

**MINUTES  
PUBLIC SAFETY COMMITTEE**

**JANUARY 26, 1999**

**9:00 A.M.**

**SCOTT HEYMAN CONFERENCE ROOM**

**PRESENT:** C. Evans, B. Blanchard, G. Totman, M. Lane, T. Joseph

**STAFF:** R. Teasley, OAR; J. Miller, Fire, Disaster and EMS Coordinator; L. Shurtleff, Assistant Fire Disaster and EMS Coordinator; W. Skinner, Public Information Coordinator; J. Hughes, Assigned Counsel Coordinator; G. Stevens, Jail Administrator; P. Meskill, Sheriff; J. Beach, Stop-DWI Coordinator; G. Hammer, Criminal Justice Systems Administrator; C. Brill, Purchasing; Bob Stolp, Assigned Counsel Administrator

**CALL TO ORDER**

The meeting opened at 12:00 p.m.

**ADDITIONS TO THE AGENDA**

Resolution - Lease agreement with State Police – revised  
Resolution - Increase in Fees - Sheriff's Department  
Transfers - Sheriff's Department  
Appointments - Criminal Justice Advisory/Alternatives to Incarceration  
Approval to Seek Bids - Vehicle Maintenance - Sheriff's Department  
1999 Goals

**RESOLUTION NO. - AUTHORIZING A LEASE AGREEMENT FOR THE USE OF A COUNTY FACILITY LOCATED ON THE WEST SIDE OF ITHACA TO BE USED BY THE NEW YORK STATE POLICE AS A SATELLITE**

It was Moved by Mr. Joseph, seconded by Ms. Blanchard and unanimously adopted by voice vote.

WHEREAS, The Tompkins County Board of Representatives supports the presence of the New York State Police on the west side of Ithaca, and wishes to continue this through December 31, 1999, and

WHEREAS, the Board wishes to provide a County-owned facility for such use, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and Public Safety Committees, That the County Administrator be authorized to execute an agreement with the New York State Police which continues the current lease terms through December 31, 1999, at no cost to the State Police.

**SEQR ACTION:** TYPE II-20

**PUBLIC SAFETY BUILDING SPACE STUDY COMMITTEE UPDATE**

Mr. Joseph stated that he has no new information since his last report at the Board of Representative's meeting on January 19, 1999. Mr. Benjamin stated that the consultants are in town this week and are continuing their interviews. The surveys have been mailed.

**SHERIFF'S DEPARTMENT**

**APPROVAL TO SEEK BIDS - VEHICLE MAINTENANCE**

Ms. Brill stated that Purchasing needs to seek authorization to bid for vehicle maintenance and asked what level of involvement the Committee would like when awarding the bids. Mr. Meskill stated that the bid will be for routine maintenance of the Sheriff's Department fleet and major repairs will be handled separately. It was the consensus of the Committee to review the bid specifications prior to them being mailed.

## JAIL STATISTICS

Mr. Meskill distributed the jail statistics for January 1999. These are on file with the original minutes. He stated that his department did one false transport during the month of January. It involved going to Nassau County to pick up a prisoner and when they arrived there was no one to pick up, He stated he believes the District Attorney's office changed the order and forget to tell the Sheriff's Department. Mr. Meskill noted that he will seek reimbursement from the department at fault if this happens in the future. Mr. Meskill stated 75 percent of inmates are out of jail within 30 days and this raises the issue of the level of effectiveness of long- term programs. Mr. Joseph stated that if the remaining 25 percent are involved in long-term programs, this is successful. He asked if there are numbers available on how many are actually in the programs and suggested this may be something for the space consultant to look at. Mr. Stevens reported that Ms. Smith with BOCES has these statistics and he will contact her.

Mr. Meskill filed the 1998 annual report for the jail in the Clerk's office. He stated he will also provide a report for the civil division, but this may not be as accurate as hoped due to past record keeping.

Mr. Evans stated that there have been complaints about the library at the jail being used for inmates to sleep in. Mr. Meskill stated that verbal permission has been received from the state to use the library for this purpose. It should be received shortly in writing. He stated that inmates use the library solely for sleeping, and they are placed in other areas of the facility during the day.

Mr. Benjamin stated that the daily bookings for 1998 to January 1999 have declined dramatically and asked how this is happening. He stated he originally thought it was a court calendar issue but noted last year at this time was a peak time for court. He asked if this is reflected in Assigned Counsel's number as well. Mr. Meskill stated that there is no reasonable explanation for this and noted that he anticipates the count increasing over time. Ms. Hughes stated that this has not decreased Assigned Counsel's numbers because family court is very busy and those individuals are rarely seen in the jail.

Mr. Meskill reported on other areas in his department. Highlights include:

- A daily blotter has been implemented for all aspects of the public safety building and this is working well to provide a daily snapshot of all activity.
- New design for police cars.
- New uniforms are being explored and a decision and cost estimates will be available in a few months. This is being done in an effort to promote unity within the entire department.
- He stated he will be attending the Sheriff's Association winter conference next week.
- Funding is being pursued through Stop-DWI for new radar and light bars totaling \$4,000.
- He is pursuing grant funding for the partial purchase of a new 4x4 and/or new laptop computers.
- A minimum standard for training is being developed for the department.
- The Undersheriff is working with Ithaca City Police putting together a three-day photography course.
- Medical providers at the jail are being contacted to see if they are Medicaid providers and the billing is being looked at to make sure the proper rate is being charged.
- The bid for basic auto service is being rebid and is being evaluated.

- Fuel usage and maintenance issues are being evaluated.
- Meetings have been held with dispatch personnel, the road sergeant and three open meetings with both unions in an effort to communicate with everyone.
- Ms. Kippola, Contracts Coordinator, is looking at liability issues in relation to other departments performing services for the Sheriff's Department. This is being done in an effort to maximize cooperation with other public safety providers and minimize liability as well as establish clear lines of authority for all agencies.
- He has met with all police agencies in the County.
- The Public Safety Building is being rekeyed and an audit has been requested from the Sheriff's Association in regard to civil process. A request has also been made to the Commission of Correction to review the facility and staffing and a variance will be requested.

Mr. Meskill asked if the Board would like to have a complete audit of financial records in the Sheriff's Department either for the period ending December 31, 1998 or beginning January 1, 1999. The Committee will discuss this.

**BUDGET TRANSFERS - INFORMATION ONLY**

**FROM:** A3111.54425 Service Contracts \$1,385

**TO:** A3113.54340 Clothing \$1,385

Explanation: Monies needed to pay for bullet proof vests.

**FROM:** A3150.54340 Clothing \$588

**TO:** A3150.54439 Prisoner Clothing \$588

Explanation: Monies needed to pay for supplies

**FROM:** A3153.54347 Ammunition \$2,000

**TO:** A3151.54442 Professional Services \$2,000

Explanation: Monies needed to pay for medical costs.

**FROM:** A3150.54472 Telephone \$ 745  
 A3150.54452 Postage 600  
 A3150.54402 Legal Advertising 196  
 A3150.54311 Maintenance 1,100  
 A3150.54425 Service Contracts 216  
 A3150.54319 Program Supplies 512  
 A3150.54303 Office Supplies 100

**TO:** A3150.54342 Food \$ 745  
 A3150.54342 Food 600  
 A3150.54342 Food 196  
 A3150.54342 Food 1,100

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A3150.54342	Food	216
A3150.54342	Food	512
A3150.54342	Food	100

Explanation: Monies needed to cover food costs.

Mr. Lane asked why money is being transferred to the food account so early in the year. Mr. Meskill explained that the transfers are for 1998, the budget was altered and this will move the money back to where it should be.

Mr. Joseph stated that a lump sum was passed in the budget for the Sheriff's Department and asked how the money is being moved. Mr. Meskill stated that County Administration provided him with a line item budget and the money will be moved to the appropriate accounts based on 1998 expenses.

<b>FROM:</b>	A3113.54425	Service Contracts	\$308
<b>TO:</b>	A3113.52206	Computer Equipment	\$308

Explanation: Monies needed to purchase a monitor for dispatch. This line item was not included in the 1999 budget.

<b>FROM:</b>	A3150.54425	Service Contracts	\$4,900
	A3153.54425	Service Contracts	\$3,710
<b>TO:</b>	A3150.54342	Food	\$4,900
	A3153.54306	Automotive Supplies	\$3,710

Explanation: Adjustment of the accounts.

**RESOLUTION NO. - TO INCREASE THE FEES FOR TOMPKINS COUNTY SHERIFF DEPARTMENT - IDENTIFICATION AND FINGERPRINT CARDS**

It was Moved by Mr. Totman, seconded by Ms. Blanchard and unanimously adopted by voice vote. Mr. Meskill stated that presently a \$5.00 fee is charged for ID cards, and there is no charge for fingerprint cards. He stated that the labor and machine costs have increased. Mr. Joseph asked if the fees reflect the costs accurately and stated there may be a state law on how much can be charged. Mr. Meskill stated that the cost in time alone exceeds the cost of the card.

WHEREAS, it is important to charge a reasonable fee that reflects the time needed to process identification and fingerprint cards, and

WHEREAS, the Tompkins County Sheriff's Department wants to accurately reflect the cost associated with these services, now therefore be it

RESOLVED, on recommendation of the Public Safety and Budget and Quality Planning Committees, That the Sheriff of Tompkins County can increase the amount charged for the Tompkins County Sheriff's Identification Card from a \$5.00 fee to a \$12.00 fee and charge for fingerprinting non-criminal civilians a \$7.00 fee.

**RESOLUTION NO. - APPROPRIATION FROM CONTINGENT FUND FOR OPERATING FUNDS PREVIOUSLY SET ASIDE**

It was Moved by Mr. Totman, seconded by Mr. Joseph. Mr. Meskill explained that the vehicle money will be used to purchase a 4x4 vehicle for the department. The vehicle will be assigned to a supervisor so it will get less wear

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and tear, but still be available when needed. He stated he is working toward getting three 4x4 vehicles for the department, noting they currently have a one-ton truck that can not be started and will be placed in the County auction.

A voice vote resulted as follows: Ayes - 5 (Representatives Evans, Joseph, Blanchard, Meskill and Lane), Noes - 0. MOTION CARRIED.

WHEREAS, the County appropriated \$120,332 for the Sheriff to use at his discretion for the implementation of the 1999 budget at the Tompkins County Sheriff's Department, now therefore be it

RESOLVED, on recommendation of the Public Safety and Budget and Quality Planning Committee, That the Sheriff be allowed to spend the \$68,664 of the \$120,332 for the following purposes:

**APPROPRIATION**

FROM:	A1990.54400	Contingent Fund	\$68,644
TO:	A3113.52231	Vehicles	\$20,000
	A3113.52220	Department Equipment	1,500
	A3113.51000	Regular Pay	38,264
	A3113.54340	Clothing	4,000
	A3113.54412	Travel and Training	2,400
	A3113.52231	Vehicles	<u>2,500</u>
			\$68,644
	Remaining Balance		\$51,668

**SEQR ACTION: TYPE II-20**

Mr. Meskill distributed survey results on liability protection prepared by the New York State Sheriff's Association Institute. This is on file with the original minutes.

**ASSIGNED COUNSEL UPDATE**

Ms. Hughes distributed the 1998 statistics, these are filed with the original minutes. She stated that there were more cases handled in 1997, but more money was spent in 1998 because crime is down, but family court is up. This is happening state and nationwide. She noted that the statistics don't reflect drug court and stated that two attorneys have been assigned primarily to that court. This is more efficient than having each individual assigned a separate attorney. Attorneys are required to report each week with their client and attend team meetings with them, this is very time consuming. Attorneys in drug court are paid on a voucher basis versus being contracted. Mr. Stolp stated that it is cheaper to voucher than contract because they are paid the state rate versus setting their own rate which would be much higher. Ms. Hughes noted that the voucher system has been in effect from August through December 1998.

**STOP-DWI UPDATE**

Mr. Beach distributed the selective enforcement patrol statistics through December 18, 1998, this if filed with the original minutes. He stated he is still concerned with the number of arrests coming from the regular patrol and he has spoke with Sheriff Meskill about emphasizing the importance of making these arrests with the regular patrols. Mr. Beach reported that Officer San Angelo was named Officer of the Month by the Ithaca Rotary Club. He reported the year-end totals seem to be up approximately 14 percent over 1997 and countywide arrests following a motor vehicle accident continue to decline. He stated this is a proactive approach to law enforcement.

Mr. Meskill reported that due to the number of deputies in his department on light duty, there has not been a selective enforcement patrol for the last two weeks, but hopes to have the patrol running again shortly.

## **FIRE, DISASTER AND EMS**

Mr. Shurtleff distributed the 1998 year-end report for 911. This is on file with the original minutes. He stated that the 911 program is meeting the objectives outlined at the beginning. Mr. Miller distributed a Y2k update in relation to the 911 system in the County. He stated that phone switches are on order and will be completed by April 1, 1999. This is being paid for through 911 revenues. He stated that the mobile data radio equipment upgrade has been completed and the dictaphone recording upgrade will be completed by March 1, 1999. These will also be paid for through 911 revenues. The radio communications equipment has been inventoried and are Y2k compliant. The CAD system will be ready shortly, this was paid for through member item funding. The workstations have been looked at and upgrades have been done. He stated the mapping station will need to be addressed, this needs to be replaced. The CAD server also needs replacement and the software for two machines needs upgrading. This will cost approximately \$10,000 and it will need to be determined if 911 revenues can pay for this. He stated that the purchase of generators for back-up power needs to be addressed. Due to the time frame in taking delivery and installing this will need to be decided fairly quickly. He stated that eight of the ten transmitting sites in the county do not have back-up power and if power is lost at any three of those sites the County will lose the countywide communications system for fire, emergency medical, five village police departments, radio fire alarm, sheriff's department, TCAT, the Health Department and 16 fire departments. Three quotes have been received. One cannot deliver in time, one can deliver by October 15, 1999, and one won't commit to a delivery date until the order is placed.

Mr. Evans asked that Mr. Miller prepare a resolution and justification for the purchase of the generators and a special Public Safety Committee meeting will be held before the next Board meeting.

Ms. Blanchard asked if the generators can be moved. Mr. Joseph stated that they can, but there will be an expense involved. Mr. Evans asked that costs for moving the generators be brought to the special meeting as well.

## **OAR**

Ms. Teasley distributed an analysis of the 1998 bails. This is filed with the original minutes. Mr. Evans asked why the number for the Town of Dryden is so high. Mr. Lane suggested this could be due to the location and ease of getting a judge for arraignments. Mr. Lane asked if anyone had defaulted on their bail. Ms. Teasley reported that one bail was forfeited.

## **PROBATION DEPARTMENT**

Mr. Benjamin reported that five people were placed on electronic monitoring over the weekend and another on Monday. He reported that Ms. Leinthall has spoke with senior staff in her department and they indicate that those individuals placed on electronic monitoring are very appropriate for the program. She has also asked her supervisory staff to look at the ATI program in the department and do an in-house assessment on their effectiveness. Mr. Lane asked that the cost benefit be included in the assessment.

Mr. Meskill stated that there are several weekend sentences at the jail that are DWI felonies and there are two judges in the County who are reluctant to try the program.

## **DEPUTY COUNTY ADMINISTRATOR REPORT**

Mr. Benjamin reported that the Domestic Violence Prevention Coordinator position has been filled. The Workforce Development Center is getting started and the Public Safety Building Space Study Committee has been very busy. He stated the CISNET project is fully staffed and Mr. Hammer will provide an update.

Mr. Hammer stated that the CISNET project is in the beginning stages. Site analyses are being completed and approximately 30 percent have been completed to date. He stated that the Request for Proposals is being drafted. Mr.

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Benjamin stated Mr. Hammer will be the program manager and will pull together the public safety tower and CISNET projects. Mr. Evans asked Mr. Hammer to provide updates to the Committee as he deems appropriate.

### **LIAISON ASSIGNMENTS**

Magistrates Association – George Totman

E911 Operations Committee – Charles Evans

Criminal Justice Advisory/Alternatives to Incarceration Board - Tim Joseph

Local Emergency Planning Committee - Charles Evans

### **APPOINTMENTS**

It was Moved by Mr. Joseph, seconded by Mr. Totman and unanimously adopted by voice vote to approve the following appointments:

M. Alan Hayes - Advisory Board on Indigent Representation - Term expiring December 31, 2001

Nancy Zahler- Criminal Justice Advisory/Alternatives to Incarceration Board - Term expiring December 31, 1999

William Cornell - Family Court Advisory Council - Term expiring December 31, 1999

### **1999 COMMITTEE GOALS**

1. Resolve issues surrounding integrated dispatch center.
2. Develop mission and vision statement for sheriff and jail in conjunction with Sheriff Meskill and his staff.
3. Better understand the budgetary needs of the Sheriff's Department for both Corrections and the Road Patrol.
4. Determine how the wireless tower system will fit in with CISNET and other county communication requirements, and decide whether or not to support the wireless system by year-end. Involve the Environmental Management Council in these discussions.
5. Make a clear recommendation about the public safety space issue.

### **APPROVAL OF MINUTES**

It was Moved by Mr. Totman, seconded by Mr. Joseph and unanimously adopted by voice vote to approve the minutes of December 22, 1998, as submitted.

### **ADJOURNMENT**

The meeting adjourned at 1:35 p.m. The next meeting will be February 23, 1999, at 12:00 p.m. in the Scott Heyman Conference Room.

Respectfully submitted by Jennifer Luu, Administrative Assistant, Board of Representative's office.

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