

# WARREN COUNTY OFFICE OF EMERGENCY SERVICES



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

**BRIAN A. LAFLURE**  
Director  
Fire Coordinator

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

**AMY J. MANNEY**  
Deputy Director

## Public Safety Committee Agenda

March 28, 2011

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

### **Action Agenda**

1. **Request:** Resolution request to move the position and duties of Hazard Mitigation Coordinator to the Soil and Water Conservation District.

**Rationale:** This was the suggested outcome from the meeting referenced in Pending Item No. 3

2. **Request:** Travel approval for Amy Manney to attend the Emergency Responder Hazardous Materials Technician for CBRNE Incidents in Anniston, AL on May 1-7 to be paid for by FEMA.

**Rationale:** To broaden the scope of knowledge to write plan, protocols and respond more effectively.

3. **Request:** Resolution request to raise both sides of the budget under A.3640 2665 and A.3640 250 in the amount of \$548

**Rationale:** This is due to the sale of some RACES equipment that was purchased with grant money. This money will be used to replace that RACES equipment.

4. **Request:** Resolution request for a transfer of funds from A.1910 418 Unallocated Insurance-General Liability to A.3640 442 Civil Defense – Automotive Gas in the amount of \$354

**Rationale:** This is due to the check received from NYMIR for our insurance premiums

5. **Request:** Travel approval for Brian LaFlure and Amy Manney to attend the Institute for Disaster Mental Health Conference in New Paltz on April 7& 8. Registration to be paid for by NYS OEM, grant money will pick up the local share.

**Rationale:** To learn new ways of combating mental fatigue in first responders and victims.

6. **Request:** Travel approval for Brian LaFlure to attend the Fire Coordinator's Conference in Montour Falls on March 31 – April 1.

## OES Activities

### January 21, 2011 – March 25, 2011

#### Exercises and Training

1/23 - 29 Instructor Training Certification  
1/17 COOP webinar  
3/2 Biological Awareness TTT  
3/9 4 Lenses (personality profiling)  
3/18 Sheltering webinar  
3/21 Held NIMS 700 class in office

#### Incidents

1/4- Structure Fire 597 Ralph Rd Luzerne  
1/16- Structure Fire 2046 CR 43 Kingsbury  
1/16- Structure Fire 16 Queens Lane, Queensbury  
1/16- Marine Rescue Assembly Point Lake George  
1/18- Fire Alarm SR 9N Lake George  
1/18- Structure Fire 59 Kircher Rd Lake George  
1/21- Structure Fire 18 Riverview Dr South Glens Falls  
1/21- Structure Fire Birch Lane South Glens Falls  
1/23- Structure Fire 404 Dix Ave Queensbury  
1/26- Structure Fire 579 West Rd Fort Ann  
1/26- Structure Fire 70 John St Queensbury  
1/28- Structure Fire 27 Waite Rd Kingsbury  
2/7- Structure Fire 2018 SR 196 Kingsbury  
2/8- MVA Oil Tanker SR 9N Lake George  
2/8- Fire Alarm 84 Park Road Kingsbury  
2/14 – structure fire Pershing Ave, Queensbury  
2/15 – structure fire Indiana Ave, WGF  
2/25- Smoke Condition 89 Six Flags Dr Queensbury  
2/28 – Water Rescue Conklinville Dam  
3/7- Structure Fire 3126 Kingsbury  
3/8- Ice Rescue call  
3/8-13- Ice Jam Break Hudson River  
3/18- Marine Rescue call  
3/21- Natural Gas Leak Meadowbrook Rd Queensbury

#### Activities

- Fulfilled quarterly report for Hazard Mitigation grant
- Moving forward with CASE grant with Saratoga and Washington Counties; developing a regional CART plan with these counties to improve response and acquiring additional grants.
- Assisting DPW with renovation of repurposed RV into a communication vehicle.

## **Sheriff's Committee Agenda 03/2811**

1. Accept the minutes from last meeting.
2. Request reso to extend existing contract with Sam Asher Computing Service/Hyper Reach.
3. Request reso to extend existing contract with Stants Combustion for boiler maintenance.
4. Request reso to authorize renewal of Lease agreement with New England Police Vehicle Leasing Corp. for lease of 2 Harley-Davidson MC.
5. Request reso awarding bid and authorizing agreement with Chic's Marina for maintenance of patrol boats.
6. Request reso to apply for 2011 Byrne JAG grant of \$30,000.00.
7. Request reso to apply for 911 interoperability grant funding.
8. Request reso to transfer \$6,690.00 from Unallocated Insurance General Liability (A.1910 418) to A.3110 442.
9. Request reso to transfer \$1,000.00 from Sheriff's 911 Center Other State Aid to Sheriff's Law Enforcement other state aid.
10. Request authorization for Sgt. Steven Stockdale to attend advanced Narcotics Leadership seminar in Long Beach, NY.
11. Request authorization for Emergency response team to attend New York Tactical Officer training in Verona, NY.
12. Request authorization for Undersheriff Swan to attend training in Saratoga, NY.
13. Request authorization to accept \$3600.00 from the Warren-Washington Care center to purchase lap-top computers for investigators involved in child abuse investigations. Amend budget.
14. Request to fill vacant patrol officer position due to resignation.
15. Request to fill vacant Major position due to retirement.
16. Request to fill Lieutenant Position.
17. Request to fill Sergeant position.
18. Request to fill patrol officer position.
19. Discussion on lateral transfers.

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

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

**DEPARTMENT NAME:** Sheriff

**DATE:** March 28, 2011

- (a) Purpose of Contract Change: Amend the cost of the contract for a yearly savings of \$1200.00 per year for the three year life of contract. New Cost is \$32,400.00 for contract period payable at \$10,800.00 annually. \_\_\_\_\_
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 93 & 259 of 2008
- (c) Name of Contractor: Sam Asher Computing Service Inc./ Hyper-Reach
- (d) Address of Contractor: 3300 Monroe Ave., Suite #317, Rochester, NY 14618  
5 West Bank Street, Cold Spring, NY 10516
- (e) Contractor's Contact Person and Telephone Number: Russ <sup>Bell</sup>~~Harding~~  
585-586-0020
- (f) Commencement Date of Extension: May 1, 2011
- (g) Termination Date of Extension: April 30, 2014
- (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. Yearly
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A3110 <sup>A. 3020 423</sup>

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Sheriff

DATE: 3/28/11

- (a) Purpose of Contract Change: Extend Contract
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 81 of 2009
- (c) Name of Contractor: Starts Combustion Assoc. Inc.
- (d) Address of Contractor: PO Box 37  
Latham NY 12110
- (e) Contractor's Contact Person and Telephone Number: Maresy Starts  
785-8539
- (f) Commencement Date of Extension: 1/11/10
- (g) Termination Date of Extension: 4/11/11
- (h) Payment Provisions: (i) lump sum amount \$1575.00  
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, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A3110 470

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME:

DATE:

- (a) Purpose of Contract Change: *Extend Lease Agreement*
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: *293 of 2010 324 of 2008  
304 of 2009*
- (c) Name of Contractor: *New England Police Vehicle Leasing Corp.  
17 Lafayette Rd., North Hampton, NH 0388*
- (d) Address of Contractor: *→*
- (e) Contractor's Contact Person and Telephone Number: *Alan Contois*
- (f) Commencement Date of Extension: *May 1, 2011*
- (g) Termination Date of Extension: *April 30 2012*
- (h) Payment Provisions: i) lump sum amount *\$7800.00*  
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, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: *A3110 421*

**RESOLUTION REQUEST FORM NO. 3**

**Request for New Contract**

DEPARTMENT NAME: **Sheriff - Law Enforcement**

DATE: **03-24-2011**

A. Is this a Result of a Bid or Request for Proposal? ~~NO~~ **Bid**

B. Purpose of Contract: **Provide maintenance services for marine vessels**

C. Name of Contractor: **Chic's Marine**

D. Address of Contractor: **4782 Lakeshore Drive, PO Box 1237  
Bolton Landing, NY 12814**

E. Contractor's Contact Person and Telephone Number: **Anthony DePace (518) 644-2170**

F. Has or will the Contract be provided, if so, please attach: **Prepared by County Attorneys Office**

G. Commencement Date of Contract: **01/01/2011**

H. Termination Date of Contract: **12/31/2011**

I. Payment Provisions:

i) lump sum amount **\$5,310.00**

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. **Annually**)

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.3110 470 – Sheriff Law Enforcement Contracts \$ \$5,310.00**

\*as listed in budget and LOGOS

Warren County Sheriff's Office  
**Memorandum**

**TO . . . . .**: N.H. York, Sheriff

**FROM . . . . .**: R.E. Swan, Undersheriff



**SUBJECT** : Patrol Boat Maintenance Bids for 2011

**DATE. . . . .**: December 13, 2010

In early November of 2010, bid specifications for Patrol Boat Maintenance for 2011 were given to Chic's Marina, Smith's Marina, Yankee Marina and Fisher's Marina by Patrol Sergeant Mike Webster. As of this date, the only bid I have received is from Chic's Marina. I have attached the sole bid and recommend we award the bid to Chic's Marina. There is no change in the fees from last year and the Marina has again offered dock space at no charge.

**CHIC'S MARINA, INC.  
4782 LAKESHORE DRIVE  
PO BOX 1237  
BOLTON LANDING, NY 12814-1237  
518-644-2170**

December 13, 2010

Warren County Purchasing Department  
1340 State Route 9  
Lake George, NY 12845

Re: Warren County Sheriff Patrol Boat Maintenance 2011.

- |   |             |
|---|-------------|
| 1) Spring Start-Up on Five (5) Patrol Boats               | (\$1280.00) |
| 2) Winterization (Winter Shut-Down) Five (5) Patrol Boats | (\$1925.00) |
| 3) Tune-up on Five (5) Patrol Boats                       | (\$2105.00) |
| 4) Summer Dock Space For One (1) 24' Patrol Boat)         | "NO CHARGE" |

If you have any questions please contact us at 518-644-2170

Yours truly,

  
Anthony Depace  
Vice-President

## **SPRING START-UP**

17' BOSTON WHALER W/90 HP JOHNSON 4/S EFI MOTOR  
17' BOSTON WHALER W/90 HP JOHNSON 4/S EFI MOTOR  
24' BOSTON WHALER W/TWIN 200 HP EVINRUDE E-TEC MOTORS  
24' BOSTON WHALER W/TWIN 200 HP EVINRUDE E-TEC MOTORS  
24' GODFREY PONTOON BOAT W/90 HP EVINRUDE FUEL INJ. MOTOR

### **SERVICES INCLUDED WITH SPRING START-UP**

CHARGE BATTERIES & CLEAN ALL CONNECTIONS  
CHECK ALL LIGHTS & ACCESSORIES  
CHECK ALL FLUID LEVELS  
CLEAN INSIDE & OUTSIDE OF ALL BOATS  
LAUNCH & TEST ALL BOATS ON THE LAKE

## TUNE-UP

(1) (#581/582) 17' BOSTON WHALER W/90 HP JOHNSON 4/S MOTOR

REPLACE SPARK PLUGS  
REPLACE ALL FUEL FILTERS AS REQUIRED  
CHANGE MOTOR OIL & FILTER  
LUBRICATE ALL FITTINGS  
CHECK ALL HOSES  
DRAIN, PRESSURE TEST & REFILL GEARCASES  
CHECK ALL FLUID LEVELS

(2) (#583/584) 24' BOSTON WHALER W/TWIN 200/HP EVINRUDE  
E-TEC MOTORS

REPLACE SPARK PLUGS  
REPLACE ALL FUEL FILTERS AS REQUIRED  
REPLACE VRO FILTERS & SEALS  
LUBRICATE ALL FITTINGS  
CHECK ALL HOSES  
DRAIN, PRESSURE TEST & REFILL GEARCASES  
CHECK ALL FLUID LEVELS

(3) (#585) 24' GODFREY PONTOON BOAT W/90/HP EVINRUDE  
FUEL INJECTION MOTOR

REPLACE SPARK PLUGS  
REPLACE FUEL FILTERS AS REQUIRED  
REPLACE VRO FILTERS & SEALS  
LUBRICATE ALL FITTINGS  
CHECK ALL HOSES  
DRAIN, PRESSURE TEST & REFILL GEARCASE  
CHECK ALL FLUID LEVELS

## **WINTERIZATION (WINTER SHUT-DOWN)**

17' BOSTON WHALER W/90 HP JOHNSON 4/S EFI MOTOR  
17' BOSTON WHALER W/90 HP JOHNSON 4/S EFI MOTOR  
24' BOSTON WHALER W/TWIN 200 HP EVINRUDE E-TEC MOTORS  
24' BOSTON WHALER W/TWIN 200 HP EVINRUDE E-TEC MOTORS  
24' GODFREY PONTOON BOAT W/90 HP EVINRUDE FUEL INJ. MOTOR

### **SERVICES INCLUDED WITH WINTERIZING (WINTER SHUT-DOWN)**

WINTERIZE MOTORS  
COVERED STORAGE OR SHRINK WRAP BOATS FOR WINTER SEASON.

# *RESOLUTION REQUEST FORM NO. 5*

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

DEPARTMENT NAME: Sheriff - Correction Division

DATE:

- (a) Purpose of Grant: **2011 Byrne JAG Recovery Act Teleconferencing Equipment**
- (b) Name of Grantor: **NYS DCJS**
- (c) Address of Contractor: **4 Tower Place Albany, NY 12203**
- (d) Grantor's Contact Person and Telephone Number: **Administration 518-457-9787**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Electronically submitted through GMA**
- (f) Effective Date of Grant: **On or About June 01, 2011**
- (g) Termination Date of Grant: **Minimum of 12 Months**
- (h) Total Dollar Amount Involved (not exceeding): **Up to \$30,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **April 22, 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? **NO**  
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**

\*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 5  
Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Sheriff's Office

DATE: March 28, 2011

- (a) Purpose of Grant: Facilitate the development, consolidation and or improved operation of the public safety communications to support and enhance statewide interoperable communications for first responders.
- (b) Name of Grantor: NYS Office of Interoperable and Emergency Communications
- (c) Address of Grantor: 1220 Washington Ave. Building 7A Suite 710, Albany NY 12242
- (d) Grantor's Contact Person and Telephone Number: Toby Dusha
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? No
- (f) Effective Date of Grant: June 30, 2011
- (g) Termination Date of Grant: two years from award
- (h) Total Dollar Amount Involved (not to exceed): not to exceed 2 million dollars
- (i) Deadline to Submit Grant Application and/or Grant Agreement: May 17, 2011
- (j) Is a Budget amendment required?: Not as yet If yes, complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project?: N/A If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required?: FNo If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:

# 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 Sheriff

Title of Position Patrol Officer

Base salary \$54,808

Budget code and title A.3110 110

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

Employee No. 11232

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

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: Savings of \$6,663.00

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 28, 2011

- 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 Public Safety - Sheriff Date March 28, 2011

- 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 \_\_\_\_\_

# 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 Sheriff

Title of Position Major

Base salary ~~\$60,070.00~~ \$84,500

Budget code and title A.3110 110

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

Employee No. 7956

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

Source of reimbursement:  Federal %  State %  Other %

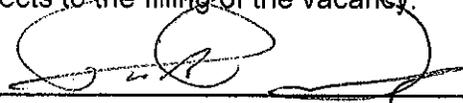
Impact to Budget: Savings of \$1,078.00

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 28, 2011

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

The Administrator objects to the filling of the vacancy.

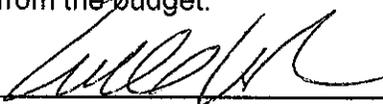
Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 28, 2011

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 \_\_\_\_\_

# 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 Sheriff

Title of Position Lieutenant

Base salary \$74,450.00

Budget code and title A.3110 110

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

Employee No. 7575

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

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: \$3,500.00 savings

### 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 \_\_\_\_\_

# 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 Sheriff

Title of Position Sergeant

Base salary \$65,786.00

Budget code and title A.3110 110

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

Employee No. to be determined (backfill vacant position from promotion of Major

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

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: \$4,093.00 estimated savings

### 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 \_\_\_\_\_

# 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 Sheriff

Title of Position Patrol Officer

Base salary \$45,852.00

Budget code and title A.3110 110

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

Employee No. to be determined (backfill vacant position from promotion of Major)

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

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: \$13,049 savings

### 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 \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 10

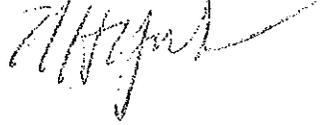
## Request for Transfer of Funds

**TO:** JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**FROM:** Nathan York Sheriff

Name of Department

**SIGNED:**



**DATE:** 03/28/11

| <u>FROM CODE</u> | <u>TITLE</u>                               | <u>TO CODE</u> | <u>TITLE</u>                   | <u>AMOUNT</u> |
|------------------|--|----------------|--------------------------------|---------------|
| A.1910 418       | Unallocated Insurance<br>General Liability | A.3110 442     | Sheriff Law Enforcement<br>Gas | \$6,690.00    |

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: Reimbused by Insurance company

\*Please note: All amounts must be in whole dollars – no cents.

### CONTINGENT FUND TRANSFER REQUESTS

| <u>FROM CODE</u> | <u>TITLE</u>  | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|---|----------------|--------------|---------------|
| A.1990 469       | Contingent Account-<br>Other Payments/Contributions |                |              |               |

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

# **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's Office**

**DATE: March 28, 2011**

(a) Purpose of Amendment: To increase and decrease revenue to correct error in budget code listing.

(b) Appropriation Code, Object Code, Full Title and Amount:

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

(c) Revenue Code (with title), and Amount: A.3110 3384 Sheriff's Law Enforcement - Other State Aid \$1,000.

(d) A.3020 3384 Sheriff's 911 Center - Other State Aid (\$1,000.)

(e)

(f)

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

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

*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: January 31, 2011

(a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies donated by Warren-Washington Care Center to purchase lap-top computers for child abuse investigations

(b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3110 220 Law Enforcement Office Equip \$3,600.00

(c) **Revenue Code (with title), and Amount:**  
A.3110 1511 Sheriff Misc. Dept Income \$3,600.00

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

# 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:** January 31, 2011

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies donated to the DARE program by TCT Federal Credit Union
- (b) **Appropriation Code, Object Code, Full Title and Amount:**  
A.3110 410 Law Enforcement Office Equip \$150.00
- (c) **Revenue Code (with title), and Amount:**  
A.3110 2708 Sheriff DARE Gifts & Donations \$150.00

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

NOT  
discussed  
in meeting  
En - tem

# 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 Warren County Sheriff's Office  
Emergency Response Team, Lamouree, Smith, Gildersleeve, Mazzeo, DiFiore,  
Wittenberg, Combs, Cote, Ordway, Palmer and Comeau  
(committee) (name)

To attend New York State Tactical Officer Training Conference  
(name of meeting or organization)

At Verona NY  
(address)

On 04/12/2011 - 04/14/2011. Mode of Transportation to be used Sheriff's Office vehicle  
(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 \$159.00 GSA Rate \$159.00  
 Meal costs – GSA per diem rate \$27.00 per day (per person)  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 3/24/11 Signature [Signature]  
(department head)

Date: 3/28/11 Signature [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.

# 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 Sgt. Steven T. Stockdale  
(committee) (name)

To attend Advanced Narcotics Leadership Seminar  
(name of meeting or organization)

At Long Beach, New York  
(address)

On May 2 - May 5, 2011. Mode of Transportation to be used Sheriff's Office vehicle  
(dates) (county vehicle or mass transportation)

If the mode of transportation is not a county vehicle or mass transportation please explain: N/A

**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 \$143.00  
 Meal costs – GSA per diem rate \$27.00 per day  
(see [www.gsa.gov](http://www.gsa.gov))

Date: 3/24/11 Signature [Signature]  
(department head)  
Date: 3/28/11 Signature [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.

# 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 Undersheriff Robert E. Swan  
(committee) (name)

To attend Undersheriff's Training Conference  
(name of meeting or organization)

At Saratoga Springs, NY  
(address)

On June 13, 14, 15. Mode of Transportation to be used county vehicle  
(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: 3/24/11 Signature [Signature]  
(department head)

Date: 3/28/11 Signature [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.
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5. Copy to commissioner of Administrative and Fiscal Services if credit card will be used.

**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

TO: PUBLIC SAFETY COMMITTEE  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

FROM: KAREN PUTNEY, ADMINISTRATOR

DATE: March 28, 2011

RE: AGENDA

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FIRE PREVENTION & BUILDING CODES PORTION

- I. PENDING ITEM
  - A. REVIEW OF FEE SCHEDULE-remove from pending list
  
- II. REPORTS/DISCUSSIONS/UPDATES
  - A. MONTHLY ACTIVITY REPORTS (FEBRUARY) permits issued, up 84% from 2010 and revenues up 38% from 2010. As of last Friday, we are up 17% from last year in revenues and up 37% from last year in the number of permits issued.
  - B. RESOLUTION REQUEST—I would like to propose the County pass a resolution exempting the town municipalities from paying a fee for building permits
  - C. DISCUSSION OF MARCH 24<sup>TH</sup> FORUM

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &  
BUILDING CODE ENFORCEMENT**

FEBRUARY 2011

ACTIVITY REPORT FROM 01/28/2011-02/24/2011

|                        |                               | No. of Permits        |                |                       |                |
|------------------------|-------------------------------|-----------------------|----------------|-----------------------|----------------|
|                        |                               | 01/28/2011-02/24/2011 |                | 01/01/2011-02/24/2011 |                |
|                        |                               | New Const.            | Add. or Alter. | New Const.            | Add. or Alter. |
| A1                     | Assembly Group                | 0                     | 0              | 0                     | 0              |
| A2                     | Assembly Group                | 0                     | 1              | 0                     | 1              |
| A3                     | Assembly Group                | 0                     | 0              | 0                     | 0              |
| A4                     | Assembly Group                | 0                     | 0              | 0                     | 0              |
| A5                     | Assembly Group                | 0                     | 0              | 0                     | 0              |
| B1                     | Business                      | 0                     | 0              | 0                     | 2              |
| B2                     | Business                      | 0                     | 0              | 0                     | 0              |
| B3                     | Business                      | 0                     | 0              | 0                     | 0              |
| D1                     | Demolition                    | 4                     | 0              | 8                     | 0              |
| E1                     | Educational Group             | 0                     | 0              | 0                     | 0              |
| F1                     | Factory Group                 | 0                     | 0              | 1                     | 0              |
| F2                     | Factory Group                 | 0                     | 0              | 0                     | 0              |
| H1                     | High-Hazard Group             | 0                     | 0              | 0                     | 0              |
| H2                     | High-Hazard Group             | 0                     | 0              | 0                     | 0              |
| H3                     | High-Hazard Group             | 0                     | 0              | 0                     | 0              |
| H4                     | High-Hazard Group             | 0                     | 0              | 0                     | 0              |
| H5                     | High-Hazard Group             | 0                     | 0              | 0                     | 0              |
| I1                     | Institutional                 | 0                     | 0              | 0                     | 0              |
| I2                     | Institutional                 | 0                     | 0              | 0                     | 0              |
| I3                     | Institutional                 | 0                     | 0              | 0                     | 0              |
| I4                     | Institutional                 | 0                     | 0              | 0                     | 0              |
| M1                     | Mercantile                    | 0                     | 0              | 0                     | 0              |
| P1                     | Permit Renewals               | 34                    | 0              | 50                    | 0              |
| R1                     | Residential Group             | 0                     | 0              | 0                     | 0              |
| R2                     | Residential Group             | 0                     | 0              | 0                     | 0              |
| R3                     | Residential Group             | 0                     | 0              | 0                     | 0              |
| R4                     | Residential Group             | 0                     | 0              | 0                     | 0              |
| RM                     | Residential Manufactured Home | 0                     | 0              | 0                     | 0              |
| S1                     | Storage                       | 0                     | 0              | 0                     | 0              |
| S2                     | Storage                       | 0                     | 0              | 0                     | 0              |
| SF                     | SINGLE FAMILY DWELLING        | 3                     | 5              | 6                     | 12             |
| TF                     | TWO FAMILY DWELLING           | 0                     | 0              | 0                     | 0              |
| TH                     | TOWNHOUSE                     | 0                     | 0              | 0                     | 0              |
| U1                     | Miscellaneous                 | 0                     | 0              | 27                    | 0              |
| <b>Permit Subtotal</b> |                               | 41                    | 6              | 92                    | 15             |
| <b>Permit Total</b>    |                               | 47                    |                | 107                   |                |

\_\_\_\_\_ Field Inspections  
 \$4,456.00 Total Fees For Date Range

\_\_\_\_\_ Public Assembly Inspections  
 \_\_\_\_\_ Fire Inspections

# **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: Fire Prevention & Building Code Enforcement**

**DATE: March 28, 2011**

- (a) Purpose of Request: To exempt the County and municipalities under the jurisdiction of the Office of Fire Prevention and Building Code Enforcement from a fee for building permits.
  
- (b) Details: Currently there is an unwritten policy that the County does not pay the fee associated with building permits issued by this Office. This resolution will formalize that policy and set the same precedent for other municipalities under the office's jurisdiction.
  
- (c) Previous Resolution Number: None
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS