

Sheriff's Committee Agenda 03/31/14

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

Action Agenda

1. Request to send Sgt. Kevin Scellen to civil supervisors training in Saratoga Springs NY. Cost of training is \$275.00
2. Request reso to hire Televate, LLC to do a communications study for entire communications system. Cost is \$32,925.00.
3. Request to fill vacant patrol officer position due to termination. Savings to budget of \$7,098.00
4. Request to fill vacant patrol officer position due to retirement. Savings to budget \$11,191.00.
5. Request to create 13 new correction officer positions. Not to be funded until hire date. Hire dates are expected as follows: August 1, 2014 (7 Positions); January 1, 2015 (6 Positions).
6. Request to transfer funds to cover 2014 costs of 7 new positions. (Refer to attached form #10)

Topics for Discussion

We have filled 0 Correction Officer positions.

Old Business / Pending Items

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 Sgt Kevin Scellen
(committee) (name)

To attend NYSSA Civil Supervisors Conference
(name of meeting or organization)

At Saratoga Springs NY
(address)

On 05/12/14 -05/14/14. Mode of Transportation to be used Sheriff's Office vehicles
(dates) (county vehicle or mass transportation)

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

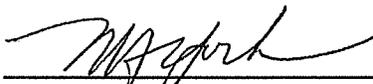
Proper documentation must be attached when submitting for approval.

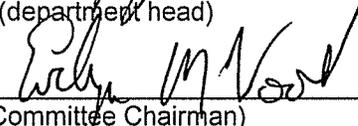
(Please check documents attached)

Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$_____ GSA Rate \$
 Meal costs – GSA per diem rate \$_____
(see www.gsa.gov)

Date: 3/28/14 Signature 
(department head)

Date: 3/31/2014 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. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

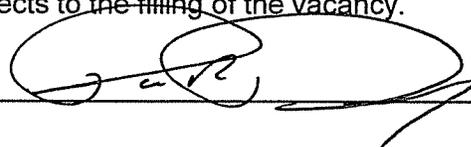
This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff _____ Payroll Dept. No. _____
Title of Position Patrol Officer #26 Annual Salary 36,414 Grade _____
Budget code and title A.3110 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other _____
Employee No. 11521
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: Savings of approximately \$ 7,098.00
Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety Sheriff Date March 31, 2014
 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 - Sheriff Date March 31, 2014
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature Evelyn M Wood

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 Sheriff Payroll Dept. No.
Title of Position Patrol officer #32 Annual Salary 36,414 Grade
Budget code and title A.3110 110 Union X Non-Union
This position is vacated due to: X Retirement Resignation Termination Promotion Other
Employee No. 7774
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other
Impact to Budget: Savings of approximately \$ 11,191.00
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 31, 2014
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 31, 2014
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
Ranking Committee Member Signature [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: Sheriff & Communications

DATE: March 31, 2014

- (a) Purpose of Request: to determine a source of funding to hire Televate, LLC to perform a communications study for entire communications system

- (b) Details: Appropriate funds from the general fund unappropriated surplus to Sheriff's Budget in an amount not to exceed \$32,925 to cover the cost of hiring Televate, LLC

- (c) Previous Resolution Number: N/A

- (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. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff's Office

DATE: March 28, 2104

- (a) Title of Requested Position: Correction Officer (13 positions)
Position numbers: 69 thru 81
- (b) Annual Base Salary (and Grade if Applicable): \$35,766.00
- (c) Effective Date for New Position:* August 1, 2014
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.3150 110 CORRECTIONS OFFICER to be funded upon hire date of August 2014 (7 positions) & January 2015 (6 positions)
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) YES
- (g) Is this a mandated position? If so, please explain: YES
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Nathan H. York Sheriff
Name of Department

SIGNED:  DATE: March 28, 2014
~~November 21, 2013~~

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
To be determined by Finance		A.3150 110	Jail Salaries	\$107,500.00
" " " " "		A.3150 120	Jail O.T	110,000.00
" " " " "		A.3150 130	Jail Part Time	130,000.00
" " " " "		A.3150 439	Jail Misc. Fees	1,210.00
" " " " "		A.3150 453	Jail Clothing & Equip	15,822.00

Please state reason for transfers requested: cover expenses of mandated positions for 2014

*Please note: All amounts must be in whole dollars – no cents. !! FORMTEXT ¶ 1

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			

Please state reason for transfer request: Keep code in black at end of year

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

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

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

Divisions
EMS Coordinator
Micki Guy
Hazmat/WMD Coordinator
Jamie Schrammel

Public Safety Committee Agenda

March 31, 2014

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

Action Agenda

1. **Request:** Resolution request for the transfer of funds from A. 1990 469 Contingent Account – Other Payments/Contributions to A.3640 410 Civil Defense – Supplies in the amount of \$3,264.

Rationale: Resolution needed to purchase GIS software for the Office of Emergency Services and the Command Vehicle.

2. **Request:** Resolution request for the appointment/reappointment of the Fire Advisory Board.

Rationale: All appointments are to expire on April 30, 2014.

Old Business/Pending Items

1. Request for determination of a source of funding estimated at \$120,000 to construct a shelter to house OES vehicles and equipment was tabled by the Finance Committee and referred back to Public Safety. (03.12.14)

Topics for Discussion

Update on the Command Vehicle

Presentation – *Interoperable Communications Consortium*

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: March 31, 2014

<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 410	Civil Defense - Supplies	\$3,264

Please state reason for transfer request: To purchase GIS software for the Office of Emergency Services and the Command Vehicle.

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

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 31, 2014

- (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 194 of 2013
- (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, 2014
- (h) Termination Date of Appointment: April 30, 2015
- (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
Chief Jeremy Bradway	850 High Street Athol, NY 12810 thurmancar290@yahoo.com	623-9358 932-1833	Thurman FC
Chief Jack Crossman	20 LaFlure Lane Chestertown, NY 12817 jpic@nycap.rr.com	791-4994 494-5239	Chestertown FD
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 noriverfire@yahoo.com	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
Chief Fred Comstock	11 Park Road Johnsburg, NY 12843 jflcomstock@frontiernet.net	251-5148	Garnet Lake FD
Coordinators			
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/HAZMAT
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	EMS Coordinator
Communications			
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