

Criminal Justice & Public Safety Committee
Warren County Office of Emergency Services
AGENDA
September 26, 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 new contract with QuickSeries Publishing Inc. for the development of a customized mobile application for the period November 1, 2022 to October 31, 2025. *Attachment #1*
Rationale: QuickSeries Publishing will develop a mobile application (iOS & Android) for Warren County to provide alerts and push notifications and several customizable modules including emergency preparedness resources, training opportunities and form submissions. The total cost will be \$6,300 per year for a three-year contract.
 2. **Request:** Resolution request for a transfer of funds from A.1990 469 Contingent Account-Other Payments/Contributions to A.3640 470 Civil Defense-Contract in the amount of \$6,300. *Attachment #2*
Rationale: Transfer needed to fund the first year of the mobile application.
 3. **Request:** Request to fill the position of EMS Coordinator, annual salary \$13,275.00. *Attachment #4*
Rationale: Vacancy exists due to resignation effective October 1, 2022.
- IV. Information for Discussion/Review
 1. Budget Exception Report – A.3410 861 Fire Prevention & Control-Retirees Hospitalization Additional \$2,521.00 will be needed to fund the remainder of the year.
 2. 2023 OES Budget Request *Attachment #3*
- 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 Resolution Request Form No. 3 and supporting documentation
- #2 Resolution Request Form No. 10 and supporting documentation
- #3 2023 OES Budget Request
- #4 Resolution Request Form No. 12



QuickSeries Publishing Inc.
5100 NW 33rd Avenue, suite 247
Ft. Lauderdale, FL 33309
Phone: 800-361-4653
Fax: 877-329-3291
quickseries.com

QUOTE AND LICENSING CONDITIONS

BILL TO

Ashley Rivers
Warren County Emergency Services
1340 State Route 9
Lake George NY 12845 USA

SUBTOTAL: \$18,900.00

TAXES (0%): \$0.00

TOTAL QUOTE: \$18,900.00

Maximum 1 TB of traffic per year and 1 TB of data storage
Additional Data
Traffic: \$ 180 / TB per year, charged in increments of 1 TB
Storage: \$ 360 / TB per year, charged in increments of 1 TB

Mobile App Name	Users	Contract Duration	Payment Terms
20-002527 Warren County NY UNITE App	Up to 100,000	3 Years	Yearly

Product Code	Description	Unit	Duration	Price per year	Total
System					
20-002527	Warren County NY UNITE App	1	3 Years	\$0.00	\$0.00
21-000021	Core Apps (iOS & Android) & Web-Based Admin Portal	1	3 Years	\$6,300.00	\$18,900.00
21-000021	Setup Fee	1	-	One-time Fee	\$0.00
Modules					
40-000020	Administrative Portal	1	3 Years	\$0.00	\$0.00
40-000015	Assessments and Quizzes	1	3 Years	\$0.00	\$0.00
40-000016	Authoring Tool	1	3 Years	\$0.00	\$0.00
40-000006	Checklists	1	3 Years	\$0.00	\$0.00
40-000003	Event Schedule	1	3 Years	\$0.00	\$0.00
40-000004	FAQ Module	1	3 Years	\$0.00	\$0.00
40-000022	FEMA/NWS Alerts	1	3 Years	\$0.00	\$0.00
40-000007	Forms & Reporting	1	3 Years	\$0.00	\$0.00
40-000019	Make Your Plan	1	3 Years	\$0.00	\$0.00
40-000021	Maps	1	3 Years	\$0.00	\$0.00
40-000009	Mobile User Registration	1	3 Years	\$0.00	\$0.00
40-000014	Module Access Codes	1	3 Years	\$0.00	\$0.00
40-000001	News Module	1	3 Years	\$0.00	\$0.00
40-000012	PDF Library	1	3 Years	\$0.00	\$0.00
40-000005	Resources	1	3 Years	\$0.00	\$0.00
40-000002	Video Library	1	3 Years	\$0.00	\$0.00
40-000011	Welcome Message	1	3 Years	\$0.00	\$0.00

Product Code	Description	Unit	Duration	Price per year	Total
40-000010	eGuide Library	1	3 Years	\$0.00	\$0.00
eGuides					
02-0570-000-01	Family Preparedness	1	3 Years	\$0.00	\$0.00
02-0408-000-01	Flood Preparedness & Recovery	1	3 Years	\$0.00	\$0.00
02-0809-000-01	Winter Storms and Extreme Cold	1	3 Years	\$0.00	\$0.00
Content Services					
27-000003	UNITE Content Services - Editorial Services - 6 hour block	1		\$0.00	\$0.00
27-000002	UNITE Content Services - Marketing Support Tools - 1 Suite	1		\$0.00	\$0.00
27-000006	UNITE Content Services - UNITE Content Package - Floods	1		\$0.00	\$0.00

Payment Schedule

Terms	Total
Year 1 TOTAL	\$6,300.00
Year 2 TOTAL	\$6,300.00
Year 3 TOTAL	\$6,300.00

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: September 26, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A.3640 470	Civil Defense - Contract	\$6,300

Please state reason for transfer request:

Transfer needed to fund the first year of the contract for mobile application development by QuickSeries Publishing

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

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: 36.08
Title of Position: EMS Coordinator Base Salary of Position: \$13,275.00 Grade: N/A
Filling at Step # (If Known): _____
Budget code and title: A.4022 Emergency Medical Service Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11831/Guy Date of Vacancy: October 1, 2022
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 _____