

PUBLIC SAFETY COMMITTEE MEETING MINUTES  
AUGUST 1, 2023

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

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: Hicks, Rozell

SUPERVISORS: Henke, Hall, Fedler, Shaw, Campbell, Skellie

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – June 27, 2023
3. Department Reports/Requests:
  - A. District Attorney
    - a. Crime Victims Office Update
  - B. Sheriff
    - a. Fort Edward SPO Contract
    - b. Staffing – Part-time SPO
  - C. Probation
    - a. Staffing Request – Backfill/Title Change
  - D. Public Safety
    - a. Fire Advisory Appointment
    - b. EMS Working Group Update
    - c. Department Updates
4. Other Business
  - a. Animal Control Services
5. Adjournment

Chairman Wilson called the meeting to order at 10:17 A.M. in the Supervisors' Classroom Room B214, Municipal Center, Fort Edward, New York.

A motion to accept the minutes of the June 27, 2023 meeting was moved by Mr. O'Brien, seconded by Mr. Hogan, and adopted.

**DEPARTMENT REPORTS /REQUESTS:**

DISTRICT ATTORNEY – Tony Jordan, District Attorney, addressed the following items with the committee:

- Crime Victims Office Update – The State provides a significant amount of funding for the Crime Victims program. Currently through three quarters of the year, matching federal funding year, the numbers for 2022 are up about 15% for arrests for penal law crimes and DWIs and year to date for the first six months up 18% over last year's first six months. On pace to get back to 2018-2019 numbers. The challenge for law enforcement and District Attorney is the amount of work that goes with each case is greater because of the discovery changes. The State likes goals, objectives, statistics and measurables and there are only two that were not in excess of the goals. The three employees in that office are very busy and highlighted that they provide individual counseling - 1900 individual meetings, and prosecution support and advocacy - 4500 incidences. He thanked the Treasurer for his assistance with all the program reports and the Treasurer compliment Robin, Crime Victim Advocate, on how great she is to work with.
- Investigations are up significantly and number one seems to be fraud and two-thirds are elderly and of the remaining third about 70% are people with some sort of intellectual handicap. Urged Supervisors to remind their residents to be very aware of the attempts to fraud them that are out there. Hundreds of thousands of dollars taken from Washington County residents being ripped off from people outside the country. Also noted a spike in burglaries right now. DWIs are up at least

50%. He praised the Sheriff's Department and mentioned the added challenge with the legalization of cannabis. Also, a lot of juvenile cases right now.

SHERIFF – Undersheriff Winchell addressed the following item with the committee:

- Fort Edward SPO Contract (Special Police Officer) Contract and adding a part time SPO. Fort Edward School is looking to add a Special Police Officer and the contract is being worked on. Also requesting to add a part time Special Police Officer who would fill in for all of the SPOs. Each school has a different hourly rate and the Treasurer will have to figure out a way to pay a part time SPO filling in at various schools. Motion to authorize Chairman to sign Fort Edward SPO contract and establish hourly rate was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted. Motion to forward to the Personnel Committee amending the Staffing Pattern to add an SPO and a part time SPO was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

PROBATION – Dan Boucher, Director, addressed the following item with the committee:

- Staffing Request – Backfill/Title Change – Handout attached. Currently have a vacancy in a Typist position in the office. He has been looking at reorganizing the tasks in their front office between the three clerical positions. As Director, he was doing a lot of the things that he felt should have been done by a clerical position because they were very confidential in nature and labor relations/union issues. He has discussed the need for a confidential position, confidential Secretary to the Director, with Personnel, and now that the Typist has left, he would like to change that position to a confidential Secretary to the Probation Director. The second page of the handout details how he would reorganize the office duties. The segregation of duties is important especially with restitution and handling of cash and receipts. He would like to maximize the person's abilities under the title of Probation Assistant to allow them time to do all the tasks in that job description because clerical duties have been pushed their way. Staff running rap sheets, finger printing – background information on co-workers is a concern with confidentiality. The proposed position is a higher grade level than the Typist but there is enough money due to breakage in the budget to have this position start prior to January 1, 2024. The proposed title fits the needs of the office. Personnel has been eliminating the Typist positions when there is a vacancy and there would be a different title filling this vacancy. The Director is filling in any gaps with the office duties. Motion to move backfill/title change to the Personnel Committee for consideration was moved by Mrs. Clary, seconded by Mr. O'Brien, and adopted.

PUBLIC SAFETY:

- Glen Gosnell, Director, stated with the adoption of the resolution for their Master Services agreement they are seeking authorization to expend the grant funds. Motion to authorize expenditure of grant funds for the following plans: Hazmat Response, Intelligence and Information Sharing, Cyber Security, and Continuity of Operations Hazard Mitigation, was moved by Mr. Hogan, seconded by Mrs. Clary, and Mr. O'Brien and adopted.
- Tim Hardy, Deputy Director, addressed the following items:
  - Fire Advisory Appointment – Motion to appoint Zack Crosby, Kingsbury Volunteer Hose Company, to the Fire Advisory Board was moved by Mr. Hogan, seconded by Mr. O'Brien and adopted.
  - EMS Working Group Update – Agencies have continued to meet. Hopeful on getting some information on state legislation that came out of the Governor's budget by the end of the month and if so will have a quick working group meeting.

- Department Updates:
  - Still running short in dispatch. Just lost a Dispatcher trainee after completing training because he was offered a full-time job as a firefighter. They are back in the training phase and appreciate all the work staff is doing covering for each other and vacations. This was their first year of starting the new Emergency Communications Program with BOCES with a lot of interest but no new employees yet and hope to expand next year. Also planning to move into an introduction to fire and EMS programs. Keeping the employees that they have is important. Conversations will continue into the budget process. The County Administrator has received a letter from the union to commence starting negotiations.
- Two Community Preparedness trainings will be held at the Washington County Fair on Thursday at noon and Friday at 2 P.M.
- Annual school safety meeting to talk about emergency planning will be held with Public Safety, Public Health and the Sheriff's Office prior to the start of school.
- Continuing to move forward with the Domestic Terrorism plan.
- Discussed with Verizon coverage issues in Salem and around the County in general. They are working on bringing on new sites in Washington County but no list provided.

#### OTHER BUSINESS:

- Coroner Lemieux– Travel Request – Requesting permission to attend NYS Coroners and Medical Examiners conference in the fall in Oswego. There are two conference a year in the spring and fall and receive credit towards certifications. Chairman Wilson stated this is a budgeted conference and presented in case there were any questions. The new computer system purchased through a grant for tracking Coroner's case information is working good with the help of Public Safety staff. He feels this should be a real asset for them and enable them to pull reports. Still waiting for one more cell phone for a Coroner. The only requirement for a Coroner in New York State is to take Coroner 101 within the first three months after elected. Coroner Lemieux is trained as a Medical Legal Death Investigator. If interested, he does have a presentation on the history of the coroner system.
- Public Defender – Mike Mercure, Public Defender, requesting permission to send three Attorneys to DWI training in the Greater Rochester area in approximately three weeks. This does include a County vehicle and hotel rooms for overnight. Funds are in the budget, travel under Hurrell Haring, but it was not part of the travel plan because the training just came up. Motion to approve request for three Attorneys to attend DWI training in the Greater Rochester area was moved by Mr. O'Brien, seconded by Mr. Hogan, and adopted. The new office is working out well and welcomed Supervisors to stop in.
- Animal Control – The County Administrator stated there have been past discussions on animal control services mostly for criminal or abuse cases. Warren County issued an RFP for these services with no responses and not recommending issuing an RFP. She will continue conversations with the Sheriff. When cases come up the Sheriff has been contacting the veterinarian in that area to come up with a response and the Undersheriff stated they are very accommodating. There are not a lot of cases but continuing discussions.

The meeting adjourned at 11:30 A.M.

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



**WASHINGTON COUNTY  
DEPARTMENT OF PROBATION**

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Fort Edward, NY 12828  
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**Daniel J. Boucher**  
Probation Director

**Albert J. Caprood**  
Probation Supervisor

January 12, 2021

To: Public Safety Committee

Chairman,

The Probation Department currently has a vacancy in the position of Typist. We are requesting to change this position to the title of Secretary to the Probation Director. The duties involved are listed below.

**Secretary to Probation Director**

Staff rap sheets/fingerprinting  
New hire paperwork/resignations  
Payroll, exception sheets  
Budget Planning  
State Aid  
Oncall tracking  
Purchasing  
Court Calendar disbursements/updates  
E-justice TAC  
Monthly audit reports (DCJS & IPRS)  
Emailing police agencies (bi-weekly)  
Setting up files for burn  
Fixed asset reports

### Restitution Clerk

Restitution checks  
Surcharge to Treasurer  
Restitution Reports (Month End)  
Open/Closing Restitution cases  
CD Restitution Violations  
Outstanding Checks  
Calls, mailing to clients/victims for collections and disbursements.  
Support Fee Collection  
Medtox/polygraph collections  
Treasurer reconciliation, invoices

### Shared Duties

Answering phones  
Copying  
Scanning  
Running rap sheets/DMV  
Mail

### Probation Assistant

Setting up cases/case # tracking  
Entering cases into CE  
Entering cases into IPRS  
Closing cases  
Support record  
JD intake & tracking  
Processing/Tracking PSI/PPI requests  
Transfers in/out  
Deposit for restitution  
CD/PRM  
Family Court Investigations  
Monthly reports & Quarterly reports:  
(DP30's) (Inmate PSI, IID, RTA)  
SORA reports  
Active probationer list management

### Secretary to Probation Director

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Oncall tracking  
Purchasing  
Court Calendar disbursements/updates  
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Monthly audit reports (DCJS & IPRS)  
Emailing police agencies (bi-weekly)  
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Fixed asset reports

# Personnel Committee Position Fill Request Form

Date:

Department:

Is the Request for a Backfill or a \*New Position?

Title of Civil Service Position to be filled?

Civil Service Competitive, Non-Competitive,  
Labor, Exempt, Unclassified?

Hourly Rate and Salary of Last Person in Position?

Base Hourly Rate and Yearly Salary if filled?

Number of Hours/Week?

Position being vacated if different than requested?  
Requires a Staffing Pattern Change

Reason Position is Being Vacated?

Date the Position will be Vacated?

How Many Positions of the same title are in the  
Unit/Department? (per current staffing pattern)

What is the source of funding? Budgeted?

Is this an add/change to the staffing pattern?

YES

NO

If YES, remove title:

Add title:

\*If the request is for a NEW POSITION that will change your departments staffing pattern, please provide below an explanation as to why the position is needed.

Please include the 1st and last initials of the Employee who left the position:

## Washington County Probation

<b>Current Typist:</b>	
Salary	\$36,819.00
countywide Fringe	\$14,617.14
Total	\$51,436.14

<b>Confidential Secretary:</b>	
Salary	\$52,145.00
Countywide Fringe	\$20,701.57
Total	\$72,846.57

<b>VARIANCE:</b>	<b>\$21,410.42</b>
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<b>2023 Breakage:</b>	
Probation Officer	
Salary	\$22,297.00
Countywide Fringe	\$ 8,851.91

<b>Total</b>	<b>\$31,148.91</b>
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FOR EACH VACANCY  
THROUGH PAYROLL 11