



Judiciary & Public Safety Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, February 13, 2025

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Late	9:02 AM
Mitchel Eccleston	Cortland County	Committee Member	Present	
Christopher Newell	Cortland County	Committee Member	Present	
Jason Prentice	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Vice-Chair	Present	
Sandra Price	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerkof the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Scott Roman	Cortland County	Director of Emergency Response and Communications	Present	
Courtney Metcalf	Cortland County	Dep. Director of Emergency Response & Comm.	Present	
Denise Bushnell	Cortland County	Coroner	Present	
Mark Helms	Cortland County	Sheriff	Present	
Chad Burhans	Cortland County	Undersheriff	Present	
Michael Cardinale	Cortland County	Assigned Counsel Plan Administrator	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Trish Hansen	Cortland County	TLC	Present	
David Butler	Cortland County	TLC	Present	
Tim Hines	Cortland	Assistant Director of Operations of	Present	

	County	Emergency Resp		
Patrick Perfetti	Cortland County	District Attorney	Present	
Reed Cleland	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Paul Heider	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Kevin Jones	Cortland County	Public Defender	Present	
Nicole Albro	Cortland County	Probation Director	Present	
Wayne Friedman	City of Cortland	Fire Chief	Present	
Derek Reynolds	City of Cortland	Deputy Fire Chief	Present	
Scott Steve	City of Cortland	Mayor	Present	
William Fox	City of Cortland	Captain	Present	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Nicole Compton	Cortland County	Executive Assistant	Remote	
LouAnne Randall	Town of Cuyler	Supervisor	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	
Doug Schneider	Cortland Standard	Reporter	Remote	
Dustin Contri	Cortland County	Deputy Fire Coordinator	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	

MINUTES

- Judiciary & Public Safety Committee - Committee Meeting - Jan 9, 2025 9:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
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Next: 2/27/2025 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Eugene Waldbauer, Committee Vice-Chair

AYES: Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

**Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant -
Department of Emergency Response and Communications**

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Point Operations Grant (PSAP) for the period January 1, 2024 - December 31, 2025 in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A302043.43306.PSP DHSES Grant	\$100,000	\$94,635	\$194,635
INCREASE EXPENDITURE BUDGET:			
A30205.51005.PSP Personal Services	\$0	\$100,000	\$100,000
A30205.54048.PSP Dept. Specific Equipment	\$0	\$94,635	\$94,635
DECREASE EXPENDITURE BUDGET:			
A30205.51005 Personal Services	\$1,301,262.52	(\$100,000)	\$1,201,262.52

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 2 – Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Jason Prentice, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant (SICG) Program in support of interoperable communications; AND

WHEREAS, the fiscal period for this grant is January 1, 2024 to December 31, 2026; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$786,336	\$786,336
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$786,336	\$786,336

; AND BE IT FURTHER

RESOLVED, that the Department of Emergency Response & Communications seeks to add Medical Priority Dispatch's Emergency Fire Dispatching protocol system to the County's currently used Emergency Medical Dispatching system, and this expense is permissible under the SICG grant funding; AND BE FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336; AND BE IT FURTHER

RESOLVED that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign a purchase contract with the Medical Priority Dispatch Consultants at an amount not to exceed \$125,000, for the purchase and installation of a Fire Dispatching protocol system for the County's 911 center; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 3 – Authorize Negotiation and Rental Contract - NYS&W Railroad

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Negotiation and Rental Contract - NYS&W Railroad

WHEREAS, The New York, Susquehanna & Western Railway (NYSW), a public railroad company operating in Cortland County, with a home office located at 1 Railroad Avenue, Cooperstown, NY 13326 is in need of radio communications tower space to operate part of their radio network; AND

WHEREAS, the Cortland County radio tower known as "Virgil" and or "Cortlandville" meets

that need; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature empowers the Director of Emergency Response and the County Administrator, or their designee, to negotiate a rental agreement that is advantageous to both the County and NYS&W; AND BE FURTHER

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a five (5) year rental agreement between the County and The New York Susquehanna & Western Railway for radio tower space on the County's radio tower, revenue of which will be reported in A302046.42410, Rental of Real Property.

AGENDA ITEM NO. 4 – Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications

RESULT: **APPROVED [UNANIMOUS]**

Next: 2/27/2025 6:00 PM

MOVER: Eugene Waldbauer, Committee Vice-Chair

SECONDER: Jason Prentice, Committee Member

AYES: Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications

WHEREAS, Cortland County purchased a radio microwave system from Motorola in 2012; The County's radio microwave system carries all radio and 911 traffic around the County to the various radio towers and is integral to the operation of Cortland County's 911 center and for communications between first responders in Cortland County; AND

WHEREAS, major components of the County's radio microwave system have reached end of life cycle for repair and replacement; AND

WHEREAS, keeping the radio microwave system fully operational is in the best interests of the County to provide for continued high availability use during 911 and other emergency calls; AND

WHEREAS, Motorola has provided replacement pricing under NYS OGS contract PT68722 for the necessary microwave radio replacement resulting in a cost of \$1,029,713; AND

WHEREAS, the Department of Emergency Response and Communications previously leased the County's radio system with Motorola paying that lease off early by leveraging available grant funding. The Department of Emergency Response and Communications seeks to lease the upgrades to the radio microwave system enabling the County to seek grant funding to potentially pay off the lease early as opposed to funding completely from the County's operating budget; AND

WHEREAS, Motorola Solutions has proposed seven-year lease term, resulting in annual proposed payments of \$179,668 starting in 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County legislature authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a seven-year lease contract with Motorola Solutions, for a microwave system upgrade of the County's radio system for the County's 911 Center.

RESULT: APPROVED [UNANIMOUS]

Next: 2/27/2025 6:00 PM

MOVER: Jason Prentice, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

Accept Flood Mitigation Equipment from NYS Department of Homeland Security

WHEREAS, in the New York State FY24 budget, \$15 million was allocated for flood mitigation equipment, by the Governor, for the counties; AND

WHEREAS, after reviewing each county’s risk profile and researching New York Responds requests, New York State developed a list of the most requested items; AND

WHEREAS, attached to this resolution is a list of resources for Cortland County and a Memorandum of Understanding (MOU) to be executed with New York State to participate in the program; AND

WHEREAS, the key points of the program are as follows:

Program Highlights:

- This is a voluntary program.
- To participate, counties must sign an MOU in order to transfer possession of the resources.
- Counties must provide a shipment location and a point of contact.
- These are the maximum equipment allocated to each county.
- Counties cannot trade one type of equipment for another (e.g. exchanging pumps for more VMS’ and vice versa)
- Counties may accept all, some or none of the allocated equipment.

MOU Highlights

- This is a one-time allocation until the equipment reaches the end of its useful life or becomes inoperable. Replacement is not included.
- The County is responsible for routine maintenance of the equipment.
- Equipment is not intended for personal or private purposes.
- Equipment will be direct shipped to counties. Upon receipt, an inventory will be conducted and attached to the MOU as a reference.

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee as to form, be and hereby is authorized to execute an agreement with NYS Department of Homeland Security for the accepting of certain flood mitigation equipment as provided by New York State.

DISCUSSION ITEMS

1. 2025 Committee Goals

RESULT: POSTPONED TO DATE CERTAIN (NO VOTE)

Next: 3/13/2025 9:00 AM

MONTHLY REPORTS

1. Department of Emergency Response and Communications Monthly Report

RESULT: COMPLETED

2. District Attorney Monthly Report

RESULT: COMPLETED

3. Probation Department Monthly Report

RESULT: COMPLETED

4. Coroner Monthly Report

RESULT: COMPLETED

5. Public Defender Monthly Report

RESULT: COMPLETED

EXECUTIVE SESSION

It was MOVED by Ms. Price, seconded by Ms. Bischoff, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding matters which will imperil public safety if disclosed, with Rob Corpora, Melanie Vilardi, Savannah Hempstead, Scott Steve, Scott Roman, Tim Hines, Courtney Metcalf, Denise Bushnell, Mark Helms, Chad Burhans, Wayne Friedman, Derek Reynolds, Dustin Contri, William Fox, LouAnne Randall and all legislators present permitted to stay in the room. MOTION CARRIED. Mr. Burhans did not attend the executive session.

An executive session was held from 9:31 a.m. to 10:10 a.m., at which time on motion of Mr. Newell, seconded by Mr. Eccelston, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:11 AM



Judiciary & Public Safety Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

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~ Minutes ~

Thursday, January 9, 2025

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Member	Present	
Christopher Newell	Cortland County	Committee Member	Present	
Jason Prentice	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Vice-Chair	Present	
Sandra Price	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerkof the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Nicole Albro	Cortland County	Probation Director	Present	
Kevin Whitney	Cortland County	Deputy Fire Coordinator	Present	
Courtney Metcalf	Cortland County	Dep. Director of Emergency Response & Comm.	Present	
Scott Roman	Cortland County	Director of Emergency Response and Communications	Present	
Denise Bushnell	Cortland County	Coroner	Present	
Mark Helms	Cortland County	Sheriff	Present	
Chad Burhans	Cortland County	Undersheriff	Present	
Kevin Jones	Cortland County	Public Defender	Present	
Michael Cardinale	Cortland County	Assigned Counsel Plan Administrator	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan	Cortland	Grants Administrator	Present	

Minutes Acceptance: Minutes of Jan 9, 2025 9:00 AM (MINUTES)

Spaulding	County			
Reed Cleland	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	

MINUTES

- Judiciary & Public Safety Committee - Committee Meeting - Dec 5, 2024 9:00 AM

RESULT: APPROVED

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid/Preventative Maintenance Agreement - Breathing Air Stations

RESULT: APPROVED [UNANIMOUS]

Next: 1/23/2025 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

Award Bid/Preventative Maintenance Agreement - Breathing Air Stations

WHEREAS, a Request for Proposals (RFP) was issued on November 13, 2024 for two Breathing Air Stations for the County's Department of Emergency Response & Communications, and such bids were due and received by the Clerk of Legislature on December 11, 2024; AND

WHEREAS, funding was received from New York State, and approved by Resolution No. 76-24, under a Community Resiliency, Economic Sustainability, and Technology Program (CREST) grant sponsored by New York State Senator Lea Webb's office in the amount of \$200,000 for two breathing air stations, with one to be installed at the County's Regional Training Center, and one to be installed at the Marathon Fire Station; AND

WHEREAS, bids were received from the following:

Sherman Air Services PO Box 388 Norwich, NY 13815	\$180,625.26
Jerome Fire Equipment	\$207,780.63

; AND

WHEREAS, the bids were evaluated by New York State and County Fire Instructors to determine whether they met the specifications of the RFP and compared to identify the company that represents the lowest responsible bidder; AND

WHEREAS, upon review, it is recommended to award the bid to Jerome Fire Equipment; AND

WHEREAS, the balance of needed funding in the amount of \$7,780.63 will come from the County's Emergency Management Department. A3410; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature awards the contract to Jerome Fire Equipment as the bid was determined to be in the best interest of the County based on the evaluation performed; AND BE IT FURTHER

RESOLVED, that Cortland County Legislature awards an annual preventative maintenance agreement, as specified in the request for proposals, with Jerome Fire Equipment for the safe upkeep, maintenance and air quality testing of the breathing air stations in the amount of \$4,450, budgeted for in 2025 in account A34105.54015; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, be and hereby is authorized to enter into an agreement with Jerome Fire Equipment, 8721 Caughdenoy Road, Clay, NY 13041, effective January 24, 2025 in the amount of \$207,780.63 for the purchase of two breathing air stations with the preventative maintenance option for one year in the amount of \$4,450 per year with an option to extend the preventative maintenance for an additional two one-year terms.

AGENDA ITEM NO. 2 – Authorize Agreement with Emergency Medical Physicians - County Coroner

RESULT: APPROVED [UNANIMOUS]

Next: 1/23/2025 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement with Emergency Medical Physicians - County Coroner

WHEREAS, a Coroner's Physician is required to sign a death certificate, or if it is necessary to have an autopsy done on any death in which a certificate has not been signed; AND

WHEREAS, it is the wish of the County Coroner's Office and the Judiciary and Public Safety Committee to authorize additional Coroner's Physicians to sign death certificates for a fee not to exceed \$125 per signature (A11855.54055); NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to enter into an agreement with Emergency Medical Physicians of Cortland, PLLC, 134 Homer Ave., Cortland, NY 13045 for the purpose of signing death certificates in the absence of the duly appointed Coroner's Physician for a term beginning January 1, 2025 and expiring December 31, 2027.

Minutes Acceptance: Minutes of Jan 9, 2025 9:00 AM (MINUTES)

AGENDA ITEM NO. 3 – Authorize Contract - 911 Center Medical Director

RESULT: APPROVED [UNANIMOUS]**Next: 1/23/2025 6:00 PM****MOVER:** Cathy Bischoff, Committee Member**SECONDER:** Christopher Newell, Committee Member**AYES:** Bentley, Bischoff, Eccleston, Newell, Prentice, Waldbauer, Price**ON MOTION OF PRICE****RESOLUTION NO.****Authorize Contract - 911 Center Medical Director**

WHEREAS, Cortland County's Department of Emergency Response and Communications operates an emergency medical dispatching program that provides lifesaving pre-arrival medical instructions to 911 callers in need; AND

WHEREAS, the County's emergency medical dispatching program requires a medical physician to provide oversight, advisement and consent on certain criteria within the medical dispatching program; AND

WHEREAS, Cortland County previously contracted with Dr. David Wurtz, of Guthrie Medical, for the role of oversight and advisement of the County's emergency medical dispatching program; AND

WHEREAS, a 2025 goal of the County's 911 center is accreditation as a center for excellence in medical dispatching requiring significant involvement in the role of the participating physician; AND

WHEREAS, Cortland County has an established relationship with Dr. Darshan Patel, MD, approved by Resolution No. 200-24, and Dr. Patel has expressed interest in participating in the County's 911 center accreditation process; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee as to form and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement with Dr. Darshan Patel, MD in the amount of \$13,500 to be paid for from account A30205.54055 for three year contract term beginning on or after February 1, 2025 and ending on or before January 30, 2027.

Minutes Acceptance: Minutes of Jan 9, 2025 9:00 AM (MINUTES)

DISCUSSION ITEMS

1. Cardiac Call Recognition

RESULT:	COMPLETED
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MONTHLY REPORTS

1. New York State Emergency Medical Services Report

RESULT:	COMPLETED
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2. District Attorney Monthly Report

RESULT:	COMPLETED
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3. Assigned Counsel Monthly Report

RESULT:	COMPLETED
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4. Probation Monthly Report November 2024

RESULT:	COMPLETED
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5. Public Defender Monthly Report

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Ms. Bischoff, seconded by Mr. Prentice, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding matters which will imperil public safety if disclosed, with Melanie Vilardi, Savannah Hempstead, Rob Corpora, Mark Helms, Chad Burhans and Victoria Monty permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:30 a.m. to 10:02 a.m., at which time on motion of Mr. Bentley, seconded by Ms. Bischoff, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:02 AM

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant -
Department of Emergency Response and Communications**

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Point Operations Grant (PSAP) for the period January 1, 2024 - December 31, 2025 in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

		Current	Change	Revised
INCREASE REVENUE BUDGET:				
A302043.43306.PSP	DHSES Grant	\$100,000	\$94,635	\$194,635
INCREASE EXPENDITURE BUDGET:				
A30205.51005.PSP	Personal Services	\$0	\$100,000	\$100,000
A30205.54048.PSP	Dept. Specific Equipment	\$0	\$94,635	\$94,635
DECREASE EXPENDITURE BUDGET:				
A30205.51005	Personal Services	\$1,301,262.52	(\$100,000)	\$1,201,262.52

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$194,635 under the New York State 2024 Public Safety Answering Point Operations Grant Program (2024 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2024 PSAP grant will be 24 months, beginning calendar year 2024 (January 1, 2024 – December 31, 2025). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of “*your public safety first*” responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



GOVERNOR
KATHY HOCHUL

Public Safety (/keywords/public-safety)

JANUARY 29, 2025 | Albany, NY

Safer Streets: Governor Hochul Awards \$55 Million Statewide to Enhance Emergency Communications Systems

Grants Awarded to Every County and New York City To Modernize Public Safety Answering Points and Enhance Call-Taking and Dispatching Abilities

\$45 Million Awarded Under State Interoperable Communications Formula Grant Program; \$10 Million Awarded Under Public Safety Answering Point Grant Program

Grants Allow Counties To Upgrade Technology, Buy New Equipment and Improve Training; Encourages the Development of Next Generation 911 Technologies

Traducción al español

Governor Kathy Hochul today announced that \$55 million would be awarded to 57 counties and New York City to bolster the State's emergency response and communications systems through two grants — a \$45 million grant under the State Interoperable Communications Formula Grant Program and a \$10 million grant under the Public Safety Answering Point Grant Program. Both grant programs fall under the Statewide Interoperable Communications Grant program, which provides reimbursement of funding to eligible counties in order to improve their emergency communication systems, and allocate funding to further enhance public safety call-taking and dispatching abilities. The combined \$55 million is set to deliver upgrades to the State's public safety answering points and communications system. Funding will assist counties as they buy new equipment, upgrade their technology and improve training, and will encourage the development of Next Generation 911 technologies.

“Ensuring the safety of New Yorkers is my top priority, and a reliable emergency dispatch system is critical for getting first responders where they're needed — fast,” **Governor Hochul said.** “This additional funding will strengthen emergency communications across the State, helping counties upgrade technology, improve training and enhance their response capabilities. I remain committed to advancing public safety efforts year after year, ensuring every community has the resources it needs and deserves.”

Division of Homeland Security and Emergency Services Commissioner Jackie Bray said,

“Communication is key during emergencies and these grants will help communities across New York State get training and maintain and improve their systems. The professionals who take emergency calls and dispatch emergency responders are the first line of assistance, and we want to help ensure they have the tools they need.”

Executive Director of New York State Association of Counties Stephen J. Acquario said, “Counties applaud Governor Hochul for her continued priority emphasis on providing emergency 9-1-1 communication grants to counties. This funding is critical so that county based 911 systems can invest in modern technology and infrastructure to ensure our residents have access to emergency services.”

The State Interoperable Communications Formula Grant (SICG-Formula) focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with its operational use by first

responders, providing the foundation necessary to accomplish a high level of interoperability.

The grant allows the State to reimburse eligible expenses that aid localities in sustaining and improving communications systems and components, training and exercises, and governance structures. It also supports county public safety organizations in enhancing emergency response, improving capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Cybersecurity and Infrastructure Security Agency (CISA).

The SICG Formula grant awards announced today are below:

County	Award Amount	County	Award Amount
Albany	\$1,175,916	Niagara	\$788,111
Allegany	\$736,507	Oneida	\$759,816
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ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications**

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant (SICG) Program in support of interoperable communications; AND

WHEREAS, the fiscal period for this grant is January 1, 2024 to December 31, 2026; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$786,336	\$786,336
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$786,336	\$786,336

; AND BE IT FURTHER

RESOLVED, that the Department of Emergency Response & Communications seeks to add Medical Priority Dispatch's Emergency Fire Dispatching protocol system to the County's currently used Emergency Medical Dispatching system, and this expense is permissible under the SICG grant funding; AND BE FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336; AND BE IT FURTHER

RESOLVED that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign a purchase contract with the Medical Priority Dispatch Consultants at an amount not to exceed \$125,000, for the purchase and installation of a Fire Dispatching protocol system for the County's 911 center; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

QUOTE

Priority Dispatch Corp.

110 Regent Street, Suite 500
Salt Lake City, UT 84111
USA
www.prioritydispatch.net
Prepared By: John Grisevich
Phone: (800) 363-9127
Direct: Ext. 229
Email: john.grisevich@prioritydispatch.net

Agency:
Agency ID#:
Quote #:
Date:
Offer Valid Through:
Payment Terms

Cortland County 911
11117
Q-74494
6/6/2024
10/4/2024
Net 30

Currency:

USD

Bill To:
Cortland County 911
22 West Court Street
Cortland, New York 13045
United States

Ship To:
Cortland County 911
22 West Court Street
Cortland, New York 13045
United States

Product	Discipline	Qty	Amount
ProQA Production/Live License Automated calltaking software	Fire	7	USD 32,725.00
ProQA Backup/Test License Backup Software Licenses Offsite, backup location software	Fire	4	USD 4,400.00
ProQA Training License Training Software Licenses Training, non-live calltaking software	Fire	1	USD 2,475.00
AQUA Case Review Software Quality Assurance (case review) software base engine and discipline module	Fire	2	USD 5,500.00
Xlerator Client Server Suite		1	USD 3,850.00
Priority Dispatch Protocol Cardset Licensed manual protocol set for backup	Fire	7	USD 3,815.00
Certification Training On-Site (Per) Protocol Training and Certification Materials, tuition and certification	Fire	18	USD 7,650.00
Certification Training ED-Q On-site (Per) Materials, tuition and certification (2 days, 16 hours)	Fire	4	USD 2,620.00
ProQA Software Training Remote Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	Fire	18	USD 3,222.00
AQUA Software Training Remote Per person cost for a 6 hour course completed in a virtual, instructor-led environment		4	USD 916.00
System Administration Training Remote - Per person cost for training for center management detailing program configuration and customization options, completed in a virtual, instructor-led environment		2	USD 458.00
ProQA & AQUA Reports Training Remote - (4 hours) for administrators, managers and supervisors on ProQA and AQUA reporting functions		4	USD 716.00
Installation & Configuration Remote technical assistance for software installation and configuration for IT personnel		2	USD 5,500.00
Implementation Support Implementation support and quality management program development	Fire	1	USD 33,000.00

"To lead the creation of meaningful change in public safety and health."

QUOTE

Priority Dispatch Corp.

Product	Discipline	Qty	Amount
Priority Dispatch System Annual Maintenance (P) License Renewal, Service & Support for ProQA, AQUA, Cardsets, Tech Support and Upgrades	Fire	7	USD 9,800.00

Subtotal	USD 116,647.00
Total	USD 116,647.00

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

"To lead the creation of meaningful change in public safety and health."

IMPLEMENTATION AND DETAILED SCHEDULE

IMPLEMENTATION AND DETAILED SCHEDULE	
PHASE	EXPLANATION OF PHASE
Onboarding	Implementation Pre-Planning
Phase 1	Organization Setup and Quality Assurance Unit (QAU) Activities
Phase 2	Software Installation and Configuration
Phase 3	Training
Phase 4	System Implementation
Phase 5	Go-Live and Post Go-Live
Phase 6	Accreditation
Phase 7	Ongoing Support

Delivery and Implementation of the Priority Dispatch System™ (PDS™). The purpose of this Implementation and Detailed Schedule is to provide an overview of the proper steps that will be taken to ensure the successful implementation and ongoing support of the PDS. This plan will also assist your agency in meeting all the standards necessary for accreditation by the International Academies of Emergency Dispatch® (IAED™) as an Accredited Center of Excellence (ACE). To accomplish this, Priority Dispatch Corp.™ (PDC™) will assist in implementing a self-sustaining quality improvement and risk management system that will ensure a continuous, safe, and effective emergency dispatch operation both now and in the future.

STATEMENT OF WORK: IMPLEMENTATION OF THE PDS.

ONBOARDING PHASE—IMPLEMENTATION PRE-PLANNING

Discovery. The initial step in the implementation process will be a conference call involving the communication center director (and any other senior management team members deemed appropriate by the director) and the PDC onboarding coordinator. The purpose of the conference call will be an initial introduction of all parties involved, to confirm expectations of deliverables, and to ensure a baseline of expectations is set for the upcoming implementation. Further onboarding sessions will focus on different aspects to prepare for the needs of the implementation. These sessions may include conference calls or on-site onboarding.

Communication Center Background Information. The next step will be to obtain information about the communication center, key management officials and positions, the current emergency dispatch methodology, services provided, management practices, quality improvement/assurance, and risk management programs related to the emergency dispatch function. Other information obtained will include local and regional issues of concern and demographic and statistical data. Information will be gathered primarily through the use of survey documents where possible. These documents should be completed and returned to the PDC onboarding coordinator for review.

PDC’s assessment focus is then directed toward training needs and quality improvement/assurance issues,



technical preparation, and introducing our comprehensive systems approach to emergency services dispatch as it relates to the PDS. PDC may elect to perform an on-site visit to gather or help facilitate the gathering of this information.

Training Overview. The onboarding coordinator will discuss with the communication center director and training staff the sequential order of training for the Emergency Dispatchers and QA staff, with additional options offered based on the needs of the implementation. This session will also provide insight to the communications staff on how scheduling will need to occur while still being mindful of the need to continue normal communication center operations.

Technical Planning. The onboarding coordinator will discuss with the communication center director and those involved in IT/networking/security/CAD administration the technical needs for the implementation, including server and workstation system requirements and future steps for the installation and maintenance of the Priority Dispatch® software. Additional topics will include the technical aspects as it relates to Emergency Dispatcher training and other topics based on the needs of the implementation.

Project Information Overview. Liaisons from the field (EMS/fire/law) are invited to attend this session (in conjunction with the communication center director) as information related to their business practices from the field perspective will help us provide a comprehensive approach to the implementation of the PDS. Additionally, the onboarding coordinator will highlight how joint communications between the field and the communication center will assist in properly configuring the system and conclude with an overview of the remaining implementation phases.

Approval of Timeline. In coordination with the PDC project management team, a draft timeline for the remaining phases of the implementation will be shared with the client, including a comprehensive discussion on each associated date. One or more scheduling calls will occur until an agreement is reached on the proposed dates.

PHASE 1—ORGANIZATION SETUP AND QUALITY ASSURANCE UNIT (QAU) ACTIVITIES

Stakeholder/Kickoff Meeting. PDC staff will conduct a stakeholder/kickoff leadership meeting for the center's senior managers. This meeting is designed to be an orientation to the EMD, EFD, and EPD processes related to national standards, management oversight responsibility, response assignments, quality management processes, and implementation phases.

Combined Dispatch Steering Committee (DSC) and Dispatch Review Committee (DRC) meeting. PDC staff will provide guidance and support in the creation and first meeting of the DSC and the DRC. PDC will provide generic policies and procedures for review and revision to aid in the administration of the committees.

DSC, DRC, and Quality Assurance Unit (QAU) and the Appropriate Use of the PDS. During this meeting, the PDC staff will also review your organization's strategic goals to help you meet your targets for the communication center and the organization.

PHASE 2—SOFTWARE INSTALLATION AND CONFIGURATION

ProQA®, AQUA®, and XLERator® Database Management Software. A PDC software specialist will conduct remote or on-site installation and configuration of the appropriate software while working with local IT personnel to train in the ongoing use and maintenance of ProQA, AQUA, and XLERator software.

CAD Interface Testing. The CAD interface will also be tested for proper functionality.

PHASE 3—TRAINING

Certification and Software Training are Split Into Two Categories. PDC will liaise with the agency to ensure a satisfactory training timetable at a suitable venue. IAED certified instructors will provide training and certification courses to all calltakers and Emergency Dispatchers at a suitable venue. Certification training will require a projector for the instructor and a classroom suitable for the number of designated trainees.

EMD, EFD, and EPD Orientation to Quality Assurance Unit (QAU), Quality Manager (QM) Activities, and Performance Monitoring. PDC staff (or an appropriately qualified (EMD-Q®, EFD-Q™, and EPD-Q™) instructor) will provide the designated QAU personnel with an ED-Q course. The course will facilitate the QAU's understanding of the quality rationale, measurement methods, and applications. Emergency Dispatch-Quality (EMD-Q, EFD-Q, and EPD-Q) training will require a projector for the instructor and a classroom suitable for all course attendees.

ProQA and AQUA Software Training. A PDC software specialist will train all dispatch personnel in using the ProQA software and ED-Q personnel in using AQUA case review software. Software training can be done on-site or remotely (online), allowing for greater flexibility in scheduling. Software training will require a training computer for each trainee.

PHASE 4—SYSTEM IMPLEMENTATION

The Quality Assurance Committees Will Review the Completion of Specific Tasks Before Starting the PDS. The project team will confirm and approve the configuration and policy development variables and field providers will complete awareness training. Emergency Dispatchers will complete practice scenarios and training simulations. PDC will assist the user-agency with the rollout of public awareness campaigns.

Field Orientation and Distribution of Field Responder Guides (FRGs) (in appropriate markets). PDC staff will provide a brief (30-minute) tutorial on the principles of

the Medical Priority Dispatch System™ and its impact on operations to field personnel. In addition, field personnel and administration will be provided with a description of supporting documentation and adjuncts (Field Responder Guide) that clarify the use of the protocol from a field and management perspective.

SEND (Secondary Emergency Notification of Dispatch) Orientation (in appropriate markets). PDC will provide an orientation to the SEND Protocol. The SEND Protocol is required by non-EMS personnel to provide a minimum amount of information to ensure an appropriate EMS response. Field personnel will be provided with a brief tutorial.

Public Education. PDC staff will help develop a public education program to ensure its implementation is perceived as an enhancement to the system rather than an effort to ration or deny service. PDC staff will be available for media activities.

PHASE 5—GO-LIVE AND POST GO-LIVE

Initiate the Use of PDS On-line. PDC staff will provide on-site supervision and on-line coaching of communication staff during the implementation of the PDS.

Ongoing DRC Support. PDC staff will provide ongoing support for DRC activities by attending separate or joint DRC and DSC meetings.

QA Review of Agency Calls. PDC personnel will audit and review a predetermined number of calls per month (depending on call volume) via Securelink. Additional calls will need to be reviewed by the agency as per IAED guidelines.

Review and Calibrate QA System Data. PDC personnel will review QA reports and data to determine what revisions or adjustments may need to be made.

Developmental Support of Continuing Dispatch Education (CDE) Program. PDC staff will review quality assurance data to help communications staff identify performance issues to aid in developing CDE topics. PDC will provide examples and curriculum outlines.

Ongoing Master Case Review of the QAU Case Reviewers and Recommendations for Performance Improvement.

PDC staff will review QAU case reviewer performance regularly to ensure compliance scoring and reporting is consistent with IAED accreditation requirements.

Response Configuration Modification Support. PDC staff will assist the system director in making changes to response configurations after compliance to protocol has reached appropriate levels.

System Impact Evaluation. Once changes to response configurations and modes have been implemented for two months, PDC staff, working with management and the communications staff, will provide an interim assessment regarding the impact of these changes on system performance. Further adjustments will be made as necessary.

PHASE 6—ACCREDITATION

Master Review of Case Review Processes Prior to Accreditation. PDC staff will provide an ongoing master case review of QAU-reviewed cases prior to accreditation. Your communications staff will randomly select and submit compliance data on three percent of the calls received and processed by the communication center.

Accreditation Submission Support. PDC will assist your communications staff in preparing and submitting their accreditation application and accompanying documentation.

PHASE 7—ONGOING SUPPORT

IT, Consulting, and/or CDE On-site Days. PDC will provide on-site days (number of days to be determined) annually for any applicable protocol refresher, software, consulting, and continuing education requirements as per the client to maintain high Medical Priority Dispatch System, Fire Priority Dispatch System™, and Police Priority Dispatch System™ protocol performance and compliance.



GOVERNOR
KATHY HOCHUL

📍 Public Safety (/keywords/public-safety)

JANUARY 29, 2025 | Albany, NY

Safer Streets: Governor Hochul Awards \$55 Million Statewide to Enhance Emergency Communications Systems

Grants Awarded to Every County and New York City To Modernize Public Safety Answering Points and Enhance Call-Taking and Dispatching Abilities

\$45 Million Awarded Under State Interoperable Communications Formula Grant Program; \$10 Million Awarded Under Public Safety Answering Point Grant Program

Grants Allow Counties To Upgrade Technology, Buy New Equipment and Improve Training; Encourages the Development of Next Generation 911 Technologies

Traducción al español

Governor Kathy Hochul today announced that \$55 million would be awarded to 57 counties and New York City to bolster the State's emergency response and communications systems through two grants — a \$45 million grant under the State Interoperable Communications Formula Grant Program and a \$10 million grant under the Public Safety Answering Point Grant Program. Both grant programs fall under the Statewide Interoperable Communications Grant program, which provides reimbursement of funding to eligible counties in order to improve their emergency communication systems, and allocate funding to further enhance public safety call-taking and dispatching abilities. The combined \$55 million is set to deliver upgrades to the State's public safety answering points and communications system. Funding will assist counties as they buy new equipment, upgrade their technology and improve training, and will encourage the development of Next Generation 911 technologies.

“Ensuring the safety of New Yorkers is my top priority, and a reliable emergency dispatch system is critical for getting first responders where they're needed — fast,” **Governor Hochul said.** “This additional funding will strengthen emergency communications across the State, helping counties upgrade technology, improve training and enhance their response capabilities. I remain committed to advancing public safety efforts year after year, ensuring every community has the resources it needs and deserves.”

Division of Homeland Security and Emergency Services Commissioner Jackie Bray said,

“Communication is key during emergencies and these grants will help communities across New York State get training and maintain and improve their systems. The professionals who take emergency calls and dispatch emergency responders are the first line of assistance, and we want to help ensure they have the tools they need.”

Executive Director of New York State Association of Counties Stephen J. Acquario said, “Counties applaud Governor Hochul for her continued priority emphasis on providing emergency 9-1-1 communication grants to counties. This funding is critical so that county based 911 systems can invest in modern technology and infrastructure to ensure our residents have access to emergency services.”

The State Interoperable Communications Formula Grant (SICG-Formula) focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with its operational use by first

responders, providing the foundation necessary to accomplish a high level of interoperability.

The grant allows the State to reimburse eligible expenses that aid localities in sustaining and improving communications systems and components, training and exercises, and governance structures. It also supports county public safety organizations in enhancing emergency response, improving capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Cybersecurity and Infrastructure Security Agency (CISA).

The SICG Formula grant awards announced today are below:

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Contact the Governor's Press Office

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Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



FIRE PRIORITY DISPATCH SYSTEM™

The Evolution of Emergency Fire Dispatch and Disaster Response

Life safety, property conservation, and incident stabilization are the top three priorities of the Fire Priority Dispatch System™ (FPDS™). Recognized as the most comprehensive fire-rescue call handling protocol system in the world, the FPDS includes extensive Pre-Arrival and Post-Dispatch Instructions that allow Emergency Fire Dispatchers™ (EFDs™) to assume a rescuer role, providing lifesaving instructions to a caller while Firefighters are still en route to the call.

Ultimately, the information gathered, and the instructions given through the FPDS help Emergency Dispatchers send not only a more informed response, but also allow for direct caller and bystander critical safety interventions—whether he or she is a seasoned veteran at the console or brand-new.

With the ever-developing climate of catastrophe and emergency events that have happened in recent years—from weather disasters and wildfires to massive structure fires, technical rescues and the rise of vehicle fires—you can trust the FPDS will always deliver the highest standard of care and service.

BENEFITS OF THE FPDS

- **INCREASED SAFETY** for Firefighters and their local communities with more informed responses and accurate, efficient dispatch of resources. FPDS also includes “Fight for Your Life” instructions that are available nowhere else in the world.
- **MAXIMUM FLEXIBILITY** with prioritized responses set by you—the most locally-defined inputs in the industry.
- **INTUITIVE AND EASY TO USE** even for new Emergency Dispatchers because it is delivered with the long-proven and widely used ProQA® software.
- **ELEVATED CONFIDENCE** with access to the most advanced emergency protocol system in the world.
- **ENHANCED DISASTER MANAGEMENT** with agencies having the capability to manage catastrophic incidents on a single protocol.

“We needed a tool to be able to handle larger brush fires as well as routine incidents like fire alarms and structure fires with a more standardized response.”

Jordan Roberts, ENP

Assistant Fire Communications Manager, Ventura County Fire Department, Camarillo, CA



WHAT CAN FPDS DO FOR ME?

FOR COMMUNICATION CENTER MANAGERS

FPDS creates greater efficiency and effectiveness, leading to increased trust from first responders. Quality Improvement technology built into ProQA* and the fully integrated AQUA* software makes the QA process easier and faster.

FOR EMERGENCY DISPATCHERS

Anxiety is reduced when taking low-frequency, high-acuity calls because the protocols guide the Emergency Fire Dispatcher through every emergency, even if they've never answered that call type before. FPDS helps Emergency Dispatchers give the right instructions for every emergency and send the correct response every time.

FOR FIRE CHIEFS AND OPERATIONS PERSONNEL

FPDS promotes compliance to the telecommunications requirements of NFPA 1225. Use of the system improves the fire department ISO ratings by fulfilling telecommunications requirements of the ISO Fire Suppression Rating Schedule.

FOR STATE PUBLIC SAFETY AND ELECTED OFFICIALS

FPDS is an internationally recognized standard of care and service that directly reduces agency risk and exposure to liability. This high standard. Care results in higher safety and approval levels among members of the community.

FOR MEDICAL DIRECTORS

FPDS offers medical Instructions for scene safety assessment, bleeding control (including tourniquet application of various types), burn care, general trauma care and airway positioning. These significantly improve patient outcomes and save time. These instructions give the Emergency Fire Dispatcher the ability to remotely assess and treat medical and injury problems encountered during fire-rescue calls within the structure of the FPDS, instead of having to access another protocol.

A SYSTEM, NOT A SCRIPT

The FPDS gives you a proven, comprehensive approach to Emergency Fire Dispatch, driving operational excellence in your communications center. It includes:

STRUCTURED EMERGENCY FIRE CALLTAKING

FPDS provides calltakers the necessary tools to efficiently gather information, send the right help, and assist callers in immediate need—regardless of tenure or professional background.

TRAINING, CERTIFICATION, AND CONTINUING EDUCATION

FPDS requires trained, tested, and certified Emergency Dispatchers to stay up to date with ongoing education. It's one way you can ensure your community gets the highest level of care possible.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Improvement starts with measurement. FPDS provides a robust case review program so quality assurance teams can measure performance and continuously improve.

“Our Fire Chiefs thought response times would go up. They were actually reduced due to efficiencies. We talked with them about how they would receive much more information prior to arriving at the scene. Those of us responding on the calls can literally make tactical decisions prior to arriving on the scene.”

Ron Two Bulls

Battalion Chief and Protocol Coordinator,
Northwest Central Dispatch System, Arlington Heights, IL

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Authorize Negotiation and Rental Contract - NYS&W Railroad**

WHEREAS, The New York, Susquehanna & Western Railway (NYSW), a public railroad company operating in Cortland County, with a home office located at 1 Railroad Avenue, Cooperstown, NY 13326 is in need of radio communications tower space to operate part of their radio network; AND

WHEREAS, the Cortland County radio tower known as "Virgil" and or "Cortlandville" meets that need; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature empowers the Director of Emergency Response and the County Administrator, or their designee, to negotiate a rental agreement that is advantageous to both the County and NYS&W; AND BE FURTHER

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a five (5) year rental agreement between the County and The New York Susquehanna & Western Railway for radio tower space on the County's radio tower, revenue of which will be reported in A302046.42410, Rental of Real Property.

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 4****Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications**

WHEREAS, Cortland County purchased a radio microwave system from Motorola in 2012; The County's radio microwave system carries all radio and 911 traffic around the County to the various radio towers and is integral to the operation of Cortland County's 911 center and for communications between first responders in Cortland County; AND

WHEREAS, major components of the County's radio microwave system have reached end of life cycle for repair and replacement; AND

WHEREAS, keeping the radio microwave system fully operational is in the best interests of the County to provide for continued high availability use during 911 and other emergency calls; AND

WHEREAS, Motorola has provided replacement pricing under NYS OGS contract PT68722 for the necessary microwave radio replacement resulting in a cost of \$1,029,713; AND

WHEREAS, the Department of Emergency Response and Communications previously leased the County's radio system with Motorola paying that lease off early by leveraging available grant funding. The Department of Emergency Response and Communications seeks to lease the upgrades to the radio microwave system enabling the County to seek grant funding to potentially pay off the lease early as opposed to funding completely from the County's operating budget; AND

WHEREAS, Motorola Solutions has proposed seven-year lease term, resulting in annual proposed payments of \$179,668 starting in 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County legislature authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a seven-year lease contract with Motorola Solutions, for a microwave system upgrade of the County's radio system for the County's 911 Center.



Proposal

Cortland County Department of Emergency Response & Communication

8 Link Microwave Upgrade

USNY24P015

September 20, 2024

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola.

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Motorola Solutions, Inc.
123 Tice Boulevard, Suite 202
Woodcliff Lake, NJ 07677

Telephone: +1 201.949.5500
Fax: +1 201.949.5799

September 20, 2024

Scott Roman, Director
Cortland County Emergency Response & Communications
54 Greenbush Street, Suite 201
Cortland, New York 13045

Subject: 8 Link Microwave Upgrade

Dear Director Roman:

Motorola Solutions, Inc. ("Motorola") is pleased to present Cortland County ("the County") with this proposal for replacing current microwave radios and also reconstructing the sites and microwave paths for future needs. The development of this proposal provided us an opportunity to evaluate our current mutual business and further explore the means by which we can fulfill Cortland County's connectivity needs.

The information in this proposal is provided to assist you in moving the project forward. We have provided a design in our proposal taking into consideration the County's requirements coordinated with a detailed analysis and firm pricing.

As the industry's premier supplier of radio and integrated solutions, Motorola possesses many unique capabilities. These capabilities allow us to offer our customers effective solutions to their complex operational issues. Our primary goal is to provide the County with a solution that improves the safety level of your employees and citizens.

This proposal is valid for 90 days from the date of this proposal. Pricing, terms, and conditions for equipment and services in this proposal are subject to the New York State Contract OGS #PT68722. Upon the County's decision to purchase this system, the County can issue a PO referencing the NYS-OGS contract number PT68722 and this proposal.

Questions or inquiries may be addressed to Rick Angelillo at 201-390-6814. We look forward to your positive review of our proposal, to subsequent discussions, and to helping Cortland County achieve its communications goals and objectives.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roy Kirchner'.

Roy Kirchner
MSSSI Vice President

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Section 1

System Description

1.1 System Overview for 9 Sites Best Practice

Motorola Solutions is proposing to replace Cortland County's existing microwave transceiver radios, antennas and waveguides at eight (8) Microwave hop locations with Microwave Networks' (MNI) link of Proteus MX licensed microwave radios and antennas. Two (2) hops configured for 11 GHz links and six (6) hops configured for 6 GHz. The MNI SPARCS network management system is also included in this proposal. This proposal reuses nine (9) existing site locations and recommends raising three (3) tower heights to clear on path vegetation and obstructions from Cortland COB, Preble, and Cuyler.

Microwave links where radios are to be swapped with this project are:

- Lapeer ⇔ Virgil
- Cortland COB ⇔ Cortlandville
- Preble ⇔ Cortlandville
- Preble ⇔ Solon
- Solon ⇔ Taylor
- Solon ⇔ Cuyler
- Cincinnatus ⇔ Taylor
- Lapeer ⇔ Cincinnatus

1.1.1 MW Link Map for 9 Sites

Figure 1-1 below is the network map of the second phase microwave network, after phase 1 of the project has been completed to connect the Cortland COB location to the Core system located at 22 W Court St. The proposed links under this contract consists of the equipment and services for the sites mentioned above.

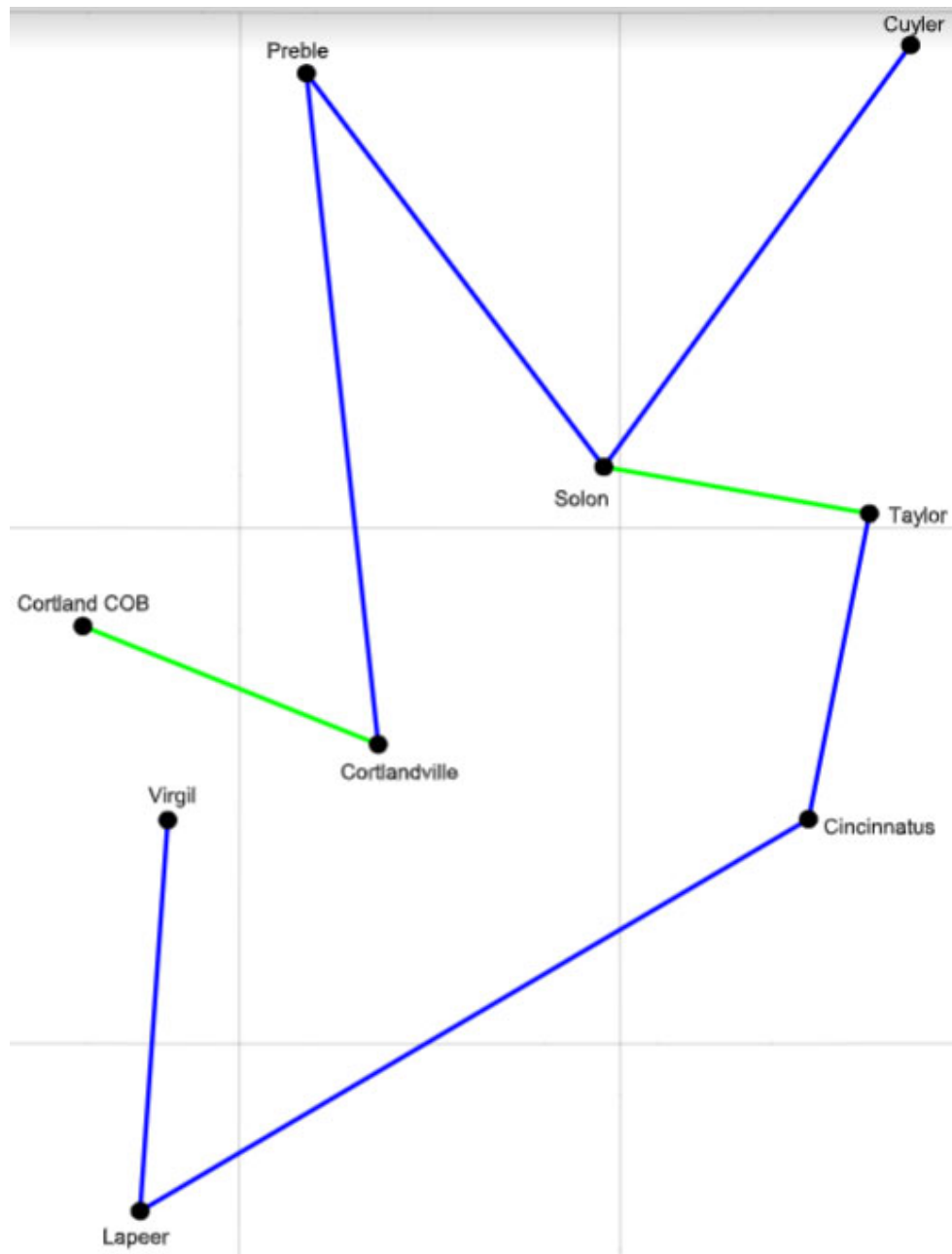


Figure 1-1: Microwave Network System Map

Blue Link Lines – 6 GHz

Green Link Lines – 11 GHz

1.1.2 Phase 2 Link Summary for 9 Sites

Table 1-1 below is a table of the proposed eight (8) microwave paths that will be upgraded in existing Cortland network.

Table 1-1: Radio Equipment and Link Data Summary

Site A	Tower Hgt (ft.)	Main Ant CL (ft.)	Ant Size (ft.)	Site B	Tower Hgt (ft.)	Main Ant CL (ft.)	Ant Size (ft.)	Path Length (mi)	Freq (GHz)	Two-Way Availability (%)	Fade Margin (dB)	Throughput (Mbps)
Lapeer	300	296.6	6	Virgil	250	246.7	6	6.56	6	99.99999	44.92	155
Cortland COB	50	63	3	Cortlandville	193	189	3	5.34	11	99.99996	31.29	155
Preble	195	80	6	Cortlandville	193	100	6	11.3	6	99.99999	44.02	155
Preble	195	240	6	Solon	240	130	6	8.26	6	99.99999	44.24	155
Solon	240	185	3	Taylor	195	191.6	3	4.52	11	99.99996	29.14	155
Solon	240	170	6	Cuyler	230	296.9	6	8.73	6	99.99999	46.41	50
Cincinnati	270	100	6	Taylor	195	115	6	5.21	6	99.99999	44.36	155
Lapeer	300	205	6	Cincinnati	270	150	6	12.99	6	99.99996	41.44	155

Site	Raised Tower Heights (ft.)
Cortland COB	13
Preble	55
Cuyler	70

1.1.3 Path Design Considerations for 9 Sites

The paths are engineered with Proteus MX 6 All Indoor and split mount Proteus MX 11 GHz radios with 155 Mbps capacity on ring paths and 50 Mbps capacity on the spur path. All paths as engineered meet or exceed a two-way link availability of 99.9995% at a Receive Signal Level and Dispersive Fade Margin threshold of $10E-6$ BER. Availability calculations utilize the Vigants – Barnett multipath fading and Crane rain fading methods. Rain rates used are per AT&T city rain rate data for the area. Terrain roughness is calculated using 10-meter USGS National Elevation Dataset digitized elevation data using the sea level reference method on the section of the path visible to both end points. National Land Cover Database 2019 information was used to identify on-path vegetation and man-made obstruction heights. The clearance criteria used to determine required antenna centerlines is the more stringent of:

$K = 4/3$ @ 100% F1, FH=10ft.

$K=0.667$ @ 30% F1, FH=10ft.

30-meter NLCD 2019 clutter data.

Before system implementation, a microwave path engineering survey will be conducted on all paths. The objective of this survey is “information verification” to confirm the information to be used for clearance and engineering performance objectives. This confirmation includes site location (latitude/longitude coordinates), elevation above mean sea level (AMSL), accurate measurement of path obstructions along the path (i.e. trees and buildings, electrical transmission lines, cellular towers, the presence of reflective surfaces) and general compilation of local climate information.

At locations with existing towers, pre-determined azimuths and centerlines will be checked for availability/adaptability in terms of proposed antenna mounting.

1.2 System Overview for MNI Radio Only

Motorola Solutions is proposing to replace Cortland County's existing Cambium microwave radios at eight (8) hop locations with Microwave Networks link of Proteus MX licensed microwave radios only. This proposal reuses nine (9) existing site locations with the current configuration consisting of six (6) ring paths and two (2) spur paths. The two (2) spur paths are Solon to Cuyler and Lapeer to Taylor. The project USNY23P229 is required by the County to be implemented to connect the new 22 W Court St Core site location into these remaining microwave sites. The Radio only proposal is not considered to be best practice by Motorola due to the current tower and dish heights at three (3) locations from which have potential issues that do not clear on path vegetation and obstructions from Cortland Cob, Preble, and Cuyler sites. Motorola recommends a full Microwave system upgrade but has provided pricing for radio only upgrade for the current backhaul system, which is not considered to be best practice by Motorola due to the current dish heights.

Existing Microwave links where radios are to be swapped with this project are:

- Lapeer ⇔ Virgil
- Cortland COB ⇔ Cortlandville
- Preble ⇔ Cortlandville
- Preble ⇔ Solon
- Solon ⇔ Taylor
- Solon ⇔ Cuyler
- Cincinnatus ⇔ Taylor
- Lapeer ⇔ Taylor

1.2.1 MW Link Map for Radio Only

Figure 1-2 below is the network map of the second phase microwave network for radios only, after phase 1 of the project has been completed to connect the Cortland COB location to the Core system. The proposed links under this contract consists of the radio equipment only and services for the sites mentioned above.

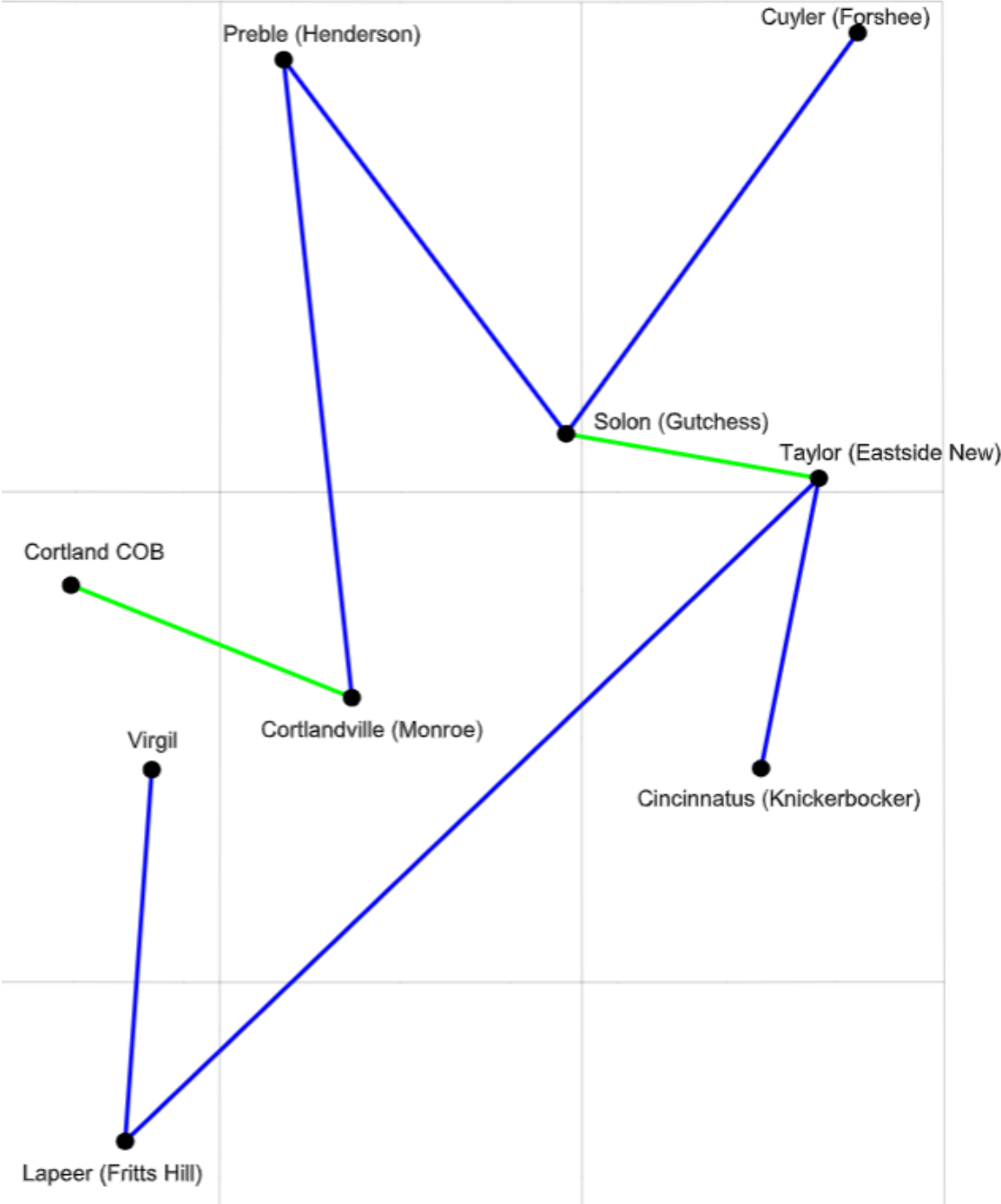


Figure 1-2: Second Phase Microwave Network System Map

Blue Link Lines – 6 GHz
Green Link Lines – 11 GHz

1.3 Design Assumptions

Motorola Solutions has based the system design on information provided by the County. All assumptions have been listed below for review. Should Motorola Solutions' assumptions be deemed incorrect or not agreeable to the County, a revised proposal with the necessary changes and adjusted costs may be required. Changes to the equipment or scope of the project after contract may require a change order.

- The County will be responsible for three (3) raised tower heights located at Cortland COB (rooftop), Preble, and Cuyler sites.
- Transmission line lengths are assumed to be antenna centerline plus 50ft.
- The two-way availability is a predicted annual average and not a guarantee.
- All sites are accessible by 2-wheel drive vehicles.
- Motorola has assumed that we can reuse all existing DC power and battery systems at all the nine locations.
- Sites will have adequate space for the new equipment and suitable temperature control and lighting where work is to be performed or materials stored.
- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- Should any of the sites or design change, a revision to the SOW and associated pricing will be required.
- Proposal assumes all towers have climbing facilities and waveguide ladders with open slots.
- Proposal assumes any water towers have antenna mounting structures and waveguide ladders.
- Any re-routing or moving of existing equipment is not part of this proposal.
- Any required painting or welding will be provided and completed by the County.
- Proposal assumes there are existing entry ports and grounding system.
- Rack locations to be provided by the County.

Section 2

Statement of Work

2.1 Statement of Work Matrix

Motorola Solutions will Implement and configure the proposed equipment. The following table describes the tasks involved with Implementation and configuration.

Tasks	Motorola Solutions	Cortland County
PROJECT INITIATION		
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present Implementation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Review safety, security, and site access procedures.	X	
Finalize site acquisition and development plan.		X
Furnish floor plans and office drawings of existing sites, Showing new equipment locations, term block & fuse panel assignments, etc.		X
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site.		X
Perform Frequency Coordination and file PCN.	X	
Prepare Frequency Coordination Applications.	X	
Perform Path Survey.	X	
Assume liability and responsibility for providing all information necessary for complete Implementation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	

Tasks	Motorola Solutions	Cortland County
Provide minimum acceptable performance specifications for customer provided hardware, software, LAN, WAN and internet connectivity.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X
Maintain access roads in order to provide clear and stable entry to sites for heavy-duty construction vehicles, cement trucks and cranes. Ensure that sufficient space is available at the site for these vehicles to maneuver under their own power, without assistance from other equipment.		X
Obtain site licensing and permitting, including site lease/ownership, zoning, permits, regulatory approvals, easements, power, and telco connections.		X
Deliverable: Access, permitting, and licensing necessary to Implement system equipment at each site.		
Site Planning		
Provide necessary buildings, equipment shelters, and towers for Implementation of system equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Provide as-built structural and foundation drawings of the structures and site locations, along with geotechnical reports, in order to facilitate a structural analysis.		X
Perform structural analysis of towers, rooftops, or other structures to confirm that they are capable of supporting proposed and future antenna loads.		X
Where dishes are proposed to be installed on towers, provide tower climbing and tower mapping services to collect information about structural members and existing equipment.		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Modify towers or other structures, or relocate sites in the system, to ensure that they are capable of supporting proposed and future antenna loads.		X
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Prepare and submit Electromagnetic Energy (EME) plans for the site (as licensee) to demonstrate compliance with FCC RF Exposure Guidelines.		X
Prepare a lease exhibit and sketch of each site showing the proposed lease space and planned development at that site.		X

Tasks	Motorola Solutions	Cortland County
Prepare site construction drawings showing the layout of new and existing equipment.		X
Prepare zoning drawings that can be used to describe the proposed site installation in sufficient detail.		X
Obtain the permits needed to complete site development, including electrical, building, and construction permits.		X
Pay for application fees, taxes, and recurring payments for lease/ownership of property.		X
Ensure that required rack space is available for implementation of the new equipment.		
National Environmental Policy Act (NEPA) Threshold Screening, including limited literature and records search and brief reporting, as necessary to identify sensitive natural and cultural features referenced in 47 Code of Federal Regulations (CFR) Chapter 1, subsection 1.1307 that may be potentially impacted by the proposed construction activity. Along with the additional field investigations to document site conditions if it is determined that the proposed communication facility "may have a significant environmental impact" and thus require additional documentation, submittals, or work.		X
Prepare initial zoning analysis of municipal and zoning districts within each search ring, along with an overview of the zoning and permitting process accompanying timeframes.		X
Deliverable: Information and permitting requirements completed at each site.		
General Facility Improvements		
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate implementation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and Implementation effort, and on an ongoing basis.		X
Installation or up-grades of the electrical system in order to comply with NFPA 70, Article 708		X
Supply and install electrical circuits necessary to provide power (AC power) to the new MW equipment.		X

Tasks	Motorola Solutions	Cortland County
Transport removed site equipment to a location designated by Customer and within Customer's jurisdiction.		X
Deliverable: Sites meet physical requirements for equipment implementation.		
SYSTEM IMPLEMENTATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide secure location for solution equipment.		X
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.		X
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for Implementation		
General Implementation		
Deliver solution equipment to implementation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Implement all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Implementation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Implement and terminate all network cables between site routers and network demarcation points, including microwave, leased lines, and Ethernet.	X	
Install cable and test all radio and auxiliary equipment proposed.	X	
Provide ready access (within 50 feet (15 meters) of proposed Equipment locations) to a low resistance ground at each location.		X
Furnish and install adequate AC receptacle within 6 feet (2 meters) of the battery charger rack.		X
Provide AC power and breakers as required.		X
Provide and install ground bars.		X
Provide DC Power and Ground wiring to provided racks.		X
Connect implemented equipment to the provided ground system.	X	

Tasks	Motorola Solutions	Cortland County
Label equipment, racks, and cables.	X	
Perform preliminary audit of implemented equipment to ensure compliance with requirements and R56 standards.	X	
Note any required changes to implementation for inclusion in the "as-built" system documentation.	X	
Remove, transport, and dispose of old equipment.		X
Deliverable: Equipment Implemented.		
Antenna and Transmission Line Installation (Not included for Radio only option)		
Furnish and install all towers.		X
Determine structural capabilities of all towers and/or antenna mounting structures and perform all Structural modifications required to support, mount and adapt the proposed antennas.		X
Install all antenna and transmission line.	X	
Install Wall Feed-Thru's for coax/wave guide Transmission line.		X
Furnish and install antenna Pipe Mount(s).	X	
Furnish and install antenna Ice Shield(s).	X	
Furnish and install Waveguide Bridge.		X
Furnish and install Waveguide Messenger.		X
Implement transmission lines required for system.	X	
Provide structure penetrations for transmission equipment (e.g. antennas & microwave line.).	X	
Perform sweep tests on transmission lines.	X	
Provide and implement attachment hardware for supporting transmission lines on antenna support structure.	X	
Supply and implement ground buss bar at the bottom of each antenna support structure.	X	
Deliverable: Antenna and Transmission Line implemented.		
SYSTEM OPTIMIZATION AND TESTING		
R56 Site Audit		
Perform R56 site-Implementation quality-audits, verifying proper physical Implementation and operational configurations.	X	
Create site evaluation report to verify site meets or exceeds requirements, as defined in Motorola Solutions' R56 Standards and Guidelines for Communication Sites.	X	
Deliverable: R56 Standards and Guidelines for Communication Sites audits completed successfully.		
Solution Optimization		
Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.	X	

Tasks	Motorola Solutions	Cortland County
Verify that all audio and data levels are at factory settings.	X	
Verify communication interfaces between devices for proper operation.	X	
Ensure that functionality meets manufacturers' specifications and complies with the final configuration established during design review or system staging.	X	
Deliverable: Completion of System Optimization.		
Functional Acceptance Testing (Not included for Radio only option)		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Provide complete set of Test Equipment consisting of; Digital Multi-Meter, BER Test Set (capable of the required data rates used in the system), VT-100 terminal.	X	
Coordinate system test and alignment with the Customer. Such testing will only include acceptability of MNI installed equipment.	X	
Optimize and test system to MNI Acceptance Test Procedure (ATP).	X	
Furnish one complete set of installation specifications and measurements for the proposed equipment ATP.	X	
Record test data for inclusion in the "as built" Documentation.	X	
Prepare, submit and file, if applicable, all necessary environmental impact data.		X
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
If any major task as contractually described fails, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Document all issues that arise during the acceptance tests.	X	
Document the results of the acceptance tests and present to the Customer for review.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Deliverable: Completion of functional testing and approval by Customer.		
PROJECT TRANSITION		
Cutover		
Finalize Cutover Plan.	X	X

Tasks	Motorola Solutions	Cortland County
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Resolve punch list items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punch list items by providing support, such as access to the sites, equipment and system, and approval of the resolved punch list items.		X
Deliverable: Migration to new system completed, and punch list items resolved.		
Finalize Documentation and System Acceptance		
Provide manufacturer's material, part list and other related material to Customer upon project completion.	X	
Furnish one complete set of MNI Operation and Maintenance manuals with drawings for each rack.	X	
Provide one complete set of vendors provided Operation and Maintenance literature with drawings for each location.	X	
Sign a project completion notice upon completion of the activities detailed in this Scope of Work. The project completion notice may apply to the project on a per hop or per system basis, as mutually agreed upon by MNI and the Customer.	X	
Prepare and submit a complete documentation package of equipment as installed and accepted (As Built), to the customer three (3) weeks after system acceptance.	X	
Provide an electronic as-built system manual via a temporary Google Drive share folder, or other Customer preferred electronic media. The documentation will include the following: - Site Block Diagrams. - Site Floor Plans. - Site Equipment Rack Configurations. - Antenna Network Drawings for RF Sites (where applicable). - ATP Test Checklists. - Functional Acceptance Test Plan Test Sheets and Results. - Equipment Inventory List. - Console Programming Template (where applicable). - Maintenance Manuals (where applicable). - Technical Service Manuals (where applicable). - Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		

Note:

Since MSI is NOT a prevailing wage vendor, but MSI sub contractors and shops are prevailing wage vendors, we have tried to craft ways of keeping MSI an arm's length away from the covered areas in word and deed. MSI is a professional services vendor and software supplier and verbiage used in post-sales change orders, SOWs, work quotes and invoices must clearly represent MSI as such.

Some sample phrases/disclaimers to be used for clarity are:

No prevailing wage work, civil, electrical etc., is included as part of this order. It is the full responsibility of the customer.

These disclaimers assist if MSI is questioned by the DOL to show that MSI did present to the client appropriately. They do appear in some of MSI's proposal contracts.

2.2 Preliminary Project Schedule

Below is a preliminary high-level schedule. A detailed schedule will be provided during the CDR phase of the project. Additionally, the project schedule will be adjusted based on the current market supply chain challenges.

ITEM	PRELIMINARY PROJECT MILESTONESCHEDULE	MONTH
1	Contract Signed	0
2	Kick-off/Contract Design Review	1-2
3	Order Entry Competed	2-3
4	Ship Equipment	3-8
7	Site Equipment Installation	9
8	System Optimization/Configuration	10
9	Acceptance Testing/Functional Test	11
10	Documentation Complete/Final Acceptance	12

2.3 Change Order Template

Change Order Number:

Date: _____

Project Name and Number: _____

Customer Name: _____

Customer Project Manager: _____

The purpose of this Change Order is to: *(highlight the key reasons for this Change Order)*

Contract #: [Required] _____

Contract Date: _____

In accordance with the terms and conditions of the contract identified above between
[enter customer name] and Motorola Solutions, Inc., the following changes are approved:

Contract Price Adjustments

Original Contract Value:	\$
Previous Change Order amounts for Change Order numbers [#####] through [#####].	\$
This Change Order:	\$
New Contract Value:	\$

Completion Date Adjustments

Original Completion Date:	
Current Completion Date prior to this Change Order:	
New Completion Date:	

Statement of Work



Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Changes in Equipment: *(additions, deletions or modifications)* **Include attachments if needed**

Scope of Work Changes: *(additions, deletions or modifications)* **Include attachments if needed**

Changes in SUA and Support Services: *(additions, deletions or modifications)* **Include attachments if needed. Must be completed by Project CSM.**

Schedule Changes: *(describe change or N/A)*

Pricing Changes: *(describe change or N/A)*

Customer Responsibilities: *(describe change or N/A)*

Payment Schedule for this Change Order:
(describe new payment terms applicable to this change order)

Purchase Order Requirements for this Change Order (select only one).

- ☐ A Purchase Order is required - included with this change order and is attached.
- ☐ No Purchase Order is required - Customer affirms that this change order document is the only notice to proceed required, that funding has been encumbered for this change order in its entirety, and that no further purchase orders will be issued against this change order,
- ☐ No Purchase Order required - this is a \$0 Change Order, or a decrease in scope.

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

Motorola Solutions, Inc.**Customer**

By:

By:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Reviewed by:

Date:

Motorola Solutions Project Manager

Section 3

Standard Commercial Warranty

3.1 On-Site Support (Monday-Friday) 8:00 AM – 5:00 PM

Motorola Solutions will provide technician availability to respond to issues on the system on a Monday – Friday 8:00 AM – 5:00 PM basis. That process includes getting expert technicians on-site, verifying that the situation is properly assessed, and working to get the system restored in the most efficient manner. Motorola Solutions provides you with on-site technicians that are trained, and who are ready and available to restore the network to optimal operating condition. When on-site service is required, authorized technicians will perform first echelon service, remove failed components for repair, and reinstall new or reconditioned components.

3.2 Technical Support

Motorola Solutions' System Support Center Technical Support Operation provides our technicians with centralized telephone support for issues that require a high level of communications system expertise. The Technical Support Operation is staffed with Technical Consultants who specialize in the diagnosis and resolution of system performance issues. Motorola Solutions' Technical Support Operation has access to a fully equipped laboratory containing current Motorola Solutions system equipment. The laboratory is used to test with current hardware and software versions to simulate field issues and aid in their resolution. Motorola Solutions' Technical Support Operations will coordinate and consult with our field technicians, vendors of ancillary equipment, and other support resources. In addition, Motorola Solutions' Technical Support Operation escalates support issues to other Motorola Solutions engineering and manufacturing groups. Technical Support Operations provides a focal point for any systemic issue and project manages those issues to resolution.

3.3 Board Repair

Infrastructure Repair Service provides for component repair of all Fixed Network Equipment provided by Motorola Solutions in our proposal. Repair management is handled through a central location eliminating the need to send equipment to multiple locations. The failed unit is then shipped to Motorola Solutions' repair center where comprehensive test labs are used to replicate the network and repair the device. State-of-the-art repair tools enable Motorola Solutions' technicians to analyze, test and restore the equipment to the original performance specifications.

3.4 Warranty Start Date

Warranty starts on date of system acceptance or beneficial use (whichever is earlier) for all items provided in this proposal.

Section 4

Pricing Summary

Motorola is pleased to provide the following equipment and services to Cortland County Department of Emergency Response and Communications. Motorola recommends a full Microwave system upgrade but has provided pricing for radio only upgrade for the current backhaul system, which is not considered to be best practice by Motorola due to the current dish heights.

4.1 MW System Upgrade Site Reconstruction

Description	Price (\$)
Equipment	\$1,424,474.00
OGS Equipment Discount	<u>-\$213,671.00</u>
Sub Total Equipment	\$1,210,803.00
Installation & Implementation Services	<u>\$1,336,817.00</u>
System Sub Total	\$2,547,620.00
Additional System Discount	<u>-\$300,001.00</u>
Total System	\$2,247,619.00
Warranty Services First Year	Included

4.2 Radio Only Solution

Description	Price (\$)
Equipment	\$742,452.00
OGS Equipment Discount	<u>-\$111,368.00</u>
Sub Total Equipment	\$631,084.00
Installation & Implementation Services	<u>\$562,629.00</u>
System Sub Total	\$1,193,713.00
Additional System Discount	<u>-\$164,000.00</u>
Total System	\$1,029,713.00
Warranty Services First Year	Included

6.3 Payment Schedule

Cortland County will make payments to Motorola within thirty (30) days after the date of each invoice. Cortland County will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones:

1. 10% of the Contract Price upon Completion of Customer Design Review (CDR);
2. 60% of the Contract Price upon Shipment;
3. 25% of the Contract Price upon Completion of Installation; and
4. 5% of the Contract Price upon Final Acceptance.

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. Motorola reserves the right to invoice for installations completed on a site-by-site basis, when applicable.

Section 5

Contractual Documentation

Terms and conditions for equipment and services in this proposal are the New York State Contract OGS #PT68722.



Financing proposal for: **Cortland County, NY**

Communications System Financing Proposal

Motorola Solutions Credit Company LLC is pleased to submit the following proposal for the financing of your Motorola Communications P-25 solution in accordance with the terms and conditions outlined below:

Transaction Type: Municipal Lease-Purchase Agreement

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: **Cortland County, NY**

Amount: \$1,029,713.00

Down Payment: \$0.00

Balance to Finance: \$1,029,713.00

Equipment: As per the Motorola equipment proposal.

Title: Title to the equipment will vest with the Lessee.

Insurance: Lessee will be responsible to insure the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

	<u>Option One</u>	<u>Option Two</u>	<u>Option Three</u>
Lease Term:	Three Years	Five Years	Seven Years
Payment Frequency:	Annual	Annual	Annual
Payment Structure:	Arrears	Arrears	Arrears
Lease Rate:	5.72%	5.39%	5.27%
Lease Factor:	0.372143	0.233474	0.174484
Lease Payment:	\$383,200.65	\$240,410.78	\$179,668.40
Payment Commencement:	First payment due one year after contract execution.		

Expiration: This interest rate methodology is valid for all leases commenced by 3/6/2025

Indexing arrangement – Non-bank qualified structure 3, 5 and 7 year terms

The Lease Payments shall be calculated using a rate of interest ("Lease Rate") that is initial indexed to the three (3), five (5) or seven year (7) average life SOFR Rate (the "Index Rate"). The average life SOFR Rate corresponds to the respective lease term. On the Commitment Date, the final Lease Rate will be calculated by taking the Index Rate for that date from the SOFR Report adding a spread of 2.34% and multiplying the sum of those two numbers by .7835 to calculate the Lease Rate for the 3 year term. The rate for the 5 year term will be calculated by taking the Index Rate for that date from the SOFR Report, plus a spread of 2.17% and multiplying the sum of those two numbers by .7835. The rate for the 7 year term will be calculated by taking the Index Rate for that date from the SOFR Report, plus a spread of 2.17% and multiplying the sum of those two numbers by .7835. The rates are then fixed for the full term of the Lease.

The following SOFR average life Index Rates were in place at the approximate time this quote was issued:

Three year average life: 4.96%

Five year average life: 4.71%

Seven year average life: 4.55%

Qualifications: Receipt of a properly executed documentation package.

Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last years audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final Motorola credit committee approval. This quote is based on the general level of interest rates, primarily U.S. Treasury Bills of like term maturity. Any movement in those rates in excess of 10 basis points will result in the revision of this quote.

Documentation: Municipal Equipment Lease Purchase Agreement
Opinion of Counsel
Schedule A / Equipment List
Schedule B / Amortization Schedule
8038G
UCC-1
Certificate of Incumbency
Statement of Essential Use/Source of Funds
Evidence of Insurance or Statement of Self Insurance
Resolution from governing body authorizing the execution of the Lease

Please feel free to contact me if there are any questions or if an alternate structuring is required.

Regards,
Bill Stancik
Motorola Customer Financing
847-538-4531

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 5****Accept Flood Mitigation Equipment from NYS Department of Homeland Security**

WHEREAS, in the New York State FY24 budget, \$15 million was allocated for flood mitigation equipment, by the Governor, for the counties; AND

WHEREAS, after reviewing each county's risk profile and researching New York Responds requests, New York State developed a list of the most requested items; AND

WHEREAS, attached to this resolution is a list of resources for Cortland County and a Memorandum of Understanding (MOU) to be executed with New York State to participate in the program; AND

WHEREAS, the key points of the program are as follows:

Program Highlights:

- This is a voluntary program.
- To participate, counties must sign an MOU in order to transfer possession of the resources.
- Counties must provide a shipment location and a point of contact.
- These are the maximum equipment allocated to each county.
- Counties cannot trade one type of equipment for another (e.g. exchanging pumps for more VMS' and vice versa)
- Counties may accept all, some or none of the allocated equipment.

MOU Highlights

- This is a one-time allocation until the equipment reaches the end of its useful life or becomes inoperable. Replacement is not included.
- The County is responsible for routine maintenance of the equipment.
- Equipment is not intended for personal or private purposes.
- Equipment will be direct shipped to counties. Upon receipt, an inventory will be conducted and attached to the MOU as a reference.

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee as to form, be and hereby is authorized to execute an agreement with NYS Department of Homeland Security for the accepting of certain flood mitigation equipment as provided by New York State.

Scott Roman

From: Chapin, Stephanie (DHSES) <Stephanie.Chapin@dhses.ny.gov>
Sent: Thursday, January 16, 2025 6:22 PM
To: Scott Roman; Courtney Metcalf
Cc: Coyle, Patrick (DHSES); Adler, David (DHSES)
Subject: Flood Mitigation Allocations and MOU
Attachments: CORTLAND ALLOCATIONS.pdf; CORTLAND MOU.pdf

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good evening,

In the FY24 budget, \$15 million was allocated for flood mitigation equipment, by the Governor, for the Counties.

After reviewing each Counties risk profile and researching NYR requests, a list of the most requested items was created.

Attached is a list of resources suggested for your County and an MOU should you wish to participate in the program.

Below are some key points:

- This is a voluntary program. Counties can opt in or out of at any time.
- To participate, counties must sign an MOU in order to transfer possession of the resources.
- There is a 2 week turn around on the MOU in order to expedite bulk ordering.
- Counties must provide a shipment location and a point of contact.
- These are the maximum equipment allocated to each county.
- Counties cannot trade one type of equipment for another (e.g. exchanging pumps for more VMS' and vice versa)
- Counties may accept all, some or none of the allocated equipment.

MOU Highlights

- This is a one-time allocation until the equipment reaches the end of its useful life or becomes inoperable. Replacement is not included.
- The County is responsible for routine maintenance of the equipment.
- Equipment is not intended for personal or private purposes.
- Equipment will be direct shipped to counties. Upon receipt , an inventory will be conducted and attached to the MOU as a reference.

If you have any additional questions, please let me know. We look forward to hearing from you.

Thank you,

Stephanie

STEPHANIE J. CHAPIN

Regional Director, Region IV Southern Tier
Office of Emergency Management

Attachment: Flood equipment email (12743 : Accept Flood Mitigation Equipment from NYS Department of Homeland Security)

New York State Division of Homeland Security Emergency Services
161 North Jensen Rd., Vestal NY 13850
Desk: (607) 217-6378 | Cell: (315) 559-0362
stephanie.chapin@dhses.ny.gov | www.dhses.ny.gov



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Attachment: Flood equipment email (12743 : Accept Flood Mitigation Equipment from NYS Department of Homeland Security)

CORTLAND COUNTY ALLOCATION

Type	Equipment	Quantity	Accepted Quantity
Pumps	3" Pump	1	
Pumps	4" Pump	1	
Pump Accessories	3" intake hose (10 Ft)	2	
Pump Accessories	3" discharge hose (50ft)	3	
Pump Accessories	3" strainer	1	
Pump Accessories	3" coupler	1	
Pump Accessories	4" intake hose (10ft)	2	
Pump Accessories	4"discharge hose (50ft)	3	
Pump Accessories	4" strainer	1	
Pump Accessories	4" coupler	1	
Pump Accessories	Wheel Kit for 4" Pump	1	
Sandbagger	Sandbag Filler	1	
Sandbag Accessories	Empty Sandbags LG 18 in x 27 in	10,000	
Sandbag Accessories	Sandbag Trailer	1	
Potable Water tanker	550-Gal Water Tanker	1	
Chain Saw	16-inch Chain Saw	3	
Generators	9.2 KW Gas	2	
Light Towers	6 KW Light Towers	1	
VMS	3 Line Message VMS	1	

Name:	
Title:	
Signature:	
Date:	

MEMORANDUM OF UNDERSTANDING
Between the
NEW YORK STATE
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES
And
CORTLAND COUNTY

This Memorandum of Understanding (MOU) is between the New York State Division of Homeland Security and Emergency Services (DHSES) and Cortland County. The aforementioned entities are collectively referred to as the “Parties.”

WHEREAS, DHSES has been appropriated funds in the FY24 budget to purchase flood mitigation equipment to support counties in emergency flood events, enhancing preparedness and response capabilities.

WHEREAS, Cortland County seeks to enhance its flood mitigation efforts through the use of state-provided equipment, helping protect vulnerable areas and mitigate disaster impacts.

WHEREAS, The purpose of this MOU is to establish the terms and conditions under which DHSES will transfer possession (but not ownership) of flood mitigation equipment to Cortland County, while retaining oversight to ensure compliance and operational readiness.

NOW THEREFORE, in furtherance of the above objectives, the Parties mutually agree to the following terms:

1. DHSES will transfer possession of flood mitigation equipment to Cortland County, with DHSES retaining ownership.
2. The equipment will be shipped directly to Cortland County. DHSES will provide a recording spreadsheet to Cortland County. Upon receipt of the equipment, Cortland County will confirm and provide DHSES with a detailed inventory, including serial numbers, within 30 days. If this confirmation is not received within the timeframe, DHSES will contact Cortland County to conduct an on-site inventory of equipment received. Once completed, the inventory will be attached to and made a part of this MOU.
3. This equipment is provided as a one-time allocation. DHSES will not replace equipment that becomes inoperable or reaches the end of its useful life. Cortland County will notify DHSES if it no longer needs the equipment, it is no longer usable, or if it wishes to withdraw from this program.

4. DHSES will apply State branding stickers to the equipment after it has been inventoried to ensure easy identification and to distinguish it from county-owned equipment. Equipment use is not dependent on branding.
5. Upon request, DHSES will provide equipment use training. Cortland County is responsible for ensuring its employees are trained and equipped to operate and maintain the equipment safely and effectively.
6. Cortland County agrees to provide routine maintenance of this equipment as part of the county's existing maintenance schedule. This maintenance should follow the manufacturer's guidelines or standard practices for similar county-owned equipment. If equipment needs maintenance beyond the regular routine capabilities, Cortland County may contact DHSES for additional guidance.
7. DHSES reserves the right to conduct routine inspections to assess equipment usage, condition, and maintenance compliance. Equipment should be kept in operational condition. DHSES may reclaim or reallocate equipment if it is not maintained or used appropriately.
8. In an emergency, DHSES may redeploy the equipment to neighboring counties if it is the most accessible option. Cortland County may also deploy the equipment to neighboring counties in urgent or emergency situations, with notification to DHSES.
9. Use of the equipment does not require a New York Responds (NYR) request. Cortland County should use the equipment along with its own resources as a first line of defense in flood related emergencies before requesting additional resources from the State.
10. The equipment provided in this MOU is intended for use in preparation for or response to an emergency, or upon approval by DHSES, and not for private, commercial, or personal use.

General Terms:

1. This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.
2. This MOU is not transferable except with written consent of the Parties.
3. This MOU takes effect at the time the last Party signs.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date indicated below.

NYS Division of Homeland Security and Emergency Services

By: _____

Date: _____

Cortland County

By: _____
Name, Title

Date: _____

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

Between NY State Division of Homeland Security and Emergency Services (DHSES) and Cortland County

Effective Date: 1/31/2025

Reference: This addendum supplements the existing Memorandum of Understanding (MOU) previously executed between DHSES ("State") and Cortland County ("County"). Some equipment covered under the MOU is mounted on trailers, which may require registration. For this agreement, the trailer is considered part of the equipment and will not be treated as a separate asset.

- The State will remain the title owner of the trailers, and the county will serve as the registrant.
- The County agrees to register the trailer in its name and obtain plates.
- For registration, the State will provide a copy of the title if needed and complete any required DMV forms to facilitate the process.
- Titles are usually mailed to DHSES, but if a title arrives with the equipment during delivery, the County will notify DHSES. DHSES will pick up the original title and provide a copy to the County for registration.
- The County is responsible for renewing the trailer's registration and handle all required inspections.
- The trailer is part of a one-time equipment allocation. The State will not replace or maintain the trailer
- The County is expected to maintain the trailer in addition to the equipment in accordance with the main agreement.
- The County should follow all New York State traffic and registration laws, and only properly licensed operators should tow the trailer.

SIGNATURES

For DHSES

Signature: _____

Name: _____

Title: _____

Date: _____

For Cortland County:

Signature: _____

Name: _____

Title: _____

Date: _____

2025 Judiciary & Public Safety Committee Goals

Committee Vice-Chair Eugene Waldbauer:

- Make a decision regarding the jail (new, remodel, do nothing).
- Review the Sherriff's department staffing issues. Is there a solution (more money, recruiting message, another "big" change) that we could start working on so that they become better at recruiting and retaining officers in the future?

Committee Member Chris Newell:

- Work towards a doable solution to our jail facility.

Assigned Counsel Plan Administrator, Michael Cardinale:

- Continue to work on and find an E-voucher system.
- Work with ILS to implement the grant monies that have been awarded to the county.
- Assisting the Public Defender with their grants and also bringing more attorneys into our program.

Probation Director, Nicole Albro:

- Navigate several key personnel changes occurring in 2025. Recruit positive new hires while maintaining the stability of the Department as a whole. This is very important to allow us to provide timely and mandated services to both the local Courts and our clientele. This enables our ultimate goal of a safe, productive community.
- Internally provide guidance to new employees, while providing support to current employees during this time of change as they will be taking on extra tasks throughout the transition.
- Help new staff through the lengthy and intense DCJS mandated training which is only available out of county.
- Retire towards the end of 2025 leaving the Cortland County Probation Department in the excellent shape it was left to me.

District Attorney, Patrick Perfetti:

- Achieve full staffing.
- Implement use of Artificial Intelligence to assist with discovery compliance.
- Finalize terms of contract service with AXON.
- Have all ADAs complete Child First Training.
- DA and CADA to complete his NIMS training.
- All junior litigators serve Second-chair on a major felony trial and/or serve Primary on lower felony trial.

Director of Emergency Response & Communications, Scott Roman:

- Accreditation as a NYS 911 center
- Accreditation as a medical dispatching center
- Accreditation as Emergency Management department
- Addition of Emergency Fire Dispatching protocols

Cortland County Sheriff, Mark Helms:

- Work to increase staffing in all divisions. I currently have several open positions in each division.
- See some movement on the future of our jail
- Making major change in the IT for the Sheriff's Office (I have proposed having my own IT with The 911 Center). The current IT is not sufficient for my needs.
- Getting a custodial service for my offices
- Returning the old 911 center into a fully usable training room

February 2025

911

- TLC lifting issues – other covering ambulances
- Smart transcription service has been installed; awaiting training
- Tow truck meeting
- Staffing issues
 - 1 person in training;

Emergency Management

- NYS conference and re-certification week of 02/10/2025
- New RAVE alerting system – up and running; much work still to be done
- Spring firefighter training series is getting ready to start at Regional Training Center

Fire Service

- Using NYS State Office of Fire Prevention & Control for Fire investigations
- Still supporting repairs to radios under grant funding

22 West Court

- Awaiting on County IT to move 911 related servers from COB

Grants

- PSAP. \$194,635
- 911 Formula. \$786,336
- Homeland Security. Awarded \$54,000 approximately
- Emergency Management, awarded \$22,000 approximately

02/03/25
09:15DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
CAD Calls by Day and Time4402
Page: 1

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	43	32	62	46	47	40	57	327
01:00-01:59	34	38	47	55	65	40	59	338
02:00-02:59	40	23	57	56	42	45	47	310
03:00-03:59	29	32	44	41	49	44	49	288
04:00-04:59	39	29	45	46	37	33	30	259
05:00-05:59	25	23	23	40	29	20	27	187
06:00-06:59	20	23	19	17	30	16	12	137
07:00-07:59	20	32	29	16	21	23	11	152
08:00-08:59	33	42	37	46	40	20	20	238
09:00-09:59	45	50	51	70	48	43	30	337
10:00-10:59	52	35	47	66	74	43	41	358
11:00-11:59	45	34	49	54	52	42	38	314
12:00-12:59	34	51	49	57	67	41	37	336
13:00-13:59	40	57	56	63	57	50	28	351
14:00-14:59	46	38	47	44	74	46	42	337
15:00-15:59	40	50	58	57	80	53	47	385
16:00-16:59	62	36	73	60	89	56	47	423
17:00-17:59	42	52	80	75	82	60	52	443
18:00-18:59	48	53	58	76	61	45	41	382
19:00-19:59	50	54	55	49	41	43	35	327
20:00-20:59	37	48	39	45	58	43	49	319
21:00-21:59	49	48	42	60	45	51	40	335
22:00-22:59	36	33	71	36	58	50	50	334
23:00-23:59	31	43	34	43	61	60	45	317
Total by Day	940	956	1172	1218	1307	1007	934	7534

Report Includes:

All reported dates between `00:00:00 01/01/25` and `23:59:59 01/31/25`
 All nature of incidents
 All respond to addresses
 All respond to cities
 All agencies

*** End of Report /tmp/rptXBdqr1-rpcdcdt.r1_1 ***

Attachment: January 2025 cad calls by time of day (12762 : DOERC Monthly Report)

02/03/25
09:14DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call4402
Page: 1

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
911 HANG UP	91	1.21
911 NOT DISPATCHED	148	1.96
911 OPEN LINE	41	0.54
ABDOMINAL PAIN	7	0.09
ABDOMINAL PAIN II	10	0.13
ADMINISTRATIVE	150	1.99
POLICE ALARM	60	0.80
ALLERGIC REACTION	2	0.03
ANIMAL PROBLEM	41	0.54
ARREST III	1	0.01
ARREST VI	3	0.04
ARREST X	8	0.11
ASSAULT	2	0.03
ASSAULT VI	1	0.01
ASSIST	288	3.82
ATTEMPT TO LOCATE	36	0.48
FIRE ALARM	56	0.74
BACK PAIN	1	0.01
BACK PAIN II	2	0.03
TROUBLE BREATHING	62	0.82
BURGLARY	13	0.17
BURNS II	1	0.01
CARBON MONOXIDE	9	0.12
CHEST PAIN	40	0.53
CHEST PAIN II	1	0.01
CHOKING	1	0.01
CHOKING II	1	0.01
CITY CODE VIOLATION	4	0.05
CIVIL ONLY	146	1.94
CRIMINAL MISCHIEF	9	0.12
SPECIAL DETAIL	60	0.80
DIABETIC PROBLEM	10	0.13
DIABETIC PROBLEM II	2	0.03
DISORDERLY CONDUCT	37	0.49
DISTURBANCE	65	0.86
DOMESTIC	60	0.80
DRUG INVESTIGATION	12	0.16
DSS ASSIST/HOME VISIT	13	0.17
DSS NOTIFICATION	85	1.13
ILLEGAL DUMPING	3	0.04
EMERGENCY BUTTON ACTIVATION	5	0.07
EMOTIONALLY DISTURBED PERSON	42	0.56
EMS	8	0.11
EQUIPMENT PROBLEM	12	0.16
FALL	14	0.19
FALL II	91	1.21
FIELD INVESTIGATION	56	0.74
OUTSIDE FIRE	2	0.03
FOLLOW UP INVESTIGATION/ACTIO	453	6.01
FOUND PROPERTY	19	0.25
FRAUD	43	0.57
HARASSMENT	70	0.93
HAZARDOUS CONDITION	19	0.25
HEADACHE	3	0.04
HEADACHE II	2	0.03

Attachment: January 2025 cad calls (12762 : DOERC Monthly Report)

02/03/25
09:14DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call4402
Page: 2

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
HEART	7	0.09
HEMORRHAGE	7	0.09
HEMORRHAGE II	8	0.11
INFORMATION	1	0.01
INHALATION	1	0.01
INVESTIGATION	67	0.89
JAIL INVESTIGATION	1	0.01
JUVENILE PROBLEM	17	0.23
LARCENY	60	0.80
LIFTING ASSISTANCE	13	0.17
LOST PROPERTY	51	0.68
MISSING PERSON	8	0.11
NOISE COMPLAINT	35	0.46
NOTIFICATION	50	0.66
OVERDOSE/POISONING III	4	0.05
OVERDOSE/POISONING VII	1	0.01
OPEN DOOR	12	0.16
COMMUNITY OUTREACH	23	0.31
PARKING COMPLAINT	35	0.46
PROPERTY DAMAGE MVA	287	3.81
PERSONAL INJURY MVA	38	0.50
PREGNANCY	1	0.01
PREGNANCY	1	0.01
PROCESSING	5	0.07
PROPERTY CHECK	2223	29.51
REPOSSESSION	8	0.11
SEIZURES	12	0.16
SEIZURES II	7	0.09
SEND	11	0.15
SERVICE CALL	30	0.40
SEX CRIME	10	0.13
SEX OFFENDER	39	0.52
SHOTS FIRED	3	0.04
SICK PERSON	31	0.41
SICK PERSON II	54	0.72
STOLEN VEHICLE	2	0.03
STROKE	19	0.25
STRUCTURE FIRE	17	0.23
SUSPICIOUS	48	0.64
TEST CALL	18	0.24
TRAFFIC PROBLEM	49	0.65
TRANSFER	13	0.17
TRANSPORT	128	1.70
TRAUMATIC	1	0.01
TRAUMATIC II	7	0.09
TREE DOWN	3	0.04
TRESPASSING	41	0.54
TRAFFIC STOP	1314	17.44
UNCONSCIOUS/FAINTING	30	0.40
UNCONSCIOUS/FAINTING II	7	0.09
UNKNOWN PROBLEM	11	0.15
VEHICLE COMPLAINT	76	1.01
VEHICLE FIRE	2	0.03
WARRANT ARREST	31	0.41
WATER PROBLEM/PUMPING DETAIL	3	0.04

Attachment: January 2025 cad calls (12762 : DOERC Monthly Report)

02/03/25 DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION 4402
 09:14 Total CAD Calls Received, by Nature of Call Page: 3

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
PERSON WITH A WEAPON	4	0.05
WELFARE CHECK	120	1.59
WIRES DOWN	7	0.09

Total Calls:	7533	

Report Includes:

All dates between `00:00:00 01/01/25` and `23:59:59 01/31/25`

All nature of incidents

All cities

All types

All priorities

All agencies

All zones

*** End of Report /tmp/rptvI6JQU-rpcdtccr.r1_1 ***

2025 DA Statistics

	Jan 2024	Jan 2025	Feb 2024	Feb 2025	Mar 2024	Mar 2025	Apr 2024	Apr 2025	May 2024	May 2025	June 2024	June 2025
Fel-County & City	24	25	16		19		31		35		13	
Misd City	28	27	17		23		30		27		26	
Misd County	35	40	35		36		52		40		29	
Violations City	10	1	9		12		7		16		11	
Violations County	2	8	5		12		1		2		3	
Sealed Indictments	0	0	0		0	0	2		2		1	
TOTALS:	99	101	82	0	102	0	123	0	122	0	83	0
Vehicle and Traffic	271	262	208		223		404		344		313	
DWI's	11	22	10		10		24		15		9	
	July 2024	July 2025	Aug 2024	Aug 2025	Sep 2024	Sep 2025	Oct 2024	Oct 2025	Nov 2024	Nov 2025	Dec 2024	Dec 2025
Fel-County & City	25		23		26		17		11		48	
Misd City	35		42		39		31		19		35	
Misd County	14		35		43		32		25		55	
Violations City	10		12		26		21		17		8	
Violations County	9		3		5		3		4		4	
Sealed Indictments	0	0	1		3		2		0		1	
TOTALS:	93	0	116	0	142	0	106	0	76	0	151	0
Vehicle and Traffic	335		301		208		186		287		354	
DWI's	16		11		23		10		13		27	

PROBATION STATISTICS 2025

CRIMINAL COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25
On Probation	338	350	334		326		330		329		338		347		345		351		343		34		344	
Reports Completed	19	21	13		28		22		20		34		26		22		15		22		22		18	

FAMILY COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25
Adult Probation	23	18	21		21		21		19		20		20		21		20		20		20		18	
Youth Probation	10	17	10		11		11		13		11		10		10		11		14		16		17	
PINS in Diversion	34	28	35		33		37		37		36		30		26		26		27		24		28	
JD in Diversion	12	4	10		10		4		3		7		4		3		3		2		4		4	
Reports Completed	1	0	2		3		0		2		1		0		2		2		1		1		0	

TOTAL ON PROBATION ALL COURTS and receiving Diversion Services:

2024 – Jan. 417, Feb. 410, March 401, April 403, May 398, June 412, July 411, August 405, Sept. 411, Oct. 413, Nov. 409, Dec. 411

2025 – Jan. 417

RELEASED TO ATI (Pre-trial):

2024 – Jan. 85, Feb. 84, March 86, April 80, May 95, June 102, July 94, August 101, Sept. 100, Oct. 84, Nov. 83

2025 – Jan. 60

Cortland County Coroner

2025 Death Report

<u>January</u> Deaths---9 Autopsies----4	<u>February</u> Deaths- Autopsies-	<u>March</u> Deaths- Autopsies-
<u>April</u> Deaths- Autopsies-	<u>May</u> Deaths- Autopsies-	<u>June</u> Deaths- Autopsies-
<u>July</u> Deaths- Autopsies-	<u>August</u> Deaths- Autopsies-	<u>September</u> Deaths- Autopsies-
<u>October</u> Deaths- Autopsies-	<u>November</u> Deaths- Autopsies-	<u>December</u> Deaths- Autopsies-

CORTLAND COUNTY PUBLIC DEFENDER

Public Defender

Kevin A. Jones

Chief Asst. Public Defender

Anita Ribeiro

Cortland County Office Building

60 Central Avenue

Cortland, New York 13045

(607) 753-5046

Facsimile (607) 753-0781

Service by Fax not accepted

Assistant Public Defenders

Kayla D. Hardesty

BreAnna L. Avery

Jarrold W. Smith

Jennifer L. Rosenberg

LaVonda S. Collins

Donatello Lazarati

February 6, 2025

Sandy Price, Chair
Judiciary & Public Safety Committee
Cortland County Office Building
Third Floor, 60 Central Avenue
Cortland, NY 13045

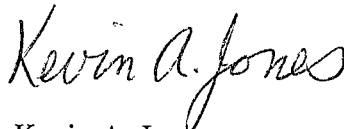
Re: Public Defender Office Update

Dear JPS Chair Price:

1. Compared to last month, new cases assigned to the Public Defender's Office has shown a slight increase in criminal cases and a slight decrease in family court cases. See enclosed chart.
2. The office is within our budget.
3. Our office continues to pursue and collect grant revenues.
4. Our office is continuing our recruitment efforts to fill our one remaining vacant attorney position.

Please contact me if you have any questions.

Very truly yours,



Kevin A. Jones
Public Defender

enc.

Attachment: JPS Budget January 2025 (12793 : Public Defender Monthly Report January 2025)

Chart PD1 - Cases represented by Public Defender's Office (opened)

2025

		Jan.	Feb.	March	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Year-to-date
Family Court	2020	39	31	32	18	13	22	25	20	43	24	25	22	314
	2021	36	40	33	27	27	19	38	22	43	35	23	15	358
	2022	17	24	32	29	30	17	28	26	29	21	20	31	304
	2023	37	39	13	33	30	30	17	39	28	3	20	22	311
	2024	11	13	23	31	26	28	21	13	44	29	25	29	293
Felonies	2020	13	19	8	4	6	17	22	15	25	21	9	14	173
	2021	9	10	23	13	24	16	12	16	24	14	25	16	202
	2022	14	7	11	22	11	11	20	7	10	12	15	8	148
	2023	10	15	5	14	8	11	14	13	6	8	17	14	135
	2024	11	9	8	13	18	6	9	4	12	5	7	14	116
Misdemeanors	2020	34	32	28	8	6	36	44	53	55	60	34	31	421
	2021	32	36	52	65	76	59	44	60	64	42	43	42	615
	2022	60	56	37	63	79	33	61	26	36	36	29	38	554
	2023	33	44	53	35	43	45	41	36	33	43	30	33	469
	2024	36	32	26	47	32	36	36	24	31	23	24	30	377
Violations	2020	7	6	6	0	1	5	5	4	7	20	6	5	72
	2021	3	9	12	7	11	7	10	5	14	6	11	7	102
	2022	9	10	3	10	13	8	6	7	1	1	62	5	135
	2023	2	3	7	4	1	3	5	8	8	7	4	8	60
	2024	3	3	6	2	3	3	6	5	6	5	2	4	48
Arraignments/Advice Only	2020	8	10	7	4	8	15	22	21	19	22	17	15	168
	2021	17	15	17	16	22	25	20	16	21	19	19	20	227
	2022	24	19	27	25	26	28	31	30	27	33	31	38	339
	2023	25	26	29	26	19	16	9	0	0	0	0	0	150
	2024	14	10	39	36	27	21	14	49	37	55	24	30	356
Supreme Court Integrated Domestic Violence (IDV) or Matrimonial	2020	2	0	0	0	2	3	1	2	4	1	0	0	15
	2021	1	1	4	0	0	0	0	0	1	0	0	1	8
	2022	0	3	0	0	3	0	0	0	0	2	1	0	9
	2023	0	0	0	0	0	0	1	0	0	0	0	0	1
	2024	0	0	1	0	3	0	0	6	4	6	1	0	21
Parole	2020	6	4	8	1	0	1	2	4	1	5	2	2	36
	2021	2	2	4	3	0	0	1	0	2	0	2	0	16
	2022	2	1	0	0	0	0	1	0	0	0	0	0	4
	2023	0	1	1	0	0	0	2	0	0	0	0	0	4
	2024	0	1	1	0	0	0	1	0	2	0	0	2	8
Fugitive	2020	0	1	1	0	0	0	0	0	2	0	0	0	4
	2021	1	0	0	0	1	0	0	0	0	0	2	0	4
	2022	0	0	0	0	0	0	0	1	0	0	0	0	1
	2023	0	0	0	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	1	0	0	0	0	1
Appeal & Post-conviction Motion	2020	1	0	0	0	0	0	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	1	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
Total per month	2020	110	103	90	35	36	99	121	119	154	155	93	89	1204
	2021	101	113	145	131	161	126	125	119	169	116	125	101	1532
	2022	126	120	110	149	162	97	147	97	103	105	158	120	1494
	2023	107	128	108	112	101	105	89	96	75	62	71	77	1130
	2024	75	68	104	129	109	95	93	100	138	118	82	109	1220
Total month-to-date	2020	110	213	303	338	374	473	594	713	867	1022	1115	1204	
	2021	101	214	359	490	651	777	902	1021	1190	1306	1431	1532	
	2022	126	246	356	505	667	764	911	1008	1111	1216	1374	1494	
	2023	107	235	343	455	556	661	750	846	921	983	1054	1131	
	2024	75	143	247	376	485	580	673	773	911	1029	1111	1220	
Average Cases per Month	2020	110	106.5	101	85	75	79	85	89	96	102	101	100	
	2021	101	107	120	123	130	130	129	128	132	131	130	128	
	2022	126	123	119	126	133	127	130	126	123	122	125	125	
	2023	107	118	114	91	111	110	107	106	102	98	96	94	
	2024	75	72	82	75	97	97	96	97	101	103	101	102	