

WARREN COUNTY OFFICE OF EMERGENCY SERVICES



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BRIAN A. LAFLURE
Director
Fire Coordinator

AMY J. DREXEL
Deputy Director
Emergency Services Coordinator

Divisions
EMS Coordinator
Gary Scidmore
Hazmat/WMD Coordinator
Jamie Schrammel

Public Safety Committee Agenda

October 31, 2011

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

Action Agenda

1. **Request:** Travel approval for Amy Drexel to attend Train the Trainer ICS in Plattsburg on November 21 – 22, 2011

Rationale: To continue in-house instruction of ICS for NIMS compliance.

2. **Request:** Travel approval for Brian LaFlure to attend the Regional Fire Administrators conference in Montour Falls on November 30 – December 1.

Rationale: To received updates on the new state rules and laws

Old Business/Pending Items

Topics for Discussion

1. Emergency Services Training Center update
2. Homeland Security Grant update.
3. Use of WIC building for training.

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 Drexel

 (Supervisory Committee) (Employee Name)

to attend T the T ICS course

 (Name of meeting or organization)

at Plattsburg

 (Address)

on Nov, 21-22, 2011 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 \$ _____ GSA* Rate \$ _____
- Meal costs - GSA* per diem rate \$ _____

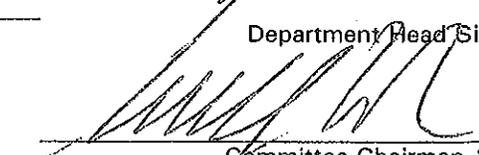
* www.gsa.gov

Date: 10/20/11



 Department Head Signature

Date: 10/31/11



 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.

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 Brian LaFlure

 (Supervisory Committee) (Employee Name)

to attend REGIONAL FIRE ADMISTATORS CONFERENCE

 (Name of meeting or organization)

at MONTICELLO FALLS

 (Address)

on November 30 - DEC 1 . 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 \$ _____

*www.gsa.gov

Date: 10/13/11 _____

 Department Head Signature

Date: 10/31/11 _____

 Committee Chairman Signature

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