

WARREN COUNTY OFFICE OF EMERGENCY SERVICES



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Fire Coordinator

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Divisions
EMS Coordinator
Micki Guy
Hazmat/WMD Coordinator
Jamie Schrammel

Public Safety Committee Agenda

October 27, 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 transfer funds from A.3645.4008 831 – FY13 LEMPG- Medicare Contribution to A.3645.4008 865 – FY13 LEMPG- Dental Insurance in the amount of \$26.18; from A.3645.4008 810 – FY13 LEMPG- Retirement to A.3645.4008 865 – FY13 LEMPG- Dental Insurance in the amount of \$28.82; from A.3645.4008 110 – FY13 LEMPG- Salaries-Regular to A.3645.4008 860 – FY13 LEMPG- Hospitalization in the amount of \$983.30; and from A.3645.4008 810 – FY13 LEMPG-Retirement to A.3645.4008 860 – FY13 LEMPG- Hospitalization in the amount of \$465.42.

Rationale: Transfers needed to balance the 2014 budget.

2. **Request:** Resolution request to raise both sides of the 2014 budget to accommodate the Local Emergency Planning Committee grant in the amount of \$4,211.

Rationale: Resolution needed to accommodate grant award.

3. **Request:** Resolution request to amend the Table of Organization for the Office of Emergency Services (Code A.3640) to reclassify the position of Account Clerk, Employee Number 11914 to Office Specialist effective January 1, 2015.

Rationale: Reclassification requested to appropriately reflect the duties and responsibilities of the current employee in this position.

4. **Request:** Resolution request to approve the Hazard Mitigation Grant Program in an amount not to exceed \$112,500.

Rationale: This is a 75% reimbursable grant up to \$112,500 with \$37,500 of in-kind match.

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: October 27, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4008 831	FY13 LEMPG - Medicare Contribution	A.3645.4008 865	FY13 LEMPG - Dental Insurance	\$26.18
A.3645.4008 810	FY13 LEMPG - Retirement	A.3645.4008 865	FY13 LEMPG - Dental Insurance	\$28.82
A.3645.4008 110	FY13 LEMPG - Salaries-Regular	A.3645.4008 860	FY13 LEMPG - Hospitalization	\$983.30
A.3645.4008 810	FY13 LEMPG - Retirement	A.3645.4008 860	FY13 - LEMPG - Hospitalization	\$465.42

Please state reason for transfers requested:

Transfer needed to balance 2014 budget

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. 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: October 27, 2014

(a) Purpose of Amendment:

Increase both sides of the 2014 budget to accommodate grant award.

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

A.3641 210 - Local Emergency Planning - Furniture \$2,500

A.3641 220 - Local Emergency Planning - Office Equipment \$1,711

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

**A.3641 4306 - Local Emergency Planning -
Local Emergency Plan - Fed \$4,211**

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Office of Emergency Services

DATE: October 27, 2014

- (a) Title of Reclassified Position: **Office Specialist**

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **\$32,338 Grade 7**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.

- (c) Title and Employee Number of Position to be Deleted:
Account Clerk 11914

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$28,168 Grade 4**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.

- (e) Effective Date:* **January 1, 2015**
*Please do not backdate unless the purpose is to correct an error.

- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.3640 110 - Civil Defense - Salaries-Regular

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Office of Emergency Services

DATE: October 27, 2014

- (a) Purpose of Grant:
Hazard Mitigation Grant Program (HMGP)

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

- (c) Address of Contractor: **1220 Washington Ave.**
Building 22, Suite 101
Albany, NY 12226

- (d) Grantor's Contact Person and Telephone Number:
Debra Dunbrook 518-292-2290 or Harry Bartik 518-292-2376

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

- (f) Effective Date of Grant: **7/29/14**

- (g) Termination Date of Grant: **7/26/16**

- (h) Total Dollar Amount Involved (not to exceed): **\$112,500**

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

- (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? **Yes** 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

Sheriff's Committee Agenda 10/27/14

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

Action Agenda

1. None

Topics for Discussion

We have replaced 1 position due to resignation. Budget neutral.

Old Business / Pending Items