

Minutes

Public Safety Committee

**July 21, 2021, 4:00 pm, Rm #331**

Gerace Office Building, Mayville, NY

Members Present: Niebel, Bankoski, Pavlock, Hemmer, Whitford

Others: Ames, Chagnon, Swan, Dennison, Braley, Contiguglia, Telford, Thomas, Wendell, Guttman, Schmidt

Chairman Niebel called the meeting to order at 4:03 p.m.

Approval of Minutes (6/16/21)

MOVED by Legislator Bankoski, SECONDED by Legislator Whitford.

*Unanimously Carried*

Privilege of the Floor

No one to speak during the privilege of the floor.

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Proposed Resolution – Amend 2021 Budget – District Attorney Crime Victims

Chairman Niebel: This resolution we're going to move to the end of the agenda because Jason Schmidt has more he wants to say about the District Attorney's office under "other", so we'll go to the next resolution.

Proposed Resolution - Authorize Acceptance of the Gun Involved Violence Elimination ("GIVE") Grant Funds for 2021-2022

Under Sheriff Braley: I believe Mr. Schmidt was going to present that.

Chairman Niebel: Was he going to do this one also?

Ms. Contiguglia: I'm here from the District Attorney's office and I can speak to this resolution. I believe yes, he will be here in a couple of minutes, he was just tied up on the phone. This is to accept the Gun Involved Violence Elimination grant, the GIVE grant for short. It's for the 2021-2022 grant season. It's a joint effort between the Chautauqua County District Attorney's, the Sheriff's Department, the Jamestown Police Department, and the Office of Probation. Jamestown will be executing their own award with DCJS and they are administrating

a separate contract. I'm here to speak and I can turn it over to the Sheriff if they would like to or I can do it myself. The total funds that we have received is \$121,242. The breakdown between the agencies is as follows: the District Attorney's office receives \$83,306. It pays for about 75% of an Assistant District Attorney's salary. ADA Bentley is responsible for prosecuting all narcotic and firearm felonies in Chautauqua County and that is his main focus. He is dedicated 100% to the GIVE grant. The Sheriff's office receives \$27,436 and it's for a portion of a field intelligent officer's salary. The Probation Department receives \$10,500 and that is going to be used for equipment for Probation to assist them with updating case information during home visits. So they would like some specialized equipment to update their case notes while working remotely and working out of the office. We've had this grant for about 15 years. It's just a simple continuation of what we had last year. The revenue was included in the 2021 adopted budget for the time that it is in 2021 and it will include the revenue in 2022 budgets for the amounts that's in 2022.

Chairman Niebel: The total amount of the grant is \$193,463?

Ms. Contiguglia: That is correct. That includes the portion for Jamestown.

Chairman Niebel: Plus the breakdown for the County departments?

Ms. Contiguglia: Yes.

Chairman Niebel: Committee, any questions? All in favor?

*Unanimously Carried*

Proposed Resolution – Authorize Execution of New York State Office of Homeland Security Grant for Public Safety Answering Point (PSAP) FY20

Under Sheriff Braley: This is a grant that we receive annually. It offsets the cost of 5 of our emergency dispatchers. They are regular paid wage. The grant usually comes due at the end of the year and we know what these awards are going to be but this year it didn't show up until a few weeks ago. So what we're doing is increasing the amount that we put into that grant last year for revenue and that's reflected in that \$14,890 amount. That is over and above what we received last year. So we're just making this adjustment to our expense and revenue account.

Chairman Niebel: Part of this grant is included in this year's budget but this is in excess of it?

Under Sheriff Braley: Right, all except the \$14,890, was already projected last year based on the previous –

Chairman Niebel: This is additional because you just received notice of this grant?

Under Sheriff Braley: Yes. Ordinarily we would have it before the new budget year.

Chairman Niebel: Understand. Seems simple enough.

Legislator Bankoski: Thanks for the extra money

Chairman Niebel: Fifteen thousand dollars is \$15,000. Any questions?

*Unanimously Carried*

Proposed Resolution - Authorize Memorandum of Understanding with the City of Jamestown

Under Sheriff Braley: Captain Telford has been involved in this as our Dispatch Supervisor from the start so he's got a lot better knowledge base of it than I do so I'll let him explain it and answer any questions you may have.

Captain Telford: So on the law enforcement side, the Sheriff's office has CAD, computer aided dispatching and police records, law enforcement records since the early 1990's. Our vendor, Tyler, or New World, as it's often referred to, also has a fire records component. The City of Jamestown Fire Department and the City itself has reached out to us looking for an agreement that if they pay for the fire records component, since we house all of the New World Tyler software in our office, if we would team up with them. So the bottom line is, we would enter into an agreement with Tyler to purchase the fire records software and be reimbursed the amount of money for the software by the City of Jamestown.

Chairman Niebel: We're paying for this but the City of Jamestown is going to reimburse us with the next 60 days?

Captain Telford: That is correct.

Legislator Bankoski: Why don't they just pay for it themselves?

Captain Telford: It's their portion but since we have had a long standing agreement and working relationship and once the software is purchased the Sheriff's office us going to house it. We looked at it as just a little, maybe not easier, but, since we've worked with New World and we've had their product for almost 30 years now, we thought that we would continue and instead of separating and having them house it, we would just make the purchase and be reimbursed.

Chairman Niebel: O.k., so we would buy it first and they reimburse us?

Captain Telford: That is correct.

Chairman Niebel: They have the money to reimburse us it's just an easier process this way here?

Captain Telford: We believe so yes.

Under Sheriff Braley: The information in this system is fed by our dispatch system because we dispatch.

Captain Telford: Yes, so what happens is, when we receive a 911 call, let's say for a structure fire in the City of Jamestown. It comes into our system, our dispatchers enter the caller's name, address, as they dispatch fire department equipment, it all gets logged into our CAD system which is ours. When the City fire department gets done with the fire and goes back to the station, they now can start their reports which is fed and a good portion of their reports are started with the call time, call location, when Engine One arrived, when Engine Two arrived, Ladder One arrived, so they are going to be working hand in hand.

Legislator Hemmer: Adding this extra modules, adding any extra time to our dispatcher or any of our record keeping?

Captain Telford: Dispatchers won't change, record keeping won't change. There will be a little bit of time added for our I.T. staff but once this is installed, it's pretty solid. It doesn't take a lot of upkeep or daily or weekly attention. I would say that would be minimal.

Legislator Bankoski: I think was referring to, is it going to cost us anything by adding that?

Captain Telford: Manpower and time wise no. We have talked with the City of Jamestown and agreed, there will be about an \$11,000 a year for maintenance on fire records. The Sheriff and I have agreed if this goes through that we would absorb that into our budget because it's similar to police records that we cover the maintenance on law enforcement records so we will start doing that for the fire records side also.

Chairman Niebel: I guess what I am hearing is, there is some concern as to why the County is paying for this and the City is not paying for this at this time. It kind of looks like we are advancing the City a loan for 60 days but I guess your response is that, it's the process. It's easier for the County to do it this way and have Jamestown reimburse us. More or less?

Under Sheriff Braley: With the system being all intergraded, yes, that is the least cumbersome way to do it.

Legislator Pavlock: Does the City of Jamestown actually own the equipment then? Will they? It's our equipment do we have to maintain it or is it theirs and they are maintaining it?

Captain Telford: We will be maintaining it.

Legislator Pavlock: It's part of that \$11,000?

Captain Telford: That's correct.

Legislator Pavlock: So whose equipment is it?

Chairman Niebel: Who owns it?

Captain Telford: It will be their software on our servers and computers.

Legislator Pavlock: I understand and then our equipment can *(inaudible)* ...

Captain Telford: What I am told is that it is minimal server space because the fire records is not a large amount of data. It's not like we have to go out and buy extra servers or extra equipment to house this.

Legislator Pavlock: How long do you have to maintain those records?

Captain Telford: We've kept our law enforcement records since the 90's.

Legislator Pavlock: So over time it won't build up too much *(inaudible)*?

Captain Telford: Honestly from what I am told, because they are not photos and videos, it's paper and data and like I said, a lot of that is kept in our CAD side already because when we dispatch Jamestown fire, it tracks all of that. This will give the City the ability to submit their fire reports and their EMS records to Albany.

Legislator Hemmer: Did I get it right, its \$11,000 annually?

Captain Telford: Correct.

Legislator Hemmer: O.k., and Jamestown is going to give us \$11,000 every year?

Captain Telford: No, that will be absorbed by the Sheriff's office.

Legislator Hemmer: Oh, so it is an extra annual cost in our budget.

Captain Telford: Yes.

Under Sheriff Braley: It is similar to what we are doing with law enforcement records already for the other police departments in the County.

Chairman Niebel: It is for other municipalities, same thing?

Under Sheriff Braley: Right.

Legislator Hemmer: Everything that goes through our dispatch gets recorded and whether it's for Westfield -

Captain Telford: Westfield, Jamestown, Dunkirk, Ellicott, any police reports in their jurisdictions get entered into the law enforcement module. We house that, we pay maintenance on that and those police departments use it.

Legislator Hemmer: And we don't charge them any more so that's why we're not charging Jamestown.

Under Sheriff Braley: It's kind of a shared services. The County is the logical place to centralize that as opposed to having each individual one taking care of their own which is the way it used to be years ago and that was cumbersome too.

Chairman Niebel: It's centralized now.

Captain Telford: Correct.

Legislator Whitford: All of this information, this data that you are putting in, is that easily accessible in an investigatory process as far as fires or is it just data that you have and is it used for investigations?

Captain Telford: Right now with the fire information that is put into CAD, that would be used if there is a criminal matter. For example right now and Noel might be able to correct me if I'm wrong, I think Jamestown is still doing paper EMS reports that they have to send to the State. So what they might do is, they might call our dispatch center and say o.k., what time were we dispatched, what time did we arrive, what time did we go to the hospital and they manually fill out a piece of paper and send it in. Now the records in CAD will transfer to fire records, they will be able to log in at City Hall and have all that in that system.

Legislator Pavlock: It will save some time for all of you guys.

Captain Telford: I believe that it will save time on the dispatcher because after every call they call our office and say what are our times and that starts their report. That will eliminate that.

Legislator Pavlock: It will save the \$11,000 in personal. Do you think any of the other departments will utilize that?

Captain Telford: It opens up that possibility. The other thing that this does and part of the estimate is, when I talked about the EMS reports or PCR's, personal care reports that every ambulance has to submit, there is a portion of this software that Jamestown is buying that will allow other departments in the County to sign up and get the pertinent data from dispatch sent to them. Right now again, it's all done either on the phone, through a back way to do that but the EPCR's, the electric personal care reports, this opens the door because there is a module within this records that there was a big hurdle that once that's paid for, now other fire departments in the County can jump on that and use it to file their report electronically. So there is a possible advantage down the line that other departments can jump on board with this.

Chairman Niebel: Creating efficiency.

Captain Telford: Yes.

Chairman Niebel: Any further questions?

*Unanimously Carried*

Proposed Resolution – Authorize Execution of New York State Office of Homeland Security Grant for Public Safety Answering Point (PSAP) FY20

Mrs. Swan: If we may, we need to amend the first resolution that we had approved by you if we could. Kathleen was just kind enough to bring this to my attention and we need to decrease our use of fund balance as a result of this increased grant amount. So basically what this addition to the initial resolution states is that we are decreasing our use of fund balance. The initial resolution includes an increase to the use of our grants account because that is what we were given, grant funding to offset the expense. When the expense gets transferred from our regular operating budget into the grant account, that decrease our use of fund balance. The below portion that I just added reflects our decrease in the use of fund balance and our decrease in our use of the regular dispatching budget.

Legislator Bankoski: (*Inaudible*) grant money that we're going to get?

Mrs. Swan: Correct.

Legislator Bankoski: And then we're going to put this money back, our money back where –

Mrs. Swan: Exactly.

Chairman Niebel: O.k., so essentially it's the same amount it's just going to different accounts?

Mrs. Swan: It's going to the same accounts but the accounts below reflect a decrease in our use of the fund balance.

Chairman Niebel: It's still a decrease.

Mrs. Swan: Correct.

Legislator Bankoski: So that fourteen something went back to the fund balance.

Chairman Niebel: O.k., a motion to amend this resolution?

Legislator Bankoski: So moved.

Legislator Whitford: Second.

Chairman Niebel: All in favor?

*Unanimously Carried*

Chairman Niebel: O.k., is there a motion to accept the resolution as amended?

Legislator Bankoski: So moved.

Legislator Whitford: Second.

*Unanimously Carried (as amended)*

Chairman Niebel: O.k., so we're back to the first resolution.

*Proposed Resolution – Amend 2021 Budget – District Attorney Crime Victims*

Chairman Niebel: If you are prepared you can discuss this resolution here. As far as the other, did Jason apprise you of what he wants?

Ms. Contiguglia: He did. I don't know if I'm comfortable speaking about it.

Chairman Niebel: Let's do this then because he did ask me what time he'd be on and I said between 4:15 and 4:30. So we'll go back to number one and if you can contact him, we'll take a 5 minutes recess if you can get him here in five minutes, we'll wait, if not, we'll ask you to apprise us the best you can.

Ms. Contiguglia: O.k. Yes this is just to amend the equipment line of the District Attorney Crime Victim's budget. They are within the District Attorney, they are a sub-division of our department. They received grant funding for equipment purchases. The purchases are going to be used to buy 3 Microsoft surface pro laptops for our case managers so that they can update case information, access the case files while working not in the office. So they can access it anywhere like while they are in court or meeting with victims at any public place. It will just help them work more efficiently. They had the equipment line for it in their grant budget, it was just not included in our budget and the revenue budget. So we're just increasing the appropriation account for equipment and then we're also increasing the revenue accounts. Twenty percent of the funding is New York State aid and 80% of the funding is Federal aid. I would like to note that on the MIS, there was a typo. Right now it indicates local and Federal and it should be State and Federal funding.

Chairman Niebel: O.k., where is that correct?

Ms. Contiguglia: It's on the MIS. It's not on the resolution.

Chairman Niebel: There is no local funding, 20% State, 80% Federal.

Ms. Contiguglia: Correct, there is no local funding. I apologize for the typo, I didn't catch it and we just marked the wrong box.



Chairman Niebel: Any questions? All in favor?

*Unanimously Carried*

*Committee recessed for 5 minutes*

Other

Update: District Attorney Schmidt – Discovery Process – Hiring of new positions for rest of 2021 and 2022.

Chairman Niebel: Are there anything else to come before the committee?

MOVED by Legislator Bankoski, SECONDED by Legislator Whitford to adjourn.

*Unanimously Carried (4:54 p.m.)*

Respectfully submitted and transcribed,  
Olivia Ames, Deputy Clerk/Lori J. Foster, Sr. Stenographer