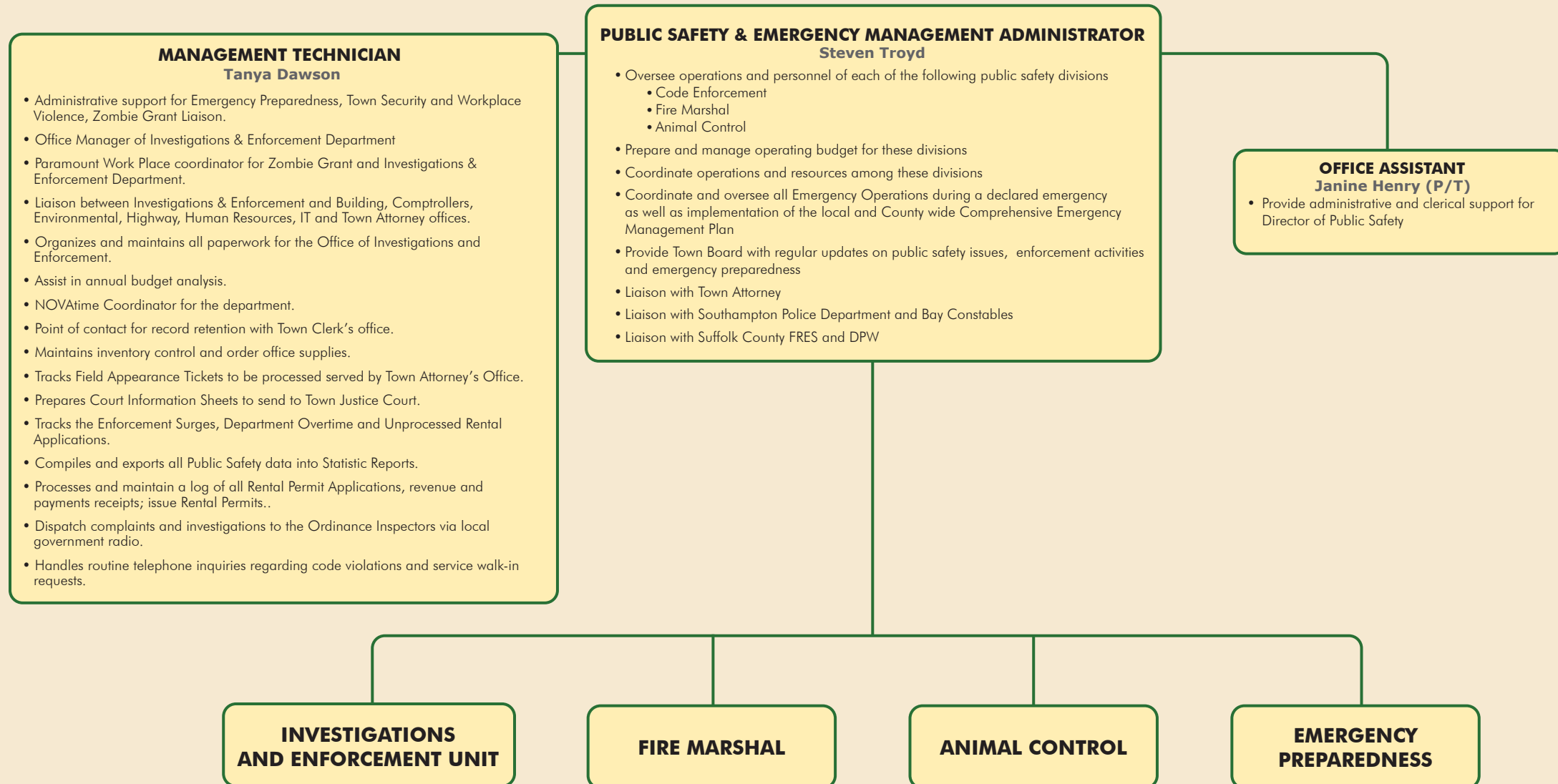


# PUBLIC SAFETY

## 2020 ORGANIZATIONAL CHART





# Department Summary

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*Department: Public Safety & Emergency Preparedness*

**Budget Year:** 2020  
**Division:** Public Safety Department  
**Tax District:** Full Town

**Cost Center #:** 3412  
**Manager:** Steven Troyd

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Emergency preparedness is most clearly defined as an organized effort to mitigate against, prepare for, respond to and recover from any event (be it natural or man made) which threatens to, or actually does inflict damage to people and/or property, by bringing together the proper mix of resources from the federal, state and local governments, the public and business and industry.

It is the responsibility of Emergency Preparedness to facilitate interdepartmental coordination of Southampton Town departments, to maintain a plan for the Town of Southampton, addressing the following: emergency communications systems; emergency exercises/drills; evacuation plan and training; public information /education; warning system, mobilization of emergency personnel/equipment; and interagency planning and coordination with other agencies at local, county, state and federal levels.

## **Workload:**

Upgrade and maintain Emergency Preparedness Plan, inventory and repair of existing equipment, establish contacts with the many public safety organizations (fire departments/ambulance corps), federal, state, county and local governmental bodies and provide training/instruction/exercises for local agencies. This is a continual process.

This also includes funding for Fire and EMS Training and maintenance of the Fire Training Building in Hampton Bays.

## **Goals & Objectives:**

1. To construct and direct the implementation of an Emergency Preparedness plan that fully addresses Town-wide MITIGATION, PREPARATION, RESPONSE AND RECOVERY.
2. Hold periodic meetings to instill the philosophy that Emergency Management/Preparedness is a group effort and partnership of all Town government departments and agencies to ensure public safety in the event of a disaster.

## **Legal Authority:**

Established pursuant to Southampton Town Board Resolution 2010-791.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
<b>Public Safety Department</b>													
<b>Public Safety</b>													
<b>Public Safety &amp; Emergency Preparedness - 3412</b>													
Town Code Compliance and Emergency	ADMINISTRATIVE	109,242	0	6,023	115,265	1,380	8,321	14,684	2,339	26,723	141,988		100.0
Management Technician	ADMINSUPPORT	58,215	0	0	58,215	28,488	4,532	7,423	1,243	41,686	99,900	6.0	100.0
<b>Total Public Safety &amp; Emergency Preparedness - 3412</b>		<b>167,457</b>	<b>0</b>	<b>6,023</b>	<b>173,480</b>	<b>29,868</b>	<b>12,853</b>	<b>22,106</b>	<b>3,582</b>	<b>68,409</b>	<b>241,888</b>		

**NOTES:**

# Town of Southampton

## 2020 Adopted Budget

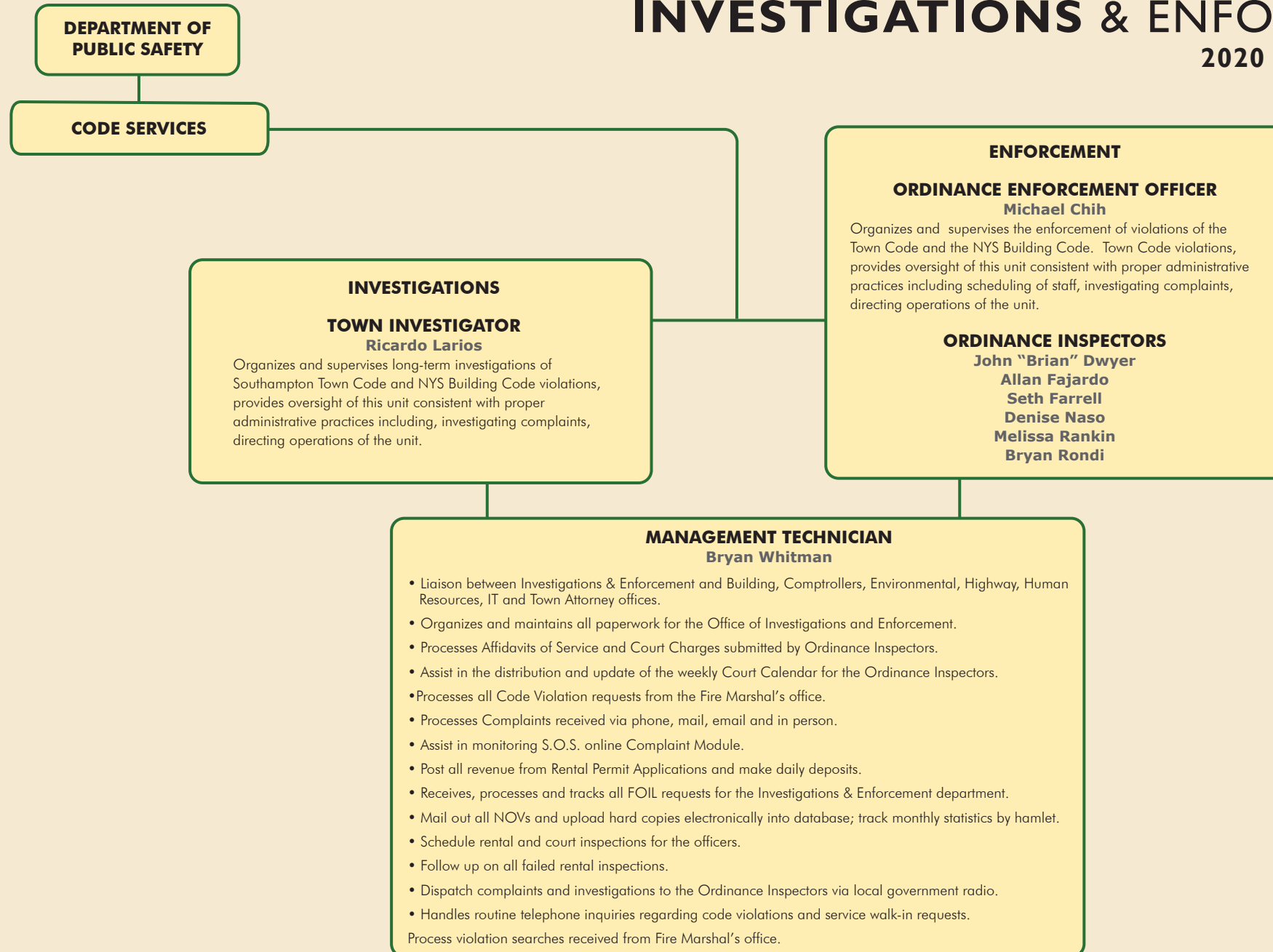
### Public Safety & Emergency Preparedness - 3412

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	2020 Adopted / 2019 Amended Difference	2020 Adopted / 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	296,184	306,184	305,454	305,454	305,454	378,590	330,867	330,867	330,867	25,413	8.32%	312,589	334,837	334,837	334,837
	<b>Total Real Property Taxes</b>	296,184	306,184	305,454	305,454	305,454	378,590	330,867	330,867	330,867	25,413	8.32%	312,589	334,837	334,837	334,837
<b>Other Revenue:</b>																
2701	Miscellaneous Tax Receipts	0	9	0	0	20	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	0	9	0	0	20	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Revenue</b>	<b>296,184</b>	<b>306,193</b>	<b>305,454</b>	<b>305,454</b>	<b>305,474</b>	<b>378,590</b>	<b>330,867</b>	<b>330,867</b>	<b>330,867</b>	<b>25,413</b>	<b>8.32%</b>	<b>312,589</b>	<b>334,837</b>	<b>334,837</b>	<b>334,837</b>
<b>Salaries:</b>																
6100	Salaries	183,301	160,954	164,173	164,173	132,667	167,457	167,457	167,457	167,457	(3,283)	(2.00%)	170,806	170,806	170,806	170,806
6105	Part Time Salaries	0	604	35,000	35,000	296	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6127	Cash in Lieu of Health Benefits	5,637	5,636	6,002	6,002	4,826	6,023	6,023	6,023	6,023	(21)	(0.35%)	6,023	6,023	6,023	6,023
	<b>Total Salaries</b>	188,938	167,193	205,175	205,175	137,788	208,480	208,480	208,480	208,480	(3,304)	(1.61%)	211,829	211,829	211,829	211,829
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	26,269	24,449	22,420	22,420	18,553	22,262	22,106	22,106	22,106	313	1.40%	22,692	22,533	22,533	22,533
6830	FICA Tax Expenditure	14,302	12,575	15,537	15,537	10,347	15,642	15,577	15,577	15,577	(40)	(0.26%)	15,765	15,700	15,700	15,700
6835	MTA Tax	650	567	716	716	452	726	721	721	721	(5)	(0.71%)	738	733	733	733
6840	Worker's Compensation	2,108	1,888	5,378	5,378	4,147	5,061	3,563	3,563	3,563	1,814	33.74%	5,145	3,622	3,622	3,622
6860	Medical Insurance - Active Employees	38,052	25,388	27,012	27,012	22,801	27,108	27,108	27,108	27,108	(96)	(0.36%)	27,108	27,108	27,108	27,108
6865	Dental & Optical	3,294	1,377	2,664	2,664	1,172	2,760	2,760	2,760	2,760	(96)	(3.60%)	2,760	2,760	2,760	2,760
6875	Disability	72	30	52	52	4	52	52	52	52	0	0.00%	52	52	52	52
	<b>Total Employee Benefits - Current</b>	84,746	66,274	73,779	73,779	57,477	73,611	71,888	71,888	71,888	1,891	2.56%	74,260	72,508	72,508	72,508
	<b>Total Employee Costs</b>	<b>273,684</b>	<b>233,467</b>	<b>278,954</b>	<b>278,954</b>	<b>195,265</b>	<b>282,090</b>	<b>280,367</b>	<b>280,367</b>	<b>280,367</b>	<b>(1,414)</b>	<b>(0.51%)</b>	<b>286,089</b>	<b>284,337</b>	<b>284,337</b>	<b>284,337</b>
<b>Contractual:</b>																
6401	Contracts	12,000	25,052	6,000	56,000	32,478	76,000	30,000	30,000	30,000	26,000	46.43%	6,000	30,000	30,000	30,000
6420	Other	10,000	9,795	20,000	10,000	2,873	20,000	20,000	20,000	20,000	(10,000)	(100.00%)	20,000	20,000	20,000	20,000
6445	Food	500	0	500	500	484	500	500	500	500	0	0.00%	500	500	500	500
	<b>Total Contractual</b>	22,500	34,847	26,500	66,500	35,836	96,500	50,500	50,500	50,500	16,000	24.06%	26,500	50,500	50,500	50,500
	<b>Total Expenditures</b>	<b>296,184</b>	<b>268,314</b>	<b>305,454</b>	<b>345,454</b>	<b>231,101</b>	<b>378,590</b>	<b>330,867</b>	<b>330,867</b>	<b>330,867</b>	<b>14,586</b>	<b>4.22%</b>	<b>312,589</b>	<b>334,837</b>	<b>334,837</b>	<b>334,837</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>37,879</b>	<b>0</b>	<b>(40,000)</b>	<b>74,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	40,000	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>37,879</b>	<b>0</b>	<b>0</b>	<b>74,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# INVESTIGATIONS & ENFORCEMENT UNIT

2020 ORGANIZATIONAL CHART







# Department Summary

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*Department: Investigation & Enforcement Unit*

**Budget Year:** 2020  
**Division:** Public Safety Department  
**Tax District:** Part Town Land Management (22)

**Cost Center #:** 3125  
**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The goals and objectives of this unit are to obtain compliance with all local and state codes by voluntary compliance. Absent voluntary compliance, the unit assists in the prosecution of the offenders in Town Justice Court, as directed by the prosecutors in the Town Attorney's Office.

## **Workload:**

The investigations and Enforcement Unit is responsible to effectively, efficiently and proactively investigate all violations of quality of life complaints within the Town of Southampton. The unit will assist in obtaining compliance, the ultimate goal of all violations of the Town and State codes as reported to or discovered by investigation of the members of the unit. Many complaints and code violations are corrected by voluntary compliance of the residents and property owners in the Township. The overall mission of the unit is to assist in correcting quality of life violations by voluntary compliance and education of the residents of the Town.

## **Goals & Objectives:**

The goals and objectives of this unit are to obtain compliance with all local and state codes by voluntary compliance. Absent voluntary compliance, the unit assists in the prosecution of the offenders in Town Justice Court, as directed by the prosecutors in the Town Attorney's Office.

## **Legal Authority:**

The Investigation & Enforcement Unit was created by adoption of the 2007 Operating Budget.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
<b>Public Safety Department</b>													
<b>Investigations and Enforcement</b>													
<b>Investigation &amp; Enforcement Unit - 3125</b>													
Management Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	50,481	0	6,023	56,504	1,380	4,391	7,191	1,101	14,063	70,567	0.8	100.0
Ordinance Enforcement Officer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	71,722	2,869	0	74,591	28,488	5,928	9,710	3,186	47,312	121,904	8.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	61,674	0	300	61,974	13,104	4,932	8,078	2,734	28,849	90,823	0.9	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 3	63,421	3,805	300	67,527	28,488	5,362	8,783	2,824	45,458	112,984	11.8	100.0
Ordinance Inspector-Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	61,674	0	6,323	67,997	1,380	5,393	8,833	2,755	18,361	86,358	1.5	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 5	65,987	3,959	300	70,246	28,488	5,578	9,137	2,938	46,141	116,387	12.3	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 5	65,987	3,959	6,323	76,269	1,380	6,039	9,891	2,958	20,269	96,538	15.0	100.0
Town Investigator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 5	69,910	4,195	300	74,405	28,488	5,909	9,678	3,111	47,186	121,590	12.1	100.0
Ordinance Inspector	PART-TIME	25,500	0	300	25,800	0	2,053	0	1,141	3,194	28,994		100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	60,778	6,078	2,903	69,759	1,380	5,418	8,875	1,328	17,001	86,760		100.0
<b>Total Investigation &amp; Enforcement Unit - 3125</b>		<b>597,136</b>	<b>24,865</b>	<b>23,072</b>	<b>645,073</b>	<b>132,576</b>	<b>51,003</b>	<b>80,176</b>	<b>24,077</b>	<b>287,833</b>	<b>932,905</b>		

**NOTES:**

# Town of Southampton

## 2020 Adopted Budget

### Investigation & Enforcement Unit - 3125

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	2020 Adopted / 2019 Amended Difference	2020 Adopted / 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	730,999	717,387	832,926	827,588	827,588	846,904	810,805	810,805	810,805	(16,783)	(2.03%)	865,667	829,494	829,494	829,494
	<b>Total Real Property Taxes</b>	<b>730,999</b>	<b>717,387</b>	<b>832,926</b>	<b>827,588</b>	<b>827,588</b>	<b>846,904</b>	<b>810,805</b>	<b>810,805</b>	<b>810,805</b>	<b>(16,783)</b>	<b>(2.03%)</b>	<b>865,667</b>	<b>829,494</b>	<b>829,494</b>	<b>829,494</b>
<b>Other Revenue:</b>																
1560	Rental Permits	160,000	271,950	200,000	200,000	234,750	200,000	210,000	210,000	210,000	10,000	5.00%	200,000	210,000	210,000	210,000
2701	Miscellaneous Tax Receipts	0	73	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	0	0	0	140	0	0	0	0	0	0.00%	0	0	0	0
3389	State Aid - Public Safety	90,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	5,125	0	0	25,000	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>250,500</b>	<b>277,148</b>	<b>200,000</b>	<b>200,000</b>	<b>259,890</b>	<b>200,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>10,000</b>	<b>5.00%</b>	<b>200,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>
	<b>Total Revenue</b>	<b>981,500</b>	<b>994,535</b>	<b>1,032,926</b>	<b>1,027,588</b>	<b>1,087,478</b>	<b>1,046,904</b>	<b>1,020,805</b>	<b>1,020,805</b>	<b>1,020,805</b>	<b>(6,783)</b>	<b>(0.66%)</b>	<b>1,065,667</b>	<b>1,039,494</b>	<b>1,039,494</b>	<b>1,039,494</b>
<b>Salaries:</b>																
6100	Salaries	545,671	523,984	566,901	561,958	465,200	571,636	571,636	571,636	571,636	(9,677)	(1.72%)	591,008	591,008	591,008	591,008
6101	Overtime	20,500	59,587	20,500	60,500	43,256	40,000	40,000	40,000	40,000	20,500	33.88%	40,000	40,000	40,000	40,000
6105	Part Time Salaries	25,000	22,466	25,500	25,500	10,547	25,500	25,500	25,500	25,500	0	0.00%	25,500	25,500	25,500	25,500
6110	Longevity	16,377	19,821	20,764	20,764	17,913	24,865	24,865	24,865	24,865	(4,101)	(19.75%)	25,698	25,698	25,698	25,698
6127	Cash in Lieu of Health Benefits	5,637	7,044	6,002	14,962	6,273	18,069	20,672	20,672	20,672	(5,710)	(38.16%)	18,069	20,672	20,672	20,672
6144	Clothing Cleaning	1,200	2,275	2,400	2,400	2,050	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400
	<b>Total Salaries</b>	<b>614,385</b>	<b>635,177</b>	<b>642,068</b>	<b>686,085</b>	<b>545,239</b>	<b>682,470</b>	<b>685,073</b>	<b>685,073</b>	<b>685,073</b>	<b>1,012</b>	<b>0.15%</b>	<b>702,675</b>	<b>705,278</b>	<b>705,278</b>	<b>705,278</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	80,977	75,368	79,349	79,349	65,665	80,072	80,176	80,176	80,176	(828)	(1.04%)	82,698	82,795	82,795	82,795
6830	FICA Tax Expenditure	48,621	48,167	50,908	50,530	40,818	53,999	54,063	54,063	54,063	(3,533)	(6.99%)	55,603	55,662	55,662	55,662
6835	MTA Tax	2,171	2,154	2,272	2,255	1,822	2,404	2,407	2,407	2,407	(151)	(6.72%)	2,475	2,478	2,478	2,478
6840	Worker's Compensation	21,026	18,836	23,247	23,247	17,928	23,402	21,636	21,636	21,636	1,611	6.93%	24,159	22,331	22,331	22,331
6860	Medical Insurance - Active Employees	160,698	147,870	186,720	137,760	108,094	147,264	120,156	120,156	120,156	17,604	12.78%	147,264	120,156	120,156	120,156
6865	Dental & Optical	11,639	9,982	11,988	11,988	8,035	12,420	12,420	12,420	12,420	(432)	(3.60%)	12,420	12,420	12,420	12,420
6875	Disability	283	40	174	174	1	174	174	174	174	0	0.00%	174	174	174	174
	<b>Total Employee Benefits - Current</b>	<b>325,415</b>	<b>302,417</b>	<b>354,659</b>	<b>305,304</b>	<b>242,362</b>	<b>319,734</b>	<b>291,033</b>	<b>291,033</b>	<b>291,033</b>	<b>14,271</b>	<b>4.67%</b>	<b>324,793</b>	<b>296,017</b>	<b>296,017</b>	<b>296,017</b>
	<b>Total Employee Costs</b>	<b>939,800</b>	<b>937,594</b>	<b>996,726</b>	<b>991,388</b>	<b>787,601</b>	<b>1,002,204</b>	<b>976,105</b>	<b>976,105</b>	<b>976,105</b>	<b>15,283</b>	<b>1.54%</b>	<b>1,027,467</b>	<b>1,001,294</b>	<b>1,001,294</b>	<b>1,001,294</b>
<b>Contractual:</b>																
6403	Gasoline	15,000	13,839	14,000	13,500	11,365	14,000	14,000	14,000	14,000	(500)	(3.70%)	15,000	15,000	15,000	15,000
6406	Repair Equipment	3,000	1,524	1,000	359	0	1,000	1,000	1,000	1,000	(641)	(178.55%)	2,000	2,000	2,000	2,000
6411	Printing and Stationery	1,500	1,426	1,500	700	0	1,500	1,500	1,500	1,500	(800)	(114.29%)	1,500	1,500	1,500	1,500
6412	Publications	2,200	2,243	2,200	2,400	1,763	2,200	2,200	2,200	2,200	200	8.33%	2,200	2,200	2,200	2,200
6418	Uniforms	5,000	3,648	3,000	3,500	1,697	8,000	8,000	8,000	8,000	(4,500)	(128.57%)	3,000	3,000	3,000	3,000
6420	Other	2,000	370	2,000	1,959	2,011	2,000	2,000	2,000	2,000	(41)	(2.09%)	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	1,000	0	1,000	1,310	0	1,000	1,000	1,000	1,000	310	23.66%	1,000	1,000	1,000	1,000
6425	Office Supplies	2,500	3,811	2,500	2,500	1,983	3,000	3,000	3,000	3,000	(500)	(20.00%)	2,500	2,500	2,500	2,500
6450	Schools & Training	3,500	3,341	3,500	4,572	4,570	6,500	6,500	6,500	6,500	(1,928)	(42.17%)	3,500	3,500	3,500	3,500
6466	Telephone - Wireless	3,500	4,084	3,500	3,500	3,330	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500

**Town of Southampton**  
**2020 Adopted Budget**  
**Investigation & Enforcement Unit - 3125**

Account Code	Description	2018	2018	2019	2019	2019	2020		2020	2020	2020	2020	2021	2021	2021	2021
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2019 Amended Difference	Adopted / 2019 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6477	Copier Leases	2,500	1,376	2,000	1,900	1,341	2,000	2,000	2,000	2,000	(100)	(5.26%)	2,000	2,000	2,000	2,000
	<b>Total Contractual</b>	41,700	35,664	36,200	36,200	28,060	44,700	44,700	44,700	44,700	(8,500)	(23.48%)	38,200	38,200	38,200	38,200
	<b>Debt Service:</b>															
6900	Interfund Transfer Expense	0	81,103	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Debt Service</b>	0	81,103	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Expenditures</b>	<b>981,500</b>	<b>1,054,361</b>	<b>1,032,926</b>	<b>1,027,588</b>	<b>815,661</b>	<b>1,046,904</b>	<b>1,020,805</b>	<b>1,020,805</b>	<b>1,020,805</b>	<b>6,783</b>	<b>0.66%</b>	<b>1,065,667</b>	<b>1,039,494</b>	<b>1,039,494</b>	<b>1,039,494</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(59,826)</b>	<b>0</b>	<b>0</b>	<b>271,817</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# FIRE PREVENTION

## 2020 ORGANIZATIONAL CHART

**DEPARTMENT OF  
PUBLIC SAFETY**

**CODE SERVICES**

**CHIEF FIRE MARSHAL  
Cheryl Kraft**

- Reviews fire reports;
- Reviews inspections and daily Fire Marshal activities;
- Reviews timecards;
- Reviews FOIL requests;
- Reviews plans or site inspections to calculate maximum occupant loads;
- Inspects dangerous buildings; testimony; follow up and demolition;
- Supervises Fire Marshals and support staff;
- Develops scheduled overtime list;
- Provides oversight of Special Events Permits;
- Provides inspections and permit oversight for junkyards, manufactured home parks, farm stands, bed and breakfasts;
- Reviews and issues Fire Works permits;
- Reviews and issues Public Assembly and Side Walk Dining permits;
- Reviews tent permits and mass gatherings for Village of Sagaponack;
- Prepares annual budget requests; works with Comptroller's Office;
- Monitors expenditures; reviews P-cards expenditures;
- Fields telephone complaints and questions regarding fire prevention;
- Coordinates with the Police Department on Emergency Preparedness issues;
- Confirms 24 hours of annual training required by NYS for Fire Marshals;
- Court testimony;
- Promotes fire safety programs;
- Hazardous Materials Technician;
- Suffolk County Suit Rescue Team member;
- Works with Town Attorney's office on code amendments and other issues;
- Coordinates on annual contracts with Town Attorney's Office;
- Southampton Fire Chiefs Council member;
- Liaison to Southampton Fire Districts;
- EMS Advisory Board primary;
- Recruitment and Retention sub-committee;
- Pine Barrens Wildfire Task force;
- Quartermaster;
- Point of contact for website updates;
- Develops PowerPoint presentation for annual Police Department training;
- Annual employee reviews;
- Notary Public.
- Records Access Officer, Oversight of Records
- Assures compliance with NYS and Comptroller spending requirements
- Compiles annual statistics

**OFFICE**

**SENIOR OFFICE ASSISTANT  
Teri Kostuk**

- Triage visitors - primary;
- Coordinates mailing, tracking, notifications for permits: bed and breakfast; junkyard; farm stand; manufactured home parks; side walk dining;
- Back up for Cash Balancing report;
- Schedules appointments;
- Maintains daily log for Fire Marshal activities;
- Maintains log of taxi companies; taxi drivers;
- Formats occupancy cards;
- Back up for violation searches;
- Formats operating, tent, public assembly and other permits; enters data into Govern; coordinates mailing/notification of various permit applications;
- Compiles information and prepares reports for Southampton Town Fire Chiefs and Fire District Meetings;
- Maintain inventory/order office supplies;
- Cash Balancing Report for Payments; banking of receipts;
- Processes FOIL and other report requests;
- Compiles list of Fire Damaged Structure for Assessors Office and Building Department;
- Handles routine telephone inquiries;
- Annual employee review for Data Entry personnel.

**OFFICE ASSISTANT  
Debbie Altman (P/T)**

- Violation searches;
- Filing;
- Telephone support.

**FIELD**

**FIRE MARSHAL II  
John Rankin**

- Performs business inspections for compliance with NYS Fire Code and other applicable codes;
- Performs compliance checks and permit deliveries;
- Hazardous Materials Technician;
- Conducts fire investigations for cause and origin;
- Grand jury and court room testimony;
- Deliver annual Police Department training;
- Provides department training.

**FIRE MARSHAL II  
Chris Hansen**

- Plans review including: building plans; fire alarm plans; sprinkler plans; hood and duct plans; fire suppression plans and subdivisions;
- Point of contact for Building Department for open plans;
- Performs final inspection for Fire Code compliance; prior to approval for Certificate of Occupancy or Certificate of Compliance;
- Hazardous Materials Technician;
- Haz Mat suit testing;
- Haz Mat trailer primary;
- Maintains inventory and testing information on air packs;
- MCI trailer and DOT inspection status;
- EMS Advisory Board secondary;
- Grant research.

**FIRE MARSHAL I  
Brian Williams**

- Business inspections for compliance with NYS Fire Code and other applicable codes;
- Compliance checks and permit delivery;
- Fire investigations for cause and origin;
- Hazardous Materials Technician;
- Grand Jury and court room testimony;
- Oversight of radio inventory;
- Compiles information on Southampton Town landfill and court;
- Methane readings at Southampton Town landfill and court;
- Updates foam bank inventory semi-annually.

**FIRE MARSHAL I  
Ryan White**

- Business inspections for compliance with NYS Fire Code and other applicable codes;
- Compliance checks and permit delivery;
- Fire investigations for cause and origin;
- Hazardous Materials Technician;
- Grand Jury and court room testimony;
- Review of sub-division plans.

**FIRE MARSHAL P/T  
Alfred Tyczkowski**



# Department Summary

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*Department: Fire Prevention*

**Budget Year:** 2020  
**Division:** Public Safety Department  
**Tax District:** Full Town

**Cost Center #:** 3410  
**Manager:** Cheryl Kraft

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The division will continue to work to save lives, protect public safety, and help businesses comply with fire codes. It will continue to coordinate with local fire departments and emergency medical providers. The Chief Fire Marshal or designee shall continue to serve as Liaison for the Fire Advisory Board, EMS Advisory Committee, Southampton Town Chiefs Council and the Southampton Town Fire District Officers Association. The Chief Fire Marshal shall continue to administer the provisions of Chapter 164 of the Town Code, and other code sections as requested or as defined within the relevant Chapter.

In addition the office will continue to be responsible for the administration of a permit system consisting of operating permits, tent and canopy permits, as well as the responsibility to administer Special Event, Public Assembly and Outdoor Dining, Bed and Breakfast establishments, Farmstands, Junkyards, and Mobile Home Parks.

## **Workload:**

The office performs inspections of businesses within the Town, as well as villages of Quogue and Sagaponack. It also performs plans review of site plans, subdivisions and commercial building plans, including tenant changes, fire alarms, commercial cooking equipment and fire extinguishment systems including residential sprinkler systems, in the Town and assists the Village of Quogue as requested. It handles fire investigations, hazardous materials response and fire related complaints in the Town, as well as the Villages of North Haven, Quogue, Sagaponack and Westhampton Beach. It performs violation searches, usually for title and mortgage companies. The review of Special Events applications and permit approval were added to its duties in 2010. Applicants are required to submit an Incident Action Plan, which is used to provide information to emergency responders to help ensure the safety of attendees. Fire Prevention continues to provide support for Emergency Preparedness, including Emergency Operations Center (EOC) staffing at the Town and County level.

## **Goals & Objectives:**

Consistent with its mission, Fire Prevention will continue to work to save lives, protect public safety, and help businesses comply with fire codes, as well as coordinating with local fire departments and emergency medical personnel.

## **Legal Authority:**

Fire Prevention was created by Local Ordinance 49 effective 1/1/68. Authority for operating permits is defined in Chapter 164 of the Town Code. Other permit processes and administration are defined within various chapters of the Town Code. In 2012, the Fire Prevention and Fire Marshal costing centers were combined into Fire Prevention (3410).

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
<b>Public Safety Department</b>													
<b>Fire Prevention</b>													
<b>Fire Prevention - 3410</b>													
Chief Fire Marshal	ADMINISTRATIVE	123,118	5,000	1,687	129,805	29,340	8,576	16,889	5,462	60,267	190,072	31.5	100.0
Fire Marshal I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	60,778	0	300	61,078	28,488	4,861	7,962	2,695	44,005	105,083	0.3	100.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	66,639	5,331	300	72,270	28,488	5,735	9,394	2,971	46,588	118,858	20.2	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	81,506	8,151	300	89,957	31,500	7,134	11,685	3,635	53,955	143,911	26.0	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	81,506	8,151	1,813	91,470	31,500	7,250	11,875	3,641	54,265	145,735	31.4	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	66,425	6,643	0	73,068	31,500	5,679	9,302	1,439	47,920	120,988	33.8	100.0
Fire Marshal I	PART-TIME	898	0	300	1,198	0	94	0	58	152	1,350		100.0
Office Assistant	PART-TIME	11,200	0	0	11,200	0	872	0	253	1,125	12,325		100.0
<b>Total Fire Prevention - 3410</b>		<b>492,070</b>	<b>33,275</b>	<b>4,700</b>	<b>530,044</b>	<b>180,816</b>	<b>40,202</b>	<b>67,106</b>	<b>20,154</b>	<b>308,278</b>	<b>838,322</b>		

NOTES:



## 2020 Fire Prevention Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
<b>PERMIT TYPE: TC 164</b>		
Operating Permits: All operating permits:	there shall be a late fee of 10% but not less than \$35 for any permit that is not renewed within thirty days of its date of expiration.	
<b>Combustible dust/vapor producing operations</b>	<b>\$140</b>	
<b>Storage of Compressed and liquefied gases</b>		
Up to 10,000 gallons [container water capacity]	<b>\$200</b>	
In excess of 10,000 gallons (container water capacity)	<b>\$500</b>	
<b>Storage of Retail Sale of Propane (exchange)</b>		
2,000 gallons or less	<b>\$200</b>	
<b>Explosive materials</b>	<b>\$500</b>	
<b>Public Fireworks display/proximate audience display/pyrotechnic display and special effects</b>	<b>\$550</b>	
<b>Private Fireworks display/proximate audience display/pyrotechnic display and special effects</b>	<b>\$650</b>	
<b>Flammable/combustible liquids</b>		
Greater than 55 gallons but less than 1,000 gallons	<b>\$125</b>	
1,000 gallons or greater	<b>\$500</b>	
Marine fueling operations	<b>\$200</b>	
Flammable finishing	<b>\$150</b>	
Pyroxylin Plastics	<b>\$150</b>	
Welding	<b>\$50</b>	
Facilities with H areas	<b>\$400</b>	
Aviation facilities	<b>\$250</b>	
Dry cleaning	<b>\$100</b>	
Fruit crop ripening facilities	<b>\$100</b>	
Fumigation and fogging	<b>\$100</b>	
Semi-conductor fabrication	<b>\$500</b>	

NOTES:

**2020 Fire Prevention Fee Schedule**

<b>Fee Schedule</b>	<b>2020 Fee Schedule</b>	<b>Proposed Increase</b>
Lumber and woodworking facilities	\$150	
Organic coating processes	\$150	
Industrial ovens	\$150	
Motor fuel repair operations	\$100	
High piled storage	\$150	
Tire rebuilding	\$250	
Aerosols	\$150	
Combustible fibers	\$200	
Corrosive material	\$200	
Cryogenic fluids	\$200	
Flammable gases	\$150	
Flammable solids	\$200	
Toxic materials	\$200	
<b>Organic peroxides</b>	<b>\$200</b>	
<b>Oxidizers</b>		
Class 1	\$100	
Class 2	\$250	
Class 3	\$350	
Class 4	\$450	
<b>Unstable materials</b>		
Class 1	\$150	
Class 2	\$250	
Class 3	\$350	
Class 4	\$450	

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**NOTES:**

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**2020 Fire Prevention Fee Schedule**

<b>Fee Schedule</b>	<b>2020 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Water reactive materials</b>	<b>\$250</b>	
*increase minimum late fee in 2014 to not less than	<b>\$35</b>	
<b>Single event/seasonal permits</b>		
Bon fires	<b>\$55</b>	
Late fee - less than 48 hours' notice	<b>\$35</b>	
Tents - Residential	<b>(First tent fee is based upon the largest sized tent)</b>	
First tent:		
Less than 1,000 sq. ft.	<b>\$45</b>	
1,000 sq. ft. but less than 5,000 sq. ft.	<b>\$150</b>	
5,000 sq. ft. but less than 10,000 sq. ft.	<b>\$250</b>	
10,000 sq. ft. but less than 15,000 sq. ft.	<b>\$400</b>	
15,000 sq. ft. but less than 50,000 sq. ft.	<b>\$600</b>	
50,000 sq. ft. or greater	<b>\$1,200</b>	
For each additional tent less than 1,000 sq. ft.	<b>\$60</b>	
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	<b>\$75</b>	
For each additional tent greater than 10,000 sq. ft.	<b>\$250</b>	
Late fee - less than 48 hours' notice		
	<b>(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)</b>	
For tents less than 10,000 sq. ft.	<b>\$35</b>	
For tents 10,000 sq. ft. or greater	<b>\$100</b>	

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**NOTES:**

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**2020 Fire Prevention Fee Schedule**

<b>Fee Schedule</b>	<b>2020 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Tents – Commercial (First tent fee is based upon the largest sized tent)</b>		
First tent:		
Less than 1,000 sq. ft.	<b>\$250</b>	
1,000 sq. ft. but less than 5,000 sq. ft.	<b>\$275</b>	
5,000 sq. ft. but less than 10,000 sq. ft.	<b>\$300</b>	
10,000 sq. ft. but less than 15,000 sq. ft.	<b>\$400</b>	
15,000 sq. ft. but less than 50,000 sq. ft.	<b>\$600</b>	
50,000 sq. ft. or greater	<b>\$1,200</b>	
For each additional tent less than 1,000 sq. ft.	<b>\$75</b>	
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	<b>\$100</b>	
For each additional tent greater than 10,000 sq. ft.	<b>\$250</b>	
Late fee - less than 48 hours' notice	<b>(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)</b>	
For tents less than 10,000 sq. ft.	<b>\$35</b>	
For tents 10,000 sq. ft. or greater	<b>\$100</b>	
<b>Compressed and liquefied gases</b>		
<i>For each temporary installation</i>		
2,000 gallons or less	<b>\$50</b>	
Late fee	<b>\$35</b>	
<b>Seasonal canopy permits - due May 31</b>		
There shall be a late fee of	<b>\$50 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.</b>	

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**NOTES:**

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**2020 Fire Prevention Fee Schedule**

<b>Fee Schedule</b>	<b>2020 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Permits for system installation: Pre-installation fee</b> - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits		
<b>Plans review for commercial cooking vapor system</b>		
<i>New</i>	<b>\$175</b>	
Acceptance test inspection (each)	<b>\$35</b>	
<b>Plans review for alteration to commercial cooking vapor system</b>		
<i>Alteration</i>	<b>\$125</b>	
Acceptance test inspection (each)	<b>\$35</b>	
<b>Plans review for new fire extinguishing system (wet/dry)</b>		
<i>Wet System</i>	<b>\$175</b>	
Acceptance test inspection (each)	<b>\$35</b>	
<b>Plans review for renovation of fire extinguishing system (wet/dry)</b>		
<i>Wet System</i>	<b>\$125</b>	
Acceptance test inspection (each)	<b>\$35</b>	
<b>Installation of LPG system (one and two family exempt)</b>		
<i>Aboveground includes exchange sites</i>	<b>\$150</b>	
<i>Underground</i>	<b>\$300</b>	
<b>Acceptance/compliance test</b>	<b>\$35</b>	
<b>Plans review for Fire Sprinkler</b>		
<b>- NFPA 13 Standard (up to 25 devices)</b>	<b>\$200</b>	
	<b>(\$5 each additional device)</b>	
<b>Alteration to fire sprinkler (up to 25 devices)</b>	<b>\$75</b>	
<b>Two hour pressure test/acceptance test inspections for sprinklers systems</b>	<b>\$75</b>	
<b>Plans review for Fire Sprinkler NFPA 13R or 13D</b>	<b>\$75</b>	
<i>Alteration to fire sprinkler</i>	<b>\$50</b>	
<b>Acceptance/compliance test</b>	<b>\$35</b>	

**NOTES:**

**2020 Fire Prevention Fee Schedule**

<b>Fee Schedule</b>	<b>2020 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Smoke/fire detection system plans review</b>		
<i>New</i>	<b>\$100</b>	
<i>Alteration to system</i>	<b>\$50</b>	
Acceptance Test (per visit)	<b>\$35</b>	
<b>Plans review for installation of aboveground flammable/combustible liquid tank</b>	<b>\$250</b>	
<b>(Residential and heating system tanks are exempt)</b>		
<b>Final inspection for compliance</b>	<b>\$35</b>	
<b>All change order plans review</b>	<b>\$75</b>	
<b>Plans review for installation of underground flammable/combustible liquid tank</b>	<b>\$300</b>	
<b>(residential and heating systems are exempt)</b>		
<b>Final inspection for compliance</b>	<b>\$35</b>	
<b>All change order plans review</b>	<b>\$75</b>	
<b>Plans review for removal of underground flammable/combustible liquid tank</b>	<b>\$200</b>	
<b>(residential and heating systems are exempt)</b>		
<b>Final inspection for compliance</b>	<b>\$35</b>	
<b>All change order plans review</b>	<b>\$75</b>	
<b>Plans review for installation of cistern</b>	<b>\$100</b>	
<b>Final inspection for compliance</b>	<b>\$35</b>	
<b>All change order plans review</b>	<b>\$75</b>	
<b>Plans review for any "H" occupancy or area</b>	<b>\$450</b>	
<b>Final inspection for compliance</b>	<b>\$50</b>	
<b>All change order plans review</b>	<b>\$75</b>	
<b>Violation Search</b>	<b>\$30</b>	

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**NOTES:**

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**2020 Fire Prevention Fee Schedule**

Fee Schedule	2020 Fee Schedule	Proposed Increase
<b>Public Assembly</b>		
<i>Occupant load</i>		
Less than 50	\$0	
50-250	\$175	
251-500	\$350	
501 – 1,050	\$650	
More than 1,050	\$900	
<b>PERMIT TYPE: TC 199 Annual Permit</b>		
<b>Junkyard Annual Fee</b>	\$405	
There shall be a late fee of	\$40 for any permit that is not renewed within thirty days of the renewal date.	
<b>PERMIT TYPE: TC 220 Annual Permit</b>		
<b>Manufactured Home Annual Fee</b>	\$400	
There shall be a late fee of \$40 for any permit that is not renewed within thirty days of the renewal date.		
<b>PERMIT TYPE: TC 250 Seasonal Permit</b>		
<b>Sidewalk Dining</b>	\$250	
There shall be a late fee of	\$30 for any permit that is not renewed within thirty days of the renewal date.	
<b>PERMIT TYPE: TC 330 Annual Permit</b>		
<b>Bed &amp; Breakfast Annual Fee</b>	\$175	
There shall be a late fee of	\$30 for any permit that is not renewed within thirty days of its date of expiration.	
<b>PERMIT TYPE: TC 330 Temporary Permit</b>		
<b>Farm Stand Fee</b>	\$40	
Late fee	\$15	
<b>PERMIT TYPE: TC Annual Permit</b>		
<b>Mulch &amp; Hogging Log Storage Application</b>	\$150	
Late fee	\$35	

**NOTES:**

# Town of Southampton

## 2020 Adopted Budget

### Fire Prevention - 3410

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	2020 Adopted / 2019 Amended Difference	2020 Adopted / 2019 % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	575,998	570,998	615,988	594,034	594,034	601,241	619,317	619,317	619,317	25,283	4.26%	598,984	618,046	618,046	618,046
	<b>Total Real Property Taxes</b>	<b>575,998</b>	<b>570,998</b>	<b>615,988</b>	<b>594,034</b>	<b>594,034</b>	<b>601,241</b>	<b>619,317</b>	<b>619,317</b>	<b>619,317</b>	<b>25,283</b>	<b>4.26%</b>	<b>598,984</b>	<b>618,046</b>	<b>618,046</b>	<b>618,046</b>
<b>Other Revenue:</b>																
1523	Alarm Billing	50,000	68,295	50,000	50,000	56,880	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
1561	Inspection Contracts	1,000	1,968	1,000	1,000	2,512	1,000	1,000	1,000	1,000	0	0.02%	1,000	1,000	1,000	1,000
2550	Public Safety Permits	250,000	263,256	250,000	250,000	240,323	250,000	250,000	250,000	250,000	0	0.00%	250,000	250,000	250,000	250,000
2680	Insurance Recoveries	0	0	0	0	1,675	0	0	0	0	0	0.00%	0	0	0	0
2701	Miscellaneous Tax Receipts	0	4,657	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	24,572	0	0	5,621	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>301,000</b>	<b>362,749</b>	<b>301,000</b>	<b>301,000</b>	<b>307,012</b>	<b>301,000</b>	<b>301,001</b>	<b>301,001</b>	<b>301,001</b>	<b>0</b>	<b>0.00%</b>	<b>301,000</b>	<b>301,000</b>	<b>301,000</b>	<b>301,000</b>
	<b>Total Revenue</b>	<b>876,998</b>	<b>933,747</b>	<b>916,988</b>	<b>895,034</b>	<b>901,046</b>	<b>902,241</b>	<b>920,318</b>	<b>920,318</b>	<b>920,318</b>	<b>25,283</b>	<b>2.82%</b>	<b>899,984</b>	<b>919,046</b>	<b>919,046</b>	<b>919,046</b>
<b>Salaries:</b>																
6100	Salaries	466,156	463,991	475,559	442,441	398,897	485,833	479,972	479,972	479,972	(37,531)	(8.48%)	495,555	490,491	490,491	490,491
6101	Overtime	35,000	42,837	37,000	37,000	31,678	37,000	37,000	37,000	37,000	0	0.00%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	7,370	4,551	7,274	7,274	6,757	3,200	3,200	3,200	3,200	4,074	56.01%	3,200	3,200	3,200	3,200
6105	Part Time Salaries	11,645	14,786	11,878	24,878	17,618	12,098	12,098	12,098	12,098	12,780	51.37%	12,322	12,322	12,322	12,322
6110	Longevity	37,501	37,376	39,184	39,184	35,534	33,275	33,275	33,275	33,275	5,909	15.08%	33,841	33,841	33,841	33,841
6144	Clothing Cleaning	1,500	1,200	1,500	1,500	900	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	<b>Total Salaries</b>	<b>559,172</b>	<b>564,741</b>	<b>572,395</b>	<b>552,277</b>	<b>491,384</b>	<b>572,905</b>	<b>567,044</b>	<b>567,044</b>	<b>567,044</b>	<b>(14,767)</b>	<b>(2.67%)</b>	<b>581,417</b>	<b>576,353</b>	<b>576,353</b>	<b>576,353</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	72,717	67,680	69,542	69,542	57,549	67,932	67,106	67,106	67,106	2,435	3.50%	69,268	68,545	68,545	68,545
6830	FICA Tax Expenditure	42,565	42,732	43,327	41,569	38,655	40,712	40,202	40,202	40,202	1,367	3.29%	41,386	40,938	40,938	40,938
6835	MTA Tax	1,964	1,905	2,009	1,931	1,646	1,887	1,864	1,864	1,864	67	3.48%	1,924	1,904	1,904	1,904
6840	Worker's Compensation	16,784	15,036	18,717	18,717	14,435	18,963	18,151	18,151	18,151	566	3.02%	19,342	18,551	18,551	18,551
6860	Medical Insurance - Active Employees	148,284	148,129	157,872	157,872	128,504	145,428	172,536	172,536	172,536	(14,664)	(9.29%)	145,428	172,536	172,536	172,536
6865	Dental & Optical	7,906	8,049	7,992	7,992	6,529	8,280	8,280	8,280	8,280	(288)	(3.60%)	8,280	8,280	8,280	8,280
6875	Disability	230	29	139	139	8	139	139	139	139	0	0.00%	139	139	139	139
	<b>Total Employee Benefits - Current</b>	<b>290,451</b>	<b>283,559</b>	<b>299,598</b>	<b>297,762</b>	<b>247,324</b>	<b>283,341</b>	<b>308,278</b>	<b>308,278</b>	<b>308,278</b>	<b>(10,516)</b>	<b>(3.53%)</b>	<b>285,767</b>	<b>310,893</b>	<b>310,893</b>	<b>310,893</b>
	<b>Total Employee Costs</b>	<b>849,623</b>	<b>848,300</b>	<b>871,993</b>	<b>850,039</b>	<b>738,708</b>	<b>856,246</b>	<b>875,322</b>	<b>875,322</b>	<b>875,322</b>	<b>(25,283)</b>	<b>(2.97%)</b>	<b>867,184</b>	<b>887,246</b>	<b>887,246</b>	<b>887,246</b>
<b>Contractual:</b>																
6401	Contracts	575	437	22,175	15,175	461	22,175	22,175	22,175	22,175	(7,000)	(46.13%)	10,950	10,950	10,950	10,950
6403	Gasoline	14,000	8,978	10,000	10,000	6,147	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
6406	Repair Equipment	600	569	800	1,800	156	800	800	800	800	1,000	55.56%	600	600	600	600
6407	Repair Building	1,000	0	1,000	500	0	1,000	0	0	0	500	100.00%	1,000	0	0	0
6410	Postage	150	50	150	150	150	150	150	150	150	0	0.00%	150	150	150	150
6411	Printing and Stationery	600	160	600	455	277	600	600	600	600	(145)	(31.87%)	600	600	600	600
6412	Publications	1,350	1,346	1,350	2,095	1,495	1,350	1,350	1,350	1,350	745	35.56%	1,400	1,400	1,400	1,400
6416	Travel, Dues and Related	250	157	800	800	79	800	800	800	800	0	0.00%	250	250	250	250
6418	Uniforms	700	84	1,570	1,570	0	1,570	1,570	1,570	1,570	0	0.00%	700	700	700	700
6420	Other	0	72	0	500	506	1,000	1,000	1,000	1,000	(500)	(100.00%)	1,000	1,000	1,000	1,000



**Town of Southampton**  
**2020 Adopted Budget**  
**Fire Prevention - 3410**

Account Code	Description	2018	2018	2019	2019	2019	2020		2020	2020	2020	2020	2021	2021	2021	2021
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2019 Amended Difference	Adopted / 2019 Amended % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6423	Small Equipment (Non-Capital)	1,000	331	1,000	1,000	120	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,000	754	1,000	1,000	415	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6426	Supplies - Other	500	1,032	500	5,900	445	500	500	500	500	5,400	91.53%	500	500	500	500
6450	Schools & Training	400	56	800	800	488	800	800	800	800	0	0.00%	400	400	400	400
6466	Telephone - Wireless	3,000	2,428	3,000	3,000	1,813	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	2,250	192	250	250	91	250	250	250	250	0	0.00%	250	250	250	250
	<b>Total Contractual</b>	27,375	16,646	44,995	44,995	12,641	45,995	44,995	44,995	44,995	0	0.00%	32,800	31,800	31,800	31,800
	<b>Total Expenditures</b>	<b>876,998</b>	<b>864,946</b>	<b>916,988</b>	<b>895,034</b>	<b>751,350</b>	<b>902,241</b>	<b>920,317</b>	<b>920,317</b>	<b>920,317</b>	<b>(25,283)</b>	<b>(2.82%)</b>	<b>899,984</b>	<b>919,046</b>	<b>919,046</b>	<b>919,046</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>68,801</b>	<b>0</b>	<b>0</b>	<b>149,696</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# ANIMAL CONTROL

## 2020 ORGANIZATIONAL CHART

**DEPARTMENT OF  
PUBLIC SAFETY**

**CODE SERVICES**

**ANIMAL SHELTER SUPERVISOR**  
**Donald Bambrick**

Supervises Animal Control Officer I and Animal Control Officer II in the enforcement of NYS and Town of Southampton codes pertaining to animals. Enforcement includes dealing directly with the public; writing notices of violation; issuing appearance tickets and criminal summonses.

Supervises Animal Control Officer I and Animal Control Officer II in the investigation of complaints pertaining to animals. Complaints include, but are not limited to, noise violations, animal housing issues, bites and dogs running at large. Reviews and maintains records.

Operates a motor vehicle in the course of duties.

Supervises and participates in the patrol of Town properties, roadways and beaches for the purpose of enforcing New York State and Town of Southampton laws pertaining to animals. Maintains records on activities.

Investigates complaints of cruelty to animals; educates the public on humane care of animals; issues warnings and appearance tickets, as necessary.

Acts as liaison between the Town and the privatized Animal Shelter.

Attends Animal Behavior Assessment Committee meetings.

Prepares and maintains statistical reports regarding the operations of the Animal Control Department and Animal Shelter.

Reviews policies and procedures to assure the safety of all individuals involved in the transportation, contact and housing of animals under the control of the Town of Southampton and the animal shelter and makes recommendations.

Reviews policies and procedures regarding the effective and efficient operation of the Animal Control Department and Animal Shelter and makes recommendations.

Coordinates within the National Incident Management System (NIMS), as set up by the Town of Southampton during emergencies, typical duties may include, but are not limited to supervising Animal Control officers and the Animal Shelter in their assigned emergency duties; assisting with the Town's emergency operations.

May attend other meetings including public information meetings, Town Board meetings, other public meetings and educational presentations.

**ANIMAL CONTROL OFFICER I**  
**Catherine Antos**  
**Michael Lorenz**

Enforces NYS and Town of Southampton codes pertaining to animals. Enforcement includes dealing directly with the public; writing notices of violation; issuing appearance tickets and criminal summonses.

Patrols town properties, roadways and beaches for the purpose of enforcing New York State and Town of Southampton laws pertaining to animals. Maintains records on activities.

Investigates complaints pertaining to animals. Complaints include, but are not limited to, noise violations, animal housing issues, bites and dogs running at large. Maintains records.

Picks up and transports animals either injured, or running at large.

Assists with shelter duties, as needed.

Coordinates with the shelter staff and resources, under the direction of the Animal Shelter Supervisor, to assure the safety of all individuals involved in the transportation, contact and housing of animals under the control of the Town of Southampton.

Assists the public with issues involving wild animals.

Assists the public with issues involving destruction of chickens, ducks, domesticated rabbits and/or livestock by dogs running at large.

Is available on a rotating basis 24 hours-a-day, 365 days-a-year for response to after-hour emergencies.

Understands safe handling procedures for stray and wild animals. Utilizes humane equipment including restraining devices and traps to perform duties.

Possesses and maintains knowledge of animal disease, including zoonotic diseases. Observes animals under their control for signs of illness. Provides information to the appropriate individuals, including but not limited to the Animal Shelter Supervisor, Veterinary Technician and kennel attendants.

Does related work, as required.



# Department Summary

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*Department: Animal Control*

**Budget Year:** 2020  
**Division:** Public Safety Department  
**Tax District:** Full Town

**Cost Center #:** 3511  
**Manager:** Don Bambrick

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Enforcing applicable Town Code and NYS Agriculture and Market Laws to ensure public safety and quality of life for resident and visitors, including the associated animal populations.

## **Workload:**

Responds to calls as dispatched; enforces Town Code Chapter 150 and NYS Agriculture and Markets Law Article 7; seizes dogs found to be in violation of State and local laws; provides routine patrols, including Town beaches; maintains records and files bite reports; reviews applications for Commercial Animal Enterprises and issues permits; works with the SPCA on cruelty complaints and animal emergency preparedness; follows up on dog licensing.

## **Goals & Objectives:**

In 2010, the Animal Control Unit was relocated to the Animal Shelter. The Animal Shelter Supervisor is tasked with oversight of the privatized animal shelter. The Town will continue to function as a landlord to the Southampton Animal Shelter Foundation, the nonprofit organization which was awarded the contract to privatize the animal shelter by Town Board Resolution 2009-1313. Pursuant to this agreement, the Animal Shelter Supervisor will continue to coordinate the Town's obligations and serve as the point of contact to the Southampton Animal Shelter Foundation.

In 2015, the contract with the Southampton Animal Shelter Foundation was revised to remove the Animal Control Department from the shelter.

In 2016 the Animal Control Unit was relocated to the Fire Marshal's office on Jackson Avenue, and shelter oversight was removed from the Animal Shelter Supervisor's Duties.

## **Legal Authority:**

Animal Control operates under the authority of NYS Agriculture & Markets Law Article 7, Sections 114 and 115 and Southampton Town Code Chapter 150.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
<b>Public Safety Department</b>													
<b>Animal Control Division</b>													
<b>Animal Control - 3511</b>													
Animal Shelter Supervisor	ADMINISTRATIVE	94,248	4,713	2,872	101,833	13,440	8,079	13,232	4,146	38,897	140,730	32.3	100.0
Animal Control Officer I	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - D / Step 3	51,425	0	300	51,725	13,104	4,114	6,739	2,257	26,215	77,940	1.7	100.0
Animal Control Officer I	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	66,425	6,643	2,440	75,508	31,500	5,980	9,794	2,940	50,214	125,721	35.0	100.0
<b>Total Animal Control - 3511</b>		<b>212,099</b>	<b>11,356</b>	<b>5,612</b>	<b>229,066</b>	<b>58,044</b>	<b>18,173</b>	<b>29,765</b>	<b>9,344</b>	<b>115,325</b>	<b>344,392</b>		

**NOTES:**

# Town of Southampton

## 2020 Adopted Budget

### Animal Control - 3511

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	2020 Adopted / 2019 Amended Difference	2020 Adopted / 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	370,854	372,364	386,501	386,501	386,501	388,184	355,407	355,407	355,407	(31,094)	(8.04%)	394,794	361,959	361,959	361,959
	<b>Total Real Property Taxes</b>	<b>370,854</b>	<b>372,364</b>	<b>386,501</b>	<b>386,501</b>	<b>386,501</b>	<b>388,184</b>	<b>355,407</b>	<b>355,407</b>	<b>355,407</b>	<b>(31,094)</b>	<b>(8.04%)</b>	<b>394,794</b>	<b>361,959</b>	<b>361,959</b>	<b>361,959</b>
<b>Other Revenue:</b>																
2552	Animal Control Permit Fees	1,000	900	1,000	1,000	900	1,000	1,000	1,000	1,000	0	(0.01%)	1,000	1,000	1,000	1,000
2701	Miscellaneous Tax Receipts	0	19	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>1,000</b>	<b>919</b>	<b>1,000</b>	<b>1,000</b>	<b>900</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>(0.01%)</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>Total Revenue</b>	<b>371,854</b>	<b>373,283</b>	<b>387,501</b>	<b>387,501</b>	<b>387,401</b>	<b>389,184</b>	<b>356,407</b>	<b>356,407</b>	<b>356,407</b>	<b>(31,094)</b>	<b>(8.02%)</b>	<b>395,794</b>	<b>362,959</b>	<b>362,959</b>	<b>362,959</b>
<b>Salaries:</b>																
6100	Salaries	203,195	198,680	206,761	206,761	177,644	212,099	212,099	212,099	212,099	(5,338)	(2.58%)	217,078	217,078	217,078	217,078
6101	Overtime	3,000	0	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6103	Accumulated Sick/Personal Days	6,440	5,309	5,791	5,791	5,188	5,012	5,012	5,012	5,012	779	13.45%	5,012	5,012	5,012	5,012
6110	Longevity	13,310	10,360	11,107	11,107	11,107	11,356	11,356	11,356	11,356	(248)	(2.23%)	11,487	11,487	11,487	11,487
6144	Clothing Cleaning	600	325	600	600	600	600	600	600	600	0	0.00%	600	600	600	600
	<b>Total Salaries</b>	<b>226,545</b>	<b>214,674</b>	<b>227,259</b>	<b>227,259</b>	<b>194,539</b>	<b>232,066</b>	<b>232,066</b>	<b>232,066</b>	<b>232,066</b>	<b>(4,807)</b>	<b>(2.12%)</b>	<b>237,177</b>	<b>237,177</b>	<b>237,177</b>	<b>237,177</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	32,481	30,231	30,451	30,451	25,200	30,360	29,765	29,765	29,765	686	2.25%	31,040	30,430	30,430	30,430
6830	FICA Tax Expenditure	18,461	16,196	18,533	18,533	14,782	18,869	18,563	18,563	18,563	(30)	(0.16%)	19,160	18,921	18,921	18,921
6835	MTA Tax	828	720	831	831	657	849	833	833	833	(1)	(0.16%)	867	851	851	851
6840	Worker's Compensation	12,679	11,359	12,902	12,902	9,950	13,235	8,484	8,484	8,484	4,418	34.24%	13,546	8,683	8,683	8,683
6860	Medical Insurance - Active Employees	64,920	59,590	84,876	84,876	45,299	81,012	53,904	53,904	53,904	30,972	36.49%	81,012	53,904	53,904	53,904
6865	Dental & Optical	3,953	3,585	3,996	3,996	3,515	4,140	4,140	4,140	4,140	(144)	(3.60%)	4,140	4,140	4,140	4,140
6875	Disability	86	14	52	52	3	52	52	52	52	0	0.00%	52	52	52	52
	<b>Total Employee Benefits - Current</b>	<b>133,409</b>	<b>121,696</b>	<b>151,642</b>	<b>151,642</b>	<b>99,406</b>	<b>148,518</b>	<b>115,740</b>	<b>115,740</b>	<b>115,740</b>	<b>35,901</b>	<b>23.68%</b>	<b>149,817</b>	<b>116,982</b>	<b>116,982</b>	<b>116,982</b>
	<b>Total Employee Costs</b>	<b>359,954</b>	<b>336,369</b>	<b>378,901</b>	<b>378,901</b>	<b>293,945</b>	<b>380,584</b>	<b>347,807</b>	<b>347,807</b>	<b>347,807</b>	<b>31,094</b>	<b>8.21%</b>	<b>386,994</b>	<b>354,159</b>	<b>354,159</b>	<b>354,159</b>
<b>Contractual:</b>																
6403	Gasoline	6,500	3,011	4,500	4,500	2,312	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500
6411	Printing and Stationery	300	0	300	300	6	300	300	300	300	0	0.00%	300	300	300	300
6418	Uniforms	800	759	800	800	0	800	800	800	800	0	0.00%	800	800	800	800
6423	Small Equipment (Non-Capital)	1,000	854	500	500	0	500	500	500	500	0	0.00%	700	700	700	700
6466	Telephone - Wireless	1,800	602	1,000	1,000	502	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6481	Veterinarian Fees	1,500	276	1,500	1,500	902	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	<b>Total Contractual</b>	<b>11,900</b>	<b>5,503</b>	<b>8,600</b>	<b>8,600</b>	<b>3,722</b>	<b>8,600</b>	<b>8,600</b>	<b>8,600</b>	<b>8,600</b>	<b>0</b>	<b>0.00%</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
	<b>Total Expenditures</b>	<b>371,854</b>	<b>341,872</b>	<b>387,501</b>	<b>387,501</b>	<b>297,667</b>	<b>389,184</b>	<b>356,407</b>	<b>356,407</b>	<b>356,407</b>	<b>31,094</b>	<b>8.02%</b>	<b>395,794</b>	<b>362,959</b>	<b>362,959</b>	<b>362,959</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>31,411</b>	<b>0</b>	<b>0</b>	<b>89,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>