

Criminal Justice and Public Safety Committee  
Office of Emergency Services  
May 23, 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: Request to amend resolution 186 of 2023 Appointing Members of the Warren County Fire Advisory Board for the Office of Emergency Services. *Attachment #1*  
Rationale: Resolution needed to appoint one additional member to the Fire Advisory Board for the term May 1, 2023-April 30, 2024.
  2. Request: Resolution request to amend Capital Project H413.9550 Hazard Mitigation Grant Program. *Attachment #2*  
Rationale: An amendment is needed to correct the budgets for the revenue accounts to reflect actual personnel costs charged to this grant program. We are requesting an increase of \$4,298.44 to H413.9550 5031 Hazard Mitigation Grant Program-Interfund Transfers and a decrease of \$4,298.44 to H413.9550 2791 Hazard Mitigation Grant Program-In Kind Contributions. This funding change is needed for the Treasurer's Office to accurately record the matching time of Warren County personnel through March 31, 2023.
  3. Request: Resolution request for a transfer of funds from A.1990 469 Contingent Account-Other Payments/Contributions to A.9550 910 Transfers Capital Projects in the amount of \$2,610.93. *Attachment #3*  
Rationale: Transfer is needed to provide a funding source for the local match charged to the Hazard Mitigation Grant Program for the period January 1-December 31, 2022.
  4. Request: Resolution request for a transfer of funds from A.3640 Civil Defense to A.9550 910 Transfers Capital Projects in the amount of \$1,358.48. *Attachment #4*  
Rationale: Transfer is needed to provide a funding source for the local match charged to the Hazard Mitigation Grant Program for the period January 1-March 31, 2023.
  5. Request: Resolution request authorizing the Chair of the Board of Supervisors and Director of the Office of Emergency Services to enter into and execute agreements with various vendors or contractors for an aggregate amount not to exceed \$10,000 per year. *Attachment #5*  
Rationale: The Office of Emergency Services periodically requires contracts with various vendors that exceed the current threshold of \$1,001 requiring Board Resolution. We are requesting approval to enter into such contracts for required services as the need arises, provided that each separate agreement does not exceed \$10,000 per year.

6. Request: Resolution request accepting the donation of the ADK 3-in-1 Ice Rescue Tool from Adirondack Mountain Tough Tools by Bohning. *Attachment #6*  
Rationale: Resolution needed to accept the donation valued at \$500.00.

- V. Discussion Items
- VI. Referrals/Pending Items
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments:

1. Resolution Request Form #20 and supporting documentation
2. Resolution Request Form #09
3. Resolution Request Form #10 and supporting documentation
4. Resolution Request Form #10
5. Resolution Request Form #20
6. Resolution Request Form #20

# **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: May 23, 2023**

- (a) Purpose of Request:  
**To amend Resolution 186 of 2023 to add one member to the Warren County Fire Advisory Board.**
  
- (b) Details:  
**Add: Chief Tyson Converse, West Glens Falls Volunteer Fire Company**
  
- (c) Previous Resolution Number:  
**186 of 2023**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**None Required**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

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

<b>NAME</b>	<b>AGENCY</b>
Chief John Harrington	So. Queensbury Fire Department
Chief Oliver Gourley	Hague Fire Department
Asst. Chief Jeff Dailey	West Glens Falls Volunteer Fire Company
Chief Tyson Converse	West Glens Falls Volunteer Fire Company
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 <sup>st</sup> Deputy EMS Coordinator
Derrick Helms	WCSSO, Communications Supervisor
Evan Donegan	DEC/Rangers Liaison
Ann Marie Mason	Director, OES
Ashley Rivers	Deputy Director, OES

# Warren County Board of Supervisors

## RESOLUTION NO. 186 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, MAGOWAN, SMITH, CONOVER, MCDEVITT, DRISCOLL, AND LEGGETT

### APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES

WHEREAS, the terms of the current members of the Warren County Fire Advisory Board expire on April 30, 2023 and Ann Marie Mason, Director of the Warren County Office of Emergency Services, has made recommendations for the appointment of members to commence May 1, 2023 and expire April 30, 2024, now, therefore, be it

RESOLVED, that pursuant to the recommendations of Ann Marie Mason, Director of the Warren County Office of Emergency Services, the following persons be, and hereby are, appointed as members of the Warren County Fire Advisory Board for the term requested:

#### NAME

Chief John Harrington  
Chief Oliver Gourley  
Assistant Chief Jeff Dailey  
Chief Joseph Duprey  
Past Chief Scott Smith  
Chief Scott Hayes  
Assistant Chief Pat Mellon  
Chief Fred Comstock  
Chief Greg Novotarski  
Chief John Donahue  
Chief Daren Harvey  
CFC Ralph Bartlett  
DFC Theodore Little  
Chief James Schrammel  
DFC Scott Combs  
DFC Charles Mellon, Jr.  
John Tims  
Derrick Helms  
Evan Donegan  
Ann Marie Mason  
Ashley Rivers

#### FIRE DEPARTMENT

So. Queensbury Fire Department  
Hague Fire Department  
West Glens Falls Fire Department  
Queensbury Central Fire Department  
Lake George Fire Department  
Horicon Fire Department  
Bay Ridge Fire Company  
Garnet Lake Fire Department  
Luzerne-Hadley Fire Department  
North River Fire Company  
Chestertown Fire Department  
Fire Coordinator  
1<sup>st</sup> Deputy Coordinator  
Deputy Coordinator/HAZMAT  
2<sup>nd</sup> Deputy Coordinator  
3<sup>rd</sup> Deputy Coordinator  
1<sup>st</sup> Deputy EMS Coordinator  
WCSO Communications Supervisor  
DEC/Rangers Liason  
Director, OES  
Deputy Director, OES

## ***RESOLUTION REQUEST FORM NO. 9***

### ***Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: May 23, 2023**

- (a) Exact Title and Number of Project\*:  
**H413.9550 Hazard Mitigation Grant Program**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**\$**
- (e) Amount of Decrease (if applicable):  
**\$**
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**H413.9550 5031 Hazard Mitigation Grant Program -Interfund Transfers**
- (g) Changes in Funding (if Amendment):  
**\$4,298.44 from In Kind Contributions to Interfund Transfers**
- (h) Purpose of Increase or Decrease or Amendment:  
**Increase H413.9550 5031 Hazard Mitigation Grant Program-Interfund Transfers by \$4,298.44; Decrease H413.9550 2791 Hazard Mitigation Grant Program-In Kind Contributions by \$4,298.44.**

**Amendment needed to correct the revenue budgets for the match expenses. All personnel costs for Warren County employees used as match need to be removed from In Kind Contributions and recorded as Interfund Transfers.**

**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, 2023

<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.9550 910	Transfers Capital Projects	\$2,610.93

**Please state reason for transfer request:**

Transfer needed to provide funding source for the local match charged to the Hazard Mitigation Grant Program or the period January 1-December 31, 2022.

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

Jan-December 2022

	Salary	Retirement	Social Sec.	Medicare	Hospital	Dental	Total
Mason Jan-June	\$ 235.99	\$ 42.47	\$ 13.03	\$ 3.04	\$ 43.20	\$ -	\$ 337.73
Pouliot Jan-June	\$ 43.80	\$ 6.63	\$ 2.60	\$ 0.60	\$ 4.09	\$ -	\$ 57.72
Mason July-Dec	\$1,093.86	\$ 141.11	\$ 62.85	\$ 14.70	\$ 204.34	\$ 4.04	\$1,520.90
Pouliot July-Dec	\$ 73.95	\$ 8.13	\$ 4.36	\$ 1.02	\$ 10.70	\$ 0.33	\$ 98.49
Co. Admin, Co. Atty Jan-Dec 2022	\$ 596.09						\$ 596.09
							<b>\$2,610.93</b>

# 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, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 110	Civil Defense - Salaries Regular	A.9550 910	Transfers Capital Projects	\$977.04
A.3640 810	Civil Defense - Retirement	A.9550 910	Transfers Capital Projects	\$126.04
A.3640 830	Civil Defense - Social Security	A.9550 910	Transfers Capital Projects	\$56.14
A.3640 831	Civil Defense - Medicare	A.9550 910	Transfers Capital Projects	\$13.13
A.3640 860	Civil Defense - Hospitalization	A.9550 910	Transfers Capital Projects	\$182.52
A.3640 865	Civil Defense - Dental Insurance	A.9550 910	Transfers Capital Projects	\$3.61

**Please state reason for transfers requested:**

Transfer needed to provide funding source for the local match charged to the Hazard Mitigation Plan Update for the period January 1-March 31, 2023. Total transfer requested is \$1,358.48.

### 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.**

# **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: May 23, 2023**

- (a) Purpose of Request:  
**Requesting authorization to periodically enter into agreements with various vendors for required services as the need arises.**
  
- (b) Details:  
**The aggregate per agreement will not exceed \$10,000 per year.**
  
- (c) Previous Resolution Number:  
**N/A**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**None required at this time**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# **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: May 23, 2023**

- (a) Purpose of Request:  
**Accepting the donation of the ADK 3-in-1 Ice Rescue Tool from Adirondack Mountain Touch Tools by Bohning.**
  
- (b) Details:  
**This donation is valued at \$500.00.**
  
- (c) Previous Resolution Number:  
**N/A**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**N/A**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS