J Margeson

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MAY 23 2003
ALLEGANY COUNTY BOARD OF LEGISLATORS

BUILDING SECURITY COMMITTEE

Minutes of May 22, 2003

Present: D. Russo, R. Belmont, R. Bennett, D. Button, M. Cherre, D. Dunham, J. Mancuso, J. Margeson, C. Miller, B. Morris, D. Reynolds, B. Rigby, D. Roeske, E. Ruckle, E. Sherman, J. Tucker

Approval of Minutes

The minutes of October 31, 2002 were approved on a motion by Belmont, seconded by Morris and carried.

Update on Status of Building Security

Legislator Russo, Chairman of the Building Security Committee, updated the committee on the status of getting a building security system in place.

A magnetron will be placed at both the Courthouse and County Office Building main entrances. All outside entrances will be locked and anyone without a swipe card may only enter the buildings by passing through one of the magnetrons.

Swipe Cards

Employees in the Sheriff's Office researched different identification systems to produce swipe cards and estimate that one can be purchased for $8,000 to $15,000. Committee members indicated that we should either purchase a unit that has all of the features we will some day want or one that can be easily upgraded as the security measures in the buildings become more sophisticated.

All employees will be issued a swipe or proxy card through the Sheriff's Office. Employees will be able to use their swipe cards to enter through a door on the back of each building.

Bernard Morris, Personnel Officer, stated that he has visitor identification cards that can be issued to individuals temporarily visiting the building. Mr. Morris noted that visitors would be required to sign in, and all visitor cards would be numbered.

Committee members discussed the need to supply more permanent identification cards to frequent visitors.

Manning the Magnetrons

Committee members discussed how many deputies and/or security personnel would be needed to oversee the magnetrons as well as if the personnel manning the magnetrons should be armed or not. The original plan was to place two deputies on each magnetron during peak traffic flows and one deputy during slower hours. It is difficult to determine peak traffic times as this usually varies depending on the events scheduled in the building. It was suggested that the

magnetrons could be manned with one deputy, and that the roving deputy and deputy assigned to Social Services could help during peak times and also relieve the magnetron deputies for breaks and lunch.

Financial Considerations

It was originally estimated that it would cost between $49,000 and $54,000 to man the magnetrons. John Margeson, County Administrator/Budget Officer, will work with the Health Department and Social Services to estimate the costs of hiring either a deputy or security person and develop a cost allocation plan for each scenario.

Legislator Russo requested Brenda Rigby to contact Dr. Ogden, Public Health Director, notifying him of the next meeting and asking him to plan to attend or send a representative and be prepared to identify the contributions the Health Department can make toward securing the building.

Legislator Russo hopes that all financial issues regarding the security system can be resolved so that a final security system start up figure can be established for the next meeting.

Security Doors

Dennis Dunham, Maintenance Supervisor, indicated that maintenance personnel plan to install the wiring for the security swipe doors. Mr. Dunham plans to contact a representative from the security system company requesting that they come to the building to thoroughly explain the system, system requirements, and system capabilities.

Night Entry

Committee members continue to agree that nighttime visitors should enter the building through the Sheriff's Office entrance. At the September 24, 2002 meeting, committee members agreed that the night entry procedure should be used from 5 p.m. until 7 a.m.

Next Meeting

The next meeting will be held on Thursday, June 19, at 1:00 p.m. in the Board room. Legislator Russo believes that many of the outstanding issues regarding a security system for the buildings can be determined at this meeting, and he hopes to send a referral to the Ways and Means Committee for final consideration.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

John Margeson

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

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BUILDING SECURITY COMMITTEE

Minutes of June 19, 2003

Present: D. Russo, R. Belmont, R. Bennett, D. Button, D. Dunham, T. Hull, J. Margeson, C. Miller, B. Morris, D. Reynolds, B. Rigby, D. Reynolds, J. Tucker

Amended Costs for Building Security

John Margeson, County Administrator, distributed an analysis comparing the costs for manning the magnetometer to a previous analysis done in November 2002. In November we planned to man the magnetometers with one part-time and one full-time employee. Under the current proposal, we plan to man them with one full-time and use current deputies to fill in. While this plan save the County money, state aid is based on expenditures so we would also experience a slight loss in revenue from the state.

With savings of $25-$30,000 compared to the November analysis, the net county cost would be $12,950-$18,410 depending on the title of the security personnel manning the magnetometer.

After a brief discussion, committee members recommended that deputies man the magnetometers.

Carolyn Miller, Chief Clerk for Surrogate & Family County Court, stated that the Office of Court Administration requires that there be a deputy assigned to each presiding judge, plus a roving deputy in the hallway outside the courtroom. The bottom line is that the County will not be able to use any of the deputies working for the courts to man the magnetometers as we had originally planned to do. This will require the County to hire an additional deputy to man one of the magnetometers.

Paul Lowry from Lowry Security Group out of Bolivar, New York, explained different swipe card products and features indicating that there are hardware systems and battery-operated systems. A swipe card system varies in cost from a low of $3,000 to a high of $15,000.

Legislator Russo plans to make a presentation to the Ways and Means Committee strongly recommending that this project be put forward.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

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SEP 30 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

BUILDING SECURITY COMMITTEE

Minutes of September 25, 2003

Present: D. Russo, R. Belmont, D. Dunham, K. Graves, P. Lowry, J. Mancuso, J. Margeson, B. Morris, B. Rigby, E. Ruckle

Legislator Russo, Chairman of the Building Security Committee, opened the meeting by stating that the purpose of the meeting is to get everything setup and rolling prior to the startup date of January 5, 2004.

Financial Assistance

Legislator Russo reaffirmed that the Health Department, Social Services, and the Courts have had no changes in the partial funding of the security system. The County will be required to hire 1-1/2 deputies to man the magnetometers. Sheriff Belmont indicated that he has discussed the matter with the Sheriff's union.

Lowry Security System

Paul Lowry from Lowry Security Group in Bolivar, New York, attended the meeting to explain the system he recommends as well as answer any questions.

Mr. Lowry indicated that the system takes one to two days to install. The proximity card readers will be installed on three steel doors that employees may use to enter the building. The life of the batteries is about 50,000 cycles, and they are designed to let you know when the battery power is getting low. The cards the Sheriff's office plans to use are compatible with the system. If the alarm on the system goes off, the system identifies where the metal is on the body.

There will be two magnetometers, one in the entrance of the Court House Building and one in the main entrance of the County Office Building. The newer magnetometer will be placed in the Court House Building because of the alarm system that will identify the exact location of a metal object on a person who walks through. In addition the Court House Building has a higher traffic count then the office building.

Legislator Russo requested Mr. Lowry to plan to install the system in November. The employee proximity cards will be available by December 1, and the employees will begin using them on a trial basis. The Human Resource Office will send a letter to all employees in November regarding the security system. They will also make sure that notices are posted at all doors.

Mr. Lowry explained how the proximity cards work, and Bernard Morris, Personnel Officer, confirmed that the employee database would be stored on the computers in the Human Resources Office. Mr. Morris suggested that we begin introducing the new ID cards soon to avoid badgering everyone when the new equipment arrives. The Human Resources Office will be the contact point for new hires, lost cards, etc. Mr. Morris and Sheriff Belmont will work together on this. The Human Resources Office has also developed visitor passes and frequent visitor identification cards.

Dennis Dunham, Maintenance Supervisor, will ensure that all building doors are self-locking. Mr. Margeson asked if an employee could enter the building at any time with the proximity cards. Mr. Lowry indicated that the system could be set however the County would like it.

After Hours Entry Procedures

Committee members briefly discussed employees and other groups using the building at night. Committee members agreed that anyone entering the building after hours must use the Sheriff's Office entrance.

Next Meeting

Legislator Russo suggested committee members plan to meet again in December to finalize everything and then again after the start-up date of January 5.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

John Margeson

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DEC 22 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

BUILDING SECURITY
DECEMBER 18, 2003

Present: D. Russo, E. Sherman, B. Reynolds, J. Margeson, K. Hooker, D. Button, J. Mancuso, D. Roeske, J. Tucker, E. Ruckle, R. Belmont, K. Graves, M. Cherre, D. Dunham

Guest: Paul Lowry, Lowry Security

The meeting was called to order at 3:36.

Karl Graves:

The equipment has been installed. Karl requests permission to purchase one long table and/or a table with a locked drawer, podium, logbook, shelf, telephone. The committee gave permission to purchase the necessary items.

The security cameras have been installed. There were a few minor problems with the system, and they were discussed. Paul Lowery was asked to check into the problems. Department of Public Works was asked to install a motion detector for the lights in the entranceway of the County Office Building for after hours.

There was discussion on the monitor of camera's and how some of the issues will be resolved. When people enter the building, they will be asked where they are visiting and it will be recorded.

Margaret Cherre asked to keep a list of people entering the building; the department has to keep statistics on people served through the office. It is estimated that 75% of the people entering the County Office Building are visiting the Department of Social Services.

There was discussion on handling the larger volume of visitors at certain times of the month. The Sheriff Department was asked to make adjustments as needed.

There is a draft of the policy and procedures for maintaining this system. There will be a training run prior to the opening day of the system to check on any problems that may occur. There was discussion on determining the beginning date to start the system.

Operating hours will be 8:00 a.m. through 5:00 p.m. There was discussion on entering the building at off scheduled times and how this issue will be handled. It was also discussed that this system will be phased in slowly to get all the glitches address as they occur before it is fully up and running.

Ellen Ruckle:

Ellen stated that the visitor passes have arrived. There was discussion on the visitor passes and how they will be handled.

Proximity Cards were discussed. It was determined not to set a beginning date until all the proximity cards are distributed to all the employees. If cards are lost or stolen they are to be reported immediately and a new card will be assigned. The old card will immediately be deactivated.

Paul Lowry stated that he had the computer disc to be installed for the entering of employee information in regards to the proximity cards. He stated that the information would have to be individually entered into the system. He will work with the Information Technology Department on this issue. Peg Cherre stated her department would be able to enter this information as needed; she will work with the Information Technology Department.

Carolyn Miller:

Carolyn was asked to check with the courts on changing of the meter to the ground floor and how this issue will be handled. The Court System will work with the Sheriff's Department on this issue.

Dennis Dunham:

Dennis reported that the doors are all set for the official lock down. Signs will be completed in the near future.

Margaret Cherre:

There was discussion on the letters to go out to the employees in regards to the system.

The next scheduled meeting will be January 22, 2004 at 1:00 p.m. in the Legislative Chambers.

Meeting was adjourned at 4:20.