

## **Sheriff's Committee Agenda 01/31/11**

1. Accept the minutes from last meeting.
2. Request resolution to send Officer James Fidd to Colt Armorer's Course to be held at our facility.
3. Request to extend medical leave of absence for James Eggleston for an additional 90 days.
4. Request resolution to accept Grant monies of \$4,000.00 from Project Lifesaver. Gloria Ford designated as project administrator.
5. Request resolution to accept \$2,490.50 revenues from 3C Race Productions for Half Marathon detail to be run in LG this coming spring.
6. Request resolution to accept grant funding for: Buckle Up NY-\$10,750; Child Passenger Safety-\$3,000; STEP-\$17,200; Highway Safety (MC)-\$28,800; DNA Burglary Initiative-\$10,000; LETPP-\$49,401.
7. Request to fill vacancy of Correction Officer due to resignation. This will be a savings of \$8,912.00 in the 2011 Salaries code.
8. Request resolution to reorganize civilian staff position from Data Entry-Keyboard to Senior Clerk which will result in a base salary of \$34,000.00 from \$30,190.00. However, this will save us \$12,399.00 in our Salaries Code in corrections as we will not have to fill a part time Senior Account Clerk position.

# Warren County Request to Host Meeting or Conference

**Name of Department:** Sheriff's Office

**Name of Meeting/Conference:** Colt Defense LLC Armorer's Course

**Date:** February 1-3, 2011

**Location:** Warren County Sheriff's Office, Lake George, NY 12845

**Purpose:** This course covers design, theory, compatibility, disassembly, assembly, maintenance and troubleshooting for the Law Enforcement Armorer.

**Contact Person:** (If other than Department Head)

Robert Smith, Sheriff's Office

**Phone No.:** 743-2500

**Number of People attending:**

13

County Employees 1- James Fidd, Patrol Officer

State Employees

Volunteers

Others (specify)

**Cost to County** (please include amounts):

Room rental \$

Food/beverage \$

Supplies \$

Other (specify) \$

**Total Cost:** \$450.00

**Dept Head Approval:**

Signature

Date:

**Committee Chairman Approval:**

Signature

Date

# Authorization To Attend Meeting or Convention

Check One:

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

The Public Safety Committee hereby authorizes Patrol Officer James Fidd  
(committee) (name)

To attend Colt Armorer's Course  
(name of meeting or organization)

At Warren County Sheriff's Office, Lake George, NY  
(address)

On February 1<sup>st</sup> thru 3<sup>rd</sup> 2011. Mode of Transportation to be used DNA  
(dates) (county vehicle or mass transportation)

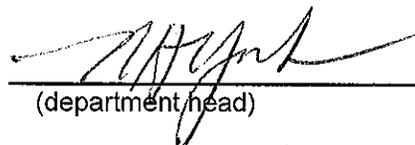
If the mode of transportation is not a county vehicle or mass transportation please explain: \_\_\_\_\_

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

Date: 1/20/11 Signature   
(department head)

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(Committee Chairman)

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 A Fleet Vehicle**

\*\*\*\*\*

### Filing Instructions:

1. Original with voucher to Auditor
2. Copy to Frank Morehouse if fleet vehicle is requested
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.

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Sheriff's Office**

**DATE: January 31, 2011**

- (a) Purpose of Grant: To Create an Alert System to Help Locate Individuals With Dementia , Alzheimers and AutismWho Wander From Their Residence
- (b) Name of Grantor: Project Lifesaver
- (c) Address of Contractor: 815 Battlefield Blvd. South, Chesapeake, VA. 23322
- (d) Grantor's Contact Person and Telephone Number: Tricia Connor (757) 546-5502 Ext. 100
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes
- (f) Effective Date of Grant: January 4, 2011
- (g) Termination Date of Grant: January 4, 2012
- (h) Total Dollar Amount Involved (not to exceed): \$4,000.00
- (i) Deadline to Submit Grant Application and/or Grant Agreement: January 4, 2011
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

# Warren County Sheriff's Office

1400 State Route 9  
Lake George, New York 12845  
(518) 743-2500

**Nathan H. York**  
Warren County Sheriff



**Undersheriff Robert E. Swan**  
Division Commander  
Law Enforcement Division

**Major John R. Shine**  
Division Commander  
Administrative Services Division

**Captain Michael T. Gates**  
Division Commander  
Correction Division

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January 4, 2011  
To Project Lifesaver Administrator:

Please accept this Letter of Intent on behalf of the Warren County Sheriffs Office. Our Agency wants to join Project Lifesaver through the Federal Grant recently awarded to our agency. The contact person for our agency will be:

Gloria Ford  
(O) 518.796.8336  
(M) 518.222.2322  
gloriaford@gmail.com  
518.793.6040

The shipping address for our agency is as follows:  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, New York 12845

The billing address for our agency is as follows:  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, New York 12845

I understand that our agency is being funded via the Federal Grant and that this amount does not include the travel expenses of the trainers as well as a \$450.00 instructor fee.

Sincerely,

A handwritten signature in black ink that reads "Bud" with a stylized flourish underneath.

**Nathan H. York**  
Warren County Sheriff



Fax: 757-546-5503



Signature

This project was supported by Grant No. 2009-SJ-BX-K011 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the US Dept. of Justice.

# Warren County Sheriff's Office

1400 State Route 9  
Lake George, New York 12845  
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*Nathan H. York*  
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Undersheriff Robert E. Swan  
Division Commander  
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Administrative Services  
Division

**Captain Michael T. Gates**  
Division Commander  
Correction Division

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November 22, 2010

## SEARCH AND RESCUE

In Warren County, there is not an accurate way to track the exact number of SAR calls that deal with persons with dementia or their duration time. After a call to the Computer Technology Unit for Emergency Response 911, a 100% recovery rate from January 2006 – November 2010 was happily reported. However, this does not include the poor woman, who suffered from Alzheimer's, who went missing in August of 2005 and was found dead almost a year later.

*Post-Star - August 15, 2005*

"Local police and forest rangers spent much of last week looking for a Glens Falls woman with Alzheimer's disease, a search that continued Sunday to no avail. The woman, 69-year-old Eleanore Kelly, liked to walk, but police have found no clues as to where she was after Tuesday night, when she was seen on Ridge Road in Queensbury. In the Glens Falls area alone, at least five searches for Alzheimer's patients have made news in the past four years, all of which ended happily with the subject of the search found. "It seems like we get one or two a year," said Solan, who supervises forest rangers in Warren, Washington and Saratoga counties."

*Post-Star - May 6, 2006*

"GLENS FALLS - Eleanor Kelly, 70, of Glens Falls and formerly of Highland Park, N.J., was found dead Saturday, April 29, 2006, after being reported missing on Aug. 9, 2005."

Even one person who does not return safely is too many. This horrible news acts as a constant reminder to all caregivers of persons with AD that their loved one could be the next to never return home.

## COMMUNITY NEED FOR PROJECT LIFESAVER INTERNATIONAL

Numerous agencies were contacted in order to learn the estimated number of people who are affected with Dementia in our county, including the New York State Department of Health, which claims it has a Dementia Registry. However, no one was able to supply the information needed. This only begins to point out the reason Warren County is not well suited to take care of its residents suffering from dementia. (see \*\* below)

After an exhaustive search, the "2009 Annual Report of the New York State Coordinating Council for Services Related to Alzheimer's Disease and Other Dementias" was discovered. This report was created after eight forums were held state wide; (one being held in Warren County) which provided an opportunity for community leaders, various providers, local support groups, caregiver, and family members of those with AD to share ideas and challenges in dealing with AD. (500 plus people participated) The report focused on the estimated 75% of people with Alzheimer's Disease reside in the community and the invaluable network of informal and formal caregivers that allow them to remain there. Segments from this report have been reprinted here to help illustrate the need for additional dementia services in New York State as a whole, let alone Warren County, a mostly rural community where the average income is below the national average.

### FACTS:

- AD patients remaining at home with the help of family caregivers, rather than residing in a facility, provides a more commonly desired and better quality of life for patients and is often less costly for families.
- The right services and support can make life better for the people living with AD and their caregivers and increase the amount of time persons with dementia can remain at home.
- Current estimates:  
450,000 New Yorkers have AD.  
19.5 million people in NYS. [2.3%]  
[70,000 people reside in Warren County (2.3% of 70,000) = 1,600 W/C residents with AD]
- NYS DOH has two major projects focusing on people with AD and their caregivers in the community: the Alzheimer's Disease Assistance Centers (ADACs) and the Alzheimer's Disease Community Service Programs (ACSPs). (See attached maps for locations of ADACs and ACSPs.) Note there are NO AD Community Service Programs in Warren County. Additionally, the AD Assistance Center, in Cohoes, NY, is located 1 to 1 ½ hours away from residents of Warren County.
- Caregivers most often prefer that people with dementia remain in community settings as long as possible.
- Family caregivers play an essential role in the system. These caregivers report that they are doing what they want and choose to do, that they want their loved ones to remain at home in the community as long as possible, but the challenges are daunting. Research on this subject shows that with small investments in caregiver support services, AD patients are able to remain in their homes longer.
- \*\*A lack of reliable data on dementia prevalence makes planning for an adequate system of care difficult.
- \*\*The existing AD registry, created for this purpose, does not adequately capture state data related to this disease.

### ISSUES FOUND:

- According to the Center for Health Workforce Studies, there is a shortage of medical providers in many communities, especially rural areas. [There are NO adult day care facilities in Warren County, that handle adults with dementia.]
- Lack of availability of home health aides, especially in rural areas.
- There are limitations in options for home and community based services and care due to access, geographical location, or cost.

- Housing choices, such as assisted living facilities, are often limited due to income or availability, making hiring a caregiver impossible in most cases, causing a further economic burden by possibly having to deal with:
  1. Lost employment, premature retirement, and difficulty working full time due to care giving responsibilities.
  2. Problems getting or keeping health insurance due to job loss.
  3. Payment for patient services and other expenses, including home modifications and medical equipment.
- Long term care insurance remains underutilized, is **unaffordable for many**, is inaccessible to those unable to pass strict underwriting by insurers, and often lacks coverage for essential supervision and informal care.
- The mental and physical toll that caregiving places on caregivers puts them at risk for health problems and can undermine the tremendous value that family caregivers bring to the patient.
- The relationship between quality of care and **safety** of formal and informal caregivers as well as people with AD is a large concern.
- There is a need for more health care workers who are better trained to meet the unique needs of AD patients.
- There are anticipated shortages in the specialized workforce to individuals with dementia.
- Gaps remain in providing essential support services to maintain AD patients in the community.
- Challenges getting 24-hour companion care for persons with dementia.
- Some AD services are **not universally available**, affordable or 'dementia capable', or do not meet the needs of working caregivers.
- Services for early stage individuals are not always available or appropriate to meet the unique needs of this population.
- Those with early onset dementia have difficulty finding age-appropriate programming.

#### RECOMMENDATIONS:

1. Create a coordinating alert system to more quickly locate individuals with dementia who have wandered from their residence.
2. Educate caregivers on the importance of home modifications to prevent injury to individuals with dementia.
3. Promote service models that integrate and coordinate health and social services to help people with dementia remain safely in community settings as long as appropriate.
4. Expand pre-service and in-service training opportunities for first responders including police, emergency medical technicians and firefighters as well as court officials and others in the community to assure sensitive, appropriate interactions with those who may have dementia and their caregivers.
5. Improve access to community services.
6. Provide in-person, phone and web-based support for caregivers.
7. Alzheimer's Association Guideline for Disease Management calls for use of adaptive devices.

As one can see, Warren County is in desperate need of an alert system for individuals with dementia who have wandered from their homes. With winters as frigid as they are in Northern New York, exposure to the cold adds another level of danger to the lost person with AD. We hope there will never be another victim of AD wandering like Eleanor Kelly. With Project Lifesaver International's 100% recovery rate and quick response time, we most likely never will.





# Agency Grant - Project Lifesaver

<b>Agency Name</b>	
Principal Contact/Title	Nathan "Bud" York, Sheriff
Agency Type (Sheriff, Police etc)	Sheriff - Warren County
Address, City, State and Zip	1400 State Rt 9, Lake George, NY 12845
Phone (Cell, Office, Home, Fax, etc)	(O) 518-743-2518 (M) 518-222-2322 (F) 518-743-2519
E-mail	bud.york@sheriff.co.warren.ny.us
Assitant Contact	Gloria Ford
Assistant Phone	518-796-8336
Assistant Email	gloriaford@gmail.com
Date of Application	23-Nov-10
<b>Locality Information</b>	
Population	66,000
Square Miles	869
Rural or Urban	Rural except for Glens Falls (City) and Queensbury (Suburban)
Persons per square mile	80
% of Population w/ Dementia/Alz.	No Statistics available - See attached - "Comm. Need for PLI"
Facilities specializing in Dementia/Alz	Specializing: None. General Nursing Homes: Adirondack Tri-County, The Pines, The Stanton, Westmount. Other Senior Living: The Landing in Queensbury, Eddy, Terrace at the Glen.
Military Bases	No Bases. Other: US Navy Dept. - Queensbury, US Naval Reserve Training Center - Glens Falls, NY Army National Guard - Glens Falls.
Amusement Parks	Six Flags Great Escape, Magic Forest, Water Slide World
State & National Parks	Adirondack Park
Colleges	SUNY Adirondack
Wildlife Refuges	Adirondack Park Preserve, Lake George Wild Forest, Ralph Road Forest Preserve
<b>Agency Information</b>	
Number of Personnel in Agency	200
Sworn & Support Staff	150
Satellite/Regional Offices	2
Precincts/Sub-Stations	None
Number of Departments	Sheriff Department
Number of full-time SAR personnel	60 Police Officers and 80 Corrections Officers
Computation - 31 to 33 done by PLI	TO BE DONE BY PLI
Available SAR personnel (#29)	TO BE DONE BY PLI
Size of population x % of at risk pop	TO BE DONE BY PLI
At risk pop / available SAR personnel	TO BE DONE BY PLI
<b>Budget</b>	
Annual training budget	\$10,000.00
Annual equipment budget	\$45,000.00
<b>Search and Rescue (SAR)</b>	
# of SAR calls - past 5 years	891 (January 2006 - November 2010)
Duration of SARs- past 5 years	8 hours
Recovery Rates of SAR's - past 5 yrs	100% (See attached - "Search and Rescue")
% of SARs for wanderers - past 5 yrs	10 (Estimated - see attached - "Search and Rescue")
<b>Other Factors (optional)</b>	
Lack of caregiver education programs or other factors that may place burden on community	(See attached - "Community Needs for Project Lifesaver Int'l")
<b>Please submit to:</b>	
Gene Saunders, CEO	
gsaunders@projectlifesaver.org	



## Project Lifesaver Marketing & Promotion Opportunities

### Resources

Below are resources available to work with you to help make communications effort a success.

- **Contact:**
  - Project Lifesaver International  
Christine Platz  
Director - Media & Comm.  
757-546-5502 x104  
[cplatz@projectlifesaver.org](mailto:cplatz@projectlifesaver.org)
  
- **When to contact me:**
  - When you sign on to the service
  - *Immediately* following a rescue/recovery
  - When planning a local event that is relevant to Project Lifesaver
  - When your agency hits a milestone related to Project Lifesaver
  - When you have other ideas for PR efforts
  
- **How I can help:**
  - Develop media materials (press releases, media alerts)
  - Review/edit materials developed by your agency (brochures, flyers, handouts)
  - Develop media lists
  - Contact media about Project Lifesaver -related news/events in your area
  - Anything additional that is media/communications-related

### \* Marketing Tools\*

**Handouts/Pamphlets** – printed information can go a long way. You may contact Christine to order materials. Your assistance in promoting the Project Lifesaver program and your agency's involvement is appreciated. Pamphlets and handouts are imperative for disseminating information at events, conferences, and presentations. Also feel free to create your own brochure for your agency on the program – be sure to send a copy to Christine for her records and for approval for use.

**Civic Leagues, Neighborhood Watches, and Community Groups, C.E.R.T** – This is a wonderful place to seek volunteers for your service. Learn about your local Neighborhood Watch program and attend a meeting or two. Involved citizens know what is going on in their communities.

**Volunteers** – There is nothing that says you must do this alone. Recruit volunteers to help with fundraising and outreach efforts, as well as advocacy efforts in your community.

**Citizen Academies – Police, Fire, etc.** – This is a good place to conduct a presentation and generate interest and involvement.

**Business Watch, Chamber of Commerce** – much like your Neighborhood Watch groups and Civic Leagues, become involved with them. Sometimes there are financial supporters that may emerge and conducting presentations at these meetings can help increase support and knowledge of the service.

**Pilot Club International** - Pilot Club International has been a driving force in gaining **support and funding** in a multitude of counties across the country. Feel free to visit their website to see if a chapter is near you - <http://www.pilotinternational.org/html/home.shtml>.

**Senior Centers**- reach out to those who may need the service. A wonderful connection plus support can be found here. Look for senior related magazines, organizations or committees, and ask if you can put brochures about Project Lifesaver at these locations.

**Medical Groups** - Getting the medical community on board is another measure of support and free advertisement. Some hospitals also have support groups for survivors of stroke, heart attacks and more. Perhaps arrange a presentation.

**Special Needs Schools**- find out what special needs schools you may have in your area. Contact the school board and offer to also do a presentation.

**Local TV station** – see if your area has a cable TV access channel that does its own production and will show the segment on air.

**Crime Prevention/Community Relations** – Law enforcement personnel (sworn/civilian) are another wonderful resource to help get the message out.

**City Council**- Consider scheduling a presentation before your elected officials. May wish to consider scheduling a proclamation to be developed that could coincide with a “Senior Safety Week”, “Child Safety Week”, “Public Safety Week” and so on.

**Other Elected Officials**- With your manager’s permission, contact your Senator, Congressman, Delegate and more. Don’t forget to send invitations to the same for big events that you may have where they may receive written information about your service.

**Alzheimer’s, Autism and other Organizations** – See about attending meetings, conducting presentations, & becoming involved with their fundraising events and vice versa, etc.

**Agency Representative** – Look within your own agency to see who may have a relative that has Alzheimer’s, autism or other wandering conditions. There is nothing like someone who can speak from

the heart and make that connection with others. Develop an “ambassador family” who can speak at events and help spread the word about Project Lifesaver by sharing a personal story.

**Newsletters** – see if your agency has a newsletter that you may include an article in.

**Special Olympics** – The Law Enforcement community is amongst the largest supporters of Special Olympics countrywide. The Law enforcement Torch Run was started in Wichita, Kansas in 1981 by Chief Richard Lemunyon. See about partnering up with your agency coordinator to participate at events (displays, demonstrations), & speak to groups that assist the athletes.

**E-mails** - create a distribution list for citizens or others who may enjoy receiving information or who may support your efforts.

**Websites** – see about getting an icon on your department’s web page to place information about the service, or other websites that may help in creating a link to Project Lifesaver - [www.projectlifesaver.org](http://www.projectlifesaver.org).

**Do You Know A Celebrity?** – Project Lifesaver International is always looking for individuals who may be interested in promoting this service. If you know of someone please contact us.

**Adopt a Citizen-** Don’t go it alone, there are many citizens who know someone that they may wish to adopt for a year or at least make a donation. Pitch it and see what response you get.

**Veterans** – many veterans organizations exist that may be able to sponsor clients.

**Photographs/Personal Stories** – sharing stories and pictures of your clients can be a wonderful way to promote your service. Check with the caregivers to see if they would like this opportunity, for many it gives them a sense of purpose knowing that their story helps someone else. One catch - make certain you get a release form signed. Don’t forget that the release of certain information may be protected under the Health Insurance Portability and Accountability Act (HIPAA) - see next paragraph regarding this act.

**Health Insurance Portability and Accountability Act (HIPAA)** was enacted by the U.S. Congress in 1996. This is important to know prior to releasing medical information about a client. You may wish to review your contract with clients to make certain that the legal caregiver has given you written permission in the event the client goes missing. Review information regarding HIPAA at [www.hipaa.org](http://www.hipaa.org).

**Financial Support** – There are a multitude of groups and foundations that have established grants to support the community. Do a search in your area for foundations, businesses or citizens who may have established and opportunity for you to apply for a grant. If you are representing an agency, you may wish to see if your own agency or city/county has a grant writer that may assist you.

**Grant Opportunity** - Agencies may apply to Project Lifesaver International for grant consideration. For more information call 877-580-LIFE for details and requirements. We also have a federal grant available – please contact Scott Nester for family stipend information ([snester@projectlifesaver.org](mailto:snester@projectlifesaver.org)).

**Social Media** – Social media sites have been gaining in popularity, and they are also a great way to connect with local citizens, organizations, and businesses. Create a **Facebook or Twitter** account – and

build relationships with local people who support you and can help promote your program in your community. Don't forget to link to Project Lifesaver International Headquarters on Facebook and Twitter!

1. **Market Openings/Expansions** – Project Lifesaver would like all those agencies and individuals who need the program to KNOW about it – and have ACCESS to it. When a new agency comes on board, we strongly recommend holding a press event to educate local media about the program, demonstrate the use of the equipment and introduce the agency participating in the program (and any nearby agencies and communities also participating). Please see additional information in our *"Tips to Securing Media Exposure"* document.
2. **Product Demonstrations at Police Safety Fairs/Other Local Events with Media** – Demonstrating how the Project Lifesaver program operates during local safety fairs or other local events that are relevant presents an opportunity to educate the public on the availability of the program and invites the media to view a product demonstration as well.
3. **Rescue Stories** – Successful local rescues that involve the Project Lifesaver program are an influential way to educate local audiences about the value that this program brings to help protect those with cognitive disorders. It also demonstrates the effective search and rescue operations conducted by law enforcement in the community. The media typically want to cover these types of events *immediately*. Rescue stories present us with an opportunity to pitch the story to local media and arrange interviews for law enforcement officers involved with the rescue, family members/caregivers of those rescued, and the Project Lifesaver program.
4. **Milestones** – Reaching key milestones, such as a landmark number of rescues (25, 50, 100) in the community or number of people in the area who are using the device, can be leveraged in a press release to show the media the effectiveness and use of the service in your community. If you ever need help on writing a press release or would like a sample press release, please contact the Director of Media & Communications, Christine Platz, at [cplatz@projectlifesaver.org](mailto:cplatz@projectlifesaver.org).

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## 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 vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department OES

Title of Position p/t Account Clerk

Base salary 11,831.30

Budget code and title A.3640 Civil Defense

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No.

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State 50%  Other %

Impact to Budget: 5915.65

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator 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 Committee has no objection to the filling of the vacancy.  
 The Personnel 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 \_\_\_\_\_

# 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

January 31, 2011

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

### **Action Agenda**

1. **Request:** Resolution request for extension of Lake George & Horicon Scuba Rescue Team's contracts in the amount of \$6,305 for each department, resulting total of \$12,610

**Rationale:** Annual renewal for Marine rescue teams.

2. **Request:** Resolution request to raise both sides of the 2011 budget to accommodate the FFY09 Homeland Security grant in the amount of \$131,972.

**Rationale:** Reso. needed to commence purchasing process.

3. **Request:** Travel approval for Brian LaFlure and Amy Manney to attend the NYSEMA conference in Syracuse on February 8-10 to be paid with grant monies.

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

4. **Request:** Resolution request to accept the revision of the Warren County Comprehensive Emergency Management Plan.

**Rationale:** This document is the over-arching plan for all responses plan within the County.

5. **Request:** Resolution request for filling the vacant part time office support position.

**Rationale:** Prior employee was terminated.

6. **Request:** Resolution request to renew contract with Glens Falls Fire for Cause and Origin team.

**Rationale:** Annual contract needs to be renewed.

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

1. Fire Investigations fees. After further research, we have determined that this is foible information, and therefore a separate fee not advantageous.
2. Permanent appointment of Hazard Mitigation Coordinator
3. Hazard Mitigation contract extension – waiting on FEMA approval

### **Topics for Discussion**

1. Emergency Services Training Center update
2. Comm. Vehicle update
3. Agency Updates *handout*

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

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: February 19, 2010**

- (a) Purpose of Contract Change: Extension
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 75 of 10
- (c) Name of Contractor: Lake George Volunteer Fire Department, Lake George Scuba Rescue Team
- (d) Address of Contractor: 179 Ottawa Street, lake George, NY 12845
- (e) Contractor's Contact Person and Telephone Number: James Barber 361-4433
- (f) Commencement Date of Extension: January 1, 2011
- (g) Termination Date of Extension: December 31, 2011
- (h) Payment Provisions:
  - i) lump sum amount \$6,305
  - 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.
- (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. 4***

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: February 19, 2010**

- (a) Purpose of Contract Change: Extension
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 75 of 10
  
- (c) Name of Contractor: Horicon Volunteer Fire Department, Horicon Scuba Rescue Team
  
- (d) Address of Contractor: PO Box 120, Brant Lake, NY 12815
  
- (e) Contractor's Contact Person and Telephone Number: James Hayes 494-3428
  
- (f) Commencement Date of Extension: January 1, 2011
  
- (g) Termination Date of Extension: December 31, 2011
  
- (h) Payment Provisions:
  - i) lump sum amount \$6,305
  - 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.
  
- (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. 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: February 18, 2011**

- (a) Purpose of Amendment: Increase both side of budget
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3645 Homeland Security .260 - Other Equipment - \$98,979; .410 - Supplies - \$3,000; .445 - Food - \$7,000; .444 - Travel/Education - \$5,993; .470 - Contract \$17,000

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

- (c) Revenue Code (with title), and Amount: A.3645 3306 -Homeland Security - \$131,972

**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 Brian LaFlure  
\_\_\_\_\_  
(Supervisory Committee) (Employee Name)

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

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

on Feb 8-10, 2011 Mode of transportation to be used County  
\_\_\_\_\_  
(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)

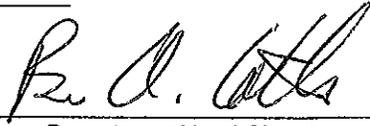
- Notice of meeting or convention including cost.

**For Overnight Travel**

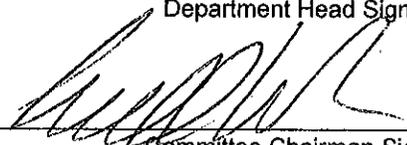
- Room rate \$ 93 GSA\* Rate \$ \_\_\_\_\_
- Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

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

Date: 1/31/11

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

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

  
\_\_\_\_\_  
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.

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: February 18, 2011**

- (a) Purpose of Request: Approving revisions to the Warren County Comprehensive Emergency Management Plan
  
- (b) Details:
  
- (c) Previous Resolution Number: 777 of 03
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: n/a

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME:** Office of Emergency Services

**DATE:** February 18, 2011

- (a) Purpose of Contract Change: Extension
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 408 of 06 & 653 of 10
- (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, 2011
- (g) Termination Date of Extension: December 31, 2011
- (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**