

Public Safety Committee
Warren County Office of Emergency Services
AGENDA
January 29, 2021

Committee Members: DIAMOND, Magowan, Braymer, Frasier and Shepler

- 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 create and fill the position of County Fire Coordinator, base salary \$11,500. *Attachment #1 & #2*
Rationale: Request needed to amend the departmental table of organization with an effective date of February 22, 2021.
 2. **Request:** Resolution request for the transfer of funds to A.3410 130 Fire Prevention and Control – Salaries Part Time in the amount of \$11,500 plus applicable fringe expenses to fund the position of County Fire Coordinator. Total transfer requested is \$12,380. *Attachment #3*
Rationale: Transfer of funds will be from G/L code A.3640 Civil Defense and may be prorated and calculated based on actual hire date.
 3. **Request:** Resolution request to amend resolution #70 of 2020 to change the not to exceed amount to \$20,000 over the two-year period of 2020 and 2021. *Attachment #4*
Rationale: Resolution is needed to change the salary maximum from \$10,000/year to \$20,000 over the two-year period of 2020 and 2021.
 4. **Request:** Resolution request to amend resolution #397 of 2020 to change the effective date of the deletion of Fire Coordinator/Director, Office of Emergency Services from November 3, 2020 to December 5, 2020. *Attachment #5*
Rationale: Resolution needed to correct the position deletion date.
- IV. Information for Discussion/Review
- V. Referrals and Pending Items
 1. The Committee tabled the request to create and fill the position of Fire Coordinator-Part-Time pending further discussion. (11.23.20)
- VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments

- #1 Request to Create a New Position
- #2 Notice of Intent to Fill Vacant Position
- #3 Request for Transfer of Funds
- #4 Miscellaneous
- #5 Miscellaneous

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Office of Emergency Services

DATE: January 29, 2021

- (a) Title of Requested Position: **County Fire Coordinator**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$11,500**
- (c) Effective Date for New Position:* **February 22, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
County Fire Coordinator - Temp \$45.6093/hr
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3410 130 Fire Prevention & Control - Salaries Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes. County Fire Coordinator is mandated per Local Law No. 6 of 2007
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 33 Fire Prevention & Control

Title of Position: County Fire Coordinator Base Salary of Position: \$11,500 Grade: _____

Filling at Step # (If Known): _____

Budget code and title: A.3410 Fire Prevention & Control Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other Creation

Employee No./Last Name: _____ Date of Vacancy: _____

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

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: January 29, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 110	Civil Defense - Salaries-Regular	A.3410 130	Fire Prevention & Control - Salaries-Part Time	\$11,500
A.3640 830	Civil Defense - Social Security	A.3410 830	Fire Prevention & Control - Social Security	\$713
A.3640 831	Civil Defense - Medicare	A.3410 831	Fire Prevention & Control - Medicare	\$167

Please state reason for transfers requested:

Transfer needed to fund the 2021 salary and fringe for the newly created County Fire Coordinator position

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			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

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: January 29, 2021

(a) Purpose of Request:

To amend Resolution 70 of 2020 to change the salary not to exceed amount to \$20,000 over the two-year period of 2020 and 2021.

(b) Details:

Amendment is needed to change the salary maximum amount from \$10,000/year to \$20,000 combined over years 2020 and 2021.

(c) Previous Resolution Number:

70 of 2020

(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. 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: January 29, 2021

(a) Purpose of Request:

To amend Resolution 397 of 2020 to change the effective date of the deletion of Fire Coordinator/Director, Office of Emergency Services from November 3, 2020 to December 5, 2020.

(b) Details:

Resolution needed to correct the deletion date.

(c) Previous Resolution Number:

397 of 2020

(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