

WARREN COUNTY OFFICE OF EMERGENCY SERVICES



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Fire Coordinator

Divisions
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Deputy Director
Emergency Services Coordinator

Public Safety Committee Agenda

September 25, 2013

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

Action Agenda

1. **Request:** Travel approval for Brian LaFlure and James Schrammel to attend the Hazardous Materials Leadership Forum in Syracuse, NY on October 18-19, 2013.

Rationale: To increase situational awareness and discuss Hazmat regionalization best practices along with capability assessments and goals for the coming year. New York State will provide lodging and meals.

2. **Request:** Travel approval for Brian LaFlure to attend the New York State 911 Coordinators Conference in Canandaigua, NY on October 22-24, 2013.

Rationale: To receive key updates, discuss various issues of importance and attend courses and presentations to gain critical skills. Conference registration, meals and lodging are to be paid for by OES.

3. **Request:** Travel approval for Brian LaFlure to attend the Regional Fire Administrators Conference at the NYS Fire Academy on December 12-13, 2013.

Rationale: To receive updates on new state laws and regulations. Conference fees, lodging and meals will be provided by New York State Office of Fire Prevention and Control.

4. **Request:** Resolution request to approve the *Restrictive Deed Covenants* as pertaining to the Warren Washington County Regional Emergency Services Training and Educational Center

Rationale: To be discussed.

5. **Request:** Resolution request to apply for the FY2013 Local Emergency Management Performance Grant (LEMPG) in the amount of \$28,549.

Rationale: This is a 50/50 grant that covers the salary and fringe of the Emergency Services Coordinator and the Account Clerk.

Old Business/Pending Items

Topics for Discussion

1. Training Center Update
2. Update on Communications Vehicle

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 the NYS Hazmat Conference

(Name of meeting or organization)

at Syracuse, NY

(Address)

on October 18-19, 2013. 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: _____

Department Head Signature

Date: _____

Committee Chairman Signature

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

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 James Schrammel

(Supervisory Committee)

(Employee Name)

to attend the NYS Hazmat Conference

(Name of meeting or organization)

at Syracuse, NY

(Address)

on October 18-19, 2013. 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: _____

Department Head Signature

Date: _____

Committee Chairman Signature

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

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 the NYS 911 Coordinators Conference

(Name of meeting or organization)

at Canandaigua, NY

(Address)

on October 22-24, 2013. 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: _____

Department Head Signature

Date: _____

Committee Chairman Signature

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

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 Brian LaFlure

(Supervisory Committee) (Employee Name)

to attend the Regional Fire Administrators Conference

(Name of meeting or organization)

at Montour Falls, NY

(Address)

on December 12-13, 2013. 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: _____

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. 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: September 25, 2013

- (a) Purpose of Request: To approve the Restrictive Deed Covenants as pertaining to the Warren Washington County Regional Emergency Services Training and Educational Center.

- (b) Details:

- (c) Previous Resolution Number:

- (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

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Office of Emergency Services

DATE: September 25, 2013

- (a) Purpose of Grant: FY13 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: Shelley Wahrlich 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: 9/30/14
- (h) Total Dollar Amount Involved (not to exceed): \$28,549
- (i) Deadline to Submit Grant Application and/or Grant Agreement: October 24, 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