

# WARREN COUNTY OFFICE OF EMERGENCY SERVICES



**Main Office**  
1340 State Route 9  
Lake George, NY 12845  
518-761-6240  
Fax: 518-761-6402  
oes@warrencountyny.gov

**BRIAN A. LAFLURE**  
Director  
Fire Coordinator

**Divisions**  
Acting EMS Coordinator  
*Micki Guy*  
Hazmat/WMD Coordinator  
*Jamie Schrammel*

**AMY J. DREXEL A.E.M.**  
Deputy Director  
Emergency Services Coordinator

## Public Safety Committee Agenda

March 25, 2013

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

### **Action Agenda**

1. **Request:** Resolution request for the appointment/reappointment of the EMS Advisory Board.  
**Rationale:** All appointments are to expire on April 30, 2013.
2. **Request:** Resolution request for the appointment/reappointment of the Fire Advisory Board.  
**Rationale:** All appointments are to expire on April 30, 2013.
3. **Request:** Resolution request to raise both sides of the 2013 budget in the amount of \$91,000 to accommodate the FY2012 Hazmat Grant Program (Hazmat Consortium).  
**Rationale:** Resolution needed to commence purchasing process.
4. **Request:** Resolution request to ratify the actions of the Chairman of the Board to approve the application for the FY2012 Local Emergency Management Performance Grant (LEMPG) in the amount of \$29,003.  
**Rationale:** This is a 50/50 grant that covers the salary and fringe of the Emergency Services Coordinator and the Account Clerk.
5. **Request:** Resolution request for the notice of intent to fill the position of EMS Coordinator.  
**Rationale:** Position is vacant due to resignation.
6. **Request:** Resolution request for the notice of intent to fill the position of First Deputy EMS Coordinator.  
**Rationale:** Position is vacant due to resignation.

7. **Request:** Resolution request for the notice of intent to fill the position of Second Deputy EMS Coordinator.

**Rationale:** Position is vacant due to promotion.

8. **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 response plans within the County.

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

#### **Topics for Discussion**

1. Training Center Update
2. Update on Communications Vehicle
3. Discussion on the state of EMS in Warren County

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

***\*If more than one person is being appointed, please attach additional sheets***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 25, 2013**

- (a) Name of Appointee: Warren County EMS Advisory Board (see attached)
- (b) Is this a Reappointment? Yes      If so, please provide the Resolution No. which authorized the last appointment of this individual 349 of 2012
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title (see attached)
- (e) Address of Appointee: (see attached)
- (f) Title of Appointment: EMS Advisory Board Member
- (g) Effective Date of Appointment: May 1, 2013
- (h) Termination Date of Appointment: April 30, 2014
- (i) Name of Person Being Replaced (if applicable): (see attached)
- (j) Reason for Replacement: Turn over

EMS ADVISORY BOARD							
Last Name	First Name	Agency	Address	City, State, Zip	Phone	Cell	E-Mail
Auer	Patricia	Dir of Public Health	1340 State Route 9	Lake George, NY 12845	761-6571		auerp@warrencountyny.gov
Catalfamo	Eric	Empire	120 Dix Avenue	Glens Falls, NY 12801	747-3576	488-1635	ecatalfamo@empireambulance.com
Owen	John	North Queensbury	202 Lake Parkway	Lake George, NY 12845	668-5782	361-2824	johnhewen@roadrunner.com
Miller	Jason	West Glens Falls	86 Luzerne Road	Queensbury, NY 12804	798-3745	232-4005	jason4685@gmail.com
Emerson	Steve	Warrensburg	PO Box 157	Warrensburg, NY 12885		232-0817	tek910@nycap.rr.com
French	Peter	Bolton	PO Box 237	Bolton Landing, NY 12814	644-2721	361-2299	peterfrench365@yahoo.com
Fusco	Kevin	Johnsburg	1 Cole Road	North Creek, NY 12853	251-2007	(973)997-6188	kevinfusco@frontier.com
Hawley	Chris	Lake George	24 Gage Road	Lake George, NY 12845	668-5557	361-3079	lgemscaptain@nycap.rr.com
Stone	Scott	Luzerne	PO Box 215	Lake Luzerne, NY 12846		605-0445	tek811@hotmail.com
La Grasse	Peter	Stony Creek	PO Box 38	Stony Creek, NY 12878	696-2332		tsc supvr@hotmail.com
LaFlure	Brian	Director OES	3 Prospect Drive	Queensbury, NY 12804	761-6537	361-0132	laflureb@warrencountyny.gov
Hayes	Joshua	Thurman	PO Box 114	Athol, NY 12810		538-7287	joshuahaves79@yahoo.com
Wright	Karen	Minerva	PO Box 194	Minerva, NY 12857		742-9036	kargreg@frontier.net
Oberdorf	Mary	North Warren	PO Box 323	Chestertown, NY 12817		232-2497	dorfema@hotmail.com
Schrammel	Jamie	Chief GFFD	134 Ridge Street	Glens Falls, NY 12801		260-0472	jschrammel@nycap.rr.com
Stebbins	Laura	Dir Emerg Prep	Glens Falls Hospital				
Swinton	Renee	Hague	100 Park Street	Glens Falls, NY 12801	926-3122	791-8491	lstebbins@glensfallsishosp.org
Guy	Micki	EMS Coordinator	PO Box 585	Hague, NY 12836	543-8035	586-6584	swintonrenee@yahoo.com
Ralston	Steve	Bay Ridge	147 River Street	Hudson Falls, NY 12839	636-5601	879-8503	medic103853@yahoo.com
			1109 Ridge Road	Queensbury, NY 12804		307-9355	brrs260@yahoo.com

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

***\*If more than one person is being appointed, please attach additional sheets***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 25, 2013**

- (a) Name of Appointee: Warren County Fire Advisory Board (see attached)
- (b) Is this a Reappointment? Yes      If so, please provide the Resolution No. which authorized the last appointment of this individual 348 of 2012
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title (see attached)
- (e) Address of Appointee: (see attached)
- (f) Title of Appointment: Fire Advisory Board Member
- (g) Effective Date of Appointment: May 1, 2013
- (h) Termination Date of Appointment: April 30, 2014
- (i) Name of Person Being Replaced (if applicable): (see highlighted rows)
- (j) Reason for Replacement: Election

## WARREN COUNTY FIRE ADVISORY BOARD - MEMBER CONTACT LIST

Name	Address	Phone	Fire Dept/Co
Chief Jeff Baertschi	19 Holly Lane, Lake George, NY 12845 car225@adelphia.net	365-2102	No. Queensbury FC
Chairman Chief Alan Moon	79 E. Middle Road Lake George, NY 12845 amoon@lgfd.org	361-4463	Lake George FC
Chief Jack Crossman	20 LaFlure Lane Chestertown, NY 12817 jpic@nycap.rr.com	791-4994 494-5239	Chestertown FD
Asst. Chief Joe Duprey	7 Sweet Road Queensbury, NY 12804 joefireman42@hotmail.com	361-3577	Queensbury Central FD
Past Chief Jamie Ellis	1 Zermatt Dr. Lake Luzerne, NY 12846 jamie31@lhfd.net	791-1412	Luzerne-Hadley FD
Chief Robert Frevele	310 Vanderwalker Road Chestertown, NY 12817 bobfrevadk@yahoo.com	494-7932 744-2155	Riverside FC
Chief James Hayes	79 Hayesburg Road Brant Lake, NY 12815 JHayes295@aol.com	494-2848 495-8095	Horicon FC
Chief John Donohue	PO Box 143 North River, NY 12856	251-3625	North River FD
Chief Jeremy Coon	161 Federal Hill Road Bolton Landing, NY 12846 coonj@boltonfirerescue.org	743-2500 (w)	Bolton Landing FD
Chief Pat Mellon	462 State Rt 149 Lake George, NY 12845 pwmellon@gmail.com	793-8490 (h) 361-1299 (c)	Bay Ridge FC
<b>Coordinators</b>			
Ted Little	283 White Schoolhouse Road Chestertown, NY 12817 tlittle1@nycap.rr.com	494-3745 (h) 796-9090 (c)	Deputy Coordinator
Brian LaFlure	3 Prospect Drive Queensbury, NY 12804 brian.laflure@sheriff.co.warren.ny.us	793-6401 (h) 743-3581 (w) 361-0132 (c)	Fire Coordinator
Jamie Schrammel	36 Sagamore Street Glens Falls, NY 12801 jschrammel@nycap.rr.com	792-3458 (h)	Deputy Coordinator
Scott Combs	5 South Ave Warrensburg, NY 12885 jscombs1@nycap.rr.com	623-3872 (h) 744-4330 (c)	Deputy Coordinator
Charles Mellon, Jr	11 Martindale Road Lake George, NY 12845 melloncm@roadrunner.com	793-5943 (h) 361-1297 (c)	Deputy Coordinator
Micki Guy	147 River St. Hudson Falls, NY 12839 medic103853@yahoo.com	879-8503	Acting EMS Coordinator
<b>Communications</b>			
Larry Jeffords	larry.jeffords@sheriff.co.warren.ny.us	743-2501 (w)	WCSD Communications Supervisor
Evan Donegan	PO Box 209 Cleverdale, NY 12820 efdonega@gw.dec.state.ny.us	656-9086 (h)	DEC

# ***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 25, 2013**

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

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

A.3645.4005 250 – FY12 Hazmat Grant Program – Technical Equipment	\$35,000
A.3645.4005 422 – FY12 Hazmat Grant Program – Repair/Maint Equipment	\$56,000

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

A.3645.4005 4382 – FY12 Hazmat Grant Program – Hazmat Grant Program	\$91,000
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# ***RESOLUTION REQUEST FORM NO. 5***

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: May 18, 2012**

- (a) Purpose of Grant: FY12 Local Emergency Management Performance Grant
  
- (b) Name of Grantor: NYS Division of Homeland Security and Emergency Services
  
- (c) Address of Contractor: 1220 Washington Ave, Building 7A, Suite 710, Albany, NY 12242
  
- (d) Grantor's Contact Person and Telephone Number: General F. David Sheppard  
242-5000
  
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes
  
- (f) Effective Date of Grant: 10/1/12
  
- (g) Termination Date of Grant: 9/30/13
  
- (h) Total Dollar Amount Involved (not to exceed): \$29,003
  
- (i) Deadline to Submit Grant Application and/or Grant Agreement: April 15, 2013
  
- (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: 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. 12

Schedule "A"

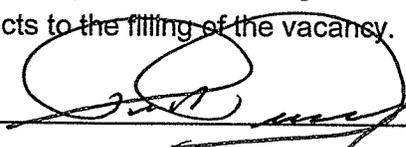
## NOTICE OF INTENT TO FILL VACANT POSITION

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, termination or promotion. 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.

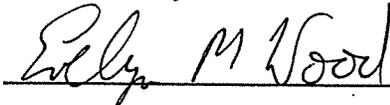
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Office of Emergency Services Payroll Dept. No.  
Title of Position EMS Coordinator Annual Salary \$8,694 Grade  
Budget code and title A.4022 Emergency Medical Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 9204  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: None  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 2013  
 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 - OES Date March 25, 2013  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
Ranking Committee Member Signature 

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.  
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, termination or promotion. 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

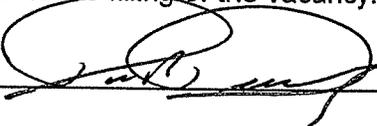
Department Office of Emergency Services Payroll Dept. No.  
Title of Position First Deputy EMS Coordinator Annual Salary \$4,737 Grade  
Budget code and title A.4022 Emergency Medical Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10203  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: None

Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 2013

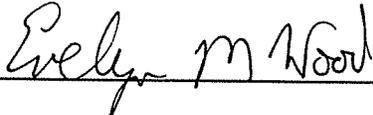
- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 2013

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

Ranking Committee Member Signature 

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

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, termination or promotion. 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

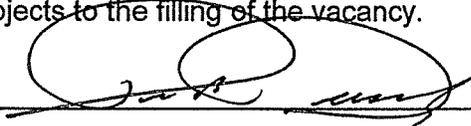
Department Office of Emergency Services Payroll Dept. No.  
Title of Position Second Deputy EMS Coordinator Annual Salary \$2,999 Grade  
Budget code and title A.4022 Emergency Medical Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 11831  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: None

Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 2013

- 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 - OES Date March 25, 2013

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

Ranking Committee Member Signature 

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

# ***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: March 25, 2013**

- (a) Purpose of Request: Approving revisions to the Warren County Comprehensive Emergency Management Plan.
  
- (b) Details:
  
- (c) Previous Resolution Number: 777 of 2003 and 87 of 2011
  
- (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