

WARREN COUNTY OFFICE OF EMERGENCY SERVICES



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Deputy Director
Emergency Services Coordinator

Public Safety Committee Agenda

July 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 to apply for the FY2014 Hazmat grant in the amount of \$182,000.

Rationale: There is no local contribution to this grant. The purpose is to build and sustain hazmat capabilities within the established seven-county consortium with Warren County acting as the lead agency.

2. **Request:** Resolution request to apply for the Hazardous Materials Emergency Preparedness (HMEP) Planning grant in the amount not exceed \$10,000.

Rationale: There is no local share to this grant. The purpose is to improve and implement hazardous materials emergency plans under EPCRA.

3. **Request:** Resolution request to amend the 2014 budget in the amount of \$60,000 to accommodate the FY14 State Homeland Security Program grant.

Rationale: Resolution needed to commence the purchasing process.

4. **Request:** Resolution request to transfer funds from A.3645.4007 240 – FY13 State Homeland Security Program- Highway & Street Equipment to A.3645.4007 422 – FY13 State Homeland Security Program- Repair/Maint Equipment in the amount of \$500 and to A.3645.4007 441 – FY13 State Homeland Security Program- Auto Supplies & Repair in the amount of \$2,000.

Rationale: Resolution needed to continue purchasing process.

5. **Request:** Resolution request to transfer funds from A.3645.4007 260 – FY13 Hazmat Grant Program- Other Equipment to A.3645.4007 410 – FY13 Hazmat Grant Program- Supplies in

the amount of \$5,700; to A.3645.4007 423 – FY13 Hazmat Grant Program-Telephone in the amount of \$8,100; to A.3645.4009 441 – FY13 Hazmat Grant Program- Auto Supplies & Repair in the amount of \$3,000; and to A.3645.4009 444 – FY13 Hazmat Grant Program-Travel/Education/Conference in the amount of \$3,000.

Rationale: Resolution needed to continue purchasing process.

6. **Request:** Resolution request to approve revisions to the Warren County Hazardous Materials Response Plan.

Rationale: The Warren County Hazardous Materials Response Plan establishes the policies and procedures under which Warren County will operate in the event of a hazardous materials incident.

Old Business/Pending Items

1. Chairman Geraghty to provide a status report on discussions with OES and DPW pertaining to the proposed shelter for OES vehicles and equipment. (04.28.14)

Topics for Discussion

Update on the Training Center

OES Interns

FEMA COMT Class

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Office of Emergency Services

DATE: July 28, 2014

- (a) Purpose of Grant:
FY14 Hazmat Grant Program

- (b) Name of Grantor:
NYS Division of Homeland Security and Emergency Services

- (c) Address of Contractor: **1220 Washington Ave.**
Building 7A, Suite 610
Albany, NY 12242

- (d) Grantor's Contact Person and Telephone Number:
Michael Heath, Program Representative 518-242-5178

- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?

- (f) Effective Date of Grant: **9/1/14**

- (g) Termination Date of Grant: **8/31/16**

- (h) Total Dollar Amount Involved (not to exceed): **\$182,000**

- (i) Deadline to Submit Grant Application and/or Grant Agreement:
7/25/14

- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.

- (k) Are the funds to go into a Capital Project or Capital Reserve Project? 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:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*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: July 28, 2014

- (a) Purpose of Grant:
Year 21 Hazardous Materials Emergency Preparedness Planning grant for the Local Emergency Planning Committee.
- (b) Name of Grantor:
NYS Emergency Response Commission (SERC)
- (c) Address of Contractor: **1220 Washington Ave.
Building 22, Suite 101
Albany, NY 12226**
- (d) Grantor's Contact Person and Telephone Number:
Director William Davis, 518-292-2301
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **10/1/13**
- (g) Termination Date of Grant: **9/30/14**
- (h) Total Dollar Amount Involved (not to exceed): **\$10,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? 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:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

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: July 28, 2014

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

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

A.3645.4010 250 – FY14 State Homeland Security Program – Technical Equipment	\$13,400
A.3645.4010 260 – FY14 State Homeland Security Program – Other Equipment	\$26,200
A.3645.4010 423 – FY14 State Homeland Security Program – Telephone	\$8,160
A.3645.4010 470 – FY13 State Homeland Security Program – Contract	\$12,240

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

A.3645.4010 4380 – FY14 State Homeland Security Program –
State Homeland Security Program \$60,000

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: July 28, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4007 240	FY13 State Homeland Security Program - Highway & Street Equipment	A.3645.4007 422	FY13 State Homeland Security Program - Repair/Maint - Equipment	\$500
A.3645.4007 240	FY13 State Homeland Security Program - Highway & Street Equipment	A.3645.4007 441	FY13 State Homeland Security Program - Auto - Supplies & Repair	\$2000

Please state reason for transfers requested:

Transfer needed to continue purchasing process

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:

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

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: July 28, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4009 260	FY13 Hazmat Grant Program - Other Equipment	A.3645.4009 410	FY13 Hazmat Grant Program - Supplies	\$5700
A.3645.4009 260	FY13 Hazmat Grant Program - Other Equipment	A.3645.4009 423	FY13 Hazmat Grant Program - Telephone	\$8100
A.3645.4009 260	FY13 Hazmat Grant Program - Other Equipment	A.3645.4009 441	FY13 Hazmat Grant Program - Auto - Supplies & Repair	\$3000
A.3645.4009 260	Fy13 Hazmat Grant Program - Other Equipment	A.3645.4009 444	FY13 Hazmat Grant Program - Travel/Education/Conference	\$3000

Please state reason for transfers requested:

Transfer needed to continue purchasing process

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:

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

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: July 28, 2014

- (a) Purpose of Request: Approving revisions to the the Warren County Hazardous Materials Response Plan.

- (b) Details:

- (c) Previous Resolution Number: 658 of 2013

- (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