

Criminal Justice and Public Safety Committee
Office of Emergency Services
December 12, 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
- III. Action Agenda/New Business Items:
 1. Request: Request to fill the position of Deputy Director of Emergency Services.
Rationale: Vacancy exists due to creation as part of the 2023 Budget.
 2. Request: Request to fill the position of Assistant Emergency Services Coordinator.
Rationale: Vacancy exists due to creation as part of the 2023 Budget.
 3. Request: Request to approve the draft Warren County Domestic Terrorism Prevention Plan.
Rationale: Executive Order No. 18 entitled "Preventing and Responding to Domestic Terrorism" was signed by Governor Hochul on May 18, 2022. Subsequent to, and in accordance with EO 18, every County and the City of New York must develop a domestic terrorism prevention plan and submit the same to NYS Office of Counter Terrorism on or before December 31, 2022. The Warren County Domestic Terrorism Prevention Plan details actions taken to identify and mitigate acts of terrorism or targeted violence. The Plan will serve as a guide to the Warren-Washington County Threat Assessment Coordination Team.
- IV. Discussion Items:
- V. Referrals/Pending Items:
- VI. Privilege of the floor and public comment
- VII. Motion to adjourn

Attachments:

1. Resolution Request Form #12 and supporting documentation
2. Resolution Request Form #12 and supporting documentation
3. OES Organizational Charts and Civil Defense Salaries
4. Resolution Request Form #20

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: 28
Filling at Step # (If Known): 602,195
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. 11/11/22
Human Resources Director has approved this form when initialed. 11/11/22

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 11.17.22

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 11/18/22

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 11/12/22

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

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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 \$47,100 - 2023
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. 11/16/22
Human Resources Director has approved this form when initialed. 11/16/22

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 11.17.22

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 11/18/22

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 12/12/22

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.

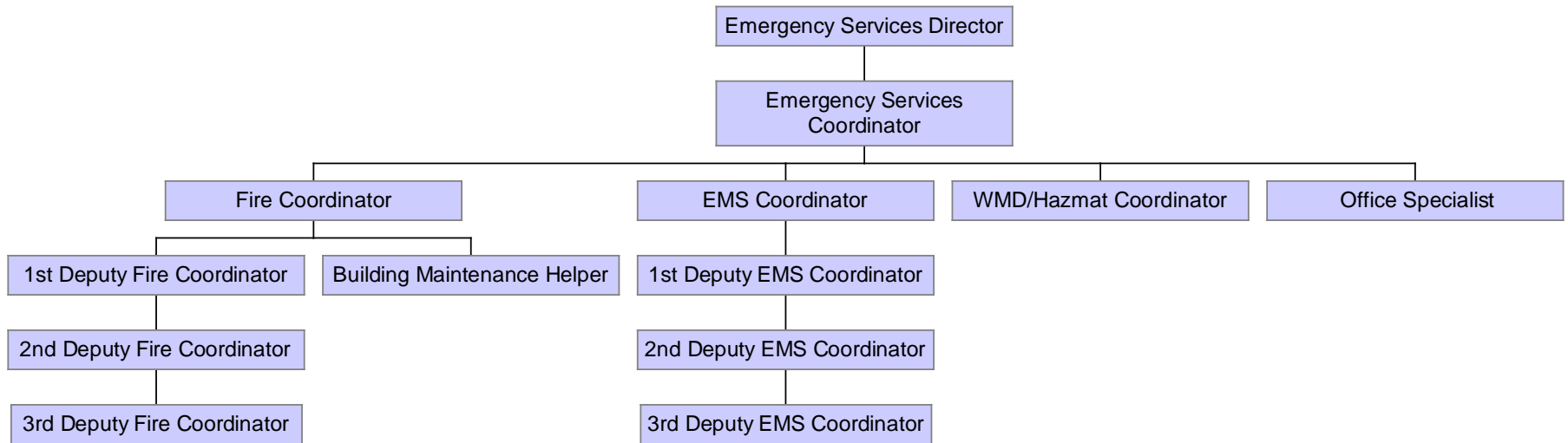
MINIMUM QUALIFICATIONS:

- 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

2022 Organizational Chart

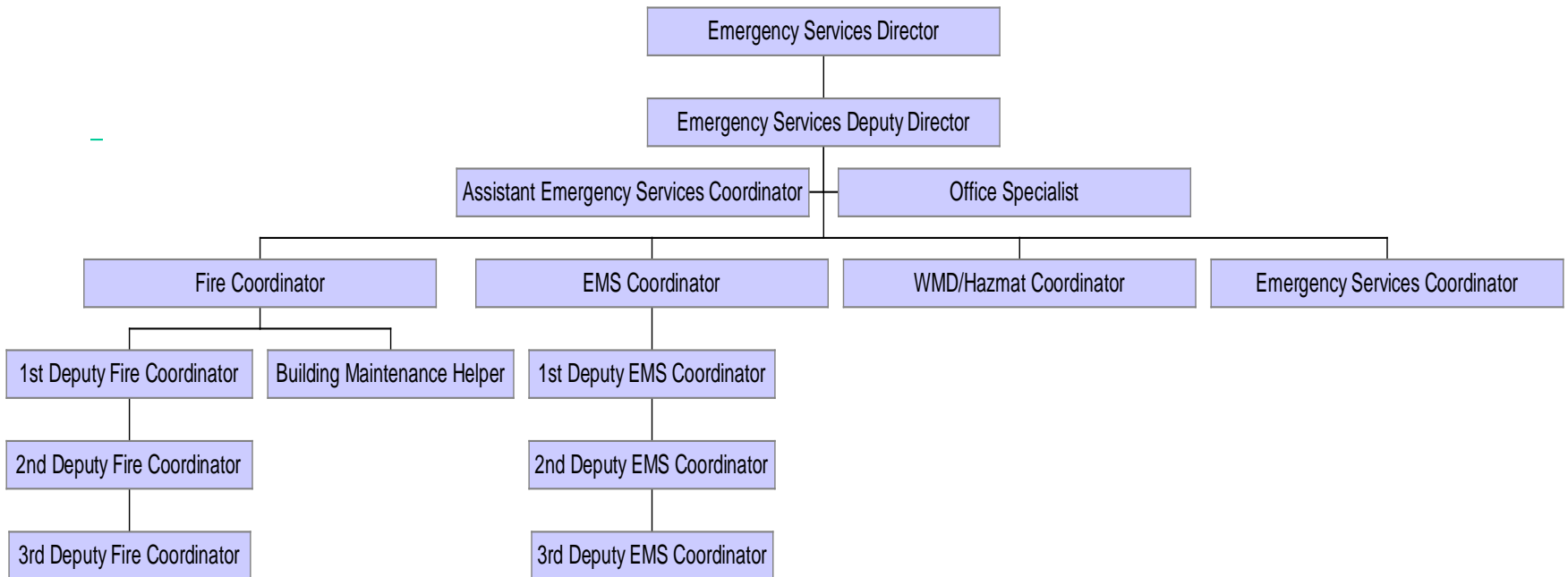
Office of Emergency Services



2023 Organizational Chart

Office of Emergency Services

Organization Chart Title



Civil Defense Salaries

Position Title			After 8/1 increases	
			2022	2023
Director			\$77,305.00	\$77,305.00
Office Specialist	Unfunded after 12/31/2022		\$52,558.00	
Asst Emergency Services Coord.	effective 1/1/2023			\$57,645.00
Emergency Services Coordinator	Unfunded after 12/31/2022		\$33,097.00	
LEMPG Grant			\$23,088.00	
			\$56,185.00	
Deputy Director	effective 1/1/2023			\$39,355.00
LEMPG Grant				\$22,840.00
				\$62,195.00
Total Salaries			\$186,048.00	\$197,145.00
LEMPG Grant			-\$23,088.00	-\$22,840.00
			\$162,960.00	\$174,305.00
Increase from the current 2022 salaries to 2023:		\$11,345.00		

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: December 12, 2022

(a) Purpose of Request:

To approve the draft Warren County Domestic Terrorism Prevention Plan.

(b) Details:

The Warren County Domestic Terrorism Prevention Plan details actions taken to identify and mitigate acts of terrorism or targeted violence. The Plan will serve as a guide to the Warren-Washington County Threat Assessment Coordination Team.

(c) Previous Resolution Number:

(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