

PUBLIC SAFETY COMMITTEE  
OFFICE OF EMERGENCY SERVICES AGENDA  
DECEMBER 9, 2020

COMMITTEE MEMBERS: Supervisors Leggett, Simpson, Braymer, Diamond, Driscoll, Seeber and Shepler

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business:
  1. Request: for a resolution introducing a local law amending Local Law No. 5 of 2009, which established the Office of Emergency Services for Warren County, and setting a public hearing thereon  
Rationale: amendment to local law will reflect the creation of the position of Director of the Office of Emergency Services separate from the position of Fire Coordinator
- IV. Referrals/Pending Items: None.
- V. Information for Discussion/Review:
  1. County Administrator comments on Fire Coordinator position
  2. Are we required to have a Fire Coordinator?
  3. Salary survey
  4. County policies & practices on advertising open positions
  5. Recruitment activities thus far and discussion on path forward
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments: 

1. Resolution Request to amend Local Law No. 5 of 2009
2. Local Law No. 5 of 2009
3. Proposed local law
4. Fire Coordinator job description
5. Salary survey

# ***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:**

- (a) Purpose of Request: **To amend Local Law No 5 of 2009, which established the Office of Emergency Services**
- (b) Details: **Amendment to Local Law will reflect the creation of the Director of the Office of Emergency Services separate from the position of Fire Coordinator**
- (c) Previous Resolution Number: **779/2009**
- (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

**COUNTY OF WARREN  
LOCAL LAW NO. 5 OF 2009**

**A LOCAL LAW AMENDING LOCAL LAW NO. 6 OF 2007, ESTABLISHING THE  
OFFICE OF EMERGENCY SERVICES FOR WARREN COUNTY**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York, as follows:

**SECTION 1.** Title. This Local Law shall be known as “A Local Law Amending Local Law No. 6 of 2007, Establishing the Office of Emergency Services for Warren County”.

**SECTION 2.** Legislative Intent and Purpose. The Warren County Board of Supervisors desires to amend Local Law No. 6 of 2007, establishing the Office of Emergency Services for Warren County to a) remove from that office the County functions of STOP-DWI/Traffic Safety Coordination; b) remove the STOP-DWI Coordinator functions and the Executive Secretary of the Traffic Safety Board from the responsibilities of the Emergency Services Coordinator; c) authorize but not require the Fire Coordinator to act as Chairperson of the Local Emergency Planning Counsel; and d) provide that the Office Personnel shall include the EMS Coordinator.

**SECTION 3.** Enactment Authority. This Local Law is enacted under the authority of Section 10 of the Municipal Home Rule Law of New York State.

**SECTION 4.** Prior Local Laws Amended and/or Superseded. This Local Law amends and supercedes Warren County Local Law No. 6 of 2007 titled, “A Local Law Establishing the Office of Emergency Services for Warren County”.

**SECTION 5.** Section 4 of Local Law No. 6 of 2007 is hereby amended to read as follows:

“**SECTION 4.** Establishment of the Office of Emergency Services. There is hereby created in Warren County the Office of Emergency

Services, which shall contain the following County functions;  
Natural Disaster and Civil Defense, Fire Coordination, and  
Emergency Medical Services Coordination.

**SECTION 6.** Section 6 of Local Law No. 6 of 2007 is hereby amended to read as follows:

**“SECTION 6.** Fire Coordinator’s Duties/Powers. The Fire Coordinator

- a) shall be responsible for the administration and provision for services for all functions of the Office of Emergency Services; and
- b) shall have all the powers and perform the duties conferred or imposed by law upon a head of Natural Disaster and Civil Defense, except that nothing contained herein shall prevent or limit the right of the Fire Coordinator to delegate and/or assign such duties and responsibilities as herein provided or contemplated unless prohibited by Federal or State Law, rule or regulation.
- c) shall have all the powers and perform the duties conferred or imposed by law upon a Fire Coordinator, pursuant to County Law Section 225-a.
- d) shall oversee the Warren County Cause and Origin Team.
- e) may act as Chairperson of the Local Emergency Planning Council [LEPC]. If selected, activities as

Chairperson will be considered as performing a service for the benefit of the County and therefore a County purpose.

- f) shall have the power of appointment for the positions created by the Board of Supervisors.
- g) shall have such other duties as the Warren County Board of Supervisors may prescribe.”

**SECTION 7.** Section 7 of Local Law No. 6 of 2007 is hereby amended to read as follows:

“**SECTION 7.**        Emergency Services Coordinator. There is hereby established a position of Emergency Services Coordinator, who shall be appointed by the Fire Coordinator, with the approval of the Warren County Board of Supervisors and shall be acting administrative head of the Office of Emergency Services in the event of the absence of the Fire Coordinator or the inability of the Fire Coordinator to perform and exercise the powers and duties of the office, with the exception of the duties set forth in paragraph 6(c) herein, which shall be handled by the designated Deputy Fire Coordinator. The Emergency Services Coordinator shall have such duties and powers as the Fire Coordinator may assign and/or delegate.

**SECTION 8.** Section 8 of Local Law No. 6 of 2007 is hereby amended to read as follows:

“**SECTION 8.**        Office Personnel. Personnel assigned to Office of Emergency Services shall include Deputy Fire Coordinators, the EMS

Coordinator and the Deputy Emergency Services Coordinators. The Fire Coordinator shall have such additional staff and personnel as the Board of Supervisors shall, from time to time determine.”

**SECTION 9. Effective Date.** This Law shall be effective immediately upon filing with the Secretary of State as provided by law.

**COUNTY OF WARREN  
LOCAL LAW NO. \_\_\_ OF 2021**

**A LOCAL LAW AMENDING LOCAL LAW NO.5 of 2009, ESTABLISHING THE OFFICE OF  
EMERGENCY SERVICES FOR WARREN COUNTY**

**BE IT ENACTED**, by the Board of Supervisors of the County of Warren, New York, as follows:

**SECTION 1. Title.** This Local Law shall be known as “A Local Law Amending Local Law No.5 of 2009, Establishing the Office of Emergency Services for Warren County.”

**SECTION 2. Legislative Intent and Purpose.** The Warren County Board of Supervisors desires to amend Local Law No. 5 of 2009, by creating the position of Director of the Office of Emergency Services and amending the position of Fire Coordinator.

**SECTION 3. Enactment Authority.** This Local Law is enacted under the authority of Section 10 of the Municipal Home Rule of New York State.

**SECTION 4. Establishment of the Office of Emergency Services.** There is hereby created in Warren County the Office of Emergency Services, which shall contain the following County functions: Natural Disaster and Civic Defense; Fire Coordination; and Emergency Medical Services Coordination.

**SECTION 5.** Section 5 of Local Law No. 5 of 2009 is hereby amended to read as follows:

“**SECTION 5. Director.** There is hereby established the position of Director of the Office of Emergency Services (hereinafter referred to as “Director”), as the administrative head of the Office of Emergency Services. The Director shall be appointed by the Board of Supervisors in accordance with any requirement of the Civil Service Law or rule or any other State or Federal Laws or rules that may apply. The Director shall be appointed by a majority of all members of the Warren County Board of Supervisors and shall serve at the pleasure of the Board of Supervisors.”

**SECTION 6.** Section 6 of Local Law No. 5 of 2009 is hereby amended to read as follows:

“**SECTION 6. Director’s Duties/Powers.** The Director shall:

- a) be responsible for the administration and provision of services for all functions of the Office of Emergency Services, and
- b) have all the powers and perform the duties conferred or imposed by law upon a head of Natural Disaster and Civil Defense, except that nothing contained herein shall prevent or limit the right of the Director to delegate and/or assign such duties and responsibilities as herein provided or contemplated unless prohibited by federal or state law, rule or regulation.

- c) may act as Chairperson of the Local Emergency Planning Council [LEPC].
- d) have the power of appointment for the positions created by the Board of Supervisors, with the exception of Fire Coordinator which will be appointed by the Warren County Board of Supervisors.
- e) have such other duties as the Warren County Board of Supervisors may prescribe.”

**SECTION 7.** Section 7 of Local Law No. 5 of 2009 is hereby amended to read as follows:

“**SECTION 7. Emergency Services Coordinator.** There is hereby established a position of Emergency Services Coordinator, who shall be appointed by the Director, with the approval of the Warren County Board of Supervisors and shall be acting administrative head of the Office of Emergency Services in the event of the absence of the Director or the inability of the Director to perform and exercise the powers and duties of the office. The Emergency Services Coordinator shall have such duties and powers as the Director may assign and/or delegate.”

**SECTION 8.** Section 8 of Local Law No. 6 of 2007 is hereby amended to read as follows:

“**SECTION 8. Office Personnel.** Personnel assigned to the Office of Emergency Services shall include: Fire Coordinator. The Fire Coordinator shall have all the powers and perform the duties conferred or imposed by law upon a Fire Coordinator pursuant to County Law section 225-a, and shall oversee the Warren County Cause and Origin Team; Deputy Fire Coordinators; EMS Coordinator; Deputy EMS Coordinators and an Office Specialist. The Director shall have such additional staff and personnel as the Board of Supervisors shall, from time to time determine.”

**SECTION 9.** Section 9 of Local Law No. 5 of 2009 is hereby amended to read as follows:

“**SECTION 9. Severability.** If any provision of this Local Law or the application of such provision to any person, body, or circumstances shall be held invalid, the remainder of this Local Law or the application of such provision to persons, bodies or circumstances other than those concerning which it shall have been held invalid shall not be affected thereby.”

**SECTION 10. Effective Date.** This Law shall be effective immediately upon filing with the Secretary of State as provided by the law.

**SECTION 11. Prior Local Laws Amended and/or Superseded.** This Local Law amends and supersedes Warren County Local Law No. 6 of 2007 “A Local Law Establishing the Office of Emergency

Services for Warren County” and Local Law No. 5 of 2009 “A Local Law Amending Local Law No. 6 of 2007, Establishing the Office of Emergency Services for Warren County”.

DRAFT

## COUNTY FIRE COORDINATOR

**GENERAL STATEMENT OF DUTIES:** Administers the county fire training and mutual aid programs; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for planning and supervising the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters. The employee receives administrative direction from the Director of Emergency Services, County Fire Advisory Board and the State Office of Fire Prevention and Control (OFPC).

**EXAMPLES OF WORK:** (Illustrative only)

Administers the State Fire Training Program, in conjunction with the OFPC agent assigned to Warren County, and any and all training programs developed by the state or by his office throughout the County;

Administers the County Fire Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter- County purposes at fires or when the services of firefighters are used;

Oversees the Warren County Fire Radio System policies and procedures under authorization of, and in cooperation with the Warren County Sheriffs' Office Communications Supervisor and the Federal Communications Commission;

Plans and estimates the need for additional or unique equipment for the County and recommends the purchase of such equipment;

Acts as aid to fire chiefs in cases of mutual aid alarms of fire or other incidences requiring the services of firefighters;

Prepares, submits and/or presents periodic reports to Board of Supervisors, OFPC, or Warren County Fire Advisory Board relating to fire training and mutual aid programs;

Acts as liaison officer between OFPC, the County Administrator, County Board of Supervisors, the county Fire Advisory Board, the various fire departments within the county, and other county officials;

Establishes liaison with other County Fire Coordinators for the development of inter-county mutual aid programs;

Issues statements to newspapers, radio, television, press wire services and news outlets as appropriate;

Arranges for public speaking engagements and programs to present the fire service in the best light;

Maintains appropriate logs and records, and documents as requested by OFPC;

Supervises and maintains the Warren County Mutual Aid System;

Maintains the Warren County Fire Inventory/Resources listings;

Plans and directs the organization of mutual aid programs among the various fire departments within the county;

Organizes and supervises training schools for firefighters;

Maintains the County inventory of manpower, equipment, materials and resources;

Prepares and submits to the Board of Supervisors the County Mutual Aid Plan, and necessary revisions thereto;  
Plans/prepares public relations programs for fire safety;  
Works in conjunction with Washington County on the joint training facility.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES: AND PERSONAL CHARACTERISTICS:** Thorough knowledge of current firefighting and fire prevention methods; thorough knowledge of the laws, rules and regulations and of the aims and purposes of the New York State Fire and Mobilization and Mutual Aid Plan and of the fire service; good knowledge of the geography and political subdivisions of the county; ability to establish and maintain cordial working relationships and rapport with state, local, and county officials and members of the fire service; working knowledge of the principles and operation of the two-way radio system; ability to plan, supervise and coordinate a complexity of operations; ability to interpret the fire training and Mutual Aid Plan to local and county officials and the public; initiative and resourcefulness; good judgment; physical condition commensurate with position requirements.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and:

- A. Eight years of satisfactory experience in fire fighting and/or fire prevention work as a:
- (i) paid full-time employee of a fire department, or
  - (ii) member in good standing of a volunteer fire company or department duly organized under the laws of New York State;

AND

- B. Five years of responsible supervisory experience as:
- (i) Chief or Assistant Chief in a volunteer company or small fire department, or
  - (ii) Battalion Chief, District Chief, Assistant Chief or Deputy Chief in a fire department.

County	Pop.	Comm- issioner	SOURCE	Director	SOURCE	Dir of Public Safety	SOURCE	Dir/FC	SOURCE	Dep Comm. /FC	SOURCE	Dep. Dir/Dep FC	SOURCE	Dep Dir/EMS Coord	SOURCE	Deputy Director	SOURCE	Emerg Serv. Coord	Fire Coord	SOURCE	EMS Dir	SOURCE	EMS Coord.	SOURCE	EM Planner	SOURCE
Warren	65707			\$69,500														\$60,274	\$25,967				\$11,284			
Washington	63216					\$65,415	SS									\$58,134	STNY		\$17,268	SS						
Madison	73442			\$74,156	SS														\$55,211	STNY			\$54,000	STNY	\$52,625	STNY
Livingston	65393			\$82,825	SS			\$78,932	SS												\$68,409	STNY				
Clinton	82128							\$89,687	SS							\$65,002	STNY						\$42,733	STNY		
Saratoga	219607	\$87,605	STNY	\$84,154	SS					\$68,755	STNY															
Broome	200600	\$87,301	SS	\$84,871	STNY										\$68,497	STNY			\$55,071	STNY			\$65,580	STNY		
Tompkins	101564			\$101,462	SS							\$72,890	STNY						\$62,436	STNY						
St. Lawrence	111944			\$70,629	SS			\$59,514	STNY					\$53,749	STNY											
Essex	39370							\$87,909	SS							\$63,892	STNY						\$67,810	STNY		

SS = NYSAC 2020 County Salary Survey

STNY = See Thru NY (latest available salary)

FC = Fire Coordinator

Population data: [https://www.dos.ny.gov/lg//handbook/html/county\\_government.html](https://www.dos.ny.gov/lg//handbook/html/county_government.html)

**Salary Survey:** Data was reported in 3 categories: Disaster/Emergency Management, Emergency Management & Fire Advisory. In some cases the titles did not line up with the titles on each county's website, i.e., Saratoga & Broome.