

Criminal Justice and Public Safety Committee
Office of Emergency Services
November 21, 2022

COMMITTEE MEMBERS: GERACI, Braymer, Seeber, Dickinson, Driscoll, McDevitt, Diamond

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Request for a new contract with Emergency Vehicle Upfitters to provide vehicle equipment installation at a rate of \$93.00 per hour, not to exceed \$19,000 per year.
Rationale: This contract will commence on January 1, 2023 and terminate on December 31, 2023 with the possibility of two (2) annual extensions. Funding is available under various codes in the 2023 OES budget request. In accordance with the Warren County Purchasing Policy, OES obtained three written quotes: Emergency Vehicle Upfitters \$93/hour, Adirondack 2-Way Radio \$105/hour and Capital Digitronics \$110/hour.
 2. Request: Request to extend the existing contract with Glens Falls Fire Department for fire investigation services.
Rationale: This is an annual contract that needs to be extended for the provision of fire cause and origin services for the period January 1-December 31, 2023. The hourly rate is \$175/hour with a four (4) hour minimum. Funding is available in the 2023 OES budget request under G/L code A.3410 470 Fire Prevention & Control – Contract.
 3. Request: Request for a transfer of funds from A.1990 469 Contingent Account-Other Payments/Contributions to A.3410 861 Fire Prevention & Control-Retirees Hospitalization in the amount of \$2,525.
Rationale: Transfer needed to address a current budget deficit in the Retirees Hospitalization account and to provide adequate funding for the remainder of 2022.
 4. Request: Request to fill the position of Deputy EMS Coordinator, annual salary \$8,233.00.
Rationale: Vacancy exists due to promotion.
 5. Request: Request to fill the position of 3rd Deputy EMS Coordinator, annual salary \$8,233.00.
Rationale: Vacancy exists due to promotion.
 6. Request: Request to fill the position of 2nd Deputy EMS Coordinator, annual salary \$8,233.00.
Rationale: Vacancy exists due to resignation.
 7. Request: Request to fill the position of Deputy Director of Emergency Services, grade 11 annual base salary \$56,475.
Rationale: Vacancy exists due to creation as part of the 2023 Budget.
 8. Request: Request to fill the position of Assistant Emergency Services Coordinator, grade 10 annual base salary \$46,504.
Rationale: Vacancy exists due to creation as part of the 2023 Budget.

- V. Discussion Items:
 - VI. Referrals/Pending Items:
 - 1. Referral from the ARPA Advisory Committee regarding the Office of Emergency Services request for funding in the amount of \$3,146 to cover the cost of purchasing COVID-19 Personal Protection Equipment. (10.14.22)
 - VII. Privilege of the floor and public comment
 - VIII. Motion to adjourn
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- Attachments:
- 1. Resolution Request Form #3
 - 2. Resolution Request Form #4
 - 3. Resolution Request Form #10
 - 4. Resolution Request Form #12
 - 5. Resolution Request Form #12
 - 6. Resolution Request Form #12
 - 7. Resolution Request Form #12
 - 8. Resolution Request Form #12

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: November 21, 2022

- (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:
January 1, 2023
- (h) Termination Date of Contract:
December 31, 2023 with the possibility of two annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **\$93.00**
iii) total amount not to exceed **\$19,000 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 **Additional G/L codes as budget & grant funds allow**
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. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: November 21, 2022

- (a) Purpose of Contract Change:
Contract extension
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
408 of 2006, 653 of 2010 & 93 of 2017
- (c) Name of Contractor:
Glens Falls Fire Department
- (d) Address of Contractor: **134 Ridge Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Chief James Schrammel 518-761-3822
- (f) Commencement Date of Extension: **January 1, 2023**
- (g) Termination Date of Extension: **December 31, 2023**
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount **\$175/hour - 4 hour minimum**
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon completion and receipt of investigation report
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:
A.3410 470 - Fire Prevention & Control, 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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: November 21, 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.3410 861	Fire Prevention & Control-Retirees Hospitalization	\$2,525

Please state reason for transfer request:

Transfer needed to cover budget deficit and anticipated funding needs through December 31, 2022

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

Expense Budget Exception Report

Through Date: 9/30/2022

Department: 3410 Fire Prevention & Control

442 - Automotive - Gas & Oil

861 - Retirees Hospitalization

\$2,000.00	\$1,932.52	\$67.48	96.63%
\$2,520.00	\$3,780.54	(\$1,260.54)	150.02%

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: Deputy EMS Coordinator (Part-time) Base Salary of Position: \$8,233.00 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: 12342/Mellon Date of Vacancy: November 3, 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. Rev 11/10/22
Human Resources Director has approved this form when initialed. 11/10/22

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 [Signature] Date 11-15-2022

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 Frank E. Thomas Date 11/27/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
 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 [Signature] Date 11/21/22

Adopted, Warren County Personnel, April 1, 2013

EMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Warren County Director of Emergency Services, this position involves assisting in the administration of the County Emergency Services. The incumbent works with federal, state and local officials in maintaining a workable emergency response to disasters and emergencies. This employee works closely with county and local fire fighting and EMS persons in developing and maintaining an effective emergency response system. There is extensive travel required. The Coordinator provides direct assistance to Chief Operating Officers at sites of emergency situations when needed, including providing specialized equipment and coordinating mutual aid as required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures adequate State and local emergency medical service training is available throughout the County;
Promotes NIMS and ICS training and usage;
Administers the county's EMS Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter-county purposes at the EMS scenes, rescues and fires;
Plans and estimates the need for additional or unique equipment for the county and recommends the purchase of such equipment;
Responds to EMS/fire scenes and acts as the on-scene EMS Coordinator;
Travels extensively to respond to working alarms and emergencies and provides specialized equipment and assistance as needed;
Assists in the preparation of the emergency medical services budget;
Maintains inventory, logs and related records detailing County emergency medical services activities/reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of emergency medical service principles, practices, methods, techniques and equipment; comprehensive knowledge of the operation of and regulations governing emergency medical service communication system equipment; thorough knowledge of; thorough knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, emergency medical training emergency response and rescue operations; thorough knowledge of the practices of organizing and conducting an emergency medical service training program; good knowledge of disaster control methods; good knowledge of practices of emergency medical service program administration; ability to

cont.

EMS Coordinator, cont.

plan, schedule and supervise the work of others; ability to prepare a program budget; ability to operate a wide variety of emergency medical service tools and equipment requiring a high level of precision and dexterity; ability to express ideas clearly and effectively, both orally and in writing; ability to prepare reports and records; ability to maintain inventory of equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and five years of emergency medical service experience, two years of which shall have been in an administrative or supervisory capacity; or
- (b) Completion of two years of college (60 semester hours) in a field related to emergency service work and three years of experience described above, one of which must have been in an administrative or supervisory capacity; or
- (c) An equivalent combination of training and experience as described above.

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: 3rd Deputy EMS Coordinator *(Part-Time)* Base Salary of Position: \$8,233.00 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: 13025/Tims Date of Vacancy: November 3, 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. *PO 11/10/22*
Human Resources Director has approved this form when initialed. *11/17/22*

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 *[Signature]* Date 11-15-2022

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 *Francis E. Thomas* Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
 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 *[Signature]* Date 11/17/22

Adopted, Warren County Personnel, April 1, 2013

EMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Warren County Director of Emergency Services, this position involves assisting in the administration of the County Emergency Services. The incumbent works with federal, state and local officials in maintaining a workable emergency response to disasters and emergencies. This employee works closely with county and local fire fighting and EMS persons in developing and maintaining an effective emergency response system. There is extensive travel required. The Coordinator provides direct assistance to Chief Operating Officers at sites of emergency situations when needed, including providing specialized equipment and coordinating mutual aid as required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures adequate State and local emergency medical service training is available throughout the County;
Promotes NIMS and ICS training and usage;
Administers the county's EMS Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter-county purposes at the EMS scenes, rescues and fires;
Plans and estimates the need for additional or unique equipment for the county and recommends the purchase of such equipment;
Responds to EMS/fire scenes and acts as the on-scene EMS Coordinator;
Travels extensively to respond to working alarms and emergencies and provides specialized equipment and assistance as needed;
Assists in the preparation of the emergency medical services budget;
Maintains inventory, logs and related records detailing County emergency medical services activities/reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of emergency medical service principles, practices, methods, techniques and equipment; comprehensive knowledge of the operation of and regulations governing emergency medical service communication system equipment; thorough knowledge of; thorough knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, emergency medical training emergency response and rescue operations; thorough knowledge of the practices of organizing and conducting an emergency medical service training program; good knowledge of disaster control methods; good knowledge of practices of emergency medical service program administration; ability to

cont.

EMS Coordinator, cont.

plan, schedule and supervise the work of others; ability to prepare a program budget; ability to operate a wide variety of emergency medical service tools and equipment requiring a high level of precision and dexterity; ability to express ideas clearly and effectively, both orally and in writing; ability to prepare reports and records; ability to maintain inventory of equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and five years of emergency medical service experience, two years of which shall have been in an administrative or supervisory capacity; or
- (b) Completion of two years of college (60 semester hours) in a field related to emergency service work and three years of experience described above, one of which must have been in an administrative or supervisory capacity; or
- (c) An equivalent combination of training and experience as described above.

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: 2nd Deputy EMS Coordinator Base Salary of Position: \$8,233.00 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: 12743/Howe Date of Vacancy: December 17, 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. Per 11/15/22
Human Resources Director has approved this form when initialed. AP 11/15/22

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 [Signature] Date 11-15-2022

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 Frank E. Thomas Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
 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 [Signature] Date 11/21/22

Adopted, Warren County Personnel, April 1, 2013

EMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Warren County Director of Emergency Services, this position involves assisting in the administration of the County Emergency Services. The incumbent works with federal, state and local officials in maintaining a workable emergency response to disasters and emergencies. This employee works closely with county and local fire fighting and EMS persons in developing and maintaining an effective emergency response system. There is extensive travel required. The Coordinator provides direct assistance to Chief Operating Officers at sites of emergency situations when needed, including providing specialized equipment and coordinating mutual aid as required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures adequate State and local emergency medical service training is available throughout the County;
Promotes NIMS and ICS training and usage;
Administers the county's EMS Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter-county purposes at the EMS scenes, rescues and fires;
Plans and estimates the need for additional or unique equipment for the county and recommends the purchase of such equipment;
Responds to EMS/fire scenes and acts as the on-scene EMS Coordinator;
Travels extensively to respond to working alarms and emergencies and provides specialized equipment and assistance as needed;
Assists in the preparation of the emergency medical services budget;
Maintains inventory, logs and related records detailing County emergency medical services activities/reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of emergency medical service principles, practices, methods, techniques and equipment; comprehensive knowledge of the operation of and regulations governing emergency medical service communication system equipment; thorough knowledge of; thorough knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, emergency medical training emergency response and rescue operations; thorough knowledge of the practices of organizing and conducting an emergency medical service training program; good knowledge of disaster control methods; good knowledge of practices of emergency medical service program administration; ability to

cont.

EMS Coordinator, cont.

plan, schedule and supervise the work of others; ability to prepare a program budget; ability to operate a wide variety of emergency medical service tools and equipment requiring a high level of precision and dexterity; ability to express ideas clearly and effectively, both orally and in writing; ability to prepare reports and records; ability to maintain inventory of equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and five years of emergency medical service experience, two years of which shall have been in an administrative or supervisory capacity; or
- (b) Completion of two years of college (60 semester hours) in a field related to emergency service work and three years of experience described above, one of which must have been in an administrative or supervisory capacity; or
- (c) An equivalent combination of training and experience as described above.

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: 35

Title of Position: Deputy Director of Emergency Services Base Salary of Position: \$56,475.00 Grade: 11

Filling at Step # (If Known): _____

Budget code and title: A.3640 Civil Defense Union Non-Union

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

Employee No./Last Name: _____ Date of Vacancy: January 1, 2023

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 _____

Revised: May 19, 2017

Attachment #7

DEPUTY DIRECTOR OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists the Director of Emergency Services in the administration of the county-wide emergency management programs in Warren County. Responsibilities include planning, organizing, implementing and coordinating assigned programs relating to local emergency preparedness functions, local emergency medical services functions and other county emergency management services. Additionally, the Deputy Director acts for and on behalf of the Director in their absence. The work is performed under the general direction of the Director with wide leeway for the exercise of independent judgment. Supervision is exercised over department employees and volunteers participating in emergency management response. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in the development, implementation and coordination of programs to carry out emergency preparedness responsibilities required by federal, state and local law and regulations;

Assists Director with emergency operations during times of activation of the Emergency Operations Center (EOC);

Coordinates the functions of local emergency services providers, volunteer agencies and law enforcement regarding emergency status during natural or man-made emergencies;

Plans, distributes and implements emergency preparedness response programs which meet federal, state and local law and regulations;

Participates with federal, state and local officials to coordinate emergency management activities;

Coordinates and oversees local training and instructional exercises relating to county-wide emergency response program;

Reviews and analyzes emergency management plans and procedures and makes recommendations for revisions;

Conducts risk and threat assessments and advises local officials regarding their disaster mitigation response and recovery procedures;

Recruits volunteers for emergency preparedness purposes from local officials, employees and the general public;

Attends public meetings for presentations;

Assists with budget preparation and supervising paid and volunteer staff as needed;

Promotes emergency preparedness and other preventative activities through public presentations, the distribution of literature, use of the media for public information, education and training;

Attends public meetings for presentations;

Coordinates local emergency response committee in planning, writing, and upgrading a county-wide response plan;

Maintains awareness of new developments in emergency management and incorporates new developments as appropriate into programs;

Attends federal, state and local emergency management meetings and conferences to coordinate programs, represent the County and maintain skills;

Assists with filing of reimbursement claims by various municipalities in the county to federal and state agencies;

May oversee grant administration processes in support of emergency management programs;

Plans and coordinates instruction programs relative to comprehensive Emergency Management System training;

Participates in safety training courses conducted by such organizations as Red Cross, auxiliary police, emergency radio teams, various state entities and mutual aid;

Prepares a variety of records and reports related to the work;

Develops educational and community outreach programs and works with businesses, schools and other community groups;

Performs other related work necessary for the function of the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern emergency management principles, practices, methods and techniques;

Good knowledge of federal, state and local emergency management laws and regulations;

Good knowledge of command control and disaster control methods and procedures;

Good knowledge of the principles and operation of modern emergency communication systems;

Good knowledge of the geography and political subdivisions of the county;

Ability to interpret Federal, State and Local Laws, rules and regulations affecting ability to organize, analyze and interpret data and information;

Ability to plan and coordinate complex emergency preparedness and safety operations;

Ability to establish and maintain effective working relationships with others;
Ability to prepare and deliver presentations in a clear, concise and articulate manner;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Initiative, sound judgement, tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A) Master's Degree* in Emergency Management or related field and two (2) years of paid experience in the field of emergency services management, public safety or closely related field, one year of which must have included supervisory responsibilities;
- B) Bachelor's Degree* or higher in Emergency Management or related field and three (3) years of paid experience in the field of emergency services management, public safety or closely related field, one year of which must have included supervisory experience;
- C) Associate's Degree* in Emergency Management or related field and five (5) years of paid experience in the field of emergency services management, public safety or related field;
- D) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of paid experience in the field of emergency services management, public safety or related field.

SPECIAL REQUIREMENT: Valid New York State Driver's License at the time of appointment and throughout the term of employment.

***Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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: 35

Title of Position: Assistant Emergency Services Coordinator Base Salary of Position: \$46,504 Grade: 10

Filling at Step # (If Known): 11

Budget code and title: A.3640 Civil Defense Union Non-Union

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

Employee No./Last Name: _____ Date of Vacancy: January 1, 2023

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 _____

ASSISTANT EMERGENCY SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of complex staff support functions which ensure efficient and effective department operations. Duties include assisting in the coordination of the County's Emergency Operations Center (EOC), grant administration, community outreach program planning/presentations and OES inventory management. The work is performed under the supervision of a higher-level administrator, with leeway allowed for independent judgment in accordance with established policies and protocols. The incumbent may be required to be available for evening and weekend work as necessary to meet program needs; performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in coordinating the County's Emergency Operations Center (EOC) during an event, exercise, and other planning processes; including monitoring hazards/emergency/disaster situations, coordinating emergency/disaster declaration protocols and communicating with agencies/vendors;

Assists in the activation of designated response staff during times of emergency;

Assists in coordinating intra-departmental operations to ensure that effective communication is maintained between departments, local municipalities, state and federal agencies to maintain effective administrative operations;

Assists with coordination of the community emergency response team (CERT)

Works with outside agencies and vendors needed prior to or during disaster response and recovery periods for quick acquisition of needed resources

Assists in identifying, obtaining and managing grants relating to emergency management and homeland security; monitors the implementation and related activities of grant programs as required;

Manages emergency services related inventory system;

Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency management assistance and home land security measures;

Assists with the planning and presentation of community outreach programs;

Prepares reports along with graphics for administrators to use in public presentations;

Maintains membership in emergency management-related professional associations;

Compiles and assembles data and statistical reports relating to emergency services operations;

Provides support to instructors and outside organizations using the Fire Training Center, ensuring the facility is prepared and that training aids are organized and maintained;

Attends meetings and conferences as assigned;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendars, e-mail and database software in performing work assignments;

May be required to work nights and weekends in order to meet program needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office management and administrative practices/techniques;

Good knowledge of the procedures involved in the administration of department grants;

Working knowledge of federal, state and local laws relating to the administration of department grants;

Working knowledge of modern emergency management principles, practices, methods and techniques;

Ability to plan, organize, coordinate and manage administrative support functions for an office;

Ability to plan and present ideas clearly and effectively;

Ability to establish and maintain effective working relationships;

Ability to communicate effectively, both orally and in writing;

Ability to use computer applications such as spreadsheets, word processing, email and database software

Tact, good judgment, initiative, discretion.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree and one (1) year of paid experience in emergency services or a related field;
- B) Associate's degree or higher and three (3) years of paid experience in the field of emergency services or a related field;
- C) High school diploma or possession of a high school equivalency diploma and five (5) years of paid experience in the field of emergency services or related field

WC: _____
JC: Competitive