

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

February 27, 2012

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

Action Agenda

1. **Request:** Resolution request for Amy Drexel to attend FEMA's Center for Domestic Preparedness Center in Anniston, AL on May 6 – 10, 2012 to be paid by FEMA.

Rationale: This is the second portion of the training she took last year.

2. **Request:** Resolution request to have a contract with Emergency Vehicle Upfitters for the purpose of installation of equipment on vehicles.

Rationale: We have an assortment of lights, sirens, radios and the like that need to be installed. Most of this year's projects will be paid for out of grant monies. We have 3 quotes, this vendor came in the cheapest at \$60/hour with no travel time. We would like this contract to be terminated within 30 days written notice of either party.

3. **Request:** Resolution request for the Chairman of the Board to approve the FFY12 NYS Homeland Security Program grant in the amount not to exceed \$150,000

Rationale: There is no local contribution to this grant. It is to supplement the local taxpayers in support of homeland security readiness and response. This grant application is coming out in mid-March and we will only have 30 days to complete the documentation. At this time we do not know how much grant money we are eligible for.

4. **Request:** Resolution request to raise both sides of the 2012 budget to accommodate the Local Emergency Planning Committee grant in the amount of \$ 4,586

Rationale: Resolution needed to commence purchasing process.

Old Business/Pending Items

Topics for Discussion

1. Update on Emergency Services Training Center

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 Committee hereby authorizes Amy Drexel

(Supervisory Committee) (Employee Name)

to attend FEMA's Center for Domestic Preparedness Center

(Name of meeting or organization)

at Anniston, AL

(Address)

on May 6-10, 2012. Mode of transportation to be used Mass
Transportation
(Dates) (County Vehicle or Mass Transportation)

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

To be paid by FEMA

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: _____

Department Head Signature

Date: _____

Committee Chairman Signature

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

RESOLUTION REQUEST FORM NO. 15

Requesting Approval for Out-of-State Travel*

****If the conference announcement or details are available in writing, please attach.***

DEPARTMENT NAME: Office of Emergency Services

DATE: March 16, 2012

- (a) Dates of Travel: May 6 - 10, 2012
- (b) Purpose (include complete name of any conference, school, etc.): Hazardous Materials Technician for CBRNE Incidents given by FEMA's Center for Domestic Preparedness
- (c) City/Town & State: Anniston, AL
- (d) Employee(s) Traveling (include title(s): Amy Drexel, Emergency Services Coordinator
- (e) Is County paying the costs or is another Agency? FEMA
- (f) Mode of Transportation to be Use: Mass Transportation
(County Vehicle or Mass Transportation)

Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Office of Emergency Services

DATE: March 16, 2012

- (a) Purpose of Grant: Support local emergency interoperability & terrorism preparedness
- (b) Name of Grantor: FFY12 SHSP NYS Homeland Security Office
- (c) Address of Contractor: 1220 Washington Ave, Building 7A, Suite 610, Albany, NY 12242
- (d) Grantor's Contact Person and Telephone Number: Sue Bub, 518 485-0148
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? no done electronically
- (f) Effective Date of Grant: 9/1/12
- (g) Termination Date of Grant: 8/31/14
- (h) Total Dollar Amount Involved (not to exceed): \$150,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement: Mid-April 2012
- (j) Is a Budget amendment required? later 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: No

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: March 16, 2012

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: Vehicle installation of various lights, sirens and radios

- (c) Name of Contractor: Emergency Vehicle Upfitters

- (d) Address of Contractor: PO Box 711, Glens Falls, NY 12801

- (e) Contractor's Contact Person and Telephone Number: Robert Miksch 361-3501

- (f) Has or will the Contract be provided, if so, please attach: Contract will be provided at a later date

- (g) Commencement Date of Contract: March 16, 2012

- (h) Termination Date of Contract: 30 days written notice of either party

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount \$60 per hour
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon completion of each individual project

- (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:

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: March 16, 2012

- (a) Purpose of Amendment: Increase both sides of budget

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3641 - Local Emergency Planning; .210 - Furniture \$300; .220 - Office Equipment \$286; .444 - Travel/Education \$4,000

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3641 4306 Local Emergency Planning - Federal Aid - \$4,586

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

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

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

Karen Putney
Administrator

518 761-6542
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TO: PUBLIC SAFETY COMMITTEE
FIRE PREVENTION & BUILDING CODE ENFORCEMENT
FROM: KAREN PUTNEY, ADMINISTRATOR
DATE: FEBRUARY 27, 2012
RE: AGENDA

FIRE PREVENTION & BUILDING CODES PORTION

I. REPORTS/DISCUSSIONS/UPDATES

- A. MONTHLY ACTIVITY REPORTS (December 2011, January and February 2012). *As of last Friday, February 24th, permits issued are down 44 % and revenues are up 3 % from the same time in 2011. The increase in revenues is due to the increased Fire Safety Inspections being done.*
- B. BUDGET PERFORMANCE REPORT (December 2011 and Year-to-Date for 2012)

II. YEAR END NUMBERS

- A. STATE MANDATED REPORT (see attachment)
- B. BUILDING INSPECTIONS FOR 2011—3,826 (see attachment)
- C. PERMIT NUMBERS
 - 1. BUILDING PERMITS—1,003 (*New builds for single family, two family and townhouses were down 14% from 2010—87 in 2010 and 75 in 2011.*)
 - 2. SOLID FUEL BURNING PERMITS (woodstoves, fireplaces, etc.)—160 (*up 12% from 2010—143 in 2010*)
 - 3. FIRE SAFETY INSPECTIONS—265 (*only 21 done in 2010*)
- D. COMPLAINTS RECEIVED—72
- E. NUMBER OF PERMITS ISSUED PER TOWN, PER YEAR (see attachment)

III. DISCUSSION REGARDING FIRE SAFETY INSPECTIONS