

Criminal Justice & Public Safety Committee  
Warren County Office of Emergency Services  
AGENDA  
May 23, 2022

Committee Members: GERACI, Braymer, Seeber, Dickinson, Driscoll, McDevitt, Diamond -  
*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the  
Section D(6) of the Rules of the Board*

- 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 transfer of funds from A.3640 410 Civil Defense - Supplies to A.3640 120 Civil Defense - Salaries-Overtime in the amount of \$16.43. *Attachment #1*  
**Rationale:** Transfer is needed to cover a small budget deficit as identified in the March 2022 Budget Analysis Report.
- IV. Information for Discussion/Review
  - NYSEMA Conference – Syracuse, NY - May 16-19, 2022 *Attachment #2*
  - Tabletop Exercise – May 10, 2022
  - Warren County OES Mobile App
- 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

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**Attachments**

- #1 Request for Transfer of Funds
- #2 Authorization to Attend Meeting or Convention - *executed form*

# 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:** May 23, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 410	Civil Defense - Supplies	A.3640 120	Civil Defense - Salaries-Overtime	\$16.43

**Please state reason for transfers requested:**

Transfer needed to cover deficit in overtime budget

### 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)
[ ] Out-of-State (Must be approved by Department Head, County Administrator & Committee Chair)
[ ] On-Line (Must be approved by Department Head, County Administrator & Committee Chair)

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

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

at Syracuse, New York (Address) on May 16-19, 2022 (Dates)

Meeting/Convention/Training Cost: \$150pp 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 \$ 542.00 (Include travel costs)

For Overnight Travel

[x] Room rate \$ Pd. by NYS GSA\* Rate \$ Funding in Budget? [x] Y [ ] N

[x] Meal costs \$ GSA\* per diem rate \$ \$242 Budget Code: A.3640 444

\* www.gsa.gov

Date: 3/22/2022

Department Head Signature

Date: 3/22/22

County Administrator Signature

Date: 4/8/22

M. Gueraci Approved by Lemai... Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle. [ ] REQUEST FOR USE OF FLEET VEHICLE

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Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Purchasing with Purchase Order, if required.
4. Copy to Clerk of the Board if credit card will be used.
5. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.