

Criminal Justice &
Public Safety Committee
Warren County Office of Emergency Services
AGENDA
June 1, 2016

Committee Members: WOOD, Dickinson, Girard, Frasier, Brock, Seeber, Simpson, Vanselow,
Montesi, Braymer, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
 1. **Request:** Resolution request to establish a new contract with TSI, Inc. to provide the Adirondack Regional Hazmat Consortium with calibration and maintenance services for various TSI equipment.
Rationale: The contract would commence July 1, 2016 and terminate June 30, 2017 with the possibility of two annual extensions. Payment provisions would be upon completion of each service with the total of all payments not to exceed \$5,000 per year. Payments would be made from the Hazmat Grant Program G/L codes.
 2. **Request:** Resolution request to raise both sides of the 2016 budget in the amount of \$60,000. Request to increase appropriation code A.3645.4018 220 FY16 State Homeland Security Program – Office Equipment in the amount of \$3,500, A.3645.4018 250 FY16 State Homeland Security Program – Technical Equipment in the amount of \$56,500 and revenue code A.3645.4018 4380 in the amount of \$60,000.
Rationale: Request needed to accommodate the FY16 State Homeland Security Program grant and commence the purchasing process.
- IV. Referral/Pending Items
- V. Information for Discussion/Review
 - 1) EMS Discussion
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments

#1 Resolution for New Contract

#2 Request to Amend County Budget

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: June 1, 2016

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide the Adirondack Regional Hazmat Consortium with calibration and maintenance services for various TSI equipment.
- (c) Name of Contractor:
TSI Inc.
- (d) Address of Contractor: **500 Cardigan Road, Shoreview, MN 55126-3903**
- (e) Contractor's Contact Person and Telephone Number:
Zach Volk - 651-490-2811
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
July 1, 2016
- (h) Termination Date of Contract:
June 30, 2017 with the possibility of two (2) annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$5,000 per year**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Upon completion of services
- (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:**

Current Hazmat Grant Program G/L codes

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: June 1, 2016

(a) **Purpose of Amendment:** Increase both sides of the budget to accommodate grant funds.

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

A.3645.4018 220 – FY16 State Homeland Security Program – Office Equipment \$ 3,500.00

A.3645.4018 250 – FY16 State Homeland Security Program – Technical Equipment \$ 56,500.00

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

A.3645.4018 4380 – FY16 State Homeland Security Program –

State Homeland Security Program

\$ 60,000.00