the Department expended both disability pay for the absences and overtime pay for the backfill in vacancies, thus creating a budgetary shortfall within the payroll for Emergency Services Dispatchers, and

WHEREAS, the Department may apply for contingency funding to cover a portion of the resulting costs, and those costs for Emergency Services Dispatchers amount to \$28,746, and

WHEREAS, the Department covered the additional departmental disability costs and overtime backfill costs exceeding \$45,000 through its management of other budgeted salary and fringe lines, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the Finance Director be and hereby is authorized to make the following adjustment to his books for 2016:

FROM: A1990.54400	Contingent Fund	\$ 28,746
TO: A3410.51400	Disability Pay	\$ 19,728
A3410.58800	Fringes	\$ 9,018

**SEQR ACTION: TYPE II-20**

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Department of Emergency Response Report

Mr. Shurtleff reported an EMS (Emergency Medical Services) Task force created by TCCOG is delving into issues related to providing EMS services throughout the County to address a situation that is due to diminishing volunteers.

The economic structure of our population has flat-lined and there is a national trend in reduced income and increased workloads - she would like to know how much of an impact this has had on the problem.

Ms. Kelles asked that this come back as a future item

**Appointments**

Appointment of OAR Liaison - P. Stein

It was MOVED by Ms. Kelles, seconded by Ms. Robertson, and unanimously adopted by voice vote by members present, to appoint Mr. Stein as the liaison to OAR (Opportunities, Alternatives, and Resources). MOTION CARRIED.

**Presentation LEAD Program**

Mr. John distributed a copy of an information sheet on the LEAD program to show where decision points are at this time and how it is proceeding.

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Mr. John said this is an interim report; there is great benefit that could come out of LEAD in how we are dealing with people with low-level criminal problems. It may also help with our Jail population and this is something which we are all looking to accomplish. There are some big holes in the PowerPoint presentation like funding, case management, and what the involvement of the County will be with the City. He stressed that there needs to be flexibility in thinking about this.

It was agreed this would be included on the next agenda.

**Adjournment**

The meeting adjourned at 5:00 p.m.