

# Department of Public Safety

**Christian Mathiesen**  
**Commissioner**

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## **Annual Report** **2014**



**Submitted by:**

**Christian Mathiesen, Commissioner**

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## DEPARTMENT OF PUBLIC SAFETY

### ANNUAL REPORT

2014

The population of the City of Saratoga Springs, New York is approximately 28,000 but soars to over 75,000 in the summer months. In addition to the downtown business district, there are nearly 12,000 private homes and businesses that stretch over 29 square miles. The Department of Public Safety is responsible for the protection of city residents and their property from crime, fire, hazard, disorder and natural disaster.

In order to provide for the safety of the citizens of Saratoga Springs, the Department is comprised of a full-time Administrative Office Staff, a Police Department, Fire Department, Code Enforcement Division, Central Dispatch, Traffic Maintenance, Animal Control Officers and a Health Officer. There are approximately 155 full-time and 30 part-time employees. The part-time employees work as school crossing guards and traffic control officers.

The following sections detail the functions of the Department. These functions are quite diverse, from emergency response by the Police and Fire Departments, to apartment inspections and code compliance, to signing and striping City streets for traffic safety, and most importantly, to responding to City residents' requests or concerns.

## **ADMINISTRATION OFFICE STAFF**

In addition to the Commissioner, there are four positions in the Administration Office. The Deputy Commissioner is responsible for planning and coordinating the day-to-day operations of the department, preparation and maintenance of the budget, assistance in the negotiations of union contracts, and the formulation of personnel policy.

The Office Supervisor prepares and maintains weekly payrolls, time and attendance records, personnel injury reports, and personnel files on every department employee. In addition, she oversees the Senior Account Clerk, Code Administration Assistant/Accounts Payable, processes new employees, monitors department revenue and expenditures, assists in the preparation of the budget and reviews purchase requests and vouchers.

The Senior Account Clerk processes the mail, enters parking ticket data, parking ticket payments, processes the utility and phone bills for the department and helps with the Department's Traffic Watch program.

The Code Administration Assistant/Accounts Payable clerk is responsible for purchasing for the entire department, for monitoring the entire department, for the budget in relation to contractual obligations and for maintaining records on vendors, purchase orders and public safety vehicles. The Code Administration Assistant/Accounts Payable clerk also assists the two Code Enforcement Officers by coordinating and organizing the results of the inspections, complaints, code violations and a wide variety of issues assigned to Code Enforcement. Along with Code Enforcement and the Fire Department, the Code Administration Assistant/Accounts Payable clerk utilizes the Emergency Reporting System. Both clerks greet the members of the public when they have questions or concerns.

### **POLICE AND FIRE SENIOR CLERK**

In 2014 a senior clerk was hired to help the Police Chief's in their day to day operations. The senior clerk is also assigned to the Fire Prevention office and works with the Fire Inspectors in coordinating inspections. The senior clerk divides his time between the Police Administrative Office and the Fire Prevention Office.

## **ANIMAL CONTROL OFFICER**

The City of Saratoga Springs employs one full-time Animal Control/Parking Enforcement Officer. The duties of the Animal Control/Parking Enforcement Officer allow the officer to monitor parking and cite violators as he patrols for animals. As a result the Animal Control/Parking Enforcement Officer position generated approximately 1175 parking tickets for over \$41,000 in revenue for the city in 2014.

The Animal Control Officer is certified by the State Of New York to respond to any issues that pertain to the laws that govern living animals. In 2014, the officer responded to 238 directly related complaints and assisted patrol officers in 253 animal related calls. The complaints included dog bites, loose running animals, aggressive animals, neglected animals, barking dogs, and lost and found dogs and cats. The officer works closely with the County Health Department in circumstances of possible rabies exposure by ensuring quarantine, when necessary and other follow-up investigations.

## **HEALTH OFFICER**

By the City Charter, the Commissioner of Public Safety shall appoint a Health Officer. After 25 years of service to the City of Saratoga Springs as the City's Health Officer, Dr. Paul Okosky retired on February 28, 2014. The City of Saratoga Springs then appointed Dr. Timothy Brooks as the new Health Officer. He is responsible for performing duties as may be required by the provisions of the laws of the State of New York and ordinances of the City. In 2014, these duties included consulting with the Code Enforcement Officers on unsanitary living conditions and providing medical opinions on Police and Fire candidates, as requested. The cost for his consulting services in 2014 was \$10,000.

## Department of Public Safety Renovation Project

In 2014 the Department of Public Safety underwent a \$1.3 Million Dollar renovation project to the police department and department of public safety offices. The renovation to the DPS offices included the utilization of all available space, addressed safety concerns for the civilian employees, created office space for the Police Chief, Asst. Chief, Lieutenants and a Senior Account Clerk. The DPS office renovation also addressed the 2<sup>nd</sup> floor security issues related to City Court and prisoner vs civilian co-mingling, asbestos related issues and upgrading an outdated fire suppression system.

The renovation project in the police department was a much larger part of the project that involved two-thirds of the police department being gutted and totally remodeled. This project addressed decade's worth of problems such as faulty wiring, lack of data terminals, high levels of asbestos in certain areas, decayed and broken sanitary sewer lines, heating/air conditioning problems, and issues within the jail cells. The project also addressed building code violations, locker-room equality for male and female officers, training room and security issues. This project also ended the practice of prisoners having contact with victims and citizens at the police department making complaints. Prisoners are now brought directly to a booking area attached to the jail cells which was never the case in the past. Another significant part of the project was building a new server room for the entire city technology operations. This room is located within the police department, has advanced security protocols, is temperature controlled and now houses all the important emergency technology systems.

## CENTRAL DISPATCH

The Central Dispatch Operations Center is located in the Police Department and receives calls for assistance for the Police and Fire Departments. They are responsible for the collection of important information to be given to personnel responding to the scene of an emergency. The assistance provided by the dispatchers in both day-to-day and life-threatening situations saves valuable time. The center is staffed by ten (10) fully trained personnel 24 hours per day, seven days a week including a Senior Dispatcher who oversees general supervision of the dispatch staff. This represents a reduction of three dispatchers since 2008 due to budget constraints. As a result, the overtime expended has increased proportionately. Each of the three shifts is staffed by a minimum of two (2) dispatchers at any given time who are responsible for the operation of six telephone lines for police, two for fire, two for Emergency 911, and six tie lines 24 hours a day, seven days a week, 365 days a year.

In 2014, there were about 33,460 calls for service and of those 4,566 were Fire/EMS calls for service. Not all calls that are answered by the dispatchers are logged into the computer. Typically incidents that occur outside of the City of Saratoga Springs are transferred to appropriate agencies. Calls for personnel, City Court, or City Hall workers are either transferred, or the caller is given the correct number. Some of the calls are people looking for information such as

directions, telephone numbers, the weather report, road conditions, closings and so on. These types of calls triple the amount of calls coming into dispatch. In the summer, the number of calls coming into dispatch can be very challenging when the number of people in the city doubles.

All newly hired dispatchers are enrolled in the New York State training program for dispatchers. In addition, all dispatchers have completed mandatory training for the NYSPIN and E-Justice computer systems. Other mandatory training consisted of NIMS-ICS 100 and 700 through FEMA, Infectious Disease Control by Saratoga Hospital and HAZMAT training.

The Public Safety Dispatchers continue to perform vital and essential auxiliary tasks and services for the department. Their responsibilities include not only the expected tasks of answering phones, dispatching police/fire units and maintaining the blotter entries, but dispatchers perform numerous “clerical” duties as well. Examples of these clerical duties include, but are not limited to:

- Monitoring the NYS Police Information Network (NYSPIN)
- Completing DMV and criminal history checks for officers in the field
- Inputting all warrants, Order of Protection and wanted persons into the records management system
- Maintaining the Residence/Business records with updated emergency information
- Taking “Walk-In” complaints

- Maintaining “Trespass Notice” file
- Monitoring City Hall generated panic alarms
- Coordinating responses with Department of Public Works
- Monitoring the “general” alarm board for incoming business/residence alarms
- Gathering information and making phone calls for officers in the field relative to specific incident being handled

The availability of the department’s Public Safety Dispatchers allows officers to remain on the street more often and have also allowed the department to continue to function, absent an appropriate civilian support staff.

## **Organizational Structure**

The Command Staff of the Saratoga Springs Police Department consists of the Chief of Police, Assistant Chief of Police and the Lieutenants assigned to the Patrol, Investigations and Administrative Services Divisions. Civilian oversight of the Police Department is the responsibility of the Commissioner of Public Safety and Deputy Commissioner of Public safety.

The Department had an authorized strength of 70 sworn officers in 2014. Despite the hiring of 16 police officers since January of 2013, the department has not yet been able to return to the staffing levels of several years ago. Each new hire must complete a six month basic course for police officers at the Zone 5 Law Enforcement Academy in Schenectady followed by fifteen weeks of supervised field training. The department has plans to hire additional officers in 2015 and is confident that staffing levels will improve in the coming years.

Police Officers John Carey, Todd Bengtson, Patrick O'Leary, Sean O'Leary and Investigator John Barney all retired in 2014. The department recognizes their dedication and service and we wish them well in retirement.

The department is divided into three Divisions, the Patrol Division, Investigations Division and Administrative Services Division. Each of the divisions is responsible for specific duties related to the overall mission of the police department.

### **PATROL DIVISION**

The patrol division consists of four shifts providing 24 hour patrol coverage. Patrol Officers work in uniform, conduct routine patrol, respond to calls for service and conduct preliminary investigations. Patrol Officers also are responsible for traffic control, order maintenance, crowd control, vehicle and traffic enforcement, and transporting prisoners to and from City Court arraignments.

The Patrol Division Lieutenant is responsible for the Patrol Division. Daily supervision of each of the shifts is the responsibility of Patrol Sergeants assigned to each shift. Sergeants are responsible for the direct supervision of each of the 10-12 officers assigned to each shift. One sergeant and 4-6 officers are assigned to a shift that overlaps the evening and overnight shifts and provides additional manpower during the weekend nights.

Within the Patrol Division is the Mounted Unit consisting of two horses, Jupiter and King Tut. The department currently has one officer who is certified to ride the horses on duty. Jupiter and King Tut are generally utilized for crowd control during weekend summer nights and special events throughout the year.

## **ADMINISTRATIVE SERVICES DIVISION**

The Administrative Services Division (ASD) is responsible for all aspects of police department operations that are not otherwise conducted by the Patrol and Investigations Divisions including centralized dispatching, Animal Control, Parking Enforcement. The Traffic Unit and the Training and Intelligence unit also fall within the ASD. The ASD is commanded by Lieutenant Thomas Mitchell.

The communications center is staffed with a minimum of two dispatchers assigned per shift 24 hours per day. The Senior Public Safety Dispatcher oversees general supervision of dispatch personnel with the Patrol Division Officer-In-Charge responsible for the day-to-day activities of communications staff assigned to the shift.

Dispatchers are responsible for answering calls for service and dispatching appropriate emergency personnel. In addition to the routine tasks of dispatching emergency personnel, dispatchers complete a number of clerical duties essential to effective emergency police, medical and fire operations. Some of these duties include the maintenance of several databases including, orders of protection issued by various courts, warrants, business and residential emergency contact information, trespass notices, coordination of response with other city departments and outside agencies.

The Animal Control Officer, as mandated by the City Charter, responds to calls for service directly related to domestic animals. The Animal Control Officer is also responsible for Parking Enforcement duties and assists with the care of the horse assigned to the Mounted Unit. In 2014 the Animal Control Officer responded to 238 calls for service directly and assisted patrol members with another 253 animal related calls. He transported 115 live and deceased animals and assisted the Saratoga County Health Department with 37 bite cases.

The Training and Intelligence Unit is staffed by a single officer. The duties of the Training and Intelligence Unit include coordination of the training program of the department and the collection and analysis of data used to inform supervisory decision making in personnel deployment and special event planning.

The Traffic Unit consists of one Sergeant. The duties of the Traffic Unit include responding to serious injury and fatal motor vehicle accidents, traffic complaints received from members of the public, commercial motor vehicle enforcement, maintenance of the License Plate Readers (LPR), management of the school and seasonal crossing guards and the application for and management of traffic related grants.

In 2014, 165 commercial motor vehicle inspections were conducted with 29 vehicles being taken out of service for critical safety violations. License Plate Readers attached to patrol vehicles located 50 vehicles with suspended registrations in 2014. LPR locates led to the collection of \$5190.00 in unpaid outstanding fines.

Parking enforcement officers issued 10, 989 total parking tickets in 2014 resulting in \$450,035 in fines collected. \$1,564,683 in parking fines remains outstanding.

## **INVESTIGATIONS DIVISION**

The Investigations Division consists of two units, the Criminal Investigations Unit and the Special Investigations Unit. The Criminal Investigations Unit (CIU) is responsible for the investigation of major incidents and serious crimes while the Special Investigations Unit (SIU) is responsible primarily for the investigation of drug related crimes.

The CIU consists of one sergeant and six investigators while the SIU is composed of one Sergeant and four investigators. One member of the CIU is assigned to the FBI-Cyber Crime Task Force that investigates instances of child pornography. One member of the SIU is assigned to the DEA Drug Task Force which investigates large scale drug trafficking.

One investigator is assigned to manage the registered sex offenders in the City of Saratoga Springs. There are currently 28 registered sex offenders living in Saratoga Springs. Residential checks are conducted every 90 days. 5 individuals were arrested in 2014 for failing to register as required by law.

Members of the Special Investigations Unit are charged with the investigation of all levels of drug trafficking in Saratoga Springs, from street level dealers to major drug trafficking organizations. In addition to pro-active details targeted to street-level drug activity in the downtown area and during SPAC concerts, the members of the SIU conducted over thirty (30) drug investigations, making fifty (50) undercover drug purchases and executing fourteen (14) search warrants.

## **MISCELLANEOUS**

### Special Events

As a tourist destination, Saratoga Springs hosts many special events during the course of the year. From the July book signing by former Secretary of State Hillary Clinton, to high school and college graduations and multiple downtown events, road races and parades, special events require a police presence. In 2014 the police department identified 54 special events requiring police attention with 40 of those events requiring additional police officers above the number of officers required for routine patrol duties. Over \$33,000 was required to staff special events in 2014 with over 900 man-hours dedicated to special events alone.

### Identification Clerk

The Identification Clerk is the only civilian support staff employed by the police department. The ID Clerk is responsible for processing all requests for information, including Freedom of Information Law (FOIL) requests, fingerprinting civilians for licensing, military and employment purposes, as well as maintaining all records and the electronic fingerprinting submission system.

## **CRIME IN SARATOGA SPRINGS: Year in Review**

Overall crime reported in Saratoga Springs has remained stable over the past several years. The only notable increase in any category was for robberies. In 2014 there were 16 robberies reported in Saratoga Springs, up from the 4 reported robberies in 2013. The notable increase in robberies was in large part due to one group of offenders that were responsible for several drug related robberies of victims that were known to the offender. The group has been identified and arrests have been made related to those robberies. There were 95 reported burglaries in 2014 compared with 91 reported in 2013. Larcenies reported to police decreased from 2013 with 447 larcenies being reported in 2014. There were 8 motor vehicles stolen in Saratoga Springs in 2014. While the crime rate has remained stable over the past several years it should be noted that over the past two decades crime has fallen considerably in the city. In the 1990's the average number of burglaries per year was 228, larcenies were 945 and every year on average 32 motor vehicles were stolen.

Narcotics investigations in Saratoga Springs have not shown the significant drop that other crimes have in the past two decades. Drug related arrests have been increasing over the past several years with heroin playing an increasingly large role in the workload of narcotics investigators. Tragically the department has been responding to about 4-6 unattended heroin related deaths per year over the past several years with incidents of heroin related overdoses responsible for over 20 calls for service per year. Many more investigations and calls for service involve crime and other issues with heroin playing a part in the underlying cause of the need for a police response. 206 drug arrests were made in 2014 by members of the police department.

Weekend nights continue to require large numbers of police resources year round. Related issues to the large crowds on weekend nights include DWI, disorderly persons and minor assaults. There were 326 reported simple assaults in 2014, 49 disorderly conduct arrests and 291 DWI arrests. About 80% of all DWI offenders do not live in Saratoga Springs. The department conducted two sobriety checkpoints and participated in five Holiday Crackdowns in 2014.

Among the major investigations conducted by the Saratoga Springs Police Department this year were:

On April 3 a homeowner on America Way awoke to an intruder wearing a black ski mask and hooded sweatshirt inside their home. The offender fled and was briefly detained in the area before fleeing from police after he punched an investigator. The offender, who has a long history of violent criminal offenses, was eventually arrested on November 26.

On September 1 at about 4:00 AM, the night clerk of the Grand Union Motel was robbed at knifepoint by two unknown offenders who fled the area on foot. Neither of the offenders has been located and the case remains unsolved.

On September 19 at 2:15 AM inside the Paddock Lounge on Caroline Street Aaron Huggins was assaulted. Police responded and identified the offender trying to leave the area in a taxi. Despite medical assistance Huggins later died as a result of the injuries he sustained during the assault. Jeffrey Mann was arrested for the assault and is awaiting criminal trial.

On October 1, Shane Harding was arrested on the campus of Skidmore College. He had been a fugitive from authorities in Rensselaer County after cutting off an electronic monitoring ankle bracelet and committing an alleged armed robbery, kidnapping and assault elsewhere in the region. Harding was not suspected of having committed any crimes in Saratoga Springs during his flight from authorities.

Members of the Saratoga Springs Police Department, New York State Police and FBI conducted two prostitution stings in the city in 2014. Twelve arrests were made related to the stings and one sixteen-year-old runaway was identified and returned to her family.

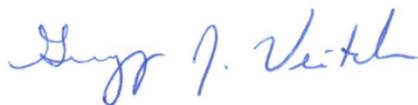
### **Community Service**

Many members of the Saratoga Springs Police Department donate their time in the community and participate in many charity events. Police officers hand out free hot chocolate during Chowderfest in February and delivered food and gift baskets to the Franklin Community Center during the week of Thanksgiving. They also participated in the Law Enforcement Torch Run, Law and Orders at Applebee's, and Cops on Top at local Wal Mart stores- all in support of the Special Olympics. In 2014 SSPD officers officiated and coached several youth sports teams, including basketball, football, baseball and soccer teams.

Police Officer Lloyd Davis is assigned as the department's School Resource Officer (SRO). Officer Davis is assigned full time during the school year to the Saratoga Springs High School with 60% of his salary reimbursed by the school district. Officer Davis' presence on a daily basis at the high school has been found to be beneficial to both the school district and the police department. Officers visit all of the elementary schools in the city on a regular basis to interact with parents, students.

### **Holding Cells**

The Saratoga Springs Police Department maintains holding cells for arrested persons who are in custody awaiting arraignment by a local judge. In 2014 there were five (5) jail cells available for male detainees and one cell, separate from the male cells, designated for female detainees. Annual audits and associated reports are sent to the New York State Department of Corrections. In 2014 the department housed 457 male and 77 female prisoners. No juveniles were detained by the police department in 2014.



Gregory J. Veitch

Chief of Police

2014 Year End Report

# SARATOGA SPRINGS FIRE DEPARTMENT

*CHRISTIAN MATHIESEN*

Commissioner of Public Safety

*EILEEN FINNERAN*

Deputy Commissioner of Public Safety



Photo by Erica Miller

*ROBERT WILLIAMS*

FIRE CHIEF

*PETER SHAW*

ASSISTANT FIRE CHIEF

60 Lake Avenue  
Saratoga Springs, New York 12866

## **ORGANIZATION**

### **Profile**

The Saratoga Springs Fire Department (SSFD) was formed in 1884 and is a fulltime paid Fire Department within the City of Saratoga Springs, New York. The Fire Department serves the City Of Saratoga Springs, which encompasses 29.07 square miles of residential, commercial, parks and recreation. Services provided by the Saratoga Springs Fire Department include: Fire suppression and investigation, paramedic level ambulance and emergency medical services, hazardous materials response, specialized rescue, fire inspections, code enforcement, community fire education and prevention and community CPR instruction. The Fire Department also operates under the Saratoga County Mutual Aid plan and Capital District Hazardous Materials Team which when requested, units will respond outside the City to assist in which ever manner that is requested.

### **CITY OF SARATOGA SPRINGS**

Square miles – land 28.42

Square miles – water .63

Total square miles – 29.07

Population – 26,586<sup>1</sup>

### **2011 Housing Unit Estimate by Structure<sup>2</sup>**

Total Units 13,210

Single Unit 8,066

Two Units 899

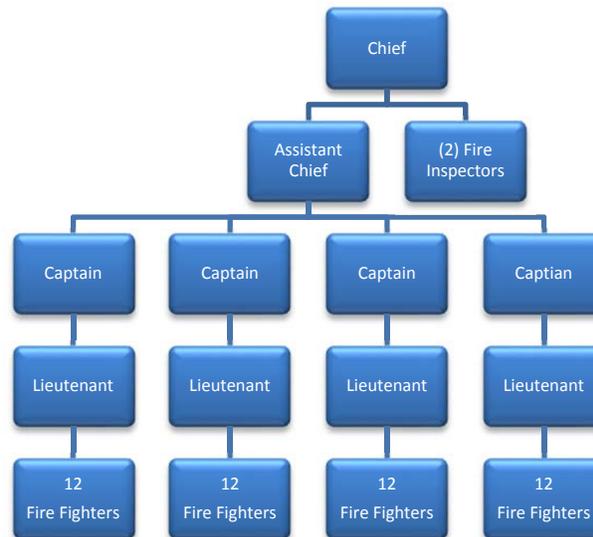
Three or More Units 4,092

Mobile Homes & Other 253

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<sup>1</sup> Sources: 2010 *Census* & CDRPC Estimates

<sup>2</sup> Sources: 2010 *Census* & CDRPC Estimates



## 2014 Organization

### **STAFFING**

Saratoga Springs Fire Department has 60 full time career fire officers and firefighters. Of this number they include:

- 1 – Fire Chief
- 1 – Assistant Fire Chief
- 4 – Fire Captains
- 6 – Fire Lieutenants (2) are assigned to the Fire Prevention Office
- 48 – Firefighters
  - 44 – Paramedics
  - 10 – New York State Certified Fire Instructors
  - 9 – AHA CPR Instructors
  - 3 – Code Enforcement Officials
  - 9 – Code Compliant Technicians

### **2014 Retirements:**

On April 30, 2014 Captain Patrick Rocco retired after 28 years of service. Pat began his career as a firefighter on May 3, 1986.

On May 31, 2014 Captain John Kirkpatrick retired after 27 years of service. John began his career as a firefighter on August 1, 1987.

The fire department maintains a daily operational minimum of 10 firefighters.

Daily response ready resources include:

Station 1 Engine



ALS – Paramedic

Station 2 Engine



ALS – Paramedic

Ambulance

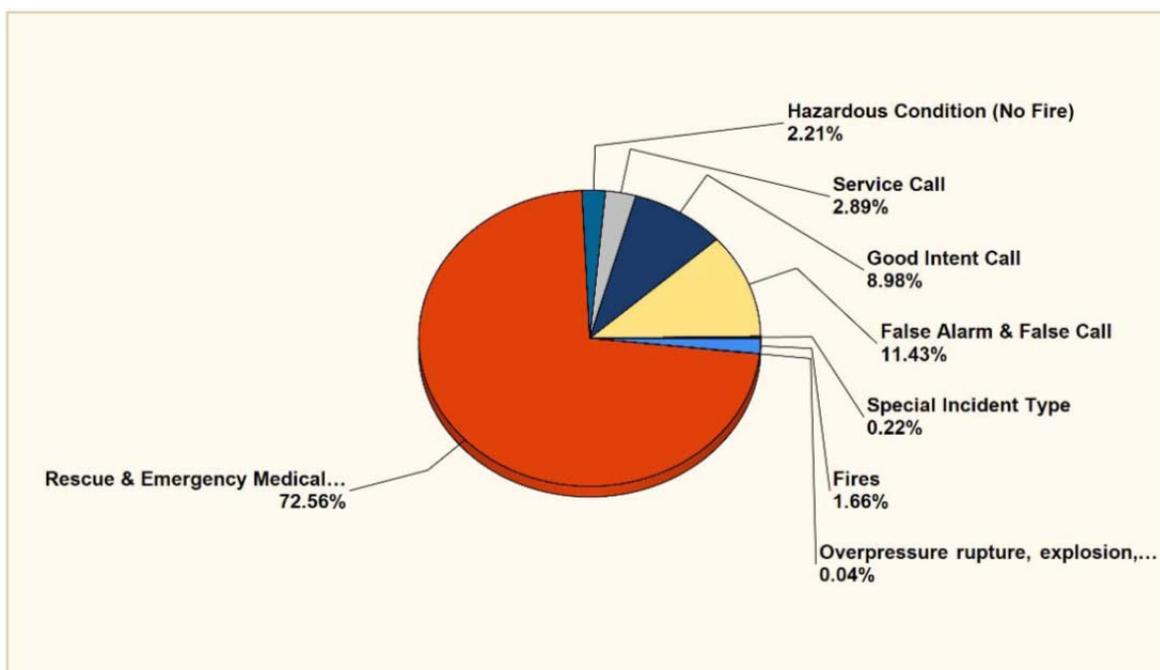


ALS – Paramedic

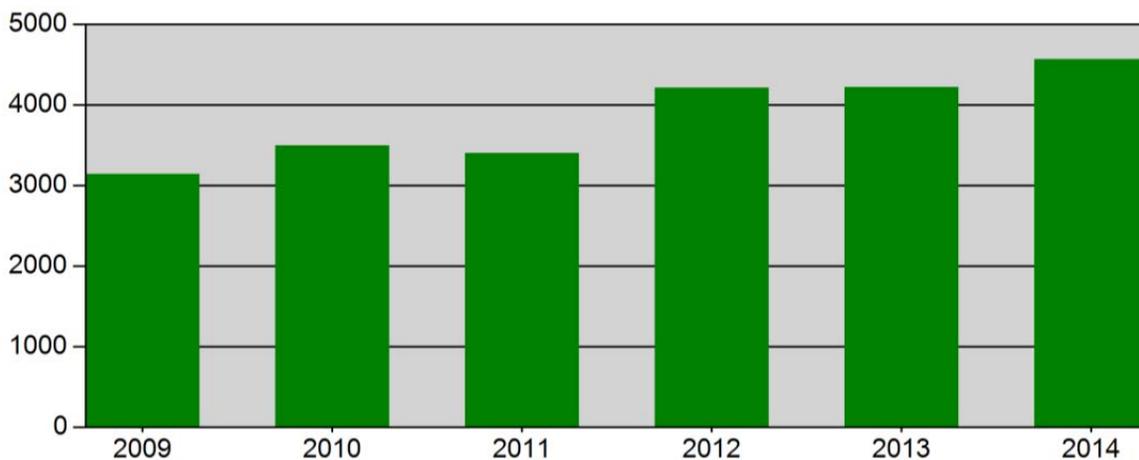
## RESPONSE DATA – CALLS FOR SERVICE

In 2014 the Saratoga Springs Fire Department responded to **4566** calls for service. This represents an 8% increase in calls for service over 2013. Of those calls:

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Emergency Medical Responses	3313	3088	3096	2253
Alarm Activations	522	429	498	495
Good Intent and Other	410	318	238	189
Hazardous Conditions	101	124	93	161
Service Calls	132	165	144	261
Fires	76	77	103	141
Other	12	19	43	
Total	<b>4566</b>	4220	4206	3402



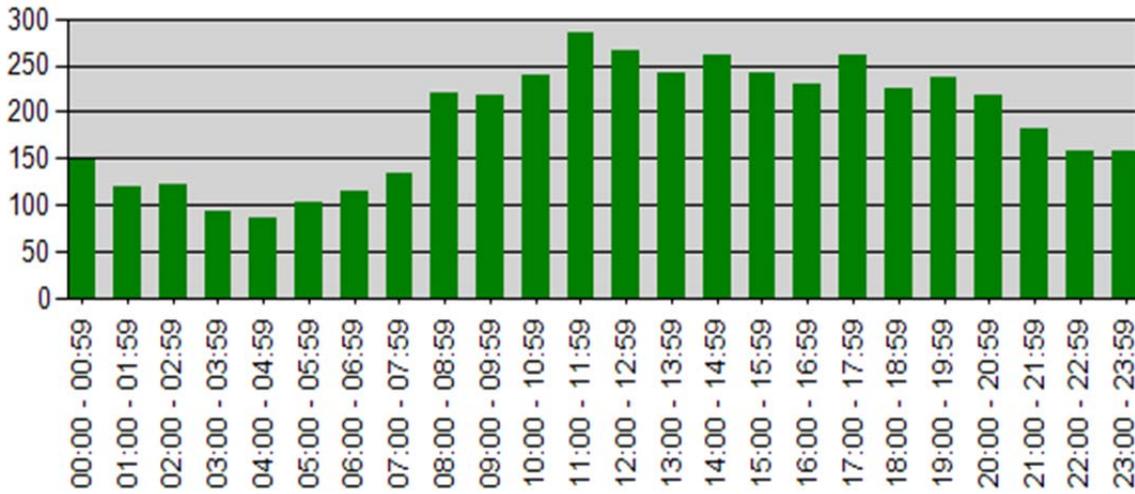
2014 Call Volume by Type:



Incident Count 2009 – 2014

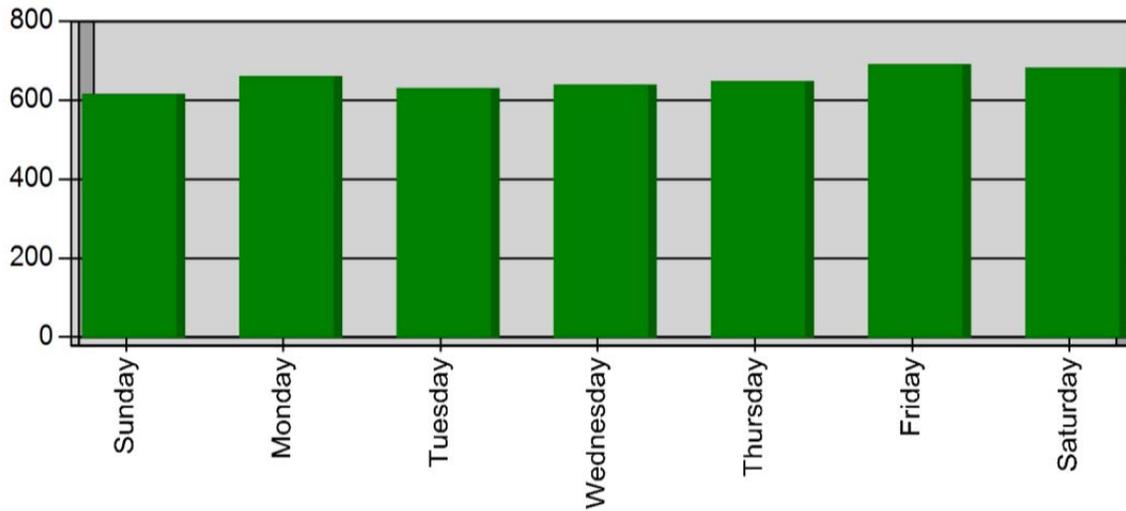
The fire department has seen a 45% increase in call volume since 2009, including an 8.5% increase since 2012 when the fire department took over the ambulance service.

Call Volume by Hour of Day:

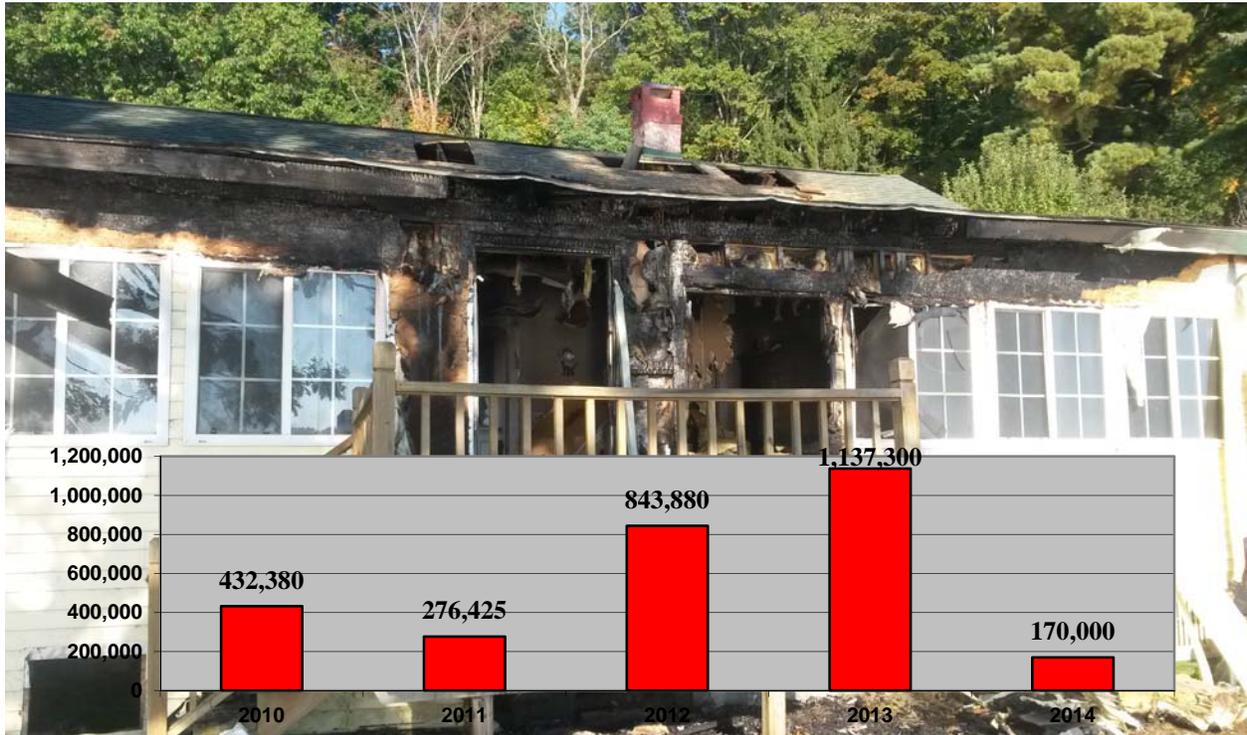


70% of the call volume occurs between the hours of 8 A.M. and 9 P.M.

Call Volume by Day of the Week:



Friday and Saturday were the busiest days in 2014 with 691 and 682 calls.



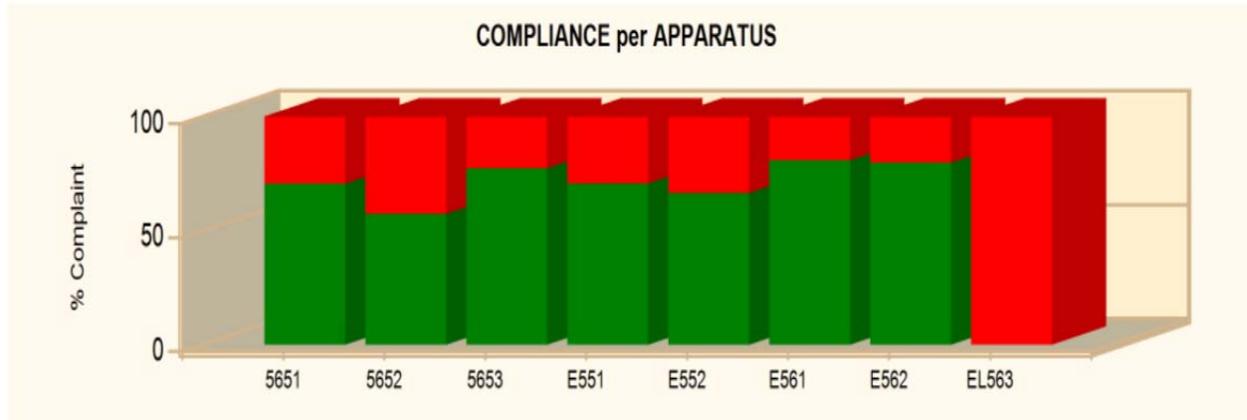
Fire Losses (Dollars)

■ Fire Losses

## RESPONSE DATA – RESPONSE TIMES

Although there is no Federal or State laws mandating response time standards. The American Heart Association's scientific position is that brain death and permanent death start to occur in 4–6 minutes after someone experiences cardiac arrest. Cardiac arrest can be reversible if treated within a few minutes with an electric shock and Advance Life Support (ALS) intervention to restore a normal heartbeat. Verifying this standard are studies showing that a victim's chances of survival are reduced by 7%–10% with every minute that passes without defibrillation and advanced life support intervention. Few attempts at resuscitation succeed after 10 minutes. Another recognized standard is the National Fire Protection Association's (NFPA) 1710 (Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments). This standard recommends that on an emergency medical incident, a turnout time of one minute, and

a four minute or less travel time with a unit with a first responder or higher level capability. This objective should be met 90% of the time. The Standard further recommends the arrival of an ALS company within eight-minutes for again 90% of the incidents. All Saratoga Springs Fire apparatus are at the ALS level.



In 2014 the fire department compliance with 1710 for Emergency Medical Incidents was 73% for all districts. District 3 continues to fall well below the recommended standard with a compliance of 4.32% in 2014.

District	AVERAGE RESPONSE TIME (Dispatch to Arrival)
District 1	4:34
District 2	5:00
District 3	8:24
Mutual Aid out of City	12:10

<b>Calls for Service by District:</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>District 1</b>	2643	2422	2480	1959
<b>District 2</b>	1642	1539	1516	1262
<b>District 3</b>	251	207	162	162
<b>Mutual Aid Given</b>	31	57	49	20

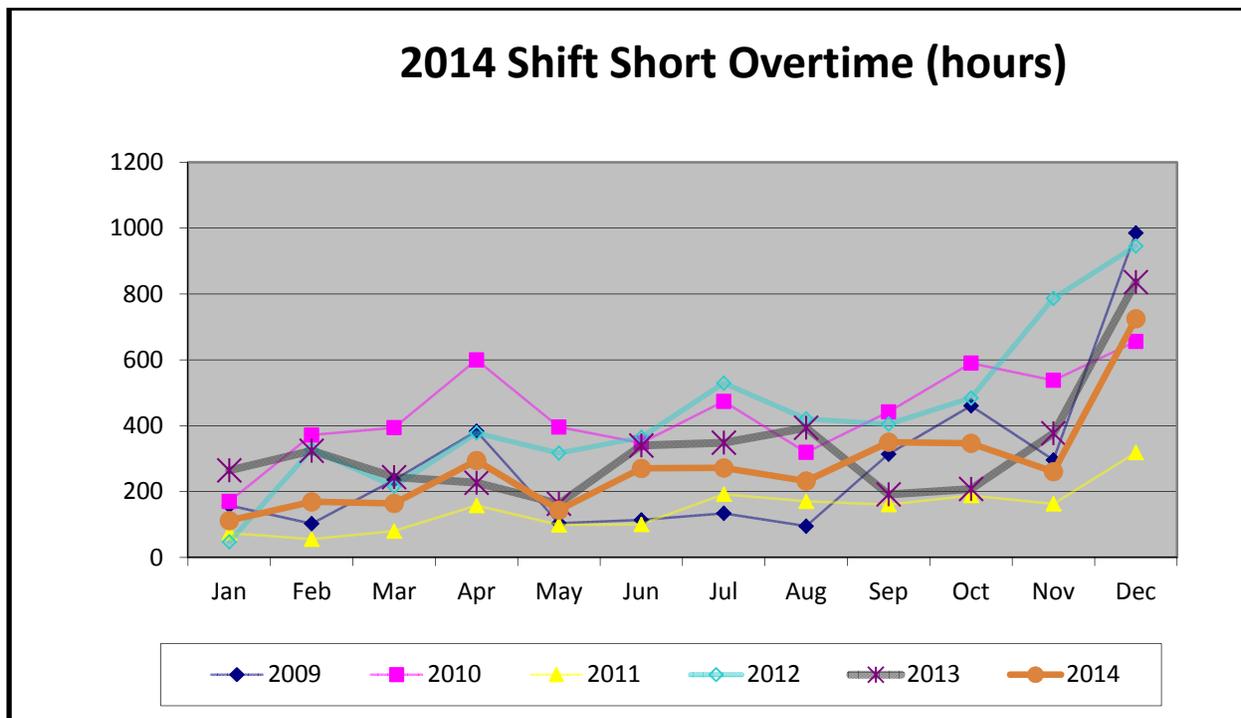
## FIRE AND EMERGENCY MEDICAL TRAINING

In 2014, the department provided 650 hours of Fire/EMS instruction. We continue to make every effort to improve our instruction, methodology and knowledge in firefighting and EMS operations.

## FIRE PREVENTION AND INSPECTION

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Total Inspections:	788	639	672	553
Total Violations Failed:	654	231	339	N/A
Total Active Occupancies:	2164	1992	1814	1576

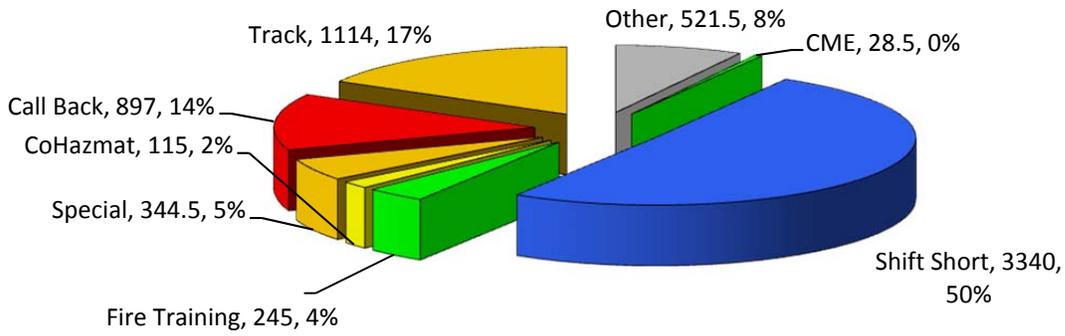
## OVERTIME



This graph represents a six year comparison of overtime to cover shift shortages<sup>3</sup>.

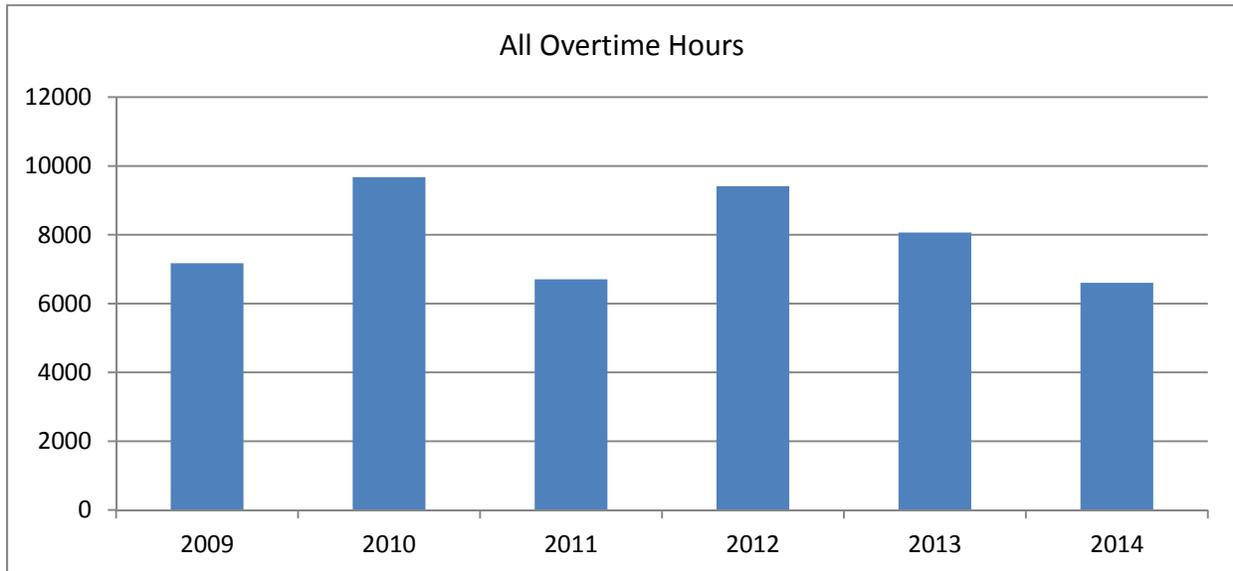
<sup>3</sup> Shift short overtime is overtime needed to maintain minimum staffing of 10 firefighters.

### 2014 Overtime Categories



This pie chart represents the causes of all fire department overtime.

Overtime categories; “Track”, “CoHazmat” and “Special” is overtime that is reimbursed by the sponsor. 2014 marks the third year of overtime reductions.





## FIREFIGHTER COMMUNITY ACTIVITY

The Saratoga Springs Firefighters proudly showed their continued support for MDA with their annual boot drive and visits to the Double H Ranch. In 2014, the Saratoga Springs Firefighters IAFF Local 343 was involved in many aspects of the community. Amongst creating family events and fundraisers for local charities, we have contributed over \$30,000 to many organizations and causes.

The membership consistently is taking time to give back to the community by creating fun family activities like Fathers Day fishing derby and the fire prevention week open house. They also hold fundraisers for local veterans, Christmas for children, breast cancer awareness, and Muscular Dystrophy Association.

The monetary donations throughout the year have gone to Boy/Girl Scouts, little league, high schools booster clubs, High Rock Park 9/11 memorial and countless others. These efforts have made Saratoga Springs firefighters a cornerstone of the community.



## New Apparatus:

In 2014 the Fire Department added a third ambulance to its fleet and replaced a 1973 GMC brush truck with a 2014 F-250.



**Ambulance Report:**

<u>CALL VOLUME:</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Emergency Medical Calls	3351	3091	3140	2253
Daily Average	9.19	8.46	8.60	6.17
Transports	2194	2168	2172	0
Transferred to Empire	280	231	242	0
Transferred to Other Ambulance	62	23	17	0
Assist Empire with Transport	138	120	133	0
Transport Basic Life Support	1465	1420	1387	0
Transport Advance Life Support	729	748	785	0

**RESPONSE TIMES:** (AVERAGE MM:SS)

Dispatch Processing	2:01	1:52	2:40	1:40
Turnout Time	1:43	1:16	1:25	1:07
Travel Time	4:00	4:00	3:51	3:21
On Scene Time	17:56	14:09	13:55	17:47
Total Out of Service Time	35:47	35:36	35:56	24:56
Average Response Time	5:02	4:32	4:46	4:08

**EMPIRE AMBULANCE**

	<u>2014</u>	<u>2013</u>
Average Response Time (MM:SS)	9:24	8:40
Priority 1 Emergency average response time (MM:SS)	8:54	7:54
Priority 2 Non-emergency average response time (MM:SS)	10:15	10:14
Percentage Compliance with 8 and 12 minute response times	68%	71%

2014  
Year End Report

<b>Group</b>	<b>Count</b>	<b>Pct</b>
ALS Intercept	8	0.2
Cancelled En-route	29	0.9
Cancelled on scene	17	0.5
Dead at Scene	29	0.9
Lift Assist ONLY	193	5.8
No Patient Found	108	3.2
Patient Refused Care	253	7.5
SSFD Assist EMPIRE in Transport	138	4.1
SSFD Assist mutual aid Ambulance in Transport	12	0.4
Stand by	6	0.2
TOT EMPIRE	280	8.4
TOT Mutual Aid Ambulance	59	1.8
TOT Police	2	0.1
Treated ALS, Refused Transport	16	0.5
Treated, Transferred to Air Medical	3	0.1
Treated, Transported ALS	729	21.8
Treated, Transported BLS	<u>1465</u>	<u>43.7</u>
<b>Total</b>	<b>3351</b>	<b>100%</b>

**DESTINATION HOSPITAL**

Saratoga Hospital	2507	76.9
<i>Not Entered</i>	664	20.4
Albany Medical Center	41	1.3
Ellis Hospital	19	0.6
Glens Falls Hospital	8	0.2
Samaritan Hospital	6	0.2
St. Peters Hospital	5	0.2
Veterans Administration Medical Center - Albany	5	0.2
St. Mary's Hospital - Seton Health	3	0.1
Ellis Health Center	2	0.1

**CITY OF SARATOGA SPRINGS, NY  
DEPARTMENT OF PUBLIC SAFETY  
TRAFFIC MAINTENANCE**



**END OF YEAR REPORT**  
**January 1 through December 31, 2014**

**Christian Mathiesen, Commissioner**  
**Eileen Finneran, Deputy Commissioner**

By: Mark Benacquista, supervisor

## **TRAFFIC MAINTENANCE**

The Traffic Maintenance Department has two primary functions:

- Traffic maintenance
- Department vehicle maintenance.

The City Charter tasks the Commissioner of Public Safety with regulation and control of vehicle and pedestrian traffic on city maintained streets and properties.

The Traffic Maintenance Department accomplishes this task through the application and installation of approved traffic control devices such as signs, traffic signals, and pavement markings.

The Department monitors city street operation, accident history, and responds to public complaints. When problem areas are found, the Department conducts established and approved traffic studies, makes recommendations to the Commissioner and other traffic safety officials, and with approval, installs traffic control devices in accordance with Federal, and New York State Rules and Regulations.

Traffic Maintenance department maintains the city's 45 traffic signals, 4 warning signals, traffic regulatory signs, warning signs, guide signs, and pavement markings on 148 estimated miles of city streets. They also conduct traffic impact technical reviews of community development projects, and provide advisory opinions to the Commissioner.

The Department staff represents the Commissioner of Public Safety on various traffic related public committees. They also provide planning and traffic control equipment for special community events such as parades, street walks, and block parties.

The Department provides repairs, maintenance, and N.Y.S. Vehicle Inspections on all Public Safety vehicles under 18,000 pounds. This includes Police, Fire, Traffic Maintenance, and administrative vehicles and motorized equipment. The Department currently maintains 53 vehicles, 3 trailers, and 33 special pieces of motorized equipment.

A supervisor, three full-time employees, and two part-time summer laborers staff the Traffic Maintenance Department. The full-time staff is a multi-talented group of individuals in various fields of work. Their willingness to work as a collective team enables the Department to meet the demands of its mission.

The Public Safety Garage is located on Excelsior Avenue in the City. In addition to the work performed in the community and vehicle maintenance, the staff operates, cleans, and maintains the garage facility.

## **Maintenance Activity in 2014**

### **Traffic Signals**

- Annual traffic signal fixture clean and lamp program--The traffic signal light fixture lenses are cleaned, and incandescent lamps are replaced each year.
- Annual traffic signal inspection program--The Department conducts a detailed physical and operational inspection of all traffic signal equipment on an annual basis. These inspections provide a baseline for preventative maintenance needs to maintain safer and efficient signal operation.
- Repair call--The Department responded to 103 traffic signal work orders.
- Scheduled work--The Department performed 8 preventative maintenance projects.
- Signal up-grades--The Department added 1 intersection to the cities Central Urban Traffic Control System. This was accomplished through installing radio

telemetry, software upgrades, and programming. The control system was installed as part of the ITS Traffic Signal Improvement project on 13 intersection with the intent of adding all key intersections in the city to the system. There are 38 intersections now on the system.

- Request for location of underground utilities--The Department received 310 requests for the location of its underground traffic signal utilities.

### **Traffic Signs**

- Racing season and seasonal sign installations--The Department installs and removes 155 parking signs on streets for the annual horseracing season and 100 seasonal parking signs for winter months.
- New sign and post installations--The Department installed 155 new signs and posts.
- Repair work orders issued and completed-- 298.
- Scheduled replacement--The Department replaced 227 signs and posts that failed to meet current Manual of Uniform Traffic Control Device minimum standards.

### **Pavement Markings**

- Painted street lines, symbols, and safety zones--The Department repaints all of the city street centerlines, skip lines, edge lines, symbols, and safety zones each year. 1,700 gallons of paint and 10,000 pounds of reflective spheres were applied to city streets and parking lots this year.
- Crosswalk and stop bar—11,000 square feet of preformed pavement markings were applied to city streets.
- New streets added to the striping program—Double yellow center line striping was placed on Petrified Gardens Road between the Towns of Milton and Greenfield lines. New enhanced pedestrian crosswalks were installed crossing Van Dam Street at Woodlawn Avenue, and crossing Division Street at Woodlawn Avenue.

The Department for the first time since construction re-striped the new 474 space Woodlawn Avenue parking garage. This work was performed without the need of closing or disrupting the facility over the course of two nights.

### **Special Projects**

- **Energy Reduction Project--** The Department completed the WALK/DON'T WALK phase of the Light Emitting Diode (LED) upgrade project where 39 Incandescent lamps were replaced with high efficiency LED's. The old Incandescent signals each used 119 Watts of electric power compared to LED consumption of 11 Watts.

This work is an effort to reduce energy cost and keep the city's Global Warming footprint impact inline with the City Council's Cool Cities agreement.

- **Traffic Signal Replacement--** The Department began the first phases of replacing the traffic signal located at the Lake Avenue Fire Station. The existing signal is estimated to be 40 years old and has exceeded its useful life.

The project began with the City hiring Greenman and Pedersen Engineering for the design and construction bid document preparation. Stilsing Electric, Inc. was awarded a contract for the next phase of the construction portion of the project and has been completed.

This project was completed and placed in service August of 2014

- **Broadway Corridor Study--** The Department undertook a study of nine traffic signalized intersections along Broadway between Ellsworth Jones Place and Congress Street. The goal of the study is to determine if there could be improvements in traffic flow and safety for pedestrians and motorist by making changes to existing conditions.

The project began with hiring Greenman and Pedersen Engineer to perform the study. Detailed existing condition and future projected data was provided to the consultant for setting up a computer model of the Broadway corridor for testing various modifications such as the addition of left turn arrows at select intersections were they might be beneficial.

The results of this study were presented to the City Council with proposed modification to signal operation and time setting. The changes were implemented in 2014. Most noted change was the addition of a protected left turn arrow northbound on Broadway at Church Street intersection.

- **Washington St at Franklin St Signal Replacement**--The Department completed design and contracting phases for the planned replacement of the existing traffic signal at this location. Creighton Manning Engineering was retained for signal design and bid document preparation. Stilsing Electric Inc. was awarded the contract to perform the replacement that is anticipated to be completed in 2015.

### **Vehicle Maintenance**

- Scheduled service--The Department performed 185 scheduled preventive maintenance checks and services.
- Vehicle repairs--The Department performed 747 vehicle repairs.
- New vehicles placed in service—The Department equipped and placed in service 7 new vehicles.

## **Other Activities in 2014**

### **Traffic Problem Reviews**

The Department evaluated 31 traffic condition problems, and provided written findings or recommendations for improvement to the Commissioner.

## **Planning Board Reviews**

The Department reviewed and commented on Planning Board Community Development issues.

## **Community Events**

The Department provided planning and/or traffic control equipment for 20 events, including the closing of Broadway for the Victorian Street Walk.

## **Future Needs For Next Two Years**

- Traffic signals requiring replacement--The Department has identified the follow traffic signals that will require full replacement, having exceeded their design life and currently experiencing failures consistent with their age.
  - Broadway at Circular Street/Ballston Avenue-- \$175,000.
  - Union Avenue at Circular Street-- \$165,000.

# OFFICE OF CODE ENFORCEMENT

## 2014 ANNUAL REPORT



**The** Code Enforcement Division which has is comprised of two Code Enforcement Officers that work 40 hours a week each, Monday through Friday with alternating weekend coverage for emergencies or call-ins not including special events. A Code Administration Assistant / Accounts payable person assists by handling the designated duties along with other responsibilities that assists the enforcement officers. In addition to everyday fieldwork which includes investigative work they are responsible for logging in calls, documentation of reports, follow-up paperwork, drafting legal documents for court cases, process serving, tracking court cases, monitoring subject properties, communicating with other departments, maintaining a filing system and researching and crafting new codes. **The position of Code Administration Assistant has evolved over the years and has proven to be an asset to the department. In the very near future due to the increased work load, it is recommended that the Code Administration Assistant position be separated from the Accounts Payable position in order to effectively function.**

During the 2014 year the Office of Code Administration has logged and responded to over 1500 complaints and requests for assistance.



**Each officer continues to attend the 26 hour training** mandated by the State of New York. The training conferences continue to provide our Code Administrators with training and information that is required, to stay abreast of the ever changing rules

and regulations. In addition the networking with officials from other municipalities provides valuable insight. Although training isn't mandated for the Code Administration Assistant it is highly recommended to increase efficiency and effectiveness throughout the department.



**EMERGENCY  
REPORTING™**

The Office of Code Administration continues to

utilize the Emergency Reporting System (ERS) which allows the Code Department to share property files with the Fire Department creating a more effective and efficient response to complaints. Both Code Administrators have incorporated the use of the ERS on portable I pads which are taken into the field eliminating lag time on determining property ownership contact information and reporting. The data base continues to grow.



Code Administration continues to diligently monitor the construction sites which have needed access to the public right of way in order to safely perform over head work that required cranes and boom lifts. These areas were controlled by a permit process which allowed the Police and Traffic Departments the opportunity to insure compliance with vehicle and traffic regulations which include signage, proper flagging, and street closing procedures as well as pedestrian safety. As we continue to participate in pre construction meetings we

have the opportunity to submit acceptable standards and proper forms to contractors and sub contractors preventing unsafe practices within the right of way.



**During** the 2014 summer season Code Administration

continued to monitor outdoor music venues insuring compliance with the amended Noise Ordinance which set in place decibel measurements which decreased violations as well as complaints.



**Code** Administration spent a significant amount of time during the 2013 racing season addressing the significant problem managing the parking issues created by the Taxis, Limousines and Busses dropping off and picking up passengers. **UPDATE:** The city council unanimously approved the new traffic plan creating a one way traffic pattern during the racing meets. The traffic pattern change was a success. There was a significant decrease in traffic related problems in addition to a more controlled method of allowing taxi, limousines and tour busses access to the Clubhouse gate for pick up and drop offs.



Over the years an account has been created that allows Code Administration to hire city approved contractors for the purpose of correcting violations on properties that affect the health and safety of the public. Since that inception it was difficult at times to collect any spent funds from property owners that either abandoned their properties thereby forcing mortgage companies to take the properties over usually without communication with the city.

Chapter 175 titled “Cost of Summary Remediation” continues to allow the city to collect any funds expended by attaching the unpaid fees to the tax rolls allowing us to reclaim such funds.



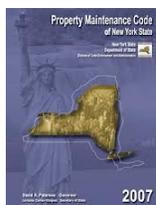
The Vacant Building registration continues to evolve. Follow up letters with appearance tickets were issued to property owners that continue to remain vacant and unregistered. The data collected from the registration program has proven to be valuable information for the Department of Public Safety. The collected information has been a time saver when issues arise at the property.



**With** the increase of publicly held special events the popularity has caused an increase in attendance elevating the need for Code Officers to be involved monitoring the operation of each participant ensuring all safety precautions are met. **During the 2014 event with the cooperation of the Police, Fire Inspectors and the New York State Department of Health Inspectors we were able to have better coverage and oversight.**



**During 2014 The Office of Code Administration has met weekly with the Deputy Mayor, City Attorney, Building and Fire Officials to discuss and review ordinances that may need modification or the development of new codes. The meetings also allow the different departments an opportunity to share and discuss enforcement procedures within their jurisdiction.**



**Code** Administration continues to be diligent in monitoring properties and responding to complaints within the city limits to insure compliance with all applicable New York State Property Maintenance and City Codes including zoning regulations pertaining to privately owned residential, commercial or industrial properties.



# Saratoga Springs

Department of Public Safety

Office of Code Administration

2014 Annual Report

**Current Job Responsibilities**  
**of Code Administration**  
**2014/2015**

**CITY CODE**

**Chapter 43.** Temporary Storage Containers  
**Chapter 58.** Alarm Systems  
**Chapter 61.** Alcoholic Beverages  
**Chapter 65.** Amusement Devices  
**Chapter 69.** Public Assemblies  
**Chapter 72.** Auctions  
**Chapter 75.** Bicycles  
**Chapter 81.** Blasting and Explosives  
**Chapter 83.** Brush Grass and Weeds  
**Chapter 96.** Curfew  
**Chapter 109.** Entertainment  
**Chapter 112.** Feeding and Release of Wildfowl in Congress Park  
**Chapter 115.** Firearms  
**Chapter 116.** Fire limits  
**Chapter 123.** Games of Chance  
**Chapter 126.** Garbage, Rubbish and Refuse  
**Chapter 129.** Gasoline  
**Chapter 132.** Handbills and Posters  
**Chapter 136.** Hotels and Food Establishments  
**Chapter 140.** Junk Dealers  
**Chapter 148.** Noise  
**Chapter 151.** Parades  
**Chapter 159.** Pawnbrokers  
**Chapter 162.** Peace and Good Order  
**Chapter 165.** Peddling and Soliciting  
**Chapter 167.** Planned Unit Development  
**Chapter 168.** Play Vehicles  
**Chapter 175.** Costs of Summary Remediation  
**Chapter 178.** Public Property  
**Chapter 180.** Public Property Use Permit  
**Chapter 192.** Shopping Carts  
**Chapter 203.** Streets and Sidewalks  
**Chapter 203-10.** Sandwich Board Signs  
**Chapter 215.** Taxicabs  
**Chapter 218.** Trailer Parks  
**Chapter 217.** Dumpsters / Storage containers  
**Chapter 220.** Trees  
**Chapter 222.** Vacant Buildings

**ZONING**

**Chapter 240-10.** Signs  
**Chapter 240-12.4.** Home Occupations  
**Chapter 240-12.7.** Walls Fences and Obstructions to right of way  
**Chapter 240-12.8.** Swimming Pools  
**Chapter 240-12.9.** Garage Sales  
**Chapter 240-12.17.** Unsafe Structures

**STATE CODE**

**Property Maintenance Code of New York State**

**State Mandated Multi Family Property Maintenance Inspections**

**Chapter 1.** General Requirements  
**Chapter 2.** Definitions  
**Chapter 3.** Minimum Conditions  
**Chapter 4.** Light and Ventilation  
**Chapter 5.** Plumbing Facilities and Fixtures  
**Chapter 6.** Mechanical Electrical  
**Chapter 7.** Fire Safety Requirements  
**Chapter 8.** Referenced Standard

**MULTIPLE RESIDENCE LAW**

**Article 3.** Old Multiple Dwellings  
**Article 4.** Hotels and Similar Dwellings  
**Article 5.** New Multiple Dwellings  
**Article 6.** Fireproof New Multiple Dwellings  
**Article 7.** Non-Fireproof New Multiple Dwellings