

# 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

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

**BRIAN A. LAFLURE**  
Director  
Fire Coordinator

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

## Public Safety Committee Agenda

April 28, 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 appointment/reappointment of the EMS Advisory Board.

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

2. **Request:** Resolution request to rescind Resolution 64 of 1974.

**Rationale:** Through the codification project this old resolution resurfaced. The resolution does not reference a specific federal policy. Due to a discussion between various State, DPW, OES employees and the County Attorney's Office, it was determined that this resolution from 1974 no longer has any merit or utility and should be rescinded.

3. **Request:** Resolution request to apply for the FY2014 Local Emergency Management Performance Grant (LEMPG) in the amount of \$29,797.

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

4. **Request:** Resolution request for the transfer of funds to A.3410 210 – Fire Prevention & Control – Furniture/Furnishings in the amount of \$2,500. Source of funding to be determined.

**Rationale:** Resolution is needed to purchase office furniture for Brian LaFlure, Director/Fire Coordinator. Following a study conducted by Michael Needham of Needham Risk Management, it was recommended that Mr. LaFlure's work station be replaced in an effort to reduce the potential for injury.

5. **Request:** Resolution request for the transfer of funds from A.3645.4004 423 FY12 State Homeland Security Program – Telephone to A.3645.4004 250 FY12 State Homeland Security Program – Technical Equipment in the amount of \$3,950.

**Rationale:** Transfer needed to continue the purchasing process relative to the FY12 State Homeland Security Program grant.

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### **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 Communications Vehicle



Needham Risk Management Resource Group, LLC  
Competence • Ethics • Integrity • Results

To: Amy Clute, Self Insurance Fund Administrator  
From: Michael Needham, CSP, RES, CFPS, CET  
Safety and Health Consultant  
Date: March 2, 2014  
Re: Ergonomic Survey – Brian LaFlure

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On Monday, February 24<sup>th</sup>, 2014, Michael Needham of Needham Risk Management conducted an office ergonomic survey of Brian LaFlure's workspace located in the Municipal Center. Mr. LaFlure is the Fire Coordinator for the County. The survey was performed at the request of Amy Clute, Self-Insurance Fund Administrator.

Mr. LaFlure's workspace is located in the 911 Center. Mr. LaFlure has several video data terminals that are currently located on fixed, unadjustable desks, with a total of three screens, telephones and other typical office equipment. Mr. LaFlure's desk, chair and storage space are not consistent with the guidelines of the Human Factors Engineering Society and should be replaced with more modern office furniture, for example, the work surface stations are not adjustable in any way and there was no space for Mr. LaFlure's legs or feet under the desk. When he must turn to operate the computer located to his right the drawers of the desk disallow for proper body positioning. Frequently used office items are not within his reach from a seated position, there is inadequate storage space for supplies and files within the workspace and the chair in the work space is not equipped with seat pan, height or tilt functions. The seat pan depth is also incorrect for Mr. LaFlure's body and does not provide back support. The chair piston is apparently broken and the seat lowers during the course of the day as Mr. LaFlure sits in it.

It is our recommendation that the County evaluate options for the replacement of Mr. LaFlure's workstation in order to minimize the potential for ergonomics-related injuries.

If you have any questions, please do not hesitate to contact me at (518) 860-1758.

12 Colvin Avenue, Albany, NY 12206  
Telephone: (518) 860-1758 Fax: (518) 860-1759 Mobile: (518) 339-4392  
Email: [needhamgroup@taconic.net](mailto:needhamgroup@taconic.net)  
[www.theneedhamgroup.com](http://www.theneedhamgroup.com)

## LaFlure, Brian

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**From:** Needham Group <team@theneedhamgroup.com>  
**Sent:** Friday, April 18, 2014 12:16 PM  
**To:** LaFlure, Brian  
**Subject:** RE: Request

Brian:

I apologize, I have been travelling a great deal and just got the opportunity to sit and look at the proposed layout. It would appear to be me that the desk and layout selected will address the issue of accessibility in terms of providing space for your legs, and well as under desk storage (drawers, files, etc.), and the desk size will allow for the storage and accessibility of those items you use most frequently. The adjustable keyboard will also make it easier to position correctly. The new chair was a must!

I think that this proposed layout and furniture selection is appropriate given our original evaluation and recommendations.

Best wishes,  
Mike

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**From:** LaFlure, Brian [<mailto:laflureb@warrencountyny.gov>]  
**Sent:** Friday, April 18, 2014 8:51 AM  
**To:** [needhamgroup@taconic.net](mailto:needhamgroup@taconic.net)  
**Subject:** Request

Mike have you had a chance to look at the request I sent you?

Brian

Brian A. LaFlure, Director/Fire Coordinator  
Warren County Office of Emergency Services  
1340 State Rt. 9  
Lake George, N.Y. 12845

Office: 518-761-6537  
Cell: 518-361-0132  
[laflureb@co.warren.ny.us](mailto:laflureb@co.warren.ny.us)



We hope you enjoy receiving e-mail notices and updates from us. If you do not wish to receive e-mail messages services or training opportunities from Needham Risk Management Resource Group, LLC., please reply to this e-mail and use "Unsubscribe" as the subject or within the message body. Email opt-out requests to [team@theneedhamgroup.com](mailto:team@theneedhamgroup.com) This electronic message and any attachment(s) may contain confidential or

# CHARLIE'S OFFICE FURNITURE, INC.

5 HIGHLAND AVE.  
QUEENSBURY, NY 12804

## Quote

QUO 1906

3/26/2014

Page: 1

Phone: 793-2435

[alyce@charlesofficefurniture.com](mailto:alyce@charlesofficefurniture.com)

Fax: 793-2529

[charlesofficefurniture.com](http://charlesofficefurniture.com)

Prepared for: **WARRENGO**

WARREN COUNTY OFFICE OF  
EMERGENCY SERVICES  
1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845

**Due Date:**

**Job:**

**Other Info:**

**Contact:** BRIAN A LAFLURE

**Phone:** 518-761-6537 **Fax:** 518-761-6402 **Cell:**

**Email:** [laflureb@warrencountyny.gov](mailto:laflureb@warrencountyny.gov)

**Req. By:**

**Ship Via:** OUR TRUCK

**Terms:** NET 30

Qty	UM	Item	Description	Price	Total
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PLEASE MAKE PO OUT AS FOLLOWS:

OFFICE MASTER INC.  
1110 SOUTH MILDRED AVE.  
ONTARIO, CA 91761

STATE CONTRACT # PC66313  
C/O CHARLIE'S OFFICE FURNITURE, INC.

1	EA	OM	PT78 / KR200 - 5501 FLINT - MULTI FUNCTION TASK CHAIR WITH HEIGHT AND WIDTH AJUSTABLE ARMS, ADJUSTABLE LUMBAR , SLIDING SEAT	385.84	385.84
1	EA		INSIDE DELIVERY	69.45	69.45

Thank you for the opportunity to earn your business.  
Special order items cannot be cancelled or returned.  
Prices are valid for 30 days.

Subtotal:	\$455.29
S&H:	\$0.00
Tax:	\$0.00
<b>Total:</b>	<b>\$455.29</b>

# CHARLIE'S OFFICE FURNITURE, INC.

5 HIGHLAND AVE.  
QUEENSBURY, NY 12804

## Quote

QUO 1908

4/3/2014

Page: 1

Phone: 793-2435 alyce@charliesofficefurniture.com  
Fax: 793-2529 charliesofficefurniture.com

Prepared for: WINCHIP

WARREN COUNTY OFFICE OF  
EMERGENCY SERVICES  
1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845

Due Date:

Job:

REVISED QUOTE

Other Info:

Req. By:

Ship Via: OUR TRUCK

Terms: NET 30

Contact: BRIAN A LAFLURE

Phone: 518-761-6537 Fax: 518-761-6402 Cell:

Email: laflureb@warrencountyny.gov

Qty	UM	Item	Description	Price	Total
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PLEASE MAKE PO OUT AS FOLLOWS:

VENDOR LOGIFLEX  
1235 ST-ROCH ROAD NORTH  
SHERBROOKE, QUEBEC, CANADA J1N0H2

STATE CONTRACT # PC66456  
C/O CHARLIE'S OFFICE FURNITURE, INC.

1	EA	LOGIFLEX	ML-E30844824 LB - GRR - ELPF- H060BN - WK/WK WK/WK - EXTENDED DESK 30"D X 84"W WITH STRAIGHT CUT AND BOX/BOX/FILE DRAWER PEDESTAL ON LEFT. WHISKY FINISH WITH H060BN HANDLES	850.08	850.08
1	EA	LOGIFLEX	ML-2454R29F - SM - H060BN - WK/WK WK/WK - RIGHT RETURN 24"D X 54"W WITH SHORT MODESTY PANEL , FILE/FILE DRAWER PEDESTAL - WHISKY FINISH WITH H060BN HANDLES	406.18	406.18
1	EA	LOGIFLEX	TCPM - BLACK PLASTIC CENTER DRAWER WITH BALL BEARING SLIDES	65.78	65.78
1	EA		INSIDE DELIVERY / INSTALLATION	237.97	237.97

Thank you for the opportunity to earn your business.  
Special order items cannot be cancelled or returned.  
Prices are valid for 30 days.

Subtotal: \$1,560.01  
S&H: \$0.00  
Tax: \$0.00

**Total: \$1,560.01**

# CHARLIE'S OFFICE FURNITURE, INC.

5 HIGHLAND AVE.  
QUEENSBURY, NY 12804

## Quote

QUO 1910  
4/3/2014  
Page: 1

Phone: 793-2435      [alyce@charlesofficefurniture.com](mailto:alyce@charlesofficefurniture.com)  
Fax: 793-2529      [charlesofficefurniture.com](http://charlesofficefurniture.com)

Prepared for: **WARRENCO**

WARREN COUNTY OFFICE OF  
EMERGENCY SERVICES  
1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845

**Due Date:**

**Job:**

**Other Info:**

**Req. By:**

**Ship Via:** OUR TRUCK

**Terms:** NET 30

**Contact:** BRIAN A LAFLURE

**Phone:** 518-761-6537    **Fax:** 518-761-6402    **Cell:**

**Email:** [lafiureb@warrencountyny.gov](mailto:lafiureb@warrencountyny.gov)

Qty	UM	Item	Description	Price	Total
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2	EA	WORKRITE	2 KEY 31 - ARTICULATING KEYBOARD TRAY	186.00	372.00
1	EA	ESR122456	48" X 72" RECTANGULAR CARPET CHAIRMAT	102.00	102.00

Thank you for the opportunity to earn your business.  
Special order items cannot be cancelled or returned.  
Prices are valid for 30 days.

Subtotal:	\$474.00
S&H:	\$0.00
Tax:	\$0.00
<b>Total:</b>	<b>\$474.00</b>

Agency Contact List									
Last Name	First Name	Agency	Phone	Cell	E-Mail	Title			
Catalfamo	Eric	Empire	747-3576	488-1635	ecatalfamo@yahoo.com	District Manager			
Callahan	PJ	North Queensbury		307-8880	pic19902004@yahoo.com	Captain			
Cross	Jim	West Glens Falls		361-2140	wqftek994@gmail.com	Captain			
Emerson	Steve	Warrensburg		232-0817	tek910@nycap.rr.com	Operations Manager			
Shippey	Harold	Bolton	494-2137		hshippey@frontiernet.net	Captain			
Milkoski	Earl	Bolton			emilkoski@boltonems.org	Administrator			
Fusco	Kevin	Johnsburg	251-2007	480-1119	kevinfusco@frontier.com	Captain			
Hawley	Chris	Lake George	668-5557	361-3079	lgemscaptain@nycap.rr.com	Captain			
Stone	Scott	Luzerne		605-0445	tek811@hotmail.com	Operations Manager			
La Grasse	Peter	Stony Creek	696-2332		psc_supvr@hotmail.com	Captain			
Wright	Karen	Minerva		742-9036	kargreg@frontiernet.net	Captain			
LaVergne	Dave	North Warren		788-5335	DPL047@yahoo.com	Operations Manager			
Schrammel	Jamie	Glens Falls		260-0472	ischrammel@nycap.rr.com	Chief			
Swinton	Renee	Hague	543-8035	586-6584	swintonrenee@yahoo.com	Captain			
Ladd	Robert	Bay Ridge		796-5364	rob_laddern1234@yahoo.com	Captain			
Haggerty	Jim	Bay Ridge		260-8854	hagg699@hotmail.com	Assistant Captain			
Benson	Jacob	Bay Ridge	632-2016	321-5265	jb.kvhc28@gmail.com	Assistant Captain			
Auer	Patricia	Dir of Public health	761-6571		auerp@warrencountyny.gov				
Stebbins	Laura	Dir Emerg Prep	926-3122	791-8491	lstebbins@glenfalls Hosp.org				
Ordway	Tom	2nd Dep. Coord.		321-4752	Tommywalker85@gmail.com				
Mellon	Patrick	1st Dep. Coord.		361-1299	pwmellon@gmail.com				
Guy	Micki	EMS Coordinator	636-5601	879-8503	medic103853@yahoo.com				

RESOLUTION NO. 64 OF 1974

Resolution introduced by Messrs. T. Murphy, Beaty, Swan, Goodspeed, Malone, Baker and White

RESOLUTION ESTABLISHING POLICY IN RELATION TO SHELTERS FOR NUCLEAR FALLOUT

WHEREAS, it is a national policy to provide protection from nuclear fallout for everyone in the United States, and

WHEREAS, the County of Warren is cognizant of its responsibility for the protection of its citizens, be it

RESOLVED,

(1) Every officer, board, department or commission of the County of Warren, charged with the duty of preparing specifications, or awarding or entering into contracts for the design, erection, or construction of buildings or other structures, shall provide for fallout protection for at least the normal anticipated population which shall meet or exceed the minimum space and fallout protection criteria recommended by the Defense Civil Preparedness Agency, United States Department of Defense, unless exempted from such shelter requirements in accordance with subsection (2) of this act.

(2) The Superintendent of Public Works may exempt buildings or structures from this requirement by means of letter where he finds that such incorporation of fallout shelter will create an additional net cost in the construction in excess of zero percent (0%) of the estimated cost thereof without shelter so incorporated, or that other factors as he may determine make unnecessary or impracticable the incorporation of fallout shelter in such structures.

(3) It shall be the policy of the County that fallout shelter be incorporated in all public buildings of the County to the fullest extent practicable, in order to provide protection against radiation for the greatest number of people in the event of nuclear attack, and be it further

RESOLVED, that this resolution shall take effect March 18, 1974.

Adopted by unanimous vote.

RESOLUTION NO. 65 OF 1974

Resolution