

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

Divisions
EMS Coordinator
Gary Scidmore
Hazmat/WMD Coordinator
Jamie Schrammel

BRIAN A. LAFLURE
Director
Fire Coordinator

AMY J. DREXEL
Deputy Director
Emergency Services Coordinator

Public Safety Committee Agenda

February 22, 2013

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

Action Agenda

1. **Request:** Resolution request to decrease both sides of the 2013 budget in the amount of \$7,516 to correct the FY11 NYS Homeland Security Program.

Rationale: This is to correct the 2013 budget.

2. **Request:** Resolution request for out-of-state travel for Amy Drexel to attend the Continuity of Operations Planning Train-the-Trainer course given by FEMA's National Emergency Training Center in Emmitsburg, MD.

Rationale: Upon completion of this course, Amy Drexel will attain her Professional Continuity Practitioner. FEMA will pay for the majority of the costs and minimal costs will be incurred by the County.

3. **Request:** Resolution request for the transfer of funds from A.1990 469 Contingent Account-Other Payments/Contributions to A.3640 444 Civil Defense Travel/Education/Conference in the amount of \$1011.07.

Rationale: The Office of Emergency Services incurred travel expenses totaling the above amount for the return of the Command Vehicle. These expenses were expected in 2012 and therefore not considered during the 2013 budget process.

Old Business/Pending Items

Topics for Discussion

1. Update on Communications Vehicle
2. Update on Training Center

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 22, 2013

(a) Purpose of Amendment: Decrease both sides of the 2013 budget.

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

A.3645.4003 240 – FY11 State Homeland Security Program – Highway Equipment	(\$55.62)
A.3645.4003 250 – FY11 State Homeland Security Program – Technical Equipment	(\$1,905.00)
A.3645.4003 260 – FY11 State Homeland Security Program – Other Equipment	(\$5,555.38)

(c) Revenue Code (with title), and Amount:

A.3645.4003 4380 – FY11 State Homeland Security Program –
State Homeland Security Program (\$7,516.00)

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: February 22, 2013

- (a) Dates of Travel: April 1-5, 2013

- (b) Purpose (include complete name of any conference, school, etc.): Continuity of Operations Planning Train-the-Trainer course given by FEMA's National Emergency Training Center. Amy Drexel will attain her Professional Continuity Practitioner upon completion of this course.

- (c) City/Town & State: Emmitsburg, MD

- (d) Employee(s) Traveling (include title(s): Amy Drexel, Emergency Services Coordinator

- (e) Is County paying the costs or is another Agency? FEMA will pay the majority of the fees and the County will incur minimal costs.

- (f) Mode of Transportation to be Use: Personal Vehicle
(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.

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 the Continuity of Operations Planning Train-the-Trainer course

(Name of meeting or organization)

at the National Emergency Training Center in Emmitsburg, MD

(Address)

on April 1-5, 2013. Mode of transportation to be used Personal 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 \$ _____

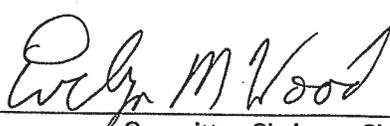
*www.gsa.gov

Date: 2/22/13



Department Head Signature

Date: 2/22/13



Committee Chairman Signature

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: February 22, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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- Other Payments/Contributions	A.3640 444	Civil Defense - Travel/Edu/Conf.	\$1011.07

Please state reason for transfer request: To pay for costs incurred for the return of the OES Command Vehicle.

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

Sheriff's Committee Agenda 02/23/13

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

Action Agenda

1. Request reso to enter into contract with Village of Lake George for police services for summer 2013 in the amount of \$20,500.
2. Request to amend county budget to increase revenue to reflect monies received for training in the amount of \$250.00.
3. Request to send Inv. Terry Comeau to Asset Forfeiture training in Quantico, VA.
4. Request to send Sgts. Pasquale Girard, Greg Riley and Patrol Officers Bill Bacus, Greg Seeley, & Shaun Stillman to Aquatic Death and Momicidal Drowning Investigation training in Rockland County.

Topics for Discussion

1. Glens Falls Common Council adopted a resolution that requests the Sheriff to develop a non-binding, conceptual study as to the manner in which comprehensive Police Staffing would be provided to the City by the Sheriff's Office and the anticipated cost thereof; and further requested the Sheriff prepare this study at no cost to the City and that Sheriff York present his findings to the Board of Public Safety and the Common Council's shared services committee; and further requested that Sheriff York provide the City with the current net cost to City taxpayers of the present Sheriff's road patrol.

Old Business / Pending Items

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Sheriff

DATE: February 22, 2013

- (a) Purpose of Contract Change: Amend the cost of the contract.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
- (c) Name of Contractor: VILLAGE OF LAKE GEORGE
- (d) Address of Contractor: PO BOX 791, LAKE GEORGE NY 12845
- (e) Contractor's Contact Person and Telephone Number: MAYOR ROBERT BLAIS
668-5771
- (f) Commencement Date of Extension: May 24, 2013
- (g) Termination Date of Extension: 12/31/13
- (h) Payment Provisions:
 - i) lump sum amount X
 - 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 470 \$13,800

20,500

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: ~~November 8, 2012~~ February 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies received for training.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 444 Law Enforcement Training \$250.00
- (c) **Revenue Code (with title), and Amount:**
A.3110 1511 Sheriff Misc. Dept. Income \$250.00

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

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 5 Members of the Warren County Sheriff's Dive Unit
(committee) (name)

To attend Aquatic Death and Homicidal Drowning Investigations Training
(name of meeting or organization)

At Rockland County
(address)

On March 5-6, 2013. Mode of Transportation to be used 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 \$105
 Meal costs – GSA per diem rate \$ _____
(see www.gsa.gov)

*Two rooms for two nights
\$420-*

Date: 2/22/13 Signature [Signature]
(department head)

Date: 2/22/13 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.

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: Sheriff & Communications

DATE: February 22, 2013

- (a) Dates of Travel: Feb 25 - March 1, 2013

- (b) Purpose (include complete name of any conference, school, etc.): Asset Forfeiture Training.

- (c) City/Town & State: Quantico, VA.

- (d) Employee(s) Traveling (include title(s): Investigator Terry Comeau

- (e) Is County paying the costs or is another Agency? No

- (f) Mode of Transportation to be Use: DEA vehicle
(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.

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 Inv. Terry Comeau
(committee) (name)

To attend Asset Forfeiture Training - DEA Task Force Officers
(name of meeting or organization)

At United States Drug Enforcement Administration Training Academy, Quantico, Virginia
(address)

On Feb 25 - March 1, 2013. 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: DEA Vehicle assigned to TFO Comeau

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)

Date: 2/22/13 Signature [Signature]
(department head)

Date: 2/22/13 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.

At a regular Common Council meeting held on Tuesday, February 12, 2013 in the Common Council Chambers, City Hall, 42 Ridge Street, Glens Falls, New York, 12801, the following resolution was passed.

W. City

RESOLUTION NO. 68

On the motion of Councilman Brock, seconded by Councilman Watson, it was

RESOLVED THAT, the Common Council hereby requests that Warren County and the Warren County Sheriff's Department develop a non-binding, conceptual study as to the manner in which comprehensive Police staffing would be provided to the City of Glens Falls by the Warren County Sheriff's Department and the anticipated cost thereof; and further requesting that the Sheriff prepare this study at no cost to the City and that Sheriff York present his findings to the Board of Public Safety and the Common Council's Shared Services Committee; and further requesting that Sheriff York provide the City with the current net cost to City taxpayers of the present Sheriff's Road Patrol.

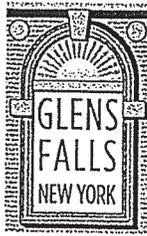
Roll call vote taken on the foregoing resolution resulted as follows:

AYES: Councilman-at-Large Hall, Councilwoman Villa-White, Councilmen Busch, Watson, Brock and Driscoll.

NAYS: None.

Said resolution declared Adopted.

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February 12, 2013

Sheriff Nathan "Bud" York
Warren County Sheriff's Department
1400 State Route 9
Lake George, NY 12845

Dear Sheriff York:

By way of this letter, I am formally requesting assistance from the Warren County Sheriff's Department in conducting foot patrols in the downtown Glens Falls business district, including South Street. It would be helpful if these foot patrols occurred between the hours of 9 p.m. and 5 a.m. on weekends.

Providing these patrols would allow city stakeholders to become better acquainted with the skills and capabilities of the Warren County Sheriff's Department and would be a tangible manifestation of city property taxpayers' ongoing contribution to the Warren County Sheriff's Department budget.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "John A. Diamond", is written over the word "Sincerely,".

John A. Diamond
Mayor

cc: Chairman Kevin Geraghty
Members of the Public Safety Committee (Supervisors Evelyn Wood, Dan Girard, Ralph Bentley, Ron Montesi, Harold "Bud" Taylor, Edna Frasier, David Strainer)