

Criminal Justice &
Public Safety Committee
Warren County Office of Emergency Services
AGENDA
February 28, 2017

Committee Members: MONTESI, Geraghty, Girard, Brock, Simpson, Vanselow, Braymer,
Seeber, 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 approve revisions to the Warren County Comprehensive Emergency Management Plan (CEMP).
Rationale: This document is the over-arching plan for all response plans within Warren County.
 2. **Request:** Travel approval for Brian LaFlure to attend the Office of Interoperable and Emergency Communications (OIEC) Consortium Symposium in Syracuse on March 27-29, 2017.
Rationale: This is an annual meeting of New York State regional communications consortiums. Lodging will be paid for by NYS with travel costs to be paid for out of the existing OES budget.
 3. **Request:** Travel approval for Brian LaFlure to attend the Intelligence Liaison Officer conference in Syracuse, NY on May 1-3, 2017.
Rationale: This is an annual refresher conference which will provide important updates from the State. Conference fees and lodging will be paid for by NYS with travel costs being paid for out of the existing OES budget.
 4. **Request:** Travel approval for Amy Hirsch to attend the 2017 National Homeland Security Conference in Buffalo, NY on June 4-9, 2017.
Rationale: This conference provides a direct bridge to connect and share best practices among homeland security professionals, emergency managers and other public safety leaders representing local, state and federal government as well as private sector subject matter experts. Amy Hirsch is serving as track lead and therefore her conference registration fee of \$500.00 has been paid for. Lodging costs of \$428.00, incidental meals and travel expenses will be paid for out of the existing OES budget.
 5. **Request:** Resolution request to amend the existing contract with the Glens Falls Fire Department for cause and origin investigation services (COIS).
Rationale: Amendment requested to increase the fees associated with the services as they have not been adjusted since the contract was first executed in 2006. This request would increase the fee for a two investigator COIS team from \$140/hour with a four-hour minimum (\$560) to \$175/hour with a four-hour minimum (\$700). It would also increase the fee for report writing and court appearances from \$55/hour per person to \$68/hour per person.
 6. **Request:** Resolution request to amend the 2017 budget to accommodate additional FY15 Hazmat Grant Program funds in the amount of \$3,911.60.
Rationale: Resolution needed to carry over remaining grant funds from 2016.

- IV. Referral/Pending Items
- 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 Miscellaneous**
- #2 Authorization to Attend Meeting or Convention**
- #3 Authorization to Attend Meeting or Convention**
- #4 Authorization to Attend Meeting or Convention**
- #5 Request for Extending, Rescinding or Amending Existing Contract**
- #6 Request to Amend County Budget**

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: February 28, 2017

- (a) Purpose of Request: To approve revisions to the Warren County Comprehensive Emergency Management Plan.

- (b) Details:

- (c) Previous Resolution Number: 777 of 2003, 129 of 2014, 120 of 2015 and 107 of 2016

- (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

2017 CEMP Updates

Updated names

Updated list of plans

Typos

EOC Operations – Human Needs Branch – People with Access or Functional Needs Group; SAIL can assist with this.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Criminal Justice & Public Safety hereby authorizes Brian LaFlure
(Supervisory Committee) (Employee Name)

to attend the Office of Interoperable and Emergency Communications (OIEC) Consortium Symposium
(Name of meeting or organization)

at Syracuse, NY
(Address)

On March 27-29, 2017. 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 \$ Pd. for by NYS GSA* Rate \$ _____

- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 2/28/17



Department Head Signature

Date: 2/28/17



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.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice & Public Safety hereby authorizes Brian LaFlure
(Supervisory Committee) (Employee Name)

to attend the Intelligence Liaison Officer conference
(Name of meeting or organization)

at Syracuse, NY
(Address)

On May 1-3, 2017. 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 \$ Pd. for by NYS GSA* Rate \$ _____

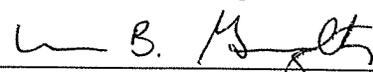
- Meal costs - GSA*per diem rate \$ _____
*www.gsa.gov

Date: 2/28/17



Department Head Signature

Date: 2/28/17



Committee Chairman Signature

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SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice & Public Safety hereby authorizes Amy Hirsch
(Supervisory Committee) (Employee Name)

to attend the 2017 National Homeland Security Conference
(Name of meeting or organization)

at Buffalo, NY
(Address)

On June 4-9, 2017. Mode of transportation to be used _____
(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 \$ 107.00 GSA* Rate \$ 107.00

Meal costs - GSA*per diem rate \$ _____

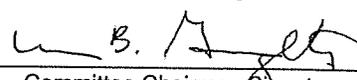
*www.gsa.gov

Date: 2/28/17



Department Head Signature

Date: 2/28/17



Committee Chairman Signature

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RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: February 28, 2017

- (a) Purpose of Contract Change: **Amend existing contract to increase the minimum fee for a two investigator Cause and Origin Investigation Services team to \$175/hour with a four-hour minimum (\$700) from the current amount of \$140/hour with a four-hour minimum (\$560). Amendment would also increase the fee for report writing and court appearances to \$68/hour per person from the current amount of \$55/hour per person.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **408 of 2006 & 653 of 2010**
- (c) Name of Contractor: **Glens Falls Fire Department**
- (d) Address of Contractor: **134 Ridge Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Chief James Schrammel
518-761-3822**
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.3410 470 Fire Prevention & Control - Contract**

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



CITY OF GLENS FALLS FIRE DEPARTMENT

JAMES P. SCHRAMMEL
Fire Chief

134 Ridge Street
Glens Falls, NY 12801
518-761-3822
Fax: 518-761-3824
firechief@cityofglensfalls.com
www.cityofglensfalls.com

February 6, 2017

Att. Mary Elizabeth Kissane, Assistant County Attorney
Warren County Attorney's Office
Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845

Dear Ms. Kissane,

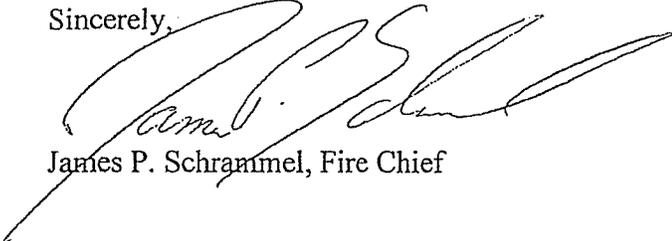
After conducting a review of the contract for Cause and Origin Investigation Services, it was discovered that the fees associated with the contract have not been adjusted since the contract was first executed over ten years ago, on August 9, 2006. In assessing the increase in expenses related to the program, including personnel costs, we find it necessary to adjust the contract fees as follows:

Increase the minimum fee for a two investigator COIS team to \$175/hour with a four-hour minimum (\$700) from the current contract amount of \$140/hour with a four-hour minimum (\$560).

Increase the fee for report writing and court appearances to \$68/hour per person from the current contract amount of \$55/hour per person.

Please feel free to contact me with any questions.

Sincerely,


James P. Schrammel, Fire Chief

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: February 28, 2017

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

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

A.3645.4015 444 – FY15 Hazmat Grant Program – Travel/Edu/Conference \$3,911.60

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

A.3645.4015 4382 – FY15 Hazmat Grant Program –
Hazmat Grant Program \$3,911.60