

Criminal Justice & Public Safety Committee
Warren County Office of Emergency Services
AGENDA
February 27, 2018

Committee Members: LEGGETT, Geraghty, Simpson, Wild, Magowan, Diamond, Sokol, Hogan,
Braymer, Driscoll, VACANT

- 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:** Resolution request for a new contract with Waterhorse Adventures LLC for service and maintenance for Warren County Marine Rescue Team and Warren County Sheriff's Office Dive Team equipment in an amount not to exceed \$5,000 per year.
Rationale: Resolution needed to service and maintain dive team equipment. The agreement would commence upon execution and terminate on December 31, 2018 with the possibility of two (2) annual extensions. The funds shall be expended from various department budget codes.
 3. **Request:** Resolution request for a new contract with Waterhorse Adventures LLC for dive training services in an amount not to exceed \$5,000 per year.
Rationale: Resolution needed to provide scuba training services for dive members of the Warren County Marine Rescue Team and Warren County Sheriff's Office Dive Team. The agreement would commence upon execution and terminate on December 31, 2018 with the possibility of two (2) annual extensions. The funds shall be expended from various department budget codes.
 4. **Request:** Resolution request for out-of-state travel for Amy Hirsch, Emergency Services Coordinator to attend the Foundations of Emergency Management course at the Emergency Management Institute in Emmitsburg, Maryland on April 15-28, 2018.
Rationale: This course provides continuing training as part of a future mandate for the Emergency Management Program Grant which funds part of the Emergency Services Coordinator's salary and fringe. The total cost to the County is not to exceed \$600.00 for meal and travel expenses. Meals must be purchased through the National Emergency Training Center at a cost of \$25 per day, significantly less than the per diem rate of \$59 per day. Funding is available in the existing 2018 OES budget.
- IV. Referral/Pending Items
- V. Information for Discussion/Review
 1. **Review prior month travel authorization**
 - NYSEMA Conference – Syracuse, NY
 - Unmanned Aircraft Systems training – Oriskany, NY
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments

#1 Miscellaneous

#2 Request for New Contract

#3 Request for New Contract

#4 Requesting Approval for Out-of-State Travel

#5 Authorization to Attend Meeting or Convention (*executed forms*)

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 27, 2018

- (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, 107 of 2016 and 94 of 2017

- (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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: February 27, 2018

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide equipment service/maintenance for Warren County Dive Team equipment.
- (c) Name of Contractor:
Waterhorse Adventures LLC
- (d) Address of Contractor: **6 E. Washington Street
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Martin Bedell 518-636-6503
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
Upon execution
- (h) Termination Date of Contract:
December 31, 2018 with the possibility of two 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:

Various department budget 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. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: February 27, 2018

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide scuba training services for the Warren County Marine Rescue Team and Warren County Sheriff's Office Dive Team.
- (c) Name of Contractor:
Waterhorse Adventures LLC
- (d) Address of Contractor: **6 E. Washington Street
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Martin Bedell 518-636-6503
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
Upon execution
- (h) Termination Date of Contract:
December 31, 2018 with the possibility of two 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 training 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:

Various department budget 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

#3



WATERHORSE ADVENTURES LLC

6 E Washington Street
Glens Falls, NY 12801
518-636-5603 phone
518-636-5756 fax
waterhorseadventures@gmail.com

Dive Shop

Warren County Schedule "A" Pricing

Recreational Courses	
Scuba Review	\$189.00
Open Water	\$499.00
Advanced Open Water	\$349.00
Rescue Diver	\$449.00
Master Scuba Diver	\$99.00
Altitude Diver	\$159.00
Boat Diver	\$119.00
Buoyancy Specialist	\$149.00
Deep Diver	\$279.00
Diver Propulsion Vehicle	\$159.00
Drift Diver	\$149.00
Dry Suit Diver	\$189.00
Equipment Specialist	\$159.00
Ice Diver	\$399.00
Emergency First Response	\$149.00
Multilevel Diver	\$199.00
U/W Navigator	\$289.00
Night Diver Specialist	\$189.00
Oxygen Enriched Air "Nitrox"	\$289.00
Oxygen First Aid/CPR	\$99.00
U/W Photographer	\$199.00
Search & Recovery	\$329.00
U/W Videographer	\$199.00
Wreck Diver	\$329.00

TRAINING

Equipment Service	\$85.00 Hour
SCUBA Tank Visual Inspection	\$18.00
SCUBA Tank Hydro Test & Visual Inspection	\$49.00
Regulator Service	\$85.00 + Parts
BCD Service	\$42.50 + Parts
Air2 Service	\$42.50 + Parts
BCD with Air2	\$85.00 + Parts
Pony Regulator Service	\$56.00 + Parts
FFM Service	\$85.00 + Parts
AGA Service Parts	\$165.00
Guardian Service Parts	\$95.00

MAINTENANCE

RESOLUTION REQUEST FORM NO. 15

Requesting Approval for Out-of-State Travel*

**If the conference announcement or details are available in writing, please attach.*

DEPARTMENT NAME: Office of Emergency Services

DATE: February 27, 2018

- (a) Dates of Travel: April 15-28, 2018
- (b) Purpose (include complete name of any conference, school, etc.): To attend the Foundations of Emergency Management course at the Emergency Mangement Institute.
- (c) City/Town & State: Emmitsburg, Maryland
- (d) Employee(s) Traveling (include title(s): Amy Hirsch, Emergency Services Coordinator
- (e) Is County paying the costs or is another Agency? The County will pay for travel and meal costs at an amount not to exceed \$600.
- (f) Mode of Transportation to be Use: County Vehicle
(County Vehicle or Mass Transportation)

Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.

#4

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
 Out-of-State (Requires Board resolution)

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

to attend the New York State Emergency Management Association (NYSEMA) Conference
(Name of meeting or organization)

at Embassy Suites, Syracuse on February 12-15, 2018
(Address) (Dates)

Meeting/Convention Cost: \$125.00/per person Mode of transportation to be used: County Vehicle
(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. Total Cost of Travel \$ Not to exceed \$635.00
(travel and meeting/convention cost)

For Overnight Travel


Funding in Budget? Y N

Room rate \$ 111/room/night GSA* Rate \$ 103/room/night

Meal costs - GSA* per diem rate \$ 59/cach/day Budget Code: A.3640 444

* www.gsa.gov

Date: 1/24/18


Department Head Signature

Date: 1/26/18


County Administrator Signature

Date: 1/26/18


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 Buildings & Grounds 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 Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

#5

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
 Out-of-State (Requires Board resolution)

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

to attend Unmanned Aircraft Systems training
(Name of meeting or organization)

at Oriskany, NY on February 20-21, 2018
(Address) (Dates)

Meeting/Convention Cost: No Cost Mode of transportation to be used: County Vehicle
(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. Total Cost of Travel \$ No cost to County
(travel and meeting/convention cost)

For Overnight Travel

Funding in Budget? Y N

Room rate \$ Pd. by NYS GSA* Rate \$ _____

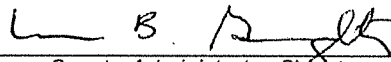
Meal costs - GSA* per diem rate \$ _____ Budget Code: _____

* www.gsa.gov

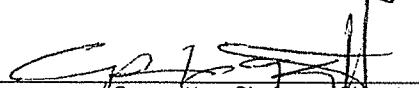
Date: 1/26/18


Department Head Signature

Date: 1/26/18


County Administrator Signature

Date: 1/26/18


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

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6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.