

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, OCTOBER 16, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – September 18
- 3. ALBANY UPDATES** – New York State Senator Dan Stec, District 45
- 4. EMERGENCY SERVICES – MATT DENNER**
 - A. Modifying the 2023 Budget for Emergency Services for a FY22 State Homeland Security Program (SHSP) Grant from NYS Division of Homeland Security and Emergency Services (Res)
 - B. Modifying the 2023 Budget for Emergency Services for Overtime and Electricity Expenses (Res)
 - C. Authorizing the Chair to Sign a Contract with Intrado Life & Safety Solutions Corporation for Systems Equipment and Software for the Backup 911 Center (Res)
 - D. Authorizing the Chair to Sign a Contract with Intrado Life & Safety Solutions Corporation for Professional Services to Relocate, Install, and Program the Phone Services in the New Office of Emergency Services 911 Dispatch Center (Res)
- 5. LEGISLATOR CURRAN**
 - A. Recognizing October As National Breast Cancer Awareness Month (Res)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Sheriff
 1. Fill Secretary to the Sheriff, Position No. 600700003
 - C. County Clerk
 1. Fill Motor Vehicle Clerk, Position No. 009100018, in the DMV
 - D. District Attorney
 1. Fill a Welfare Fraud Investigator, Position No. 026600001
 2. Fill a Chief Assistant District Attorney, Position No. 270000001

7. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

- A. Requesting Governor Hochul to Sign Senate Bill S.4583A and Assembly Bill A.5942A, Amending the County Law in Relation to the Next-Generation 911 System, an Emergency Services Internet Protocol Network (Res)

8. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Haggard)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Jury Board (Sheridan)
- H. Planning Board (Fay)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

- A. Litigation
- B. Negotiations
- C. Personnel
- D. Appointments

11. ADJOURNMENT – If there is no further business.

November 6, 2023

Operations Committee: 10-16-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR EMERGENCY SERVICES FOR A FY22 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FROM NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 252-2022, adopted August 1, 2022, approved the acceptance of a FY22 SHSP/SLETPP Grant from New York State Division of Homeland Security and Emergency Services in the amount of \$157,910, and

WHEREAS, NYS Division of Homeland Security and Emergency Services (DHSES) approved a budget modification for this grant, and a budget modification is required to cover the cost of annual maintenance for the Spillman CAD Software, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office of Emergency Services for a FY22 State Homeland Security Program (SHSP) Grant from NYS Division of Homeland Security and Emergency Services, as follows:

DECREASE APPROPRIATIONS:

X2Z36402 25000 22HS	X 22HS Technical Equipment	\$9,149
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INCREASE APPROPRIATIONS:

X2Z36404 42004 22HS	X 22HS Computer Software	\$9,149
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

November 6, 2023

Operations Committee: 10-16-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR EMERGENCY SERVICES
FOR OVERTIME AND ELECTRICITY EXPENSES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Emergency Services has exceeded the budget in its overtime account and in electricity expenses for 2023, and

WHEREAS, after reviewing all accounts, funds required for the overages were found in existing accounts,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office of Emergency Services for overtime and electricity expenses, as follows:

DECREASE APPROPRIATIONS:

X1C34101 11000	X CD Direct Service Workers	\$21,188
X2036401 14000	X ADMIN Clerical	10,000
B1019904 49700	B SPEC Contingency Account	<u>6,812</u>
		\$38,000

INCREASE APPROPRIATIONS:

X1C34101 18000	X CD Overtime	\$28,000
XPT36404 41600	X TOWERS Electricity	<u>10,000</u>
		\$38,000

November 6, 2023

Operations Committee: 10-16-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
INTRADO LIFE & SAFETY SOLUTIONS CORPORATION FOR
SYSTEMS EQUIPMENT AND SOFTWARE FOR THE BACKUP 911 CENTER**

By Ms. Curran, Chair, Operations Committee

WHEREAS, it is of critical importance to the County to create and maintain redundancy in the 911 Center system, and

WHEREAS, the Office of Emergency Services is planning to undergo an extensive dispatch center renovation in 2024 which shall include the upgrade of technological equipment, and service upgrades at both the Primary (Canton) and Backup (Massena) 911 Centers, and

WHEREAS, during the renovations, dispatchers will be required to dispatch from the Backup 911 Center in Massena while the Primary 911 Center, located in Canton, will be taken offline during the renovation project, and

WHEREAS, this could result in having no backup 911 center during the renovation period, and there is a need for a redundant system to ensure adequate and continued service for answering and dispatching 911 calls in the event of a system failure, and

WHEREAS, Intrado Life & Safety Solutions Corporation offers equipment and software which will provide for the answering of 911 calls and administrative lines remotely in the event of a system failure, and

WHEREAS, the cost is \$35,981 for year one, and this price includes equipment, installation, and first-year maintenance, and

WHEREAS, maintenance for years two (2) through seven (7) shall be, in consecutive order: \$1,090, \$1,101, \$1,113, \$1,126, \$1,138, \$1,151, and the first year can be paid out of the New York State Public Safety Answering Point (PSAP) Grant (X2Z36402 25000 PSAP),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract, and any subsequent renewals to the same terms, with Intrado Life & Safety Solutions Corporation for equipment and software for a Backup 911 Center, upon approval of the County Attorney.

November 6, 2023

Operations Committee: 10-16-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH INTRADO LIFE & SAFETY SOLUTIONS CORPORATION FOR PROFESSIONAL SERVICES TO RELOCATE, INSTALL, AND PROGRAM THE PHONE SERVICES IN THE NEW OFFICE OF EMERGENCY SERVICES 911 DISPATCH CENTER

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Office of Emergency Services is planning to undergo an extensive dispatch center renovation which will include the upgrade of technological equipment, office renovations, and service upgrades at both the Primary (Canton) and Backup (Massena) 911 Centers, and

WHEREAS, during the renovation, phone equipment (Node A Viper) will have to be relocated to the new space allocated for Emergency Services, and

WHEREAS, Intrado Life & Safety Solutions Corporation technicians and installation experts will relocate and program of the systems at a cost of \$15,802 (BG919974 43007 ARP6),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Intrado Life & Safety Solutions Corporation for professional services to relocate, install, and program the phone services in the new Office of Emergency Services Dispatch Center, upon approval of the County Attorney.

November 6, 2023

Operations Committee: 10-16-2023

RESOLUTION NO. _____

RECOGNIZING OCTOBER AS NATIONAL BREAST CANCER AWARENESS MONTH

By Ms. Curran, Chair, Operations Committee

WHEREAS, the month of October is National Breast Cancer Awareness, and is intended to raise awareness and remind everyone of the importance of screening, and

WHEREAS, the American Cancer Society recommends annual breast cancer screening with mammograms starting at the age of forty, and

WHEREAS, nearly 300,000 women will be diagnosed with breast cancer this year, and one in eight women in America will be diagnosed with the disease in their lifetime, and

WHEREAS, the risk of developing breast cancer increases as a woman grows older, and

WHEREAS, physicians, public health professionals, and advocates continue to educate communities about awareness and innovative advancements in early detection and treatment, and

WHEREAS, screening and early detection are critical and dramatically enhances the effectiveness of treatment increasing the chance of survival, and can make a difference between life and death, and

WHEREAS, although rare, men are also susceptible to breast cancer, and in 2023, an estimated 2,800 American men were diagnosed,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators recognizes October as National Breast Cancer Awareness Month, and

BE IT FURTHER RESOLVED that the Board of Legislators encourages all citizens to honor those who have lost the battle to this disease, offer strength to those who continue to fight breast cancer, and work together to protect the health of future generations.

VACANCY REVIEW SUMMARY

Via Zoom

October 3, 2023

Legislators Attending: Joe Lightfoot, Larry Denesha, and Rick Perkins

Committee Members: Ruth Doyle, Jonnie Dorothy, and Heather Hebert

9:00 A.M.

Summary: January 4th – October 3rd		Summary:		Reason Vacated:	
Request:	125	Request:	12	Retirement:	4
Approved	125	Approved:	12	Resignation:	5
Denied:	0	Denied:	0	Promotion:	1
Request/Held:	1	Request/Hold:	0	Internal Transfer:	0
Withdrawn:	0	Withdrawn:	0	New:	2
				Termination:	0

Positions reviewed:

Weights and Measures:

Request: 1

Request: Fill, Inspector
Position No. 013000001, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 2

Request: Fill, Keyboard Specialist – Unit/Preventive/Foster Care
Position No. 003100105, Immediately

Recommendation: Fill, Immediately

Request: Fill, Case Supervisor, Grade A – Unit/Children’s Services
Position No. 817100001, Immediately

Recommendation: Fill, Immediately

Sheriff’s Office:

Request: 1

Request: Fill, Secretary to the Sheriff
Position No. 600700003, Immediately

Recommendation: Fill, Immediately

County Clerk:

Request: 1

Request: Fill, Motor Vehicle Clerk – Unit/DMV
Position No. 009100018, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 2

Request: Create and Fill, Case Manager
Position No. 512200003, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Case Manager
Position No. 512200004, Immediately

Recommendation: Fill, Immediately

District Attorney:

Request: 2

Request: Fill, Welfare Fraud Investigator
Position No. 026600001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Chief Assistant District Attorney
Position No. 270000001, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Abolish Motor Equipment Mechanic/HEO,
Create and Fill, Motor Equipment Mechanic
Position No. 308100010, Immediately

Recommendation: Fill, Immediately

Request: Abolish Welder, Create and Fill, Heavy Equipment Operator
Position No. 310100025

Recommendation: Fill, Immediately

Workforce Innovation and Opportunity Act (WIOA):

Request: 1

Request: Fill, Keyboard Specialist
Position No. 003100094, Immediately

Recommendation: Fill, Immediately

Committee Members:

- 1.4 John Burke and Dave Forsythe
- 2.7 Larry Denesha and Dan Fay
- 3.7 Joseph Lightfoot and Rita Curran
- 4.4 Ben Hull and William Sheridan
- 5.2 Glenn Webster and Rick Perkins
- 6.6 Harry Smithers and Dave Forsythe
- 7.11 Nicole Terminelli and Margaret Haggard
- 8.8 Larry Denesha
- 9.12 Rita Curran and Dan Fay
- 10.3 Joe Lightfoot and Larry Denesha

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Secretary to the Sheriff

Subunit (If Applicable):

Date Submitted: 09/25/2023

Reason Vacated: Resignation

Position Number: 600700003

Date Vacated: 9/29/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/14/2020

Jurisdictional Class: Exempt

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$57,822

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$29,744

Revenue Generating: No 0 %

Base Salary: \$54,121

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$29.74

Grade: M2

Net County Cost: \$87,566

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This position is responsible for payroll, FOIL, and other informational requests. Payroll and FOIL have time limits that need to be adhered to and without this position, it will not be possible without overtime and additional work being assigned on another employee. The current Secretary has agreed to continue to do payroll until this position is filled or current Sheriff retires. Entering and receiving orders for the office, LE equipment and uniforms, and other items are needed to ensure budgets are not overdrawn; petty cash; draft and review various types of correspondence, ensures all required hiring processes are followed which is extensive for a Deputy, as well as other policies and procedures; processes all correspondence in and out of the administrative office of the Sheriff; answers phones and greets visitors; prepares and maintains office and personnel files; works with all of the divisions' staff within the Sheriff's Office and other County Departments.

Department Head: *Brooks J. Bigwarfe*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Two (2) years of experience in the operation of highway construction and maintenance equipment.

SPECIAL REQUIREMENT: Possession of a valid New York State operator's license appropriate for the vehicles operated.

St. Lawrence County Vacancy Authorization Form

County Clerk/DMV



Type: Fill



Motor Vehicle Clerk

Subunit (If Applicable):

Date Submitted: 9/25/2023

Reason Vacated: Retirement

Position Number: 009100018

Date Vacated: 10/22/21

Position # Abolished:

Position Status: Fulltime



Last Fill Date: 8/10/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$37,855

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$19,473

Revenue Generating: Yes 0 %

Base Salary: \$39,966

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$21.96

Grade: 18

Net County Cost: \$57,328

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The revenue that is generated by the DMV is dependent upon having sufficient staff to process the local and down state dealer registrations. The projected revenue for 2023 was based on having a certain number of trained staff which included this position. If this position is not filled, the projected revenue for 2024 will be decreased substantially as overtime will be required to complete the work required. This position is required to provide quick efficient service to the public and maintain down state revenue with the expected turnaround time. Immediate fill is respectfully requested. It takes anywhere from 6 months to a year to train a staff member. It is imperative to be able to get that process started as soon as possible.

Department Head: *Sandra W. Santoro*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience in bookkeeping and/or record keeping which shall have included balancing of financial accounts and/or auditing functions in an automated business environment. An automated business environment requires that the individual performs data entry functions on a personal computer and the use of a software package;
OR

(B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and certification from a vocational course in an office support/administration technology program.

Special Note: Twelve (12) credit hours in a computer training course in the areas of computer programming, spreadsheet, and/or database manipulation can be substituted for one (1) year of clerical experience as stated above.

St. Lawrence County Vacancy Authorization Form

District Attorney Office



Type: Fill

Welfare Fraud Investigator

Subunit (If Applicable):

Date Submitted: 09/29/2023

Reason Vacated: Resignation

Position Number: 026600001

Date Vacated: 09/08/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 10/29/2012

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$52,608

Fill Request Timeline: 90 Days

Benefits: Yes (51.44%) \$27,062

Revenue Generating: No 0 %

Base Salary: \$52,608

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$28.91

Grade: 2

Net County Cost: \$90,823

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The Welfare Fraud Investigator position has a high impact on the District Attorney's Office. The Welfare Fraud Investigator is responsible for commencing and conducting investigations on behalf of the District Attorney's Office for Welfare fraud case through Department of Social Service to recoup fraudulent fund for St. Lawrence County. Aids other law enforcement agencies in investigations. The Welfare Fraud Investigator helps the prosecutors with all trial preparation, including finding witnesses, meeting with witnesses, serving subpoenas on witnesses, and picking witnesses up at airports and at their homes. Prepares and serves all confidential investigative grand jury subpoenas on businesses and other persons associated with the case. Runs criminal histories on all law enforcement requests for pistol permits, background checks and FBI NIC requests. Locates and gives out dispositions on cases that are up to twenty five years old that are requested from law enforcement, local courts, and prior defendants. Secures signatures on Orders of Protection of the defendant and serves them upon the victims.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:

Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and five (5) years of full-time paid police experience within the past ten (10) years. Experience shall include working knowledge and training in standard investigative techniques and the basic principles of undercover and narcotics investigations.

SPECIAL REQUIREMENTS:

- Currently or previously certified in New York State as a Police Officer, through the Bureau for Municipal Police or the New York State Police
- Firearms certification

St. Lawrence County Vacancy Authorization Form

District Attorney Office



Type: Fill

Chief Assistant District Attorney

Subunit (If Applicable):

Date Submitted: 09/29/2023

Reason Vacated: Resignation

Position Number: 270000001

Date Vacated: 11/01/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 02/02/2021

Jurisdictional Class: Exempt

Appointee Will Be: Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$110,611

Fill Request Timeline: 90 Days

Benefits: Yes (51.44%) \$56,898

Revenue Generating: No 0 %

Base Salary: \$102,890

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$56.53

Grade: 7

Net County Cost: \$190,961

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The Office of the District Attorney is constitutionally and statutorily mandated to process all felonies, misdemeanors, and violations, filed in over forty state and local courts throughout St. Lawrence County, as well as all criminal appeals to the Appellate Division and the New York State Court of Appeals. Without the filling of this position the District Attorney's Office cannot prosecute the large number of crimes in St. Lawrence County. Therefore, cases will be dismissed due to lack of prosecution. The District Attorney's Office must safeguard the rights of victims, seek justice with steadfast and ethical determination, and adequately achieve its constitutional and statutory obligations.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

SUGGESTED MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and ten (10) years of experience in the practice of law.

November 6, 2023

Operations Committee: 10-16-2023

RESOLUTION NO. _____

**REQUESTING GOVERNOR HOCHUL TO SIGN SENATE BILL S.4583A
AND ASSEMBLY BILL A.5942A, AMENDING THE COUNTY LAW IN RELATION TO
THE NEXT-GENERATION 911 SYSTEM, AN EMERGENCY SERVICES INTERNET
PROTOCOL NETWORK**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Next Generation 911 (NG911) is a digital, internet protocol (IP) based system that will replace the analog 911 infrastructure that has been in place for decades and is expected that the FCC will soon mandate Public Safety Answering Points (PSAP) to support NG911, and

WHEREAS, NG911 involves the latest 911 technology, including upgrades for pinpointing the exact location of cell phone callers, translating text messages at a PSAP, and ensuring counties have back up resources with other similar counties, and

WHEREAS, while the technology to implement these new IP-based systems is available, the transition to NG911 involves much more than just new computer hardware and software, and

WHEREAS, implementing NG911 in states and counties nationwide will require the coordination of resources and support of a variety of emergency communication, public safety, legislative and governing entities, and

WHEREAS, according to the federal government back in 2018, the cost to deploy NG911 across the nation is estimated to be \$9.5 billion to \$12.7 billion, and the full ten year complete lifecycle cost estimate to deploy and operate NG911 nationwide is between \$13.5 billion and \$16.1 billion, and

WHEREAS, the estimated price tag in New York State for NG911 is expected to be upwards of \$2 billion over the next ten years, and county 911 departments do not have the adequate funding to take on the task of building their own ESInet and risk having a patchwork system that does not properly follow the intent of NextGen 911 or provide the necessary safety upgrades to the 911 system and the people of New York State, and

WHEREAS, today 911 Centers face a wide range of challenges including funding, hiring staff, high call volumes, helping people with special needs, and the proliferation of the use of new communications technologies, all with an inadequate amount of funding, and

WHEREAS, Senate Bill S.4583A and Assembly Bill A.5942A would codify into law the requirements for Next Generation 911 and require the State to build the Next Generation Emergency Services Internet Protocol Network (ESInet) which is a network capable of connecting calls, texts, and other forms of media from the public to PSAP,

November 6, 2023

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators requests Governor Hochul sign Senate Bill S.4583A and Assembly Bill A.5942A, amending the county law in relation to the Next-Generation 911 System, an emergency services internet protocol network, and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.