

Public Safety Committee
Warren County Office of Emergency Services
AGENDA
August 23, 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 for a new contract with Grounded on Glen Street to provide once monthly offerings of Stress Management for First Responders. *Attachment #1*
Rationale: Classes would be capped at ten (10) students and are open to first responders who work in Warren County. The County would be billed at a rate of \$150.00 per month. Funding is available in the existing 2021 EMS budget. The contract would commence upon execution and terminate on December 31, 2021 with the possibility of two (2) annual extensions. *“Stress Management for First Responders: We will begin with breathwork and meditation to calm the nervous system from a stressed state to a more relaxed state. Then Kambal Yoga® or blanket yoga is to bring clients to a deeper state of relaxation and reduce anxiety. This entirely new style of Restorative Yoga utilizes weighted blankets, guided meditation, yoga nidra as well as light touch therapy. The use of weighted blankets has been shown to increase serotonin and dopamine, in turn creating a calming effect as well as improving mood. Kambal Yoga® is open to everyone with or without experience with movement based yoga. Students should wear comfortable clothing. Everything is provided. No mat needed. Classes are one hour in duration. Due to limited space sign up ahead is required.”*
 2. **Request:** Resolution request for a new contract with Emergency Vehicle Upfitters to provide vehicle equipment installation at a rate of \$90.00 per hour, not to exceed \$5,000 per year. *Attachment #2*
Rationale: The contract will commence upon execution and terminate on December 31, 2021 with the possibility of two (2) annual extensions. Funding is available in the existing OES budget.
 3. **Request:** Resolution request for a new contract with Capital Digitronics to provide equipment repair and maintenance on various OES radios and pagers at a rate of \$100.00 per hour plus parts, in an amount not to exceed \$5,000 per year. *Attachment #3*
Rationale: The contract will commence upon execution and terminate on December 31, 2021 with the possibility of two (2) annual extensions. Funding is available in the existing OES budget.
 4. **Request:** Resolution request for the transfer of funds from Fire Prevention and Control to Civil Defense in the amount of \$83,630. *Attachment #4*
Rationale: This transfer is needed to correct the appropriation of the OES Director’s salary and fringe from Fire Prevention & Control to Civil Defense and to cover deficits in the 2021 budget.
 5. **Request:** Resolution request for the transfer of funds within the Civil Defense G/L code in the amount of \$10,000. *Attachment #5*

Rationale: This transfer is needed to cover deficits in the 2021 budget.

IV. Information for Discussion/Review

1. Review prior month travel authorization
 - 2021 NYS Public Safety UAS Summit – Oriskany, NY (July 28, 2021) *Attachment #6*
2. Development of Community Emergency Response Team (CERT) *Attachment #7*
3. Proposed Amendment to Local Law 2 of 2021 *Attachment #8*

V. Referrals and Pending Items

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 for New Contract
- #2 Request for New Contract
- #3 Request for New Contract
- #4 Request for Transfer of Funds
- #5 Request for Transfer of Funds
- #6 Authorization to Attend Meeting or Convention (*executed forms*)
- #7 CERT Program
- #8 Proposed Amendment to Local Law 2 of 2021

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: August 23, 2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide monthly Stress Management for First Responder classes for first responders working in Warren County
- (c) Name of Contractor:
Grounded on Glen Street
- (d) Address of Contractor: **282 Glen Street
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Kayla Craft 518-361-3564 yogakaylagf@gmail.com
- (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, 2021 with the possibility of two annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$150 per month/\$1,800 per year**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Monthly
- (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:

A.4022 470 Emergency Medical Services - 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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: August 23, 2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide vehicle equipment installation services for the Office of Emergency Services
- (c) Name of Contractor:
Emergency Vehicle Upfitters
- (d) Address of Contractor: **PO Box 711
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Rob Miksch 518-361-3501 vehicleupfitters@gmail.com
- (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, 2021 with the possibility of two annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **\$90.00**
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:
A.3410 422 Fire Prevention & Control - Repair/Maint Equipment; A.3640 422 Civil Defense - Repair/Maint Equipment; or A.4022 422 Emergency Medical Services - Repair/Maint Equipment
**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: August 23, 2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide communications equipment repair and maintenance services for the Office of Emergency Services
- (c) Name of Contractor:
Capital Digitronics, Inc.
- (d) Address of Contractor: **264 Bradford Street
Albany, NY 12206**
- (e) Contractor's Contact Person and Telephone Number:
Tom McCabe 518-449-3366
- (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, 2021 with the possibility of two annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **\$100.00**
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:
A.3410 422 Fire Prevention & Control - Repair/Maint Equip; A.3640 422 Civil Defense - Repair/Maint Equip; A.4022 422 Emergency Medical Services - Repair/Maint Equip
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. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: August 23, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 110	Fire Prevention & Control - Salaries Regular	A.3640 110	Civil Defense - Salaries Regular	\$62,000
A.3410 810	Fire Prevention & Control - Retirement	A.3640 810	Civil Defense - Retirement	\$3,000
A.3410 830	Fire Prevention & Control - Social Security	A.3640 830	Civil Defense - Social Security	\$3,200
A.3410 831	Fire Prevention & Control - Medicare	A.3640 831	Civil Defense - Medicare	\$800
A.3410 110	Fire Prevention & Control - Salaries Regular	A.3640 860	Civil Defense - Hospitalization	\$7,500
A.3410 860	Fire Prevention & Control - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$6,840
A.3410 831	Fire Prevention & Control - Medicare	A.3640 865	Civil Defense - Dental Insurance	\$170
A.3410 865	Fire Prevention & Control - Dental Insurance	A.3640 865	Civil Defense - Dental Insurance	\$120

Please state reason for transfers requested:

Transfer needed to correct appropriation of OES Director's salary and fringe from Fire Prevention & Control to Civil Defense to cover budget deficits. Total transfer requested is \$83,630.

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. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: August 23, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 130	Civil Defense - Salaries Part Time	A.3640 810	Civil Defense - Retirement	\$2,000
A.3640 130	Civil Defense - Salaries Part Time	A.3640 860	Civil Defense - Hospitalization	\$8,000

Please state reason for transfers requested:

Transfer needed to correct budget deficits within the Civil Defense G/L code. Total transfer requested is \$10,000.

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.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Public Safety Committee hereby authorizes Ann Marie Mason, Director & Ashley Rivers, Emergency Services Coord. (Supervisory Committee) (Employee Name)

to attend 2021 New York State Public Safety UAS Summit and Industry Demo Day (Name of meeting or organization)

at Oriskany, NY on Wednesday, July 28, 2021 (Address) (Dates)

Meeting/Convention/Training Cost: None 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)

[X] Notice of meeting/convention/training including cost. Total Cost \$ 82.50 (Include travel costs)

For Overnight Travel

[] Room rate \$ GSA* Rate \$ Funding in Budget? X Y N

[X] Meal costs \$ GSA* per diem rate \$ 82.50 Budget Code: A.3640 444

* www.gsa.gov \$41.25 per person (first & last) x 2 people = \$82.50

Date: 7/21/2021

Department Head Signature

Date: 7/21/21

County Administrator Signature

Date: 7/21/21

Committee Chair 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.

COVID-19 Updates

Unvaccinated individuals are at greater risk of serious illness from COVID-19. Learn more about the COVID-19 vaccines.

[GET THE FACTS >](#)

Citizen Preparedness Corps

-  [Aware Prepare](#)

Community Emergency Response Team (CERT)

During a large-scale disaster, the response of any community's emergency services may be delayed or overwhelmed for a variety of reasons. This leaves the citizens of the community - family, neighbors, and co-workers - to provide for their own well-being and safety until professional responders arrive. This very reality is the cornerstone of the Community Emergency Response Team (CERT) program.



The goal of the CERT program is to provide the private citizens who complete the course with the basic skills that they will need to respond to their community's immediate needs in the aftermath of a disaster, when emergency services are not immediately available. By working together, CERTs can assist in saving lives and protecting property using the basic techniques in this course.

The CERT program is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. The program provides a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. CERT is a community based volunteer effort and is a component of the Citizen Corps program.

The CERT program strives to present citizens with the facts about what to expect following a major disaster in their community and to deliver the message about their responsibility for mitigation and preparedness. Through didactic and hands-on sessions they receive training in needed life saving skills with emphasis on decision making, rescuer safety, and doing the greatest good for the greatest number. Lastly, local CERT program managers will likely organize teams so that they are an extension of first responder services offering immediate help to victims until professional services arrive.

The basic CERT program encompasses nine units:

- Emergency Preparedness
- Fire Safety
- Emergency Medical Operations I
- Emergency Medical Operations II
- Light Search and Rescue Operations
- CERT Organization

- Disaster Psychology
- Terrorism and CERT
- Disaster Simulation

These units are intended to be delivered in 2.5 to 3 hour blocks during once-per-week evening sessions.

Where the team aspect of CERT may not be applicable to various communities in New York State, we stress the benefits that the CERT training will provide for individual, family, and workplace preparedness. Either way, coordination with local Citizen Corps Councils (if in place) and local emergency services agencies/organizations is a critical relationship. These partnerships ensure that CERTs are not working independently or contrary to the local emergency response. Local Citizen Corps Councils and local emergency services will establish the operating procedures for CERTs specific to their communities.

Program Responsibilities

Administered by the New York State Office of Emergency Management (NYS OEM), the State's responsibilities of the CERT program include training and qualifying CERT instructors through state-wide Train-the-Trainer programs and coordinating the CERT curriculum for New York State. OEM is also responsible for administering any CERT grants that may be formulated by the Federal Government.

Since the CERT program is an initiative that needs to be coordinated locally, local governments are responsible for course delivery, team/program management, and material and equipment costs.

Funding

A variety of funding sources exist to help defray the start-up and maintenance costs of a CERT program:

- Some communities build costs into their budget, while others charge participants to cover costs for instructors and course materials.
- In some communities, CERT organizations have filed for 501(C)3 (non-profit organization) status, thus allowing them to do fund raising. Also, government entities are usually able to conduct fundraising activities for community programs.
- Grants have been made available by the federal government to assist communities in their CERT programs. Grant information will be posted on this website as soon as it is available.

Other Links

- [CERT Programs in New York State](#)
- [Resources for CERT Instructors](#)
- [FEMA - National CERT Program](#)

Aware Prepare

**COUNTY OF WARREN
LOCAL LAW NO. 7 OF 2021**

**A LOCAL LAW AMENDING LOCAL LAW NO. 2 OF 2021 AND 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.
- 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, 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; Deputy Fire Coordinators; EMS Coordinator; Deputy EMS Coordinators, Hazardous Materials W.M.D. Coordinator, and an Office Specialist. The Director shall have such additional staff and personnel as the Board of Supervisors shall, from time to time determine. 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.”

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”.