

JOINT FINANCE AND PUBLIC SAFETY COMMITTEE MEETING MINUTES

OCTOBER 3, 2018

PUBLIC SAFETY COMMITTEE MEMBERS PRESENT: Hicks, Hogan, Haff, O'Brien, Moore, Clary

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: Ferguson

FINANCE COMMITTEE MEMBERS PRESENT: Shaw, Campbell, Shay, Haff, Hicks, O'Brien, Fedler, Moore, Hogan

FINANCE COMMITTEE MEMBERS ABSENT: Idleman, Skellie

SUPERVISORS: Henke, LaPointe, Middleton, Rozell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator  
Public

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 28, 2018
- 3) 2019 Departmental Budget Requests:
  - a) 9:30AM Medical Examiners
  - b) 9:35AM Weights & Measures
  - c) 9:45AM Code Enforcement
  - d) 10:00AM Probation
  - e) 10:15AM District Attorney/Grant Jury
  - f) 10:30AM Alt. Sent./Youth Bureau
  - g) 10:45AM Assign Counsel
  - h) 11:00AM Public Defender
  - i) Sheriff/Jail
  - j) Public Safety/EMS
  - k) Fire Bureau
- 4) Other Business
- 5) Adjournment

Chairmen Hicks and Shaw called the Joint Public Safety and Finance Committee to order at 9:30 A.M.

2019 BUDGET REQUESTS:

DISTRICT ATTORNEY – Tony Jordan, District Attorney, addressed the 2019 budget request:

Expenses: A.1165

Personal Services	\$ 942,074
Equipment	\$ 1,000
Contractual	\$ 58,750
Total	\$ 1,001,824.00

Revenue: \$359,141 up slightly plus anticipate a bail forfeiture and a grant award. Highlights: Handout attached. Forfeiture Funds - Does not budget forfeiture until received and he does submit a forfeiture plan to spend the monies and files annually reports with the federal government, state and various agencies. Personnel Request – 5<sup>th</sup> ADA increase salary for parity with the other attorneys in County and a new 6<sup>th</sup> ADA position for increased in workload. Equipment – flat. Contractual reduced overall 2.6%.

SEALER OF WEIGHTS & MEASURES – Daniel Sullivan, Sealer of Weights & Measures, addressed his 2019 budget requests:

Expense: A.6610

Personal Services	\$47,575
Equipment	\$ 0
Contractual	\$ 7,625

Total	\$55,200
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Revenue: \$1,600. Highlights: Personal Services 2.5% and Contractual - \$30 increase on maintenance contract. The prover, the 100-gallon trailer tank, will probably need replacing; advised the committee of aging equipment and when he brings it in for certification they will advise if there is a problem with it.

CODE ENFORCEMENT – Jim Buxton, Administrator, addressed his 2019 budget requests:  
Expenses: A.3620

Personal Services	\$283,402
Equipment	\$ 2,000
Contractual	\$ 41,600
Total	\$327,002

Revenue: \$129,750.. Highlights: Budget basically flat. They are sending out more renewals. Asked about additional staff to keep up with the workload and Mr. Buxton stated there is not space for additional personnel. Asked if fire inspections could generate revenue for additional personnel and he stated they do not receive revenue for fire inspections

PROBATION – Anthony White, Director, presented his 2019 budget requests,  
Expenses: A.3140

Personal Services	\$ 785,000
Equipment	\$ 1,230
Contractual	\$ 32,200
Total	\$ 818,430

Revenue: \$146,400 Ignition interlock funding increased slightly \$3,600. Comfortable for the total revenue to be \$150,000. Highlights: Equipment – Bullet proof vest might be reimbursed \$600. Discussion on purchasing chairs through central storage. Personnel, handout attached – Turn over has been consistent over the last ten years. Requesting a Probation Officer Trainee and move the staff to 40 hours except clerical. Unsure of Raise the Age funding. The increase in hours from 35 to 40 would be beneficial and reduce the straight time overtime \$28,000 and OT1.5 could increase slightly.

ASSIGNED COUNSEL – Tom Cioffi, Supervising Attorney Assigned Counsel, presented the 2019 budget requests, handout attached:

Expenses: A.1171

**Budget Officer Recommendation**

Personal Services	\$150,981	
Equipment	\$ 2,000	
Contractual	\$813,980	<b>\$817,388</b>
Total	\$966,961	<b>\$970,369</b>

Revenue: \$231,979. **Budget Officer Recommendation \$408,004.** Highlights: Additional funds for conflict overloads. Maintenance costs have increased slightly.

YOUTH BUREAU/ALTERNATIVE SENTENCING – Mike Gray, Director, addressed his 2019 budget request, handout attached:

Expenses: A.7310

**Budget Officer Recommendation**

Personal Services	\$574,950	
Equipment	\$ 1,600	
Contractual	\$207,394	<b>\$206,394</b>
Total	\$783,944	<b>\$782,944</b>

Revenue: \$603,587. Highlights: Net cost going up \$12,000. Highlights: Personnel - On call pay is due to electronic monitoring. Raise the Age – seven different programs that the State has recognized and they can bill for reimbursement. Opportunities for revenue from Raise the Age but they are not in the budget. He will work with Probation to maximize Raise the Age revenue.

PUBLIC DEFENDER – Mike Mercure, Public Defender, presented his 2019 budget requests, handout attached: Expenses: A.1170

Personal Services	\$ 853,135	
Equipment	\$ 15,000	\$1,000
Contractual	\$ 147,500	\$136,000
Total	\$1,015,635	\$990,135

Revenues: \$851,908 Highlights: 7 Full time and 2-part time Attorneys and 4 clerical staff. Equipment – requested \$15,000 and Budget Officer recommendation \$1,000. Requested more for relocating the office. Contractual – Computer \$15,000 reduced to \$3,500 because he already has some of the state required software so was able to reduce per the Budget Officer. Travel other is for training per Hurrell-Herring \$15,000.

SHERIFF – Sheriff Murphy presented his 2019 budget requests:  
Sheriff Expenses A.3110:

Personal Services - A3110.3111 Administration	\$ 415,000 (Administration)	
Personal Services – A3110.3112 Patrol	\$2,660,976 (Patrol)	\$2,610,976
Personal Services – A3110.3113 Part Time	\$ 131,000 (Part Time)	
Personal Services – A3110.3114 Civilian	\$ 211,000 (Civilian)	
Equipment	\$ 0	
Contractual	\$ 639,500	
Total	\$4,057,476	\$4,007,476

Revenues: \$588,815. Budget Officer Recommendation \$583,815. Highlights: Sheriff's SPO is funding from the schools for the Special Patrol Officers.

Jail Expenses: A.3150

Personal Services – Corrections	\$3,141,291	\$3,091,291
Personal Services – Administration	\$ 72,209	
Personal Services – Part Time	\$ 165,000	
Personal Services – Civilian	\$ 304,000	\$274,000
Personal Services – Kitchen	\$ 291,000	
Equipment	\$ 0	
Contractual	\$1,218,200	
Total	\$5,191,700	\$5,111,700

Revenues \$668,000. Budget Officer Recommendation \$718,000. Highlights – The Sheriff has made reductions based on less inmates. Budget officer increased inmate boarding.

TRAFFIC SAFETY BOARD – A.3010 - 2019 budget

Revenue	\$ 0
Expenses	\$4,250

Revenue: \$0.

SPECIAL TRAFFIC A.3315 – 2019 budget

Expenses	\$106,000
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Revenue \$118,000. **Budget Officer Recommendation \$133,000.**

FIRE –Glen Bristol, Fire Coordinator, addressed his 2019 budget requests:

Expenses: A.3410

Personal Services	\$ 53,919
Equipment	\$ 10,000
Contractual	\$ 13,860
Total	\$ 77,779

Revenue: \$400. Highlights – postage, travel are under Public Safety.

EMS – Bruce Mason, EMS Coordinator, addressed 2019 budget requests:

Expenses: A.3625

Personal Services	\$12,152
Equipment	\$ 1,200
Contractual	\$ 1,150
Total	\$14,502

Revenue: \$0. Highlights – Budget basically flat.

PUBLIC SAFETY – Glen Gosnell, Public Safety Director, addressed 2019 budget requests, handout attached:

Expenses: A.3640

Personal Services	\$1,193,887
Equipment	\$ 4,000
Contractual	\$ 265,468
Total	\$1,463,355

Revenue: \$470,886. **Budget Officer Recommendation \$578,886 – increased 911 surcharge revenue and tower rental revenue.** Highlights – Handout attached.

The meeting adjourned at 12:10 P.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

# OFFICE OF THE DISTRICT ATTORNEY

WASHINGTON COUNTY - STATE OF NEW YORK



383 Broadway - Building C  
Fort Edward, New York 12828  
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J. Anthony Jordan  
*District Attorney*

Christian P. Morris  
*First Assistant*

*Assistant District Attorneys*

Devin J. Anderson  
Brandon P. Rathbun  
Joe Frandino  
Taylor Fitzsimmons

Paul R. Frettoloso  
*Investigator*

## 2019 DISTRICT ATTORNEY BUDGET

### REQUEST OVERVIEW

Robin MacNeil  
Laura C. Taylor  
Emily Hull

*Crime Victim Specialists*

Thank you for the opportunity to discuss our budget request for 2019. The landscape of Criminal Justice Prosecution has changed significantly in the past several years. Some of these changes have been positive and some have not. The overall impact has been a significant increase in work load for the office.

For 2019 our .2 requests are the same as 2018. Our 2019 .4 requests represent a 2.6% decrease over 2018. Other items of note are a reduction in the on-call phone costs from \$48,000.00 in the 2018 budget to \$23,400.00 for 2019. A portion of this expense should be covered by Raise the Age reimbursement. These savings off-set partially the new budget item of \$66,150.00 attributed to costs for covering the new Centralized Arraignment Part ("CAP"). CAP was created to address a requirement of the Hurrell-Harring settlement.

Our 2019 Budget requests a new Assistant District Attorney. A detailed outline was submitted to the Personnel Committee. In summary, changes in State Law regarding Audio/Video taped interviews, body cameras, Raise the Age, complexity of Search Warrants, significant increase in use of technology and its impact on investigating and prosecuting cases, and other legislative changes have increased workload greatly.

Furthermore, our caseload has increased significantly since 2016. In 2017 we experienced a 22% increase in felonies over 2016. Year-to-date for 2018 suggests we are on pace to be slightly higher than 2017, indicating that 2017 was not an anomaly. The complexity and seriousness of the crimes has also increased. In the past 14 months we had 3 murders. Our office prosecuted each of the four (4) defendants. Two (2) of the defendants were represented by attorneys appointed by the Assigned Counsels office (18-b) and two (2) retained private counsel. Investigations into serious criminal matters and Appeals have also spiked in recent years.

Grants and revenues from other sources continue to be strong and we always seek other revenue sources. One-time revenue items for 2019 that will benefit our budget and were discovered after our initial submission is a \$10,000.00 Legislative Grant to offset an ADA salary for Domestic Violence initiatives and a \$25,000.00 Bail Forfeiture proceeding.

Lastly, we continue to engage in shared services with neighboring Counties by serving as a Special Prosecutor when necessary. This arrangement saves the Counties hundreds of thousands of dollars each year.



**WASHINGTON COUNTY  
DEPARTMENT OF PROBATION**

383 Broadway  
Fort Edward, NY 12828  
PHONE: (518) 746-2260 FAX: (518) 746-2277

**Anthony M. White**  
Probation Director II

**Albert J. Caprood**  
Probation Supervisor  
**Daniel J. Boucher**  
Probation Supervisor

September 11, 2018

Personnel Committee  
Washington County Board of Supervisors  
383 Broadway  
Fort Edward, NY 12828

Committee,

This month the Washington County Probation Department submitted a request to the Personnel Committee to add one staff member. The employee was listed as a Probation Officer Trainee (Grade 14) at a rate of pay of \$22.17 per hour. This equates to \$40,504.59 for the year of 2019. The figure was submitted at a 35 hour work week as directed. However, this department is submitting a budget specific to the Raise the Age legislation that requests this position and an increase to 40 hours per week for the titles of Probation Assistant, Probation Officer Trainee, Probation Officer, Sr. Probation Officer and Probation Supervisor.

The request is solely based on the new Raise the Age legislation. Our department is expecting a significant increase in volume at the juvenile level that will likely double the juvenile caseload by the end of 2019 and beginning of 2020. The new position will be working directly with this juvenile population which will include intake, adjustment, investigation, court appearances, supervision, etc. All proposed additions are anticipated to have offsetting revenue.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Anthony M. White".

Anthony M. White  
Director

## Washington County Probation Department Training Requirements

The qualifications and training requirements for Probation positions are regulated by the NYS Division of Criminal Justice Services, Office of Probation and Correctional Alternatives (OPCA). In collaboration with counties, OPCA provides a variety of professional development opportunities for new and experienced probation officers.

This training is as follows:

1. **Peace Officer Training.** In New York State, all probation officers are **peace officers**. Peace officer training requires a complete **week** of basic peace officer training approved by the New York State Division of Criminal Justice Services Municipal Police Training Council.
2. **Fundamentals of Probation Practice (FPP).** Within the first six months of employment, probation officers are required to complete a **three week** classroom program: the Fundamentals of Probation Practice (FPP). The OPCA curriculum has been accredited by the American Probation and Parole Association.
3. The **Probation Officer Safety and Survival Training (OSST)** was developed by the NYS DCJS Office of Probation and Correctional Alternatives, the NYS Probation Officers Association, the NYS Council of Probation Administrators and the NYS Division of Parole. The **OSST** is a three day program.

**\*Day one and day two** are designed for all probation officers and topics include Mental and Physical Conditioning, Department Safety, Planning and Preparation for Field Safety, Tactics for Field Safety, and Critical Incidents.

**\*Day three** is designed for officers who carry firearms but participation is open to all officers whether they carry firearms or not. The topics included in day three are: Arrest Process, Transportation of Prisoners, Using Aerosol Spray, and Firearm Safety and Storage.

4. **Initial Course in Firearms and Deadly Physical Force.** Washington County Probation Officers are required to complete **47 hours** of training and qualification approved by the New York State Division of Criminal Justice Services Municipal Police Training Council. The training is conducted by the Washington Sheriff's Department or the New York State Department of Corrections.
5. **Initial Other Weapons and Deadly Physical Force – Aerosol Subject Restraint.** Washington County Probation Officers are required to complete the **2 days** of training approved by the New York State Division of Criminal Justice Services Municipal Police Training Council to carry pepper spray/chemical agents.

➤ *Probation Officers must each obtain 21 hours of approved continuing education annually after the first 12 months of employment.*

**STANDARD SPECIFICATIONS  
FOR  
PROFESSIONAL PROBATION POSITIONS**

**PROBATION OFFICER TRAINEE**

Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences.

**PROBATION OFFICER**

**PROMOTION:** Satisfactory completion of one year service as probation officer trainee.

**OPEN COMPETITIVE:** Graduate degree in social work, education administration, law, sociology, psychology, criminology, or a related field; OR Bachelor's degree and two years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; OR appropriate combination of experience.

**SENIOR PROBATION OFFICER**

**PROMOTION:** Two (2) years of permanent service as probation officer.

**OPEN COMPETITIVE:** Three (3) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or a related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

**PROBATION SUPERVISOR**

**PROMOTION:** Three (3) years of permanent service as probation officer; OR one (1) year of permanent service as a probation officer II or senior probation officer.

**OPEN COMPETITIVE:** Four (4) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

**PROBATION DIRECTOR II**

**PROMOTION:** One (1) year of permanent service as a Deputy Director II, or two (2) years permanent service as a Probation Supervisor.

**OPEN COMPETITIVE:** Three (3) years experience in a supervisory or administrative position in a probation agency.



WASHINGTON COUNTY ASSIGNED COUNSEL OFFICE  
WASHINGTON COUNTY COURTHOUSE

THOMAS CIOFFI, ESQ.  
SUPERVISING ATTORNEY

MARIE, DECARLO-DROST  
ADMINISTRATOR

PATRICIA CONNORS  
CONFIDENTIAL SEC. TO SUPV. ATTY.

BUILDING C, BASEMENT  
383 BROADWAY  
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October 1, 2018

RE: Statement of Achievements and 2018 Goals

During 2018 we continued to work with New York State Office of Indigent Legal Services (ILS) to implement the Hurrell-Harring settlement.

County Law Article 18-b requires each governing body of each County to have in place a plan for providing counsel to those who are indigent. Pursuant to that mandate we along with ILS developed a plan to have a Bar Association sponsored plan. The plan was approved by the Bar Association. It was passed by the Public Safety Committee and by the full Board this past spring.

We have received approximately \$186,438.50 of Hurrell-Harring Caseload relief for this year.

The monies are allotted as follows:

Experts/Consultants/Investigations	\$ 50,000
Attorney Mentoring	\$ 15,000
Second Chair	\$ 7,500
Training	\$ 15,000
Increased Cost	\$ 98,938.50

We have developed protocols as to how the monies will be spent, in consultation with ILS. We will use this money to improve representation of our clients.

Our total budget request is \$968,369.00. We will receive \$413,004.00 in revenue from ILS making the total county Expense \$555,365.00

Thank you for your continued support.

Very truly yours,

Thomas Cioffi

MICHAEL J. MERCURE  
PUBLIC DEFENDER

OFFICE OF THE PUBLIC DEFENDER  
WASHINGTON COUNTY, NEW YORK  
383 BROADWAY, BUILDING B, ROOM 268  
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ASSISTANT PUBLIC DEFENDERS  
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ANNA P. BESSON  
ELAN Y. CHERNEY  
MICHAEL S. MARTIN

BARRY J. JONES  
FIRST ASSISTANT

October 3, 2018

Re: Budget Statement

During 2018 we continued to work with the State Office of Indigent Legal Services (ILS) to implement the Hurrell-Harring settlement, which has contributed to increased spending.

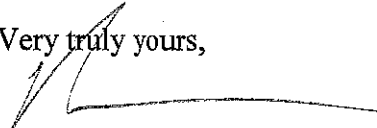
We started two new attorneys and we started two new non-attorney staff members.

We continued the success of Centralized Arraignment and Counsel at First Appearance and the office has started to implement mandated caseload standards.

The total budget request is \$1,015,635.00 and the total payroll is \$853,135.00. The total revenue from the State is \$799,859.00.

Thank you for your continued support.

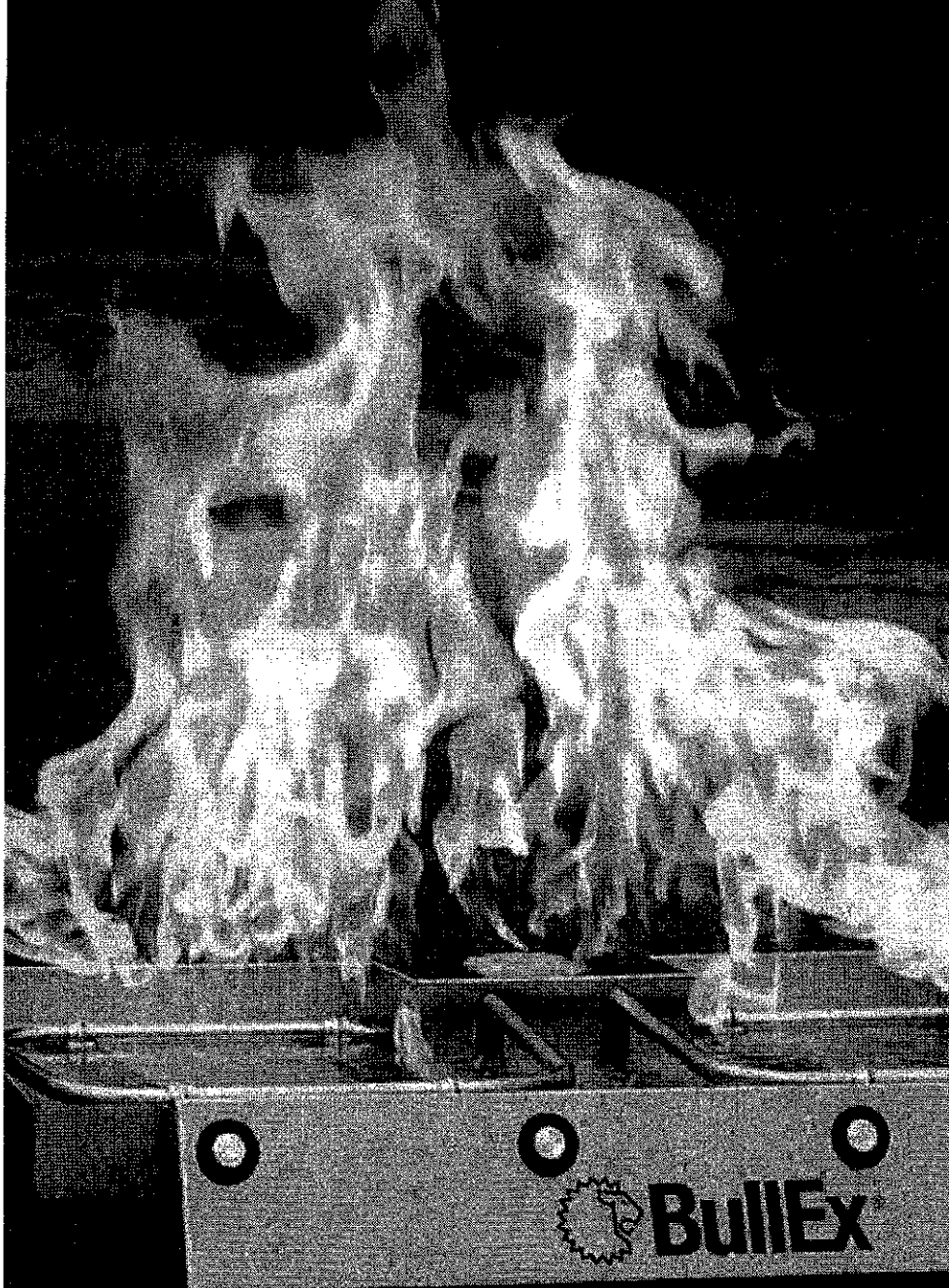
Very truly yours,



Michael J. Mercure

TOTAL TRAINING

# INTELLIGENT TRAINING SYSTEM



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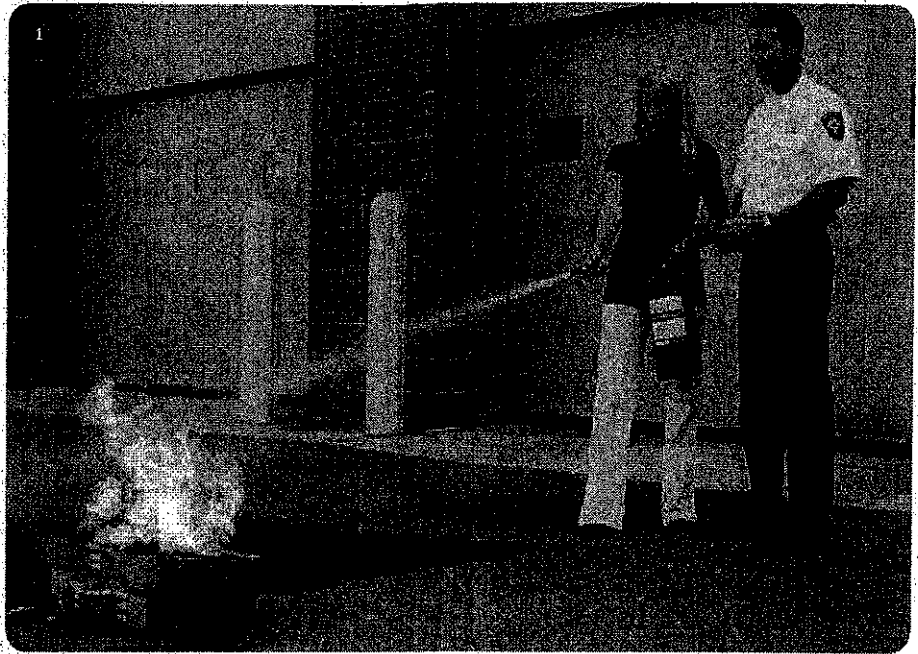
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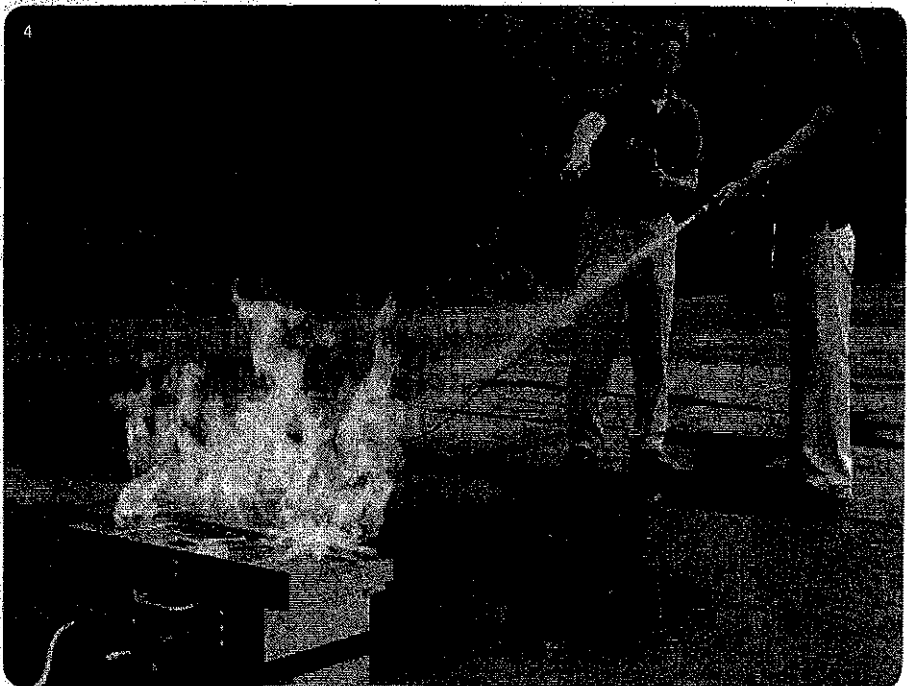
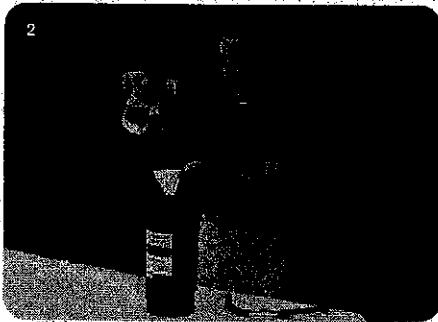
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WASHINGTON COUNTY, NY

# DEPARTMENT OF PUBLIC SAFETY

EMERGENCY MANAGEMENT \* COMMUNICATIONS \* FIRE \* EMS \* HAZMAT



## BUDGET SUBMISSION SUMMARY

PREPARED FOR PUBLIC SAFETY / FINANCE COMMITTEE: OCTOBER 3, 2018

### A3640 - PUBLIC SAFETY

ACCOUNT TYPE	2018 AMENDED	2019 REQUEST	AMOUNT OF CHANGE	NOTES
1 - PERSONNEL	1,160,673	1,193,887	+ 33,214	Budgeted Increase in Personnel Costs
2 - EQUIPMENT	4,000	4,000	-	No Change
4 - CONTRACTUAL	265,579.15	265,468.00	- 111.15	Held .4 Accounts Below 2018 Budgeted Amount

### A3625 - EMS

ACCOUNT TYPE	2018 AMENDED	2019 REQUEST	AMOUNT OF CHANGE	NOTES
1 - PERSONNEL	11,855	12,152	+ 297	Routine Increase in Personnel Costs
2 - EQUIPMENT	1,200	1,200	-	No Change
4 - CONTRACTUAL	1,150	1,150	-	No Change

### A3410 - BUREAU OF FIRE

ACCOUNT TYPE	2018 AMENDED	2019 REQUEST	AMOUNT OF CHANGE	NOTES
1 - PERSONNEL	52,650	53,919	+ 1,269	Routine Increase in Personnel Costs
2 - EQUIPMENT	10,750	10,000	- 750	Less Need for Replacement / Equipment Needs
4 - CONTRACTUAL	17,960	13,860	- 4,100	Merger of Postage, Car Pool w/ Public Safety Accounts

## PUBLIC SAFETY GRANT AWARDS FOR 2019

NAME OF GRANT PROGRAM	AMOUNT OF AWARD
Public Safety Answering Point (PSAP) Operations Grant	163,861
Statewide Interoperable Communications Grant (SIGG)	<i>Awaiting Announcement</i>
Emergency Management Performance Grant (EMPG)	28,476
Statewide Homeland Security Program Grant (SHSP)	59,983

Glen P. Gosnell  
Director

Timothy R. Hardy  
Deputy Director

Bruce K. Mason  
EMS Coordinator

Glenn E. Bristol  
Fire Coordinator