

Mayor Bucciferro called the meeting to order at 6:00p.m.

PRESENT: Trustee Cook, Trustee Solotruck & Mayor Bucciferro

EXCUSED: Trustee Brown and Trustee Gray

STRATEGIC PLANNING SESSION

Chief Wood presented the following overview of services provided by Scotia Fire Department:

Scotia Fire Department current services provided:

Emergency response to:

- All fire alarms
- All Carbon Monoxide alarms
- Odors of gas inside or outside
- All Structure fires/car fires/brush fires/etc
- Trees down/wires down/weather related emergencies
- Emergency medical calls, including lift assists, medical alarms, trouble with medications
 - o Basic life support
 - o Advanced life support
- Auto accidents with or without injuries
- Water rescue emergencies
- Ice rescue emergencies
- Mutual aid requests from neighboring departments for all of the above
- Any other request from residents that call 911

Non-emergency activities:

- Commercial fire inspection for both businesses and assembly spaces
- Rental property fire inspections
- Fire/property code enforcement
- Public education for CPR
- Fire prevention training at schools
- Detailed record keeping for all emergencies with peer review
- Annual fire training refresher minimum 100 hrs per career member
- Annual medical refresher training minimum 24 hrs for all EMS providers
- Fire hydrant testing
- Routine vehicle maintenance on department apparatus which includes daily checks of all equipment

Activity for the month of June

- Responded to 213 emergency calls for the month, 989 calls for the year of 2025 (Till June 30th)
 - o Mutual aid provided 21 times and received 3 times for June
 - o Mutual aid for 2025 127 times
- 36 rental inspections
- 5 commercial inspections

Average call volume

- 2025- 989 calls
- 2024-over 2000 calls
- 2023- 1969 calls
- Call volume increases roughly 5% each year

Chief Halbfinger provided the following overview of the Scotia Police Department:

Scotia Police Department

2025 PUBLIC OVERVIEW PRESENTATION

The **Scotia Police Department** is a full-service law enforcement agency proudly serving the **Village of Scotia**.

- **Annual Budget (2025):** ~\$1.8 Million
- **Personnel:**
 - 15 Full-Time Sworn Officers
 - 3 Part-Time Sworn Officers
 - 1 Full-Time Clerk
 - 1 Part-Time Clerk
- **Fleet:** 7 Patrol Vehicles

OUR MISSION

The mission of the Scotia Police Department is to enhance the quality of life in Scotia by working in partnership with the community to enforce the law, thereby protecting lives, preserving peace and maintaining order, and upholding constitutional rights of all people.

The Scotia Police Department strives for a common goal to proactively reduce crime and maintain order to keep our residents safe, and improve the quality of life for our community. We plan to accomplish this by establishing our core values along with implementing community engagement and by using modern technological advancements.

DEPARTMENT STRUCTURE

Patrol Division

- 4 Platoons
 - Each staffed with **1 Sergeant & 2 Patrol Officers**
 - **12-hour shifts**
 - 24/7 Coverage: Operates around the clock in shifts to ensure constant community protection.

Specialized Roles

- **Detective**
 - Handles serious crime investigations
 - Assigned part-time to **Schenectady County Street Crimes Task Force**
- **School Resource Officer (SRO)**
 - Full-time officer dedicated to school safety

SERGEANT SUPERVISORY ROLES

Each Sergeant has an **additional leadership function**:

Sergeant Role	Responsibilities
Administrative	Datamaster/ Maintenance/Records & Supplies-Location-Stored , BAO records, Radar unit/Cal records & supplies, Tracs admin, E-Justice -TAC, Fleet Maintenance, Quartermaster, Facilities, IT Support (liaison) Computer Software/Hardware, Live Scan, Court Liaison, FOILs, Car Seat Program Maintenance
Patrol	House Property Requests, DV Report, OP Book Maintenance, Business Contacts, FTO supervisor, MVA report approvals, SJS admin/IBR Report, Parking Ticket Records, Supplies, Scheduling Software, STOP DWI, Use of Force Reporting, Bicycle Patrol and Maintenance
Investigations	ERPO, Photo Download, Sex Offender Registry, Field Intel/NYSIC Liaison Investigations, Warrants, HQ Video Recordings, Point of Contact for DA Digital, Body Worn Camera, Property/Evidence Manager, CRCAC liaison
Support Services	Training supervisor, Intern Supervisor, Crossing Guards Supervisor, County Emergency- Management Liaison, Comm Veh- Enforcement, Website/social media, Firearms Maintenance & supplies, S-G Schools liaison/SRO Supervisor, Zone 5 Liaison, Police One Academy Admin, PTS/CPS Grant, Grants, Scheduling Software

OPERATIONS

Patrol & Community Engagement

- Proactive crime deterrence
- Bicycle Patrol
- Emergency & Non-Emergency Response
- Community Outreach & Visibility

Investigations

- Serious crime follow-up
 - Homicide, suicide, suspicious death, medical examiner death investigation, or felonies involving firearms,
 - All sex offenses (i.e. criminal sexual abuse/assault),
 - Armed robbery, robbery,
 - Arson or suspicious fires, (see appendix B)
 - Burglary -- residential or commercial, when a suspect is in custody,

- Attempted Felony, Offenses
- Violent crimes, when aggravated injuries to victim occur.
- Narcotics cases that require an immediate follow-up.
- Missing juvenile and missing persons reports.
- 1 full time investigator and 2 part time investigators
- Training includes Photography, Evidence Technician, Basic Investigator
- Partnering with **Capital Region Crime Analysis Center (CRCAC)**
- Coordination with regional and county law enforcement

Traffic Safety

- Balanced approach to traffic safety, combining community engagement, public education, and fair enforcement.
- Traffic detail deployments (Police Traffic Services, Stop DWI)

Training & Readiness

- Annual Firearms and Taser Certification
- Online law enforcement training modules
- Daily training bulletins
- Identify other local training that are pertinent to send officers to
- Officer development planning

SCHOOL RESOURCE OFFICER

- Partnered with the School District
- Focused on student safety, crisis prevention, and education

BICYCLE PATROL

- Engages with the community
- Provides flexible, visible patrol in parks and neighborhoods

GRANTS & EXTERNAL FUNDING

We actively pursue grants to **supplement our budget** and enhance public safety:

Grant/Funding Source	Amount
Livescan (Fingerprinting)	\$29,000
Byrne JAG (Justice Assistance)	\$198,000
Street Camera Program	\$50,000
Mental Health Crisis Initiative	\$84,000
Street Crimes Task Force	\$30,000
DA Discovery Compliance	\$18,000
COPS Grant	\$41,000
SRO Funding (School District)	\$41,000
Police Traffic Services	\$6,000

Total Active Grant Funding: \$497,000

ADVANTAGES OF THE VILLAGE OF SCOTIA POLICE DEPARTMENT

Having your own village police department offers significant advantages through localized control, responsiveness, and community engagement. With direct oversight by the village government and residents, the department can ensure accountability and align its budget and priorities with local needs. The smaller geographic area enables faster response times and allows officers to adopt proactive patrol strategies that help deter crime. Scotia officers often develop strong relationships with community members, fostering trust and enhancing communication.

This close connection supports tailored policing strategies, quicker adaptation to emerging issues, and more effective problem-solving. Ultimately, a village managed police force provides consistent presence, greater community focus, and service delivery that reflects the unique characteristics of Scotia.

PRESENTATION FROM WADE BELTRAMO-NYCOM

Wade Beltramo provided the board with an overview of municipal partnerships, the process of a village becoming a city and factors to consider when consolidating services.

LIABILITY INSURANCE RENEWAL

MOVED by Trustee Cook, seconded by Trustee Solotruck that

Whereas, Gallagher Insurance has submitted a proposal for the Village's Liability Insurance Program, now therefore

Be it Resolved that the Board of Trustees approves renewing the Village's Liability Insurance Program through Gallagher Insurance in the amount of \$177,723.46 commencing August 1, 2025.

Ayes: Trustee Cook, Solotruck & Mayor Bucciferro

Noes: None

Abstentions: None

H2M ARCHITECTS AND ENGINEERS PAYMENT-PHASE 1

MOVED by Trustee Cook, seconded by Trustee Solotruck that

Whereas, the Village entered into an agreement with H2M architects + engineers for Municipal Facilities Project Phase 1, and

Whereas, request for payment has been presented for Amendment #15, now therefore

Be it Resolved, that the Board of Trustees approves payment of Phase 1-Amendment #15 in the amount of \$700.00.

Ayes: Trustee Cook, Solotruck & Mayor Bucciferro

Noes: None

Abstentions: None

H2M ARCHITECTS AND ENGINEERS PAYMENT-PHASE 2

MOVED by Trustee Cook, seconded by Trustee Solotruck that

Whereas, the Village entered into an agreement with H2M architects + engineers for Municipal Facilities Project Phase 2, and

Whereas, request for payment dated 6/19/25 has been presented, now therefore

Be it Resolved, that the Board of Trustees approves payment dated 6/19/25 for Phase 2, in the amount of \$1,681.00.

Ayes: Trustee Cook, Solotruck & Mayor Bucciferro

Noes: None

Abstentions: None

H2M ARCHITECTS AND ENGINEERS PAYMENT-PHASE 2

MOVED by Trustee Cook, seconded by Trustee Solotruck that

Whereas, the Village entered into an agreement with H2M architects + engineers for Municipal Facilities Project Phase 2, and

Whereas, request for payment dated 7/2/25 has been presented, now therefore

Be it Resolved, that the Board of Trustees approves payment dated 7/2/25 for Phase 2, in the amount of \$9,749.80.

Ayes: Trustee Cook, Solotruck & Mayor Bucciferro

Noes: None

Abstentions: None

July 21, 2025

ADJOURNMENT

MOVED by Trustee Cook, seconded by Trustee Solotruck to adjourn the meeting at 7:32p.m.

Ayes: Trustee Cook, Solotruck & Mayor Bucciferro

Noes: None

Abstentions: None

Respectfully submitted,

Maria A. Schmitz

Clerk to the Village Board of Trustees