

Public Safety Committee
Warren County Office of Emergency Services
AGENDA
May 26, 2015

Committee Members: WOOD, Girard, Taylor, Frasier, Brock, Seeber, Simpson

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
 1. **Request:** Travel approval for Brian LaFlure to attend the AUXCOM course at SUNY Oswego on June 5-7, 2015.
Rationale: There is no cost to attend this course. Travel and overnight accommodations will be paid for through the existing budget.
 2. **Request:** Resolution request to establish a new contract with Tetra Tech, Inc.
Rationale: This is a result of Request for Proposal WC 37-15 for emergency planning, exercise, response and cost recovery.
 3. **Request:** Resolution request to establish a new contract with USGS.
Rationale: To supplement a portion of the funds necessary to continue the use of the USGS river gauge.
 4. **Request:** Resolution request for the transfer of funds from A.1990 469 Contingent Account – Other Payments/Contributions to A.3640 470 Civil Defense – Contracts in the amount of \$2,800.
Rationale: Resolution needed to continue the use of the USGS river gauge on the Schroon River for the period July 1, 2015-December 31, 2015.
- IV. Referral/Pending Items
No pending items this month.
- V. Information for Discussion/Review
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments

- #1 Authorization to Attend Meeting or Convention**
- #2 Request for New Contract**
- #3 Request for New Contract**
- #4 Request for Transfer of Funds**

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 AUXCOM course
(Name of meeting or organization)

at SUNY Oswego
(Address)

On June 5-7, 2015. 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 \$ 96.00

Meal costs - GSA*per diem rate \$ 56.00

*www.gsa.gov

Date: 5/27/15

Date: 5/27/15



Department Head Signature



Committee Chairman Signature

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 FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
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 County Administrator if credit card will be used.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: May 26, 2015

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To supplement a portion of the funds necessary to continue the use of the USGS river gauge on the Schroon River.**
- (c) Name of Contractor: **USGS**
- (d) Address of Contractor: **425 Jordan Road, Troy, NY 12180**
- (e) Contractor's Contact Person and Telephone Number: **Gerard Butch 285-5673**
- (f) Has or will the Contract be provided, if so, please attach: **Forthcoming**
- (g) Commencement Date of Contract: **July 1, 2015**
- (h) Termination Date of Contract: **December 31, 2015 with the possibility of four annual extensions.**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$6,200 annually**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Quarterly**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: TBD \$2,800 needed for 2015**

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. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: May 26, 2015

- (a) Is this a Result of a Bid or Request for Proposal? **Request for Proposal WC 37-15**
- (b) Purpose of Contract: **Emergency planning exercise, response and cost recovery**
- (c) Name of Contractor: **Tetra Tech Inc.**
- (d) Address of Contractor: **1000 The American Road, Morris Plains, NJ 07950**
- (e) Contractor's Contact Person and Telephone Number: **Gregory Brunelle
973-630-8000**
- (f) Has or will the Contract be provided, if so, please attach: **Forthcoming**
- (g) Commencement Date of Contract: **June 19, 2015**
- (h) Termination Date of Contract: **June 18, 2016 with the possibility of four annual extensions**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount **Per employee**
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: TBD as funds are available**

**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. 10

Request for Transfer of Funds

TO: *Amanda Allen* CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: May 26, 2015

<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 470	Civil Defense - Contract	\$2,800

Please state reason for transfer request: Transfer needed to continue the use of the USGS river gauge on the Schroon River.

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

Divisions
EMS Coordinator
Micki Guy
Hazmat/WMD Coordinator
Jamie Schrammel

AMY J. HIRSCH, A.E.M.
Deputy Director
Emergency Services Coordinator

Riverbank stream gage on the Schroon River.

Here is the cost breakdown of the annual O&M for the Schroon River stream gage that we discussed yesterday along with some additional information that may be helpful. The USGS may be able to match up to 20% of the cost. Please call me or Gary Wall (518-285-5621) if you have questions or need additional info.

Stage (not published):	\$3,690.....data available on web for past 120 days.
GOES satellite telemetry; Stage.	\$2,300.....15-min data transmitted hourly and about 20-min at NWS Flood Stage.
electric service:	\$ 670.....to prevent stilling well from freezing during Winter months.
<u>TOTAL:</u>	<u>\$6,660</u>

USGS has a robust Nationwide network that has redundant satellite telemetry downlinks, mirrored internet gateways across the Nation, and all future maintenance, repairs, and instrument upgrades would be covered under the annual O&M costs. When flooding occurs, USGS deploys crews to measure the impact, make sure the streamgages are operating correctly, and work closely with the National Weather Service to provide for flood warning at their flood forecast points. As you know, USGS real-time streamgages can also send an email or text message to alert you when a river level (that you specify) is reached (or any real-time parameter measured at a site). It will also alert you when there are equipment issues (<http://water.usgs.gov/wateralert/>). Additional information regarding USGS streamgage operation and maintenance costs can be found at: (<http://pubs.usgs.gov/fs/2010/3025/pdf/fs2010-3025.pdf>).

--Jerry

Gerard K. Butch
U.S. Geological Survey
Supervisory Hydrologist
425 Jordan Road
Troy, NY 12180
voice: (518) 285-5673
fax: (518) 285-5601
email: gkbutch@usgs.gov

