



**MINUTES**  
**JUDICIAL & PUBLIC SAFETY COMMITTEE**  
**Wednesday, March 11, 2020**  
**Sheriff's Office – Training Room, 7445 County House Rd. – to follow Planning**

**CALL TO ORDER:** By Hon. Andy Dennison, Chair at 6:40 p.m.

**MEMBERS:** Legislators Keith Batman, Elane Daly, Michael Didio, Heidi Nightengale, Hans Pecher (Vice Chair)

**EXCUSED:** Legislator Tucker Whitman

**OTHERS:** Legislators Charles Ripley, Trish Kerr, Tim Lattimore, Ryan Foley, County Attorney Christopher Palermo, Director Youth Bureau and Assigned Counsel, Lloyd Hoskins, Sheriff Brian Schenck, Detective Lt. Frederick Cornelius, Administrator 9-1-1, Denise Spingler, District Attorney Jon Budelmann, Probation Director, Jay DeWispelaere, Emergency Management Director, Amy Russett, Deputy Emergency Management Director, Harry Sherman, Confidential Investigator, Dan Emmi, Administrative Assistant, Suzanne Gauthier, Mary Catalfamo, The Citizen

**MINUTES TO APPROVE: February 12, 2020**

Elane Daly motioned to approve the minutes of February 12, 2020, 2<sup>nd</sup> by Hans Pecher. All members present voted in favor, passed.

**APPOINTMENTS: None**

**DEPARTMENT UPDATES FOR COMMITTEE:**

- **Denise Spingler (911) –**
  - Staffing Concerns
    - Dispatchers 1&2 – Lost due to inability to overcome deficiencies during training
    - Dispatcher 3 – Lost due to medical conditions
    - Dispatcher 4 – Lost to new job
      - 20% of my staff
        - Awaiting canvass letters to being interviewing; training class planned for 4/13 or 4/20
  - Supervisory Concerns
  - Coronavirus Update – continuing to screen callers; working on a contingency plan should we experience internal illnesses
  - Dispatcher Training – **Enhanced Caller Management (April)**
    - Reinforces active listening, handling infrequent critical calls, performing in a crisis
- Additional Updates
  - Director Spingler presented an overview of the resolutions for staff requests
  - Coronavirus –Staff continues to evaluate the calls to determine the situation to keep the responders safe
  - Verizon contract –Verizon is interested in co-locating on the Sterling cell tower. The committee decided to have staff negotiate a contract with the Attorney's input and bring back the proposal to the Legislature for approval.
  - Census 2020 – 9-1-1 Addresses were updated in 1999-2000. Some homeowners are still using their old addresses.

The department will occasionally get calls from the Census to verify the correct address on a property. Staff coordinates with Planning staff to reach out to the homeowners to be sure homeowners are using the correct 9-1-1 address for emergency services.

**9-1-1 RESOLUTIONS**

- 3-20-JP-1 Authorization to fill two vacant part-time Emergency Services Dispatcher position due to vacancies
- 3-20-JP-2 Authorization to fill one vacant Emergency Services Dispatcher position due to a resignation
- 3-20-JP-3 Authorization to fill one vacant Emergency Services Dispatcher position due to a resignation

Keith Batman motioned to bundle and approve and move resolutions 3-20-JP-1, 3-20-JP-2, 3-20-JP-3, 2<sup>nd</sup> by Elane Daly. Legislator Daly inquired on the status of part timers in the department. Director Spingler

responded the department currently has two part time dispatcher positions vacant and continually uses part timers to assist with staffing needs of the department. All members present voted in favor, passed.

- 3-20-JP-4 Authorizing the Chair of the Legislature to enter into an agreement with Nick Colas for GIS Management and Services for the Cayuga County E-911 Center.

Elane Daly motioned to approve and move resolution 3-20-JP- 4, 2<sup>nd</sup> Keith Batman. Discussion: The committee discussed the details of the scope of work for the consultant as well as the cost of the contract. Director Spingler responded staff had contacted the software vendor to determine whether the vendor would be able to perform the software maintenance and the vendor is not able to. Also staff did an analysis on what the rates to perform this GIS maintenance works costs the surrounding areas. The committee further discussed the proposed long range plans for the GIS/ 9-1-1 software maintenance and addressing functions. Director Lynch explained Mr. Colas currently supports the GIS and Planning functions for the Planning department as well as support of the 911 addressing and database management. The new Senior/GIS Planner recently hired will be taking over the GIS Planning functions and is being given an overview of the working of the 9-1-1 addressing function. The Real Property department has recently taken over the 9-1-1 addressing functions.

Director Lynch presented on overview of the transition work to be done upon Nick's retirement. This contract will allow him to maintain the database, provide services to streamline and update the 911 system, prepare an operations manual, and assist in the recruitment of the individual to be hired to maintain the database. All members present voted in favor, passed.

- 3-20-JP-5 Authorization to create and fill the position of 911 Data Analyst in the Cayuga County E-911 Center

Elane Daly motioned to approve and move resolution 3-20-JP- 5, 2<sup>nd</sup> Heidi Nightengale. Discussion: The committee discussed the duties of this part time position and perhaps creating a new position combining the Data Analysis position with the additional 9-1-1 management functions and create as a new full time position. The committee further discussed the responsibilities involved in the Discovery tracking function and this immediate need due to the new Bail Reform requirement. Legislator Batman, as the two different positions have different duties; as well as two different pay rates, proposed to create the part time position on a temporary basis until the end of the year and reevaluate what the needs will be the 911 functions in all the departments. The committee decided to move forward with the resolution as presented with a part time Data Analyst position.

All members present voted in favor, passed.

- 3-20-JP-11 Authorizing the Chairperson of the Legislature to sign a one year contract renewal with Finger Lakes Communications for the microwave maintenance

Elane Daly motioned to approve and move resolution 3-20-JP- 11, 2<sup>nd</sup> Keith Batman. Legislature Lattimore inquired whether Motorola works on the microwave maintenance. Spingler said the work on this contract is currently being done with Finger Lakes Communications. Legislature Dennison inquired whether staff received any other quotes for this contract. Spingler stated single source contracts have been issued and Attorney Palermo stated will be moving forward soliciting further additional quotes for contracts.

All members present voted in favor, passed.

- **Jon Budelmann (District Attorney) – No updates**

DA Budelmann described the current work load due to the Bail Reform act. DA Budelmann stated the increase in the Discovery requirements and the justifications for the requested positions.

#### **DISTRICT ATTORNEY RESOLUTIONS:**

- 3-20-JP-6 Authorizing the District Attorney to fill FT Senior Assistant District Attorney vacancy in the District Attorney's Office

Heidi Nightengale motioned to approve and move resolution 3-20-JP- 6, 2<sup>nd</sup> by Elane Daly.

All members present voted in favor, passed.

- 3-20-JP-7 Authorization to create a full-time Assistant District Attorney position in the District Attorney's Office and setting the salary (2/3)

Elane Daly motioned to approve and move resolution 3-20-JP- 7, Heidi Nightengale. Discussion: Legislators agreed on the immediate need for the position, however if in the future the workload changes and the positions are not needed, the Legislature would need to review and reevaluate.

Legislator Batman motioned to amend 3-20-JP-7 the Resolution to include an additional Resolved: if any changes in the New York State Bail Reform, a review of the position will need to be reevaluated, 2<sup>nd</sup> by Heidi Nightengale All members voted in favor as amended, passed.

- 3-20-JP-10 Authorizing District Attorney to fill Confidential Investigator vacancy in office  
DA Budelmann stated the Confidential Investigator recently resigned and left the position open.  
Elane Daly motioned to approve and move resolution 3-20-JP- 10, 2<sup>nd</sup> by Heidi Nightengale  
Discussion: Legislator Batman inquired whether the Confidential Investigator in the DA office can be shared with the Sheriff's. The DA and Sheriff stated each department supports different functions within the judicial system.  
All members present voted in favor, passed.

- **Lloyd Hoskins (Assigned Counsel/Stop DWI) – No updates**

- Additional Update

With the new Bail Reform Act, the Indigent Legal Services of New York State has implemented a requirement for the Counties to have a Data Officer position available and will be providing the funding this position. The Data Officer will track the cases and review the Discovery documents. This position is currently in the Civil Service Commission for approval and will be brought through the committees in April.

- **Brian Schenck (Sheriff) –**

- Members of the Cayuga County Sheriff's Employee Association (Custody Union), the Sheriff, and the Legislature reached a proposed bargaining agreement for a term of four years. The proposed agreement was ratified by the union on Tuesday March 3rd.
- The Sheriff did meet with administrative staff of the Part Byron High School to continue discussing the possibility of contracting with the school to provide a Student Resource Officer utilizing a Special Patrol position within the Sheriff's Office. Talks are continuing and appear to be moving in a positive direction. HR and the Sheriff are also working together to finalize a draft job description to present to the legislature next month.
- The Sheriff and Administrative Staff continue to look at options to update our 556 page policy and procedure manual. With continually changing laws, mandates, and best practices, it is crucial and challenging to maintain current policy and procedure. An electronic version would improve efficiency. Working with an outside provider to maintain our policy would also improve our efficiency but more importantly, limit our liability as our policy would continually be updated utilizing the most recent best practices and immediately incorporating changes to the law. There would be additional cost to move in this direction; however, the cost to utilize staff internally is much greater.
- At the time of this report we are housing 125 inmates in our jail with 42 of those inmates being Federal board ins. We are maintaining 6 open (budgeted) staff positions in the jail; however, we may need to consider filling 2 or 3 of those positions in the coming months with challenges we are facing with the new Centralized Arraignment Court and volume – see below.
- Our new Centralized Arraignment Part (CAP) Court and pre arraignment detention has been in place and operational at the jail since February 11<sup>th</sup>. In less than a month, and at the time of this report, we have processed 36 people through the court with detainees being housed from the New York State Police, Auburn Police Department, and our Sheriff's Office. This is a much higher number than we anticipated and we will need to monitor this for the next month or two to determine the future impact on our staffing levels at the jail.
- Additional Update
  - Sheriff Schenck presented an overview of the recently implemented Centralized Arraignment Program. The report depicted the number of cases released, remanded and the disposition of the cases. Sheriff may need to request additional staff, already budgeted if the work load increases due to the new programs.
  - New Grant Proposal:  
Sheriff Schenck presented an overview on a proposed grant application and is seeking committee approval to move forward with the application. The Office for Victims of Crime (OCV), a division of the US Department of Justice has a grant available which would allow the County to place a Victim's advocate at the Sheriff's facility. The position would be funded through OCV. The County would be the lead applicant, yet the program would be sub-contracted with Cayuga Counseling to perform the work. The grant is for a three year program with no obligation for the County to continue past the three years.  
The committee acknowledged agreement to move forward with the grant application.

## **SHERIFF RESOLUTION:**

- 3-20-JP-9 Authorize the Sheriff to purchase a new Chevrolet Pickup Truck to replace an existing 2011 Chevrolet Pickup Truck to be utilized by the inmate work crew.

Sheriff Schenck explained the truck will be purchased with the use of Commissary funds.

Michael Didio motioned to approve and move resolution 3-20-JP- 9, 2<sup>nd</sup> by Hans Pecher. The retired truck will be used by the Parks department for parts. Legislator Batman suggested when departments are looking to replace vehicles and if possible, departments should examine the options which would able to reduce the County's carbon footprint (Electric and/or hybrid). All members present voted in favor, passed.

- Additional updates continued

Sheriff stated the department has been working with the County Health Department and the NYS Department of Corrections on implementing the guidelines for the Corona Virus. Currently are limiting the number of public entering the facility. The arrests are being evaluated for health related problems, prior to bringing them to the jail. Working on assembling an area for isolations if the need arises. The department will reevaluate their procedures if the guidelines change and if and when the cases increase within the County and surrounding areas.

#### **Dr. Adam Duckett (Coroner) – No updates**

- **Amy Russett (Fire/EMO) –**

The Emergency Management office has hired a Deputy Director, Harry Sherman. He started in the office on March 2, 2020.

Bi-weekly Ontario Lake calls with NYS have been productive in assessing stockpile inventories and continuous communications are happening with Town of Sterling Supervisor and Village of Fair Haven Mayor.

Communications are happening between EMO and CC Dept. of Health regarding COVID-19 and being disseminated to our first responders.

- Additional Updates:
  - Director Russett introduced the new Deputy Director Harry Sherman.
  - EMO is responsible for sending in a weekly request to NYS for the Personal Protection Equipment (PPE) which is needed throughout the County for the hospitals, first responders and health care facilities. The information is presented to the Health Department and EMO submits the request for equipment. A brief discussion was on the testing for the virus: where the tests are being performed.
  - Deputy Director Sherman has been compiling an itemized list of equipment throughout the County.

#### **Jay DeWispelaere (Probation) – No updates**

- Additional Updates
  - Working with Emergency Management and County Administration on the requirements for Probation Department in the County's Continuity of Operations Plan (COOP).
  - The complete Probation Department will be having a joint staff meeting on Friday March 13<sup>th</sup> in Chambers

#### **PROBATION RESOLUTION:**

3-20-JP-8 **(DRAFT)** Authorizing the Cayuga County Probation Department to enter into a contract with Cayuga Counseling Services to provide Alternatives to Incarceration services, composed of Alternative sentencing and Pretrial Diversion

Chair Dennison stated 3-20-JP-8 is pulled to be at this time. Attorney Palermo stated staff will be reviewing this draft and contract along with the various Cayuga Counseling contracts held with the other departments to clarify the work being done and the funding sources. The resolution will be represented.

#### **ADJOURNMENT: Wednesday, April 8, 2020 to follow Planning**

Eland Daly to adjourn the Judicial and Public Safety Meeting at 8:12 p.m., 2<sup>nd</sup> by Keith Batman. All members present voted in favor of the motion, passed.