

# **Sheriff's Committee Agenda 09/27/10**

1. Accept the minutes from last meeting on 08/26/10.
2. Request to send Inv. Cuomo and Officer Clark to Cannabis Indoor grow Course in Pennsylvania.
3. Request to send Patrol Officers Greg Seeley, William Backus & Shawn Stillman to scuba dive training course to be held in Glens Falls.
4. Request to amend budget to reflect use of SCAAP grant funding. (Refer to attachment # 1)
5. Request to Amend County budget to reflect insurance recoveries, \$2353.00. (Refer attachment #2)
6. Request to amend County budget to reflect Bulletproof Vest Partnership grant, \$15,180.00. (Refer to attachment #3)
7. Notice of intent to fill vacancy of retiring patrol officer. We are currently down 6 patrol officers. (Refer to attachment # 4)

Handwritten notes and scribbles at the bottom of the page, including a small rectangular stamp and various illegible markings.

#1

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: **Sheriff-Correction Division**

DATE: **09-24-2010**

A. Purpose of Amendment:

**To amend the current budget to reflect the use SCAAP Grant funding to purchase a transport vehicle and previous training as directed by the Treasurer's Office.**

B. Appropriation Code, Object Code, Full Title and Amount:

**A.3150 230 Sheriff-Correction Division Automotive Equipment (\$15,635.00)**

**A.3150 444 Sheriff-Correction Division Training & Education (929.00)**

*Sample: A.1010 470 Legislative Board -- Contract*

C. Revenue Code (with title), and Amount:

**A.3150 4379 Sheriff-Correction Division State Crim. Alien Assist. (16,564.00)**

*Sample: A. 6417.2654 Tourism Occupancy -- Minor Sales -- Tourism*

\*Please note all amount must be in whole dollars -- no cents.

#2

## RESOLUTION REQUEST FORM NO. 7

### *Request to Amend County Budget\**

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: September 7, 2010

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect insurance recoveries.
  
- (b) **Appropriation Code, Object Code, Full Title and Amount:** A.3020 422 Sheriff's 911 Center Equipment Repair for \$1817.00. A.3110 220 Law Enforcement Office Equipment for \$536.00.
  
- (c) **Revenue Code (with title), and Amount:** A.3110 2680 Law Enforcement Insurance Revenues. Total of \$2353.00.

\*Please note all amount must be in whole dollars – no cents.

#3

## RESOLUTION REQUEST FORM NO. 7

### *Request to Amend County Budget\**

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Sheriff

**DATE:** September 7, 2010

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect grant monies received to purchase bullet proof vests.
  
- (b) **Appropriation Code, Object Code, Full Title and Amount:** A.3110 455  
Law Enforcement Safety Equipment for \$15,180.00
  
- (c) **Revenue Code (with title), and Amount:** A.3110 2626 Law Enforcement Forfeiture/Crime Proceeds. Total of \$15,180.00.

\*Please note all amount must be in whole dollars – no cents.

# ***DRY SUIT DIVER SPECIALIST***



*MDC Scuba, Inc.*

## ***Rich Morin's Professional*** **SCUBA CENTERS**

20 Warren St. Glens Falls, NY 12801 (518) 761-0533 Fax (518) 761-0420  
[www.richmorinsproscubacenters.com](http://www.richmorinsproscubacenters.com) or [richmorin@yahoo.com](mailto:richmorin@yahoo.com)

**1-800-924-DIVE**

**THE "SCUBA" SPECIALISTS**

Knowledge Development Materials:	<b>PADI</b> Dry Suit Diver Crew-Pak & handouts (Supplied by <b>SCUBA CENTERS</b> ).
Course Hours:	Approximately 15 hrs.
Course Contents:	1 Knowledge Development Seminar approximately 3 hrs. 1 Confined Water Training Session. 2 Open Water Dry Suit Dives.
Watermanship Assessment:	Show proper Open Water Diver skills and knowledge.
Student Supplied Equipment:	Mask, Snorkel, Fins, Neoprene Boots, Exposure Protection, Mitts or Gloves, BCD, Regulator, Alt. Air Source, SPG, Depth Gauge, Compass, Knife, Whistle, Time Piece, Weight System, Tank, Primary Light, Back-Up Light, Fresh Batteries, Glow Sticks, Slate & Pencil, Logbook.
Investment:	\$159
Prerequisite Certification:	<b>PADI</b> Jr. Open Water Diver, <b>PADI</b> Open Water Diver or equivalent rating.
Minimum Age:	12 years old

**RENTALS ARE AVAILABLE**

Upon successful completion of this course, the **PADI** Dry Suit Specialist Certification is earned. This course is intended to serve as a safe, supervised, introduction to dry suit diving. Familiarization with the skills, knowledge, planning, organizing, procedures, problems, hazards and enjoyment of diving with a dry suit are taught in this course. Become a better all around diver under the direct supervision of your professional **PADI** Instructor at *Rich Morin's Professional SCUBA CENTERS*.

# **PADI®**

**The Way the World Learns to Dive.**

Knowledge Development Seminar – November 3<sup>rd</sup> from 6:30pm – 9:00pm  
Training Dives – Curacao, N.A. November 13<sup>th</sup> – 20<sup>th</sup>

**DEEP 07 - Glens Falls**  
Knowledge Development Seminar – November 22<sup>nd</sup> from 6:30pm – 9:00pm  
Training Dives – November 27<sup>th</sup> & 28<sup>th</sup>

## **Drift Diver Specialist**

**DRIFT 01 – Glens Falls**  
Knowledge Development Seminar – Upon Request  
Training Dives – Upon Request

## **Dry Suit Diver Specialist**

**DRY 01 - Glens Falls**  
Knowledge Development Seminar – May 13<sup>th</sup> from 6:30pm – 9:00pm  
Training Dives – May 16<sup>th</sup>

**DRY 02 - Glens Falls**  
Knowledge Development Seminar – June 4<sup>th</sup> from 6:30pm – 9:00pm  
Training Dives – June 6<sup>th</sup>

**DRY 03 - Glens Falls**  
Knowledge Development Seminar – September 10<sup>th</sup> from 6:30pm – 9:00pm  
Training Dives – September 11<sup>th</sup>

**DRY 04 - Glens Falls**  
Knowledge Development Seminar – October 7<sup>th</sup> from 6:30pm – 9:00pm  
Training Dives – October 9<sup>th</sup>

**DRY 06 - Glens Falls**  
Knowledge Development Seminar – November 4<sup>th</sup> from 6:30pm – 9:00pm  
Training Dives – November 6<sup>th</sup>

## **Ice Diver Specialist**

**ICE 01 - Private – Ocean Divers**  
Knowledge Development – February 20<sup>th</sup> from 12:00pm - 5:00pm  
Training Dives – February 21<sup>st</sup> & 22<sup>nd</sup> all day

**ICE 02 - Glens Falls**  
Knowledge Development – February 24<sup>th</sup> from 6:30pm - 9:30pm  
Training Dives – February 27<sup>th</sup> & 28<sup>th</sup> all day

**ICE 03 – Private – East Coast Diving Supply**  
Knowledge Development – February 26<sup>th</sup> from 5:00pm - 9:00pm  
Training Dives – February 27<sup>th</sup> & 28<sup>th</sup> all day

**ICE 04 - Glens Falls**  
Knowledge Development – March 10<sup>th</sup> from 6:30pm - 9:30pm  
Training Dives – March 13<sup>th</sup> & 14<sup>th</sup> all day

## **Multilevel Diver Specialist**

**MULTI 01 - Glens Falls**  
Knowledge Development Seminar – April 7<sup>th</sup> from 6:30pm - 8:30pm  
Training Dives – Bahamas March 5<sup>th</sup> – 12<sup>th</sup> or Bahamas April 10<sup>th</sup> – 17<sup>th</sup>

**Stockdale, Steven T.**

**From:** c-mmackava@state.pa.us

**Sent:** Monday, June 28, 2010 2:08 PM

**To:** Stockdale, Steven T.

**Subject:** Confirmation: Cannabis Indoor Grow - 09/29/2010

x

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
NORTHEAST COUNTERDRUG TRAINING CENTER  
PENNSYLVANIA NATIONAL GUARD**

Building 8-64 Fort Indiantown Gap  
Annville, PA 17003-5002  
Phone (717) 861-2070 Fax (717) 861-8225  
Toll Free (877) 806-6293

06/28/2010

kevin michael clark:

Your request to attend the Cannabis Indoor Grow Course from 09/29/2010 to 09/30/2010 at Fort Indiantown Gap, PA has been received and approved. The following information is provided for your convenience.

- Class sign in will be held in Building 8-64 on 09/29/2010 from 7:00-8:00am and the evening **before** from 5:00-9:00pm.
- You must sign in at Building 8-64 before reporting to class. Photo ID and this letter are required at sign-in.
- If you are Law Enforcement or Military, a government issued credential is required (i.e., badge or military ID).
- Even if you were registered by your agency's Training Officer, **every student must have their own valid e-mail address prior to the start of class as NCTC.** (Free accounts such as hotmail, yahoo, etc. are acceptable).
- Lodging and meals will be provided at no cost to you or your agency. NCTC has a limited number of rooms available for use at our location. These rooms are assigned to students on a first come-first served basis. **When NCTC rooms are filled you will be lodged at a local hotel and assigned a roommate (DOUBLE OCCUPANCY)** at our expense.
- Lodging is for students only, overnight guests are not authorized.
- **If you live within a 50 mile driving distance of Ft. Indiantown Gap, lodging will not be provided.**
- Dress is **Business Casual**.
- **NO WEAPONS at anytime are permitted in NCTC Facilities.**
- **To receive a certificate, you must attend ALL CLASSES.**
- **You must notify us by phone at (717) 861-2070; or fax (717) 861-8225 if you**

6/28/2010

**cannot attend this course. No shows will jeopardize your enrollment in future classes at NCTC.**

- **Replacements are not authorized.**

In case of an emergency, an NCTC student can be reached Monday through Friday, 0700-1630, at (877) 806-6293.

During off duty hours, weekends and holidays, call Ft. Indiantown Gap Police at (717) 861-2727. Be prepared to provide the student's name, course attending, and your name and contact information.

Fort Indiantown Gap is located just off of Exit 85 of Interstate 81, and a map is available for your convenience on the Registration website.

- Go to [www.counterdrug.org](http://www.counterdrug.org) - Click the Logo - 'Click Here to Register'
- On the blue menu bar, mouse over 'View' and 'Locations' will appear in the drop down menu, click 'Locations'.
- Choose 'Fort Indiantown Gap, PA' (page 2)

Thank you for your interest in the Northeast Counterdrug Training Center. We look forward to seeing you on 09/29/2010.

Please call NCTC Registration at (717) 861-2070 or Toll Free (877) 806-6293 with questions regarding this letter or your enrollment in this course.

Sincerely,

x

Christopher D. Latchford  
Colonel, U.S. Army Retired  
Executive Director

**Stockdale, Steven T.**

**From:** c-mmackava@state.pa.us

**Sent:** Monday, June 28, 2010 2:09 PM

**To:** Stockdale, Steven T.

**Subject:** Confirmation: Cannabis Indoor Grow - 09/29/2010

x

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
NORTHEAST COUNTERDRUG TRAINING CENTER  
PENNSYLVANIA NATIONAL GUARD**  
Building 8-64 Fort Indiantown Gap  
Annville, PA 17003-5002  
Phone (717) 861-2070 Fax (717) 861-8225  
Toll Free (877) 806-6293

06/28/2010

Terry M Comeau:

Your request to attend the Cannabis Indoor Grow Course from 09/29/2010 to 09/30/2010 at Fort Indiantown Gap, PA has been received and approved. The following information is provided for your convenience.

- Class sign in will be held in Building 8-64 on 09/29/2010 from 7:00-8:00am and the evening **before** from 5:00-9:00pm.
- You must sign in at Building 8-64 before reporting to class. Photo ID and this letter are required at sign-in.
- If you are Law Enforcement or Military, a government issued credential is required (i.e., badge or military ID).
- Even if you were registered by your agency's Training Officer, **every student must have their own valid e-mail address prior to the start of class as NCTC.** (Free accounts such as hotmail, yahoo, etc. are acceptable).
- Lodging and meals will be provided at no cost to you or your agency. NCTC has a limited number of rooms available for use at our location. These rooms are assigned to students on a first come-first served basis. **When NCTC rooms are filled you will be lodged at a local hotel and assigned a roommate (DOUBLE OCCUPANCY)** at our expense.
- Lodging is for students only, overnight guests are not authorized.
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- **You must notify us by phone at (717) 861-2070; or fax (717) 861-8225 if you**

6/28/2010

**cannot attend this course. No shows will jeopardize your enrollment in future classes at NCTC.**

- **Replacements are not authorized.**

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Fort Indiantown Gap is located just off of Exit 85 of Interstate 81, and a map is available for your convenience on the Registration website.

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- On the blue menu bar, mouse over 'View' and 'Locations' will appear in the drop down menu, click 'Locations'.
- Choose 'Fort Indiantown Gap, PA' (page 2)

Thank you for your interest in the Northeast Counterdrug Training Center. We look forward to seeing you on 09/29/2010.

Please call NCTC Registration at (717) 861-2070 or Toll Free (877) 806-6293 with questions regarding this letter or your enrollment in this course.

Sincerely,

✕

Christopher D. Latchford  
Colonel, U.S. Army Retired  
Executive Director

**SCHEDULE "A"**  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)  
 Out-Of State (needs Board resolution)

The Sheriff hereby authorizes Inv Terry Comeau  
(Supervisory Committee) (Employee Name)  
P.O Kevin Clark

to attend Cannabis Grow Course  
(Name of meeting or organization)

at Pennsylvania Nat'l Guard Annaville, PA  
(Address)

on 9/29 9/30 Mode of transportation to be used CV  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_  
 Meal costs \_\_\_\_\_ GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 9/2/10

[Signature]  
Department Head Signature

Date: \_\_\_\_\_

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*

**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"  
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Sheriff (Supervisory Committee) hereby authorizes Greg Seefey, William Parkus, Shawn Stillman (Employee Name)

to attend Dry Suit Diving School (Name of meeting or organization)

at Glens Falls NY (Address)

on 10/7, 10/9 (Dates) Mode of transportation to be used CV (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_
- Meal costs - GSA\* per diem rate \$ \_\_\_\_\_

\*www.gsa.gov

Date: 9/22/10

[Signature]  
Department Head Signature

Date: \_\_\_\_\_

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

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1. Original with voucher to Auditor.
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3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacate due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff

Title of Position Patrol Officer

Base salary \$58,901.00

Budget code and title A.3110 110 - Salary Regular

This position is vacate due to:  Retirement  Resignation  Termination

Employee No. 7595

**COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

The commissioner has no objection to the filling of the vacancy.

The commissioner objects to the filling of the vacancy.

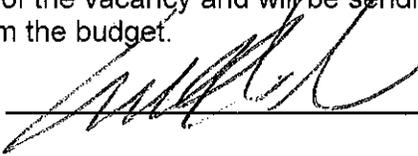
Commissioner Signature \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature  \_\_\_\_\_

**PERSONNEL COMMITTEE COMPLETES THIS SECTION**

Date \_\_\_\_\_

The Personnel/Human Resources Committee has no objection to the filling of the vacancy.

The Personnel/Human Resources Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

FIRE PREVENTION & BUILDING CODE ENFORCEMENT  
WARREN COUNTY MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845

Karen Putney  
Administrator

518 761-6542  
FAX 518 761-6564  
E-mail [fpbc@co.warren.ny.us](mailto:fpbc@co.warren.ny.us)

TO: PUBLIC SAFETY COMMITTEE  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

FROM: KAREN PUTNEY, ADMINISTRATOR

DATE: SEPTEMBER 27, 2010

RE: AGENDA

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FIRE PREVENTION & BUILDING CODES PORTION

I. OLD BUSINESS

A. COMMITTEE TO REVIEW ENTIRE FEE SCHEDULE

II. REPORTS/DISCUSSIONS/UPDATES

A. MONTHLY ACTIVITY REPORT (August) At the end of August of this year we were down 14% in revenues from 2009 and down 6% in permit issuance numbers from 2009. As of last Friday we are 15% down in revenues from 2009 and 8% down in permit issuance numbers from 2009.

B. BUDGET PERFORMANCE REPORT—again, it reflects a shortfall in revenues.



# Budget Performance Report

Fiscal Year To Date: 9/24/2010

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>REVENUE</b>											
<b>Department: 3620 Building &amp; Fire Code</b>											
2590	Building Permits	\$112,000.00	\$0.00	\$112,000.00	\$6,493.00		\$0.00	\$71,292.88	\$40,707.12	64%	\$126,251.16
2655	Minor Sales, Other	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
2770	Other Unclassified Revenue	\$100.00	\$0.00	\$100.00	\$0.00		\$0.00	\$66.25	\$33.75	66%	\$251.00
<b>Department: 3620 Building &amp; Fire Code Totals:</b>											
		\$112,100.00	\$0.00	\$112,100.00	\$6,493.00		\$0.00	\$71,359.13	\$40,740.87	64%	\$126,502.16
<b>REVENUE Totals:</b>											
		\$112,100.00	\$0.00	\$112,100.00	\$6,493.00		\$0.00	\$71,359.13	\$40,740.87	64%	\$126,502.16
<b>EXPENSE</b>											
<b>Department: 3620 Building &amp; Fire Code</b>											
110	Salaries - Regular	\$232,942.00	\$0.00	\$232,942.00	\$8,879.02		\$0.00	\$160,710.26	\$72,231.74	69%	\$225,173.66
120	Salaries - Overtime	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$5,509.93
130	Salaries - Part Time	\$0.00	\$2,300.00	\$2,300.00	\$0.00		\$0.00	\$0.00	\$2,300.00	0%	\$0.00
140	Salaries - Sick Leave Incentive	\$1,600.00	(\$400.00)	\$1,200.00	\$0.00		\$0.00	\$0.00	\$1,200.00	0%	\$800.00
210	Furniture/Furnishings	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
220	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$104.99
230	Automotive Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
410	Supplies	\$3,800.00	(\$42.04)	\$3,757.96	\$0.00		\$0.00	\$989.58	\$2,768.38	26%	\$1,851.54
418	Ins-General Liability	\$1,425.00	\$0.00	\$1,425.00	\$0.00		\$0.00	\$1,311.25	\$113.75	92%	\$1,400.14
421	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
422	Repair/Maint-Equipment	\$650.00	(\$60.00)	\$590.00	\$0.00		\$0.00	\$0.00	\$590.00	0%	\$684.69
423	Telephone	\$600.00	\$0.00	\$600.00	\$47.43		\$0.00	\$355.47	\$244.53	59%	\$489.50
424	Postage	\$1,500.00	\$0.00	\$1,500.00	\$0.00		\$0.00	\$692.54	\$807.46	46%	\$1,116.47
426	Subscriptions	\$850.00	\$42.04	\$892.04	\$0.00		\$0.00	\$892.04	\$0.00	100%	\$860.90
427	Memberships & Dues	\$350.00	\$0.00	\$350.00	\$0.00		\$0.00	\$350.00	\$0.00	100%	\$350.00
428	Data Processing & Internet Fees	\$225.00	\$0.00	\$225.00	\$0.00		\$0.00	\$225.00	\$0.00	100%	\$270.00
439	Misc Fees & Expenses	\$0.00	\$60.00	\$60.00	\$0.00		\$0.00	\$60.00	\$0.00	100%	\$441.00
441	Auto-Supplies & Repair	\$1,900.00	\$0.00	\$1,900.00	\$36.22		\$0.00	\$1,448.67	\$451.33	76%	\$870.66
442	Automotive - Gas & Oil	\$8,900.00	(\$1,900.00)	\$7,000.00	\$558.19		\$0.00	\$3,522.35	\$3,477.65	50%	\$6,032.64
444	Travel/Education/Conference	\$500.00	\$0.00	\$500.00	\$0.00		\$0.00	\$495.00	\$5.00	99%	\$1,235.00
453	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$539.17
810	Retirement	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
830	Social Security	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
831	Medicare Contribution	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
860	Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
865	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00

# Budget Performance Report

Fiscal Year To Date: 9/24/2010

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: A General										
EXPENSE										
Department: 3620 Building & Fire Code										
Totals:										
EXPENSE Totals										
		\$255,242.00	\$0.00	\$255,242.00	\$9,520.86	\$0.00	\$171,052.16	\$84,189.84	67%	\$247,730.29
		\$255,242.00	\$0.00	\$255,242.00	\$9,520.86	\$0.00	\$171,052.16	\$84,189.84	67%	\$247,730.29
	Revenue Totals:	\$112,100.00	\$0.00	\$112,100.00	\$6,493.00	\$0.00	\$71,359.13	\$40,740.87	64%	\$126,502.16
	Expenditure Totals:	\$255,242.00	\$0.00	\$255,242.00	\$9,520.86	\$0.00	\$171,052.16	\$84,189.84	67%	\$247,730.29
	Fund Totals: General	(\$143,142.00)	\$0.00	(\$143,142.00)	(\$3,027.86)	\$0.00	(\$99,693.03)	(\$43,448.97)		(\$121,228.13)
	Revenue Grand Totals:	\$112,100.00	\$0.00	\$112,100.00	\$6,493.00	\$0.00	\$71,359.13	\$40,740.87	64%	\$126,502.16
	Expenditure Grand Totals:	\$255,242.00	\$0.00	\$255,242.00	\$9,520.86	\$0.00	\$171,052.16	\$84,189.84	67%	\$247,730.29
	Grand Totals:	(\$143,142.00)	\$0.00	(\$143,142.00)	(\$3,027.86)	\$0.00	(\$99,693.03)	(\$43,448.97)		(\$121,228.13)

As I reported at last month's committee meeting, at my budget meeting we agreed to put into my 2011 budget \$18,000 for a part-time position to try to address the fire safety inspections.

To do that, my task was to find a way to make this budget neutral, to find revenues to cover the cost of that position.

In subsequent discussions with the budget committee and ultimately with the Director of Planning, Pat Tatich, the idea "sharing" an employee came into play. The Housing Cost Coordinator position is the position we are discussing.

Paul Dusek, Pat Tatich, Human Resource Director, Todd Lunt, Civil Service Personnel Officer, Kathy Barrie and I have been working to make this idea come to fruition.

Paul Dusek assured me Friday that he is confident we can work out the issues and put this plan into action.

I have included the first draft of the Shared Service Proposal between "Planning..." and my office.

It is to be understood that we are undertaking this as an experiment, for lack of a better word. There are a number of variables that are to be considered to make this work.

The most obvious task for me is trying to make this budget neutral. It became apparent in these discussions that we needed to consider changing our fee schedule to try and cover the cost of the salary for this position.

Here are some facts that need to be kept in mind:

- Currently we are 15% behind last year in revenues. I estimate that my overall budget between revenues and expenditures will have a \$2,000 deficit for 2010.
- Our present fee for "fire safety" inspections is \$75.00 per inspection, to cover \$18,000 it would take 240 inspections. In a 6 month period in which I had someone in place to do these inspections approximately 150 fire safety inspections were done based on a full workday.
- We presently don't charge following entities for Fire Safety Inspections: Buildings owned by the towns, Warren County buildings, Warren County mealsites, Warren County Headstart sites, American Legion buildings, Cornell Co-operative Extension.
- We are currently not meeting our projected revenues for 2010 and indications of future work from contractors are not good.
- I gathered fee schedules from other municipalities: Town of Moreau, City of Glens Falls, Town of Wilton, Village of Hudson Falls, Town of Corinth, Town of Queensbury, Washington County, Town of Milton, Town of Peru, (ALL OF THESE DO NOT CHARGE FOR FIRE SAFETY INSPECTIONS) Town of Colonie, Town of Bethlehem, and Town of Northumberland (THESE THREE ARE THE ONLY ONES THAT CHARGE FOR FIRE SAFETY INSPECTIONS). The City of Saratoga, Town of Saratoga, Town of Hadley and none of Essex County responded to our request.

- I had previously reported that the State had adopted an emergency measure which allowed them to charge \$500.00 per building if they were doing the inspection. In the last couple of weeks researching other municipalities' current fees, I was told that the time-line of this emergency measure has expired and has not been re-adopted and presently the State is not charging for this inspection.
- NO OTHER CODE ENFORCEMENT OFFICES are self supporting.
- Our building construction permit costs fall into the "average" category in comparing all fee schedules. We are pretty much equal to Town of Queensbury, we charge more than Moreau, more than the City of Glens Falls, more than the Town of Corinth, and less than Washington County; to just compare the immediate surrounding areas.

I suggest an increase of \$.03 per square foot to new construction permit costs for Single and Two Family and Dwellings from \$.12 to \$.15, an increase of \$.03 per square foot to new construction permit costs for Multiple Dwellings, and all other new construction commercial permits from \$.15 to \$.18.

I suggest an increase of \$.02 to the alteration permit cost per square foot in Single and Two Family Dwellings from \$.08 to \$.10 and an increase of \$.03 per square foot to an alteration permit cost for Multiple Dwellings and all other commercial alterations from \$.12 to \$.15.

I suggest an increase of the minimum fee for Multiple Dwellings and all other Commercial permits from \$75.00 to \$100.00

## FIRE SAFETY FEES

Using the hourly rate of pay for a Code Enforcement Officer, \$75.00 per inspection works out to roughly 4 hours per inspection. If we keep the minimum rate at \$75.00, I suggest that we break the Fire Safety into categories such as the following:

- ❖ Business and Mercantile—Minimum Fee \$75.00 up to 2,500 sq. ft per tenant.  
2,500 to 5,000 sq. ft. \$150.00 per tenant  
Over 5,000 sq. ft. \$200.00
- ❖ Assembly Spaces—Minimum Fee \$75.00 up to 50 occupants  
51 to 100 occupants \$125.00  
101 to 200 occupants \$175.00  
Over 201 occupants \$225.00
- ❖ Multiple Dwellings (transient hotels, motels, and inns)—Minimum Fee \$75.00 up to 20 units per building, over 20 units in same building \$125.00  
Any subsequent building of same business—up to 20 units an additional \$50.00, over 20 units an additional \$100.00  
Cabins—per dwelling unit if part of hotel, motel complex \$10.00  
Cabins—if only units are only cabins, first cabin \$75.00 each additional dwelling unit \$10.00, ~~max \$250.00~~
- ❖ Multiple Dwellings (non-transient apartments)—Minimum Fee \$75.00 up to and including 8 dwelling units per building  
Additional \$50.00 per each 8 units over 8 per building

Shared Service Proposal  
Between the  
Departments of Planning and Community Development  
And  
Fire Prevention and Building Code Enforcement

*Memo. of Understanding*

The Planning and Community Development Department proposes to enter into a ~~contractual agreement~~ with the Department of Fire Prevention and Building Code Enforcement to accomplish cost savings and provide building fire safety inspections that are consistent with the requirements of New York State. This agreement will correspond to the Warren County fiscal year and be in effect as of January 1, 2011. The following elements will highlight this agreement:

- The Department of Fire Prevention and Building Code Enforcement (DFPBCE) will utilize the services of the Planning and Community Departments' (PCD) Housing Cost Coordinator to undertake required NYS Fire Safety Inspections of Buildings within communities whose enforcement is undertaken by the DFPBCE. It is anticipated that the Housing Cost Coordinator will complete essential training provided by the NYS Department of State Division of Codes and become certified to undertake mandated fire safety inspections in buildings which have areas of public assembly, buildings or structures occupied as dormitories, multi-family dwellings and all non-residential structures as identified in Warren County Resolution No. 610 of 2007.
- Warren County has allocated \$18,000 for the staff services to complete fire safety inspections. It is anticipated that the Housing Cost Coordinator, undertaking the fire inspection services, will generate sufficient fees to offset Warren County's allocation for 2011. It is recommended that a new fire inspection fee schedule be established that would range from \$115 to \$200 based on the type of inspection, square footage of the structure and number of buildings. It is anticipated that an average of 4 inspections per week will average \$450 in revenues to achieve the \$18,000. level. Additional funds generated would be applied to the revenues of the Department of Fire Prevention and Building Code Enforcement.
- The Planning and Community Development Department would cover the cost of the personnel benefits for the Housing Cost Coordinator; provide a vehicle, gas and maintenance charges as well as car insurance. Fire safety training expenses would be covered by the PCD. The Housing Cost Coordinator, while performing the duties of fire safety inspection, would be under the guidance and direction of the Director of Fire Prevention and Building Code Enforcement. The Housing Cost Coordinator would remain in the Table of Organization of the PCD.

- This proposal as presented is anticipated to be undertaken as new initiative that may require mid-course correction and evaluation at the end of FY-11 before agreements are continued into FY-12.
- In the event that additional project or program funds are received by the PCD for Warren County and/or local communities involving implementation activities by the Housing Cost Coordinator, the Director of Fire Prevention and Building Code Enforcement will be notified and a determination will be made as to the impact on fire inspection services identified within the agreement. Appropriate referrals will be made to the Warren County Administrator for further action as necessary.

WARREN COUNTY DEPARTMENT OF  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

1340 State Route 9  
Lake George, NY 12845  
518 761-6542  
Fax 518 761-6564

All construction shall conform to the NEW YORK STATE UNIFORM FIRE PREVENTION & BUILDING CODE, the New York State Energy Code and all town and local zoning and sanitary codes.

**\*\*\*FEE SCHEDULE\*\*\***

(All fees figured to the nearest dollar)

ONE AND TWO FAMILY DWELLINGS —INCLUDING MODULAR HOMES

NEW CONSTRUCTION (INCLUDING ADDITIONS) PER SQ. FT.....	\$ .12
ALTERATIONS—PER SQ. FT.....	\$ .08
MINIMUM FEE FOR CONSTRUCTION OR ALTERATIONS.....	50.00
CERTIFICATE OF OCCUPANCY (PER UNIT).....	25.00

RESIDENTIAL GARAGES, POLE BARNs & STORAGE SHEDS

PER SQ. FT. ....	\$ .10
MINIMUM FEE.....	50.00

MANUFACTURED HOMES—FORMERLY MOBILE HOMES

SINGLE, DOUBLE, AND TRIPLE WIDTH... WITHOUT FOUNDATION (INCLUDES C.O).....	50.00
SINGLE, DOUBLE, AND TRIPLE WIDTH... WITH FOUNDATION (INCLUDES C.O.).....	100.00

MULTIPLE DWELLINGS (MOTELS, HOTELS, TOWNHOUSES, ETC.)

NEW CONSTRUCTION (INCLUDING ADDITIONS) PER SQ. FT.....	\$ .15
ALTERATIONS—PER SQ. FT.....	\$ .12
MINIMUM FEE FOR CONSTRUCTION OR ALTERATIONS.....	75.00
CERTIFICATE OF OCCUPANCY.....	50.00
C.O. FOR TOWNHOUSES PER UNIT.....	25.00

BUSINESS, MERCANTILE, INDUSTRIAL, ASSEMBLY, INSTITUTIONAL

NEW CONSTRUCTION (INCLUDING ADDITIONS) PER SQ. FT.....	\$ .15
ALTERATIONS—PER SQ. FT.....	\$ .12
MINIMUM FEE FOR CONSTRUCTION OR ALTERATIONS.....	75.00
CERTIFICATE OF OCCUPANCY.....	50.00

DEMOLITION..... 50.00

SWIMMING POOLS..... 50.00

SOLID FUEL BURNING DEVICE—INCLUDES INSPECTION (PER EACH DEVICE)..... 50.00

SEPTIC PERMITS..... 50.00

FIRE SAFETY INSPECTIONS..... 75.00

TEMPORARY CERTIFICATE OF OCCUPANCY (EACH ISSUANCE)..... 25.00

# WARREN COUNTY OFFICE OF EMERGENCY SERVICES



**Main Office**  
1340 State Route 9  
Lake George, NY 12845  
518-761-6240  
Fax: 518-761-6402  
oes@co.warren.ny.us

**BRIAN A. LAFLURE**  
Director  
Fire Coordinator

**AMY J. MANNEY**  
Deputy Director

**Divisions**  
EMS Coordinator  
*Gary Scidmore*  
Hazmat/WMD Coordinator  
*Jamie Schrammel*

## Public Safety Committee Agenda

September 27, 2010

1. Committee meeting called to order by Chairman.
2. Motion to approve minutes of prior committee meeting.

### **Action Agenda**

1. **Request:** Resolution request for the extension of the contract with the Glens Falls Fire Department to handle fire investigations within Warren County

**Rationale:** This will cover the state law mandating that fire departments determine that cause of the fire.

2. **Request:** Resolution request to raise both sides of the 2010 budget in the amount of \$846, to accommodate the additional LEPC Year 17 grant monies

**Rationale:** This grant usually has excess monies that the State disperses throughout the applicants.

3. **Request:** Travel approval for Brian LaFlure and Amy Manney to attend the Disaster Preparedness Commission workshop in Syracuse on November 9-10 to be paid in part with State funds and the remainder with grant monies.

**Rationale:** To get updates from the state on various emergency response projects and grants.

4. **Request:** Resolution request for a contract with Convenient Medical Care, authorizing an agreement for annual medical examinations for the Warren County HAZMAT Team at \$160 per member, with a 30 day termination notice.

**Rationale:** These annual tests are specified in OSHA 1910. 120

5. **Request:** Resolution request for a contract with the South Queensbury Fire Department to house the HAZMAT trailer in their fire house for \$200 per month.

**Rationale:** Trailer needs to be stored in a temperature sensitive space.

### **Old Business/Pending Items**

1. Fire Investigation fees
2. Permanent appointment of Hazard Mitigation Coordinator
3. Appraisal of Hazard Mitigation contract extension

### **Topics for Discussion**

1. Emergency Services Training Center update
2. Housing of OES vehicles for winter
3. Agency Updates
4. Sub-grantor of sheltering mitigation grant
5. Field Communication/Command Unit

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: October 15, 2010**

- (a) Purpose of Contract Change: Extension
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 408 of 06 & 325 of 08
- (c) Name of Contractor: Glens Falls Fire Department
- (d) Address of Contractor: 134 Ridge St, Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number: Chief James Schrammel  
(518) 761-3822
- (f) Commencement Date of Extension: January 1, 2010
- (g) Termination Date of Extension: December 31, 2010
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. upon completion
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: A.3410 470 (Fire Prevention & Control - Contract)

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**  
**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: October 15, 2010**

- (a) Is this a Result of a Bid or Request for Proposal? No
  
- (b) Purpose of Contract: Rental of garage
  
- (c) Name of Contractor: South Queensbury Fire Department
  
- (d) Address of Contractor: 409 Dix Ave, Queensbury, NY 12804
  
- (e) Contractor's Contact Person and Telephone Number: Chief Eric Lettus (518)  
792-8669
  
- (f) Has or will the Contract be provided, if so, please attach:
  
- (g) Commencement Date of Contract: November 1, 2010
  
- (h) Termination Date of Contract: a month by month agreement with a 60 day termination period for either party
  
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed \$200/per month
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly
  
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.3410 411 - Fire Prevention & Control - Rental - \$200/month

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:** Office of Emergency Services

**DATE:** October 15, 2010

- (a) Is this a Result of a Bid or Request for Proposal? No
  
- (b) Purpose of Contract: Hazmat medical testing
  
- (c) Name of Contractor: Convenient Medical Care
  
- (d) Address of Contractor: 319 bay Road, Queensbury, NY 12804
  
- (e) Contractor's Contact Person and Telephone Number: (518) 792-2181
  
- (f) Has or will the Contract be provided, if so, please attach:
  
- (g) Commencement Date of Contract: November 1, 2010
  
- (h) Termination Date of Contract: a month by month agreement with a 60 day termination period for either party
  
- (i) Payment Provisions:
  - i) lump sum amount \$160 per person
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. upon completion
  
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: A.3410 435 - Fire Prevention & Control - Medical Fees - ~\$6,000

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**  
**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: October 15, 2010**

- (a) Purpose of Amendment: Increase both sides of budget
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3641 Local  
Emergency Planning .410 Supplies - \$846

**Sample: A.1010 470 Legislative Board – Contract**

- (c) Revenue Code (with title), and Amount: A.3641 4306 Local Emergency  
Planning - Federal Aid - \$846

**Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism**

**\*Please note all amount must be in whole dollars – no cents.**

**SCHEDULE "A"**  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (needs Supervisory Committee authorization)  
 Out-Of State (needs Board resolution)

The Public Safety hereby authorizes Amy Manney  
\_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend DPC  
\_\_\_\_\_  
(Name of meeting or organization)

at Syracuse  
\_\_\_\_\_  
(Address)

on 11/9 - 11/10, 2010. Mode of transportation to be used \_\_\_\_\_  
\_\_\_\_\_  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**  
(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ 97 GSA\* Rate \$ 97  
 Meal costs - GSA\* per diem rate \$ 56

\*[www.gsa.gov](http://www.gsa.gov)

Date: 9/27/10

  
\_\_\_\_\_  
Department Head Signature

Date: 9/27/10

  
\_\_\_\_\_  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*  
\*\*\*\*\*

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*  
\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Public Safety hereby authorizes Brian LaFlure  
\_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend DPC  
\_\_\_\_\_  
(Name of meeting or organization)

at Syracuse  
\_\_\_\_\_  
(Address)

on 11/9 - 11/10, 2010. Mode of transportation to be used \_\_\_\_\_  
\_\_\_\_\_  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**  
(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ 97 GSA \* Rate \$ 97
- Meal costs - GSA \* per diem rate \$ 56

\* [www.gsa.gov](http://www.gsa.gov)

Date: 9/27/10

  
\_\_\_\_\_

Department Head Signature

Date: 9/27/10

  
\_\_\_\_\_

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*  
\*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*  
\*\*\*\*\*

Filing Instructions:

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3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

## **OES Activities since 6/24/10**

### Exercises and Training

- 6/30 Annual review, update, with tabletop exercise of existing Airport Emergency Plan
- 7/15 Annual Westmount Nursing Home Evacuation Drill
- 7/31 Greater Glens Falls Transit Training Seminar for emergency responders
- 8/9 Dam Emergency Action Plan training from SEMO and DEC
- 8/10 & 8/25 Facilitated NIMS 700 & ICS 100 required training for County Administrative staff
- 8/31 Participate in major Tabletop exercise hosted by the 42<sup>nd</sup> Division of the National Guard

### Incidents

- 6/26 Provide resources for multiple fatality Fort Edward fire
- 6/27 Canoe Island Lodge marine rescue fatality
- 6/27 Cooper St, LG fire
- 7/2 Fireworks Great Escape
- 7/16 SCA Tissue structure fire
- 7/29 Carey Rd, WGF fire
- 8/1 Putts Pond, Ticonderoga fatal dive call with Essex County
- 8/19 & 8/20 Canada St, LG structure fire

### Activities

#### EMS

- Hire of new Deputy EMS Coordinator – Micki Guy
- EMS Council Conference 9/18
- Conversion of EMS to narrowband frequency

#### Fire

- Fire fighter I graduation 8/22, Warrensburg
- Osbourne Funeral
- Removal of Fire Control frequency on low band, conversion to highband
- Remove of alert receivers on low band, replacement

#### Emergency Management

- Penned a new emergency plan for the airport as per FAA requirements (May-August)
- 4<sup>th</sup> hazard mitigation plan draft has been finished, reviewed by the County Hazard Mitigation Team, State Office of Emergency Management and forwarded to FEMA; quarterly reports have been completed; the first reimbursement form has been completed and sent in.
- Updated Strategic National Stockpile Plan with Public Health
- Moving forward with CASE grant with Saratoga and Washington Counties; discussing developing a regional CART with these counties to improve response and acquiring additional grants.
- Moving forward with 211, Human Services Directory
- Public Health grant money – Linstar ID system for volunteers and others at incidents/exercises; bariatric stretcher; bariatric triage cots; A/C heater for triage tent.
- Reviewed Adirondack Manor adult home evacuation plan
- Completed 2010 FEMA required NIMS reporting, Countywide evaluation 8/27

- Reviewed various high hazard dam EAP (8/19 DEC deadline); Tour of all GF owned dams
- Annual update of Westmount Nursing Facility Disaster Plan and Evacuation Plan
- Beginning the annual review of the Mass Fatality Plan

#### Additional Meetings/Committees

- Fire Advisory Board - bi-monthly
- Emergency Responders Preparedness – quarterly
- Local Emergency Preparedness Commission – quarterly (Amy is Chair/Secretary)
- Region III Emergency Managers – monthly (Amy is Vice-Chair)
- 7/19 Disaster declaration briefing for March 23, 2010 event
- Chiefs & Officers Warren County – bi-monthly
- 7/21 Westmount Safety Meeting – OES presentation
- HAZMAT, 5 County Regional Meeting
- Glens Falls Hospital tabletops – monthly
- NYS DOH – review of water related emergencies and protocols
- Department of Homeland Security and Emergency Services – annual grant overview workshop
- NYS Fire Service Council – Brian
- Municipal Center Emergency Plan development meeting
- County Risk Management Committee meetings
- 2011 Budget meetings



The CR Wood Cancer Center  
At Chesapeake Hospital

COMMUNITY HEALTH SCREENING VAN

CR WOOD