

**PUBLIC SAFETY MEETING****February 8, 2022**

The regular meeting of Public Safety, Probation, EMO, Stop DWI, Fire, & Safety was held in the Hubbard Auditorium, at the Ronald E. Dougherty County Office Building, 56 Main Street, Tuesday, February 8, 2022, which started at 2:30 PM and ended at 3:39 PM.

**Present:**

Dennis Mullen	Chair, Public Safety
William Standinger III	Legislator {Committee Member}
Edward Hollenbeck	Legislator {Committee Member}
Barb Roberts	Legislator {Committee Member}
Marte Sauerbrey	Chair of the Legislator
Gary Howard	Sheriff, Sheriff's Office
Brian Cain	Director, Probation
Mike Simmons	Director, Office of Emergency Services
Bob Williams	Deputy Director, Office of Emergency Services

(Arrived at 2:35 PM)

GUESTS: Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk

**APPROVAL OF MINUTES:**

The *January 8, 2022* minutes was accepted with no corrections or changes

**Motion by:** Ed Hollenbeck to accept the January 8, 2022 Minutes.

**Second:** William Standinger III

All in Favor - Carried

**OFFICE OF EMERGENCY SERVICES – Mike Simmons:****FINANCIAL:**

- January YTD Report – Budget
- Grants Report – SICG21 permission to obtain prior to submitting application.

**OLD BUSINESS:**

- Communications Project Report – Moving slowly. Change Order 2019 contract pricing. Order signed February 1, 2022 narrowly avoiding Motorola canceling the 2019 Contract and discount.

- CAD Project – moving along. Software and set up installed by Bill Ostrander from IT.
- EMS Study – Data collected and preparing the report. Draft copy to be completed within the next couple of weeks.
- COVID – Deliveries of test kits, hand sanitizer, and masks.
- Dean Creek Dam Project – Two dams are in need of repair and plans are developed.

**NEW BUSINESS:**

- EMT Classes – Fall class was successful – 20 people. Four (4) people left to take their examination.
- SICG21 - permission to obtain prior to submitting application.

**PERSONNEL:**

- Reclassification of Account Clerk Typist – desk audit to reclassify the position to Office Specialist II.

**RESOLUTIONS:**

- Re-establish Prior Year 2021 Capital for 2022 Budget for Fire/EMO
- Appropriation of Funds 2021 Homeland Security Grant, Modify 2021 Budget
- Authorize to Reclassify Account Clerk Typist to Office Specialist II Emergency Services
- Authorize to Apply for SICG21 Grant

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

**PROBATION – Brian Cain:****FINANCIAL:**

- Budget on track for 2022

**OLD BUSINESS:**

- Juvenile Specialized Supervision Program – the person who accepted the full-time position had to decline the job. The Insurance offered by Cayuga Counseling was fiscally prohibitive. At this time probation would like to explore the option of terminating the contract with Cayuga Counseling and add a position at Probation.
- Probation Staff volunteering in community – Staff disbursed mask and instant COVID kits, help fill freshman swag bags and attend veteran's breakfast to give an overview of services offered through the Probation Department.
- Non-Secure Detention information – two non-secure detention facilities have been contacted and asked to provide draft copies of contracts.

**NEW BUSINESS:**

- Collaboration with Veteran's Services – plans to partner with the Director of Veteran's Service through participation in the Expiration of Term of Service (ETS) sponsorship program. Providing mentors for active duty military members who are preparing transition to civilian life.
- Plan to fill Accounting Associate III position – Sherri Harris will be retiring in March. There is currently no list. Plan to bring a reso in April after the 20 days that Probation Assistant Lisa Baker and Secretary to the Director of Probation Kristen Kallin have been doing the Accounting Associate III position.
- Partial armament of probation update – the goal is to have a comprehensive proposal by the Fall of 2022.
- New vehicle – Probation made inquiries into the process of ordering a new Probation vehicle in the 2022 budget.

**PERSONNEL:**

- One vacant Probation Officer 1 position
- One unfunded Probation Officer 1 position

**RESOLUTIONS:**

- Re-appointment of Alternatives to Incarceration (ATI) Board members

*\*\*Committee agreed to move this resolution forward*

**EXECUTIVE SESSION:**

Brian Cain requested an Executive Session. Co. Leg Ed Hollenbeck made a motion; Co. Leg. Barb Roberts Seconded. Employee Salary and extra duties. Time commenced 3:10 PM; Time adjourned 3:19 PM. Attendance six (6) Legislators, County Attorney, and Legislative Clerk.

**SHERIFF – Gary Howard:****FINANCIAL:**

- Year-to-date Budget update – Expenditures are at \$961,564 which is 18% of the budget.

**OLD BUSINESS:**

- Update on Labor Issues – Negotiations are ongoing – no date set.
- Update on litigation issues – None
- Update on inmate population – as of this morning there is 53 inmates

- Update on projects – Black Creek upgrade complete; still waiting on replacement monitor. Live Scan upgrade complete, waiting on printers and software configurations. This will be used for juvenile and pistol permits. Jail refrigerator and freezer replacement project completed. Jail EMR complete, waiting CBH to implement.

**NEW BUSINESS:**

- Jail building issues – Female pod sink leaking. Buildings and Grounds jackhammered the floor and had a company come in to see where the issue is.

**PERSONNEL:**

- Update on vacancies – currently 3 open Correction Officers position; 1 open part-time cook; 2 Deputies in field training and 2 Deputies attending the police academy; and 1 open part-time Dispatcher.

**RESOLUTIONS:**

- Authorize the Submission of PTS (Police Traffic Services) Grant Application
- Authorize the Submission of the 2021-2022 PSAP Operations Grant
- Authorize the Acceptance of 2022 PTS Grant. Appropriate Funds and Modify 2022 Budget
- Appropriation of Funds 2021 Homeland Security Grant Modify 2021 Budget
- Donation of Sick Time

*\*\*Committee agreed to move these resolutions forward except Donation of Sick Time. They wanted to discuss further in an Executive Session.*

**EXECUTIVE SESSION:**

Sheriff Howard's Executive Session requested by the County Legislators present. Co. Leg Ed Hollenbeck made a motion; Co. Leg. Barb Roberts Seconded. Employee Benefit Time. Time commenced 3:19 PM; Time adjourned 3:50 PM. Attendance six (6) Legislators, County Attorney, and Legislative Clerk.

Respectfully submitted,

Kristen Kallin  
Secretary to the Director of Probation—February 10, 2022