

Criminal Justice and Public Safety Committee
Office of Emergency Services
March 22, 2023

COMMITTEE MEMBERS: GERACI, Magowan, Smith, Conover, McDevitt, Driscoll, Leggett

- 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: Resolution request to amend the table of organization to create the position of Office Specialist-Part Time effective April 24, 2023. *Attachment #1*
Rationale: This is a part-time 24 hour/week position with an annual base salary of \$25,280.40 CSEA Grade 7. The creation of this position will help support the essential functions and responsibilities of the office.
 2. Request: Resolution request for a transfer of funds from a funding source to be determined by the Committee to A.3640 Civil Defense in the amount of \$20,488 to fund the requested Office Specialist-Part Time position for the remainder of 2023.
Attachment #2
Rationale: This position was not included in the 2023 budget, therefore funding is not available in the existing OES budget.
 3. Request: Resolution request to fill the position of Office Specialist-Part Time due to creation. *Attachment #3*
Rationale: Resolution needed to fill this position due to creation.
 4. Request: Resolution request to appoint members to the Warren County Fire Advisory Board for the term May 1, 2023-April 30, 2024. *Attachment #4*
Rationale: All previous appointments expire on April 30, 2023.
- V. Discussion Items
- VI. Referrals/Pending Items
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form #11 and supporting documentation
2. Resolution Request Form #10 and supporting documentation
3. Resolution Request Form #12 and supporting documentation
4. Resolution Request Form #20 and supporting documentation

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Office of Emergency Services

DATE: March 22, 2023

- (a) Title of Requested Position: **Office Specialist-Part Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$25,280.40 (24 hrs/week) CSEA Grade 7**
- (c) Effective Date for New Position*: **April 24, 2023**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.3640 130 Civil Defense - Salaries-Part Time
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

OFFICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a wide variety of complex clerical operations providing office support to administrative or professional staff. Specific duties will vary with the needs of the appointing authority. This position requires a full range of skills in the operation of a computer using various software applications to maximize equipment capabilities in compiling statistical information for various reports, setting up and maintaining automated records/ filing systems, and producing correspondence or other document reports. Other typical duties include providing information to the public or visitors regarding office procedures/services, processing forms, collecting fees and other related office tasks. The work is performed under the supervision of a higher-level supervisor allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides general administrative and clerical support to enhance the operation of the office to which the incumbent is assigned;

Utilizes automated word processing equipment to produce correspondence, forms, reports, statistical information and other office/department data;

Processes and maintains accurate and complete records and files of the activities of the department;

Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments and governmental agencies;

Provides general information to the public, either over the phone or in person, about office programs or procedures;

Interfaces and coordinates with other departments or divisions;

May coordinate and implement new procedures;

May participate in trainings, workshops, meetings and/or committees relating to program areas;

Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing assignments;

Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office practices, procedures and terminology;

Good knowledge of the capabilities of computer software systems to produce various formats, such as correspondence, reports, tables, charts and file storage;

Working knowledge of the organization, functions, policies, rules and regulations that govern the unit to which appointed;

Ability to handle routine administrative details independently;

Ability to understand and follow complex oral and written instructions;

Ability to deal courteously and effectively with the public- in person, by phone or email;

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

Attention to detail, discretion, courtesy, tact and dependability.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- a) An Associate's Degree or higher in Business Administration, Office Management or related field;
- b) An Associate's degree or higher and one year of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems; or
- c) Three years of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems.

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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: March 22, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
TBD		A.3640 130	Civil Defense - Salaries Part Time	\$17,502
TBD		A.3640 810	Civil Defense - Retirement	\$1,646
TBD		A.3640 830	Civil Defense - Social Security	\$1,086
TBD		A.3640 831	Civil Defense - Medicare	\$254

Please state reason for transfers requested:

Transfer needed to fund the Office Specialist-Part Time position for the remainder of 2023

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.

Disability Insurance: Will be charged directly to department of employee that is out on DBL

RETIREMENT "PROJECTED"

4/1/2022-3/31/2023

4/1/2023-3/31/2024

YR 22/23

YR 23/24

TIER 1	75I				17.30%		19.70%	Before 7/1/1973	
TIER 2	75I				15.80%		18.00%	7/1/73-7/26/76	
TIER 3	A/14				12.90%		14.80%	7/27/1976-8/31/1983	
TIER 4	A/15				12.90%		14.80%	9/1/1983-12/31/2009	
TIER 5	A/15				11.00%		12.80%	1/1/2010-3/31/2012	
TIER 6	A/15				8.10%		9.40%	4/1/2012 to present	

SHERIFF'S DEPT. "PROJECTED"

Patrol

TIER 1	553B				X		26.10%	Before 7/1/1973	
TIER 2	553B				X		26.00%	7/1/73-7/26/76	
TIER 3	553B				22.40%		25.00%	7/27/1976-8/31/1983	
TIER 4	553B				22.40%		25.00%	9/1/1983-12/31/2009	
TIER 5	553B				20.80%		23.20%	1/1/2010-3/31/2012	
TIER 6	553B				17.50%		19.40%	4/1/2012 to present	

Correction Officers

TIER 1	89BM				X		X	Before 7/1/1973	
TIER 2	89BM				X		X	7/1/73-7/26/76	
TIER 3	89PAF				X		18.30%	7/27/1976-8/31/1983	
TIER 4	89PAF				16.50%		18.30%	9/1/1983-12/31/2009	
TIER 5	89PAF				14.60%		16.10%	1/1/2010-3/31/2012	
TIER 6	89PAF				11.40%		12.50%	4/1/2012 to present	

Warren County Office of Emergency Services

Funding Request: Office Specialist - Part Time

G/L Code	Annual	Per Pay Period	2023 Request (18 Pay Periods)
.130 Salaries Part Time	\$ 25,280.40	\$ 972.32	\$ 17,501.82
.810 Retirement	\$ 2,376.35	\$ 91.40	\$ 1,645.17
.830 Social Security	\$ 1,567.38	\$ 60.28	\$ 1,085.11
.831 Medicare	\$ 366.57	\$ 14.10	\$ 253.78
Total	\$ 29,590.70	\$ 1,138.10	\$ 20,485.87

Estimated 2023 ER Share Fringe Rates

Health Insurance Per Month		Individual	Hourly	2-Person	Family	CO-Individual			
ER Share - 18%	8 hr.	641.86	3.70	1,315.78	7.59	1,845.09	10.64	657.89	3.80
	7 hr.		4.23		8.68		12.17		4.34
	6 hr.		4.94		10.12		14.19		5.06
ER Share - 19%	8 hr.	634.03	3.66	1,299.73	7.50	1,822.59	10.51	649.87	3.75
	7 hr.		4.18		8.57		12.02		4.28
	6 hr.		4.88		10.00		14.02		5.00
ER Share - 20%	8 hr.	626.20	3.61	1,283.69	7.41	1,800.09	10.39	641.85	3.70
	7 hr.		4.13		8.46		11.87		4.23
	6 hr.		4.82		9.87		13.85		4.94
ER Share - 21%	8 hr.	618.37	3.57	1,267.64	7.31	1,777.59	10.26	633.82	3.66
	7 hr.		4.08		8.36		11.72		4.18
	6 hr.		4.76		9.75		13.67		4.88
ER Share - 22%	8 hr.	610.55	3.52	1,251.60	7.22	1,755.09	10.13	625.80	3.61
	7 hr.		4.03		8.25		11.57		4.13
	6 hr.		4.70		9.63		13.50		4.81
ER Share - 23%	8 hr.	602.72	3.48	1,235.55	7.13	1,732.58	10.00	617.78	3.56
	7 hr.		3.97		8.15		11.42		4.07
	6 hr.		4.64		9.50		13.33		4.75
ER Share - 25%	8 hr.	587.06	3.39	1,203.46	6.94	1,687.58	9.74	601.73	3.47
	7 hr.		3.87		7.93		11.13		3.97
	6 hr.		4.52		9.26		12.98		4.63
ER Share - 18% HD	8 hr.	489.43	2.82	1,003.34	5.79	1,406.97	8.12	501.67	2.89
	7 hr.		3.23		6.62		9.28		3.31
	6 hr.		3.76		7.72		10.82		3.86
ER Share - 19% HD	8 hr.	483.46	2.79	991.11	5.72	1,389.81	8.02	495.56	2.86
	7 hr.		3.19		6.53		9.16		3.27
	6 hr.		3.72		7.62		10.69		3.81
ER Share - 20% HD	8 hr.	477.50	2.75	978.87	5.65	1,372.66	7.92	489.44	2.82
	7 hr.		3.15		6.45		9.05		3.23
	6 hr.		3.67		7.53		10.56		3.76
ER Share - 21% HD	8 hr.	471.53	2.72	966.64	5.58	1,355.50	7.82	483.32	2.79
	7 hr.		3.11		6.37		8.94		3.19
	6 hr.		3.63		7.44		10.43		3.72
ER Share - 22% HD	8 hr.	465.56	2.69	954.40	5.51	1,338.34	7.72	477.20	2.75
	7 hr.		3.07		6.29		8.82		3.15
	6 hr.		3.58		7.34		10.29		3.67
ER Share - 23% HD	8 hr.	459.59	2.65	942.16	5.44	1,321.18	7.62	471.08	2.72
	7 hr.		3.03		6.21		8.71		3.11
	6 hr.		3.54		7.25		10.16		3.62
ER Share - 25% HD	8 hr.	447.65	2.58	917.69	5.29	1,286.87	7.42	458.85	2.65
	7 hr.		2.95		6.05		8.48		3.03
	6 hr.		3.44		7.06		9.90		3.53

*HD=High Deductible Plan

Dental ER Share Per Month:		Individual	Hourly	Family
All County Employees:	8 hr.	\$10.00	0.06	\$24.00
	7 hr.		0.07	
	6 hr.		0.08	

Social Security (0.062) ER Cost 6.2%

(THE ESTIMATED TAXABLE WAGE BASE FOR SOCIAL SECURITY: \$160,200)

Medicare (.00145) ER Cost 1.45%

RETIREMENT ON OTHER SIDE

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: Office Specialist - Part Time (24 hrs/week) Base Salary of Position: \$25,280.40 Grade: 7
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: April 24, 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. 2/28/23

Human Resources Director has approved this form when initialed. AF 3/8/23

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 _____

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 Thomas Date 3/22/23

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 03/23/23

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Office of Emergency Services

DATE: March 22, 2023

- (a) Name of Appointee: **Warren County Fire Advisory Board (see attached list)**
- (b) Is this a Reappointment? **Varies** If so, please provide the Resolution No. which authorized the last appointment of this individual **48 of 2022**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
See attached
- (e) Address of Appointee: **See attached**
- (f) Title of Appointment:
Fire Advisory Board Member
- (g) Effective Date of Appointment:
May 1, 2023
- (h) Termination Date of Appointment:
April 30, 2024
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:
Elections and agency membership changes

**WARREN COUNTY
FIRE ADVISORY BOARD
MEMBERSHIP LIST
2023-2024**

NAME	AGENCY
Chief John Harrington	So. Queensbury Fire Department
Chief Oliver Gourley	Hague Fire Department
Asst. Chief Jeff Dailey	West Glens Falls Fire Department
Chief Joseph Duprey	Queensbury Central Fire Department
Past Chief Scott Smith	Lake George Fire Department
Chief Scott Hayes	Horicon Fire Department
Asst. Chief Pat Mellon	Bay Ridge Fire Company
Chief Fred Comstock	Garnet Lake Fire Department
Chief Greg Novotarski	Luzerne-Hadley Fire Department
Chief John Donahue	North River Fire Company
Chief Daren Harvey	Chestertown Fire Department
CFC Ralph Bartlett	Fire Coordinator
DFC Theodore Little	1st Deputy Coordinator
Chief James Schrammel	Deputy Coordinator/HAZMAT
DFC Scott Combs	2nd Deputy Coordinator
DFC Charles Mellon, Jr	3rd Deputy Coordinator
John Tims	1 st Deputy EMS Coordinator
Derrick Helms	WCSO, Communications Supervisor
Evan Donegan	DEC/Rangers Liaison
Ann Marie Mason	Director, OES
Ashley Rivers	Deputy Director, OES