

Technology & Resiliency Committee Minutes
April 29, 2021 – 4:00 p.m.

Present: Chairwoman Gaston; Committee Members Phil Barrett, Eric Connolly, Bill Peck, Mike Smith; Steve Bulger, Audra Hedden, Matt Rose County Administrator's Office; Michael Hartnett, County Attorney; Eileen Bennett, Information Technology; John Warnt, Purchasing; Andrew Jarosh, County Treasurer.

Chairwoman Gaston called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Connolly, seconded by Mr. Peck, the minutes of the March 25, 2021 meeting were approved unanimously.

Boardroom/Committee Room Audio & Video upgrades

Mrs. Bennett said in 2020, IT was tasked to find a full turnkey solution for audiovisual solution for the Board room and the Committee room. A proposal was secured under the New York state contract for over \$200,000. Due to that cost, it was decided that an RFP would be released for an audiovisual solution for the Board room and Committee room. That RFP was sent out. It has been received back. We reviewed them, have completed a review and have recommended Presentation Concepts Corporation out of Syracuse, New York, due to the full solution that they were able to give us. With growth in that system under licensing versus hardware, it was expandable and would be a solution for us for future growth in the event that we wanted more things in that audiovisual solution. Mr. Warnt is here in case anyone has any questions in regards to the specifics of that RFP.

Mr. Smith asked how many RFP's were received. Mr. Warnt said 48 vendors had downloaded the documents. Four vendors submitted proposals. Mr. Peck asked about the cost. Mr. Warnt said PCC was \$143,735. Mr. Peck said reading the details of what we had for background information, it said audio visual then it has something about individual screens at each location and so is the visual a general room visual or is it like when a speaker starts then the camera would light up on their screen or something.

Ms. Gaston asked Mr. Warnt to give a brief rundown of the project. Mr. Warnt said he would start with an overall review of the RFP process. This RFP went out on March 17. It was opened on April 16. We did hold a pre bid conference on March 30 and three vendors attended that conference. After that conference, an addendum was released on April 9 that included a complete transcript of that pre bid conference, as well as drawings of each room involved in the upgrade. Again, 48 companies viewed the documents of which four proposals were received. The general gist of the RFP was for a complete turnkey system. This system included video upgrades to the Board of Supervisors Room, the Committee Room, as well as a system that would allow each individual Supervisor to have a screen in front of them that could view any presentation that was being shown at any particular meeting. It would include screens for the gallery and the back of the Board Room and the Committee Room. PCC's proposal included an all in one screen microphone system that would show any presentation that was being shown. Microphone is part of that. The footprint that this takes up on the desk is very small. The modifications to the Supervisors' tables here would be minimal. The other, in fact, all three other proposals, called for separate systems, the microphone system and then just some kind of flat screen monitor that took up a lot of space at each individual Supervisor's space. Along with that, and the fact that PCC system is expandable, scalable, with the possibility of going paperless in the near future, without any change to hardware, we'd simply only have to buy some licensing. PCC's system does have snap cameras. The current design, they have a camera on each side of the room. As soon as a

Supervisor keys in their microphone and begins to speak, the camera will snap to that Supervisors' location or that microphone location.

Mr. Peck thanked Mr. Warmt. He asked if the attempt was to make this viable for live streaming on a cable channel or something for the public to view. Ms. Gaston said that option does exist. She said that the RFP was not specific. We wanted to use the expertise of these individual organizations that would be bidding on it; to say what they thought was best. If you are dealing with a lot of equipment on the table, we are running out of room to sit and write notes and do anything else. She said the sound system needs to be updated/upgraded and the public needs access to the committee meetings and board meetings. Mrs. Bennett said the system chosen is upgradable with cameras and TV's. Anything that we were thinking of, for future growth, the system can accommodate. It will require no change to the configuration of the room, wiring or anything like that. We would be able to expand with just the additional hardware. Ms. Gaston asked about monitors or visuals for the back of the room. Mrs. Bennett said the quotes did contain TV's for the gallery.

Mr. Smith asked what the range in prices were for the proposals received. Mr. Warmt said the lowest proposal was \$97,313 and the highest was \$146,364.59. Mr. Peck said if we were not accepting the lowest bid then there needs to be an explanation on the record. Mr. Warmt said part of the RFP process called for I'll call it a grading system or a review. A comprehensive review is done by Purchasing, the IT Department, Clerk of the Board, and the Administrator's Office. We all separately filled out scoring sheets and PCC scored the highest on the scoring sheets. We looked at their capability and ability to do the job. We looked at their experience, the service, the ease of use of the system. We looked at cost. We looked at responsiveness to the RFP. Ms. Gaston said the other proposals did not mention paperless or the ability to scale. Mr. Peck said Mr. Warmt's description is reasoning enough.

On a motion by Mr. Smith, seconded by Mr. Connolly unanimous approval was given to award the Audio and Visual upgrades to the Board Rooms and the Committee Room to Presentation Concepts Corporation of Syracuse, New York.

Upgrade to DMV Phone System

Ms. Gaston said the next item on the agenda was the phone upgrades for DMV. Mrs. Bennett said in 2019, as public safety facility building was being constructed, we needed a phone solution for that building. At the same time, our current phone systems at 25 West High Street, 50, West High Street, 40 McMasters and several other departments were all outdated. We were only paying maintenance on that lease system. It was decided we would stay and upgrade our lease system. And at that time, as time allotted, we have upgraded each system. We put in place a leased phone system in the Public Safety Building. The last part of that upgrade is DMV and will be upgrading their system and including maintenance into our lease contract with Twin State. Mrs. Bennett said that this resolution is to allow the upgrade and maintenance of a new system for the Department of Motor Vehicle.

On a motion by Mr. Peck, seconded by Ms. Gaston unanimous approval was given for the upgrades to the phone system for DMV at the requested 39 months for \$997 a month.

Saratoga County Website update

Ms. Gaston said that at last month's meeting there was a discussion on the website and what changes Supervisors may want. She had asked members to send website examples to her. She had received seven. Mr. Connolly said he looked for award winning county websites. He chose two to send in and spoke on the two. The sites were user friend and aesthetically pleasing. Mrs. Bennett said that most websites are templates and suggested finding a template that works for what

everyone wants. After much discussion, Ms. Gaston appointed a Website Subcommittee and named the following: Supervisors Tara N. Gaston, Eric Connolly, Eileen Bennett, Mike Hartnett, Matt Rose, and Andrew Jarosh. Ms. Gaston said that this would make this move faster to then report to this Committee and ultimately the full Board. (Please see bottom of the minutes for links to the suggested websites.)

Government Resiliency Plan

Ms. Gaston said that at last month's meeting there was talk about a Resiliency Plan and Development. The interest from the Committee was primarily focused on government. She asked to see if there was any particular interest or thoughts moving forward on this now as there are a number of ways to go about it. Ms. Gaston said this would be on future agendas.

Community Resiliency Committee

Ms. Gaston will be developing an outside committee that will look at community resiliency. She said that it would involve emergency preparedness. It would also involve what our community doing, what do we need to do, and how can we benefit our community and help organize them. One of the reasons that this is helpful is in the ice storms and flooding. In Texas, they had already developed small units, like neighborhoods, that were prepared to respond with each other. That helped keep many people alive and fed in an emergency. She would like to see what we could do to help our community in that respect. She said she would be putting out an interest form. She would like any Supervisor and community members to recommend people or organizations that should be a part of this. One of the problems at the beginning of COVID was that communication was not what it could have been in our County to get out information and to deal with each other and figure out what to do and how to respond. Part of the goal of this plan would be to codify that information so that it is a little easier so we do not stuck in that situation again. She said that she is going to be putting out that interest form. All supervisors will have it. She would ask Supervisors and department heads, etc. to put it on town, websites, etc. She said there are many organizations that have expressed interest.

Mr. Peck said one thing you should probably be aware of is each town has an emergency manager already assigned in each town and he would assume the city. That manager is there to help with plans and put them into action when emergencies arise.

Ms. Gaston said yes, absolutely. She knew that they have emergency services and emergency committees, as well. She said the city has an emergency manager and they would be a part of it. Although this to be clear, this does extend beyond just emergency response. The idea is to build it up so that emergency responses are not needed as much.

Mr. Connolly asked what the difference was between Community Resiliency Committee and what the County already has in place with emergency management procedures. Then, as Supervisor Peck said, each of the towns has an Emergency Management Chairman. So how does this differ? In addition, what exactly are you looking for as far as the Supervisors to contribute?

Ms. Gaston explained that the community resiliency differs from emergency services a lot. Emergency services is more specifically response. Whereas resiliency is the idea of building up either an organization or community to the extent that these emergencies that needed to be responded to are limited, as much as possible. It would make sure that all of the houses have the information they need. Do they have emergency kits? Is there education that needs to be put out? Are there changes that may be needed in our zoning or other guidance? This group would not be making policy or decisions. They would find out what the concerns are and where the weak points are so that they can be brought forward discussion and consideration. Ms. Gaston said that last

month she had sent information about the Resiliency Plan. She asked the Plan be shared again. (Please see bottom of the minutes for a link to this Plan.)

On a motion made by Mr. Connolly, seconded by Mr. Peck, the meeting was adjourned unanimously.

Respectfully submitted,
Pamela Wright
Clerk of the Board

Websites:

<https://www.regent-college.edu>

<https://www.albanycounty.com>

<https://www.douglas.co.us>

<https://johnscreekgga.gov/newsandevents>

<https://www.livingstoncounty.us>

<https://www.schenectadycounty.com>

<http://www.co.ontario.ny.us>

<https://www.cayugacounty.us>

<https://www.franklincountyny.gov>

Community Resiliency Committee (contained in agenda upload from the March meeting):

<https://www.saratogacountyny.gov/wp/wp-content/uploads/2021/03/TECHNOLOGY-Agenda-3-25-2021.pdf>