

Public Safety Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: April 3, 2023 at 11:00 a.m.

Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York

COMMITTEE MEMBERS:

Marc Greco, Chair	Legislator, 24 th District
Richard Kline, Vice Chair	Legislator, 12 th District
Frank Bombardo	Legislator, 7 th District
Frank Castiglia	Legislator, 25 th District
Mary Ellen Chesbro	Legislator, 10 th District
Laurie Mangano	Legislator, 17 th District
Herbert Yerdon	Legislator, 2 nd District
Nathan Emmons	Legislator, 15 th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of the Minutes for the Public Safety Committee's regular meeting on March 2, 2023

RESOLUTIONS:

- PS-1** Resolution Authorizing Budget Modification For The Emergency Management Office to Accept Funding from the Department of Homeland Security and Emergency Services (DHSES) For FEMA-4480-DR-NY Hazard Mitigation Grant Program
- PS-2** Resolution Awarding Professional Services Contract –RFP 23-EMO-002 – Hazard Mitigation Plan
- PS-3** Resolution Authorizing the Oswego County Emergency Management Office to Accept Funding from the Walmart Community Grant Program
- PS-4** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Assistant DA to Senior ADA
- PS-5** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Paralegal to Sr. Typist
- PS-6** Resolution Authorizing Budget Modification District Attorney's Office – Additional Hours

COMMITTEE REVIEW & DECISIONS

None

REPORTING DEPARTMENTS:

- EMS Department Updates
 - Report
- EMO Department Updates
 - Report
- Probation Department Updates
 - Report
- Fire Coordinator
 - Report
- Oswego County 911
- Search & Rescue

ADJOURNMENT:

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR THE EMERGENCY
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE DEPARTMENT OF
HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) FOR FEMA-4480-
DR-NY HAZARD MITIGATION GRANT PROGRAM**

By Legislator Marc Greco:

Upon recommendation of the Public Safety Committee of this body, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer by, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: April 3, 2023

To: Members of the Public Safety and Finance and Personnel Committees

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$180,000 from FEMA through the New York State Department of Homeland Security & Emergency Services (DHSES) For Hazard Mitigation Grant Program

Summary: The Federal Emergency Management Agency (FEMA), through the NYSDHSES Mitigation Section has awarded Oswego County a Hazard Mitigation Grant Program (HMPG) to update the Oswego County Multi-Jurisdictional Multi Hazard Mitigation Plan. Funding has been made available not to exceed \$200,000 with a federal share of \$180,000 and the required county in-kind match of \$20,000, which will be met with personnel hours of individuals who work on the project.

Purpose: This grant will provide funds for Oswego County to update the current Multi-Jurisdictional Hazard Mitigation Plan, adopted by the Oswego County Legislature on October 15, 2020. The County's current plan is on file at the Emergency Management Office and on the county website at www.oswegocounty.com/emo. The Period of Performance (POP) deadline for this grant program is February 1, 2026. All county municipalities will be encouraged to participate in this update. Throughout the process, there will be multiple occasions for public input and comment on the plan.

The primary benefit to having a FEMA approved plan allows the county and local municipalities that adopt the plan to continue to apply for grant funding specifically for mitigation projects that are both available now and that could be available following a disaster in Oswego County or in other counties in New York State.

Recommended

Action: The Emergency Management Office recommends that the Public Safety and Finance and Personnel Committees and the legislature accept this SHSP Grant funding.



FEMA

November 30, 2022

Ms. Rayana Gonzales
Alternate Governor's Authorized Representative
New York State Division of Homeland Security & Emergency Services
1220 Washington Avenue
Building 7A, Suite 710
Albany, New York 12242

Attn: Marlene D. White, Chief of Mitigation

RE: FEMA-4480-DR-NY
Hazard Mitigation Grant Program (HMGP)
HMGP Project# 4480-0009
Oswego County
Multi-Jurisdictional Multi-Hazard Mitigation Plan Update - Project Approval Letter

Dear Ms. Gonzales:

The Federal Emergency Management Agency (FEMA) has completed review of the New York State Division of Homeland Security and Emergency Services (DHSES) for funding of the Hazard Mitigation Program (HMGP) project number 4480-0009 for Oswego County's Multi-Jurisdictional Multi-Hazard Mitigation Plan. DHSES as the grant recipient (hereinafter known as the Recipient) will administer this sub-grant award to Oswego County (hereinafter known as the Sub-Recipient).

Funding has been made available in an amount not to exceed total project costs of \$200,000 with a federal share of \$180,000 and the required non-Federal matching share of \$20,000. In addition, Sub-recipient management costs were also requested and will be made available for an amount not to exceed a total cost of \$10,000. The necessary costs of requesting, obtaining, and administering federal disaster sub-grants will only be covered by an allowance as defined in 44 CFR Part 207. Approval is contingent upon the fulfillment of all conditions identified by FEMA (see the attached Conditions of Approval [COA]).

The Period of Performance (POP) deadline of February 1, 2026, has been established for this grant program. DHSES will administer this sub-grant within the grant program POP. This POP provides ample time for the Sub-Recipient to complete all activities identified within the approved scope of work, and to address any potential delays that may arise due to permitting requirements, weather conditions or other unforeseen circumstances. It also includes sufficient time for DHSES to conclude its administrative contract requirements after the project is completed.

The approved Scope of Work (SOW) outlined in the application includes Oswego County's Multijurisdictional Multi-Hazard Mitigation Plan Update. The plan includes all 32 municipalities within the county and consists of participation of agencies, stakeholders and the public, hazard

Ms. Rayana Gonzales
November 30, 2022
Page 2 of 2

identification and risk/vulnerability assessment, mitigation strategy, plan adoption, and plan maintenance.

Any change to the approved Scope of Work as identified within the application must be submitted to FEMA Region 2 for consideration and approval prior to implementation. This includes any potential extension of the Sub-Recipient project schedule as identified within the conditions of approval. Execution of any modification to the approved scope of work without prior FEMA Region 2's approval may jeopardize funding for the sub-grant project as a whole. In accordance with 2 CFR Part 200, the Recipient must ensure that Sub-Recipients are aware of requirements imposed upon them by Federal Statute and regulations.

Please be advised that the Local Mitigation Planning Policy Guide FP 206-21-0002 (Guide, Policy) was released on April 19, 2022, and is effective on April 19, 2023. The Guide is FEMA's official policy and interpretation of the applicable statutes and mitigation planning regulations at 44 Code of Federal Regulations (CFR) Part 201. The policy applies to state and local governments that update and implement state and local mitigation plans as well as FEMA officials who review and approve those plans. This updated policy will become effective on April 19, 2023. The transition period before policy changes take effect for mitigation plan approvals provides time for state and local governments to review and incorporate the changes needed for an approved hazard mitigation plan. Plans that are not approved by the effective date will have to meet the requirements established in the updated policies. The guide and frequently ask questions are available on the following links: [Local Mitigation Planning Policy Guide \(fema.gov\)](#) and [FAQs: Updates to State and Local Mitigation Planning Policy Guides \(fema.gov\)](#).

FEMA urges your office to meet with the Sub-Recipient to review the project requirements as soon as possible. At this meeting, please discuss in detail the COA and project schedule including quarterly performance reporting and fiscal documentation requirements. FEMA is available to assist the Recipient and Sub-Recipient in the implementation of this project.

Should you have any questions or require additional information, please contact Sharon Edwards, Hazard Mitigation Assistance Branch Chief at (212) 680-3633 or by email at Sharon.Edwards@fema.dhs.gov.

Sincerely,

WILLIAM
MCDONNELL

Digitally signed by WILLIAM
MCDONNELL
Date: 2022.11.30 13:45:40 -05'00'

Michael F. Moriarty
Director
Mitigation Division

Attachment: Conditions of Approval (COA)

CONDITIONS OF APPROVAL
HMGP Project: 4480-0009
Oswego County
Local Multijurisdictional Hazard Mitigation Plan Update

FEMA Region 2 approval is contingent upon fulfillment of all the following conditions:

1. Approved Scope of Work

The approved Scope of Work (SOW) outlined in the application includes Oswego County's Multijurisdictional Multi-Hazard Mitigation Plan Update. The plan includes all 32 municipalities within the county and consists of participation of agencies, stakeholders and the public, hazard identification and risk/vulnerability assessment, mitigation strategy, plan adoption, and plan maintenance.

2. Scope of Work Changes

In accordance with 2 CFR Section 200.308, pass-through entities must obtain FEMA's prior approval whenever there is a proposed scope of work (SOW) change. Requests for changes to the SOW after award are permissible if they are consistent with the intent of the program. Requests must be made in writing and demonstrate the need for the scope change. The request also should include a revised scope, schedule, and budget. Any SOW changes are subject to all programmatic requirements, including EHP review requirements. All approvals will be at FEMA's discretion.

3. Other Regulatory Requirements

As part of our approval, the Sub-recipient is required to adhere to all applicable Federal regulations including the following: 2 CFR 200: Uniform administrative requirements, cost principles, and audit requirement for federal award.

4. Budget Changes

Recipients and Sub-Recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved budget. For more information on direct cost categories, please see 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments. Projects will require the prior written approval of FEMA as follows:

- Cost overrun and underruns can result from a scope, schedule or budget change.
- Recipients must notify FEMA prior to redirecting funds from an underrun to other approved sub-grants for which an overrun has been requested. The sub-grant must continue to programmatic eligibility requirements to include cost share.

5. Project Completion Schedule

The sub-grant project must be completed under the project schedule provided by the *Sub-Recipient* within the project application, as finalized prior to project approval. The project completion date for this sub-grant award is February 1, 2026. Changes to this schedule would be considered a SOW

CONDITIONS OF APPROVAL
HMGP Project: 4480-0009
Oswego County
Local Multijurisdictional Hazard Mitigation Plan Update

change and therefore must be pre-approved by FEMA and the grant Recipient. Please note, the sub-grant project schedule is unique and separate from the grant Period of Performance (POP). The grant POP is the period during which the Recipient (DHSES) is expected to administer all HMGP activities under the declared disaster.

6. Period of Performance Extensions

In order for the Sub-Recipient to be considered for a period of performance extension, DHSES must submit a formal written request to the Regional Administrator no later than sixty (60) days prior to the expiration of the period of performance and must include a justification for the extension. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended performance period; and a description of performance measures necessary to complete the project within the requested extended period of performance. Other information required with this request includes: a revised budget information form (regardless of whether or not there are changes to the budget); copies of any contracts entered into by Sub-Recipient with vendors; percentage of work completed, and a description of all work completed. Extensions may not be considered for projects that are a result of delays in project initiation and implementation.

7. Reporting Requirements

Recipients and Sub-Recipients must maintain records of work and expenditures. Recipients submit quarterly financial and performance reports to FEMA on January 30, April 30, July 30, and October 30. The first quarterly reports are due 30 days of the end of the first federal quarter following the initial grant award. FEMA may waive the initial reports. The Recipient shall submit quarterly financial status and performance reports thereafter until the grant ends. Failure to submit financial and performance reports to FEMA in a timely manner may result in an inability to access grant funds until proper reports are received by FEMA. Recipients are encouraged to contact FEMA should this occur.

8. Performance Reports

The Recipient shall submit a quarterly performance report for each grant award. Performance reports should include:

- Reporting period, date of report, and Recipient POC name and contact information.
- Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), Sub-Recipient, and project type using standard NEMIS project type codes.
- Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the grant.
- Percent of work completed and whether completion is on schedule, a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the grant, and anticipated completion date.

CONDITIONS OF APPROVAL
HMGP Project: 4480-0009
Oswego County
Local Multijurisdictional Hazard Mitigation Plan Update

- Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change.
- A statement of whether a request to extend the grant POP is anticipated.

Requests for additional project time extensions would only be considered in instances where the Sub-Recipient has provided the Recipient with accurate quarterly status reports. FEMA may suspend drawdowns from SMARTLINK if quarterly reports are not submitted on time.

9. Financial Reports

Recipients shall submit a quarterly Federal Financial Report (FFR). Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which is due to FEMA within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the POP, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end of the POP.

The Office of Management and Budget (OMB) has directed that FFR (SF-425) replace the use of the SF-269, SF-269A, SF-272, and SF-272-A. The SF-425 is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements. FEMA may suspend drawdowns from SMARTLINK/PARS if quarterly reports are not submitted on time.

10. Closeout

As required by 44 CFR 206.438(d), the Recipient will submit a letter signed by the Governor's Representative or equivalent certifying that:

- The report costs were incurred in the performance of eligible work.
- The approved work was completed, and the mitigation measure follows the provisions of the FEMA-STATE Agreement.
- Each sub-grant has been completed in compliance with the approved SOW.
- Actual expenditures have been documented and are consistent with the SF-424A or SF-424C.
- All program income has been deducted from total project costs as specified in 2 CFR Part 200.80.
- All project work was performed in accordance with all required and applicable building codes as modified or protected by the approved project. (If applicable)
- For new or updated hazard mitigation plans, a final copy of the FEMA-approved and community-adopted plan has been submitted to FEMA. (If applicable)
- The activity is consistent with 44 CFR Part 201 and 206.
- The Sub-Recipient can claim management costs incurred up to whichever of the following occurs first:
 - 180 days after work is completed for the non-management cost HMGP project for the declaration. OR

CONDITIONS OF APPROVAL

HMGP Project: 4480-0009

Oswego County

Local Multijurisdictional Hazard Mitigation Plan Update

- 180 days after the latest performance period for the non-management cost HMGP project.
OR

- The recipient management cost award has been closed out.

When one of the conditions is triggered, the timeframe for the Sub-Recipient to submit their management cost claim begins.

Sub-Recipients must submit final reporting to the pass-through entity no later than 90 days after the end of the Period of Performance. To ensure that this requirement is met, the Recipient will ask the Sub-Recipient to submit final payment request within sufficient time after project completion to allow time to close the project. The Recipient must submit a final SF-425 and Performance Report no later than 120 days after the end date of the POP, per 2 CFR Sections 200.343 and 200.344.

BUDGET MODIFICATION REQUEST

13-Apr-23

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	
A3640	443050	HZM23				- \$180,000.00
			A3640	543700	HZM23 Consulting	\$180,000.00

Total Amount

0

COMMITTEE SIGNATURES

DATE

COUNTY TREASURER

DATE

PERSONNEL DIRECTOR

DATE

COUNTY ADMINSTRATOR

DATE

DEPARTMENT HEAD

DATE

RESOLUTION NO.

April 13, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 23-EMO-002 – HAZARD MITIGATION PLAN**

By Legislator Marc Greco,

WHEREAS, the County issued a request for proposal for a vendor to provide a Hazard Mitigation Plan; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-EMO-002) from multiple qualified firms to provide a Hazard Mitigation Plan; and

WHEREAS, the Oswego County Emergency Management Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Barton & Loguidice, D.P.C., Liverpool, NY 13088, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Public Safety Committee that the County of Oswego awards the professional service contract for providing a Hazard Mitigation Plan, to Barton and Loguidice, 443 Electronics Parkway, Liverpool, NY 13088, not to exceed \$132,000.00 and be it further

RESOLVED that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY PURCHASING

46 E Bridge Steet, Oswego NY 13126
 Phone (315)326-6050 Fax (315)342-2468
 Email: Purchasing@OswegoCounty.Com

RFP 23-EMO-002 – HAZARD MITIGATION PLAN

Name of Company	Location	Evaluation Rating	Lump Sum Total	Required Documentation PRCS/PIS/SHC/NCC/RFC				
Barton & Loguidice, D.P.C	443 Electronics Parkway Liverpool, NY 13088	93.3%	\$132,000.00	X	X	X	X	X
BOLDplanning	480 Duke Drive, Suite 130 Franklin, TN 37067	85.67%	\$135,482.00	X	X	X	X	N/A
Crawford & Associates	22 Knollwood Drive Cumberland, RI 02864	91.67%	\$149,412.50	X	X	X	X	X
H2O Partners, Inc.	260 Addie Roy Road, Suite 150, Austin, TX 78746	84.67%	\$168,750.00	X	X	X	X	X
Jogan Health	84 Inverness Cir. E Englewood, CO 80112	74%	\$164,950.00	X	X	X	X	X

SHC=Sexual Harassment Certification; PRCS=Proposer Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-Collusion Certification; RFC= Resolution for Corporations

Solicitation Process: RFP 23-EMO-002 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on February 2, 2023. It was also sent directly to the following vendors:

- AC Disaster Consulting
- All Clear Emergency Management Group, LLC
- Barton & Loguidice. D.P.C
- Bold Planning, Inc.
- Crawford & Associates
- Tetra Tech
- Witt/ O'Briens

Number of Responses: Five (5)

Barton & Loguidice, D.P.C	<ul style="list-style-type: none"> • Pro: • Completed last 2 county plans. • Successful NYS approvals. • Local staff- Syracuse/Rochester. • Meets county deadlines. • In-house activities & project. • Within budget constraints. <p>Con: N/A</p>
BOLDplanning	<p>Pro:</p> <ul style="list-style-type: none"> • Business in place for 18 years. • Within budget constraints. <p>Con:</p> <ul style="list-style-type: none"> • Only 1 NYS approved plan to date.
Crawford & Associates	<p>Pro:</p> <ul style="list-style-type: none"> • Hazard mitigation successful in NYS (only 1) this far. • Project approach very detailed. • Within budget constraints. • In-house activities. <p>Con: N/A</p>
H2O Partners, Inc.	<p>Pro:</p> <ul style="list-style-type: none"> • M/WBE owned. • Comprehensive proposal. • Local projects in NYS successfully approved. • Extensive experience in house. <p>Con: N/A</p>
Jogan Health	<p>Pro:</p> <ul style="list-style-type: none"> • Cost within budget constraints. • No GIS staff support in-house. <p>Con:</p> <ul style="list-style-type: none"> • No local NYS Hazard Mitigation Plan

Proposals Reviewed By:

- Cathleen Palmitesso
- Rence Fox
- Terry Bennett

Evaluation Summary: The evaluation committee reviewed and rated each proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to Barton and Loguidice.

Recommended Actions: Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Purchasing Department recommends awarding the contract.

Schedule A

Evaluation Comparison
RFP 23-EMO-002 Hazard Mitigation Plan

Total Points	Evaluation Criteria	Barton & Louguidice			BOLD Planning			Crawford & Associates			H2O Partners			Jogan Health		
		C.P.	R.F.	T.B.	C.P.	R.F.	T.B.	C.P.	R.F.	T.B.	C.P.	R.F.	T.B.	C.P.	R.F.	T.B.
40	Evaluator Experience & Capabilities	38	38	38	35	38	33	37	37	37	37	38	37	30	30	32
	Management Outline and Project Approach															
30	Business & Organization	27	26	28	25	25	26	28	30	28	20	27	27	20	25	25
10	Cost	9	9	9	8	8	8	7	9	9	8	8	8	5	6	8
20	Total Points	19	20	19	17	18	16	17	18	18	10	16	18	10	16	15
100		93	93	94	85	89	83	89	94	92	75	89	90	65	77	80
Rating per Evaluation		93.33			85.67			91.67			84.67			74.00		

C.P. = Cathleen Palmitesso

R.F. = Renee Fox

T.B. = Terry Bennett

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE OSWEGO COUNTY EMERGENCY
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE WALMART
COMMUNITY GRANT PROGRAM**

By Legislator Marc Greco:

WHEREAS, the Walmart Community Grant Program has a commitment to give back to the community where they operate and supports public safety initiatives; and

WHEREAS, Oswego County Emergency Management has been awarded a community grant from Walmart, for \$500.00 for the county drone program to support public safety initiatives.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Public Safety Committee, that the County accept the grant funding for the drone program.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: April 3, 2023

To: Members of the Public Safety Committee, Oswego County Legislature

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$500.00 from the Walmart Community Grant Program for the county drone program.

Purpose: Request to accept grant funding and place in the drone other equipment budget line. Please refer to attached budget modification for the specific details.

Summary: The Oswego County EMO has received notification and have been awarded a Walmart Community Grant in the amount of \$500.00. This grant will be used for the county drone program public safety initiatives. The funds from this grant will be used to acquire additional equipment and supplies to support the drone program.

Recommended

Action: The Emergency Management Office would respectfully request the members of the Public Safety Committee and Oswego County Legislature to accept this funding from the Walmart Community Grant Program accordingly.

3/21/2023

0.00

Total Amount

0.00

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE – ASSISTANT DA TO SENIOR ADA**

By Legislator Marc Greco:

WHEREAS, District Attorney Offices across the state are having difficulty recruiting and retaining qualified attorneys to serve as prosecutors; and

WHEREAS, the District Attorney presently has a full-time Assistant DA who has significant experience prosecuting serious felony offenses such as rape, sexual assault, attempted murder and murder; and

WHEREAS, promoting this Assistant DA to the position of Senior ADA appropriately recognizes their experience, ability and contribution to the office;

NOW, upon recommendation of the Public Safety Committee with approval of the Finance and Personnel Committee of this body; be it

RESOLVED, that the incumbent attorney (position #116501311) be reclassified from an Assistant DA (Grade 60, Management) to a Senior Assistant DA (Grade 70, Management); and be it further

RESOLVED, that the incumbent attorney's salary shall be set at \$99,708 (Step 13, Grade 70); and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify a current employee (position 116501311) at the District Attorney's Office from an Assistant DA (Grade 60, Management) to a Senior ADA (Grade 70, Management)

Purpose: The DA's Office is seeking to reclassify an attorney from an Assistant DA to a Senior Assistant DA based upon their qualifications, experience as a prosecutor, and contribution to the office.

Summary: Due to changes in bail / discovery reform, as well as the increased opportunities within the legal profession, District Attorney Offices across New York have been losing experience attorneys over the past three years. The problem has become particularly acute this past year, with certain offices actively recruiting experienced prosecutors from other offices. Indeed, two months ago (January 2023), an ADA left our office to go work for the Onondaga County DA's Office. That also happened with another experienced attorney in 2022.

A member(s) of the Onondaga County DA's Office has approached an Assistant DA (position 116501311) and sought to recruit them to the Onondaga County DA's Office. This particular attorney has been with our office for 3 years and has served as our primary special victims prosecutor throughout that time. Additionally, this ADA has successfully tried multiple felony trials, including separate trials for Attempted Murder and Murder. This ADA is a critical part of the prosecution team for another murder case that is pending.

Given anticipated changes / challenges that the DA's Office will likely face this next year, it is important to retain this experienced attorney. The proposed title promotion and corresponding pay raise will hopefully allow us to keep them.

Recommended Action: To authorize the proposed reclassification of the Assistant DA position (Grade 60, Management) to a Senior ADA position (Grade 70, Step 13, Management) within the District Attorney's Office.

Fiscal Impact: The attorney's budgeted salary for 2023 is \$93,986. The proposed salary is \$99,708 (Grade 70, Step 13). The additional salary can be paid for within the budget due to a vacancy in a paralegal position, as well as by a proposal to reclassify that paralegal position as a Senior Typist.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: District Attorney

DIVISION/UNIT (NUMBER): 1165

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Assistant DA 2. Position #: 116501311

3. Present Salary/Hourly Rate: \$93,986 Grade: 60

4. Requested Title: Senior ADA

5. Requested Salary: \$99,708

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: Step 13 Grade: 70

6. Percent of Federal and/or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *I am seeking to reclassify this ADA as a Senior ADA based upon their nearly 10 years years of experience as a prosecutor in New York and their overall contribution to the office. This attorney just reached their 3-year anniversary as an ADA and has served as our primary special victims prosecutor throughout that time. While in this office, the ADA has successfully tried multiplied felony jury trials, including for Murder and Attempted Murder. This ADA has been approached by a member(s) of the Onondaga County DA's Office, which successfully recruited an attorney from our office earlier this year. Given anticipated changes / challenges within the DA's Office this next year, it is important for Oswego County to retain this attorney.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION		
1. Title to be Deleted:		
2. Position #	3. Salary Savings:	
4. Reason for Deletion:		

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE – PARALEGAL TO SR. TYPIST**

By Legislator Marc Greco:

WHEREAS, a review of workload, staffing and succession planning needs has been conducted; and

WHEREAS, the District Attorney has identified the need to better reflect the duties of the personnel who perform key administrative responsibilities of the Department in order to continue to ensure the delivery of efficient and effective services; and

NOW, upon recommendation of the Public Safety Committee with approval of the Finance and Personnel Committee of this body; be it

RESOLVED, that the position #116547001, a paralegal, Grade 11, in the CSEA Bargaining Unit, be reclassified to a Senior Typist, Grade 5, in the CO-OP Bargaining Unit; and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify a Paralegal position (#116547001), , which is a Grade 11 position within the CSEA, to a Senior Typist position (CSEA Grade 5) within the District Attorney's Office.

Purpose: The DA's Office is seeking to reclassify a paralegal position to align with the amount and type of work that we need to have performed, recognizing the present difficulty that the County has traditionally experienced in finding paralegals.

Summary: Late last year, the DA's Office added a second paralegal position by reclassifying a Senior Typist who was already employed by the office. Shortly thereafter, the first (incumbent) paralegal left the office to take a higher paying position with the NYS Attorney General's Office. Reclassifying the incumbent's position to a Senior Typist will help us find a qualified candidate who can perform the type of work needed.

Recommended To authorize the proposed reclassification of the Paralegal position (#116547001) to a Senior Typist position within the District Attorney's Office.

Fiscal Impact: This will result in a net-savings to county taxpayers. The incumbent paralegal's budgeted salary for 2023 is \$48,194. The Senior Typist will earn \$17.45/hr, which equates to a total cost of approximately \$31,759.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: District Attorney

DIVISION/UNIT (NUMBER): 1165

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Paralegal 2. Position #: 116547001

3. Present Salary/Hourly Rate: \$48,194 Grade: _____

4. Requested Title: Senior Typist

5. Requested Salary: \$31,759

a. Bargaining Unit: CO-OP Hourly Rate: \$17.45 Grade: 5

b. Management or OCPA – Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *This paralegal position was vacated by an employee (incumbent) who took a job with the NYS Attorney General's Office. I was able to create a second paralegal position and promote a Senior Typist to that new title prior to the incumbent leaving the office. I am seeking to reduce the vacant position to a Senior Typist to meet the demands of the office and so that there is an appropriate candidate for the position based upon the recent civil service test.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION		
1. Title to be Deleted:		
2. Position #	3. Salary Savings:	
4. Reason for Deletion:		

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DISTRICT ATTORNEY'S
OFFICE – ADDITIONAL HOURS**

By Legislator Marc Greco:

Upon recommendation of the Public Safety Committee of this body, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer by, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Transfer of Funds from Salary and Wages Line to Additional Hours within the existing budget for the District Attorney's Office

Purpose: The DA's Office is seeking to transfer \$5,000.00 in funds from the Salary and Wages Line (A1165.511000) to Additional Hours (A1165.514300).

Summary: Due to certain staffing issues, the District Attorney's Office is seeking to have some employees work additional hours to meet the workload demand of the office. This money will be used by a Typist and Senior Typist to perform additional duties while another employee is on temporary unpaid leave and/or reduced hours due to medical circumstances. This money will also be used to compensate the DA Investigator for work performed outside of normal business hours based upon exigent circumstances related to a case.

Recommended Action To transfer \$5,000.00 from the Salary and Wages Line (A1165.511000) to Additional Hours (A1165.514300) within the District Attorney's budget

Fiscal Impact: This proposal is cost neutral and will have no fiscal impact on the 2023 budget.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

COMMITTEE SIGNATURES _____ DATE _____

COUNTY TREASURER

DATE _____

HUMAN RESOURCES DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____



Oswego County EMS

200 North Second St., Fulton, NY 13069

(315) 591-9150 (office) (315) 591-9176 (fax)

Cathleen Palmitesso - Director of Emergency Management

Nate Degear, EMT - EMS Field Coordinator

Jordan Holliday, M.D. - Medical Director



Public Safety Committee Meeting- April 3rd, 2023
EMS Coordinator Report
March 2023 Activities

1. EMS Education

- a. EMT Class in Fulton has started, 14 individuals have signed up and are taking the course.
- b. AEMT Class in Mexico is being finalized, submitted paperwork to the state for course approval.
- c. EMT Core Hours Class underway at Menter.
- d. Continuing to collaborate with Workforce NY on tuition assistance for EMT classes.
- e. Conducted a Stop the Bleed Training with the Phoenix School District

2. Response

- a. Area hospitals continue to struggle with caseloads, however, are spending less time on DOH diversion than recent times.
- b. Psych/substance abuse cases are still high.
- c. Continued to monitor ambulance resources/coverage in the county
- d. Serviced and checked County AEDs to ensure they are up to date on equipment and are operable.
- e. Working to complete MCI equipment placement within the county.
- f. Continue to work as the liaison with county EMS providers and keep an open line of communication.
- g. Observed a state operated CNY Emergency Room Surge Drill

3. Meetings

- a. Bureau of EMS Agency Leadership calls
- b. Bureau of EMS Course Sponsor calls
- c. EMS Advisory Council meeting
- d. County EMS Continuous Quality Improvement
- e. Regional EMS Council
- f. County Wide EMS Leadership Meeting

g. Oswego Health Monthly Meeting

4. Conference Calls

- a. Participated in a call with local providers and Senator Barclay's office regarding the FY2024 Budget proposal on EMS and how many of these initiatives would have a positive affect on the EMS system.



Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Public Safety Committee Report

EMO – March 2023

Planning/Grants/Response:

1. Continue to manage and administer various grants with our stakeholders.
2. Hosted Mass Fatality Plan Seminar with our stakeholders at the ERTC. Planning meetings continue with the consultant to prepare for TTX in June.
3. Continue the planning efforts to implement WebEOC in the county as our incident management system. Vendor will be on-site end of March to look at our program capabilities.
4. Reviewed the RFP received for the update to the County Hazard Mitigation Plan. We would like to select Barton & Loguidice to guide us through this update.
5. EMO staff assisted the County Hazmat team with the news release regarding the incident at the Minetto Elementary School.

Meetings/Webinars/Conferences/Exercises:

1. Attend the monthly National Weather Service (NWS) update.
2. Participated in Conference Calls for the Nor'easter Storm with NYS and National Grid.
3. Participated in a Regional Communication Training at the ERTC hosted by NYS.
4. EMO staff attended the Citizen Preparedness Corps (CPC) event held at the Fulton War Memorial. The training gives residents tools and resources to prepare for any type of disaster, respond and recover from.
5. Hosted the quarterly Local Emergency Planning Committee (LEPC).
6. Participated in a TTX exercise with National Grid on storm response.
7. Participated in a review of the NYS Canal Corp. Emergency Action Plan (EAP).

Radiological Preparedness:

1. Participated in a tri-county radiological meeting with Wayne and Monroe to go over equipment, processes, exercises and support.
2. Continuing to process the biennial change out of radiological equipment throughout the county.
3. Completed a quarterly radiological plan revision in preparation for our FEMA evaluated exercise in June.
4. Transitioning some of our radiological equipment to be consistent with equipment used by Wayne and Monroe Counties. This will enable all three counties to provide assistance and resources during an incident.
5. Radiological Emergency Preparedness emergency worker training sessions are ongoing with our partners.

6. EMO staff participated in a Ingestion Pathway Training day provided by NYS Office of Emergency Management.
7. Continue to participate in planning meetings with NYS OEM, Constellation and FEMA for our two radiological exercises.
8. Completed a 5 year renewal of the letter of agreement Oswego County has with the NYS Ags. and Markets to utilize the Youth Building at the NYS Fairgrounds for our radiological plan.

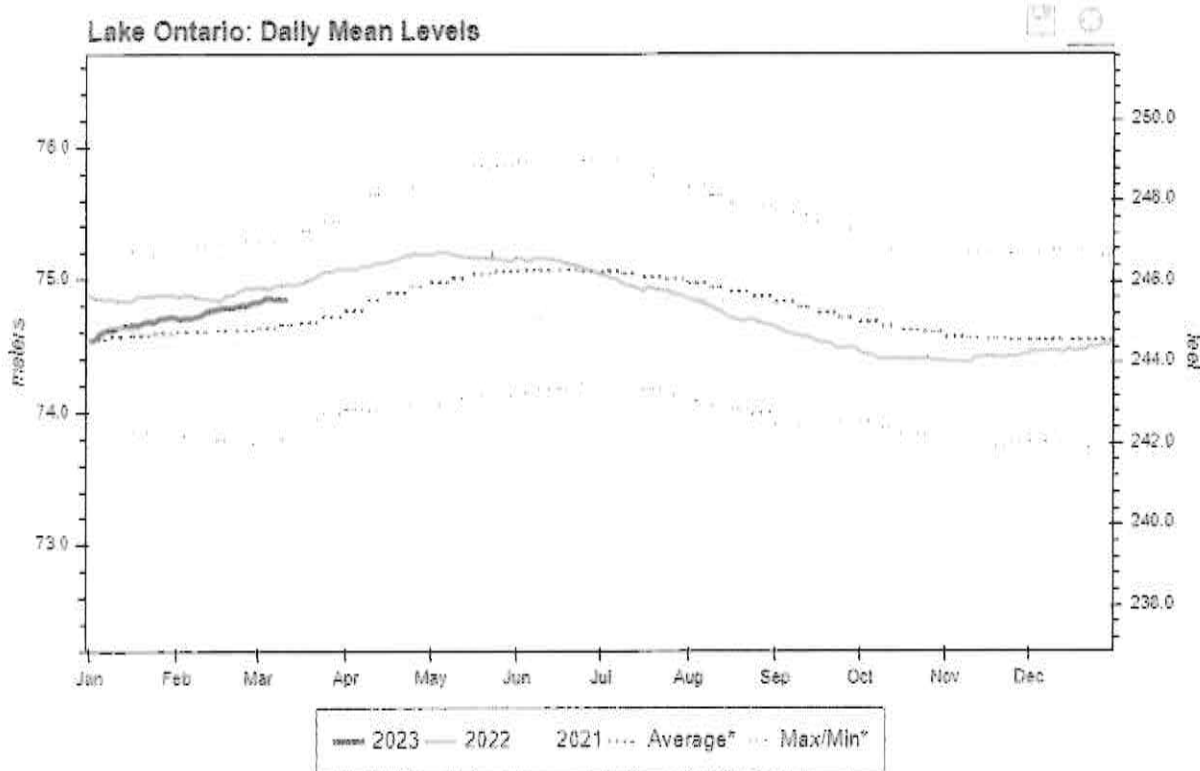
UAS (Unmanned Aircraft Systems) Activities:

1. Total flights February – March 15th – 50 missions (15 missions were County).
2. Received Walmart Community Grant in the amount of \$500.00.
3. Waiting on notification of two grant funding opportunities.
4. Submitted funding request for FY2024 Congressional Funding for UAS advancement through Senator Schumer, Sen. Gillibrand and Rep. Tenney.
5. FAA Drone Safety Day is April 29th from 10am-2pm at the Oswego County Airport. Information is currently being worked on and will be promoted through the tourism office and on the County UAS website.
6. Next Quarterly UAS meeting with county programs is March 29th, 2023.

Great Lake Level Conditions and Forecast

1. Current Water Level as of February 8 (IJC) 245.14 ft.
1. Average Water Level for February 8-14 (IJC) 244.78 ft.
2. Forecast Water Level Range for March 10 (IJC) 244.95-245.73 ft.

Lake Ontario Lake St. Lawrence Lake St. Louis Montreal Harbour



**OSWEGO COUNTY
PROBATION DEPARTMENT**

Public Safety Center
39 Churchill Road
Oswego, New York 13126
Phone: (315) 349-3477

DIRECTOR
David L. Hall

SUPERVISORS
Margaret A. Fitzgibbons
Shannon M. Perkins
Karen J. Smith
Chrystal L. Thompson

PUBLIC SAFETY COMMITTEE REPORT

April 3, 2023

Supervision

- As of 3/20/23, the department had 649 individuals under some level of supervision/monitoring (Criminal Court, Family Court, and Juvenile Intake).

Investigations

- 85 investigations were assigned in February 2023 (Presentence, Pre-Plea, Predisposition and Pre-Transfer).

Electronic Monitoring

- As of 3/20/23, the department had 19 individuals under electronic monitoring. This number, which varies month to month, includes individuals under Pre-Trial Release, Probation Supervision and Predisposition (Family Court).

Pre-Trial Release

- As of 3/20/23, the department was monitoring 80 individuals on Pre-Trial Release.

Grant Programs

- The department is continuing to provide the Interactive Journaling curriculum to incarcerated individuals by utilizing the CBI grant we have been awarded by DCJS the past several years.
- The department has developed a women's specific caseload and will be providing support programs based on another grant awarded by DCJS.

Restitution/DWI Fees

- In February 2023, the department collected \$9,640.64 in restitution (\$739.67 in surcharge).

- In February 2023, the department collected \$4,043.00 in DWI supervision fees.

Special Services

- The department currently has 9 officers who are qualified to carry a firearm full time. Special Services Officers execute Violation of Probation warrants and conduct unannounced home visits with probationers.
- As of 3/20/23, the department had 56 active VOP warrants.

Staffing

- The department presently has a Director, 4 Supervisors, 7 Senior Probation Officers, 16 Probation Officers, 3 Probation Assistants, an Administrative Secretary, a Principal Account Clerk, an Account Clerk, 2 Typists and 2 Sr. Typists.
- The department has 2 Probation Officers currently enrolled in the Basic Course for Peace Officer (BCPO) training in Cayuga County. They will then need to complete Fundamentals of Probation Practice training in the fall. One Officer is currently attending the Academy operated by the Sheriff's Department.

Alternatives to Incarceration (ATI)

- The department receives State funding for the Enhanced Pre-Trial Release program. As such, DCJS requires that a local planning group meet on a regular basis to review the ATI plan and delivery of ATI services. This board met 3/15/23 and is scheduled to meet next on 6/7/23.

Supervision and Treatment Services for Juveniles Program (STSJP)

- Probation is the county's lead agency for STSJP. The 2022-2023 plan was approved and provides state funding for probation supervision/intake services and a school program operated by the Youth Bureau.

Victim Impact Panel (VIP)

- The department works in conjunction with STOP DWI to provide the Victim Impact Panel. The next VIP is scheduled for 4/19/23.

Decision Points

- The department has several Probation Officers trained in this evidenced-based program which teaches new ways to think and introduces coping strategies to criminally involved individuals. A group consisting of DWI offenders is currently being run.



OSWEGO COUNTY FIRE COORDINATORS OFFICE

720 East Seneca Street, Oswego, NY 13126

Shane P. Laws
Fire Coordinator

Office: 315.349.8800
Fax: 315-349-8810

Fire Coordinators Report March 2023

Coordinator Activity: (1/1/23-2/28/23)

Coordinator Activations: 49
Structure Fires: 17
Haz Mat Team: 3
Fire Investigation Team: 10
Dive Team: 0
Rope Rescue Team: 0
No Response Required: 14
Other: 5

FIRE TRAINING:

- Hazmat First Responder Ops – 3/15/23-3/29/23 – West Amboy
- Hazmat Tech Module 2 – 3/24/23-2/25/23 -- ERTC
- Hazmat Tech Module 3 – 3/26/23 – ERTC
- Interior Fire Ops – 4/10/23-5/25/23—ERTC
- PPE for Hazardous Materials Ops Level – 4/10, 4/11, 4/12, 4/13 – Fulton FD
- Hazmat PPE for Ops Level – 4/14/23 – ERTC
- Rescue Tech Basic – 4/14/23-4/16/23 -- ERTC
- Hazmat De-con. – 4/15/23 – ERTC
- Basic Wildland Search Skills – 5/5/23-5/6/23 -- ERTC
- Hazmat Tech Module 4 – 5/19/23-5/21/23 -- ERTC
- Hazmat Module 5 Tentative 6/3, 6/4 – ERTC
- Firefighter 2 – 6/5, 7, 12, 14, 19, 21, 26, 28, 7/5, 10, 12, 17 -- ERTC
- Modern Fire Dynamics – 10/3 & 4—ERTC

Other:

- Planning meeting 3/23/23 to plan classes for remainder of the year. Send me an Email with your requests.
- Pay to play dates. If you are planning on coming to the facility, please let me know a.s.a.p. so we can get you on the schedule. Dates filling fast.
- Cascade truck update. Waiting for chassis to be built. Could be late fall.
- Hazmat Grant applied for the year 2023.
- Dive Team has been actively training and have several training drills scheduled for 2023 if interested contact Bob Loomis. 315-349-8800
- Haz-Mat team has been actively training and have several drills scheduled for 2023. If interested contact Bob Loomis. 315-349-8800
- National Certification Fire Officer 1 test will be offered soon need more participants to keep in the County. If interested contact Mike Monnat at 315-349-8800.