I. CALL TO ORDER

Mr. Malter called the meeting to order at 9:00 a.m. and asked Ms. Prossick to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

Mr. Potter noted a typographical error in the minutes of the July 1, 2019 meeting. The error is on page two, paragraph ten of section three; Mr. Madigan should be Ms. Madigan.

MOTION: APPROVING THE MINUTES OF THE JULY 1, 2019 MINUTES AS AMENDED, AND THE MINUTES OF THE JULY 22, 2019, MEETING MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. District Attorney

1. Transcription Services Contract – Ms. Prossick informed the committee that the District Attorney utilizes a transcription services contract for Grand Jury and the Law Department utilizes the same contract for depositions. The last term we contracted with Verbatim. An official quote was done and Verbatim was the second lowest bidder. The low bidder does not do in-person appearances. The District Attorney is recommending awarding the contract to Verbatim as we have used them in the past and have had a good experience with them. The contract will be for three years with the option for two, one-year renewals.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ENTER INTO A TRANSCRIPTION SERVICES CONTRACT WITH VERBATIM COURT REPORTING FOR A THREE YEAR CONTRACT WITH THE OPTION FOR TWO, ONE-YEAR RENEWALS MADE BY MS. FITZPATRICK. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Grant – Mr. Baker informed the committee that they recently received notification that they and the Department of Social Services have been awarded a grant through the NYS Office of Victim Services/Victims of Crimes Act (OVS/VOCA). The total amount of the grant is $432,138.59 for three years, with the 2019
allocation being $61,454.84. He stated his department’s share is $17,846.84. Mr. Terwilliger explained this funding will be used to hire a Victim Advocate and Victim Advocate Aide for the Child Advocacy Center. These will be part-time positions. Additionally, we will also use the funding for minor equipment, books and subscriptions and supplies. Mr. Baker stated when the grant funds go away, the positions will go away. Mr. Terwilliger commented eventually he could see where a Victim Advocate position will become a mandated position in the District Attorney’s Office.

**MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT A $17,846.84 GRANT FROM THE NYS OFFICE OF VICTIM SERVICES/VICTIMS OF CRIMES ACT (OVS/VOCA) MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Ms. Fitzpatrick asked do you already have staff in place? Mr. Baker replied we currently do not have anyone in place, but have some interest.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

**B. Emergency Management Office**

1. **RFP – EMS Study** – Mr. Marshall informed the committee that for the past couple of years they have been looking at EMS services as we have been struggling with getting ambulances out the door. To help with that, we have instituted box alarms. We do have money in a capital project to do an EMS study and he requested authorization to put out an RFP to have a consultant come in and look over our EMS services and make recommendations. This is part of our long-term strategic plan.

**MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY MANAGEMENT OFFICE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO PUT OUT AN RFP FOR AN EMS STUDY MADE BY MR. POTTER. SECONDED BY MR. MAIO FOR DISCUSSION.**

Mr. Potter asked will you also be looking at the volunteer ambulance corps? Mr. Marshall replied yes. This study will encompass all facets of EMS including dispatch, first responders, volunteer and paid EMS services and hospitals. Mr. Potter commented in his district there is a big problem with getting EMT’s trained as well as the cost. Mr. Marshall stated one thing we did, is he had a meeting with EMSTAR and discussed that. They had wanted to run their training in Elmira. We do have a program at St. James, but getting training out to all of our volunteers is a struggle. We are in the most rural area that EMSTAR services.

Mr. Malter asked is that training covered by grant funds? Mr. Marshall replied it is a State reimbursement program. The problem is the drop-out rate is very high. The training is very intensive and comprehensive. With the low literacy rates in the County, it is difficult to get some volunteers through the program. The departments only get that State reimbursement if a volunteer goes through all the training and passes the test.

Mr. Potter commented it has been relayed to him that the sense is that there is a push to get the volunteers out of the system. Mr. Marshall replied we are seeing the regional, state and national medical councils increasing the level of training due to the liability in the field. A lot of things are changing in the curriculum.

Mr. Swackhamer asked what is the cost for EMT training and how many hours is it? Mr. Marshall replied EMT training is between 180 – 200 hours. He is not sure of the current State rate, but it is expensive. Mr. Malter asked we have no grant funds that reimburse the individuals? Mr. Marshall replied that is correct. The State does have a reimbursement program that goes directly to the agencies.

Mr. Potter commented the ambulance corps will reimburse individuals when they complete the course. The biggest complaint he has heard is the amount of time that is required for training. Mr. Marshall stated it is harder for people to commit to volunteering due to careers and family. Mr. Ryan asked is there any vetting that happens for individuals that enroll in EMT training? Mr. Marshall replied he believes that EMSTAR is trying to do that.
C. Sheriff’s Office

1. **SRO Budget Adjustment** – Sheriff Allard requested authorization to increase the SRO budget from $318,000 to $349,000 to reimburse for summer school and for an additional SRO that the Campbell-Savona School District requested.

**MOTION:** AUTHORIZING THE SHERIFF TO INCREASE THE BUDGET FOR SCHOOL RESOURCE OFFICERS FROM $318,000 TO $349,000 TO ACCOUNT FOR SUMMER SCHOOL COVERAGE AND FOR AN ADDITIONAL SRO FOR THE CAMPBELL-SAVONA SCHOOL DISTRICT MADE BY MR. POTTER. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Donation – SCOPE** – Sheriff Allard requested authorization to accept a donation in the amount of $884.00 from the Steuben County Chapter of SCOPE (Shooters Committee on Political Education). This funding will be used to purchase one EMT bag and oxygen bags.

**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT A DONATION IN THE AMOUNT OF $884.00 FROM THE STEUBEN COUNTY CHAPTER OF SCOPE WHICH WILL BE USED TO PURCHASE ONE EMT BAG AND OXYGEN BAGS MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Donation – K-9 Knapp** – Sheriff Allard requested authorization to accept the donation of a K-9 from the family of Pete Knapp at an estimated value of $8,500. Additionally, he requested authorization to accept a donation of $1,000 from the Steuben County Deputies’ Association for K-9 supplies.

**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT THE DONATION OF A K-9 FROM THE FAMILY OF DEPUTY PETE KNAPP AT AN ESTIMATED VALUE OF $8,500.00 AND ACCEPTING A $1,000.00 DONATION FROM THE STEUBEN COUNTY DEPUTIES’ ASSOCIATION TO BE USED FOR K-9 SUPPLIES MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Child Passenger Safety Grant** – Sheriff Allard requested authorization to accept the Child Passenger Safety Grant in the amount of $11,200. This funding will be used to purchase car seats.

**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT A CHILD PASSENGER SAFETY GRANT IN THE AMOUNT OF $11,200 MADE BY MR. MAIO. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Bicycle Safety Grant** – Sheriff Allard requested authorization to accept the Bicycle Safety Grant in the amount of $14,500. He stated $2,500 will be used for supplies and $12,000 will be used for overtime.

**MOTION:** AUTHORIZING THE SHERIFF TO ACCEPT A BICYCLE SAFETY GRANT IN THE AMOUNT OF $14,500 MADE BY MS. FITZPATRICK. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Washing Machine Bid** – Sheriff Allard requested authorization to accept the bid from Statewide Machines for the purchase of two commercial washing machines for the Jail. The price is $12,690 per machine, for a total cost of $25,380. He noted they do have money in a capital project. He also requested authorization to enter into a contract with the vendor for installation and maintenance.
MOTION: AWARDING THE BID FOR COMMERCIAL WASHING MACHINES FOR THE JAIL TO STATEWIDE MACHINES FOR A COST OF $12,690 PER MACHINE, FOR A TOTAL COST OF $25,380; AND AUTHORIZING THE SHERIFF TO ENTER INTO A CONTRACT FOR INSTALLATION AND MAINTENANCE OF SAID MACHINES WITH STATEWIDE MACHINES MADE BY MR. RYAN. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Personnel

1 Reclassification – Sheriff’s Office – Mr. Alderman requested the reclassification of three vacant, part-time Security Officer positions, Grade X, to three part-time Special Patrol Officer positions within the Sheriff’s Office. He noted there is no grade for the Special Patrol Officer positions as they are actually considered temporary positions.

MOTION: AUTHORIZING THE RECLASSIFICATION OF THREE VACANT PART-TIME SECURITY OFFICER POSITIONS, GRADE X, TO THREE PART-TIME SPECIAL PATROL OFFICER POSITIONS WITHIN THE SHERIFF’S OFFICE MADE BY MR. MAIO. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. POTTER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MAIO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**  
**PLEASE NOTE CHANGE** Monday, September 9, 2019 **PLEASE NOTE CHANGE**  
9:00 a.m.

PLEASE PROVIDE AGENDA ITEMS  
NO LATER THAN NOON  
Monday, August 26, 2019