

PUBLIC SAFETY COMMITTEE AGENDA

SHERIFF'S OFFICE

January 3, 2023

2:30 PM

- APPROVAL OF MINUTES – December 6, 2022
- FINANCIAL
 - December YTD Report
- OLD BUSINESS
 - Itouch implementation with Black Creek - testing still ongoing
 - Microsoft 365 migration
- NEW BUSINESS
 - Jail camera project
 - CID recording system replacement
 - New carpet in jail pods
- PERSONNEL
 - Update on Vacancies
- Resolutions
 - None
- PROCLAMATIONS
 - None
- ADJOURNMENT

PUBLIC SAFETY MEETING

December 6, 2022

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, December 6, 2022 at 2:30 PM.

Present:

Barb Roberts	Legislator
Brian Cain	Director, Probation
Dennis Mullen	Chair, Public Safety
Sheriff Gary Howard	Sheriff's Office
Stew Bennett	Administrative Coroner
Bob Williams	Deputy Director, Emergency Services
William Standinger	Legislator

Guest:

Cathy Haskell	Legislative Clerk
Peter DeWind	County Attorney

Absent:

Marte Sauerbrey	Chair, Legislature
Mike Simmons	Director, Emergency Services

APPROVAL OF MINUTES:

Approval of November 8, 2022 minutes:

Legislator Roberts made a motion, seconded by Legislator Standinger to approve the November 8, 2022 Public Safety minutes, as written. Motion carried.

PROBATION – Brian Cain:

FINANCIAL:

- Budget is on track. Expenditures are at 74.9%.

OLD BUSINESS:

- Staffing: Civil Service test results are back; have not received scores from Personnel.
- Training: All probation officer trainings to be completed by end of 2022.
- Purchase of new vehicle: Have not received yet, now waiting for two.

NEW BUSINESS:

- IPPC Technologies: Contract monitors all internet access of probationers; has been forwarded to County Attorney for review.
- Updating Probation Policy and Procedures: Working towards a final copy to be distributed to all probation officers; 25% completed.
- Collaboration with Veteran's Services: Probationer continued to volunteer services after mandated community service hours were completed.

- Succession planning for Probation Supervisor position: Teri Rosenberger plans to retire in 2023.

PERSONNEL:

- One vacant Probation Officer 1 position exists.
- One Probation Officer 1 position remains unfunded.

RESOLUTIONS:

- Approve a Contract Between the Tioga County Probation Department & the Family & Children’s Counseling Services to Provide Adult & Juvenile Sexual Offender Assessment & Treatment Services in the Journey Project

***Committee agreed to move these resolutions forward*

OFFICE of EMERGENCY MANAGEMENT – Deputy Director Bob Williams on behalf of Director Mike Simmons:

FINANCIAL:

- Budget is on track.

OLD BUSINESS:

- Radio Project: Mike is on his way to Chicago to meet with Motorola & technicians from Capital Area Communications at staging facility in Shaumburg, Illinois December 6 through December 9, 2022. Observation of the assembled radio system to commence so they can determine if any changes are needed. Equipment should be here the week of December 21, 2022.
- CAD Project: Working with State Police to get radios in their cars. Fire Department’s response plans are beginning to come in.
- EMS: No changes in coverage. Deputy Fire Coordinator – EMS has been posted.
- Emergency Management: Classes will begin in January 2023. The Threat Assessment Management Plan is due for submission to the State before the end of 2022; awaiting replies.
- Fire: Annual in-service training held at Montour Falls was completed by the County Fire Investigation Team.

NEW BUSINESS:

- None

PERSONNEL:

- The position of Deputy Director of Emergency Services has been selected, starting in January 2023.

RESOLUTIONS:

- Authorize Appointment of Full-Time Deputy Director Position

***Committee agreed to move these resolutions forward*

CORONER – Stew Bennett:

- No monthly report was given.

RESOLUTIONS:

- Amend 2022 Budget Contingency Transfer Request

SHERIFF – Gary Howard:

FINANCIAL:

- Revenues are at \$857,545 which is 133% of the budget. Inmate boarders are at \$406,461 which is 307% of the budget.
- Expenditures are at \$ \$9,818,553 which is 90% of the budget.

OLD BUSINESS:

- I Touch Implementation with Black Creek: Installation completed – testing is still ongoing.
- MAT Program: CASAC training completed.
- Jail camera project: Ongoing.

NEW BUSINESS:

- CID recording system replacement: Project has begun.
- Microsoft 365: Migration is in progress.
- New carpet in jail pods: Carpet has been installed, two have been completed – no issues.

PERSONNEL:

- Update on Vacancies:
 - Civil – one vacant part-time Civil Deputy position.
 - Corrections – six vacant Corrections Officer positions, one is leaving and one potentially leaving – may be down eight Corrections Officer within the month; two vacant part-time Cook positions.
 - Road Patrol –
 - No Deputies on light duty.
 - One Deputy attending Southern Tier Law Enforcement Academy.
 - One vacant Deputy position, waiting for results from Personnel; two unfunded Deputy positions.
 - E911 –
 - One vacant Full Time Dispatcher position.
 - One Dispatcher on maternity leave.
 - Records – all positions are filled.
 - Administration – all positions are filled.

RESOLUTIONS:

- Modify 2022 Budget: Amend Resolution 30-22 Project Lifesaver

***Committee agreed to move these resolutions forward*

ADJOURNED:

Meeting was adjourned at 2:48 PM.

Respectfully Submitted,

Donna Gilligan

Donna Gilligan

Accounting Associate III – Payroll Tioga County Sheriff's Office

12/06/22

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJUSTMS	BUDGET			BUDGET	USE/COL
A3020 Public Safety Communication E							
A3020 411400	Emergency Telephon	-185,000	0	-185,000	-117,925.86	.00	-67,074.14 63.7%*
A3020 433310	State Aid-Enhanced	0	-129,044	-129,044	-129,044.00	.00	.00 100.0%
A3020 510010	Full Time	578,259	-36,000	542,259	525,040.51	.00	17,218.49 96.8%
A3020 510020	Part Time/Temporar	1,000	0	1,000	272.85	.00	727.15 27.3%
A3020 510030	Overtime Pay Only	28,000	21,000	49,000	51,508.87	.00	-2,508.87 105.1%*
A3020 510050	All Other(On Call)	12,000	15,000	27,000	41,469.58	.00	-14,469.58 153.6%*
A3020 520090	Computer	500	0	500	.00	.00	500.00 0%
A3020 520130	Equipment (Not Car	444	0	444	.00	.00	444.00 0%
A3020 540000	Contract Expense	0	0	0	.00	.00	.00 0%
A3020 540350	Office Equip Maint	300	0	300	252.96	.00	47.04 84.3%
A3020 540510	Radio Repairs	0	0	0	.00	.00	.00 0%
A3020 540620	Software Expense	33,489	0	33,489	28,183.22	.00	5,305.78 84.2%
A3020 540660	Telephone	31,000	0	31,000	25,167.64	4,461.56	1,370.80 95.6%
A3020 581088	State Retirement F	54,738	0	54,738	75,341.02	.00	-20,602.96 137.6%*
A3020 583088	Social Security Fr	32,335	0	32,335	46,573.46	.00	-14,238.56 144.0%*
A3020 584088	Workers Compensati	12,243	0	12,243	15,273.75	.00	-3,030.35 124.8%*
A3020 584588	Life Insurance Fri	0	0	0	.00	.00	.00 0%
A3020 585088	Unemployment Insur	0	0	0	.00	.00	.00 0%
A3020 585588	Disability Insuran	679	0	679	803.62	.00	-125.02 118.4%*
A3020 586088	Health Insurance F	152,703	0	152,703	179,265.97	.00	-26,563.29 117.4%*
A3020 588988	Eap Fringe	146	0	146	174.67	.00	-29.07 120.0%*
A3110 Sheriff							
A3110 412703	Shared Services Sh	-30,000	0	-30,000	-14,250.00	.00	-15,750.00 47.5%*
A3110 415100	Sheriff Fees	-80,000	0	-80,000	-80,612.18	.00	612.18 100.8%
A3110 425450	Licenses	-35,000	0	-35,000	-35,448.00	.00	448.00 101.3%
A3110 425950	Patrol Income	-7,000	0	-7,000	.00	.00	-7,000.00 0%*
A3110 426250	Forfeiture Of Crim	0	-1,398	-1,398	-1,397.50	.00	.00 100.0%
A3110 426260	Forfeiture Of Crim	0	-8,622	-8,622	-8,622.00	.00	.00 100.0%
A3110 427010	Refunds Of Prior Y	0	0	0	.00	.00	.00 0%
A3110 427050	PLS01 Gifts And Don	0	0	0	-500.00	.00	500.00 100.0%
A3110 433190	State Aid- Bullet	0	0	0	-2,040.75	.00	2,040.75 100.0%
A3110 433470	State Aid-SLETPP G	0	0	0	.00	.00	.00 0%
A3110 433480	State Aid-16 SLETP	0	0	0	.00	.00	.00 0%
A3110 433900	State Aid-Police T	0	-12,150	-12,150	-10,761.60	.00	-1,388.40 88.5%*
A3110 433950	State Aid-Buckle U	0	0	0	.00	.00	.00 0%
A3110 433952	NYS Legislative Gr	0	0	0	.00	.00	.00 0%
A3110 433960	St Aid- Child Pass	0	0	0	.00	.00	.00 0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
ACCOUNTS FORT	ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
General Fund	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USE/COL	
A3110 443190	Fed Aid Bullet Pro	0	0	0	-3,607.75	.00	3,607.75	100.0%
A3110 510010	Full Time	2,659,357	-60,000	2,599,357	2,411,400.27	.00	187,956.73	92.8%
A3110 510020	Part Time/Temporar	60,909	-25,000	35,909	18,311.70	.00	17,597.30	51.0%
A3110 510030	Overtime Pay Only	142,900	72,150	215,050	203,222.64	.00	11,827.36	94.5%
A3110 510040	Workers Compensati	0	0	0	.00	.00	.00	.0%
A3110 510050	All Other(On Call)	75,000	0	75,000	114,339.98	.00	-39,339.98	152.5%*
A3110 520130	Equipment (Not Car	9,000	-1,000	8,000	2,886.00	691.76	4,422.24	44.7%
A3110 520191	Emergency Equipmen	5,000	1,000	6,000	5,384.33	613.41	2.26	100.0%
A3110 530100	Data Processing	0	0	0	.00	.00	.00	.0%
A3110 530300	Legal	0	0	0	.00	.00	.00	.0%
A3110 530330	Shared Services	0	0	0	.00	.00	.00	.0%
A3110 540000	Contract Expense	0	0	0	.00	.00	.00	.0%
A3110 540020	Ammunition	12,000	100	12,100	9,781.11	2,302.36	16.53	99.9%
A3110 540070	Car Maintenance	48,040	-4,400	43,640	27,624.91	1,175.47	14,839.62	66.0%
A3110 540090	Clothing	28,000	-520	27,480	22,982.19	3,494.93	1,002.88	96.4%
A3110 540093	Building Maint & R	10,000	0	10,000	515.79	5,676.28	3,807.93	61.9%
A3110 540220	Automobile Fuel	85,000	22,150	107,150	93,739.02	11,421.48	1,989.50	98.1%
A3110 540280	Investigations	10,000	0	10,000	5,986.09	1,098.95	2,914.96	70.9%
A3110 540330	Legal Fees	5,000	2,300	7,300	3,640.00	.00	3,660.00	49.9%
A3110 540335	Asset Forfeiture E	0	1,398	1,398	.00	1,397.50	.00	100.0%
A3110 540336	Asset Forf. Exp-Re	0	8,622	8,622	.00	8,622.00	.00	100.0%
A3110 540350	Office Equip Maint	1,000	0	1,000	299.69	180.58	519.73	48.0%
A3110 540420	Office Supplies	15,000	0	15,000	9,034.65	538.78	5,426.57	63.8%
A3110 540444	Permits, Fees, Ins	26,000	1,350	27,350	26,855.47	480.44	14.09	99.9%
A3110 540470	Physicals	11,000	0	11,000	8,557.86	125.00	2,317.14	78.9%
A3110 540480	Postage	10,000	0	10,000	7,993.40	935.16	1,071.44	89.3%
A3110 540485	Printing/Paper	9,000	0	9,000	7,757.55	.00	1,242.45	86.2%
A3110 540510	Radio Repairs	0	0	0	.00	.00	.00	.0%
A3110 540560	Repairs	2,000	0	2,000	1,087.00	.00	913.00	54.4%
A3110 540620	Software Expense	16,625	0	16,625	15,230.10	1,253.27	141.63	99.1%
A3110 540640	Supplies (Not Offi	3,000	0	3,000	2,952.52	.00	47.48	98.4%
A3110 540640	PLS01 supplies -PLS	750	0	750	.00	.00	750.00	.0%
A3110 540660	Telephone	11,000	0	11,000	7,796.05	1,240.75	1,963.20	82.2%
A3110 540680	Tires	11,924	0	11,924	10,257.77	80.96	1,585.27	86.7%
A3110 540731	Training/State Req	5,000	450	5,450	5,450.00	.00	.00	100.0%
A3110 540733	Training/All Other	5,000	3,570	8,570	8,281.66	.00	288.34	96.6%
A3110 581088	State Retirement F	545,603	0	545,603	630,371.50	.00	-84,768.52	115.5%*
A3110 583088	Social Security Fr	212,822	0	212,822	207,931.86	.00	4,890.04	97.7%
A3110 584088	Workers Compensati	47,749	0	47,749	53,909.68	.00	-6,160.42	112.9%*
A3110 584588	Life Insurance Fri	920	0	920	794.26	119.39	6.35	99.3%
A3110 585088	Unemployment Insur	0	0	0	.00	.00	.00	.0%
A3110 585588	Disability Insuran	543	0	543	608.13	.00	-65.25	112.0%*
A3110 586088	Health Insurance F	808,575	0	808,575	797,523.48	.00	11,051.38	98.6%
A3110 588988	Eap Fringe	568	0	568	615.93	.00	-48.09	108.5%*



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USE/COL	
A3150 Jail								
A3150 422640	Jail - For Other G	-150,000	0	-150,000	-492,112.12	.00	342,112.12	328.1%
A3150 422650	Jail - Inmate Forf	-1,000	0	-1,000	-1,024.94	.00	24.94	102.5%
A3150 427010	Refunds Of Prior Y	0	0	0	.00	.00	.00	.0%
A3150 427720	Misc Jail Revenue	-5,000	0	-5,000	-1,100.00	.00	-3,900.00	22.0%*
A3150 433920	State Aid-Jail/Bre	0	0	0	.00	.00	.00	.0%
A3150 443920	Federal Aid-Jail/B	0	0	0	.00	.00	.00	.0%
A3150 510010	Full Time	2,539,995	-200,000	2,339,995	2,240,975.14	.00	99,019.86	95.8%
A3150 510020	Part Time/Temporar	18,000	-18,000	0	.00	.00	.00	.0%
A3150 510030	Overtime Pay Only	110,000	215,000	325,000	341,969.21	.00	-16,969.21	105.2%*
A3150 510040	Workers Compensati	0	0	0	.00	.00	.00	.0%
A3150 510050	All Other(On Call,	15,000	3,000	18,000	80,763.69	.00	-62,763.69	448.7%*
A3150 520191	Emergency Equipmen	500	0	500	361.18	.00	138.82	72.2%
A3150 540000	Contract Expense	0	0	0	.00	.00	.00	.0%
A3150 540040	Books	0	0	0	.00	.00	.00	.0%
A3150 540090	Clothing	8,000	0	8,000	5,055.40	1,124.36	1,820.24	77.2%
A3150 540091	Bedding	1,000	0	1,000	665.03	139.06	195.91	80.4%
A3150 540093	Building Maint & R	20,000	0	20,000	7,058.91	3,201.22	9,739.87	51.3%
A3150 540140	Contracting Servic	1,000	500	1,500	1,139.89	59.99	300.12	80.0%
A3150 540210	Garbage Disposal	5,000	0	5,000	4,533.66	466.34	.00	100.0%
A3150 540350	Office Equip Maint	0	0	0	.00	.00	.00	.0%
A3150 540360	Meals/Food	175,000	-2,200	172,800	143,519.72	15,369.57	13,910.71	91.9%
A3150 540370	Medical Expense	726,363	0	726,363	574,501.70	130,373.53	21,487.77	97.0%
A3150 540620	Software Expense	58,500	1,700	60,200	56,333.36	3,799.00	67.64	99.9%
A3150 540640	Supplies (Not Offi	26,000	0	26,000	20,107.87	2,895.48	2,996.65	88.5%
A3150 540640	COVID19 Supplies (Not	0	0	0	.00	.00	.00	.0%
A3150 581088	State Retirement F	325,539	0	325,539	384,976.14	.00	-59,436.99	118.3%*
A3150 583088	Social Security Fr	170,741	0	170,741	198,729.26	.00	-27,988.59	116.4%*
A3150 584088	Workers Compensati	52,285	0	52,285	58,211.32	.00	-5,925.98	111.3%*
A3150 584588	Life Insurance Fri	2,100	0	2,100	1,271.60	279.05	549.35	73.8%
A3150 585088	Unemployment Insur	0	1,005	1,005	1,005.00	.00	.00	100.0%
A3150 585588	Disability Insuran	0	0	0	.00	.00	.00	.0%
A3150 586088	Health Insurance F	776,144	0	776,144	754,356.66	.00	21,787.51	97.2%
A3150 586089	Health Insurance C	0	0	0	.00	.00	.00	.0%
A3150 588988	Eap Fringe	603	0	603	665.67	.00	-62.45	110.4%*
A3151 Jail - Alternatives Program								
A3151 510010	Full Time	37,673	0	37,673	37,095.53	.00	577.87	98.5%
A3151 510030	Overtime Pay Only	0	0	0	.00	.00	.00	.0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
A	General Fund	APPROP	ADJUSTS	BUDGET			BUDGET	USE/COL
A3151	510050	All Other(On Call,	0	0	900.00	.00	-900.00	100.0%*
A3151	581088	State Retirement F	6,817	6,817	5,938.63	.00	878.10	87.1%
A3151	583088	Social Security Fr	2,637	2,637	2,759.37	.00	-122.04	104.6%*
A3151	584088	Workers Compensati	735	735	559.10	.00	175.50	76.1%
A3151	584588	Life Insurance Fri	0	0	.00	.00	.00	.0%
A3151	585088	Unemployment Insur	0	0	.00	.00	.00	.0%
A3151	585588	Disability Insuran	0	0	.00	.00	.00	.0%
A3151	586088	Health Insurance F	16,789	16,789	12,150.76	.00	4,638.27	72.4%
A3151	588988	Eap Fringe	9	9	6.40	.00	2.34	73.2%



TIOGA COUNTY, NEW YORK

**Tioga County
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 12								
ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H	Capital Fund	APPROP	ADJUSTS	BUDGET			BUDGET	USE/COL
H3110 Sheriff								
H3110	433952	NYS Legislative Gr	0	0	.00	.00	.00	.0%
H3110	520130	Equipment (Not Car	0	0	.00	.00	.00	.0%
H3110	520620	Software Expense	0	0	.00	.00	.00	.0%
H3110	521060	Car/Truck	126,195	0	126,195	102,732.78	23,372.82	89.4%
H3150 Jail								
H3150	520130	Equipment (Not Car	30,000	0	30,000	8,333.08	17,608.06	4,058.86
H3150	520255	Security Equipment	50,000	0	50,000	.00	.00	50,000.00
H3150	520620	Software Expense	0	0	.00	.00	.00	.0%
H3150	521000	Not Assigned	0	0	.00	.00	.00	.0%
H3150	521060	Car/Truck	0	0	.00	.00	.00	.0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12							
	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,641,745	-128,039	10,513,706	9,860,680.07	244,598.51	408,427.76	96.1%
** END OF REPORT - Generated by Rockwell, Diane **							

Tioga County Sheriff's Office



DATE: December 28, 2022
TO: Sheriff Howard
RE: January 3, 2023 Public Safety - Reference Notes

Personnel Issues:

1. **Civil Office**
 - a) There is currently (1) open part-time Civil Deputy position.
2. **Corrections Division**
 - a) There are currently (7) open Corrections Officer positions.
 - b) There are currently (2) open part-time Cook positions.
3. **Road Patrol**
 - a) There are no Deputies currently on light duty.
 - b) We have (1) Deputy attending the Southern Tier Law Enforcement Academy.
 - c) There is currently (1) open Deputy position and (2) unfunded Deputy positions.
4. **E911 Emergency Communications Center**
 - a) There is currently (1) open full-time position.
5. **Records**
 - a) All positions are filled.
6. **Administration**
 - a) All positions are filled.

Labor Issues:

1. T.C.L.E.A. negotiations are ongoing.
2. N.C.E.U. negotiations are ongoing.

Litigation Issues:

1. Litigation with a former employee ongoing.

Budget:

1. Revenues are at \$898,446 which is 139% of the budget. Expenditures are at \$11,003,765 which is 99% of the budget. Inmate Boarders are at \$492,112 which is 328% of the budget.

Current Projects:

1. I Touch system still working on software integration with Black Creek – installation complete but testing is ongoing.
2. Jail camera project.
3. CID recording system replacement project awaiting installation.
4. New carpet being installed in the jail pods, 2 have been completed.

Miscellaneous:

1. Average daily inmate population for the month of December 2022 was 52. There were an average of 17 Federal inmates (534 days) and 0 board-in days for the month.

Resolutions:

1. None