

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY  
SERVICES COMMITTEE MEETING  
ASSIGNED COUNSEL AGENDA  
September 24, 2024

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Etu - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- 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: To Amend County Budget  
Rationale: To add Hurrell-Harring contract funds and revenue to budget
  2. Request: To Amend County Budget  
Rationale: To add Indigent Legal Service Distribution 14 contract funds and revenue to budget
- V. Discussion Items: Present 2025 Budget for Review
- 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 No. 7 – Request to Amend County Budget (Hurrell-Harring New Contract Funds)  
2. Resolution Request Form No. 7 – Request to Amend County Budget (Distribution # 14 New Contract Funds)

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Assigned Counsel**

**DATE: September 11, 2024**

(a) Purpose of Amendment:

**Increase revenue budget by \$456, 311.16 to reflect the year one money from second statewide expansion of Hurrell-Harring.**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.1170.4210 110 Salaries Full Time \$106,520.35**

**A.1170.4210 130 Salaries Part Time \$ 63,407**

**A.1170.4210 810 Retirement \$34,000.00**

**A.1170.4210 830 Social Security \$10,535.50**

**A.1170.4210 831 Medicare \$2,464.00**

**Continue on Page 2.**

(c) Revenue Code (with title), and Amount:

**A.1170.4210 3045 2nd Statewide expansion of Hurrell-Harring 456,311.16**

**(b) Appropriation Code, Object Code, Full Title and Amount – Continued:**

A.1170.4210 860 Hospital	\$37,386.18
A.1170.4210 865 Dental	\$578
A.1170.4210 210 Furniture	\$2,000
A.1170.4210 220 Office Equipment	\$16,500
A.1170.4210 410 Supplies	\$500
A.1170.4210 411 Rent	\$15,600
A.1170.4210 427 Memberships & Dues	\$1,000
A.1170.4210 428 Data&Processing & Internet Fees	\$1,500
A.1170.4210 437 Consulting Fees	\$65,052.21
A.1170.4210 440 Legal/Transcript	\$45,000
A.1170.4210 444 Travel/Education/Conference	\$10,000
A.1170.4210 470 Contract	\$44,267.92

Budget Expenditure Item	Year 1 4/1/2024 - 3/31/2025	Year 2 4/1/2025 - 3/31/2026	Year 3 4/1/2026 - 3/31/2027
<b>ASSIGNED COUNSEL PLAN</b>			
<b>Personnel:</b>			
ACP Administrator - Partial Salary	\$44,120.35	\$47,120.35	\$51,120.35
Fiscal Manager (PT) - Partial Salary	\$24,960.00	\$25,708.80	\$26,480.06
Administrative Secretary - Salary	\$62,400.00	\$64,272.00	\$66,200.16
Clerk - Salary	\$38,447.00	\$39,600.41	\$40,788.42
Fringe for Above Positions	\$84,963.68	\$87,512.59	\$90,137.97
<b>Subtotal Personnel</b>	<b>\$254,891.03</b>	<b>\$264,214.15</b>	<b>\$274,726.96</b>
<b>Contracted/Consultant:</b>			
Specialized Services	\$55,052.21	\$45,466.05	\$44,682.31
Second Chair Program	\$15,000.00	\$15,000.00	\$15,000.00
Mentor and Resource Attorney Program	\$10,000.00	\$10,000.00	\$10,000.00
Rural Law Center Criminal Appeals	\$30,000.00	\$30,000.00	\$30,000.00
Increased Voucher Costs*	\$30,000.00	\$30,000.00	\$30,000.00
<b>Subtotal Contracted/Consultant</b>	<b>\$140,052.21</b>	<b>\$130,466.05</b>	<b>\$129,682.31</b>
<b>OTPS:</b>			
Rent & Ongoing Building Expenses	\$17,100.00	\$17,100.00	\$17,100.00
Office Supplies, Equipment and Furniture	\$19,000.00	\$19,000.00	\$9,000.00
CMS/Software/Data Storage	\$8,767.92	\$9,030.96	\$9,301.89
Legal Reference Materials/Periodicals/ Online Legal Research Services	\$5,500.00	\$5,500.00	\$5,500.00
Professional Licenses/Professional Membership Dues	\$1,000.00	\$1,000.00	\$1,000.00
CLEs/Trainings/Convenings	\$10,000.00	\$10,000.00	\$10,000.00
<b>Subtotal OTPS</b>	<b>\$61,367.92</b>	<b>\$61,630.96</b>	<b>\$51,901.89</b>
<b>ASSIGNED COUNSEL PLAN - TOTAL</b>	<b>\$456,311.16</b>	<b>\$456,311.16</b>	<b>\$456,311.16</b>
<b>TOTAL</b>	<b>\$1,662,049.16</b>	<b>\$1,716,534.16</b>	<b>\$1,773,187.89</b>
<b>THREE-YEAR TOTAL</b>	<b>\$5,151,771.21</b>		
*To claim increased voucher costs, Warren County shall provide to ILS previous and current year voucher expenditures in criminal cases as requested and shall implement and maintain the Assigned Counsel Program initiatives funded by this contract.			

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Assigned Counsel**

**DATE: September 11, 2024**

- (a) Purpose of Amendment:  
**Increase revenue budget by \$54,475.00 to reflect the year one money from Distribution #14 Contract No. 140052**
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1170.4211 130 Salaries Part Time \$8,320.00**  
**A.1170.4211 830 Social Security \$516.00**  
**A.1170.4211 831 Medicare \$121.00**  
**A.1170.4211 470 Contract \$45,118.00**  
**A.1170.4211 210 Furniture \$350.00**  
**A.1170.4211 410 Supplies \$50.00**
- (c) Revenue Code (with title), and Amount:  
**A.1170.4211 3045 Distribution 14 \$54,475.00**

**ATTACHMENT B-1**

**BUDGET**

**Office of Indigent Legal Services  
DISTRIBUTION #14  
January 1, 2024 - December 31, 2026**

**COUNTY OF WARREN**

**Total Contract Amount: \$320,436.00**

<b>Budget Expenditure Item</b>	<b>Year 1 1/1/24 - 12/31/24</b>	<b>Year 2 1/1/25 - 12/31/25</b>	<b>Year 3 1/1/26 - 12/31/26</b>
<b>PUBLIC DEFENDER'S OFFICE</b>			
<b>Personnel:</b>			
Legal Clerk - Salary	\$39,766.00	\$41,755.00	\$43,843.00
Legal Clerk - Fringe	\$7,953.00	\$8,351.00	\$8,767.00
<b>Subtotal Personnel</b>	<b>\$47,719.00</b>	<b>\$50,106.00</b>	<b>\$52,610.00</b>
<b>Contract / Consultant:</b>			
Specialized Services	\$1,500.00	\$1,500.00	\$1,680.00
<b>Subtotal Contracted/Consultant</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,680.00</b>
<b>Total for Public Defender Office</b>	<b>\$49,219.00</b>	<b>\$51,606.00</b>	<b>\$54,290.00</b>
<b>ASSIGNED COUNSEL PLAN</b>			
<b>Personnel:</b>			
(PT) Grant Administrator - Partial Salary	\$8,320.00	\$8,487.00	\$8,657.00
(PT) Grant Administrator - Partial Fringe	\$637.00	\$650.00	\$663.00
<b>Subtotal Personnel</b>	<b>\$8,957.00</b>	<b>\$9,137.00</b>	<b>\$9,320.00</b>
<b>Contracted/Consultant:</b>			
Rural Law Center of New York, Inc. (Appeals)	\$26,331.00	\$26,331.00	\$26,331.00
Staff Attorney, Legal Aid Society of Northeastern NY (Family Court) - Partial Salary and Fringe	\$18,787.00	\$19,646.00	\$20,081.00
<b>Subtotal Contracted/Consultant</b>	<b>\$45,118.00</b>	<b>\$45,977.00</b>	<b>\$46,412.00</b>
<b>OTPS:</b>			
Office Supplies, Equipment, and Furniture	\$400.00	\$0.00	\$0.00
<b>Subtotal OTPS</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Assigned Counsel Plan</b>	<b>\$54,475.00</b>	<b>\$55,114.00</b>	<b>\$55,732.00</b>
<b>TOTAL</b>	<b>\$103,694.00</b>	<b>\$106,720.00</b>	<b>\$110,022.00</b>
<b>THREE-YEAR TOTAL</b>	<b>\$320,436.00</b>		

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1170 - Legal Defense - Indigents						
State Aid						
3045	Office of Indigent Legal Services Distribution	59,200.10	299,453.00	299,453.00	207,274.65	200,000.00
	<i>State Aid Totals</i>	<b>\$59,200.10</b>	<b>\$299,453.00</b>	<b>\$299,453.00</b>	<b>\$207,274.65</b>	<b>\$200,000.00</b>
<b>Comments</b>						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	3045	Departmental Request	50% of the Panel Attorney Increase \$200,0000			
Department 1170 - Legal Defense - Indigents Totals		\$59,200.10	\$299,453.00	\$299,453.00	\$207,274.65	\$200,000.00
<b>REVENUE TOTALS</b>		<b>\$59,200.10</b>	<b>\$299,453.00</b>	<b>\$299,453.00</b>	<b>\$207,274.65</b>	<b>\$200,000.00</b>
<b>EXPENSE</b>						
Department 1170 - Legal Defense - Indigents						
Personal Services						
110	Salaries - Regular	53,510.97	118,995.00	118,995.00	95,271.48	67,915.00
130	Salaries - Part Time	4,664.31	18,171.00	18,171.00	.00	.00
	<i>Personal Services Totals</i>	<b>\$58,175.28</b>	<b>\$137,166.00</b>	<b>\$137,166.00</b>	<b>\$95,271.48</b>	<b>\$67,915.00</b>
<i>Contractual Expense</i>						
410	Supplies	2,122.43	1,500.00	1,500.00	880.26	1,425.00
423	Telephone	189.80	100.00	100.00	97.70	95.00
424	Postage	27.30	75.00	75.00	69.94	71.00
428	Data Processing & Internet Fees	210.00	246.00	570.00	216.00	234.00
437	Consulting Fees	.00	.00	5,000.00	2,688.00	.00
440	Legal/Transcript Fees	1,138,926.31	1,126,168.00	1,120,844.00	456,073.45	1,126,168.00
470	Contract	160,727.57	175,400.00	175,400.00	84,816.62	166,630.00
	<i>Contractual Expense Totals</i>	<b>\$1,302,203.41</b>	<b>\$1,303,489.00</b>	<b>\$1,303,489.00</b>	<b>\$544,841.97</b>	<b>\$1,294,623.00</b>
<b>Comments</b>						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	440	Departmental Request	2nd Chair Program \$15,000 Increased Voucher Costs \$30,000			
	440	Departmental Request	Reflects increase for Panel Attorney's from \$60/\$75 to \$158. 50% of increase is eligible for State Aid.			
	470	Departmental Request	Rural Law Center \$26,331 Legal Aid Society \$19,646 Rural Law Center \$30,000 West Publishing \$3,569 ICC (Laserfiche) \$10,962			
	470	Departmental Request	Legal Aid Society			
	470	Departmental Request	Legal Aid Society \$166,630			
<i>Employee Benefits</i>						
810	Retirement	9,401.88	22,072.00	21,961.12	8,638.91	12,516.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1170 - Legal Defense - Indigents						
Employee Benefits						
830	Social Security	3,400.53	8,505.00	8,505.00	5,639.00	4,211.00
831	Medicare Contribution	795.29	1,988.00	1,988.00	1,318.80	985.00
860	Hospitalization	5,414.72	.00	8,456.00	8,399.01	13,522.00
865	Dental Insurance	115.46	.00	110.88	133.36	163.00
<i>Employee Benefits Totals</i>		\$19,127.88	\$32,565.00	\$41,021.00	\$24,129.08	\$31,397.00
Other Benefits						
840	Workmen's Compensation	438.00	501.00	501.00	501.00	565.00
861	Retirees Hospitalization	14,613.38	15,456.00	7,000.00	10,303.92	17,867.00
<i>Other Benefits Totals</i>		\$15,051.38	\$15,957.00	\$7,501.00	\$10,804.92	\$18,432.00
Department 1170 - Legal Defense - Indigents Totals		\$1,394,557.95	\$1,489,177.00	\$1,489,177.00	\$675,047.45	\$1,412,367.00
EXPENSE TOTALS		\$1,394,557.95	\$1,489,177.00	\$1,489,177.00	\$675,047.45	\$1,412,367.00
Fund A - General Totals						
REVENUE TOTALS		\$59,200.10	\$299,453.00	\$299,453.00	\$207,274.65	\$200,000.00
EXPENSE TOTALS		\$1,394,557.95	\$1,489,177.00	\$1,489,177.00	\$675,047.45	\$1,412,367.00
Fund A - General Totals		(\$1,335,357.85)	(\$1,189,724.00)	(\$1,189,724.00)	(\$467,772.80)	(\$1,212,367.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$59,200.10	\$299,453.00	\$299,453.00	\$207,274.65	\$200,000.00
EXPENSE GRAND TOTALS		\$1,394,557.95	\$1,489,177.00	\$1,489,177.00	\$675,047.45	\$1,412,367.00
Net Grand Totals		(\$1,335,357.85)	(\$1,189,724.00)	(\$1,189,724.00)	(\$467,772.80)	(\$1,212,367.00)

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1170 - Legal Defense - Indigents						
Sub Department 4209 - Quality Improv Funding-Dist #13						
<i>State Aid</i>						
3045	Office of Indigent Legal Services Distribution	9,307.50	23,649.00	48,755.00	16,164.02	35,283.00
	<i>State Aid Totals</i>	<b>\$9,307.50</b>	<b>\$23,649.00</b>	<b>\$48,755.00</b>	<b>\$16,164.02</b>	<b>\$35,283.00</b>
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	Sub Department 4209 - Quality Improv Funding-Dist #13 Totals	<b>\$9,307.50</b>	<b>\$23,649.00</b>	<b>\$48,755.00</b>	<b>\$16,164.02</b>	<b>\$35,283.00</b>
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	Department 1170 - Legal Defense - Indigents Totals	<b>\$9,307.50</b>	<b>\$23,649.00</b>	<b>\$48,755.00</b>	<b>\$16,164.02</b>	<b>\$35,283.00</b>
	<b>REVENUE TOTALS</b>	<b>\$9,307.50</b>	<b>\$23,649.00</b>	<b>\$48,755.00</b>	<b>\$16,164.02</b>	<b>\$35,283.00</b>
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<b>EXPENSE</b>						
Department 1170 - Legal Defense - Indigents						
Sub Department 4209 - Quality Improv Funding-Dist #13						
<i>Personal Services</i>						
130	Salaries - Part Time	5,000.00	.00	.00	.00	9,685.00
	<i>Personal Services Totals</i>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,685.00</b>
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<i>Equipment</i>						
220	Office Equipment	.00	1,400.00	2,470.96	745.60	272.00
	<i>Equipment Totals</i>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>\$2,470.96</b>	<b>\$745.60</b>	<b>\$272.00</b>
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<i>Contractual Expense</i>						
423	Telephone	.00	.00	1,124.64	655.86	1,128.00
437	Consulting Fees	3,925.00	7,249.00	24,610.50	21,337.00	7,248.00
470	Contract	.00	15,000.00	21,294.50	.00	15,000.00
	<i>Contractual Expense Totals</i>	<b>\$3,925.00</b>	<b>\$22,249.00</b>	<b>\$47,029.64</b>	<b>\$21,992.86</b>	<b>\$23,376.00</b>
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Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	470	Departmental Request	Legal Aid Society			
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<i>Employee Benefits</i>						
810	Retirement	.00	.00	.00	.00	1,210.00
830	Social Security	309.99	.00	.00	.00	600.00
831	Medicare Contribution	72.51	.00	.00	.00	140.00
	<i>Employee Benefits Totals</i>	<b>\$382.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,950.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	EXPENSE					
Department	<b>1170 - Legal Defense - Indigents</b>					
Sub Department	<b>4209 - Quality Improv Funding-Dist #13</b>					
Sub Department	<b>4209 - Quality Improv Funding-Dist #13 Totals</b>	\$9,307.50	\$23,649.00	\$49,500.60	\$22,738.46	\$35,283.00
Department	<b>1170 - Legal Defense - Indigents Totals</b>	\$9,307.50	\$23,649.00	\$49,500.60	\$22,738.46	\$35,283.00
	EXPENSE TOTALS	\$9,307.50	\$23,649.00	\$49,500.60	\$22,738.46	\$35,283.00
Fund	<b>A - General Totals</b>					
	REVENUE TOTALS	\$9,307.50	\$23,649.00	\$48,755.00	\$16,164.02	\$35,283.00
	EXPENSE TOTALS	\$9,307.50	\$23,649.00	\$49,500.60	\$22,738.46	\$35,283.00
Fund	<b>A - General Totals</b>	\$0.00	\$0.00	(\$745.60)	(\$6,574.44)	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$9,307.50	\$23,649.00	\$48,755.00	\$16,164.02	\$35,283.00
	EXPENSE GRAND TOTALS	\$9,307.50	\$23,649.00	\$49,500.60	\$22,738.46	\$35,283.00
	Net Grand Totals	\$0.00	\$0.00	(\$745.60)	(\$6,574.44)	\$0.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1170 - Legal Defense - Indigents						
Sub Department 4210 - Hurrell-Harring 2nd Contract						
<i>State Aid</i>						
3045	Office of Indigent Legal Services Distribution	.00	.00	.00	.00	372,873.00
	<i>State Aid Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
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	Sub Department 4210 - Hurrell-Harring 2nd Contract Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
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	Department 1170 - Legal Defense - Indigents Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
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	<b>REVENUE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
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<b>EXPENSE</b>						
Department 1170 - Legal Defense - Indigents						
Sub Department 4210 - Hurrell-Harring 2nd Contract						
<i>Personal Services</i>						
110	Salaries - Regular	.00	.00	.00	.00	104,458.00
130	Salaries - Part Time	.00	.00	.00	.00	27,040.00
	<i>Personal Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$131,498.00
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<i>Equipment</i>						
220	Office Equipment	.00	.00	.00	.00	19,000.00
	<i>Equipment Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$19,000.00
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<i>Contractual Expense</i>						
411	Rent-Building/Property	.00	.00	.00	.00	15,600.00
427	Memberships & Dues	.00	.00	.00	.00	1,000.00
428	Data Processing & Internet Fees	.00	.00	.00	.00	1,500.00
437	Consulting Fees	.00	.00	.00	.00	55,466.00
440	Legal/Transcript Fees	.00	.00	.00	.00	45,000.00
444	Travel/Education/Conference	.00	.00	.00	.00	10,000.00
470	Contract	.00	.00	.00	.00	44,531.00
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$173,097.00
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Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	440	Departmental Request	2nd Chair Program \$15,000 Increased Voucher Costs \$30,000			
	470	Departmental Request	Rural Law Center \$30,000 West Publishing \$3,569 ICC (Laserfiche) \$10,962			

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1170 - Legal Defense - Indigents						
Sub Department 4210 - Hurrell-Harring 2nd Contract						
<i>Employee Benefits</i>						
810	Retirement	.00	.00	.00	.00	20,026.00
830	Social Security	.00	.00	.00	.00	8,152.00
831	Medicare Contribution	.00	.00	.00	.00	1,906.00
860	Hospitalization	.00	.00	.00	.00	18,949.00
865	Dental Insurance	.00	.00	.00	.00	245.00
<i>Employee Benefits Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$49,278.00
Sub Department 4210 - Hurrell-Harring 2nd Contract		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
Department 1170 - Legal Defense - Indigents		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
Fund A - General Totals						
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
Fund A - General Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$372,873.00
Net Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request									
<b>Fund A - General</b>															
<b>REVENUE</b>															
Department 1170 - Legal Defense - Indigents															
Sub Department 4211 - Quality Improve Funding-Dist #14															
<i>State Aid</i>															
3045	Office of Indigent Legal Services Distribution	.00	.00	.00	.00	56,173.00									
	<i>State Aid Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00									
	Sub Department 4211 - Quality Improve Funding-Dist #14 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00									
	Department 1170 - Legal Defense - Indigents Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00									
	<b>REVENUE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00									
<b>EXPENSE</b>															
Department 1170 - Legal Defense - Indigents															
Sub Department 4211 - Quality Improve Funding-Dist #14															
<i>Personal Services</i>															
130	Salaries - Part Time	.00	.00	.00	.00	8,486.00									
	<i>Personal Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$8,486.00									
<i>Contractual Expense</i>															
470	Contract	.00	.00	.00	.00	45,977.00									
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$45,977.00									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Comment</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Departmental Request</td> <td></td> </tr> <tr> <td>470</td> <td></td> <td>Rural Law Center \$26,331 Legal Aid Society \$19,646</td> </tr> </tbody> </table>							Comments	Level	Comment	Account	Departmental Request		470		Rural Law Center \$26,331 Legal Aid Society \$19,646
Comments	Level	Comment													
Account	Departmental Request														
470		Rural Law Center \$26,331 Legal Aid Society \$19,646													
<i>Employee Benefits</i>															
810	Retirement	.00	.00	.00	.00	1,061.00									
830	Social Security	.00	.00	.00	.00	526.00									
831	Medicare Contribution	.00	.00	.00	.00	123.00									
	<i>Employee Benefits Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,710.00									

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1170 - Legal Defense - Indigents					
	Sub Department 4211 - Quality Improve Funding-Dist #14					
	Sub Department 4211 - Quality Improve Funding-Dist #14 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	Department 1170 - Legal Defense - Indigents Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	Fund A - General Totals					
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	Fund A - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	EXPENSE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$56,173.00
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents  
BUDGET ACCOUNT CODE: A.1170

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$58,175.28	\$137,166.00	\$137,166.00	\$67,915.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$1,302,203.41	\$1,303,489.00	\$1,303,489.00	\$1,294,623.00
800's EMPLOYEE BENEFITS	\$34,179.26	\$48,522.00	\$48,522.00	\$49,829.00
<b>TOTALS</b>	<b>\$1,394,557.95</b>	<b>\$1,489,177.00</b>	<b>\$1,489,177.00</b>	<b>\$1,412,367.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$59,200.10	\$299,453.00	\$299,453.00	\$200,000.00

SIGNED: B. D. R. I.  
DEPARTMENT HEAD

TITLE: ASSIGNED COUNSEL COORDINATOR

DATE: 9/16/24

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**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Hurrell-Harring  
BUDGET ACCOUNT CODE: A.1170 4202

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$44,950.58	\$80,418.00	\$80,418.00	\$0.00
200's EQUIPMENT	\$6,225.73	\$5,000.00	\$13,163.38	\$0.00
400's CONTRACTUAL	\$125,005.83	\$106,504.00	\$99,504.00	\$0.00
800's EMPLOYEE BENEFITS	\$5,758.96	\$14,836.00	\$14,836.00	\$0.00
<b>TOTALS</b>	<b>\$181,941.10</b>	<b>\$206,758.00</b>	<b>\$207,921.38</b>	<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$190,453.64	\$204,275.00	\$204,275.00	\$0.00

SIGNED:   
DEPARTMENT HEAD

TITLE: ASSIGNED COUNSEL COORDINATOR

DATE: 9/16/24

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improve Funding-Dist #9  
BUDGET ACCOUNT CODE: A.1170 4204

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL		\$0.00	\$0.00	\$0.00
<b>TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: BWR  
DEPARTMENT HEAD  
TITLE: ASSIGNED COUNSEL COORDINATOR  
DATE: 9/16/24

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improve Funding-Dist #8  
BUDGET ACCOUNT CODE: A.1170 4205

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: BWPil  
DEPARTMENT HEAD  
TITLE: ASSIGNED COUNSEL COORDINATOR  
DATE: 9/16/24

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**


**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improve Funding-Dist #11

BUDGET ACCOUNT CODE: A.1170 4206

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$0.00			\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$20,081.00			\$0.00
800's EMPLOYEE BENEFITS	\$0.00			\$0.00
<b>TOTALS</b>	<b>\$20,081.00</b>			<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$20,081.00			\$0.00

SIGNED:   
DEPARTMENT HEAD

TITLE: ASSISTANT COUNSEL COORDINATOR

DATE: 9/16/24

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improve Funding-Dist #10  
 BUDGET ACCOUNT CODE: A.1170 4207

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$2,362.66			\$0.00
200's EQUIPMENT	\$4,254.40	\$0.00	\$0.00	\$0.00
400's CONTRACTUAL	\$4,635.04			\$0.00
800's EMPLOYEE BENEFITS	\$180.75			\$0.00
<b>TOTALS</b>	<b>\$11,432.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$11,432.85			\$0.00

SIGNED: B. W. P. J.  
 DEPARTMENT HEAD

TITLE: ASSIGNED COUNSEL COORDINATOR

DATE: 9/16/24

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**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improve Funding-Dist #12  
BUDGET ACCOUNT CODE: A.1170 4208

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$10,167.12	\$15,000.00	\$15,000.00	\$0.00
<b>TOTALS</b>	<b>\$10,167.12</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$10,167.12	\$15,000.00	\$15,000.00	\$0.00

SIGNED: BWPil  
DEPARTMENT HEAD  
TITLE: ASSIGNED COUNSEL COORDINATOR  
DATE: 9/16/24

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improv Funding-Dist #13  
 BUDGET ACCOUNT CODE: A.1170 4209

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$5,000.00			\$9,685.00
200's EQUIPMENT		\$1,400.00	\$2,470.96	\$272.00
400's CONTRACTUAL	\$3,925.00	\$22,249.00	\$47,029.64	\$23,376.00
800's EMPLOYEE BENEFITS	\$382.50			\$1,950.00
<b>TOTALS</b>	<b>\$9,307.50</b>	<b>\$23,649.00</b>	<b>\$49,500.60</b>	<b>\$35,283.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$9,307.50	\$23,649.00	\$48,755.00	\$35,283.00

SIGNED: *[Signature]*  
 DEPARTMENT HEAD  
 TITLE: *9/16/24*  
 DATE: *ASSISTANT COUNSEL COORDINATOR*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**


**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Hurrell-Harring 2nd Contract

BUDGET ACCOUNT CODE: A.1170 4210

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$131,498.00
200's EQUIPMENT				\$19,000.00
400's CONTRACTUAL				\$173,097.00
800's EMPLOYEE BENEFITS				\$49,278.00
<b>TOTALS</b>				<b>\$372,873.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$372,873.00

SIGNED:   
DEPARTMENT HEAD

TITLE: ASSIGNED COUNSEL COORDINATOR

DATE: 9/16/24

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**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Legal Defense - Indigents - Quality Improve Funding-Dist #14  
BUDGET ACCOUNT CODE: A.1170 4211

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$8,486.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$45,977.00
800's EMPLOYEE BENEFITS				\$1,710.00
<b>TOTALS</b>				<b>\$56,173.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$56,173.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: ASSIGNED COUNSEL COORDINATOR  
DATE: 9/16/24

2025 Salary Schedule (Position Budgeting)  
Legal Defense - Indigents

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13481	Maxwell, Meghan	Grant Manager - PT	\$27,040.00	Less than Half	Less P/T12/21/12	9/23/2020
	N/A / \$26.00	N/A / \$26.00				
12982	Pilatzke, Brian	Assigned Counsel Administrator	\$118,995.00	Full Time	Out of UnitFT	10/24/2016
	N/A / \$57.21	N/A / \$57.21				
		Administrative Secretary	\$53,378.00			
	N/A / \$25.66	N/A / \$25.66				
		Clerk (Part-time)	\$18,171.00			
	02-00 / \$17.47	N/A / \$17.47				
		<b>4</b>	<b>\$217,584.00</b>			

Criminal Justice, Public Safety & Emergency Services Committee  
Office of Emergency Services  
September 24, 2024

COMMITTEE MEMBERS: GERACI, Conover, Maday, Strainer, Gilligan, Driscoll, Etu

- 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 approved the Warren County Unmanned Aerial Systems (UAS) Policy. *Attachment #1*  
Rationale: This policy sets forth the guidelines for approved use, operation, training and care of unmanned aerial systems (UAS). It defines the purpose, procedures, roles and responsibilities of the UAS Program and team.
    2. Request: Resolution request to approve revisions to the Warren County Comprehensive Emergency Management Plan. *Attachment #2*  
Rationale: This document provides general all-hazards management guidance to allow the County to meet its responsibilities to prevent, mitigate, respond to and recover from emergencies and disasters. This plan is updated annually and a resolution is needed to approve the changes.
    3. Request: Resolution request to amend the 2024 budget to accommodate the prepaid expense for the Regroup mass notification system subscription for the period January-December 2024. *Attachment #3*  
Rationale: Budget amendment needed to increase G/L code A.3640.4999 426 Civil Defense-American Rescue Plan Act (ARPA) Subscriptions in the amount of \$1,763.76 and increase revenue code A.3640.4999 4090 Civil Defense-American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund (CLFRF) in the amount of \$1,763.76.
    4. Request: Resolution request for a new contract with T.P. Monahan, Inc. to perform roof repairs at the Warren-Washington County Regional Emergency Services Training and Educational Center located at 119 Queensbury Avenue. *Attachment #4*  
Rationale: The total contract amount is \$26,200 to be paid from G/L Account H254.9550 280 Fire Training Center Project-Capital Projects, Projects and to be reimbursed by half by Washington County.
  - V. Discussion Items
    1. 2025 Budget Request
  - VI. Referrals/Pending Items
  - VII. Privilege of the floor and public comment
  - VIII. Motion to adjourn
-

Attachments:

1. Resolution Request Form #20
2. Resolution Request Form #20
3. Resolution Request Form #7
4. Resolution Request Form #3

# ***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: September 24, 2024**

- (a) Purpose of Request:  
**To approve the Unmanned Aerial Systems (UAS) Policy for Warren County Office of Emergency Services**
  
- (b) Details:  
**This policy sets forth the guidelines for approved use, operation, training and care of unmanned aerial systems (UAS). It defines the purpose, procedures, roles and responsibilities of the UAS Program and team.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**No funding required**

**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: September 24, 2024**

(a) Purpose of Request:

**To approve revisions to the Warren County Comprehensive Emergency Management Plan**

(b) Details:

**This document provides general all-hazards management guidance to allow the County to meet its responsibilities to prevent, mitigate, respond to and recover from emergencies and disasters. This plan is updated annually and a resolution is needed to approve the changes.**

(c) Previous Resolution Number:

**332 of 2023**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**No funding required**

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

\* as listed in budget and LOGOS

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

***\*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: September 24, 2024**

(a) **Purpose of Amendment: Increase both sides of the 2024 budget in the amount of \$1,763.76 to accommodate a prepaid expense for the Regroup mass notification system subscription.**

(b) **Appropriation Code, Object Code, Full Title and Amount:**

<b>A.3640.4999 426 – Civil Defense American Rescue Plan Act (ARPA)- Subscriptions</b>	<b>\$1,763.76</b>
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(c) **Revenue Code (with title), and Amount:**

<b>A.3640.4999 4090 – Civil Defense American Rescue Plan Act (ARPA)- Coronavirus Local Fiscal Recovery Fund (CLFRF)</b>	<b>\$1,763.76</b>
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# **RESOLUTION REQUEST FORM NO. 3**

## **Request for New Contract**

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: September 24, 2024**

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
**Roof repairs at the Warren-Washington County Regional Emergency Services Training and Educational Center**
- (c) Name of Contractor:  
**T.P. Monahan Inc.**
- (d) Address of Contractor: **44 Park Road  
Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:  
**Tyler Lingel 518-792-1979 tyler@tpmonahan.com**
- (f) Has or will the Contract be provided, if so, please attach:  
**To be provided**
- (g) Commencement Date of Contract:  
**Upon execution**
- (h) Termination Date of Contract:  
**Upon completion of services**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$26,200**  
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:

**H254.9550.280 Fire Training Center Project-Capital Projects, Projects \$26,200**

**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

## NOTABLE INCREASES/DECREASES – 2025 OES BUDGET REQUEST

### A.3410 FIRE PREVENTION & CONTROL

OBJECT CODE	AMOUNT REQUESTED	INCREASE/ DECREASE	REASON
250 Technical Equipment	\$1,000	\$1,000	2025 request to replace outdated pagers.
260 Other Equipment	\$1,000	\$1,000	2025 request for fire investigation equipment
418 Insurance	\$3,700	\$500	Increase due to insurance estimates for 2025
422 Repair/Maint Equipment	\$5,000	\$1,000	Increase for maintenance and repair of Countywide Marine Rescue equipment.
435 Medical Fees	\$9,000	\$1,000	The projected number of Hazmat Team physicals for 2025 is 36 physicals at \$250/physical
444 Travel/Edu/Conf	\$10,000	\$7,000	Increase due to mileage for Deputy Fire Coordinators and Warren County Fire Investigators; Countywide Marine Rescue Team training; training for Warren County fire investigators
453 Uniforms & Clothing	\$3,000	\$1,600	2025 request to include PPE for Warren County Fire Coordinators and Investigators.

### A.3640 CIVIL DEFENSE

OBJECT CODE	AMOUNT REQUESTED	INCREASE/ DECREASE	REASON
230 Auto Equipment	\$2,000	\$2,000	Request for replacement of aging vehicle warning equipment
250 Technical Equipment	\$1,500	\$1,500	Upgrade aging Radio Amateur Civil Emergency Services (RACES) equipment
260 Other Equipment	\$7,000	\$7,000	Funding requested to purchase thermal drone to enhance capabilities
418 Insurance	\$2,700	\$200	Increase due to insurance estimates for 2025
423 Telephone	\$4,500	\$500	This is a fixed expense and request is needed to pay for cell and office phone lines.
426 Subscriptions	\$900	\$650	Funding needed for Adobe, Canva and Zoom subscriptions.
441 Auto Supplies/Repair	\$2,700	\$400	Funding increase due to additional wear & tear on existing vehicles
444 Travel/Edu/Conf	\$1,800	\$800	Funding increase to attend conferences and trainings
453 Uniform & Clothing	\$1,500	\$500	Funding increase for clothing/uniform for emergency management personnel
455 Safety Equipment	\$400	\$400	Funding increase for PPE for emergency management personnel
470 Contract	\$9,300	(\$16,950)	Decrease due to amortization of Emergency Services Marketing Corp subscription contract.

### A.4022 EMS

OBJECT CODE	AMOUNT REQUESTED	INCREASE/ DECREASE	REASON
230 Automotive Equip	\$5,000	\$5,000	Funding requested for vehicle warning equipment for EMS vehicle replacement
260 Other Equipment	\$4,400	\$4,400	Funding requested to replace two AEDs that are reaching end of life

410 Supplies	\$2,000	(1,000)	Decrease due to projected AED supply replacements needed for 2025
422 Repair/Maint Equip	\$10,000	\$8,000	Funding requested to install and letter replacement EMS vehicle and outfit Deputy EMS Coordinator vehicles
441 Auto Supplies/Repair	\$1,500	\$500	Funding increase due to additional wear & tear on existing vehicles
470 Contract	\$1,000	\$1,000	Funding requested for EMS training

**1. A.3645.4127 FY24 SHSP, A.3645.4128 FY24 LEMPG, and A.3645.4129 FY23 Domestic Terrorism Prev. are new to the 2025 budget**

**2. No notable increases/decreases to A.3642 Training Center budget**

**2024 Adopted Budget vs. 2025 Department Requests**

Increase in expenses: \$305,219

Increase in revenues: \$268,658 (Includes \$204 Training Center revenue adjustment for ½ of expenses)

Net increase: \$ 36,561

Net increase/decrease as itemized above: \$28,000

Increase salary & benefits: \$ 8,361

(as shown in New World)

Additional Increase/(Decrease) \$ 200

\$36,561

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Fire Prevention & Control  
 BUDGET ACCOUNT CODE: A.3410

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$54,042.64	\$71,826.00	\$67,826.00	\$71,193.00
200's EQUIPMENT	\$77,895.89	\$100.00	\$9,500.07	\$2,200.00
400's CONTRACTUAL	\$43,327.92	\$43,100.00	\$44,220.00	\$54,450.00
800's EMPLOYEE BENEFITS	\$19,338.84	\$20,891.00	\$20,891.00	\$22,067.00
<b>TOTALS</b>	<b>\$194,605.29</b>	<b>\$135,917.00</b>	<b>\$142,437.07</b>	<b>\$149,910.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Director  
 DATE: 9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3410 - Fire Prevention &amp; Control</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	54,042.64	71,826.00	67,826.00	31,354.86	71,193.00
	<i>Personal Services Totals</i>	<b>\$54,042.64</b>	<b>\$71,826.00</b>	<b>\$67,826.00</b>	<b>\$31,354.86</b>	<b>\$71,193.00</b>
<i>Equipment</i>						
220	Office Equipment	176.06	100.00	100.00	.00	200.00
230	Automotive Equipment	14,657.13	.00	775.79	775.79	.00
230.1	Automotive Equipment - Reserve	48,719.18	.00	.00	.00	.00
250	Technical Equipment	8,172.00	.00	.00	.00	1,000.00
260	Other Equipment	6,171.52	.00	8,624.28	4,622.28	1,000.00
	<i>Equipment Totals</i>	<b>\$77,895.89</b>	<b>\$100.00</b>	<b>\$9,500.07</b>	<b>\$5,398.07</b>	<b>\$2,200.00</b>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	220	Departmental Request	Miscellaneous small office equipment			
	250	Departmental Request	Pager replacements			
	260	Departmental Request	Fire Investigation Equipment			
<i>Contractual Expense</i>						
410	Supplies	1,315.45	1,500.00	1,300.00	194.26	1,500.00
416	Oil & Gas-Heating	81.59	.00	.00	.00	.00
418	Ins-General Liability	2,546.72	3,200.00	3,350.00	3,347.35	3,700.00
422	Repair/Maint-Equipment	11,244.97	4,000.00	4,450.00	3,045.49	5,000.00
423	Telephone	189.80	250.00	250.00	86.44	250.00
424	Postage	45.12	100.00	100.00	11.00	50.00
426	Subscriptions	119.99	.00	.00	.00	.00
427	Memberships & Dues	200.00	200.00	200.00	200.00	200.00
428	Data Processing & Internet Fees	1,199.38	1,200.00	1,200.00	724.14	1,300.00
435	Medical Fees	7,200.00	8,000.00	8,000.00	6,960.00	9,000.00
441	Auto-Supplies & Repair	3,960.27	2,500.00	2,100.00	251.70	2,500.00
442	Automotive - Gas & Oil	2,251.88	2,600.00	2,600.00	623.66	2,600.00
444	Travel/Education/Conference	4,196.41	3,000.00	3,000.00	952.60	10,000.00
445	Foods	156.36	.00	.00	.00	200.00
453	Uniforms & Clothing	1,331.99	1,400.00	7,820.00	5,165.93	3,000.00
455	Safety Equipment	2,233.09	150.00	150.00	.00	150.00
470	Contract	5,054.90	15,000.00	9,700.00	700.00	15,000.00
	<i>Contractual Expense Totals</i>	<b>\$43,327.92</b>	<b>\$43,100.00</b>	<b>\$44,220.00</b>	<b>\$22,262.57</b>	<b>\$54,450.00</b>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 3410 - Fire Prevention & Control						
Comments						
Account	Level	Comment				
470	Departmental Request	\$15,000 City of Glens Falls Fire Department Contracts: HazMat and Cause & Origin				
<i>Employee Benefits</i>						
810	Retirement	909.58	960.00	960.00	783.76	2,675.00
830	Social Security	3,350.64	4,454.00	4,454.00	1,944.00	4,415.00
831	Medicare Contribution	783.60	1,042.00	1,042.00	454.67	1,033.00
<i>Employee Benefits Totals</i>		<u>\$5,043.82</u>	<u>\$6,456.00</u>	<u>\$6,456.00</u>	<u>\$3,182.43</u>	<u>\$8,123.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	9,648.26	10,184.00	10,184.00	10,183.00	10,260.00
861	Retirees Hospitalization	4,646.76	4,251.00	4,251.00	2,036.44	3,684.00
<i>Other Benefits Totals</i>		<u>\$14,295.02</u>	<u>\$14,435.00</u>	<u>\$14,435.00</u>	<u>\$12,219.44</u>	<u>\$13,944.00</u>
Department 3410 - Fire Prevention & Control Totals		<u>\$194,605.29</u>	<u>\$135,917.00</u>	<u>\$142,437.07</u>	<u>\$74,417.37</u>	<u>\$149,910.00</u>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Civil Defense  
BUDGET ACCOUNT CODE: A.3640

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$184,119.55	\$208,706.00	\$208,706.00	\$209,996.00
200's EQUIPMENT	\$3,514.94	\$200.00	\$6,671.63	\$10,700.00
400's CONTRACTUAL	\$26,775.90	\$45,850.00	\$28,361.95	\$32,670.00
800's EMPLOYEE BENEFITS	\$79,597.60	\$93,378.00	\$93,378.00	\$100,260.00
<b>TOTALS</b>	<b>\$294,007.99</b>	<b>\$348,134.00</b>	<b>\$337,117.58</b>	<b>\$353,626.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$2,874.18			\$0.00

SIGNED:   
DEPARTMENT HEAD

TITLE: Director

DATE: 9/6/2024

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3640 - Civil Defense</b>						
<i>Personal Services</i>						
110	Salaries - Regular	174,381.86	182,794.00	182,794.00	104,245.50	183,562.00
130	Salaries - Part Time	9,737.69	25,912.00	25,912.00	15,698.98	26,434.00
<i>Personal Services Totals</i>		\$184,119.55	\$208,706.00	\$208,706.00	\$119,944.48	\$209,996.00
 <i>Equipment</i>						
210	Furniture/Furnishings	3,220.49	.00	.00	.00	.00
220	Office Equipment	.00	200.00	.00	.00	200.00
230	Automotive Equipment	.00	.00	3,941.63	3,939.02	2,000.00
250	Technical Equipment	.00	.00	1,900.00	1,900.00	1,500.00
260	Other Equipment	294.45	.00	830.00	830.00	7,000.00
<i>Equipment Totals</i>		\$3,514.94	\$200.00	\$6,671.63	\$6,669.02	\$10,700.00
 <i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
220	Departmental Request	Miscellaneous office equipment				
230	Departmental Request	Replace aging vehicle warning equipment				
250	Departmental Request	RACES Equipment				
260	Departmental Request	Drone				
 <i>Contractual Expense</i>						
410	Supplies	2,838.02	3,200.00	2,619.95	1,843.42	3,200.00
418	Ins-General Liability	2,131.00	2,500.00	2,500.00	2,450.09	2,700.00
422	Repair/Maint-Equipment	1,244.04	1,400.00	1,300.00	400.00	1,500.00
423	Telephone	4,290.25	4,000.00	4,150.00	2,606.04	4,500.00
424	Postage	17.78	50.00	50.00	5.73	20.00
426	Subscriptions	305.78	250.00	625.00	305.78	900.00
427	Memberships & Dues	300.00	150.00	150.00	150.00	300.00
428	Data Processing & Internet Fees	2,388.95	2,700.00	2,700.00	1,896.42	2,800.00
441	Auto-Supplies & Repair	1,886.45	2,300.00	1,530.00	530.91	2,700.00
442	Automotive - Gas & Oil	660.37	800.00	800.00	99.49	800.00
444	Travel/Education/Conference	1,177.81	1,000.00	1,125.00	1,061.00	1,800.00
445	Foods	.00	250.00	.00	.00	250.00
453	Uniforms & Clothing	1,415.45	1,000.00	1,950.00	965.98	1,500.00
455	Safety Equipment	.00	.00	300.00	.00	400.00
470	Contract	8,120.00	26,250.00	8,562.00	4,240.00	9,300.00
<i>Contractual Expense Totals</i>		\$26,775.90	\$45,850.00	\$28,361.95	\$16,554.86	\$32,670.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	EXPENSE					
	Department <b>3640 - Civil Defense</b>					
	Comments					
	Account					
	Level					
	Comment					
	470		Departmental Request		US Geological Survey Contract for continued operation of the Schroon River gauge	
	<i>Employee Benefits</i>					
810	Retirement	19,662.92	29,701.00	29,701.00	15,223.96	30,467.00
830	Social Security	10,599.51	12,940.00	12,940.00	6,891.68	13,020.00
831	Medicare Contribution	2,478.92	3,027.00	3,027.00	1,611.76	3,045.00
860	Hospitalization	40,186.77	41,360.00	41,360.00	24,397.85	47,912.00
865	Dental Insurance	655.72	656.00	656.00	385.78	657.00
	<i>Employee Benefits Totals</i>	\$73,583.84	\$87,684.00	\$87,684.00	\$48,511.03	\$95,101.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	821.84	918.00	918.00	918.00	1,020.00
861	Retirees Hospitalization	5,191.92	4,776.00	4,776.00	2,287.90	4,139.00
	<i>Other Benefits Totals</i>	\$6,013.76	\$5,694.00	\$5,694.00	\$3,205.90	\$5,159.00
	Department <b>3640 - Civil Defense Totals</b>	\$294,007.99	\$348,134.00	\$337,117.58	\$194,885.29	\$353,626.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**


**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Fire Training Center

BUDGET ACCOUNT CODE: A.3642

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$6,952.92	\$7,417.00	\$7,417.00	\$7,240.00
200's EQUIPMENT	\$227.94	\$1,000.00	\$1,000.00	\$1,000.00
400's CONTRACTUAL	\$4,713.41	\$5,545.00	\$5,545.00	\$5,360.00
800's EMPLOYEE BENEFITS	\$531.90	\$568.00	\$568.00	\$554.00
<b>TOTALS</b>	<b>\$12,426.17</b>	<b>\$14,530.00</b>	<b>\$14,530.00</b>	<b>\$14,154.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$6,213.08	\$7,061.00	\$7,061.00	\$7,077.00

SIGNED:   
 DEPARTMENT HEAD

TITLE: Director

DATE: 9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 3642 - Fire Training Center						
Personal Services						
130	Salaries - Part Time	6,952.92	7,417.00	7,417.00	3,620.00	7,240.00
	<i>Personal Services Totals</i>	<u>\$6,952.92</u>	<u>\$7,417.00</u>	<u>\$7,417.00</u>	<u>\$3,620.00</u>	<u>\$7,240.00</u>
<i>Equipment</i>						
260	Other Equipment	227.94	1,000.00	1,000.00	.00	1,000.00
	<i>Equipment Totals</i>	<u>\$227.94</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$1,000.00</u>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	260	Departmental Request	Misc equipment and small tools			
<i>Contractual Expense</i>						
410	Supplies	345.77	500.00	500.00	.00	500.00
415	Electricity	303.32	360.00	360.00	194.35	400.00
416	Oil & Gas-Heating	215.25	100.00	100.00	.00	100.00
417	Water/Sewer/Taxes	514.03	675.00	675.00	513.34	700.00
418	Ins-General Liability	182.32	250.00	250.00	.00	.00
421	Equipment Rental	2,132.00	2,150.00	2,150.00	1,476.00	2,150.00
422	Repair/Maint-Equipment	430.00	600.00	600.00	200.00	600.00
428	Data Processing & Internet Fees	480.72	500.00	500.00	280.23	500.00
439	Misc Fees & Expenses	110.00	110.00	110.00	.00	110.00
470	Contract	.00	300.00	300.00	.00	300.00
	<i>Contractual Expense Totals</i>	<u>\$4,713.41</u>	<u>\$5,545.00</u>	<u>\$5,545.00</u>	<u>\$2,663.92</u>	<u>\$5,360.00</u>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	470	Departmental Request	Trash removal			
<i>Employee Benefits</i>						
830	Social Security	431.08	460.00	460.00	224.44	449.00
831	Medicare Contribution	100.82	108.00	108.00	52.50	105.00
	<i>Employee Benefits Totals</i>	<u>\$531.90</u>	<u>\$568.00</u>	<u>\$568.00</u>	<u>\$276.94</u>	<u>\$554.00</u>
Department 3642 - Fire Training Center Totals		<u>\$12,426.17</u>	<u>\$14,530.00</u>	<u>\$14,530.00</u>	<u>\$6,560.86</u>	<u>\$14,154.00</u>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Homeland Security - FY24 State Homeland Sec Program

BUDGET ACCOUNT CODE: A.3645 4127

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$48,785.00
400's CONTRACTUAL				\$19,500.00
<b>TOTALS</b>				<b>\$68,285.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$68,285.00

SIGNED:



DEPARTMENT HEAD

TITLE:

Director

DATE:

9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>EXPENSE</b>					
	Department 3645 - Homeland Security					
	Sub Department 4127 - FY24 State Homeland Sec Program					
	<i>Equipment</i>					
220	Office Equipment	.00	.00	.00	.00	1,500.00
250	Technical Equipment	.00	.00	.00	.00	10,705.00
260	Other Equipment	.00	.00	.00	.00	36,580.00
	<i>Equipment Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$48,785.00
	<i>Contractual Expense</i>					
410	Supplies	.00	.00	.00	.00	3,000.00
470	Contract	.00	.00	.00	.00	16,500.00
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$19,500.00
	Sub Department 4127 - FY24 State Homeland Sec Program Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$68,285.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

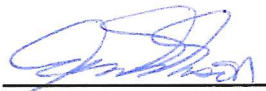
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Homeland Security - FY24 LEMPG  
 BUDGET ACCOUNT CODE: A.3645 4128

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$21,145.00
800's EMPLOYEE BENEFITS				\$7,003.00
<b>TOTALS</b>				<b>\$28,148.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$28,148.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Director  
 DATE: 9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
EXPENSE						
Department <b>3645 - Homeland Security</b>						
Sub Department <b>4128 - FY24 LEMPG</b>						
<i>Personal Services</i>						
110	Salaries - Regular	.00	.00	.00	.00	21,145.00
	<i>Personal Services Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,145.00</b>
<i>Employee Benefits</i>						
810	Retirement	.00	.00	.00	.00	2,643.00
830	Social Security	.00	.00	.00	.00	1,311.00
831	Medicare Contribution	.00	.00	.00	.00	307.00
860	Hospitalization	.00	.00	.00	.00	2,703.00
865	Dental Insurance	.00	.00	.00	.00	39.00
	<i>Employee Benefits Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,003.00</b>
	Sub Department <b>4128 - FY24 LEMPG Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,148.00</b>

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**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Homeland Security - FY23 DHSES Domestic Terror Prev  
BUDGET ACCOUNT CODE: A.3645 4129

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL				\$172,413.00
<b>TOTALS</b>				<b>\$172,413.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$172,413.00

SIGNED:   
DEPARTMENT HEAD

TITLE: Director

DATE: 9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 3645 - Homeland Security						
Sub Department 4129 - FY23 DHSES Domestic Terror Prev						
<i>Contractual Expense</i>						
427	Memberships & Dues	.00	.00	.00	.00	400.00
444	Travel/Education/Conference	.00	.00	.00	.00	6,500.00
470	Contract	.00	.00	.00	.00	165,513.00
<i>Contractual Expense Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$172,413.00
Sub Department 4129 - FY23 DHSES Domestic Terror Prev Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$172,413.00
Department 3645 - Homeland Security Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$268,846.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Emergency Medical Service

BUDGET ACCOUNT CODE: A.4022

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$37,762.83	\$40,668.00	\$40,668.00	\$40,035.00
200's EQUIPMENT	\$3,461.01	\$150.00	\$14,971.80	\$9,550.00
400's CONTRACTUAL	\$15,737.20	\$11,152.00	\$11,152.00	\$19,275.00
800's EMPLOYEE BENEFITS	\$4,668.68	\$6,606.00	\$6,606.00	\$6,980.00
<b>TOTALS</b>	<b>\$61,629.72</b>	<b>\$58,576.00</b>	<b>\$73,397.80</b>	<b>\$75,840.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:



DEPARTMENT HEAD

TITLE:

Director

DATE:

9/6/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4022 - Emergency Medical Service						
Personal Services						
130	Salaries - Part Time	37,762.83	40,668.00	40,668.00	28,697.50	40,035.00
<i>Personal Services Totals</i>		<b>\$37,762.83</b>	<b>\$40,668.00</b>	<b>\$40,668.00</b>	<b>\$28,697.50</b>	<b>\$40,035.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	142.36	.00	.00	.00	.00
220	Office Equipment	.00	150.00	150.00	.00	150.00
230	Automotive Equipment	729.30	.00	.00	.00	5,000.00
260	Other Equipment	2,589.35	.00	14,821.80	14,466.89	4,400.00
<i>Equipment Totals</i>		<b>\$3,461.01</b>	<b>\$150.00</b>	<b>\$14,971.80</b>	<b>\$14,466.89</b>	<b>\$9,550.00</b>
<i>Comments</i>						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	220	Departmental Request	Miscellaneous small office equipment			
	230	Departmental Request	Vehicle warning equipment			
	260	Departmental Request	AED replacements (2)			
<i>Contractual Expense</i>						
410	Supplies	3,192.72	3,000.00	2,000.00	882.97	2,000.00
418	Ins-General Liability	1,086.23	1,250.00	1,250.00	1,232.85	1,400.00
422	Repair/Maint-Equipment	3,866.35	2,000.00	1,700.00	488.25	10,000.00
424	Postage	19.17	20.00	20.00	.00	.00
428	Data Processing & Internet Fees	70.00	82.00	82.00	82.00	75.00
441	Auto-Supplies & Repair	1,649.66	1,000.00	1,300.00	1,230.83	1,500.00
442	Automotive - Gas & Oil	158.00	300.00	300.00	.00	300.00
444	Travel/Education/Conference	141.84	1,500.00	.00	.00	1,500.00
453	Uniforms & Clothing	5,553.23	2,000.00	2,000.00	.00	1,500.00
470	Contract	.00	.00	2,500.00	2,100.00	1,000.00
<i>Contractual Expense Totals</i>		<b>\$15,737.20</b>	<b>\$11,152.00</b>	<b>\$11,152.00</b>	<b>\$6,016.90</b>	<b>\$19,275.00</b>
<i>Comments</i>						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	422	Departmental Request	\$5,200 Vehicle warning equipment installation			
	470	Departmental Request	EMS training			
<i>Employee Benefits</i>						
810	Retirement	1,609.93	3,325.00	3,325.00	1,127.24	3,730.00
830	Social Security	2,341.29	2,521.00	2,521.00	1,779.24	2,482.00
831	Medicare Contribution	547.56	590.00	590.00	416.14	581.00
<i>Employee Benefits Totals</i>		<b>\$4,498.78</b>	<b>\$6,436.00</b>	<b>\$6,436.00</b>	<b>\$3,322.62</b>	<b>\$6,793.00</b>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>4022 - Emergency Medical Service</b>						
<i>Other Benefits</i>						
840	Workmen's Compensation	169.90	170.00	170.00	170.00	187.00
	<i>Other Benefits Totals</i>	<u>\$169.90</u>	<u>\$170.00</u>	<u>\$170.00</u>	<u>\$170.00</u>	<u>\$187.00</u>
Department <b>4022 - Emergency Medical Service Totals</b>		<u>\$61,629.72</u>	<u>\$58,576.00</u>	<u>\$73,397.80</u>	<u>\$52,673.91</u>	<u>\$75,840.00</u>
<b>EXPENSE TOTALS</b>		<u>\$562,669.17</u>	<u>\$557,157.00</u>	<u>\$567,482.45</u>	<u>\$328,537.43</u>	<u>\$862,376.00</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department <b>3640 - Civil Defense</b>					
	<i>Federal Aid</i>					
4960	Emergency Disaster Assist	2,874.18	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	<b>\$2,874.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Department <b>3640 - Civil Defense Totals</b>	<b>\$2,874.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department <b>3642 - Fire Training Center</b>						
<i>Intergovernmental Charges</i>						
2390	Share of Joint Activity, Govt	6,213.08	7,061.00	7,061.00	(1,341.46)	7,077.00
	<i>Intergovernmental Charges Totals</i>	<b>\$6,213.08</b>	<b>\$7,061.00</b>	<b>\$7,061.00</b>	<b>(\$1,341.46)</b>	<b>\$7,077.00</b>
	Department <b>3642 - Fire Training Center Totals</b>	<b>\$6,213.08</b>	<b>\$7,061.00</b>	<b>\$7,061.00</b>	<b>(\$1,341.46)</b>	<b>\$7,077.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department 3645 - Homeland Security					
	Sub Department 4127 - FY24 State Homeland Sec Program					
	Federal Aid					
4380	State Homeland Security Program	.00	.00	.00	.00	68,285.00
	<i>Federal Aid Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$68,285.00
	Sub Department 4127 - FY24 State Homeland Sec Program Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$68,285.00

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
	REVENUE					
	Department 3645 - Homeland Security					
	Sub Department 4128 - FY24 LEMPG					
	Federal Aid					
4305	Local Emergency Management Performance Grant	.00	.00	.00	.00	28,148.00
	<i>Federal Aid Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$28,148.00
	Sub Department 4128 - FY24 LEMPG Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$28,148.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department 3645 - Homeland Security					
	Sub Department 4129 - FY23 DHSES Domestic Terror Prev					
	State Aid					
3380	State Homeland Security Program	.00	.00	.00	.00	172,413.00
	State Aid Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$172,413.00
	Sub Department 4129 - FY23 DHSES Domestic Terror Prev Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$172,413.00
	Department 3645 - Homeland Security Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$268,846.00
	REVENUE TOTALS	\$9,087.26	\$7,061.00	\$7,061.00	(\$1,341.46)	\$275,923.00
	Fund A - General Totals					
	REVENUE TOTALS	\$9,087.26	\$7,061.00	\$7,061.00	(\$1,341.46)	\$275,923.00
	EXPENSE TOTALS	\$562,669.17	\$557,157.00	\$567,482.45	\$328,537.43	\$862,376.00
	Fund A - General Totals	(\$553,581.91)	(\$550,096.00)	(\$560,421.45)	(\$329,878.89)	(\$586,453.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$9,087.26	\$7,061.00	\$7,061.00	(\$1,341.46)	\$275,923.00
	EXPENSE GRAND TOTALS	\$562,669.17	\$557,157.00	\$567,482.45	\$328,537.43	\$862,376.00
	Net Grand Totals	(\$553,581.91)	(\$550,096.00)	(\$560,421.45)	(\$329,878.89)	(\$586,453.00)

2025 Salary Schedule (Position Budgeting)  
Office of Emergency Services

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13484	Mason, Ann Marie	Director, Emergency Services	\$81,496.00	Full Time	Appointed F/T	11/3/2020
	N/A / \$44.78	N/A / \$44.78				
		<b>1</b>	<b>\$81,496.00</b>			

2025 Salary Schedule (Position Budgeting)  
Office of Emergency Services.Civil Defense

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11914	Pouliot, Jennifer	Asst Emergency Services Coord	\$57,644.00	Full Time	CSEA/FT	4/19/2011
	10-13 / \$27.71	10-14 / \$27.71				
13385	Rivers, Ashley	Deputy Director of Emergency Svc	\$65,567.00	Full Time	Out of UnitFT	5/28/2021
	N/A / \$31.52	N/A / \$31.52				
13806	Rosati, Nancy	Office Specialist - PT	\$26,434.00	Part Time	CSEA/PT	8/14/2023
	07-01 / \$21.07	07-02 / \$21.39				
		<b>3</b>	<b>\$149,645.00</b>			

2025 Salary Schedule (Position Budgeting)  
Office of Emergency Services.EMS

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13760	DeSimone, Mark	3rd Deputy EMS Coordinator	\$8,680.00	Part Time	Out of UnitPT	1/17/2023
	N/A / \$8.35	N/A / \$8.35				
12342	Mellon, Patrick	EMS Coordinator	\$13,995.00	Part Time	Out of UnitPT	6/3/2013
	N/A / \$13.46	N/A / \$13.46				
13759	Stone, Scott	2nd Deputy EMS Coordinator	\$8,680.00	Part Time	Out of UnitPT	1/17/2023
	N/A / \$8.35	N/A / \$8.35				
13025	Tims, John	Deputy EMS Coordinator	\$8,680.00	Part Time	Out of UnitPT	4/3/2017
	N/A / \$8.35	N/A / \$8.35				
		<b>4</b>	<b>\$40,035.00</b>			

2025 Salary Schedule (Position Budgeting)  
Fire Prevention

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8465	Bartlett, Ralph	County Fire Coord. (Part-time)	\$13,995.00	Part Time	Less P/T12/21/12	12/29/2021
	N/A / \$13.46	N/A / \$13.46				
13850	Dailey, Jeffrey	3rd Deputy Fire Coordinator	\$8,680.00	Part Time	Out of UnitPT	10/1/2023
	N/A / \$8.35	N/A / \$8.35				
13918	Dickinson, Jeremy	Fire Investigator Helper	\$2,545.00	Per Diem	Per Diem	4/26/2024
	N/A / \$2.45	N/A / \$2.45				
13917	Jones, Richard	Fire Investigator #1	\$5,090.00	Per Diem	Per Diem	4/26/2024
	N/A / \$4.89	N/A / \$4.89				
9412	Little, Theodore	1st Deputy Fire Coordinator	\$8,680.00	Part Time	Out of UnitPT	11/15/1996
	N/A / \$8.35	N/A / \$8.35				
7229	Mellon, Charles	2nd Deputy Fire Coordinator	\$8,680.00	Part Time	Out of UnitPT	2/1/2021
	N/A / \$8.35	N/A / \$8.35				
12963	Purdy, Scott	Building Maintenance Helper	\$7,240.00	Part Time	Out of UnitPT	9/5/2016
	N/A / \$6.96	N/A / \$6.96				
10862	Schrammel, James	4th Deputy Fire/WMD/Haz	\$18,433.00	Part Time	Out of UnitPT	12/1/2004
	N/A / \$17.72	N/A / \$17.72				
13920	Thomas Jr, Timothy	Fire Investigator #2	\$5,090.00	Per Diem	Per Diem	5/2/2024
	N/A / \$4.89	N/A / \$4.89				
		<b>9</b>	<b>\$78,433.00</b>			

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Office of Emergency Services

BUDGET CODE: A.3640

TITLE OF POSITION: Director

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Move up to current salary increment(4<sup>th</sup> of \$88,516.00)on the non-attorney out of unit payscale from the entry level salary of \$81,496.00.

Justification for Request: I am currently at the entry level salary for my grade level of 16. I will be here 4 years on 11/3/2024. The overall department work load has increased. Added Fire Investigation. We are also developing a drone program, 2 staff members have their drone license. I have taken on the role of ILO – Intelligence Liasion Officer, replacing a previous deputy who is no longer with the County. We will be starting up the CERT team this fall(we received board approval and have grant funds earmarked for the program). Also, due to executive order 18, we have added the Domestic Terrorism Prevention Program. This program is a directive from the state and requires counties to have Threat Assessment Management teams(TAM Team). We have created a joint team with Washington County. I co-lead this team with Tim Hardy, Deputy Director of Public Safety for Washington County. This has added training requirements and additional meetings to our schedules. Maintaining the Ready Warren County and Storm Reporter apps, as well as ReGroup.

Projected change in Salary Dollars: Increase of \$7,020.00

Is there expected Revenue impact from this change? If so, please explain: No impact to revenue.

**2024 Management Confidential (2023 + 2.85%)**

GRADE	INCREMENT										
	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th
1	\$37,520	\$38,464	\$39,275	\$39,940	\$40,449	\$41,481	\$42,545	\$43,640	\$44,769	\$45,931	\$47,128
2	\$39,409	\$40,410	\$41,270	\$41,974	\$42,514	\$43,608	\$44,736	\$45,897	\$47,093	\$48,324	\$49,593
3	\$41,412	\$42,473	\$43,384	\$44,131	\$44,703	\$45,863	\$47,058	\$48,289	\$49,556	\$50,862	\$52,207
4	\$43,534	\$44,660	\$45,625	\$46,417	\$47,023	\$48,253	\$49,519	\$50,824	\$52,168	\$53,552	\$54,977
5	\$45,785	\$46,978	\$48,001	\$48,840	\$49,482	\$50,786	\$52,128	\$53,512	\$54,936	\$56,403	\$57,915
6	\$48,170	\$49,434	\$50,519	\$51,409	\$52,089	\$53,472	\$54,895	\$56,361	\$57,871	\$59,426	\$61,028
7	\$50,698	\$52,038	\$53,189	\$54,132	\$54,853	\$56,318	\$57,826	\$59,380	\$60,981	\$62,629	\$64,328
8	\$53,378	\$54,798	\$56,018	\$57,018	\$57,782	\$59,335	\$60,935	\$62,581	\$64,278	\$66,026	\$67,825
9	\$56,219	\$57,725	\$59,017	\$60,077	\$60,888	\$62,534	\$64,229	\$65,974	\$67,773	\$69,625	\$71,533
10	\$59,230	\$60,827	\$62,196	\$63,320	\$64,179	\$65,924	\$67,721	\$69,571	\$71,478	\$73,441	\$75,463
11	\$62,423	\$64,115	\$65,567	\$66,757	\$67,668	\$69,517	\$71,422	\$73,383	\$75,404	\$77,485	\$79,630
12	\$65,807	\$67,599	\$69,139	\$70,401	\$71,367	\$73,327	\$75,346	\$77,424	\$79,567	\$81,773	\$84,045
13	\$69,393	\$71,294	\$72,926	\$74,263	\$75,286	\$77,365	\$79,504	\$81,708	\$83,979	\$86,318	\$88,726
14	\$73,194	\$75,209	\$76,939	\$78,357	\$79,442	\$81,644	\$83,913	\$86,249	\$88,656	\$91,134	\$93,688
15	\$77,225	\$79,360	\$81,194	\$82,697	\$83,846	\$86,181	\$88,586	\$91,062	\$93,613	\$96,241	\$98,947
16	\$81,496	\$83,760	\$85,703	\$87,297	\$88,516	\$90,990	\$93,539	\$96,165	\$98,869	\$101,654	\$104,522
17	\$86,024	\$88,424	\$90,483	\$92,173	\$93,465	\$96,088	\$98,789	\$101,573	\$104,439	\$107,391	\$110,432
18	\$90,824	\$93,367	\$95,551	\$97,341	\$98,711	\$101,491	\$104,356	\$107,305	\$110,344	\$113,472	\$116,696
19	\$95,912	\$98,607	\$100,923	\$102,820	\$104,271	\$107,219	\$110,255	\$113,382	\$116,602	\$119,919	\$123,336
20	\$101,304	\$104,162	\$106,615	\$108,627	\$110,167	\$113,290	\$116,508	\$119,822	\$123,237	\$126,752	\$130,375
21	\$107,021	\$110,051	\$112,651	\$114,784	\$116,415	\$119,726	\$123,137	\$126,651	\$130,269	\$133,996	\$137,834
22	\$113,080	\$116,291	\$119,048	\$121,308	\$123,037	\$126,548	\$130,164	\$133,887	\$137,723	\$141,674	\$145,744
23	\$119,503	\$122,907	\$125,829	\$128,225	\$130,058	\$133,779	\$137,611	\$141,559	\$145,624	\$149,812	\$154,126
24	\$126,311	\$129,920	\$133,017	\$135,557	\$137,500	\$141,443	\$145,506	\$149,691	\$154,000	\$158,439	\$163,012
25	\$133,528	\$137,353	\$140,636	\$143,329	\$145,388	\$149,569	\$153,875	\$158,310	\$162,878	\$167,584	\$172,431

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Ashley Rivers

BUDGET CODE: A.3640

TITLE OF POSITION: Deputy Director

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Move Ashley from Grade 11 to Grade 12.

Justification for Request: Ashley's responsibilities have increased as the Deputy Director. She has obtained her drone license and is spearheading the initiative for the department. Ashley also attend a virtual 5 day training program with the Emergency Management Institute to manage the CERT team once it is created.

Projected change in Salary Dollars: \$4834.00

Is there expected Revenue impact from this change? If so, please explain: No.

**2024 Management Confidential (2023 + 2.85%)**

GRADE	entry	INCREMENT									
		1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th
1	\$37,520	\$38,464	\$39,275	\$39,940	\$40,449	\$41,481	\$42,545	\$43,640	\$44,769	\$45,931	\$47,128
2	\$39,409	\$40,410	\$41,270	\$41,974	\$42,514	\$43,608	\$44,736	\$45,897	\$47,093	\$48,324	\$49,593
3	\$41,412	\$42,473	\$43,384	\$44,131	\$44,703	\$45,863	\$47,058	\$48,289	\$49,556	\$50,862	\$52,207
4	\$43,534	\$44,660	\$45,625	\$46,417	\$47,023	\$48,253	\$49,519	\$50,824	\$52,168	\$53,552	\$54,977
5	\$45,785	\$46,978	\$48,001	\$48,840	\$49,482	\$50,786	\$52,128	\$53,512	\$54,936	\$56,403	\$57,915
6	\$48,170	\$49,434	\$50,519	\$51,409	\$52,089	\$53,472	\$54,895	\$56,361	\$57,871	\$59,426	\$61,028
7	\$50,698	\$52,038	\$53,189	\$54,132	\$54,853	\$56,318	\$57,826	\$59,380	\$60,981	\$62,629	\$64,328
8	\$53,378	\$54,798	\$56,018	\$57,018	\$57,782	\$59,335	\$60,935	\$62,581	\$64,278	\$66,026	\$67,825
9	\$56,219	\$57,725	\$59,017	\$60,077	\$60,888	\$62,534	\$64,229	\$65,974	\$67,773	\$69,625	\$71,533
10	\$59,230	\$60,827	\$62,196	\$63,320	\$64,179	\$65,924	\$67,721	\$69,571	\$71,478	\$73,441	\$75,463
11	\$62,423	\$64,115	\$65,567	\$66,757	\$67,668	\$69,517	\$71,422	\$73,383	\$75,404	\$77,485	\$79,630
12	\$65,807	\$67,599	\$69,139	\$70,401	\$71,367	\$73,327	\$75,346	\$77,424	\$79,567	\$81,773	\$84,045
13	\$69,393	\$71,294	\$72,926	\$74,263	\$75,286	\$77,365	\$79,504	\$81,708	\$83,979	\$86,318	\$88,726
14	\$73,194	\$75,209	\$76,939	\$78,357	\$79,442	\$81,644	\$83,913	\$86,249	\$88,656	\$91,134	\$93,688
15	\$77,225	\$79,360	\$81,194	\$82,697	\$83,846	\$86,181	\$88,586	\$91,062	\$93,613	\$96,241	\$98,947
16	\$81,496	\$83,760	\$85,703	\$87,297	\$88,516	\$90,990	\$93,539	\$96,165	\$98,869	\$101,654	\$104,522
17	\$86,024	\$88,424	\$90,483	\$92,173	\$93,465	\$96,088	\$98,789	\$101,573	\$104,439	\$107,391	\$110,432
18	\$90,824	\$93,367	\$95,551	\$97,341	\$98,711	\$101,491	\$104,356	\$107,305	\$110,344	\$113,472	\$116,696
19	\$95,912	\$98,607	\$100,923	\$102,820	\$104,271	\$107,219	\$110,255	\$113,382	\$116,602	\$119,919	\$123,336
20	\$101,304	\$104,162	\$106,615	\$108,627	\$110,167	\$113,290	\$116,508	\$119,822	\$123,237	\$126,752	\$130,375
21	\$107,021	\$110,051	\$112,651	\$114,784	\$116,415	\$119,726	\$123,137	\$126,651	\$130,269	\$133,996	\$137,834
22	\$113,080	\$116,291	\$119,048	\$121,308	\$123,037	\$126,548	\$130,164	\$133,887	\$137,723	\$141,674	\$145,744
23	\$119,503	\$122,907	\$125,829	\$128,225	\$130,058	\$133,779	\$137,611	\$141,559	\$145,624	\$149,812	\$154,126
24	\$126,311	\$129,920	\$133,017	\$135,557	\$137,500	\$141,443	\$145,506	\$149,691	\$154,000	\$158,439	\$163,012
25	\$133,528	\$137,353	\$140,636	\$143,329	\$145,388	\$149,569	\$153,875	\$158,310	\$162,878	\$167,584	\$172,431

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Office of Emergency Services

BUDGET CODE: A.3410

TITLE OF POSITION: Click or tap here to enter text.

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Increase Richard Jones salary by \$1500.00.

Justification for Request: He is responsible for the communication and direction from the Fire Coordinator to the Fire Investigation Team. He is also the most experienced and seasoned member of the team.

Projected change in Salary Dollars: \$1500.00

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

September 24, 2024

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll and Etu

- 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:** To transfer funds from Probation Budget A.3140 110 salaries-regular to A.3140 130 salaries-part time in the amount of \$2,500 to cover salary cost of Temporary Part-Time Probation Assistant.  
**Rationale:** Additional funds are needed to cover salary of the above-mentioned position.
- V. Discussion Items: 2025 Budget Review
- VI. Referrals/Pending Items: None
- VII. Privilege of the floor and public comment
- VIII. Motion to Adjourn

Attachments: 1. Resolution Request No.10  
2025 Proposed Budget

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 9/24/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140 110	Salaries-Regular	A.3140 130	Salaries-Part Time	\$2,500

Please state reason for transfers requested: Additional funds are needed to cover salary of Temporary Part-Time Probation Assistant.

### 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.

# BUDGET 2025

## TALKING POINTS

### 1. FUNDING

- Raise the Age (includes Electronic Monitoring)
- STSJP (Big Brother Big Sister Programs)
- Pretrial Funding (\$174,975 – 2024)

### 2. DEPARTMENT POSITIONS

- 2 positions eliminated during 2023 budget process
- 3 vacant positions anticipated for 2024
  - 1 Probation Assistant
  - 2 Probation Officer Trainees

### 3. PERSONEL REQUESTS

- Probation Supervisor
- Administrative Secretary

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

### WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation  
BUDGET ACCOUNT CODE: A.3140

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$995,302.45	\$1,064,318.00	\$1,064,318.00	\$1,053,481.00
200's EQUIPMENT	\$53,332.49			\$0.00
400's CONTRACTUAL	\$397,215.13	\$339,642.00	\$419,246.00	\$311,753.00
800's EMPLOYEE BENEFITS	\$415,939.65	\$460,915.00	\$460,915.00	\$475,653.00
<b>TOTALS</b>	<b>\$1,861,789.72</b>	<b>\$1,864,875.00</b>	<b>\$1,944,479.00</b>	<b>\$1,840,887.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$329,974.46	\$534,294.00	\$609,294.00	\$478,512.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

# Revenue Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
Department <b>3140 - Probation</b>						
<i>Departmental Income</i>						
1580	Restitution Surcharge	4,453.36	6,000.00	6,000.00	3,132.32	5,000.00
1581	Probation - Custody Invest.	50.00	.00	.00	200.00	.00
1583	Probation - DWI Admin Fee	21,140.00	21,000.00	21,000.00	11,937.00	20,000.00
<i>Departmental Income Totals</i>		\$25,643.36	\$27,000.00	\$27,000.00	\$15,269.32	\$25,000.00
<i>Miscellaneous &amp; Local Source</i>						
2790	Share of Joint Activity, Local	.00	22,000.00	22,000.00	23,075.00	.00
<i>Miscellaneous &amp; Local Source Totals</i>		\$0.00	\$22,000.00	\$22,000.00	\$23,075.00	\$0.00
<i>State Aid</i>						
3310	Probation	204,956.00	204,000.00	204,000.00	.00	204,000.00
3312	Probation - DWI State Aid	10,394.75	9,000.00	9,000.00	6,331.50	8,400.00
3313	Probation Pre Trial Prog.	.00	.00	75,000.00	.00	.00
3319	Raise the Age	13,437.58	170,568.00	170,568.00	.00	174,386.00
3320	Y-ReCONNECTS Grant	49,277.15	35,000.00	35,000.00	17,513.00	.00
3825	NYSOCFS - Youth Court	.00	40,476.00	40,476.00	25,972.99	40,476.00
<i>State Aid Totals</i>		\$278,065.48	\$459,044.00	\$534,044.00	\$49,817.49	\$427,262.00
<i>Federal Aid</i>						
4960	Emergency Disaster Assist	15.62	.00	.00	.00	.00
<i>Federal Aid Totals</i>		\$15.62	\$0.00	\$0.00	\$0.00	\$0.00
<i>Fines &amp; Forfeitures</i>						
2613	Stop DWI Fines - Probation	26,250.00	26,250.00	26,250.00	.00	26,250.00
<i>Fines &amp; Forfeitures Totals</i>		\$26,250.00	\$26,250.00	\$26,250.00	\$0.00	\$26,250.00
Department <b>3140 - Probation Totals</b>		\$329,974.46	\$534,294.00	\$609,294.00	\$88,161.81	\$478,512.00
Fund <b>A - General Totals</b>		\$329,974.46	\$534,294.00	\$609,294.00	\$88,161.81	\$478,512.00
Net Grand Totals		\$329,974.46	\$534,294.00	\$609,294.00	\$88,161.81	\$478,512.00

# Expense Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
Department 3140 - Probation						
Personal Services						
110	Salaries - Regular	994,077.78	1,061,318.00	1,059,318.00	622,567.14	1,050,481.00
120	Salaries - Overtime	1,224.67	.00	2,000.00	64.96	.00
	Comments					
	Level					
	Departmental Request		\$1,000.00 overtime for potential after hour home visits and locating detention beds.			
130	Salaries - Part Time	.00	3,000.00	3,000.00	4,647.17	3,000.00
	Personal Services Totals	\$995,302.45	\$1,064,318.00	\$1,064,318.00	\$627,279.27	\$1,053,481.00
Equipment						
220	Office Equipment	1,148.49	.00	.00	.00	.00
230.1	Automotive Equipment - Reserve	52,184.00	.00	.00	.00	.00
	Equipment Totals	\$53,332.49	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Expense						
410	Supplies	5,168.72	6,000.00	6,000.00	2,091.35	5,000.00
418	Ins-General Liability	628.34	1,000.00	1,310.00	1,309.99	1,450.00
422	Repair/Maint-Equipment	.00	10,500.00	10,500.00	.00	11,130.00
	Comments					
	Level					
	Departmental Request		Caseload Explorer maintenance & fees			
423	Telephone	2,074.59	3,000.00	3,000.00	1,083.78	2,500.00
424	Postage	1,188.32	2,000.00	2,000.00	643.02	1,500.00
426	Subscriptions	149.90	500.00	500.00	.00	450.00
427	Memberships & Dues	750.00	800.00	800.00	750.00	800.00
428	Data Processing & Internet Fees	1,300.00	1,600.00	1,600.00	1,417.00	1,200.00
439	Misc Fees & Expenses	197,943.74	12,200.00	11,890.00	752.32	2,200.00
441	Auto-Supplies & Repair	613.17	750.00	750.00	98.95	500.00
442	Automotive - Gas & Oil	1,570.52	2,500.00	2,500.00	585.65	2,000.00
444	Travel/Education/Conference	2,100.00	3,000.00	3,000.00	59.80	4,000.00
470	Contract	183,727.83	295,792.00	375,396.00	64,900.17	279,023.00
	Comments					
	Level					
	Departmental Request		Alternative Sentencing Program - \$70,000 Polygraph - \$3,900 Sex Offender Watch - \$1,255 RTA - \$184,368 STSJP - \$18,500 Language Line - \$1,000			
	Contractual Expense Totals	\$397,215.13	\$339,642.00	\$419,246.00	\$73,692.03	\$311,753.00

# Expense Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
Department <b>3140 - Probation</b>						
<i>Employee Benefits</i>						
810	Retirement	110,404.97	141,142.00	141,142.00	82,623.86	158,625.00
830	Social Security	58,468.08	65,986.00	65,986.00	36,900.07	65,313.00
831	Medicare Contribution	13,674.00	15,434.00	15,434.00	8,629.85	15,276.00
860	Hospitalization	147,901.05	153,459.00	153,459.00	81,984.85	161,498.00
865	Dental Insurance	2,967.30	2,976.00	2,976.00	1,690.52	2,856.00
	<i>Employee Benefits Totals</i>	<u>\$333,415.40</u>	<u>\$378,997.00</u>	<u>\$378,997.00</u>	<u>\$211,829.15</u>	<u>\$403,568.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	5,191.28	4,960.00	4,960.00	4,960.00	4,926.00
861	Retirees Hospitalization	76,079.70	75,458.00	75,458.00	34,337.48	65,659.00
862	Health Insurance Cost Reimbursement	1,253.27	1,500.00	1,500.00	1,456.68	1,500.00
	<i>Other Benefits Totals</i>	<u>\$82,524.25</u>	<u>\$81,918.00</u>	<u>\$81,918.00</u>	<u>\$40,754.16</u>	<u>\$72,085.00</u>
	Department <b>3140 - Probation Totals</b>	<u>\$1,861,789.72</u>	<u>\$1,864,875.00</u>	<u>\$1,944,479.00</u>	<u>\$953,554.61</u>	<u>\$1,840,887.00</u>
	Fund <b>A - General Totals</b>	<u>\$1,861,789.72</u>	<u>\$1,864,875.00</u>	<u>\$1,944,479.00</u>	<u>\$953,554.61</u>	<u>\$1,840,887.00</u>
	Net Grand Totals	<u>\$1,861,789.72</u>	<u>\$1,864,875.00</u>	<u>\$1,944,479.00</u>	<u>\$953,554.61</u>	<u>\$1,840,887.00</u>

2025 Salary Schedule (Position Budgeting)  
Probation.Probation

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12888	Avon, Andrew	Probation Officer #14	\$67,376.00	Full Time	CSEA/FT	4/4/2016
	19-08 / \$32.39	19-09 / \$32.39				
13270	Callahan, Katelyn	Probation Officer #6	\$67,376.00	Full Time	CSEA/FT	10/29/2018
	19-06 / \$32.39	19-07 / \$32.39				
13271	Carrow, Kara	Probation Officer #11	\$67,376.00	Full Time	CSEA/FT	11/26/2018
	19-06 / \$32.39	19-07 / \$32.39				
13202	Clarke, Shelley	Administrative Secretary	\$57,018.00	Full Time	Out of UnitFT	7/2/2018
	N/A / \$27.41	N/A / \$27.41				
9612	Gheen, Stephanie	Senior Probation Officer #4	\$74,182.00	Full Time	CSEA/FT	11/12/1997
	20-27 / \$35.66	20-28 / \$35.66				
6833	Iusi, Robert	Director of Probation	\$116,696.00	Full Time	Out of UnitFT	1/1/1990
	N/A / \$56.10	N/A / \$56.10				
10416	Kelley, Corin	Senior Probation Officer #1	\$73,682.00	Full Time	CSEA/FT	6/10/2002
	20-22 / \$35.42	20-23 / \$35.42				
12288	Lane, Samantha	Probation Supervisor #1	\$81,664.00	Full Time	Out of UnitFT	4/14/2014
	N/A / \$39.26	N/A / \$39.26				
12851	Magowan, Michele	Probation Assistant #2	\$49,893.00	Full Time	CSEA/FT	11/9/2015
	07-09 / \$23.82	07-10 / \$25.27				
13173	Mallory, Justin	Probation Officer #2	\$67,376.00	Full Time	CSEA/FT	4/9/2018
	19-06 / \$32.39	19-07 / \$32.39				
12894	Rowell, Adrienne	Probation Officer #4	\$67,376.00	Full Time	CSEA/FT	4/4/2016
	19-08 / \$32.39	19-09 / \$32.39				
10822	Stephenson, Adam	Probation Supervisor #2	\$86,249.00	Full Time	Out of UnitFT	8/16/2004
	N/A / \$41.47	N/A / \$41.47				
12661	Woodell, Christina	Probation Officer #5	\$70,118.00	Full Time	CSEA/FT	9/22/2014
	19-10 / \$33.71	19-11 / \$33.71				

		Probation - IID/Trans Monitoring	\$3,000.00		
	N/A / \$0.00	N/A / \$0.00			
		Probation Assistant #1	\$43,187.00		
	07-00 / \$20.76	N/A / \$20.76			
		Probation Officer #3	\$0.00		
	N/A / \$0.00	N/A / \$0.00			
		Senior Probation Officer #3	\$60,912.00		
	20-00 / \$29.28	N/A / \$29.28			
		<b>17</b>	<b>\$1,053,481.00</b>		

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Probation

BUDGET CODE: A.3140-Probation

TITLE OF POSITION: Probation Supervisor

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in Non-bargaining Salary Grade from 14 to 15

Justification for Request: There has been a substantial increase in the job duties of the Probation Supervisors as a result of recent mandated legislation that has had a significant impact on our department. On the juvenile side, The Raise the Age (RTA) legislation has increased the responsibilities of Juvenile Supervisor Samantha Mason by expanding the number of Juvenile Delinquent (JD) complaints and adding complaints against a newly created class of offender, Adolescent Offender. RTA has further complicated the juvenile justice system in part by the increased seriousness of offenses committed by youth and the need for secure and specialized secure detention beds which is lacking in the state. When detention is ordered, the location of detention beds falls squarely on the shoulders of Supervisor Mason as well as the management of these cases while they are pending. On the adult side, the Bail Reform legislation has increased the responsibilities of Adult Probation Supervisor Adam Stephenson by increasing the obligations and duties of our department's Pretrial Release Program. Bail Reform has increased the number of Release Under Supervision (RUS) cases by over 50% necessitating the need to revamp the Pretrial program. Supervisor Stephenson developed procedures and protocols to manage RUS cases including a telephone call-in system, on-line check in through our case management system, court notification forms and the outline for a risk assessment form. Both of the above mentioned mandated laws have added complexity to the job titles of the Probation Supervisors. It should be noted that Appendix H-10, "Standard Specifications for Professional Probation Positions", which are NY state regulations that control local

probation department job titles, provide no other promotional opportunities/positions within the department for Supervisors Mason and Stephenson. Both supervisors have performed admirably in their job duties and should be rewarded for the additional responsibilities that have under taken.

Projected change in Salary Dollars: \$4,537 for Samantha Mason and \$4,813 for Adam Stephenson

Is there expected Revenue impact from this change? If so, please explain: No

## **2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Probation

BUDGET CODE: A. 3140-Probation

TITLE OF POSITION: Administrative Secretary

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in Non-bargaining Salary Grade from 8 to 9

Justification for Request: Shelley Clarke assumed the position of Administrative Secretary in June 2022 and continued with the responsibilities of managing our department's telephone system and financial obligations including restitution from her previous position of Senior Account Clerk. During the 2023 Budget, we eliminated the Senior Account Clerk position mainly because Shelley continued her restitution responsibilities. If she did not continue with this function, we would have not been able to eliminate the Senior Account Clerk position. In essence , Shelley is performing the primary functions of both jobs , which is a substantial increase in the job duties of Administrative Secretary.

Projected change in Salary Dollars: \$3,059

Is there expected Revenue impact from this change? If so, please explain: No

## 2024-2025 RTA

### EXPENSES

#### PROGRAMS:

Wait House	\$10,000
KMG Monitoring Service	\$36,000 (\$22,818)
Big Brothers/Big Sisters	\$5,000
Mediation Matters	\$10,000
Warren County Employment & Training	\$114,368
Mental Health	<u>\$9,000</u>
A.3140.47 Contract	\$184,368

#### SERVICES:

Code Contract 3140.470	\$1,000.00
Code Misc. Fee 3140.439	\$1,200.00
3140.439	<u>\$1,000.00</u>
TOTAL	\$3,200.00

TOTAL \$187,568

### REVENUES

Programs & Services \$174,368

TOTAL \$174,368

## 2024-2025 STSJP

### EXPENSES

#### PROGRAMS:

Big Brothers/Big Sisters	<u>\$18,500</u>
A.3140.470 Contract	\$18,500

TOTAL \$18,500

### REVENUES

STSJP Allocation \$40,476

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

### WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation - American Rescue Plan Act (ARPA)  
BUDGET ACCOUNT CODE: A.3140 4999

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation - Pretrial

BUDGET ACCOUNT CODE: A.3143

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$67,595.77	\$67,376.00	\$67,376.00	\$67,376.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL		\$0.00	\$96,437.00	\$0.00
800's EMPLOYEE BENEFITS	\$24,523.29	\$26,628.00	\$26,628.00	\$28,787.00
<b>TOTALS</b>	<b>\$92,119.06</b>	<b>\$94,004.00</b>	<b>\$190,441.00</b>	<b>\$96,163.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$209,664.98	\$13,140.00	\$109,577.00	\$13,140.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

# Revenue Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
Department 3143 - Probation - Pretrial						
State Aid						
3313	Probation Pre Trial Prog.	184,577.00	13,140.00	109,577.00	174,975.00	13,140.00
	State Aid Totals	\$184,577.00	\$13,140.00	\$109,577.00	\$174,975.00	\$13,140.00
	Department 3143 - Probation - Pretrial Totals	\$184,577.00	\$13,140.00	\$109,577.00	\$174,975.00	\$13,140.00
	Fund A - General Totals	\$184,577.00	\$13,140.00	\$109,577.00	\$174,975.00	\$13,140.00
	Net Grand Totals	\$184,577.00	\$13,140.00	\$109,577.00	\$174,975.00	\$13,140.00

# Expense Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
Department 3143 - Probation - Pretrial						
<i>Personal Services</i>						
110	Salaries - Regular	67,376.31	67,376.00	67,376.00	38,093.59	67,376.00
120	Salaries - Overtime	219.46	.00	.00	.00	.00
<i>Personal Services Totals</i>		<b>\$67,595.77</b>	<b>\$67,376.00</b>	<b>\$67,376.00</b>	<b>\$38,093.59</b>	<b>\$67,376.00</b>
<i>Contractual Expense</i>						
470	Contract	.00	.00	96,437.00	.00	.00
<i>Contractual Expense Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$96,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Employee Benefits</i>						
810	Retirement	9,190.22	11,386.00	11,386.00	6,408.70	12,734.00
830	Social Security	4,026.13	4,177.00	4,177.00	2,261.63	4,177.00
831	Medicare Contribution	941.59	977.00	977.00	528.92	977.00
860	Hospitalization	7,339.29	7,250.00	7,250.00	4,096.57	8,381.00
865	Dental Insurance	124.74	120.00	120.00	67.88	120.00
<i>Employee Benefits Totals</i>		<b>\$21,621.97</b>	<b>\$23,910.00</b>	<b>\$23,910.00</b>	<b>\$13,363.70</b>	<b>\$26,389.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	305.36	330.00	330.00	330.00	328.00
861	Retirees Hospitalization	2,595.96	2,388.00	2,388.00	1,143.95	2,070.00
<i>Other Benefits Totals</i>		<b>\$2,901.32</b>	<b>\$2,718.00</b>	<b>\$2,718.00</b>	<b>\$1,473.95</b>	<b>\$2,398.00</b>
Department 3143 - Probation - Pretrial Totals		<b>\$92,119.06</b>	<b>\$94,004.00</b>	<b>\$190,441.00</b>	<b>\$52,931.24</b>	<b>\$96,163.00</b>
Fund A - General Totals		<b>\$92,119.06</b>	<b>\$94,004.00</b>	<b>\$190,441.00</b>	<b>\$52,931.24</b>	<b>\$96,163.00</b>
Net Grand Totals		<b>\$92,119.06</b>	<b>\$94,004.00</b>	<b>\$190,441.00</b>	<b>\$52,931.24</b>	<b>\$96,163.00</b>

2025 Salary Schedule (Position Budgeting)  
 Probation.Probation Pre-Trial

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12889	Irwin, Timothy	Probation Officer #13	\$67,376.00	Full Time	CSEA/FT	4/4/2016
	19-08 / \$32.39	19-09 / \$32.39				
		<b>1</b>	<b>\$67,376.00</b>			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation-Day Reporting

BUDGET ACCOUNT CODE: A.3144

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$70,116.81	\$70,118.00	\$70,118.00	\$70,445.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$939.57	\$1,000.00	\$1,000.00	\$900.00
800's EMPLOYEE BENEFITS	\$31,767.24	\$33,538.00	\$33,538.00	\$37,110.00
<b>TOTALS</b>	<b>\$102,823.62</b>	<b>\$104,656.00</b>	<b>\$104,656.00</b>	<b>\$108,455.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

# Expense Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
Department <b>3144 - Probation-Day Reporting</b>						
<i>Personal Services</i>						
110	Salaries - Regular	70,116.81	70,118.00	70,118.00	43,148.81	70,445.00
	<i>Personal Services Totals</i>	<u>70,116.81</u>	<u>70,118.00</u>	<u>70,118.00</u>	<u>43,148.81</u>	<u>70,445.00</u>
<i>Contractual Expense</i>						
410	Supplies	939.57	1,000.00	1,000.00	822.70	900.00
	<i>Contractual Expense Totals</i>	<u>939.57</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>822.70</u>	<u>900.00</u>
<i>Employee Benefits</i>						
810	Retirement	8,271.63	10,237.00	10,237.00	6,298.77	11,623.00
830	Social Security	4,064.63	4,347.00	4,347.00	2,476.87	4,368.00
831	Medicare Contribution	950.60	1,017.00	1,017.00	579.27	1,021.00
860	Hospitalization	15,825.06	15,456.00	15,456.00	9,511.36	17,867.00
865	Dental Insurance	299.16	288.00	288.00	177.28	288.00
	<i>Employee Benefits Totals</i>	<u>29,411.08</u>	<u>31,345.00</u>	<u>31,345.00</u>	<u>19,043.55</u>	<u>35,167.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	305.36	330.00	330.00	330.00	328.00
861	Retirees Hospitalization	2,050.80	1,863.00	1,863.00	892.49	1,615.00
	<i>Other Benefits Totals</i>	<u>2,356.16</u>	<u>2,193.00</u>	<u>2,193.00</u>	<u>1,222.49</u>	<u>1,943.00</u>
Department <b>3144 - Probation-Day Reporting Totals</b>		<u>\$102,823.62</u>	<u>\$104,656.00</u>	<u>\$104,656.00</u>	<u>\$64,237.55</u>	<u>\$108,455.00</u>
Fund <b>A - General Totals</b>		<u>\$102,823.62</u>	<u>\$104,656.00</u>	<u>\$104,656.00</u>	<u>\$64,237.55</u>	<u>\$108,455.00</u>
Net Grand Totals		<u>\$102,823.62</u>	<u>\$104,656.00</u>	<u>\$104,656.00</u>	<u>\$64,237.55</u>	<u>\$108,455.00</u>

2025 Salary Schedule (Position Budgeting)  
 Probation.Probation Day Reporting

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11769	Steves, Katarzyna	Probation Officer	\$70,445.00	Full Time	CSEA/FT	5/3/2010
	19-14 / \$33.71	19-15 / \$33.95				
		<b>1</b>	<b>\$70,445.00</b>			

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING  
PUBLIC DEFENDER AGENDA  
September 24, 2024

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Etu - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- 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 Extend Existing Contract  
Rationale: To extend Contract with 333 Glen Street Associates LLC for Leased Space (ILS funded)
  2. Request: Request to Extend Existing Contract  
Rationale: To extend Contract with the New York State Defender's Association (NYSDA) for the Public Defense Case Management System (PDCMS)
- V. Discussion Items:
- VI. Referrals/Pending Items:
  - a. Present 2025 Public Defender Budget for review
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments:

1. Resolution Request Form No. 4 – Request to Extend Existing Contract – 333 Glen Street Lease
2. Resolution Request Form No. 4 – Request to Extend Existing Contract – NYSDA for PDCMS
3. 2025 Proposed Public Defender Budget

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:**

**DATE:**

- (a) Purpose of Contract Change:
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
  
- (c) Name of Contractor:
  
- (d) Address of Contractor:
  
- (e) Contractor's Contact Person and Telephone Number:
  
- (f) Commencement Date of Extension:
  
- (g) Termination Date of Extension:
  
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
  
- (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:

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:**

**DATE:**

- (a) Purpose of Contract Change:
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
  
- (c) Name of Contractor:
  
- (d) Address of Contractor:
  
- (e) Contractor's Contact Person and Telephone Number:
  
- (f) Commencement Date of Extension:
  
- (g) Termination Date of Extension:
  
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
  
- (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:

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

**EXTENSION  
TO  
PUBLIC DEFENSE CASE MANAGEMENT SYSTEM  
MAINTENANCE AND SOFTWARE SUPPORT AGREEMENT  
BETWEEN  
WARREN COUNTY PUBLIC DEFENDER OFFICE  
AND  
NEW YORK STATE DEFENDERS ASSOCIATION, INC.**

THIS AGREEMENT, made this 15<sup>th</sup> day of April, 2024 by and between WARREN COUNTY PUBLIC DEFENDER OFFICE, having offices located at 1340 State Route 9, Lake George, NY 12845, hereinafter referred to as "WCPD" and NEW YORK STATE DEFENDERS ASSOCIATION, INC., a New York not-for-profit corporation, with offices located at 194 Washington Avenue, Suite 500, Albany, New York 12210-2314, hereinafter referred to as "NYSDA,"

**WITNESSETH:**

WHEREAS, the WCPD and NYSDA entered into a Maintenance and Software Support Agreement for the Public Defense Case Management System, ("Maintenance Agreement") dated December 15, 2010, wherein NYSDA agreed to provide certain support and maintenance services to the WCPD for the Public Defense Case Management System ("PDCMS") software; and

WHEREAS, the WCPD and NYSDA desire to extend the Maintenance Agreement for one additional year;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto mutually agree as follows:

1. Paragraph #12 in Maintenance Agreement stating: "This Agreement shall commence on the date the PDCMS is installed in WCPD and shall terminate on the first anniversary of the installation date unless otherwise extended for one additional year by written agreement of the parties." shall be deleted and replaced with the following:

This Agreement shall terminate on April 12, 2025 unless otherwise extended for one additional year by written agreement of the parties.

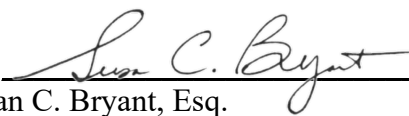
2. All other terms and conditions of the Maintenance Agreement and Extension Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties have hereunto executed this Extension as of the date set forth above.

**WARREN COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Kevin B. Geraghty  
Chairman

**NEW YORK STATE DEFENDERS ASSOCIATION, INC.**

By:  \_\_\_\_\_  
Susan C. Bryant, Esq.  
Executive Director



# **New York State Defenders Association, Inc.**

## ***Public Defense Backup Center***

194 Washington Ave. · Suite 500 · Albany, NY 12210-2314

Telephone (518) 465-3524

Fax (518) 465-3249

www.nysda.org

April 15, 2024

Gregory Canale  
Warren County Public Defender Office  
1340 State Route 9  
Lake George, NY 12845

Re: Invoice # 041524-17

### **INVOICE**

This invoice outlines the annual support fees for the Public Defense Case Management System (PDCMS) Maintenance and Software Support Agreement. Annual support includes software maintenance, bug fixes, new software releases and unlimited remote and telephone support.

<b>Description of Service</b>	<b>Total Fee</b>
PDCMS Annual Support Maintenance (11 licenses) (04/13/2024 – 04/12/2025)	\$ 5,500.00
<b>Total</b>	<b>\$ 5,500.00</b>

Please return this invoice with payment and mail to:

Business Manager  
New York State Defenders Association  
194 Washington Avenue, Suite 500  
Albany, NY 12210

Thank you.

**WARREN COUNTY BUDGET SUMMARY SHEET**  
**2025 PUBLIC DEFENDER OVERVIEW**

Account Code		2023 Expenditures	2024 Adopted	2024 Amended	2025 Department Requests
A.1171	WC	\$848,132.38	\$1,016,140.00	\$1,016,140.00	\$1,016,535.00
	4200	\$69,954.06	\$122,191.00	\$122,191.00	\$104,938.00
	4201	\$112,012.17	\$139,968.00	\$139,968.00	\$125,265.00
	4202	\$585,974.40	\$1,079,645.00	\$1,206,929.00	\$1,230,212.00
	4203	\$28,704.23	\$34,169.00	\$34,169.00	\$28,255.00
	4204	\$43,578.00	\$45,951.00	\$45,951.00	\$37,698.00
	4206	\$46,599.57	\$54,823.00	\$54,823.00	\$55,100.00
TOTALS		\$1,734,954.81	\$2,492,887.00	\$2,620,171.00	\$2,598,003.00

Account Code		2023 Revenues	2024 Adopted	2024 Amended	2025 Department Requests
A.1171	WC	\$47.46	\$0.00	\$0.00	\$0.00
	4200	\$69,954.06	\$122,549.00	\$122,549.00	\$104,938.00
	4201	\$159,294.64	\$140,758.00	\$140,758.00	\$125,265.00
	4202	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$1,230,212.00
	4203	\$28,704.23	\$34,352.00	\$34,352.00	\$28,255.00
	4204	\$43,578.40	\$44,828.00	\$44,828.00	\$37,698.00
	4206	\$46,599.57	\$54,823.00	\$54,823.00	\$55,100.00
TOTALS		\$939,183.17	\$1,477,783.00	\$1,605,067.00	\$1,581,468.00

<b>TOTAL SUMMARY</b>		<b>\$795,771.64</b>	<b>\$1,015,104.00</b>	<b>\$1,015,104.00</b>	<b>\$1,016,535.00</b>
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**2025 Warren County Public Defender Grant & Distribution Summary**

1171	WC	CAFA 4200	C2ND652 4201	HH 4202	4/7/10/13 4203	3/6/9/12 4204	11/14 4206	TOTALS		
Revenue										
	State Aid									
	3045 ILS	\$0.00	\$104,938	\$125,265	\$1,230,212	\$28,255	\$37,698	\$55,100	\$1,581,468	
110	Salaries - Regular	\$652,829	\$81,920	\$96,748	\$730,592	\$20,289	\$28,546	\$40,112	\$1,651,036	
130	Salaries - Part Time	\$75,523	\$0	\$0	\$136,904	\$0	\$0	\$0	\$212,427	
810	Retirement	\$103,326	\$10,240	\$12,093	\$94,529	\$3,423	\$3,568	\$5,014	\$232,193	
830	Social Security	\$45,156	\$5,079	\$5,999	\$53,785	\$1,259	\$1,770	\$2,487	\$115,535	
831	Medicare Contribution	\$10,561	\$1,188	\$1,403	\$12,580	\$294	\$414	\$582	\$27,022	
860	Hospitalization	\$83,781	\$6,391	\$8,892	\$62,197	\$2,954	\$3,352	\$0	\$167,567	
865	Dental Insurance	\$1,111	\$120	\$130	\$1,052	\$36	\$48	\$0	\$2,497	
840	Workmen's Compensation	\$7,400								
861	Retirees Hospitalization	\$8,074	\$0	\$0		\$0	\$0	\$0	\$8,074	
862	Health Insurance Cost Reimb.	\$2,250	\$0	\$0	\$750	\$0	\$0	\$0	\$3,000	
Salary Subtotal		\$990,011	\$104,938	\$125,265	\$1,092,389	\$28,255	\$37,698	\$48,195	\$2,426,751	
210	Furniture	\$0.00			\$4,000				\$4,000	
220	Office Equipment	\$0.00			\$4,000				\$4,000	
260	Other Equipment	\$0.00			\$10,000				\$10,000	
410	Supplies	\$4,750.00			\$10,240				\$14,990	
411	Rental	\$0.00			\$15,600				\$15,600	
423	Telephone	\$2,166.00			\$8,640				\$10,806	
424	Postage	\$2,233.00			\$0				\$2,233	
426	Subscriptions	\$4,275.00			\$15,988				\$20,263	
427	Membership & Dues	\$926.00			\$10,600				\$11,526	
428	Data & Internet	\$565.00			\$3,255				\$3,820	
436	Advertising	\$950.00			\$0				\$950	
437	Consulting Fees	\$2,256.00			\$38,000			\$6,905	\$47,161	
439	Misc Fees	\$2,067.00			\$500				\$2,567	
440	Legal/Transcript Fees	\$1,615.00			\$2,000				\$3,615	
444	Travel/Education/Conference	\$2,227.00			\$10,000				\$12,227	
470	Contract	\$2,494.00			\$5,000				\$7,494	
200/400 Subtotal		\$26,524.00	\$0	\$0	\$137,823	\$0	\$0	\$6,905	\$171,252	
TOTALS		\$1,016,535.00	\$104,938	\$125,265	\$1,230,212	\$28,255	\$37,698	\$55,100	\$2,598,003	
Grant & Distribution Budget			\$104,938	\$125,265	\$1,230,212	\$28,255	\$37,698	\$55,100	\$1,581,468.00	60.87%
TOTAL WC BUDGET		\$1,016,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,016,535.00	39.13%

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

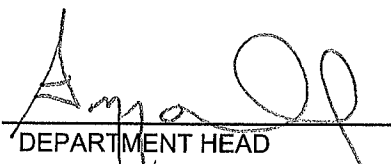
**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender  
 BUDGET ACCOUNT CODE: A.1171

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$595,193.12	\$728,351.00	\$728,351.00	\$728,352.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$23,070.89	\$27,920.00	\$27,920.00	\$26,524.00
800's EMPLOYEE BENEFITS	\$229,868.37	\$259,869.00	\$259,869.00	\$261,659.00
<b>TOTALS</b>	<b>\$848,132.38</b>	<b>\$1,016,140.00</b>	<b>\$1,016,140.00</b>	<b>\$1,016,535.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$47.46			\$0.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Warren County Public Defender  
 DATE: September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	<i>Federal Aid</i>					
4960	Emergency Disaster Assist	47.46	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	\$47.46	\$0.00	\$0.00	\$0.00	\$0.00
	Department <b>1171 - Public Defender Totals</b>	\$47.46	\$0.00	\$0.00	\$0.00	\$0.00
	<b>REVENUE TOTALS</b>	\$47.46	\$0.00	\$0.00	\$0.00	\$0.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
<i>Personal Services</i>						
110	Salaries - Regular	542,944.43	652,828.00	658,484.00	441,366.51	652,829.00
120	Salaries - Overtime	19.41	.00	.00	.00	.00
130	Salaries - Part Time	52,229.28	75,523.00	69,867.00	37,565.30	75,523.00
<i>Personal Services Totals</i>		<b>\$595,193.12</b>	<b>\$728,351.00</b>	<b>\$728,351.00</b>	<b>\$478,931.81</b>	<b>\$728,352.00</b>
<i>Contractual Expense</i>						
410	Supplies	6,506.10	5,000.00	5,000.00	3,372.09	4,750.00
423	Telephone	1,860.30	2,280.00	2,280.00	460.24	2,166.00
424	Postage	2,116.84	2,350.00	2,350.00	911.79	2,233.00
426	Subscriptions	.00	4,500.00	4,500.00	2,625.00	4,275.00
427	Memberships & Dues	.00	975.00	975.00	.00	926.00
428	Data Processing & Internet Fees	1,380.00	595.00	1,840.00	1,627.58	565.00
436	Advertising Fees	.00	1,000.00	1,000.00	.00	950.00
437	Consulting Fees	5,494.58	2,375.00	2,375.00	.00	2,256.00
439	Misc Fees & Expenses	301.05	2,176.00	931.00	73.49	2,067.00
440	Legal/Transcript Fees	1,104.75	1,700.00	1,700.00	677.90	1,615.00
444	Travel/Education/Conference	1,682.27	2,344.00	2,344.00	758.70	2,227.00
470	Contract	2,625.00	2,625.00	2,625.00	.00	2,494.00
<i>Contractual Expense Totals</i>		<b>\$23,070.89</b>	<b>\$27,920.00</b>	<b>\$27,920.00</b>	<b>\$10,506.79</b>	<b>\$26,524.00</b>
<i>Employee Benefits</i>						
810	Retirement	63,578.63	90,367.00	90,367.00	48,309.71	103,326.00
830	Social Security	35,154.28	45,156.00	45,156.00	28,424.98	45,156.00
831	Medicare Contribution	8,221.51	10,561.00	10,561.00	6,647.87	10,561.00
860	Hospitalization	100,160.46	89,465.00	89,465.00	53,224.98	83,781.00
865	Dental Insurance	1,521.36	1,346.00	1,346.00	804.16	1,111.00
<i>Employee Benefits Totals</i>		<b>\$208,636.24</b>	<b>\$236,895.00</b>	<b>\$236,895.00</b>	<b>\$137,411.70</b>	<b>\$243,935.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	6,011.00	7,234.00	7,234.00	7,234.00	7,400.00
861	Retirees Hospitalization	15,005.27	14,990.00	14,990.00	4,734.06	8,074.00
862	Health Insurance Cost Reimbursement	215.86	750.00	750.00	1,208.44	2,250.00
<i>Other Benefits Totals</i>		<b>\$21,232.13</b>	<b>\$22,974.00</b>	<b>\$22,974.00</b>	<b>\$13,176.50</b>	<b>\$17,724.00</b>
Department <b>1171 - Public Defender Totals</b>		<b>\$848,132.38</b>	<b>\$1,016,140.00</b>	<b>\$1,016,140.00</b>	<b>\$640,026.80</b>	<b>\$1,016,535.00</b>
<b>EXPENSE TOTALS</b>		<b>\$848,132.38</b>	<b>\$1,016,140.00</b>	<b>\$1,016,140.00</b>	<b>\$640,026.80</b>	<b>\$1,016,535.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b> Totals					
	REVENUE TOTALS	\$47.46	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$848,132.38	\$1,016,140.00	\$1,016,140.00	\$640,026.80	\$1,016,535.00
Fund	<b>A - General</b> Totals	(\$848,084.92)	(\$1,016,140.00)	(\$1,016,140.00)	(\$640,026.80)	(\$1,016,535.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$47.46	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$848,132.38	\$1,016,140.00	\$1,016,140.00	\$640,026.80	\$1,016,535.00
	Net Grand Totals	(\$848,084.92)	(\$1,016,140.00)	(\$1,016,140.00)	(\$640,026.80)	(\$1,016,535.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender - Counsel At First Appearance  
BUDGET ACCOUNT CODE: A.1171 4200

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$60,047.07	\$96,936.00	\$96,936.00	\$81,920.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$9,906.99	\$25,255.00	\$25,255.00	\$23,018.00
<b>TOTALS</b>	<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$104,938.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$69,954.06	\$122,549.00	\$122,549.00	\$104,938.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: Warren County Public Defender  
DATE: September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	Sub Department <b>4200 - Counsel At First Appearance</b>					
	<i>State Aid</i>					
3045	Office of Indigent Legal Services Distribution	69,954.06	122,549.00	122,549.00	.00	104,938.00
	<i>State Aid Totals</i>	\$69,954.06	\$122,549.00	\$122,549.00	\$0.00	\$104,938.00
	Sub Department <b>4200 - Counsel At First Appearance</b>	\$69,954.06	\$122,549.00	\$122,549.00	\$0.00	\$104,938.00
	Totals	\$69,954.06	\$122,549.00	\$122,549.00	\$0.00	\$104,938.00
	Department <b>1171 - Public Defender</b> Totals	\$69,954.06	\$122,549.00	\$122,549.00	\$0.00	\$104,938.00
	<b>REVENUE TOTALS</b>	\$69,954.06	\$122,549.00	\$122,549.00	\$0.00	\$104,938.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
Sub Department <b>4200 - Counsel At First Appearance</b>						
<i>Personal Services</i>						
110	Salaries - Regular	60,047.07	96,936.00	96,936.00	11,027.80	81,920.00
	<i>Personal Services Totals</i>	<b>\$60,047.07</b>	<b>\$96,936.00</b>	<b>\$96,936.00</b>	<b>\$11,027.80</b>	<b>\$81,920.00</b>
<i>Employee Benefits</i>						
810	Retirement	5,270.82	10,469.00	10,469.00	1,235.11	10,240.00
830	Social Security	3,712.49	6,010.00	6,010.00	664.00	5,079.00
831	Medicare Contribution	868.24	1,406.00	1,406.00	155.29	1,188.00
860	Hospitalization	.00	7,250.00	7,250.00	748.95	6,391.00
865	Dental Insurance	55.44	120.00	120.00	16.27	120.00
	<i>Employee Benefits Totals</i>	<b>\$9,906.99</b>	<b>\$25,255.00</b>	<b>\$25,255.00</b>	<b>\$2,819.62</b>	<b>\$23,018.00</b>
<i>Other Benefits</i>						
862	Health Insurance Cost Reimbursement	.00	.00	.00	106.28	.00
	<i>Other Benefits Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106.28</b>	<b>\$0.00</b>
Sub Department <b>4200 - Counsel At First Appearance</b>		<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$13,953.70</b>	<b>\$104,938.00</b>
Totals		<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$13,953.70</b>	<b>\$104,938.00</b>
Department <b>1171 - Public Defender</b> Totals		<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$13,953.70</b>	<b>\$104,938.00</b>
<b>EXPENSE TOTALS</b>		<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$13,953.70</b>	<b>\$104,938.00</b>
Fund <b>A - General</b> Totals						
<b>REVENUE TOTALS</b>		<b>\$69,954.06</b>	<b>\$122,549.00</b>	<b>\$122,549.00</b>	<b>\$0.00</b>	<b>\$104,938.00</b>
<b>EXPENSE TOTALS</b>		<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$13,953.70</b>	<b>\$104,938.00</b>
Fund <b>A - General</b> Totals		<b>\$0.00</b>	<b>\$358.00</b>	<b>\$358.00</b>	<b>(\$13,953.70)</b>	<b>\$0.00</b>
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		<b>\$69,954.06</b>	<b>\$122,549.00</b>	<b>\$122,549.00</b>	<b>\$0.00</b>	<b>\$104,938.00</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$69,954.06</b>	<b>\$122,191.00</b>	<b>\$122,191.00</b>	<b>\$13,953.70</b>	<b>\$104,938.00</b>
Net Grand Totals		<b>\$0.00</b>	<b>\$358.00</b>	<b>\$358.00</b>	<b>(\$13,953.70)</b>	<b>\$0.00</b>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender - Upstate Quality Improvement  
BUDGET ACCOUNT CODE: A.1171 4201

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$81,635.21	\$100,223.00	\$100,223.00	\$96,748.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$2,172.90	\$5,000.00	\$5,000.00	\$0.00
800's EMPLOYEE BENEFITS	\$28,204.06	\$34,745.00	\$34,745.00	\$28,517.00
<b>TOTALS</b>	<b>\$112,012.17</b>	<b>\$139,968.00</b>	<b>\$139,968.00</b>	<b>\$125,265.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$159,294.64	\$140,758.00	\$140,758.00	\$125,265.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: Warren County Public Defender  
DATE: September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	Sub Department <b>4201 - Upstate Quality Improvement</b>					
	<i>State Aid</i>					
3045	Office of Indigent Legal Services Distribution	159,294.64	140,758.00	140,758.00	62,484.95	125,265.00
	<i>State Aid Totals</i>	\$159,294.64	\$140,758.00	\$140,758.00	\$62,484.95	\$125,265.00
	Sub Department <b>4201 - Upstate Quality Improvement Totals</b>	\$159,294.64	\$140,758.00	\$140,758.00	\$62,484.95	\$125,265.00
	Department <b>1171 - Public Defender Totals</b>	\$159,294.64	\$140,758.00	\$140,758.00	\$62,484.95	\$125,265.00
	<b>REVENUE TOTALS</b>	\$159,294.64	\$140,758.00	\$140,758.00	\$62,484.95	\$125,265.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
Sub Department <b>4201 - Upstate Quality Improvement</b>						
<i>Personal Services</i>						
110	Salaries - Regular	81,626.40	100,223.00	100,223.00	69,381.25	96,748.00
120	Salaries - Overtime	8.81	.00	.00	7.67	.00
<i>Personal Services Totals</i>		<u>\$81,635.21</u>	<u>\$100,223.00</u>	<u>\$100,223.00</u>	<u>\$69,388.92</u>	<u>\$96,748.00</u>
<i>Contractual Expense</i>						
437	Consulting Fees	2,172.90	5,000.00	5,000.00	1,429.85	.00
<i>Contractual Expense Totals</i>		<u>\$2,172.90</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>\$1,429.85</u>	<u>\$0.00</u>
<i>Employee Benefits</i>						
810	Retirement	7,436.67	10,824.00	10,824.00	7,355.44	12,093.00
830	Social Security	4,732.10	6,214.00	6,214.00	4,166.77	5,999.00
831	Medicare Contribution	1,106.65	1,453.00	1,453.00	974.46	1,403.00
860	Hospitalization	14,642.00	15,948.00	15,948.00	5,287.82	8,892.00
865	Dental Insurance	286.64	306.00	306.00	90.52	130.00
<i>Employee Benefits Totals</i>		<u>\$28,204.06</u>	<u>\$34,745.00</u>	<u>\$34,745.00</u>	<u>\$17,875.01</u>	<u>\$28,517.00</u>
Sub Department <b>4201 - Upstate Quality Improvement Totals</b>		<u>\$112,012.17</u>	<u>\$139,968.00</u>	<u>\$139,968.00</u>	<u>\$88,693.78</u>	<u>\$125,265.00</u>
Department <b>1171 - Public Defender Totals</b>		<u>\$112,012.17</u>	<u>\$139,968.00</u>	<u>\$139,968.00</u>	<u>\$88,693.78</u>	<u>\$125,265.00</u>
<b>EXPENSE TOTALS</b>		<u>\$112,012.17</u>	<u>\$139,968.00</u>	<u>\$139,968.00</u>	<u>\$88,693.78</u>	<u>\$125,265.00</u>
Fund <b>A - General Totals</b>						
<b>REVENUE TOTALS</b>		\$159,294.64	\$140,758.00	\$140,758.00	\$62,484.95	\$125,265.00
<b>EXPENSE TOTALS</b>		\$112,012.17	\$139,968.00	\$139,968.00	\$88,693.78	\$125,265.00
Fund <b>A - General Totals</b>		<u>\$47,282.47</u>	<u>\$790.00</u>	<u>\$790.00</u>	<u>(\$26,208.83)</u>	<u>\$0.00</u>
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$159,294.64	\$140,758.00	\$140,758.00	\$62,484.95	\$125,265.00
<b>EXPENSE GRAND TOTALS</b>		\$112,012.17	\$139,968.00	\$139,968.00	\$88,693.78	\$125,265.00
Net Grand Totals		<u>\$47,282.47</u>	<u>\$790.00</u>	<u>\$790.00</u>	<u>(\$26,208.83)</u>	<u>\$0.00</u>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender - Hurrell-Harring  
 BUDGET ACCOUNT CODE: A.1171 4202

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$440,411.48	\$754,529.00	\$843,847.00	\$867,496.00
200's EQUIPMENT	\$3,153.05	\$16,500.00	\$16,500.00	\$18,000.00
400's CONTRACTUAL	\$62,327.74	\$118,383.00	\$118,383.00	\$119,823.00
800's EMPLOYEE BENEFITS	\$80,082.13	\$190,233.00	\$228,199.00	\$224,893.00
<b>TOTALS</b>	<b>\$585,974.40</b>	<b>\$1,079,645.00</b>	<b>\$1,206,929.00</b>	<b>\$1,230,212.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$1,230,212.00

SIGNED:   
 DEPARTMENT HEAD  
 TITLE: Warren County Public Defender  
 DATE: September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	Sub Department <b>4202 - Hurell-Harring</b>					
	<i>State Aid</i>					
3045	Office of Indigent Legal Services Distribution	591,004.81	1,080,473.00	1,207,757.00	.01	1,230,212.00
	<i>State Aid Totals</i>	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$0.01	\$1,230,212.00
	Sub Department <b>4202 - Hurell-Harring Totals</b>	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$0.01	\$1,230,212.00
	Department <b>1171 - Public Defender Totals</b>	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$0.01	\$1,230,212.00
	<b>REVENUE TOTALS</b>	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$0.01	\$1,230,212.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
Sub Department <b>4202 - Hurell-Harring</b>						
<i>Personal Services</i>						
110	Salaries - Regular	330,961.23	621,912.00	703,230.00	310,163.65	730,592.00
120	Salaries - Overtime	73.87	.00	8,000.00	1,536.13	.00
130	Salaries - Part Time	109,376.38	132,617.00	132,617.00	98,164.43	136,904.00
<i>Personal Services Totals</i>		<b>\$440,411.48</b>	<b>\$754,529.00</b>	<b>\$843,847.00</b>	<b>\$409,864.21</b>	<b>\$867,496.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	1,630.43	8,000.00	8,000.00	670.11	4,000.00
220	Office Equipment	1,138.26	4,500.00	4,500.00	11,583.12	4,000.00
260	Other Equipment	384.36	4,000.00	4,000.00	793.23	10,000.00
<i>Equipment Totals</i>		<b>\$3,153.05</b>	<b>\$16,500.00</b>	<b>\$16,500.00</b>	<b>\$13,046.46</b>	<b>\$18,000.00</b>
<i>Contractual Expense</i>						
410	Supplies	5,163.52	12,000.00	12,000.00	796.04	10,240.00
411	Rent-Building/Property	15,600.00	15,600.00	15,600.00	10,400.00	15,600.00
423	Telephone	5,177.83	8,640.00	8,640.00	3,096.35	8,640.00
426	Subscriptions	5,741.25	12,988.00	12,988.00	9,173.78	15,988.00
427	Memberships & Dues	3,677.00	8,900.00	8,900.00	1,677.00	10,600.00
428	Data Processing & Internet Fees	1,439.76	3,255.00	3,255.00	935.88	3,255.00
437	Consulting Fees	13,100.90	40,000.00	39,340.00	13,218.75	38,000.00
439	Misc Fees & Expenses	.00	.00	.00	.00	500.00
440	Legal/Transcript Fees	809.00	.00	660.00	.00	2,000.00
444	Travel/Education/Conference	8,743.48	12,000.00	12,000.00	5,736.60	10,000.00
470	Contract	2,875.00	5,000.00	5,000.00	.00	5,000.00
<i>Contractual Expense Totals</i>		<b>\$62,327.74</b>	<b>\$118,383.00</b>	<b>\$118,383.00</b>	<b>\$45,034.40</b>	<b>\$119,823.00</b>
<i>Employee Benefits</i>						
810	Retirement	30,791.94	80,349.00	90,353.00	33,082.22	94,529.00
830	Social Security	26,706.01	46,780.00	52,318.00	24,753.23	53,785.00
831	Medicare Contribution	6,245.89	10,941.00	12,237.00	5,789.10	12,580.00
860	Hospitalization	16,047.38	51,334.00	72,174.00	23,837.45	62,197.00
865	Dental Insurance	290.91	829.00	1,117.00	423.12	1,052.00
<i>Employee Benefits Totals</i>		<b>\$80,082.13</b>	<b>\$190,233.00</b>	<b>\$228,199.00</b>	<b>\$87,885.12</b>	<b>\$224,143.00</b>
<i>Other Benefits</i>						
862	Health Insurance Cost Reimbursement	.00	.00	.00	.00	750.00
<i>Other Benefits Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>EXPENSE</b>					
Department	<b>1171 - Public Defender</b>					
Sub Department	<b>4202 - Hurrell-Harring</b>					
Sub Department	<b>4202 - Hurrell-Harring Totals</b>	\$585,974.40	\$1,079,645.00	\$1,206,929.00	\$555,830.19	\$1,230,212.00
Department	<b>1171 - Public Defender Totals</b>	\$585,974.40	\$1,079,645.00	\$1,206,929.00	\$555,830.19	\$1,230,212.00
	<b>EXPENSE TOTALS</b>	\$585,974.40	\$1,079,645.00	\$1,206,929.00	\$555,830.19	\$1,230,212.00
Fund	<b>A - General Totals</b>					
	<b>REVENUE TOTALS</b>	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$0.01	\$1,230,212.00
	<b>EXPENSE TOTALS</b>	\$585,974.40	\$1,079,645.00	\$1,206,929.00	\$555,830.19	\$1,230,212.00
Fund	<b>A - General Totals</b>	\$5,030.41	\$828.00	\$828.00	(\$555,830.18)	\$0.00
	Net Grand Totals					
	<b>REVENUE GRAND TOTALS</b>	\$591,004.81	\$1,080,473.00	\$1,207,757.00	\$0.01	\$1,230,212.00
	<b>EXPENSE GRAND TOTALS</b>	\$585,974.40	\$1,079,645.00	\$1,206,929.00	\$555,830.19	\$1,230,212.00
	Net Grand Totals	\$5,030.41	\$828.00	\$828.00	(\$555,830.18)	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender - Quality Improve Funding-Dist #7  
BUDGET ACCOUNT CODE: A.1171 4203

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$24,086.36	\$24,937.00	\$24,937.00	\$20,289.00
800's EMPLOYEE BENEFITS	\$4,617.87	\$9,232.00	\$9,232.00	\$7,966.00
<b>TOTALS</b>	<b>\$28,704.23</b>	<b>\$34,169.00</b>	<b>\$34,169.00</b>	<b>\$28,255.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$28,704.23	\$34,352.00	\$34,352.00	\$28,255.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: Warren County Public Defender  
DATE: September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	Sub Department <b>4203 - Quality Improve Funding-Dist #7</b>					
	<i>State Aid</i>					
3045	Office of Indigent Legal Services Distribution	28,704.23	34,352.00	34,352.00	6,890.99	28,255.00
	<i>State Aid Totals</i>	\$28,704.23	\$34,352.00	\$34,352.00	\$6,890.99	\$28,255.00
	Sub Department <b>4203 - Quality Improve Funding-Dist #7 Totals</b>	\$28,704.23	\$34,352.00	\$34,352.00	\$6,890.99	\$28,255.00
	Department <b>1171 - Public Defender Totals</b>	\$28,704.23	\$34,352.00	\$34,352.00	\$6,890.99	\$28,255.00
	<b>REVENUE TOTALS</b>	\$28,704.23	\$34,352.00	\$34,352.00	\$6,890.99	\$28,255.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
Sub Department <b>4203 - Quality Improve Funding-Dist #7</b>						
<i>Personal Services</i>						
110	Salaries - Regular	24,086.36	24,937.00	24,937.00	17,263.86	20,289.00
	<i>Personal Services Totals</i>	\$24,086.36	\$24,937.00	\$24,937.00	\$17,263.86	\$20,289.00
<i>Employee Benefits</i>						
810	Retirement	2,865.23	3,572.00	3,572.00	2,433.49	3,423.00
830	Social Security	1,420.41	1,548.00	1,548.00	1,015.71	1,259.00
831	Medicare Contribution	332.23	362.00	362.00	237.46	294.00
860	Hospitalization	.00	3,698.00	3,698.00	1,686.60	2,954.00
865	Dental Insurance	.00	52.00	52.00	23.51	36.00
	<i>Employee Benefits Totals</i>	\$4,617.87	\$9,232.00	\$9,232.00	\$5,396.77	\$7,966.00
	Sub Department <b>4203 - Quality Improve Funding-Dist #7 Totals</b>	\$28,704.23	\$34,169.00	\$34,169.00	\$22,660.63	\$28,255.00
	Department <b>1171 - Public Defender Totals</b>	\$28,704.23	\$34,169.00	\$34,169.00	\$22,660.63	\$28,255.00
	<b>EXPENSE TOTALS</b>	\$28,704.23	\$34,169.00	\$34,169.00	\$22,660.63	\$28,255.00
Fund <b>A - General Totals</b>						
	<b>REVENUE TOTALS</b>	\$28,704.23	\$34,352.00	\$34,352.00	\$6,890.99	\$28,255.00
	<b>EXPENSE TOTALS</b>	\$28,704.23	\$34,169.00	\$34,169.00	\$22,660.63	\$28,255.00
	Fund <b>A - General Totals</b>	\$0.00	\$183.00	\$183.00	(\$15,769.64)	\$0.00
Net Grand Totals						
	<b>REVENUE GRAND TOTALS</b>	\$28,704.23	\$34,352.00	\$34,352.00	\$6,890.99	\$28,255.00
	<b>EXPENSE GRAND TOTALS</b>	\$28,704.23	\$34,169.00	\$34,169.00	\$22,660.63	\$28,255.00
	Net Grand Totals	\$0.00	\$183.00	\$183.00	(\$15,769.64)	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender - Quality Improve Funding-Dist #9

BUDGET ACCOUNT CODE: A.1171 4204

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$34,225.53	\$35,683.00	\$35,683.00	\$28,546.00
800's EMPLOYEE BENEFITS	\$9,352.87	\$10,268.00	\$10,268.00	\$9,152.00
<b>TOTALS</b>	<b>\$43,578.40</b>	<b>\$45,951.00</b>	<b>\$45,951.00</b>	<b>\$37,698.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$43,578.40	\$44,828.00	\$44,828.00	\$37,698.00

SIGNED:

  
\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

Warren County Public Defender

DATE:

September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	Sub Department <b>4204 - Quality Improve Funding-Dist #9</b>					
	<i>State Aid</i>					
3045	Office of Indigent Legal Services Distribution	43,578.40	44,828.00	44,828.00	10,438.89	37,698.00
	<i>State Aid Totals</i>	\$43,578.40	\$44,828.00	\$44,828.00	\$10,438.89	\$37,698.00
	Sub Department <b>4204 - Quality Improve Funding-Dist #9 Totals</b>	\$43,578.40	\$44,828.00	\$44,828.00	\$10,438.89	\$37,698.00
	Department <b>1171 - Public Defender Totals</b>	\$43,578.40	\$44,828.00	\$44,828.00	\$10,438.89	\$37,698.00
	<b>REVENUE TOTALS</b>	\$43,578.40	\$44,828.00	\$44,828.00	\$10,438.89	\$37,698.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
Sub Department <b>4204 - Quality Improve Funding-Dist #9</b>						
<i>Personal Services</i>						
110	Salaries - Regular	34,225.53	35,683.00	35,683.00	24,703.22	28,546.00
	<i>Personal Services Totals</i>	<b>\$34,225.53</b>	<b>\$35,683.00</b>	<b>\$35,683.00</b>	<b>\$24,703.22</b>	<b>\$28,546.00</b>
<i>Employee Benefits</i>						
810	Retirement	3,115.60	3,854.00	3,854.00	2,618.54	3,568.00
830	Social Security	2,030.54	2,212.00	2,212.00	1,418.92	1,770.00
831	Medicare Contribution	474.85	517.00	517.00	331.81	414.00
860	Hospitalization	3,669.51	3,625.00	3,625.00	2,472.43	3,352.00
865	Dental Insurance	62.37	60.00	60.00	40.98	48.00
	<i>Employee Benefits Totals</i>	<b>\$9,352.87</b>	<b>\$10,268.00</b>	<b>\$10,268.00</b>	<b>\$6,882.68</b>	<b>\$9,152.00</b>
	Sub Department <b>4204 - Quality Improve Funding-Dist #9 Totals</b>	<b>\$43,578.40</b>	<b>\$45,951.00</b>	<b>\$45,951.00</b>	<b>\$31,585.90</b>	<b>\$37,698.00</b>
	Department <b>1171 - Public Defender Totals</b>	<b>\$43,578.40</b>	<b>\$45,951.00</b>	<b>\$45,951.00</b>	<b>\$31,585.90</b>	<b>\$37,698.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$43,578.40</b>	<b>\$45,951.00</b>	<b>\$45,951.00</b>	<b>\$31,585.90</b>	<b>\$37,698.00</b>
	Fund <b>A - General Totals</b>					
	<b>REVENUE TOTALS</b>	<b>\$43,578.40</b>	<b>\$44,828.00</b>	<b>\$44,828.00</b>	<b>\$10,438.89</b>	<b>\$37,698.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$43,578.40</b>	<b>\$45,951.00</b>	<b>\$45,951.00</b>	<b>\$31,585.90</b>	<b>\$37,698.00</b>
	Fund <b>A - General Totals</b>	<b>\$0.00</b>	<b>(\$1,123.00)</b>	<b>(\$1,123.00)</b>	<b>(\$21,147.01)</b>	<b>\$0.00</b>
	Net Grand Totals					
	<b>REVENUE GRAND TOTALS</b>	<b>\$43,578.40</b>	<b>\$44,828.00</b>	<b>\$44,828.00</b>	<b>\$10,438.89</b>	<b>\$37,698.00</b>
	<b>EXPENSE GRAND TOTALS</b>	<b>\$43,578.40</b>	<b>\$45,951.00</b>	<b>\$45,951.00</b>	<b>\$31,585.90</b>	<b>\$37,698.00</b>
	Net Grand Totals	<b>\$0.00</b>	<b>(\$1,123.00)</b>	<b>(\$1,123.00)</b>	<b>(\$21,147.01)</b>	<b>\$0.00</b>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Defender - Quality Improve Funding-Dist #11

BUDGET ACCOUNT CODE: A.1171 4206

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$34,118.88	\$40,454.00	\$40,454.00	\$40,112.00
400's CONTRACTUAL	\$6,800.00	\$6,905.00	\$6,905.00	\$6,905.00
800's EMPLOYEE BENEFITS	\$5,680.69	\$7,464.00	\$7,464.00	\$8,083.00
<b>TOTALS</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$55,100.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$46,599.57	\$54,823.00	\$54,823.00	\$55,100.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

Warren County Public Defender

DATE:

September 6, 2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>1171 - Public Defender</b>					
	Sub Department <b>4206 - Quality Improve Funding-Dist #11</b>					
	<i>State Aid</i>					
3045	Office of Indigent Legal Services Distribution	46,599.57	54,823.00	54,823.00	.00	55,100.00
	<i>State Aid Totals</i>	\$46,599.57	\$54,823.00	\$54,823.00	\$0.00	\$55,100.00
	Sub Department <b>4206 - Quality Improve Funding-Dist #11 Totals</b>	\$46,599.57	\$54,823.00	\$54,823.00	\$0.00	\$55,100.00
	Department <b>1171 - Public Defender Totals</b>	\$46,599.57	\$54,823.00	\$54,823.00	\$0.00	\$55,100.00
	<b>REVENUE TOTALS</b>	\$46,599.57	\$54,823.00	\$54,823.00	\$0.00	\$55,100.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>1171 - Public Defender</b>						
Sub Department <b>4206 - Quality Improve Funding-Dist #11</b>						
<i>Personal Services</i>						
110	Salaries - Regular	34,118.88	40,454.00	40,454.00	19,425.94	40,112.00
	<i>Personal Services Totals</i>	<b>\$34,118.88</b>	<b>\$40,454.00</b>	<b>\$40,454.00</b>	<b>\$19,425.94</b>	<b>\$40,112.00</b>
<i>Contractual Expense</i>						
437	Consulting Fees	6,800.00	6,905.00	6,905.00	.00	6,905.00
	<i>Contractual Expense Totals</i>	<b>\$6,800.00</b>	<b>\$6,905.00</b>	<b>\$6,905.00</b>	<b>\$0.00</b>	<b>\$6,905.00</b>
<i>Employee Benefits</i>						
810	Retirement	3,070.59	4,369.00	4,369.00	2,010.52	5,014.00
830	Social Security	2,115.37	2,508.00	2,508.00	1,202.19	2,487.00
831	Medicare Contribution	494.73	587.00	587.00	281.16	582.00
	<i>Employee Benefits Totals</i>	<b>\$5,680.69</b>	<b>\$7,464.00</b>	<b>\$7,464.00</b>	<b>\$3,493.87</b>	<b>\$8,083.00</b>
	Sub Department <b>4206 - Quality Improve Funding-Dist #11 Totals</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$22,919.81</b>	<b>\$55,100.00</b>
	Department <b>1171 - Public Defender Totals</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$22,919.81</b>	<b>\$55,100.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$22,919.81</b>	<b>\$55,100.00</b>
Fund <b>A - General Totals</b>						
	<b>REVENUE TOTALS</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$0.00</b>	<b>\$55,100.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$22,919.81</b>	<b>\$55,100.00</b>
	Fund <b>A - General Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$22,919.81)</b>	<b>\$0.00</b>
Net Grand Totals						
	<b>REVENUE GRAND TOTALS</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$0.00</b>	<b>\$55,100.00</b>
	<b>EXPENSE GRAND TOTALS</b>	<b>\$46,599.57</b>	<b>\$54,823.00</b>	<b>\$54,823.00</b>	<b>\$22,919.81</b>	<b>\$55,100.00</b>
	Net Grand Totals	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$22,919.81)</b>	<b>\$0.00</b>

2025 Salary Schedule (Position Budgeting)  
Public Defender

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13837	Aman, Leigh	9th Assistant Public Defender	\$81,920.00	Full Time	Appointed F/T	5/29/2024
	N/A / \$45.01	N/A / \$45.01				
13932	Bolton, Wesley	Legal Clerk #1	\$40,112.00	Full Time	CSEA/FT	6/13/2024
	05-00 / \$19.12	05-01 / \$19.43				
13104	Brothers, Erin	Data Officer - Ind Legal Svcs	\$71,366.00	Full Time	Out of UnitFT	8/21/2017
	N/A / \$34.31	N/A / \$34.31				
8870	Bruen, Kevin	12th Asst Public Defender - pd	\$51,998.00	Per Diem	Out of UnitPT	8/8/2023
	N/A / \$62.50	N/A / \$62.50				
13663	Canale, Gregory	Public Defender	\$141,445.00	Full Time	Appointed F/T	5/9/2022
	N/A / \$77.72	N/A / \$77.72				
13879	Cartmell, Seamus	8th Assistant Public Defender	\$81,920.00	Full Time	Appointed F/T	1/2/2024
	N/A / \$45.01	N/A / \$45.01				
10940	Ferguson, Jeffrey	11th Asst Public Defender - PD	\$42,069.00	Part Time	Per Diem	7/19/2021
	N/A / \$62.50	N/A / \$62.50				
9249	Flores, Marcy	Coordinating Asst. PD - PT	\$42,837.00	Part Time	Out of UnitPT	5/16/2022
	N/A / \$51.49	N/A / \$51.49				
11254	Halloran, Nellie	2nd Assistant Public Defender	\$108,616.00	Full Time	Appointed F/T	2/8/2007
	N/A / \$59.68	N/A / \$59.68				
13880	Hladik, Lisa	13th Assistant Public Defender	\$89,318.00	Full Time	Appointed F/T	1/2/2024
	N/A / \$49.08	N/A / \$49.08				
13724	Komon, Erin	1st Assistant Public Defender	\$118,995.00	Full Time	Appointed F/T	9/12/2022
	N/A / \$65.38	N/A / \$65.38				
12993	Leahy, Mary Kate	5th Assistant Public Defender	\$92,613.00	Full Time	Appointed F/T	12/19/2016
	N/A / \$50.89	N/A / \$50.89				
11517	Liebert, Glenn	4th Assistant Public Defender	\$88,612.00	Full Time	Appointed F/T	7/1/2008
	N/A / \$48.69	N/A / \$48.69				

13721	Mason-Robarge, Marci	Confidential Secretary	\$54,261.00	Part Time	Out of UnitPT	9/7/2022
	N/A / \$32.61	N/A / \$32.61				
13712	Nicols, Benjamin	6th Assistant Public Defender	\$92,073.00	Full Time	Appointed F/T	8/1/2022
	N/A / \$50.59	N/A / \$50.59				
10692	Ringler, Susan	Legal Clerk III #1	\$58,644.00	Full Time	CSEA/FT	1/1/2004
	10-21 / \$28.19	N/A / \$28.19				
13416	Swertner, Dillon	Case Manager - Public Defender	\$58,438.00	Full Time	CSEA/FT	2/3/2020
	14-04 / \$26.17	14-05 / \$28.35				
13599	Wodicka, Justin	7th Assistant Public Defender	\$89,318.00	Full Time	Appointed F/T	9/27/2021
	N/A / \$49.08	N/A / \$49.08				
		10th Assistant Public Defender	\$74,865.00			
	N/A / \$41.13	N/A / \$41.13				
		3rd Assistant Public Defender	\$74,865.00			
	N/A / \$41.13	N/A / \$41.13				
		Assistant PD - PT	\$0.00			
	N/A / \$0.00	N/A / \$0.00				
		Coordinating Attorney - PD	\$113,616.00			
	N/A / \$62.43	N/A / \$62.43				
		Investigator #2	\$21,262.00			
	N/A / \$20.00	N/A / \$20.00				
		Law Intern #1	\$74,865.00			
	N/A / \$41.13	N/A / \$41.13				
		Law Intern #2	\$0.00			
	N/A / \$41.13	N/A / \$41.13				
		On Call Pay - PD	\$24,570.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>26</b>	<b>\$1,788,598.00</b>			

## **2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Warren County Public Defender's Office

BUDGET CODE: A.1171 110 & A.1171.4202 110

TITLE OF POSITION: 1<sup>st</sup> Assistant Public Defender

### FOR NEW POSITIONS

Is the requested position:  In Unit     Out of Unit

Annual Base Salary (and Grade if Applicable): [Click or tap here to enter text.](#)

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): [Click or tap here to enter text.](#)

Is this a mandated position? If so, please explain: [Click or tap here to enter text.](#)

Is there expected Revenue from this position? If so, please explain: [Click or tap here to enter text.](#)

Is this a new title in your department?  YES     NO

**If this is a new title in your department, the Human Resource Director must review and approve this form **prior** to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

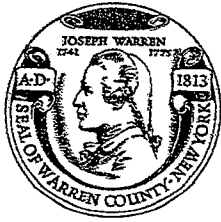
Description of Change: Move from Attorney Salary Schedule, Grade 5, 10<sup>th</sup> Year Increment of \$118,995 to 15<sup>th</sup> Year Increment of \$124,644.

Justification for Request: (see attached)

Projected change in Salary Dollars: \$5,649.00

Is there expected Revenue impact from this change? If so, please explain: Yes, all attorney positions in the Warren County Public Defender's Office are mandated in order to receive funding from the Office of Indigent Legal Services (ILS). This position will have the additional salary amount of \$5,649.00 funded by A.1171.4202 110.

WARREN COUNTY PUBLIC DEFENDER  
WARREN COUNTY MUNICIPAL CENTER



GREGORY V. CANALE  
PUBLIC DEFENDER

ERIN K. KOMON  
FIRST ASSISTANT PUBLIC DEFENDER

PHONE (518) 761-6207  
FAX (518) 761-6208

1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845

August 14, 2024

Jackie Figueroa, SPHR  
Director of Human Resources  
Dep't of Human Resources & Civil Service Administration  
1340 State Route 9  
Lake George, NY 12845

**Re: 2025 Budget – Proposed Salary Increase for First Assistant  
Public Defender**

Dear Ms. Figueroa:

I am proposing a salary increase for the County's First Assistant Public Defender, Erin Komon. Ms. Komon is the single best attorney-acquisition that the Public Defender's Office has made since its inception as a departmental agency in Warren County. Ms. Komon's unparalleled educational pedigree, and 16 years of experience in nearly every legal specialty, including criminal defense, renders her an exceptional resource for leadership and mentorship in our department.

Ms. Komon began her career at the County as the Coordinating Attorney for the Public Defender's Office, where her performance by far exceeded my high expectations. Ms. Komon demonstrated her extraordinary legal expertise in complex legal research and writing, and her ability to supervise and advise our attorneys on legal strategies, procedure, research, effective application of statutory and criminal caselaw, and valuable negotiation tactics. Her remarkable and seamless integration into our office led to immediately appreciable results, by increasing our attorneys' level of performance, the quality of work-product generated from our office, and our clients' achievement of positive outcomes in their criminal cases.

It was therefore an easy decision to appoint Ms. Komon to the position of First Assistant Public Defender, when it was vacated in May of this year. She has since taken up the mantle of my acting deputy, has shouldered a multitude of new responsibilities, and has settled into this new role with highly-skilled proficiency and grace. Not only

does Ms. Komon continue to mentor and supervise all Assistant Public Defenders in our office, but she has additionally taken on multiple felony cases in County Court, including an attempted murder case, which is scheduled for a jury trial later this year.

Ms. Komon has shown exuberant interest in our department's management, policy-making, hiring of new employees, budget process, grant funding, and its overall administration, including the Public Defender's relationship with other County agencies and the Board of Supervisors. Ms. Komon generously agreed to step into the role of First Assistant PD in May of 2024, at the salary rate that the previous First Assistant was earning. However, Ms. Komon has in fact expanded the duties and responsibilities of this position, during the course of her earnest pursuit of achieving the highest quality of legal representation from our attorneys. Ms. Komon has expressed her desire to develop and improve our County's reputation for providing superior public defense work, and will most definitely succeed in this endeavor as she continues to deliver stellar leadership to our office as a whole.

Ms. Komon's educational and experiential background far surpasses all that have previously filled her position. She graduated *cum laude* from New York University in 3 years with a Bachelor's Degree in Psychology and Law and Society, and after working in the private sector for 5 years, subsequently attended Albany Law School, where she served on Law Review as a Senior Editor for 2 years, and earned her Juris Doctor Degree *magna cum laude*, among the top leaders of her graduating class. She began her legal career at the highly prestigious law firm of Skadden, Arps, Slate, Meagher and Flom LLP in their New York City office as a civil litigator, where she had great success representing foreign banks, financial institutions, and investment funds in high profile cases stemming from the Bernie Madoff financial fraud scandal. She was mentored by the late Chief Judge Judith Kaye of our State's highest court, and was taught by U.S. Supreme Court Justice Anthony Kennedy at the Center for International Legal Studies in Salzburg, Austria. Her accolades are too many to list in this letter, but I have attached a copy of Ms. Komon's resume for further information regarding her education and legal experience.

As such, I am requesting a salary increase for Ms. Komon for the 2025 budget year, because she deserves a rate of compensation that is commensurate with her 16 years of varied legal experience in nearly every area of the law. It is an understatement to say that our department is truly fortunate that Ms. Komon has found a home here – she has transformed our Public Defender's Office in ways never before seen in this County.

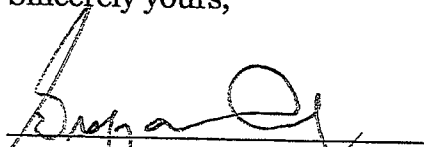
Ms. Komon is currently placed on the Attorney Salary Schedule at the Grade 5, 10<sup>th</sup> year increment, with a yearly salary of \$118,995. For the reasons stated above, and

to ensure my department's retention of this remarkable asset, both now and in the future, I propose to increase Ms. Komon's standing to a Grade 5, 15<sup>th</sup> year increment with a yearly salary of \$124,664. This is a projected increase of \$5,649 per year.

I cannot conceive of an employee more deserving of recognition for her excellence in service to this County. Ms. Komon's workdays routinely extend far beyond her expected work-schedule, and she makes heroic efforts to help our office achieve its highest level of client representation.

I am grateful for your time and attention to this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Gregory V. Canale", written over a horizontal line.

Gregory V. Canale, Esq.  
Warren County Public Defender

## ***2025 BUDGET - PERSONNEL REQUEST***

DEPARTMENT NAME: Warren County Public Defender's Office

BUDGET CODE: A.1171.4202 110 & A.1171.4204 110

TITLE OF POSITION: Data Officer - ILS

### **FOR NEW POSITIONS**

Is the requested position:  In Unit     Out of Unit

Annual Base Salary (and Grade if Applicable): [Click or tap here to enter text.](#)

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): [Click or tap here to enter text.](#)

Is this a mandated position? If so, please explain: [Click or tap here to enter text.](#)

Is there expected Revenue from this position? If so, please explain: [Click or tap here to enter text.](#)

Is this a new title in your department?  YES     NO

**If this is a new title in your department, the Human Resource Director must review and approve this form **prior** to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### **FOR OTHER PERSONNEL REQUESTS** (Change in Employee Status FT/PT/Temp/Per Diem)

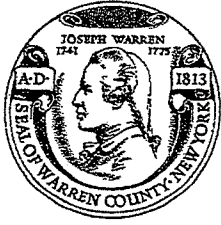
Description of Change: Move from Management Confidential Salary Schedule Grade 12, 4<sup>th</sup> Year Increment of \$71,366 to Grade 13, 5<sup>th</sup> Year Increment of \$77,365.

Justification for Request: (see attached)

Projected change in Salary Dollars: \$5,999.00

Is there expected Revenue impact from this change? If so, please explain: Yes, this position is mandated and 100% funded by the Office of Indigent Legal Services (ILS), 50% A.1171.4202 110 & 50% A.1171.4204 110.

WARREN COUNTY PUBLIC DEFENDER  
WARREN COUNTY MUNICIPAL CENTER



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ERIN K. KOMON  
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August 14, 2024

Jackie Figueroa, SPHR  
Director of Human Resources  
Dep't of Human Resources & Civil Service Administration  
1340 State Route 9  
Lake George, NY 12845

**Re: 2025 Budget – Proposed Salary Increase for Data Officer**

Dear Ms. Figueroa:

I am proposing a salary increase for the Data Officer of the Public Defender's Office, Erin Brothers. Ms. Brothers has proved herself to be an indispensable team member in our office, both during my tenure here for the last 2+ years, but also during the 5 years preceding my arrival, during which she has not only filled, but has indeed grown this role into a multidimensional position, requiring a high level of skill and expertise in the areas of data analysis, fiscal management, budget administration, staff training, case system management, expert vetting and retention, indexing of electronic discovery, and serving as our office's primary point of contact for clients and their families, mental health and addiction specialists, and the public at large.

Ms. Brothers' position as Data Officer encompasses many varying roles and responsibilities in our office, which she deftly manages in a highly proficient manner. Ms. Brothers not only acts as liaison to the New York State Office of Indigent Legal Services (ILS), to support the overall improvement of criminal defense services throughout Warren County via the effective utilization of State funding, but also gathers, analyzes and reports data from both the PD's Office and the Assigned Counsel Program to ILS, in order to ensure compliance and accountability with attorney caseload management and quality control measures.

Ms. Brothers also acts as the Chief Administrative Officer for this department, by overseeing the distribution of grant money, drafting and revising new or existing contracts for funding, and making the necessary affiliated yearly budget modifications.

Ms. Brothers serves as the fiscal manager for the Public Defender's Office, handling the department's yearly budget, accounts payable and receivable, purchasing, and payroll.

Ms. Brothers manages, trains, and supervises the department's support staff, and serves as the point-person for all departmental requests for support made by its attorneys. She has an incredible ability to work with all levels of employees, and is able to competently field and troubleshoot solutions for each and every one of the varied hurdles that inevitably arise for all employees of the PD's Office, in seeking to provide vigorous legal representation for our indigent clients.

In addition to her fulfillment of these varied duties and responsibilities, Ms. Brothers demonstrates on a daily basis her ability to not only effectively communicate with our department employees, their clients and family members, County officials and Board Members, ILS agents, field experts, and members of the public, but her exceptional talent at building trusting relationships and a true rapport with these individuals, which benefits our department immensely.

Prior to her tenure as Data Officer in the PD's Office for the last 7 years, Ms. Brothers spent 13 years working in the private sector as a business manager, which richly developed her skills in the areas of employee supervision, fiscal management and budget development, payroll, the handling of accounts and financial records, as well as in human resources, by organizing individuals with varying aptitudes and talents in a manner that achieves the greatest efficiencies for the group as a whole.

Ms. Brothers currently stands on the Management Confidential Salary Schedule at the Grade 12, 4<sup>th</sup> year increment, with a salary of \$71,366. For the reasons stated above, and to ensure my department's retention of such a critical and essential player on our team, I propose to increase Ms. Brother's standing to a Grade 13, 5<sup>th</sup> year increment with a salary of \$77,365. This is a projected increase of \$5,999 per year. Please note that **this position is mandated and 100% funded by the NYS Office of ILS. County funds will not be used to finance this salary increase**, and it will in no way alter the County's projected budget for 2025.

I am grateful for your time and attention to this matter.

Sincerely yours,



Gregory V. Canale, Esq.  
Warren County Public Defender

**2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Warren County Public Defender’s Office

BUDGET CODE: A.1171.4202

TITLE OF POSITION: Assistant Public Defender (10)

FOR NEW POSITIONS

Is the requested position:  In Unit     Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department’s Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES     NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Reduce Salary of Attorney Salary Schedule Grade 1, Entry Level \$74,865 to \$7,055

Justification for Request: To create a position to allow a staff member in the Law Intern 1 position to move into an attorney position once fully admitted to the NYS BAR.

Projected change in Salary Dollars: \$7,055

Is there expected Revenue impact from this change? If so, please explain: Yes, this Attorney position is mandated a and fully reimbursable with Office of Indigent Legal Services (ILS) Funding.

## **2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Warren County Public Defender's Office

BUDGET CODE: A.1171.4202

TITLE OF POSITION: Assistant Public Defender (14)

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): \$7,055

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): n/a

Is this a mandated position? If so, please explain: Yes, Office of Indigent Legal Services mandates Attorney caseload requirements to receive funding.

Is there expected Revenue from this position? If so, please explain: Yes, this position allows a staff member in the Law Intern 2 position to move into an attorney position once fully admitted to the NYS BAR.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form **prior** to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Click or tap here to enter text.

Justification for Request: Click or tap here to enter text.

Projected change in Salary Dollars: \$7,055

Is there expected Revenue impact from this change? If so, please explain: Yes, this Attorney position is mandated a and fully reimbursable with Office of Indigent Legal Services (ILS) Funding.

CRIMINAL JUSTICE, PUBLIC SAFETY, AND EMERGENCY SERVICES COMMITTEE  
SHERIFF AGENDA  
SEPTEMBER 24, 2024

COMMITTEE MEMBERS: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll, Etu, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Amend existing agreement with Cummins-Wagner Holding, d/b/a Siewert Equipment.  
Rationale: The current agreement caps the annual not-to-exceed amount at \$10,000. Several repairs were completed in 2024 to the County's septic pump/lift station which collectively have exceeded \$10,000. The amendment is necessary to pay for repairs.
  2. Request: Ratifying our actions in regard to the submission of an application for a New York State Division of Criminal Justice Services Office LiveScan Equipment Program grant and requesting approval to accept the grant award.  
Rationale: Warren County Sheriff's Office applied for, and received, a \$19,600 award to participate in a New York Division of Criminal Justice Services LiveScan Equipment Program grant intended to assist in the acquisition of a LiveScan digital fingerprinting station.
  3. Request: Amend the County budget to increase revenues in the amount of the New York State Division of Criminal Justice Services LiveScan Equipment Program grant award.  
Rationale: Warren County Sheriff's Office applied for, and received, a \$19,600 award to participate in a New York Division of Criminal Justice Services LiveScan Equipment Program grant. The request is necessary to amend the County budget in this amount.
  4. Request: Enter into an agreement with Spectrum Enterprise for fiber internet service, cable service, hardware, and technical support in the Sheriff's Office Correctional Facility and Public Safety Building.  
Rationale: An agreement is necessary to provide fiber internet service, cable service, necessary hardware, and technical support in the Sheriff's Office.
  5. Request: Enter into an Intermunicipal agreement with the City of Glens Falls to share police and law enforcement related resources, personnel, and equipment.  
Rationale: The agreement will outline the terms, conditions, and provisions for the sharing of law enforcement resources, joint response, and cooperative service.
- IV. Discussion Items:
  1. 2025 Budget Proposal
  2. Police Records Management System Update

V. Referrals/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. 4 - Request to Amend Existing Contract (Cummins-Wagner)
  2. Resolution Request Form No. 5 - Request for a Grant Agreement (LiveScan)
  3. Resolution Request Form No. 7 - Request to Amend County Budget (LiveScan)
  4. Resolution Request Form No. 3 - Request for New Contract (Spectrum Enterprise)
  5. Resolution Request Form No. 3 - Request for New Contract (City of Glens Falls)

**RESOLUTION REQUEST FORM NO. 4**

***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Sheriff

**DATE:** September 24, 2024

- (a) **Purpose of Contract Change:** Amend agreement with Cummins-Wagner Holding, d/b/a Siewert Equipment, increasing not-to-exceed amount to \$20,000 annually
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** No. 241 of 2023
- (c) **Name of Contractor:** Cummins-Wagner Holdings, d/b/a Siewert Equipment
- (d) **Address of Contractor:** 175 Akron Street, Rochester NY 14609
- (e) **Contractor's Contact Person and Telephone Number:** Vanessa Rainey  
Lead Service Coordinator  
(585) 224-7966
- (f) **Commencement Date of Extension:** 07/31/2023
- (g) **Termination Date of Extension:** 07/30/2026
- (h) **Payment Provisions:** i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed \$20,000 Annually  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.) Upon Completion
- (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.3110 470 General Sheriff's Law Enforcement - Contract \$20,000

Sample: A.3110 470 General Sheriff's Law Enforcement - Contract \$ xx.xx  
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx

\* as listed in budget and LOGOS

## SERVICE PROVIDER AGREEMENT

THIS AGREEMENT, is made by and between the COUNTY OF WARREN (“County”), a municipal corporation of the State of New York, having a principal place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and CUMMINS-WAGNER HOLDINGS, INC., 10901 Pump House Road, Annapolis Junction, Maryland 20701 d/b/a CUMMINS-WAGNER-SIEWERT, LLC d/b/a SIEWERT EQUIPMENT (“Provider”), 175 Akron Street, Rochester, New York 14609.

1. The County and the Provider agree that the Provider shall provide preventative maintenance of septic lift station (pumps) and muffin monster (grinder) for the Sheriff’s Office, more specifically detailed in Schedule “A.” Additionally, Provider agrees to provide annual repairs for the Sheriff’s Office.

2. In consideration of the services to be provided by the Provider, the County shall pay the Provider according to the terms and subject to the conditions set forth in the Schedule “A” attached, under “Three Year Contract.” The County shall not be liable to the Provider for any additional work or other services and/or expenses unless otherwise agreed to in writing and signed by the Chairman of the Warren County Board of Supervisors.

3. Relationship of the parties:

- a. The relationship of the Provider to the County, individually, arising out of this Agreement shall be that of an independent contractor. The Provider, in accordance with its status as independent contractor, covenants and agrees that it will conduct itself in a manner consistent with such status, that neither Provider, nor any member thereof, or person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent will hold himself out as, or claim to be, an officer or employee of the County by reason hereof, and that it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the County including, but not limited to, workers’ compensation coverage, disability coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
- b. All personnel of the Provider shall be within the employ of Provider, which alone shall be responsible for their work, direction and compensation. Nothing in this Agreement shall impose any liability or duty on the County on account of any acts, omissions, liabilities or obligations of the Provider or any person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent, or for taxes of any nature, including, but

not limited to, unemployment insurance, disability coverage, and workers' compensation, and Provider hereby agrees to indemnify and hold individually harmless the County against any such liabilities.

4. The following documents are now in existence and shall be deemed a part of this Agreement and are incorporated by reference as though fully set forth in their entirety: this Agreement; Schedule "A;" Prevailing Wage Schedule; proof of required insurance as noted in paragraph 8; and Resolution No. 241 of 2023. These documents are attached to this Agreement. In the event that conflicts are found to exist among the documents, this Agreement shall govern.

5. The Provider represents that he has complied with all federal and state laws regarding any applicable licenses that may be required to carry out the work to be performed under this Agreement.

6. The Provider shall be responsible for all damages, whether for bodily injury, life or property to the extent caused by the acts, errors or omissions of the Provider, its officers, directors, agents, servants or employees or anyone for whom the Provider is legally bound, in connection with its service under this Agreement.

To the fullest extent permitted by law, Provider shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs of defense, by reason of the liability imposed by law or otherwise upon Warren County, its Board, officers, employees and volunteers for damages because of bodily injuries, including death, at any time resulting therefrom, sustained by any person or persons, including Provider's employees, or on account of damages to property including loss of use thereof, arising directly or indirectly from the performance of Provider's work or from any of the acts or omissions on the part of the Provider, its employees, agents, representatives, materialmen, suppliers, and/or subcontractors. If such indemnity is made void or otherwise impaired by any law controlling the construction thereof, such indemnity shall be deemed to conform to the indemnity permitted by law, so as to require indemnification, in whole or in part, to the fullest extent permitted by law.

Provider shall upon the County's demand, promptly and diligently defend at Provider's sole risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against the County to provide defense under this paragraph and Provider shall pay and satisfy any judgment decree loss or settlement in connection therewith.

Provider shall, and shall cause Provider's officer, employees and agents to cooperate with the County in connection with the investigation, defense or prosecution of any action, suit or proceeding related to the subject matter of this contract.

Provider shall strictly observe and comply with all safety laws, rules, and regulations (including but not limited to the Federal Occupational Safety and Health Act, the New York Labor Law, and all regulations promulgated pursuant to such laws) and to provide such protection as necessary to protect its workers and the workers of other contractors. In the event that additional safety measures are required, Provider agrees that it will install or procure such additional safety

measures at its sole expense. To the fullest extent permitted by law, Provider shall hold harmless, indemnify and defend Warren County, its Board, officers, employees and volunteers against all losses, claims, fines, or expenses, including but not limited to attorney's fees, resulting from the enforcement of these laws and for related acts of its officers, employees, subcontractors, suppliers, and materialmen.

7. Any type of discrimination and harassment is against Warren County policy and is unlawful. Provider acknowledges and agrees that they have read the entire Warren County Policy Against Discrimination and Harassment. The Warren County Policy Against Discrimination and Harassment applies to all personnel in a contractual or other business relationship with the County. This Agreement incorporates the entire policy as a material term of this Agreement. Provider shall follow the policy in its entirety. If a complaint does arise, Provider is to notify Warren County promptly. To the fullest extent permitted by law, Provider shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs to defend, resulting from Provider and/or agent's breach of this policy.

8. The Provider shall carry General Liability coverage in the amounts of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and an Umbrella policy of at least \$1,000,000 and with respect to the Provider and any of its employees or agents. The Provider shall name the County, its Board, officers and employees as an additional insured on a primary, non-contributory basis to the Provider's General Liability policy. The Provider is also required to carry Workers' Compensation, Disability Insurance and Automobile Liability (\$1,000,000 limit). All coverage must be issued by an insurance company authorized to do business in New York State and maintaining an A.M. Best rating of A- or better.

9. Provider shall furnish to the County Certificate(s) of Insurance evidencing coverage and extensions stipulated in paragraph number 8 before service from Provider begins. The failure of the Provider to provide such Certificate of Insurance shall not be deemed a waiver by the County of Provider's obligation to provide same insurance coverage. In addition and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such Certificate of Insurance shall not be deemed a satisfaction of the requirement that Provider provide insurance coverage as noted anywhere in this Agreement.

10. The Provider, its employees, agents or servants agree not to disclose any data, facts or information concerning services performed under this Agreement or obtained while performing such services, except as authorized by the Department, in writing, or as may be required by law.

11. This Agreement shall commence upon execution by both parties and continue for a term of three (3) consecutive years unless amended by mutual agreement of the parties or until termination by either party in accordance with the agreement. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. Either party may terminate this Agreement with or without cause at any time or for

convenience at any time upon thirty (30) days written notice to the other party.

13. Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by mail or overnight delivery to the party's address stated above.

14. To the extent applicable to this contract, the Provider shall abide by all Federal and New York State laws and regulations, including but not limited to Labor Laws and regulations. Specifically, and to the extent applicable, the Provider shall comply with the requirements of Article 8 (Sections 220-223) of the New York State Labor Law, which specifies the payment of prevailing wage rates for certain laborers, workmen, mechanics, serving laborers, helpers, assistants and apprentices on public work projects, as more specifically set forth therein. If compliance with Article 8 of the Labor Law is required by statute, a copy of the prevailing wage rate schedule furnished by the New York State Department of Labor is attached hereto. Please note, however, that if a requirement shall exist to pay prevailing wage rates and the schedule is not annexed hereto, the requirement to pay the same exists regardless of whether prevailing Department wage schedules are attached hereto. If such schedules are not attached, the County will assist in securing copies of the same, upon request.

15. All parties agree that they have read and reviewed the attached Resolution, know and understand its contents. If the resolution incorporates a provision(s) limiting the payment amount of the agreement, all parties acknowledge that the County of Warren will not be held liable for payment above that amount.

16. This Agreement may not be assigned, in whole or in part, by the Provider without prior approval by the County in writing and signed by a duly authorized representative. Consent shall not limit County's right to enforce this provision on assigned parties.

17. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and electronic signature shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

18. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold, for the purposes of set-off, any moneys due to the Provider under this Agreement, or any other agreement with the County even if commencing prior to the term of this Agreement.

19. Any dispute under this Agreement or related to this Agreement shall be decided in accordance with the laws of the State of New York and brought exclusively before the United States District Court for the Northern District of New York or the appropriate State court located within the County of Warren.

20. This is the entire Agreement of the parties and cannot be changed or modified except

by mutual written agreement and signed by a duly authorized representative of the County. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in full force and effect.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties.

Approved as to Form:

*[Signature]*  
Assistant County Attorney

COUNTY OF WARREN

By: *[Signature]*  
JAMES LAFARR, Sheriff

Date: *July 18, 2023*

Date: *07/24/2023*

CUMMINS-WAGNER HOLDINGS, INC.  
d/b/a CUMMINS-WAGNER-SIEWERT,  
LLC d/b/a SIEWERT EQUIPMENT

By: *Vanessa Rainey*

Title: Lead Service Coordinator

Date: July 31, 2023

# Warren County Board of Supervisors

## RESOLUTION NO. 241 OF 2023

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

**AMENDING RESOLUTION NO. 461 OF 2010, WHICH AUTHORIZED THE CHAIR OF THE BOARD OF SUPERVISORS OR THE WARREN COUNTY SHERIFF TO ENTER INTO AND EXECUTE AGREEMENTS WITH VARIOUS VENDORS OR CONTRACTORS REGARDING SERVICES REQUIRED, FROM TIME TO TIME, BY THE WARREN COUNTY SHERIFF'S OFFICE, SUBJECT TO CERTAIN CONDITIONS, TO INCREASE THE NOT TO EXCEED AMOUNT, CHANGE THE CONTRACT RENEWAL TERMS AND INCLUDE MINOR AMENDMENTS TO REFLECT NECESSARY CHANGES OR CHANGE IN REGULATION**

WHEREAS, Resolution No. 461 of 2010, among other things, authorized the Sheriff to enter into and execute agreements with various vendors or contractors regarding services required from time to time by the Sheriff's Office, for an aggregate amount not to exceed Five Thousand Dollars (\$5,000) in any fiscal year, and

WHEREAS, in the regular course of performing its customary and usual governmental functions or performing functions assigned to it by the Board of Supervisors, the Sheriff's Office utilized minor routine and/or emergency services of a number of vendors or contractors for services such as, but not limited to equipment repairs and service, vehicle repairs and service, marine vessel repairs and service, vehicle tow services, medical transport services, medical services, mental health services, veterinary services, professional translation services, pre-employment screening services, law enforcement training services, hazardous cleaning services, septic services, plumbing and HVAC services, communications equipment services, water testing services, pest control, fire alarm testing services, and any services essential for public safety, and

WHEREAS, the aforesaid services are not usually something performed by the County's workforce and approval of these agreements by the Board of Supervisors appears to be routine and ministerial due to the obvious need for such services on a regular and reoccurring basis, and

***RESOLUTION No. 241 OF 2023***

***PAGE 2 OF 2***

WHEREAS, the Criminal Justice & Public Safety Committee approved a request to increase the authority of the Sheriff to enter into and execute agreements for such services to an amount no to exceed Ten Thousand Dollars (\$10,000) per vendor/contractor, per year, with a contract renewal term of no more than a five percent (5%) annual rate increase and to include minor amendments to reflect necessary changes in terms or change in regulation, and

WHEREAS, the Warren County Sheriff budgets for these types of services which generally range in costs from a few hundred dollars to a few thousand dollars, and

WHEREAS, any agreement that requires an RFP or a formal bid would require an additional Board resolution and the agreement would be executed by the Chair of the Board of Supervisors, now, therefore, be it

RESOLVED, that until such time as this resolution is repealed, the Chair of the Board of Supervisors or the Warren County Sheriff be, and hereby are, authorized, from time to time and without the need for additional separate resolutions, to enter into and execute agreements on behalf of Warren County with various vendors or contractors with regard to various services within the budget of the Sheriff's Office, subject to the following conditions: (1) any agreement may not individually exceed the aggregate amount of Ten Thousand Dollars (\$10,000) per vendor/contractor, per year, with a contract renewal term of no more than five percent (5%) annual rate increase and to include minor amendments to reflect necessary changes or change in terms in regulation; (2) the services must have been budgeted for; there must be budgeted funds available to pay for the same, and purchase orders and/or computer data entries required by the County's accounting software must occur; (3) the County's Purchasing Policy must still be followed (with the exception of the need to acquire resolutions); and (4) any required agreements must be approved by the Sheriff and, if required, in a form approved by the County Attorney.

**RESOLUTION REQUEST FORM NO. 5**

***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Sheriff

**DATE:** September 24, 2024

- (a) **Purpose of Grant:** LiveScan Equipment Program
- (b) **Name of Grantor:** NYS Division of Criminal Justice Services
- (c) **Address of Grantor:** 80 South Swan Street, Albany NY 12210
- (d) **Grantor's Contact Person and Telephone Number:** Grace Feeney-Caswell  
PS Grants Representative  
(518) 457-2203
- (e) **Has or Will the Grant Application or Grant Agreement been provided, if so, please attach:** Yes
- (f) **Effective Date of Grant:** 10/01/2023
- (g) **Termination Date of Grant:** 12/31/2024
- (h) **Total Dollar Amount Involved (Not to Exceed):** \$19,600.00
- (i) **Deadline to Submit Grant Application and/or Grant Agreement:** N/A
- (j) **Is a Budget Amendment Required?:** Yes  
If yes, also complete and submit Form No. 7.
- (k) **Are the funds to go into a Capital Project or Capital Reserve Project?:** No  
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) **Is a Local Share Required?:** No  
If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount OR Capital Project OR Capital Project Number and Title Amount:

**Sample:** A.3110 470 General Sheriff's Law Enforcement - Contract \$xx.xx  
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx

\* as listed in budget and LOGOS

**Project #:** LS23-1014-E00 **Livescan Equipment Program** **Project Status:** Amendment Pending  
**Participant:** Warren County

Project

Home Search Open

<a href="#">General</a>	<a href="#">Participants</a>	<a href="#">Budget</a>	<a href="#">Work Plan</a>	<a href="#">Questions</a>	<a href="#">Conditions</a>	<a href="#">Acceptance</a>	<a href="#">Contract Checklist</a>
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This page is locked from editing.

Complete screen information and save. Add a Program Purpose Area (if applicable). Once finished, proceed to Participants tab. For contract certifications, appendices and supporting documentation, please visit the [DCJS website](#) for available downloads. When you have completed your application, click the SUBMIT link in the left margin. Remember, you will no longer be able to edit your application once it has been submitted.

[Go to Attachment Progress Site Review Equipment](#)

Contract Number	T637694	Federal Agency Name	Bureau of Justice Assistance
DCJS Number	BJ19637694	Cost Center Funding Year	2019
CFDA Number	16.738	Project Created Date	06/29/2023
CFDA Description	Edward Byrne Memorial Justice Assistance Grant Program		
Project Title * (60 Character Limit)	FFY23 Livescan Equipment Funding		
Project Start Date	10/01/2023	(If known or applicable)	Submission Date 07/10/2023 01:07 PM
Project End Date	09/30/2024	(If known or applicable)	Grant Funds \$19,600.00 100.00%
Project Period	Years 1 Months 0	Matching Funds	\$0.00 0.00%
		Total Funds	\$19,600.00

[Reports Application Deficiency Draft Contract Final Contract](#)

[Help Logout](#)

Login ID:  County:   Have you included a file attachment with this submission?  No

Version 5.1.14

**Summary Description of Project (Please limit to one or two paragraphs)**

The Warren County Sheriff's Office has three stations; Headquarters and two substations in Warrensburg and Chestertown. Headquarters and Chestertown currently have a Livescan available to its' officers, but Warrensburg does not. In participating in this project we are attempting to obtain assistance in funding the purchase of a Livescan for the Warrensburg substation in order to facilitate the processing of arrests.

**Program Purpose Area.**

Program Purpose Code	Description	Remove
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\* - Mandatory Field

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

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

**DEPARTMENT NAME:** Sheriff

**DATE:** September 24, 2024

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Criminal Justice Services LiveScan Equipment Program grant.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3110.4054 250	Sheriff's Law Enforcement	\$19,600.00
	LiveScan Grant	
	Technical Equipment	

(c) **Revenue Code (with title), and amount:**

A.3110.4054 3391	Sheriff's Law Enforcement	\$19,600.00
	LiveScan Grant	
	LiveScan Equipment Program	

**Project #:** LS23-1014-E00 **Livescan Equipment Program** **Project Status:** Amendment Pending  
**Participant:** Warren County

Project

Home Search Open

<a href="#">General</a>	<a href="#">Participants</a>	<a href="#">Budget</a>	<a href="#">Work Plan</a>	<a href="#">Questions</a>	<a href="#">Conditions</a>	<a href="#">Acceptance</a>	<a href="#">Contract Checklist</a>
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[Go to Attachment Progress Site Review Equipment](#)

Contract Number	T637694	Federal Agency Name	Bureau of Justice Assistance
DCJS Number	BJ19637694	Cost Center Funding Year	2019
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Project Title * (60 Character Limit)	FFY23 Livescan Equipment Funding		
Project Start Date	10/01/2023 (If known or applicable)	Submission Date	07/10/2023 01:07 PM
Project End Date	09/30/2024 (If known or applicable)	Grant Funds	\$19,600.00 100.00%
Project Period	Years 1 Months 0	Matching Funds	\$0.00 0.00%
		Total Funds	\$19,600.00

[Reports Application Deficiency Draft Contract Final Contract Help Logout](#)

Login ID: **County** Warren  Have you included a file attachment with this submission? No   
 tcomeau

Version 5.1.14

**Summary Description of Project (Please limit to one or two paragraphs)**  
 The Warren County Sheriff's Office has three stations; Headquarters and two substations in Warrensburg and Chestertown. Headquarters and Chestertown currently have a Livescan available to its' officers, but Warrensburg does not. In participating in this project we are attempting to obtain assistance in funding the purchase of a Livescan for the Warrensburg substation in order to facilitate the processing of arrests.

**Program Purpose Area.**

Program Purpose Code	Description	Remove
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\* - Mandatory Field

**RESOLUTION REQUEST FORM NO. 3**

***Request for New Contract***

**DEPARTMENT NAME:** Sheriff

**DATE:** September 24, 2024

- (a) **Is this a Result of a Bid or Request for Proposal?** No
- (b) **Purpose of Contract:** Fiber internet service, cable service, hardware, and technical support for Sheriff's Office Correctional Facility and Public Safety Building
- (c) **Name of Contractor:** Spectrum Enterprise
- (d) **Address of Contractor:** 701 Canyon Drive, Suite 120, Coppell TX 75019
- (e) **Contractor's Contact Person and Telephone Number:** Kira McGlown  
Strategic Sales  
(314) 643-0581  
[Kira.McGlown@charter.com](mailto:Kira.McGlown@charter.com)
- (f) **Has or will the Contract be provided, if so, please attach:** Yes
- (g) **Commencement Date of Contract:** November 1, 2024
- (h) **Termination Date of Contract:** October 31, 2027
- (i) **Payment Provisions:**
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.) \$1,135.21/month
- (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.3150 470 General Sheriff's Correction Division - Contract

\* as listed in budget and LOGOS



## SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information	
Contact:	Kira McGlown
Telephone:	
Email:	kira.mcglown@charter.com

Customer Information		
Customer Name	Order #	
WARREN COUNTY	14337561	
Address		
1340 State Route 9 Lake George NY 12845		
Telephone	Email:	
(518) 761-6407	colvinm@warrencountyny.gov	
Contact Name	Telephone	Email:
Michael Colvin	(518) 761-6407	colvinm@warrencountyny.gov
Billing Address		
1340 State Route 9 Lake George NY 12845		
Billing Contact Name	Telephone	Email:

NEW AND REVISED SERVICES AT 1340 State Route 9 , Lake George NY 12845				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
1 Month Free - Video - Fiber Connect Plus	36 Months	1	\$0.00	\$0.00
Fiber Connect Deluxe	36 Months	50	\$8.00	\$400.00
Install Fee (MRC)	36 Months	1	\$158.21	\$158.21
Svc Charge-Per Rm	36 Months	50	\$11.54	\$577.00
<b>TOTAL*</b>				<b>\$1,135.21</b>

**RESOLUTION REQUEST FORM NO. 3**

***Request for New Contract***

**DEPARTMENT NAME:** Sheriff

**DATE:** September 24, 2024

- (a) **Is this a Result of a Bid or Request for Proposal?** No
- (b) **Purpose of Contract:** Sharing of LE resources with Glens Falls Police Dept
- (c) **Name of Contractor:** City of Glens Falls
- (d) **Address of Contractor:** 42 Ridge Street, Glens Falls NY 12801
- (e) **Contractor's Contact Person and Telephone Number:** S. William Collins, Mayor  
(518) 761-3805
- (f) **Has or will the Contract be provided, if so, please attach:** Yes
- (g) **Commencement Date of Contract:** Upon execution by all parties
- (h) **Termination Date of Contract:** Until terminated or amended by either party
- (i) **Payment Provisions:**
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (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:**

\* as listed in budget and LOGOS

**INTERMUNICIPAL AGREEMENT FOR  
SHARED LAW ENFORCEMENT SERVICES AND COOPERATION BETWEEN  
THE COUNTY OF WARREN AND THE CITY OF GLENS FALLS**

THIS AGREEMENT (the "Agreement") is made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845 (the "County"), and the CITY OF GLENS FALLS, a municipal corporation having its principal offices and place of business located at 42 Ridge Street, Glens Falls, New York 12801 (the "City").

WITNESSETH:

WHEREAS, New York State General Municipal Law § 109-o authorizes municipal corporations to enter into agreements for the performance of their respective functions, powers, and duties on a cooperative basis, and

WHEREAS, New York State General Municipal Law § 209-m authorizes local governments to request and provide police assistance and mutual aid to one another, and

WHEREAS, New York State General Municipal Law § 209-m, New York State Criminal Procedure Law § 140.10(1), § 140.10(3), and § 120.60 authorize law enforcement officers to exercise certain police powers and functions outside their geographic area of employment when a request for assistance and aid has been received from another law enforcement agency, and

WHEREAS, the parties hereto have experienced within their jurisdictions a need for joint response and mutual aid of both parties' police agency resources to respond to certain alleged criminal acts, emergency incidents, or threats against public safety, including but not limited to, narcotics related offenses, violent felony arrests, large scale protests, and unexpected circumstances warranting a law enforcement response that overwhelms the daily staffing levels of the primary agency requiring law enforcement assistance and support from surrounding agencies until the situation is mitigated or during instances amounting to emergency circumstances that would be more effectively dealt with through the use of sharing resources for long term events,

NOW, THEREFORE, the parties hereto do mutually agree pursuant to the terms and provisions of this shared services agreement as follows:

**I. PURPOSE:**

A. Allow participating law enforcement agencies the use of law enforcement officers, equipment, supplies, and resources to perform official duties and functions outside the territories of the local government where the officers are legally employed;

B. Formalize a relationship between the Warren County Sheriff's Office and the City of Glens Falls Police Department for their use of combined law enforcement resources;

C. Eliminate the need to follow the formal procedures set forth in New York State General Municipal Law § 209-m to request assistance from the other party for shared resources, personnel, and/or equipment;

D. Provide for more efficient utilization of law enforcement resources and services;

E. Make available to each party any necessary resources, as determined by the Sheriff of Warren County and the Chief of Police of the Glens Falls Police Department, through mutual agreement accordance with the provisions of this Agreement.

**II. AUTHORIZATION:**

A. Each party authorizes the Sheriff, the Chief of Police, or the officer commanding the law enforcement agency in the Sheriff or Chief's absence to request the cooperation under this Agreement to and from the other party to the extent of available personnel, supplies and equipment not required for adequate protection of the local government rendering the services. The judgment of the Sheriff, Chief of Police, or officer commanding in the Sheriff or Chief's absence of each municipality rendering aid as to the amount of personnel, supplies, and equipment available shall be final.

B. The obligation to render the cooperation under this Agreement is strictly voluntary. It does not place either the Warren County Sheriff's Office or the City of Glens Falls Police Department under any obligation to respond to a request for cooperation or assistance of the other party that it is unable or unwilling to honor.

C. The Police Chief of the City of Glens Falls Police Department authorizes the Sheriff, or the Sheriff's designee, to prearrange training exercises and programs, as well as temporary assignment of officers and/or equipment to another law enforcement agency for training purposes.

**III. PERSONNEL AND EQUIPMENT:**

Each party agrees that their police agency may supply personnel, equipment, and other available resources to the other upon request in the event of an emergency, investigation, or other emergency circumstance, if their respective Sheriff, or his designee, or Chief of Police, or his designee, deems it appropriate. The number of personnel, if any, and the amount and type of equipment to be dispatched by the responding party shall be determined by that agency's Sheriff, or his designee, or Chief of Police, or his designee.

**IV. RETAINED PERSONNEL AND EQUIPMENT:**

Each party agrees that the responding party may hold back sufficient personnel and equipment to provide adequate protection within the territory of the responding party. Should a need for the loaned personnel and equipment arise within the territory of the responding party, then the responding party may recall such personnel and equipment or any part thereof. The responding party shall inform the requesting party of its intent to withdraw from a situation.

**V. COMMAND AND CONTROL:**

A. The commanding law enforcement officer of the City shall report to and receive instructions from the commanding law enforcement officer of the County.

B. All law enforcement officers employed under this Agreement are under the command of the commanding law enforcement officer of the County.

**VI. COOPERATION:**

A. In the event cooperation under this Agreement results in an officer-involved shooting, accidental injury, or other event that requires investigation or review, both parties agree to cooperate and consult with each other in the conduct of such investigation or review.

B. Each local government and each law enforcement agency will make available to the other any information or resources necessary to conduct such investigation or review.

C. The Sheriff and the Chief of Police, or their designees, will fully communicate, consult and cooperate with each other to ensure that a thorough, efficient, and effective investigation or review is conducted and that unnecessary duplication is avoided.

D. Any media release or press conference regarding an event under this Agreement will be coordinated in advance between the Sheriff and the Chief of Police, or their designees.

**VII. COMPENSATION:**

A. In accordance with the provisions outlined in New York State General Municipal Law § 119-o(3)(b) each party shall be liable for the salaries and other compensation due to their respective employees for the time the employees are undertaking services pursuant to the Intermunicipal Agreement.

B. Neither party, as a requesting party, shall be obligated to compensate the responding party for services rendered by or injuries to the responding parties' personnel, or for the use or damage to the responding parties' equipment. Specifically, and without limiting the foregoing, the requesting party shall have no obligation for payment of wages or withholding for unemployment, worker's compensation, for the payment of any other benefits to the personnel of the responding party.

C. All individuals shall retain all of their pension, disability, contractual and compensation rights while performing duties in accordance with this Agreement. All salaries, legal and contractual benefits, and other personnel costs together with equipment and supply costs will be the responsibility of the respective local government regularly employing the officer.

**VIII. PRIVILEGES AND IMMUNITIES:**

A. Specifically, pursuant to New York State General Municipal Law § 119-n(c) and § 119-o, police officers assisting another local government outside their normal territorial jurisdiction shall have all powers and authority of law enforcement officers in such other jurisdiction as provided by law, including, but limited to, the power of arrest.

B. To the extent permitted by law, all the powers, duties, rights, privileges, and immunities from liability which surround the activities of any participating agency's members or agency when performing its functions within the public agency's territorial limits shall apply to the activities of that agency's members while furnishing law enforcement services outside its territorial limits under the terms of this Agreement.

C. All immunities from liability provided by the local government within its boundaries shall extend outside of its boundaries while participating in this Agreement. All the immunities from liability and exemptions from laws,

ordinances, and regulations which law enforcement officers employed by local governments which are parties to this Agreement have in their own jurisdictions shall be effective in the jurisdiction in which they are operating under this Agreement, unless otherwise provided by law or this Agreement.

D. Each party shall be liable for the negligence of its officers and personnel in the same manner and to the same extent as if such negligence occurred in the performance of their duties within their territorial limits. Each party shall indemnify and defend the other for claims alleging such negligence.

E. Except for claims relating to compensation, expenses, and liabilities set forth in this Agreement, each local government shall waive any and all claims against all other local government parties to this Agreement which may arise out of a local government's activities outside of their respective jurisdictions while rendering aid under this Agreement.

**IX. LINE OF DUTY INJURY OR DEATH:**

The effect of injury, disability, or death of an officer who is injured, disabled, or killed outside the territorial limits of either party while in the performance of this Agreement, shall be the same as if they were injured, disabled, or killed while that officers was functioning within their own territorial limits, and such injury, disability, or death shall be considered in the line of duty.

**X. PRIVILEGES AND IMMUNITIES:**

A. Neither party shall incur any liability or responsibility for the failure to respond to any request for assistance made pursuant to this Agreement. This Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third party or parties, and not third party or parties shall have any right of action whatsoever hereunder for any cause whatsoever.

B. Neither party shall be required to indemnify the other for any claim arising out of their participation under this Agreement. Each party shall be responsible for defending its own respective entity in any action or dispute that arises in connection with or as a result of this Agreement and that each party will be responsible for bearing their own costs, damages, losses, expenses, and legal fees. Each party shall be obligated to notify the other of any claims or lawsuits received arising out of any shared services incident or event.

C. Each party hereto hereby expressly waives all claims of whatever type or nature, except for gross negligence, against the other and its personnel, which may arise out of the performance of this Agreement.

**XI. ADMINISTRATION:**

It is the intention of the participants that no separate legal entity is created by this Agreement to carry out its provisions. To the extent this Agreement requires administration other than as set forth herein, it shall be administered by the governing bodies or an appointee of the governing bodies hereto acting as a joint board. No real or personal property shall be acquired by the participants because of this Agreement. Each party shall have equal access to the records created by the other party relating to incidents responded to under this Agreement.

**XII. COMPLIANCE WITH LAWS:**

Each participant agrees that they will comply with all applicable federal, state, and local laws, and rules and regulations applicable to the respective entities and employees in connection with the performance of this Agreement.

**XIII. EFFECTIVE DATE AND DURATION:**

This Agreement shall commence upon execution by all parties and continue unless terminated by either party upon thirty (30) days written notice.

**XIV. AUTHORITY:**

This Agreement is executed pursuant to approvals of the respective governing Boards of the parties, as required under New York State General Municipal Law § 119-o, the authorizing resolutions are attached hereto.

**XV. ELECTRONIC SIGNATURE:**

This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and- all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and- electronic signatures having the same legal effect as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year of execution of the last signatory hereunder.

# Warren County Sheriff's Office 2025 Budget Proposal

## **3020 - COMMUNICATIONS**

### **Revenue**

1142 - Tele Surcharge - Wire: Decreased by \$10,000 due to lower NYS Comptroller E911 payments

### **Expense**

210 - Furniture: Requesting \$6,000 to purchase 3 Communication Center chairs @ \$2,000 each

260 - Other Equipment: Requesting \$65,000 for several projects (*outlined below*)

Site work for Bolton and Chester Tower sites \$38,000

Off-site power system battery replacements \$15,000

Installation of transfer switch in Communication Ctr \$7,500

428 Data Processing/Internet Fee: Increased by \$10,000 primarily for the two new tower sites

470 Contracts: Requesting \$300,000 (*\$40,000 increase*) - Contract fees have increased

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## **3110 - LAW ENFORCEMENT**

### **Revenue**

*\*Revenues Remained Consistent from 2024 to 2025*

### **Expense**

200's: Decreased significantly because Body Worn Camera maintenance was moved to code 422

413 - Repair & Building Maint: Requesting \$100,000 (*\$50,000 increase*) for HVAC project

414 - Electricity: Requesting \$225,000 (*\$45,000 increase from 2024*)

422 - Repair/Maint-Equipment: Requesting \$230,000 (*\$217,000 increase*) for body worn cameras

441 - Auto-Supplies & Repair: Requesting \$325,000 (*\$110,000 increase*) vessel fiberglass

470 - Contracts: Requesting \$140,000 (*\$93,500 increase*) for SPCA contract of \$96,000

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## **3150 - CORRECTIONS**

### **Revenue**

2264 - Jail Services, Other Gov't: Requesting \$150,000 (*\$85,000 increase*) - federal inmates

### **Expense**

210 - Furniture/Furnishings: Requesting \$6,000 for Correction Officer Chairs

250 - Technical Equipment: Requesting \$12,500 for magnetometers and duress alarms

260 - Other Equipment: Requesting \$35,000 for Central Control UPS System (*\$30,000*)

410 - Supplies: Requesting \$110,000 (*\$35,000 increase*) for mattresses, gloves, cleaning supplies

445 - Foods: Requesting \$360,000 (*\$55,000 increase*) due to increased food expenses

470 - Contracts: Requesting \$2,320,000 (*\$545,000 increase from the 2024 Adopted Budget*)

*PrimeCare increase \$117,033 Jan 2024 for MAT services*

*PrimeCare contract increase \$361,142 for 2025*

*Spectrum Services new contract \$13,620*

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Sheriff's 911 Center

BUDGET ACCOUNT CODE: A.3020

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$1,573,606.86	\$1,660,814.00	\$1,660,814.00	\$1,673,291.00
200's EQUIPMENT	\$9,650.72	\$0.00	\$6,510.17	\$71,000.00
400's CONTRACTUAL	\$360,596.69	\$393,000.00	\$401,952.00	\$451,500.00
800's EMPLOYEE BENEFITS	\$551,145.41	\$598,042.00	\$598,042.00	\$681,090.00
<b>TOTALS</b>	<b>\$2,494,999.68</b>	<b>\$2,651,856.00</b>	<b>\$2,667,318.17</b>	<b>\$2,876,881.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$322,099.24	\$325,000.00	\$325,000.00	\$315,000.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>REVENUE</b>						
Department <b>3020 - Sheriff's 911 Center</b>						
<i>Non-Property Tax Items</i>						
1140	Emergency Tele. Surcharge - General	105,159.36	100,000.00	100,000.00	57,825.76	100,000.00
1142	Emergency Tele. Surcharge - Wireless	216,939.88	225,000.00	225,000.00	160,064.46	215,000.00
	<i>Non-Property Tax Items Totals</i>	<b>\$322,099.24</b>	<b>\$325,000.00</b>	<b>\$325,000.00</b>	<b>\$217,890.22</b>	<b>\$315,000.00</b>
Department <b>3020 - Sheriff's 911 Center Totals</b>		<b>\$322,099.24</b>	<b>\$325,000.00</b>	<b>\$325,000.00</b>	<b>\$217,890.22</b>	<b>\$315,000.00</b>
	<b>REVENUE TOTALS</b>	<b>\$322,099.24</b>	<b>\$325,000.00</b>	<b>\$325,000.00</b>	<b>\$217,890.22</b>	<b>\$315,000.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request									
<b>Fund A - General</b>															
<b>EXPENSE</b>															
Department <b>3020 - Sheriff's 911 Center</b>															
<i>Personal Services</i>															
110	Salaries - Regular	1,465,176.11	1,570,814.00	1,570,814.00	1,025,089.94	1,583,291.00									
120	Salaries - Overtime	81,085.35	60,000.00	60,000.00	47,345.54	60,000.00									
130	Salaries - Part Time	27,345.40	30,000.00	30,000.00	7,399.22	30,000.00									
<i>Personal Services Totals</i>		<b>\$1,573,606.86</b>	<b>\$1,660,814.00</b>	<b>\$1,660,814.00</b>	<b>\$1,079,834.70</b>	<b>\$1,673,291.00</b>									
<i>Equipment</i>															
210	Furniture/Furnishings	3,699.22	.00	3,797.91	3,797.91	6,000.00									
250	Technical Equipment	1,350.00	.00	.00	.00	.00									
260	Other Equipment	4,601.50	.00	2,712.26	2,712.26	65,000.00									
<i>Equipment Totals</i>		<b>\$9,650.72</b>	<b>\$0.00</b>	<b>\$6,510.17</b>	<b>\$6,510.17</b>	<b>\$71,000.00</b>									
<table border="1"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>210</td> <td>Departmental Request</td> <td>Communication Center Console Chairs - 3 Chairs at \$1,997 each</td> </tr> <tr> <td>260</td> <td>Departmental Request</td> <td>Bolton &amp; Chester Tower Sites - Tower Erection DPW Site Work = \$19,000 Crane Services = \$10,000 Electrical Install &amp; Service = \$7,000 Miscellaneous Tower Expenses = \$2,000 UPS Transfer Switch Installation Comm = \$7,500 Off-site Power System Service/Upgrades = \$15,000</td> </tr> </tbody> </table>							Account	Level	Comment	210	Departmental Request	Communication Center Console Chairs - 3 Chairs at \$1,997 each	260	Departmental Request	Bolton & Chester Tower Sites - Tower Erection DPW Site Work = \$19,000 Crane Services = \$10,000 Electrical Install & Service = \$7,000 Miscellaneous Tower Expenses = \$2,000 UPS Transfer Switch Installation Comm = \$7,500 Off-site Power System Service/Upgrades = \$15,000
Account	Level	Comment													
210	Departmental Request	Communication Center Console Chairs - 3 Chairs at \$1,997 each													
260	Departmental Request	Bolton & Chester Tower Sites - Tower Erection DPW Site Work = \$19,000 Crane Services = \$10,000 Electrical Install & Service = \$7,000 Miscellaneous Tower Expenses = \$2,000 UPS Transfer Switch Installation Comm = \$7,500 Off-site Power System Service/Upgrades = \$15,000													
<i>Contractual Expense</i>															
410	Supplies	1,045.24	2,000.00	2,000.00	916.49	2,000.00									
422	Repair/Maint-Equipment	14,214.13	10,000.00	10,000.00	6,808.06	12,000.00									
423	Telephone	4,470.06	5,000.00	3,952.00	.00	.00									
426	Subscriptions	.00	.00	10,000.00	10,000.00	10,000.00									
428	Data Processing & Internet Fees	98,844.45	110,000.00	110,000.00	56,576.97	120,000.00									
444	Travel/Education/Conference	5,654.04	6,000.00	6,000.00	5,572.00	7,500.00									
470	Contract	236,368.77	260,000.00	260,000.00	205,694.41	300,000.00									
<i>Contractual Expense Totals</i>		<b>\$360,596.69</b>	<b>\$393,000.00</b>	<b>\$401,952.00</b>	<b>\$285,567.93</b>	<b>\$451,500.00</b>									

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
EXPENSE						
Department <b>3020 - Sheriff's 911 Center</b>						
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	410	Departmental Request	Communication Center Console Items AED Cards Cables & Switches Portable Radio Cases Portable Radio Ear Pieces			
	422	Departmental Request	Communications Center Console Repairs/Service Tower Site Repairs/Service			
	426	Departmental Request	AGENT511 Text-to-911 Annual Subscription Fee			
	428	Departmental Request	Annual Verizon Costs for Bolton/Chester Tower Sites Bolton \$1,562/month = \$18,744/year Chester \$744/month = \$8,928/year Annual FirstLight Fiber & Verizon Expenses			
	444	Departmental Request	Annual PowerPhone Certification Fees			
	453	Departmental Request	Communication Center Uniforms from A.3110 Code			
	470	Departmental Request	Capital Digitronics - Comm Ctr Annual Maintenance Tyler Technologies - CAD Annual Service FirstLight Ethernet (EPL) PowerPhone Annual Support/Service Simplex Grinnell Annual Alarm Inspections			
<i>Employee Benefits</i>						
810	Retirement	170,935.35	220,357.00	220,357.00	141,228.80	252,195.00
830	Social Security	95,930.98	102,975.00	102,975.00	63,753.86	103,750.00
831	Medicare Contribution	22,435.45	24,078.00	24,078.00	14,910.16	24,257.00
860	Hospitalization	211,441.30	205,972.00	205,472.00	133,361.41	233,419.00
865	Dental Insurance	3,621.08	3,384.00	3,384.00	2,213.74	3,384.00
	<i>Employee Benefits Totals</i>	\$504,364.16	\$556,766.00	\$556,266.00	\$355,467.97	\$617,005.00
<i>Other Benefits</i>						
861	Retirees Hospitalization	46,781.25	41,276.00	41,276.00	36,524.74	62,585.00
862	Health Insurance Cost Reimbursement	.00	.00	500.00	372.30	1,500.00
	<i>Other Benefits Totals</i>	\$46,781.25	\$41,276.00	\$41,776.00	\$36,897.04	\$64,085.00
Department <b>3020 - Sheriff's 911 Center Totals</b>		\$2,494,999.68	\$2,651,856.00	\$2,667,318.17	\$1,764,277.81	\$2,876,881.00
<b>EXPENSE TOTALS</b>		\$2,494,999.68	\$2,651,856.00	\$2,667,318.17	\$1,764,277.81	\$2,876,881.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
	Fund <b>A - General</b> Totals					
	REVENUE TOTALS	\$322,099.24	\$325,000.00	\$325,000.00	\$217,890.22	\$315,000.00
	EXPENSE TOTALS	\$2,494,999.68	\$2,651,856.00	\$2,667,318.17	\$1,764,277.81	\$2,876,881.00
	Fund <b>A - General</b> Totals	(\$2,172,900.44)	(\$2,326,856.00)	(\$2,342,318.17)	(\$1,546,387.59)	(\$2,561,881.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$322,099.24	\$325,000.00	\$325,000.00	\$217,890.22	\$315,000.00
	EXPENSE GRAND TOTALS	\$2,494,999.68	\$2,651,856.00	\$2,667,318.17	\$1,764,277.81	\$2,876,881.00
	Net Grand Totals	(\$2,172,900.44)	(\$2,326,856.00)	(\$2,342,318.17)	(\$1,546,387.59)	(\$2,561,881.00)

2025 Salary Schedule (Position Budgeting)  
Sheriff.911 Center

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13645	Ash, Emily	Communication Officer #18	\$61,576.00	Full Time	SEA	3/21/2022
	103.1-04 / \$29.60	N/A / \$29.60				
12036	Clouse, Jason	Communication Officer #17	\$68,288.00	Full Time	SEA	3/12/2012
	103.1-18 / \$32.83	N/A / \$32.83				
13396	Dague, Brandon	Communications Officer #3	\$64,654.00	Full Time	SEA	10/15/2019
	103.1-07 / \$31.08	N/A / \$31.08				
8856	Ellis, Linda	Communications Officer #8	\$69,960.00	Full Time	SEA	11/8/1993
	103.1-30 / \$33.63	N/A / \$33.63				
7051	Engle, Brian	Communications Officer #1	\$69,960.00	Full Time	SEA	4/1/1986
	103.1-30 / \$33.63	N/A / \$33.63				
13569	Grierson, Ryan	Communications Officer #5	\$64,654.00	Full Time	SEA	7/7/2021
	103.1-05 / \$31.08	N/A / \$31.08				
11982	Harrington, Eric	Communications Officer #9	\$68,288.00	Full Time	SEA	8/8/2011
	103.1-15 / \$32.83	N/A / \$32.83				
13123	Hayes, Lydia	Communications Officer #4	\$64,654.00	Full Time	SEA	5/21/2018
	103.1-08 / \$31.08	N/A / \$31.08				
12035	Helms, Derrick	Communications Supervisor	\$73,789.00	Full Time	SEA	3/12/2012
	103.2-16 / \$35.48	N/A / \$35.48				
13669	Hubbard, Tyler	Communications Officer #20	\$61,576.00	Full Time	SEA	8/1/2022
	103.1-04 / \$29.60	N/A / \$29.60				
12435	Kilmartin, Christopher	Senior Communications Officer #3	\$67,404.00	Full Time	SEA	10/2/2017
	119-09 / \$32.41	N/A / \$32.41				
9035	LaGoy, Robert	Senior Communications Officer #1	\$72,710.00	Full Time	SEA	9/12/1994
	119-30 / \$34.96	N/A / \$34.96				
11548	Mansfield, Lisa	Senior Communications Officer #2	\$71,039.00	Full Time	SEA	9/15/2008
	119-18 / \$34.15	N/A / \$34.15				

13435	Myers, Charisma	Communications Officer #11	\$64,654.00	Full Time	SEA	4/1/2020
	103.1-06 / \$31.08	N/A / \$31.08				
13243	Oswald, Joseph	Communications Officer #14	\$64,654.00	Full Time	SEA	2/5/2020
	103.1-06 / \$31.08	N/A / \$31.08				
12122	Priest, Justin	Communications Officer #12	\$68,288.00	Full Time	SEA	7/2/2010
	103.1-16 / \$32.83	N/A / \$32.83				
13567	Reid, Dylan	Communications Officer #6	\$64,654.00	Full Time	SEA	7/6/2021
	103.1-05 / \$31.08	N/A / \$31.08				
13857	Ruggiero, Emily Ann	Communication Officer #16	\$61,576.00	Full Time	SEA	11/6/2023
	103.1-03 / \$29.60	N/A / \$29.60				
13414	Stanton, Tammy	Communications Officer #15	\$64,654.00	Full Time	SEA	1/13/2020
	103.1-06 / \$31.08	N/A / \$31.08				
13894	Stevens, Aileen	Communications Officer #13	\$58,498.00	Full Time	SEA	2/13/2024
	103.1-02 / \$28.12	N/A / \$28.12				
13568	Viele, Devin	Communication Officer #19	\$64,654.00	Full Time	SEA	7/8/2021
	103.1-05 / \$31.08	N/A / \$31.08				
11721	Washburn, Kristal-Brooke	Communications Officer #10	\$68,288.00	Full Time	SEA	12/7/2009
	103.1-17 / \$32.83	N/A / \$32.83				
13422	Wells II, James	Communication Officer #21	\$64,654.00	Full Time	SEA	2/18/2020
	103.1-06 / \$31.08	N/A / \$31.08				
		911 Center Holiday Pay	\$14,390.00			
	N/A / \$0.00	N/A / \$0.00				
		911 Center Over Time	\$60,000.00			
	N/A / \$0.00	N/A / \$0.00				
		911 Center Part Time	\$30,000.00			
	N/A / \$0.00	N/A / \$0.00				
		911 Center Shift Change Pay	\$20,000.00			
	N/A / \$0.00	N/A / \$0.00				
		911 Center Shift Differential	\$25,775.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>28</b>	<b>\$1,673,291.00</b>			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Sheriff's Law Enforcement

BUDGET ACCOUNT CODE: A.3110

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$8,894,041.39	\$9,014,486.00	\$9,014,486.00	\$9,290,727.00
200's EQUIPMENT	\$926,750.94	\$260,500.00	\$976,396.38	\$80,500.00
400's CONTRACTUAL	\$1,632,546.96	\$1,380,483.00	\$1,684,732.07	\$1,961,533.00
800's EMPLOYEE BENEFITS	\$4,642,236.12	\$5,152,961.00	\$5,152,961.00	\$5,547,043.00
<b>TOTALS</b>	<b>\$16,095,575.41</b>	<b>\$15,808,430.00</b>	<b>\$16,828,575.45</b>	<b>\$16,879,803.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$819,233.03	\$513,875.00	\$514,872.86	\$525,875.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department <b>3110 - Sheriff's Law Enforcement</b>						
<i>Departmental Income</i>						
1510	Sheriff Fees	108,311.71	110,000.00	110,000.00	68,435.59	110,000.00
1511	Sheriff Misc Dep't Income	694.50	3,000.00	3,000.00	129.25	.00
1512	Background Check Fees	75.00	.00	.00	.00	.00
1514	Accident Reports	5,820.00	5,000.00	5,000.00	3,670.00	5,000.00
1589	Other - Public Safety	110,261.59	110,000.00	110,000.00	64,286.34	110,000.00
2002	Donation-Bed Tax	115,130.64	125,000.00	125,000.00	.00	150,000.00
2263	Public Safety, Private Entities	7,420.63	.00	.00	.00	.00
<i>Departmental Income Totals</i>		<b>\$347,714.07</b>	<b>\$353,000.00</b>	<b>\$353,000.00</b>	<b>\$136,521.18</b>	<b>\$375,000.00</b>
<i>Intergovernmental Charges</i>						
2265	Schroon Lake Enforcement	6,500.00	4,000.00	4,000.00	.00	4,000.00
2268	Sheriff-DSS Fraud Investigations	37,000.00	32,500.00	32,500.00	18,500.00	32,500.00
<i>Intergovernmental Charges Totals</i>		<b>\$43,500.00</b>	<b>\$36,500.00</b>	<b>\$36,500.00</b>	<b>\$18,500.00</b>	<b>\$36,500.00</b>
<i>Miscellaneous &amp; Local Source</i>						
2701	Refund of Prior Year Expense	900.00	.00	.00	.00	.00
<i>Miscellaneous &amp; Local Source Totals</i>		<b>\$900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>State Aid</i>						
3047	Discovery Reform	109,089.00	.00	.00	190,300.00	.00
3315	Navigation Law Enforcement	99,286.75	40,000.00	40,000.00	.00	40,000.00
3319	Raise the Age	6,830.87	.00	.00	.00	.00
3384	Other Sheriff's State Aid	41,932.29	15,000.00	15,000.00	13,713.25	15,000.00
<i>State Aid Totals</i>		<b>\$257,138.91</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$204,013.25</b>	<b>\$55,000.00</b>
<i>Federal Aid</i>						
4377	Body Worn Camera Policy and Implementation	72,733.32	.00	.00	.00	.00
4384	Other Sheriff Aid	10,595.55	25,000.00	25,000.00	12,682.40	15,000.00
4960	Emergency Disaster Assist	1,754.58	.00	.00	.00	.00
<i>Federal Aid Totals</i>		<b>\$85,083.45</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$12,682.40</b>	<b>\$15,000.00</b>
<i>Fines &amp; Forfeitures</i>						
2612	Stop DWI Fines - Sheriff	44,375.00	44,375.00	44,375.00	.00	44,375.00
<i>Fines &amp; Forfeitures Totals</i>		<b>\$44,375.00</b>	<b>\$44,375.00</b>	<b>\$44,375.00</b>	<b>\$0.00</b>	<b>\$44,375.00</b>
<i>Sale of Property And Compensation for Loss</i>						

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>3110 - Sheriff's Law Enforcement</b>					
	<i>Sale of Property And Compensation for Loss</i>					
2680	Insurance Recoveries	40,521.60	.00	997.86	14,981.86	.00
	<i>Sale of Property And Compensation for Loss Totals</i>	<b>\$40,521.60</b>	<b>\$0.00</b>	<b>\$997.86</b>	<b>\$14,981.86</b>	<b>\$0.00</b>
	Department <b>3110 - Sheriff's Law Enforcement Totals</b>	<b>\$819,233.03</b>	<b>\$513,875.00</b>	<b>\$514,872.86</b>	<b>\$386,698.69</b>	<b>\$525,875.00</b>
	<b>REVENUE TOTALS</b>	<b>\$819,233.03</b>	<b>\$513,875.00</b>	<b>\$514,872.86</b>	<b>\$386,698.69</b>	<b>\$525,875.00</b>

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<b>Fund A - General</b>																											
<b>EXPENSE</b>																											
Department <b>3110 - Sheriff's Law Enforcement</b>																											
<i>Personal Services</i>																											
110	Salaries - Regular	7,890,622.68	8,322,210.00	8,322,210.00	5,656,633.68	8,598,451.00																					
120	Salaries - Overtime	541,589.02	425,000.00	425,000.00	391,762.72	425,000.00																					
130	Salaries - Part Time	461,829.69	267,276.00	267,276.00	311,229.89	267,276.00																					
<i>Personal Services Totals</i>		<b>\$8,894,041.39</b>	<b>\$9,014,486.00</b>	<b>\$9,014,486.00</b>	<b>\$6,359,626.29</b>	<b>\$9,290,727.00</b>																					
<i>Equipment</i>																											
210	Furniture/Furnishings	1,150.95	2,000.00	2,052.10	2,052.10	4,000.00																					
220	Office Equipment	416.52	1,500.00	1,500.00	.00	1,500.00																					
220.1	Office Equipment - Reserve	95,889.85	.00	30,000.00	22,070.42	.00																					
230	Automotive Equipment	37,959.04	15,000.00	129,171.14	116,350.70	20,000.00																					
230.1	Automotive Equipment - Reserve	482,952.49	.00	709,350.18	577,202.99	.00																					
250	Technical Equipment	297,422.24	217,000.00	24,169.66	24,163.85	25,000.00																					
260	Other Equipment	10,959.85	25,000.00	80,153.30	59,571.82	30,000.00																					
<i>Equipment Totals</i>		<b>\$926,750.94</b>	<b>\$260,500.00</b>	<b>\$976,396.38</b>	<b>\$801,411.88</b>	<b>\$80,500.00</b>																					
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<i>Contractual Expense</i>																											
410	Supplies	55,502.25	45,000.00	44,676.24	24,008.06	50,000.00																					
413	Repair & Maint.-Bldg/Property	33,100.42	50,000.00	67,811.09	34,310.39	100,000.00																					
414	Gas-Natural	74,231.78	65,000.00	65,000.00	42,965.65	70,000.00																					
415	Electricity	185,741.57	180,000.00	180,000.00	144,325.72	225,000.00																					
416	Oil & Gas-Heating	1,676.13	1,500.00	1,500.00	.00	2,000.00																					
417	Water/Sewer/Taxes	31,699.00	32,250.00	32,250.00	15,207.60	32,000.00																					
418	Ins-General Liability	180,750.93	206,233.00	206,233.00	197,575.50	217,333.00																					
419	Settlements	50,000.00	.00	.00	.00	.00																					

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3110 - Sheriff's Law Enforcement</b>						
<i>Contractual Expense</i>						
421	Equipment Rental	188.00	200.00	200.00	40.57	200.00
422	Repair/Maint-Equipment	144,873.13	12,500.00	229,035.72	222,019.56	230,000.00
423	Telephone	43,508.99	50,000.00	50,000.00	31,472.52	50,000.00
424	Postage	9,915.47	7,000.00	7,000.00	5,867.17	8,000.00
426	Subscriptions	7,534.40	7,000.00	7,271.66	7,259.66	8,500.00
427	Memberships & Dues	1,191.00	1,300.00	1,300.00	1,099.00	1,500.00
428	Data Processing & Internet Fees	12,091.45	11,000.00	11,000.00	5,502.82	12,000.00
439	Misc Fees & Expenses	18,596.38	17,500.00	17,500.00	9,017.96	20,000.00
440	Legal/Transcript Fees	.00	7,500.00	5,500.00	.00	.00
441	Auto-Supplies & Repair	273,938.73	210,000.00	210,997.86	156,159.58	325,000.00
442	Automotive - Gas & Oil	279,924.00	240,000.00	202,675.88	108,439.65	250,000.00
444	Travel/Education/Conference	49,573.25	45,000.00	44,963.09	39,052.14	55,000.00
444.01	Job Related Courses	.00	.00	4,715.91	4,025.91	5,000.00
453	Uniforms & Clothing	62,655.08	75,000.00	78,658.79	49,835.06	85,000.00
455	Safety Equipment	80,945.75	70,000.00	73,942.83	12,217.02	75,000.00
470	Contract	34,909.25	46,500.00	142,500.00	77,436.88	140,000.00
<i>Contractual Expense Totals</i>		\$1,632,546.96	\$1,380,483.00	\$1,684,732.07	\$1,187,838.42	\$1,961,533.00

Account	Level	Comment
410	Departmental Request	Staples and WB Mason Supplies American Heart Association/CPR Supplies Cardiac Life Products/AED First Aid Supplies Printing
413	Departmental Request	Grainger Building Supplies HVAC Controller PC Replacement \$42,000 Rubber Membrane Roof Maintenance Concrete Repairs Tile Flooring Repairs WCSO Facilities Require More Maintenance (20 Years)
414	Departmental Request	2024 Projected Total = \$67,000
415	Departmental Request	2024 Projected Total = \$235,000
416	Departmental Request	Consistent Payments November and December
417	Departmental Request	Projected 2024 Total = \$32,000
418	Departmental Request	\$217,333.05 Per Self-Insurance Department
421	Departmental Request	Cylinder Rental
422	Departmental Request	Body Worn Camera Annual Payment = \$216,536 Radar Unit Repairs Tower Site Maintenance and Repairs

426	Departmental Request	Looseleaf Law Law Enforcement Handbooks TeamViewer Casper
427	Departmental Request	Juvenile Officers Association New York State Sheriffs' Institute
428	Departmental Request	Lexis Nexis Verizon Wireless (MiFi) Verizon Wireless (Vehicle Cellphones)
439	Departmental Request	K-9 Veterinary Services K-9 Boarding Services K-9 Food and Supplies
440	Departmental Request	Applicant Psychological Testing Employee Disciplinary Procedures Grievance Procedures GML 207-c Representation Litigation Defense Funding for All WCSO Budgets 2024 Projected Total = \$275,000 Prior Four Year Average = \$213,114
441	Departmental Request	Vessel Fiberglass Repairs Estimate = \$75,000 (3 Boats) Prior Four Year Average = \$223,053)
442	Departmental Request	Increased MPTC Training Requirements Accreditation Training Requirements Zone 5 Law Enforcement Academy Annual Dues SCUBA \$5,000 (NO LONGER SUPPORTED BY OES)
444	Departmental Request	Tuition Reimbursement Payments
444.01	Departmental Request	
453	Departmental Request	Uniform and Equipment Prices Increased Significantly
455	Departmental Request	Ammunition Purchases Body Armor Range Improvement Projects Firearms Storage Requirements
470	Departmental Request	See Contract Listing SPCA of Upstate NY = \$96,000/year

*Employee Benefits*

810	Retirement	1,631,879.33	2,126,241.00	2,126,241.00	1,337,437.99	2,349,977.00
830	Social Security	526,294.60	537,335.00	537,335.00	372,293.83	556,032.00
831	Medicare Contribution	123,085.14	130,718.00	130,718.00	87,068.64	134,727.00
860	Hospitalization	1,319,313.90	1,292,704.00	1,292,704.00	825,094.63	1,426,300.00
865	Dental Insurance	19,631.73	19,197.00	19,197.00	12,128.76	18,096.00
<i>Employee Benefits Totals</i>		<b>\$3,620,204.70</b>	<b>\$4,106,195.00</b>	<b>\$4,106,195.00</b>	<b>\$2,634,023.85</b>	<b>\$4,485,132.00</b>

*Other Benefits*

840	Workmen's Compensation	123,772.00	129,968.00	129,968.00	129,968.00	134,787.00
861	Retirees Hospitalization	895,468.29	911,548.00	911,548.00	542,432.31	915,874.00
862	Health Insurance Cost Reimbursement	2,207.02	5,250.00	4,750.00	4,585.92	9,750.00
863	Health Insurance Cost Reimbursement-Retiree	584.11	.00	500.00	427.83	1,500.00
<i>Other Benefits Totals</i>		<b>\$1,022,031.42</b>	<b>\$1,046,766.00</b>	<b>\$1,046,766.00</b>	<b>\$677,414.06</b>	<b>\$1,061,911.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request																					
Fund	<b>A - General</b>																										
	<b>EXPENSE</b>																										
Department	<b>3110 - Sheriff's Law Enforcement</b>																										
<table border="1"> <thead> <tr> <th colspan="7">Comments</th> </tr> <tr> <th>Account</th> <th>Level</th> <th colspan="5">Comment</th> </tr> </thead> <tbody> <tr> <td>840</td> <td>Departmental Request</td> <td colspan="5">Per Self-Insurance Department</td> </tr> </tbody> </table>							Comments							Account	Level	Comment					840	Departmental Request	Per Self-Insurance Department				
Comments																											
Account	Level	Comment																									
840	Departmental Request	Per Self-Insurance Department																									
Department	<b>3110 - Sheriff's Law Enforcement</b> Totals	\$16,095,575.41	\$15,808,430.00	\$16,828,575.45	\$11,660,314.50	\$16,879,803.00																					
	<b>EXPENSE TOTALS</b>	\$16,095,575.41	\$15,808,430.00	\$16,828,575.45	\$11,660,314.50	\$16,879,803.00																					
Fund	<b>A - General</b> Totals																										
	<b>REVENUE TOTALS</b>	\$819,233.03	\$513,875.00	\$514,872.86	\$386,698.69	\$525,875.00																					
	<b>EXPENSE TOTALS</b>	\$16,095,575.41	\$15,808,430.00	\$16,828,575.45	\$11,660,314.50	\$16,879,803.00																					
Fund	<b>A - General</b> Totals	(\$15,276,342.38)	(\$15,294,555.00)	(\$16,313,702.59)	(\$11,273,615.81)	(\$16,353,928.00)																					
	Net Grand Totals																										
	<b>REVENUE GRAND TOTALS</b>	\$819,233.03	\$513,875.00	\$514,872.86	\$386,698.69	\$525,875.00																					
	<b>EXPENSE GRAND TOTALS</b>	\$16,095,575.41	\$15,808,430.00	\$16,828,575.45	\$11,660,314.50	\$16,879,803.00																					
	Net Grand Totals	(\$15,276,342.38)	(\$15,294,555.00)	(\$16,313,702.59)	(\$11,273,615.81)	(\$16,353,928.00)																					

2025 Salary Schedule (Position Budgeting)  
Sheriff.Sheriff Law Enforcement

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
10627	Affinito, Edward	Investigative Sergeant #1	\$100,190.00	Full Time	PBA	8/3/1995
	216-10 / \$48.17	N/A / \$48.17				
10958	Backus, William	Patrol Officer #59	\$90,190.00	Full Time	PBA	7/13/2005
	201-10 / \$43.36	N/A / \$43.36				
13455	Baker II, Michael	Patrol Officer #3	\$84,352.00	Full Time	PBA	7/28/2020
	201-06 / \$40.55	N/A / \$40.55				
12618	Bateholts, John	Patrol Officer #29	\$90,190.00	Full Time	PBA	7/14/2014
	201-10 / \$43.36	N/A / \$43.36				
12852	Bates, Herbert	Custodian	\$53,881.00	Full Time	SEA	11/16/2015
	106-11 / \$25.90	N/A / \$25.90				
13256	Bearor, Clifford	Special Patrol Officer #8	\$18,579.00	Part Time	Per Diem	9/4/2018
	N/A / \$24.55	N/A / \$24.55				
9799	Benware, Glenda	Senior Account Clerk #2	\$60,939.00	Full Time	SEA	2/1/1999
	108-27 / \$29.30	N/A / \$29.30				
13178	Breeyear, Anthony	Patrol Sergeant #3	\$100,190.00	Full Time	PBA	5/9/2018
	213-10 / \$48.17	N/A / \$48.17				
10814	Bruno, Anthony	Investigative Sergeant #2	\$100,190.00	Full Time	PBA	7/19/2004
	216-10 / \$48.17	N/A / \$48.17				
13704	Buell, Ryan	Patrol Officer #71	\$84,352.00	Full Time	PBA	1/9/2023
	201-05 / \$40.55	N/A / \$40.55				
13099	Bunio, Steven	Patrol Officer #12	\$90,190.00	Full Time	PBA	9/1/2017
	201-10 / \$43.36	N/A / \$43.36				
12918	Campbell, Michael	Patrol Sergeant #2	\$100,190.00	Full Time	PBA	6/27/2016
	213-10 / \$48.17	N/A / \$48.17				
10779	Carpenter, George	Patrol Officer #9	\$90,190.00	Full Time	PBA	7/16/2008
	201-10 / \$43.36	N/A / \$43.36				

13749	Casertino, Peter	Special Patrol Officer #2	\$45,983.00	Part Time	Per Diem	1/3/2023
	N/A / \$31.52	N/A / \$31.52				
13710	Casey, Sean	Patrol Officer #19	\$84,352.00	Full Time	PBA	8/8/2022
	201-06 / \$40.55	N/A / \$40.55				
12195	Combs, Brandon	Patrol Officer #64	\$84,352.00	Full Time	PBA	4/11/2016
	201-06 / \$40.55	N/A / \$40.55				
10624	Combs, Terry	Patrol Sergeant #10	\$100,190.00	Full Time	PBA	7/21/2003
	213-10 / \$48.17	N/A / \$48.17				
8182	Comeau, Terry	Undersheriff	\$135,775.00	Full Time	Appointed F/T	1/1/2020
	N/A / \$74.60	N/A / \$74.60				
10812	Coon, Jeremy	Patrol Officer #20	\$90,190.00	Full Time	PBA	1/18/2006
	201-10 / \$43.36	N/A / \$43.36				
13375	Crispell, Jeremy	Patrol Officer #69	\$71,586.00	Full Time	PBA	7/9/2019
	201-04 / \$34.42	N/A / \$34.42				
7532	David, Douglas	Investigator - Medicaid P/T	\$35,436.00	Part Time	Out of UnitPT	1/22/2022
	N/A / \$34.07	N/A / \$34.07				
11204	DiFiore, Peter	Patrol Lieutenant #2	\$119,915.00	Full Time	WCPSBA	7/18/2001
	N/A / \$57.65	N/A / \$57.65				
12905	Duggan, Haley	Patrol Officer #48	\$71,586.00	Full Time	PBA	7/25/2022
	201-04 / \$34.42	N/A / \$34.42				
10623	Dunn, Gregory	Patrol Sergeant #1	\$100,190.00	Full Time	PBA	7/21/2003
	213-10 / \$48.17	N/A / \$48.17				
11536	DuPrey, Joseph	Senior Bldg Maint /Auto Mech #1	\$75,777.00	Full Time	SEA	8/4/2008
	122-18 / \$36.43	N/A / \$36.43				
13175	Eggleston, Christopher	Special Patrol Officer #3	\$46,447.00	Part Time	Per Diem	4/9/2018
	N/A / \$30.55	N/A / \$30.55				
12021	Fish, Joshua	Patrol Officer #60	\$90,190.00	Full Time	PBA	11/14/2009
	201-10 / \$43.36	N/A / \$43.36				
11920	Fish, Matthew	Patrol Officer #74	\$90,190.00	Full Time	PBA	4/25/2009
	201-10 / \$43.36	N/A / \$43.36				
10625	Geisler, Charles	Patrol Sergeant #8	\$100,190.00	Full Time	PBA	7/21/2003

	213-10 / \$48.17	N/A / \$48.17				
7987	Girard, Monica	Stop DWI Coordinator - PT	\$13,943.00	Part Time	Out of UnitPT	1/31/2023
	N/A / \$24.38	N/A / \$24.38				
12668	Gordon, Casey	Patrol Officer #55	\$90,190.00	Full Time	PBA	9/30/2014
	201-10 / \$43.36	N/A / \$43.36				
8183	Gould , Robert	Special Patrol Officer #5	\$37,157.00	Part Time	Per Diem	3/20/2020
	N/A / \$24.55	N/A / \$24.55				
13746	Greene, William	Patrol Officer #42	\$84,352.00	Full Time	PBA	12/26/2022
	201-06 / \$40.55	N/A / \$40.55				
12629	Grenier, Jeffrey	Investigator #4	\$97,690.00	Full Time	PBA	8/11/2014
	215-10 / \$46.97	N/A / \$46.97				
12349	Grimaldi, Richard	Patrol Sergeant #9	\$100,190.00	Full Time	PBA	6/24/2013
	213-10 / \$48.17	N/A / \$48.17				
11103	Gryga, Kim	Senior Account Clerk #3	\$60,382.00	Full Time	SEA	6/12/2006
	108-20 / \$29.03	N/A / \$29.03				
13341	Herrmann, Daniel	Patrol Officer #14	\$84,352.00	Full Time	PBA	7/19/2019
	201-09 / \$40.55	N/A / \$40.55				
8689	Hill, Daniel	Special Patrol Officer #9	\$18,579.00	Part Time	Per Diem	9/4/2018
	N/A / \$24.55	N/A / \$24.55				
13450	Hopeck, Trevor	Patrol Officer #38	\$84,352.00	Full Time	PBA	7/28/2020
	201-06 / \$40.55	N/A / \$40.55				
8883	Howse, John	Patrol Sergeant #12	\$100,190.00	Full Time	PBA	2/14/1994
	213-10 / \$48.17	N/A / \$48.17				
10890	Hubbard, Stacey	Senior Clerk	\$58,073.00	Full Time	SEA	3/14/2005
	120-21 / \$27.92	N/A / \$27.92				
12999	Kearns, Jacob	Patrol Officer #1	\$90,190.00	Full Time	PBA	2/6/2017
	201-10 / \$43.36	N/A / \$43.36				
13126	Keehr, Timothy	Patrol Officer #22	\$84,352.00	Full Time	PBA	10/26/2017
	201-05 / \$40.55	N/A / \$40.55				
12883	Kinderman, Brandon	Patrol Officer #49	\$90,190.00	Full Time	PBA	2/29/2016
	201-10 / \$43.36	N/A / \$43.36				

13593	Klemple, Rhonda	Custodian #3	\$49,265.00	Full Time	SEA	9/7/2021
	106-04 / \$23.68	N/A / \$23.68				
13264	Kolomiets, Brittany	Patrol Officer #41	\$90,190.00	Full Time	PBA	9/11/2018
	201-10 / \$43.36	N/A / \$43.36				
12657	Kommer, Brandon	Patrol Officer #25	\$90,190.00	Full Time	PBA	9/22/2014
	201-10 / \$43.36	N/A / \$43.36				
10869	Labelle, Colby	Building Maintenance Mech #2	\$64,229.00	Full Time	SEA	1/17/2005
	113-21 / \$30.88	N/A / \$30.88				
8295	LaFarr, James	Sheriff	\$138,778.00	Elected	Elected/FT	1/1/2020
	N/A / \$76.25	N/A / \$76.25				
13566	LaFarr, Tanner	Patrol Officer #65	\$84,352.00	Full Time	PBA	7/12/2021
	201-05 / \$40.55	N/A / \$40.55				
8293	LaFond, Mark	Special Patrol Officer #7	\$37,157.00	Part Time	Per Diem	9/4/2018
	N/A / \$24.55	N/A / \$24.55				
12522	LaFrance, Daniel	Patrol Officer #26	\$90,190.00	Full Time	PBA	4/21/2014
	201-10 / \$43.36	N/A / \$43.36				
9116	Lail, Russell	Patrol Lieutenant #1	\$119,915.00	Full Time	WCPSBA	1/7/1997
	N/A / \$57.65	N/A / \$57.65				
13003	Larmore, Jason	Patrol Officer #13	\$90,190.00	Full Time	PBA	2/20/2017
	201-10 / \$43.36	N/A / \$43.36				
13289	LeBarron, Robert	Special Patrol Officer #6	\$37,157.00	Part Time	Per Diem	1/20/2019
	N/A / \$24.55	N/A / \$24.55				
12893	Leonardo, Dana	Patrol Officer #24	\$90,190.00	Full Time	PBA	4/11/2016
	201-10 / \$43.36	N/A / \$43.36				
11651	Long, Donnie	Patrol Officer #34	\$84,352.00	Full Time	PBA	2/28/2019
	201-09 / \$40.55	N/A / \$40.55				
10815	Lopez, Joshua	Patrol Sergeant #7	\$100,190.00	Full Time	PBA	7/19/2004
	213-10 / \$48.17	N/A / \$48.17				
13118	MacWhinnie, Blake	Patrol Officer #39	\$84,352.00	Full Time	PBA	9/27/2017
	201-09 / \$40.55	N/A / \$40.55				
11934	Maille, Nicholas	Patrol Officer #17	\$90,190.00	Full Time	PBA	6/1/2009

	201-10 / \$43.36	N/A / \$43.36				
13245	Mellon, Patrick	Patrol Officer #32	\$84,352.00	Full Time	PBA	7/30/2018
	201-06 / \$40.55	N/A / \$40.55				
12313	Morse, Tyler	Investigator #9	\$97,690.00	Full Time	PBA	4/23/2013
	215-10 / \$46.97	N/A / \$46.97				
13874	Moulthrop, Casey	Patrol Officer #28	\$62,877.00	Full Time	PBA	1/15/2024
	201-02 / \$30.23	N/A / \$30.23				
12858	Murphy, Bradley	Patrol Officer #2	\$84,352.00	Full Time	PBA	9/1/2019
	201-09 / \$40.55	N/A / \$40.55				
12042	Neale, Mark	Systems Maintenance Coordinator	\$79,776.00	Full Time	Out of UnitFT	1/1/2012
	N/A / \$38.35	N/A / \$38.35				
13055	O'Brien, Colin	Patrol Officer #63	\$84,352.00	Full Time	PBA	7/10/2017
	201-09 / \$40.55	N/A / \$40.55				
13827	Ordway, Brayden	Patrol Officer #66	\$71,586.00	Full Time	PBA	6/19/2023
	201-03 / \$34.42	N/A / \$34.42				
13307	Ordway, Dalton	Patrol Officer #67	\$71,586.00	Full Time	PBA	3/21/2019
	201-04 / \$34.42	N/A / \$34.42				
11171	Ordway, Kevin	Patrol Sergeant #4	\$100,190.00	Full Time	PBA	1/10/2007
	213-10 / \$48.17	N/A / \$48.17				
13116	Ortiz, Angel	Patrol Officer #68	\$71,586.00	Full Time	PBA	9/20/2017
	201-04 / \$34.42	N/A / \$34.42				
10667	Palmer, Jason	Investigator #8	\$97,690.00	Full Time	PBA	10/27/2003
	215-10 / \$46.97	N/A / \$46.97				
13427	Patry, Megan	Senior Account Clerk #7	\$54,651.00	Full Time	SEA	2/17/2020
	108-06 / \$26.27	N/A / \$26.27				
11242	Perilli, Christopher	Patrol Officer #57	\$84,352.00	Full Time	PBA	1/8/2020
	201-08 / \$40.55	N/A / \$40.55				
13654	Porlier, Matthew	Patrol Officer #35	\$84,352.00	Full Time	PBA	4/14/2022
	201-06 / \$40.55	N/A / \$40.55				
11938	Pound, Jesse	Investigator #5	\$97,690.00	Full Time	PBA	6/17/2009
	215-10 / \$46.97	N/A / \$46.97				

13020	Pozzouli, Thomas	Patrol Officer #58	\$90,190.00	Full Time	PBA	3/20/2017
	201-10 / \$43.36	N/A / \$43.36				
13473	Rabideau, John	Patrol Officer #73	\$71,586.00	Full Time	PBA	9/16/2020
	201-03 / \$34.42	N/A / \$34.42				
13647	Raggi, Craig	Patrol Officer #70	\$84,352.00	Full Time	PBA	3/28/2022
	201-06 / \$40.55	N/A / \$40.55				
13961	Rathbun, Robert	Patrol Officer #16	\$62,877.00	Full Time	PBA	6/20/2024
	201-02 / \$30.23	N/A / \$30.23				
13192	Riehl, James	Patrol Officer #44	\$84,352.00	Full Time	PBA	6/1/2018
	201-08 / \$40.55	N/A / \$40.55				
13630	Rose, Robert	Patrol Officer #11	\$71,586.00	Full Time	PBA	1/24/2022
	201-04 / \$34.42	N/A / \$34.42				
13786	Ruhle, Tyler	Patrol Officer #72	\$84,352.00	Full Time	PBA	5/10/2023
	201-05 / \$40.55	N/A / \$40.55				
13758	Rysedorph, Nicholas	Patrol Officer #4	\$84,352.00	Full Time	PBA	2/16/2023
	201-05 / \$40.55	N/A / \$40.55				
13824	Sannasardo, Robert	Special Patrol Officer #10	\$37,157.00	Part Time	Per Diem	8/28/2023
	N/A / \$24.55	N/A / \$24.55				
13004	Saunders, Ryan	Patrol Officer #36	\$90,190.00	Full Time	PBA	2/27/2017
	201-10 / \$43.36	N/A / \$43.36				
12873	Schroeck, Ryan	Investigator #6	\$97,690.00	Full Time	PBA	1/11/2016
	215-10 / \$46.97	N/A / \$46.97				
10541	Seeley, Gregory	Patrol Sergeant #11	\$100,190.00	Full Time	PBA	7/13/2005
	213-10 / \$48.17	N/A / \$48.17				
13321	Smith, Gordon	Building Maintenance Mechanic #1	\$62,345.00	Full Time	SEA	5/1/2019
	113-07 / \$29.97	N/A / \$29.97				
10960	Smith, Kenneth	Patrol Officer #61	\$90,190.00	Full Time	PBA	7/13/2005
	201-10 / \$43.36	N/A / \$43.36				
7588	Smith, Robert	Patrol Lieutenant #3	\$119,915.00	Full Time	WCPSBA	8/9/1993
	N/A / \$57.65	N/A / \$57.65				
13179	Smith, Sean	Patrol Officer #45	\$84,352.00	Full Time	PBA	5/10/2018

	201-09 / \$40.55	N/A / \$40.55				
13564	Squires, Michael	Patrol Officer #37	\$84,352.00	Full Time	PBA	7/9/2021
	201-05 / \$40.55	N/A / \$40.55				
10742	St. John, William	Patrol Officer #23	\$90,190.00	Full Time	PBA	1/10/2007
	201-10 / \$43.36	N/A / \$43.36				
13960	Stein, Dylan	Patrol Officer #40	\$62,877.00	Full Time	PBA	6/21/2024
	201-02 / \$30.23	N/A / \$30.23				
10717	Stillman, Shaun	Investigator #7	\$97,690.00	Full Time	PBA	7/12/2006
	215-10 / \$46.97	N/A / \$46.97				
13858	Summo, Jesse	Patrol Officer #5	\$84,352.00	Full Time	PBA	11/6/2023
	201-05 / \$40.55	N/A / \$40.55				
10489	Swan, Richard	Patrol Officer #30	\$90,190.00	Full Time	PBA	7/16/2008
	201-10 / \$43.36	N/A / \$43.36				
13292	Toll, Sandra	Senior Account Clerk #5	\$54,651.00	Full Time	SEA	2/4/2019
	108-06 / \$26.27	N/A / \$26.27				
11712	Trottier, James	Special Patrol Officer #4	\$46,447.00	Part Time	Per Diem	2/3/2020
	N/A / \$30.55	N/A / \$30.55				
13329	Villano, Brandon	Patrol Officer #47	\$84,352.00	Full Time	PBA	6/1/2019
	201-08 / \$40.55	N/A / \$40.55				
10737	Wheaton, Kevinn	Patrol Officer #7	\$90,190.00	Full Time	PBA	7/13/2005
	201-10 / \$43.36	N/A / \$43.36				
10626	Wittenberg, Jesse	Investigator #1	\$97,690.00	Full Time	PBA	7/21/2003
	215-10 / \$46.97	N/A / \$46.97				
11053	Wolfe, Michael	Patrol Officer #43	\$90,190.00	Full Time	PBA	1/18/2006
	201-10 / \$43.36	N/A / \$43.36				
13643	Wright, Neal	Patrol Officer #62	\$84,352.00	Full Time	PBA	3/14/2022
	201-06 / \$40.55	N/A / \$40.55				
		Patrol Officer #1-C	\$56,111.00			
	201-01 / \$26.98	N/A / \$26.98				
		Sher Law Enforce 84 Hours PP	\$148,000.00			
	N/A / \$0.00	N/A / \$0.00				

		Sher Law Enforce Holiday Pay	\$131,269.00			
N/A / \$0.00		N/A / \$0.00				
		Sher Law Enforce Over Time	\$425,000.00			
N/A / \$0.00		N/A / \$0.00				
		Sher Law Enforce Shift Different	\$193,419.00			
N/A / \$0.00		N/A / \$0.00				
		Sher Mech Stipend	\$3,500.00			
N/A / \$0.00		N/A / \$0.00				
		Sheriff - Retiree Sick Leave	\$89,062.00			
N/A / \$0.00		N/A / \$0.00				
		Sheriff K9	\$21,840.00			
N/A / \$0.00		N/A / \$0.00				
		Sheriff Law Enforce Part Time	\$210,000.00			
N/A / \$0.00		N/A / \$0.00				
		Special Patrol Officer #1	\$37,157.00			
N/A / \$24.55		N/A / \$24.55				
		<b>114</b>	<b>\$9,756,680.00</b>			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Sheriff's Correction Division

BUDGET ACCOUNT CODE: A.3150

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$7,147,830.03	\$7,373,297.00	\$7,373,297.00	\$7,442,413.00
200's EQUIPMENT	\$55,745.27	\$2,500.00	\$108,672.51	\$53,500.00
400's CONTRACTUAL	\$2,256,258.38	\$2,221,800.00	\$2,374,659.87	\$2,873,500.00
800's EMPLOYEE BENEFITS	\$2,707,291.65	\$3,072,499.00	\$3,072,499.00	\$3,375,694.00
<b>TOTALS</b>	<b>\$12,167,125.33</b>	<b>\$12,670,096.00</b>	<b>\$12,929,128.38</b>	<b>\$13,745,107.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$231,762.50	\$151,000.00	\$151,000.00	\$215,500.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department <b>3150 - Sheriff's Correction Division</b>						
<i>Departmental Income</i>						
1513	Inmate Calling Program	82,078.86	85,000.00	85,000.00	36,761.46	65,000.00
1515	Alter Incarceration Prog.	945.23	1,000.00	1,000.00	381.16	500.00
<i>Departmental Income Totals</i>		\$83,024.09	\$86,000.00	\$86,000.00	\$37,142.62	\$65,500.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1513	Departmental Request	Projected 2024 Revenue = Approx. \$72,000 Revenue Decreasing Annually				
1515	Departmental Request	Drug Court Revenue				
<i>Intergovernmental Charges</i>						
2264	Jail Services, Other Govt	147,908.83	65,000.00	65,000.00	127,561.02	150,000.00
<i>Intergovernmental Charges Totals</i>		\$147,908.83	\$65,000.00	\$65,000.00	\$127,561.02	\$150,000.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
2264	Departmental Request	Federal Inmate Board-In Revenue Inconsistent From Year-to-Year Projected 2024 Revenue = Approx. \$190,000				
<i>Miscellaneous &amp; Local Source</i>						
2770	Other Unclassified Revenue	829.58	.00	.00	.00	.00
<i>Miscellaneous &amp; Local Source Totals</i>		\$829.58	\$0.00	\$0.00	\$0.00	\$0.00
Department <b>3150 - Sheriff's Correction Division Totals</b>		\$231,762.50	\$151,000.00	\$151,000.00	\$164,703.64	\$215,500.00
<b>REVENUE TOTALS</b>		\$231,762.50	\$151,000.00	\$151,000.00	\$164,703.64	\$215,500.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request																
<b>Fund A - General</b>																						
<b>EXPENSE</b>																						
Department <b>3150 - Sheriff's Correction Division</b>																						
<i>Personal Services</i>																						
110	Salaries - Regular	6,013,473.82	6,694,052.00	6,344,052.00	4,061,644.68	6,737,168.00																
120	Salaries - Overtime	984,811.66	400,000.00	750,000.00	658,036.91	400,000.00																
130	Salaries - Part Time	149,544.55	279,245.00	279,245.00	94,450.18	305,245.00																
<i>Personal Services Totals</i>		<b>\$7,147,830.03</b>	<b>\$7,373,297.00</b>	<b>\$7,373,297.00</b>	<b>\$4,814,131.77</b>	<b>\$7,442,413.00</b>																
<i>Equipment</i>																						
210	Furniture/Furnishings	4,882.74	.00	4,627.00	4,627.00	6,000.00																
230	Automotive Equipment	.00	.00	68,616.64	68,616.64	.00																
250	Technical Equipment	.00	.00	29,380.03	6,610.03	12,500.00																
260	Other Equipment	50,862.53	2,500.00	6,048.84	3,272.84	35,000.00																
<i>Equipment Totals</i>		<b>\$55,745.27</b>	<b>\$2,500.00</b>	<b>\$108,672.51</b>	<b>\$83,126.51</b>	<b>\$53,500.00</b>																
<table border="1"> <thead> <tr> <th>Comments</th> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>210</td> <td>Departmental Request</td> <td>Cramer Rhino Officer Task Chairs - Housing Units Cramer Rhino Officer Task Chairs - Suicide Watch Cramer Rhino Officer Task Chairs - Sergeants Office</td> </tr> <tr> <td></td> <td>250</td> <td>Departmental Request</td> <td>Garrett Handheld Magnetometers \$250/each Officer Personal Emergency Duress Alarms \$500/each</td> </tr> <tr> <td></td> <td>260</td> <td>Departmental Request</td> <td>UPS Install Central Control \$30,000 Mechanical Restraints Portable Radio Replacement \$400/each</td> </tr> </tbody> </table>							Comments	Account	Level	Comment		210	Departmental Request	Cramer Rhino Officer Task Chairs - Housing Units Cramer Rhino Officer Task Chairs - Suicide Watch Cramer Rhino Officer Task Chairs - Sergeants Office		250	Departmental Request	Garrett Handheld Magnetometers \$250/each Officer Personal Emergency Duress Alarms \$500/each		260	Departmental Request	UPS Install Central Control \$30,000 Mechanical Restraints Portable Radio Replacement \$400/each
Comments	Account	Level	Comment																			
	210	Departmental Request	Cramer Rhino Officer Task Chairs - Housing Units Cramer Rhino Officer Task Chairs - Suicide Watch Cramer Rhino Officer Task Chairs - Sergeants Office																			
	250	Departmental Request	Garrett Handheld Magnetometers \$250/each Officer Personal Emergency Duress Alarms \$500/each																			
	260	Departmental Request	UPS Install Central Control \$30,000 Mechanical Restraints Portable Radio Replacement \$400/each																			
<i>Contractual Expense</i>																						
410	Supplies	104,477.82	75,000.00	94,910.00	56,977.30	110,000.00																
413	Repair & Maint.-Bldg/Property	5,820.76	20,000.00	16,451.16	5,648.12	25,000.00																
419	Settlements	42,464.10	.00	2,000.00	2,000.00	.00																
422	Repair/Maint-Equipment	5,684.39	7,000.00	7,000.00	4,291.04	8,500.00																
424	Postage	872.33	800.00	800.00	760.84	1,000.00																
435	Medical Fees	3,500.00	.00	.00	.00	.00																
439	Misc Fees & Expenses	2,500.49	2,500.00	2,500.00	1,226.16	2,500.00																
444	Travel/Education/Conference	1,040.00	1,500.00	1,500.00	.00	1,500.00																
445	Foods	322,222.61	305,000.00	305,000.00	197,526.29	360,000.00																
453	Uniforms & Clothing	32,118.10	35,000.00	40,051.84	30,810.03	45,000.00																
470	Contract	1,735,557.78	1,775,000.00	1,904,446.87	1,278,277.35	2,320,000.00																
<i>Contractual Expense Totals</i>		<b>\$2,256,258.38</b>	<b>\$2,221,800.00</b>	<b>\$2,374,659.87</b>	<b>\$1,577,517.13</b>	<b>\$2,873,500.00</b>																

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
EXPENSE						
Department <b>3150 - Sheriff's Correction Division</b>						
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	410	Departmental Request	Inmate Mattresses Inmate Clothing Inmate Bedding Nitrile Gloves (Significant Price Increases) Janitorial Supplies			
	413	Departmental Request	Concrete Loading Dock/Kitchen Entry Repairs Concrete Walkway Repairs Lobby/Facility Flooring Tile Repairs			
	422	Departmental Request	Kitchen Equipment Maintenance/Repair Laundry Equipment Maintenance/Repair Central Control Equipment Maintenance/Repair Camera System Equipment Maintenance/Repair			
	439	Departmental Request	Applicant Psychological Examinations Tele-Interpreter Services			
	440	Departmental Request	Discipline/Grievance/GML 207-c Representation Request for Agency-wide Funding in A.3110 Code			
	445	Departmental Request	Projected 2024 Expenses = \$350,000 Inmate Meal/Food Expenses Increasing Annually			
	453	Departmental Request	Uniform/Equipment Costs Increased Significantly			
	470	Departmental Request	2025 PrimeCare Contract = \$2,218,424 Spectrum Cable Services = \$13,620/year BlackCreek Inmate Management = \$35,500			
<i>Employee Benefits</i>						
810	Retirement	950,511.99	1,221,197.00	1,221,197.00	778,119.64	1,373,009.00
830	Social Security	421,616.04	435,647.00	435,647.00	277,553.76	441,497.00
831	Medicare Contribution	98,603.70	106,908.00	106,908.00	64,911.76	107,910.00
860	Hospitalization	897,351.61	949,567.00	949,567.00	591,562.70	1,109,968.00
865	Dental Insurance	14,387.63	14,832.00	14,832.00	9,202.28	15,024.00
	<i>Employee Benefits Totals</i>	<b>\$2,382,470.97</b>	<b>\$2,728,151.00</b>	<b>\$2,728,151.00</b>	<b>\$1,721,350.14</b>	<b>\$3,047,408.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	160,222.00	180,029.00	180,029.00	180,029.00	188,723.00
861	Retirees Hospitalization	160,928.70	159,819.00	159,819.00	86,819.87	132,813.00
862	Health Insurance Cost Reimbursement	3,669.98	4,500.00	4,500.00	1,505.99	6,750.00
	<i>Other Benefits Totals</i>	<b>\$324,820.68</b>	<b>\$344,348.00</b>	<b>\$344,348.00</b>	<b>\$268,354.86</b>	<b>\$328,286.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>EXPENSE</b>					
Department	<b>3150 - Sheriff's Correction Division</b>					
	Comments					
	Account					
	840					
	Level					
	Departmental Request					
	Comment					
	Self-Insurance Department Quote					
Department	<b>3150 - Sheriff's Correction Division Totals</b>	\$12,167,125.33	\$12,670,096.00	\$12,929,128.38	\$8,464,480.41	\$13,745,107.00
	<b>EXPENSE TOTALS</b>	\$12,167,125.33	\$12,670,096.00	\$12,929,128.38	\$8,464,480.41	\$13,745,107.00
Fund	<b>A - General Totals</b>					
	<b>REVENUE TOTALS</b>	\$231,762.50	\$151,000.00	\$151,000.00	\$164,703.64	\$215,500.00
	<b>EXPENSE TOTALS</b>	\$12,167,125.33	\$12,670,096.00	\$12,929,128.38	\$8,464,480.41	\$13,745,107.00
Fund	<b>A - General Totals</b>	(\$11,935,362.83)	(\$12,519,096.00)	(\$12,778,128.38)	(\$8,299,776.77)	(\$13,529,607.00)
	Net Grand Totals					
	<b>REVENUE GRAND TOTALS</b>	\$231,762.50	\$151,000.00	\$151,000.00	\$164,703.64	\$215,500.00
	<b>EXPENSE GRAND TOTALS</b>	\$12,167,125.33	\$12,670,096.00	\$12,929,128.38	\$8,464,480.41	\$13,745,107.00
	Net Grand Totals	(\$11,935,362.83)	(\$12,519,096.00)	(\$12,778,128.38)	(\$8,299,776.77)	(\$13,529,607.00)

2025 Salary Schedule (Position Budgeting)  
Sheriff.Jail

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11574	Arnold, Brian	Cook #3	\$56,747.00	Full Time	SEA	2/23/2009
	104-17 / \$27.28	N/A / \$27.28				
13395	Ascencio, Daniel	Corrections Officer #78	\$65,826.00	Full Time	COA	10/22/2019
	103-07 / \$31.65	N/A / \$31.65				
11713	Bachem, Jacqueline	Corrections Officer #37	\$72,046.00	Full Time	COA	11/2/2009
	103-17 / \$34.64	N/A / \$34.64				
11691	Bachem, Peter	Corrections Officer #8	\$65,826.00	Full Time	COA	1/12/2021
	103-07 / \$31.65	N/A / \$31.65				
13730	Bailey, Kyle	Corrections Officer #67	\$61,160.00	Full Time	COA	10/24/2022
	103-04 / \$29.40	N/A / \$29.40				
11197	Baker, Barbara	Corrections Officer #6	\$75,348.00	Full Time	COA	10/23/2006
	103-20 / \$36.23	N/A / \$36.23				
12706	Barotti, William	Corrections Officer #76	\$68,903.00	Full Time	COA	1/5/2015
	103-11 / \$33.13	N/A / \$33.13				
12628	Barton, Julia	Corrections Sergeant #8	\$76,403.00	Full Time	COA	8/5/2014
	110-12 / \$36.73	N/A / \$36.73				
13162	Bederian, Philip	Corrections Officer #51	\$65,826.00	Full Time	COA	3/13/2018
	103-08 / \$31.65	N/A / \$31.65				
13853	Bedore, Gabriel	Corrections Officer #15	\$61,160.00	Full Time	COA	10/23/2023
	103-03 / \$29.40	N/A / \$29.40				
10698	Belanger, Mark	Corrections Officer #27	\$75,348.00	Full Time	COA	2/2/2004
	103-22 / \$36.23	N/A / \$36.23				
13605	Boller, Jordan	Corrections Officer #73	\$61,160.00	Full Time	COA	2/22/2024
	103-03 / \$29.40	N/A / \$29.40				
13304	Brady, Shayne	Corrections Officer #30	\$65,826.00	Full Time	COA	3/30/2019
	103-07 / \$31.65	N/A / \$31.65				

13305	Braunius, Stephen	Corrections Officer #68	\$65,826.00	Full Time	COA	4/1/2019
	103-07 / \$31.65	N/A / \$31.65				
13578	Breault, Brandon	Corrections Officer #9	\$65,826.00	Full Time	COA	8/19/2021
	103-05 / \$31.65	N/A / \$31.65				
13255	Brennan, Ryan	Corrections Officer #20	\$65,826.00	Full Time	COA	9/10/2018
	103-08 / \$31.65	N/A / \$31.65				
11841	Brown, Virginia	Cook Part Time - PD	\$23,863.00	Per Diem	Per Diem	4/4/2023
	104-01 / \$22.95	N/A / \$22.95				
13736	Bulman Jr, Robert	Corrections Officer #79	\$61,160.00	Full Time	COA	11/21/2022
	103-04 / \$29.40	N/A / \$29.40				
13906	Caputo Havens, Charles	Corrections Officer #77	\$58,165.00	Full Time	COA	3/29/2024
	103-02 / \$27.96	N/A / \$27.96				
11249	Centerbar, Gerald	Corrections Officer #60	\$72,046.00	Full Time	COA	2/21/2007
	103-19 / \$34.64	N/A / \$34.64				
13885	Chimiak, Michael	Corrections Officer #71	\$58,165.00	Full Time	COA	1/29/2024
	103-02 / \$27.96	N/A / \$27.96				
10481	Clifford, Daniel	Corrections Lieutenant #1	\$105,949.00	Full Time	CSA	8/26/2002
	N/A / \$50.94	N/A / \$50.94				
13528	Cole, Devin	Corrections Officer #52	\$65,826.00	Full Time	COA	5/3/2021
	103-05 / \$31.65	N/A / \$31.65				
12065	Coons, Jeremy	Corrections Officer #26	\$68,903.00	Full Time	COA	3/5/2012
	103-14 / \$33.13	N/A / \$33.13				
10710	Cote, Kathryn	Corrections Officer #33	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
13577	Crum, Nicholas	Corrections Officer #13	\$61,160.00	Full Time	COA	1/17/2023
	103-04 / \$29.40	N/A / \$29.40				
12752	Curtis, Michael	Corrections Officer #14	\$68,903.00	Full Time	COA	4/15/2015
	103-11 / \$33.13	N/A / \$33.13				
10335	Didio, David	Corrections Officer #4	\$75,348.00	Full Time	COA	1/1/2002
	103-24 / \$36.23	N/A / \$36.23				
10720	Eldridge, Jason	Corrections Officer #42	\$75,348.00	Full Time	COA	4/5/2004

	103-22 / \$36.23	N/A / \$36.23				
12871	Farmer, Henry	Corrections Officer #38	\$68,903.00	Full Time	COA	1/5/2016
	103-10 / \$33.13	N/A / \$33.13				
9435	Farmer, Wayne	Corrections Lieutenant #2	\$105,949.00	Full Time	CSA	1/1/2001
	N/A / \$50.94	N/A / \$50.94				
11227	Feldeisen, Michael	Corrections Sergeant #1	\$79,546.00	Full Time	COA	3/1/2008
	110-18 / \$38.24	N/A / \$38.24				
13753	Fitzgerald, Eric	Corrections Officer #40	\$61,160.00	Full Time	COA	1/9/2023
	103-03 / \$29.40	N/A / \$29.40				
12741	Frank, Stephen	Corrections Officer #23	\$68,903.00	Full Time	COA	3/23/2015
	103-11 / \$33.13	N/A / \$33.13				
9227	Frasier, Tammy	Corrections Officer #29	\$68,903.00	Full Time	COA	8/19/2013
	103-13 / \$33.13	N/A / \$33.13				
13161	Gillingham, Michael	Corrections Officer #74	\$65,826.00	Full Time	COA	3/14/2018
	103-08 / \$31.65	N/A / \$31.65				
13789	Gimmler, Travis	Corrections Officer #36	\$61,160.00	Full Time	COA	5/15/2023
	103-03 / \$29.40	N/A / \$29.40				
10729	Gordon, Michael	Corrections Officer #44	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
13038	Gregory, Stacey	Corrections Officer #1	\$65,826.00	Full Time	COA	5/10/2017
	103-09 / \$31.65	N/A / \$31.65				
10978	Grey, Todd	Corrections Sergeant #11	\$82,848.00	Full Time	COA	8/8/2005
	110-21 / \$39.83	N/A / \$39.83				
13608	Griffin, Zander	Corrections Officer #35	\$65,826.00	Full Time	COA	11/1/2021
	103-05 / \$31.65	N/A / \$31.65				
10721	Gurtler, Kevin	Corrections Officer #45	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
10719	Harrington, Matthew	Corrections Officer #46	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
11585	Haskell, Thomas	Corrections Sergeant #7	\$79,546.00	Full Time	COA	4/27/2009
	110-17 / \$38.24	N/A / \$38.24				

13479	Hensler, Joshua	Corrections Officer #28	\$65,826.00	Full Time	COA	9/28/2020
	103-06 / \$31.65	N/A / \$31.65				
12269	Hill, John	Corrections Officer #3	\$68,903.00	Full Time	COA	12/26/2012
	103-14 / \$33.13	N/A / \$33.13				
10722	Hubbard, Matthew	Corrections Sergeant #5	\$82,848.00	Full Time	COA	4/5/2004
	110-22 / \$39.83	N/A / \$39.83				
13261	Hughes, Daniel	Corrections Officer #47	\$65,826.00	Full Time	COA	9/19/2018
	103-08 / \$31.65	N/A / \$31.65				
11990	Jockimo, Alicen	Senior Account Clerk #6	\$59,268.00	Full Time	SEA	5/21/2012
	108-13 / \$28.49	N/A / \$28.49				
10730	Kelley, Daniel	Corrections Officer #49	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
13284	Lail, Brett	Corrections Officer #7	\$65,826.00	Full Time	COA	1/23/2019
	103-07 / \$31.65	N/A / \$31.65				
13936	Larkin, Darby	Re-Entry Specialist - pt	\$26,000.00	Part Time	Less P/T12/21/12	7/12/2024
	N/A / \$25.00	N/A / \$25.00				
12633	Lowe, Timothy	Corrections Sergeant #2	\$76,403.00	Full Time	COA	8/12/2014
	110-12 / \$36.73	N/A / \$36.73				
9296	Maday, Albert	Corrections Captain	\$125,218.00	Full Time	Out of UnitFT	5/28/1996
	N/A / \$60.20	N/A / \$60.20				
10711	Mason, Neil	Corrections Officer #54	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
13797	McGarr, Tyler	Corrections Officer #72	\$61,160.00	Full Time	COA	5/31/2023
	103-03 / \$29.40	N/A / \$29.40				
13856	Merrill, Chelsea	Corrections Officer #58	\$61,160.00	Full Time	COA	11/13/2023
	103-03 / \$29.40	N/A / \$29.40				
13482	Merzig, Eric	Corrections Officer #56	\$65,826.00	Full Time	COA	10/8/2020
	103-06 / \$31.65	N/A / \$31.65				
13829	Messenger, Steven	Corrections Officer #66	\$61,160.00	Full Time	COA	7/3/2023
	103-03 / \$29.40	N/A / \$29.40				
12029	Millis, Gary	Corrections Sergeant #6	\$79,546.00	Full Time	COA	11/28/2011

	110-15 / \$38.24	N/A / \$38.24				
13618	Millis, Kyle	Corrections Officer #34	\$65,826.00	Full Time	COA	12/18/2021
	103-05 / \$31.65	N/A / \$31.65				
13401	Monda, Rolland	Corrections Officer #65	\$65,826.00	Full Time	COA	12/2/2019
	103-07 / \$31.65	N/A / \$31.65				
13001	Mosher, Robert	Corrections Officer #70	\$65,826.00	Full Time	COA	2/6/2017
	103-09 / \$31.65	N/A / \$31.65				
12879	Novotarski, Nicholas	Corrections Officer #5	\$68,903.00	Full Time	COA	1/27/2016
	103-10 / \$33.13	N/A / \$33.13				
13386	Phillips, Mason	Corrections Officer #16	\$65,826.00	Full Time	COA	8/21/2019
	103-07 / \$31.65	N/A / \$31.65				
12933	Plumley, Jeremiah	Cook Manager	\$61,576.00	Full Time	SEA	8/9/2016
	105-10 / \$29.60	N/A / \$29.60				
12475	Pond, Jordan	Corrections Officer #80	\$68,903.00	Full Time	COA	1/2/2014
	103-12 / \$33.13	N/A / \$33.13				
12969	Porter, Dixie	Cook #1	\$53,881.00	Full Time	SEA	4/1/2019
	104-07 / \$25.90	N/A / \$25.90				
13589	Proctor, Lawrence	Corrections Officer #31	\$65,826.00	Full Time	COA	9/7/2021
	103-05 / \$31.65	N/A / \$31.65				
13115	Rainville, Brady	Cook #2	\$53,881.00	Full Time	SEA	9/5/2017
	104-09 / \$25.90	N/A / \$25.90				
13616	Ranous, Abigail	Corrections Officer #41	\$65,826.00	Full Time	COA	12/16/2021
	103-05 / \$31.65	N/A / \$31.65				
13464	Robinson, Erica	Corrections Officer #24	\$65,826.00	Full Time	COA	8/10/2020
	103-06 / \$31.65	N/A / \$31.65				
12989	Rodriguez, Frank	Corrections Officer #48	\$68,903.00	Full Time	COA	12/18/2016
	103-10 / \$33.13	N/A / \$33.13				
10727	Sawn, Alan	Corrections Officer #62	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
13834	Schwenk, Cassandra	Corrections Officer #39	\$61,160.00	Full Time	COA	8/10/2023
	103-03 / \$29.40	N/A / \$29.40				

10732	Slater, Christopher	Corrections Officer #63	\$75,348.00	Full Time	COA	4/5/2004
	103-22 / \$36.23	N/A / \$36.23				
11074	Smith, Joshua	Corrections Officer #61	\$75,348.00	Full Time	COA	3/27/2006
	103-20 / \$36.23	N/A / \$36.23				
10526	Spring, Dustin	Corrections Sergeant #9	\$82,848.00	Full Time	COA	1/6/2003
	110-23 / \$39.83	N/A / \$39.83				
13651	Springer, Logan	Corrections Officer #19	\$61,160.00	Full Time	COA	5/11/2022
	103-04 / \$29.40	N/A / \$29.40				
13907	Staley, Benjamin	Corrections Officer #55	\$58,165.00	Full Time	COA	3/30/2024
	103-02 / \$27.96	N/A / \$27.96				
13884	Streeter, Christopher	Corrections Officer #32	\$58,165.00	Full Time	COA	1/26/2024
	103-02 / \$27.96	N/A / \$27.96				
12943	Sumell, Kimberly	Corrections Officer #50	\$68,903.00	Full Time	COA	8/29/2016
	103-10 / \$33.13	N/A / \$33.13				
13785	Telesco, Matthew	Corrections Officer #2	\$61,160.00	Full Time	COA	5/1/2023
	103-03 / \$29.40	N/A / \$29.40				
11689	Tennyson, Gregory	Corrections Officer #22	\$72,046.00	Full Time	COA	7/20/2009
	103-17 / \$34.64	N/A / \$34.64				
12864	Thomas, Brandon	Corrections Sergeant #10	\$76,403.00	Full Time	COA	1/6/2016
	110-10 / \$36.73	N/A / \$36.73				
12533	VanDerwarker, Randylee	Corrections Officer #21	\$68,903.00	Full Time	COA	1/5/2015
	103-10 / \$33.13	N/A / \$33.13				
13778	Vlad, Taylor	Corrections Officer #59	\$61,160.00	Full Time	COA	4/4/2023
	103-03 / \$29.40	N/A / \$29.40				
13380	Williams, John	Corrections Officer #18	\$65,826.00	Full Time	COA	8/6/2019
	103-07 / \$31.65	N/A / \$31.65				
12636	Wittenberg, Keenan	Corrections Officer #75	\$68,903.00	Full Time	COA	8/6/2014
	103-12 / \$33.13	N/A / \$33.13				
13394	Young, Kyle	Corrections Officer #17	\$65,826.00	Full Time	COA	10/22/2019
	103-07 / \$31.65	N/A / \$31.65				
		Corrections Holiday Pay	\$33,167.00			

N/A / \$0.00	N/A / \$0.00			
	Corrections Officer #11	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #53	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #57	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #64	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #69	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #81-C	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #82-C	\$54,254.00		
103-01 / \$26.08	N/A / \$26.08			
	Corrections Officer #83-C	\$0.00		
N/A / \$0.00	N/A / \$0.00			
	Corrections Officer #84-C	\$0.00		
N/A / \$0.00	N/A / \$0.00			
	Corrections Over Time	\$400,000.00		
N/A / \$0.00	N/A / \$0.00			
	Corrections Shift Change Pay	\$172,000.00		
N/A / \$0.00	N/A / \$0.00			
	Corrections Shift Differential	\$53,238.00		
N/A / \$0.00	N/A / \$0.00			
	Sheriff Corrections PT Help	\$255,382.00		
N/A / \$0.00	N/A / \$0.00			
	<b>104</b>	<b>\$7,442,413.00</b>		

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - Hadley-Luzerne School District

BUDGET ACCOUNT CODE: A.3120 1001

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$82,417.61	\$92,894.00	\$92,894.00	\$92,894.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$6,304.97	\$7,106.00	\$7,106.00	\$7,106.00
<b>TOTALS</b>	<b>\$88,722.58</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$100,267.29	\$100,000.00	\$100,000.00	\$100,000.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>REVENUE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1001 - Hadley-Luzerne School District</b>						
<i>Intergovernmental Charges</i>						
2260	Public Safety - Other Govt	100,267.29	100,000.00	100,000.00	50,000.00	100,000.00
	<i>Intergovernmental Charges Totals</i>	\$100,267.29	\$100,000.00	\$100,000.00	\$50,000.00	\$100,000.00
	Sub Department <b>1001 - Hadley-Luzerne School District Totals</b>	\$100,267.29	\$100,000.00	\$100,000.00	\$50,000.00	\$100,000.00
	Department <b>3120 - School Resource Officers Totals</b>	\$100,267.29	\$100,000.00	\$100,000.00	\$50,000.00	\$100,000.00
	<b>REVENUE TOTALS</b>	\$100,267.29	\$100,000.00	\$100,000.00	\$50,000.00	\$100,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1001 - Hadley-Luzerne School District</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	82,417.61	92,894.00	92,894.00	55,023.47	92,894.00
	<i>Personal Services Totals</i>	\$82,417.61	\$92,894.00	\$92,894.00	\$55,023.47	\$92,894.00
<i>Employee Benefits</i>						
830	Social Security	5,109.90	5,760.00	5,760.00	3,411.45	5,760.00
831	Medicare Contribution	1,195.07	1,346.00	1,346.00	797.83	1,346.00
	<i>Employee Benefits Totals</i>	\$6,304.97	\$7,106.00	\$7,106.00	\$4,209.28	\$7,106.00
Sub Department <b>1001 - Hadley-Luzerne School District Totals</b>		\$88,722.58	\$100,000.00	\$100,000.00	\$59,232.75	\$100,000.00
Department <b>3120 - School Resource Officers Totals</b>		\$88,722.58	\$100,000.00	\$100,000.00	\$59,232.75	\$100,000.00
<b>EXPENSE TOTALS</b>		\$88,722.58	\$100,000.00	\$100,000.00	\$59,232.75	\$100,000.00
Fund <b>A - General Totals</b>						
<b>REVENUE TOTALS</b>		\$100,267.29	\$100,000.00	\$100,000.00	\$50,000.00	\$100,000.00
<b>EXPENSE TOTALS</b>		\$88,722.58	\$100,000.00	\$100,000.00	\$59,232.75	\$100,000.00
Fund <b>A - General Totals</b>		\$11,544.71	\$0.00	\$0.00	(\$9,232.75)	\$0.00
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$100,267.29	\$100,000.00	\$100,000.00	\$50,000.00	\$100,000.00
<b>EXPENSE GRAND TOTALS</b>		\$88,722.58	\$100,000.00	\$100,000.00	\$59,232.75	\$100,000.00
Net Grand Totals		\$11,544.71	\$0.00	\$0.00	(\$9,232.75)	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - Queensbury School District  
BUDGET ACCOUNT CODE: A.3120 1002

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$99,663.40	\$103,898.00	\$103,898.00	\$37,157.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$38,243.69	\$43,329.00	\$43,329.00	\$2,843.00
<b>TOTALS</b>	<b>\$137,907.09</b>	<b>\$147,227.00</b>	<b>\$147,227.00</b>	<b>\$40,000.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$135,714.13	\$147,227.00	\$147,227.00	\$143,000.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>3120 - School Resource Officers</b>					
	Sub Department <b>1002 - Queensbury School District</b>					
	<i>Intergovernmental Charges</i>					
2260	Public Safety - Other Govt	135,714.13	147,227.00	147,227.00	68,500.00	143,000.00
	<i>Intergovernmental Charges Totals</i>	\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00
	Sub Department <b>1002 - Queensbury School District</b>	\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00
	Totals	\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00
	Department <b>3120 - School Resource Officers</b> Totals	\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00
	<b>REVENUE TOTALS</b>	\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1002 - Queensbury School District</b>						
<i>Personal Services</i>						
110	Salaries - Regular	61,392.75	66,741.00	66,741.00	41,564.50	.00
120	Salaries - Overtime	5,448.61	.00	3,470.73	3,470.73	.00
130	Salaries - Part Time	32,822.04	37,157.00	33,686.27	23,144.90	37,157.00
<i>Personal Services Totals</i>		\$99,663.40	\$103,898.00	\$103,898.00	\$68,180.13	\$37,157.00
<i>Employee Benefits</i>						
810	Retirement	16,314.32	19,088.00	19,088.00	12,401.07	.00
830	Social Security	5,921.99	6,442.00	6,442.00	4,032.95	2,304.00
831	Medicare Contribution	1,384.95	1,507.00	1,507.00	943.18	539.00
860	Hospitalization	14,429.44	16,073.00	16,073.00	9,055.45	.00
865	Dental Insurance	192.99	219.00	219.00	123.54	.00
<i>Employee Benefits Totals</i>		\$38,243.69	\$43,329.00	\$43,329.00	\$26,556.19	\$2,843.00
Sub Department <b>1002 - Queensbury School District</b>		\$137,907.09	\$147,227.00	\$147,227.00	\$94,736.32	\$40,000.00
Totals		\$137,907.09	\$147,227.00	\$147,227.00	\$94,736.32	\$40,000.00
Department <b>3120 - School Resource Officers</b> Totals		\$137,907.09	\$147,227.00	\$147,227.00	\$94,736.32	\$40,000.00
<b>EXPENSE TOTALS</b>		\$137,907.09	\$147,227.00	\$147,227.00	\$94,736.32	\$40,000.00
Fund <b>A - General</b> Totals						
<b>REVENUE TOTALS</b>		\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00
<b>EXPENSE TOTALS</b>		\$137,907.09	\$147,227.00	\$147,227.00	\$94,736.32	\$40,000.00
Fund <b>A - General</b> Totals		(\$2,192.96)	\$0.00	\$0.00	(\$26,236.32)	\$103,000.00
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$135,714.13	\$147,227.00	\$147,227.00	\$68,500.00	\$143,000.00
<b>EXPENSE GRAND TOTALS</b>		\$137,907.09	\$147,227.00	\$147,227.00	\$94,736.32	\$40,000.00
Net Grand Totals		(\$2,192.96)	\$0.00	\$0.00	(\$26,236.32)	\$103,000.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - North Warren School District  
 BUDGET ACCOUNT CODE: A.3120 1003

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$36,878.48	\$37,158.00	\$37,158.00	\$37,158.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,821.22	\$2,842.00	\$2,842.00	\$2,842.00
<b>TOTALS</b>	<b>\$39,699.70</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$41,798.83	\$40,000.00	\$40,000.00	\$42,000.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>3120 - School Resource Officers</b>					
	Sub Department <b>1003 - North Warren School District</b>					
	<i>Intergovernmental Charges</i>					
2260	Public Safety - Other Govt	41,798.83	40,000.00	40,000.00	20,000.00	42,000.00
	<i>Intergovernmental Charges Totals</i>	\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00
	Sub Department <b>1003 - North Warren School District</b>	\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00
	Totals	\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00
	Department <b>3120 - School Resource Officers</b> Totals	\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00
	<b>REVENUE TOTALS</b>	\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1003 - North Warren School District</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	36,878.48	37,158.00	37,158.00	23,246.54	37,158.00
	<i>Personal Services Totals</i>	\$36,878.48	\$37,158.00	\$37,158.00	\$23,246.54	\$37,158.00
<i>Employee Benefits</i>						
830	Social Security	2,286.48	2,304.00	2,304.00	1,441.28	2,304.00
831	Medicare Contribution	534.74	538.00	538.00	337.07	538.00
	<i>Employee Benefits Totals</i>	\$2,821.22	\$2,842.00	\$2,842.00	\$1,778.35	\$2,842.00
Sub Department <b>1003 - North Warren School District</b>		\$39,699.70	\$40,000.00	\$40,000.00	\$25,024.89	\$40,000.00
Totals		\$39,699.70	\$40,000.00	\$40,000.00	\$25,024.89	\$40,000.00
Department <b>3120 - School Resource Officers</b>		\$39,699.70	\$40,000.00	\$40,000.00	\$25,024.89	\$40,000.00
<b>EXPENSE TOTALS</b>		\$39,699.70	\$40,000.00	\$40,000.00	\$25,024.89	\$40,000.00
Fund <b>A - General</b> Totals						
<b>REVENUE TOTALS</b>		\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00
<b>EXPENSE TOTALS</b>		\$39,699.70	\$40,000.00	\$40,000.00	\$25,024.89	\$40,000.00
Fund <b>A - General</b> Totals		\$2,099.13	\$0.00	\$0.00	(\$5,024.89)	\$2,000.00
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$41,798.83	\$40,000.00	\$40,000.00	\$20,000.00	\$42,000.00
<b>EXPENSE GRAND TOTALS</b>		\$39,699.70	\$40,000.00	\$40,000.00	\$25,024.89	\$40,000.00
Net Grand Totals		\$2,099.13	\$0.00	\$0.00	(\$5,024.89)	\$2,000.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - Lake George School District  
BUDGET ACCOUNT CODE: A.3120 1004

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$66,031.43	\$74,314.00	\$74,314.00	\$74,314.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$5,051.40	\$5,686.00	\$5,686.00	\$5,686.00
<b>TOTALS</b>	<b>\$71,082.83</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$81,909.78	\$80,000.00	\$80,000.00	\$80,000.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>3120 - School Resource Officers</b>					
	Sub Department <b>1004 - Lake George School District</b>					
	<i>Intergovernmental Charges</i>					
2260	Public Safety - Other Govt	81,909.78	80,000.00	80,000.00	40,000.00	80,000.00
	<i>Intergovernmental Charges Totals</i>	\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
	Sub Department <b>1004 - Lake George School District</b>	\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
	Totals	\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
	Department <b>3120 - School Resource Officers</b> Totals	\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
	<b>REVENUE TOTALS</b>	\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1004 - Lake George School District</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	66,031.43	74,314.00	74,314.00	44,963.65	74,314.00
<i>Personal Services Totals</i>		\$66,031.43	\$74,314.00	\$74,314.00	\$44,963.65	\$74,314.00
<i>Employee Benefits</i>						
830	Social Security	4,093.95	4,608.00	4,608.00	2,787.74	4,608.00
831	Medicare Contribution	957.45	1,078.00	1,078.00	651.97	1,078.00
<i>Employee Benefits Totals</i>		\$5,051.40	\$5,686.00	\$5,686.00	\$3,439.71	\$5,686.00
Sub Department <b>1004 - Lake George School District</b>		\$71,082.83	\$80,000.00	\$80,000.00	\$48,403.36	\$80,000.00
Totals		\$71,082.83	\$80,000.00	\$80,000.00	\$48,403.36	\$80,000.00
Department <b>3120 - School Resource Officers</b> Totals		\$71,082.83	\$80,000.00	\$80,000.00	\$48,403.36	\$80,000.00
<b>EXPENSE TOTALS</b>		\$71,082.83	\$80,000.00	\$80,000.00	\$48,403.36	\$80,000.00
Fund <b>A - General</b> Totals						
<b>REVENUE TOTALS</b>		\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
<b>EXPENSE TOTALS</b>		\$71,082.83	\$80,000.00	\$80,000.00	\$48,403.36	\$80,000.00
Fund <b>A - General</b> Totals		\$10,826.95	\$0.00	\$0.00	(\$8,403.36)	\$0.00
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$81,909.78	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
<b>EXPENSE GRAND TOTALS</b>		\$71,082.83	\$80,000.00	\$80,000.00	\$48,403.36	\$80,000.00
Net Grand Totals		\$10,826.95	\$0.00	\$0.00	(\$8,403.36)	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - Bolton School District  
BUDGET ACCOUNT CODE: A.3120 1005

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$32,943.86	\$37,157.00	\$37,157.00	\$37,157.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,520.20	\$2,843.00	\$2,843.00	\$2,843.00
<b>TOTALS</b>	<b>\$35,464.06</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$39,345.06	\$40,000.00	\$40,000.00	\$40,000.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>REVENUE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1005 - Bolton School District</b>						
<i>Intergovernmental Charges</i>						
2260	Public Safety - Other Govt	39,345.06	40,000.00	40,000.00	20,000.00	40,000.00
	<i>Intergovernmental Charges Totals</i>	\$39,345.06	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
Sub Department <b>1005 - Bolton School District Totals</b>		\$39,345.06	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
Department <b>3120 - School Resource Officers Totals</b>		\$39,345.06	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
	<b>REVENUE TOTALS</b>	\$39,345.06	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1005 - Bolton School District</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	32,943.86	37,157.00	37,157.00	18,503.09	37,157.00
	<i>Personal Services Totals</i>	\$32,943.86	\$37,157.00	\$37,157.00	\$18,503.09	\$37,157.00
<i>Employee Benefits</i>						
830	Social Security	2,042.51	2,304.00	2,304.00	1,147.20	2,304.00
831	Medicare Contribution	477.69	539.00	539.00	268.30	539.00
	<i>Employee Benefits Totals</i>	\$2,520.20	\$2,843.00	\$2,843.00	\$1,415.50	\$2,843.00
Sub Department <b>1005 - Bolton School District Totals</b>		\$35,464.06	\$40,000.00	\$40,000.00	\$19,918.59	\$40,000.00
Department <b>3120 - School Resource Officers Totals</b>		\$35,464.06	\$40,000.00	\$40,000.00	\$19,918.59	\$40,000.00
<b>EXPENSE TOTALS</b>		\$35,464.06	\$40,000.00	\$40,000.00	\$19,918.59	\$40,000.00
Fund <b>A - General Totals</b>						
<b>REVENUE TOTALS</b>		\$39,345.06	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
<b>EXPENSE TOTALS</b>		\$35,464.06	\$40,000.00	\$40,000.00	\$19,918.59	\$40,000.00
Fund <b>A - General Totals</b>		\$3,881.00	\$0.00	\$0.00	\$81.41	\$0.00
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$39,345.06	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
<b>EXPENSE GRAND TOTALS</b>		\$35,464.06	\$40,000.00	\$40,000.00	\$19,918.59	\$40,000.00
Net Grand Totals		\$3,881.00	\$0.00	\$0.00	\$81.41	\$0.00

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**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - Johnsburg School District  
BUDGET ACCOUNT CODE: A.3120 1006

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$33,159.74	\$37,157.00	\$37,157.00	\$37,157.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,536.72	\$2,843.00	\$2,843.00	\$2,843.00
<b>TOTALS</b>	<b>\$35,696.46</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$40,907.83	\$40,000.00	\$40,000.00	\$40,000.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>3120 - School Resource Officers</b>					
	Sub Department <b>1006 - Johnsbury School District</b>					
	<i>Intergovernmental Charges</i>					
2260	Public Safety - Other Govt	40,907.83	40,000.00	40,000.00	20,000.00	40,000.00
	<i>Intergovernmental Charges Totals</i>	\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
	Sub Department <b>1006 - Johnsbury School District</b>	\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
	Totals	\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
	Department <b>3120 - School Resource Officers</b> Totals	\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
	<b>REVENUE TOTALS</b>	\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1006 - Johnsbury School District</b>						
<i>Personal Services</i>						
130	Salaries - Part Time	33,159.74	37,157.00	37,157.00	20,667.92	37,157.00
<i>Personal Services Totals</i>		\$33,159.74	\$37,157.00	\$37,157.00	\$20,667.92	\$37,157.00
<i>Employee Benefits</i>						
830	Social Security	2,055.91	2,304.00	2,304.00	1,281.41	2,304.00
831	Medicare Contribution	480.81	539.00	539.00	299.69	539.00
<i>Employee Benefits Totals</i>		\$2,536.72	\$2,843.00	\$2,843.00	\$1,581.10	\$2,843.00
Sub Department <b>1006 - Johnsbury School District</b>		\$35,696.46	\$40,000.00	\$40,000.00	\$22,249.02	\$40,000.00
Totals		\$35,696.46	\$40,000.00	\$40,000.00	\$22,249.02	\$40,000.00
Department <b>3120 - School Resource Officers</b> Totals		\$35,696.46	\$40,000.00	\$40,000.00	\$22,249.02	\$40,000.00
<b>EXPENSE TOTALS</b>		\$35,696.46	\$40,000.00	\$40,000.00	\$22,249.02	\$40,000.00
Fund <b>A - General</b> Totals						
<b>REVENUE TOTALS</b>		\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
<b>EXPENSE TOTALS</b>		\$35,696.46	\$40,000.00	\$40,000.00	\$22,249.02	\$40,000.00
Fund <b>A - General</b> Totals		\$5,211.37	\$0.00	\$0.00	(\$2,249.02)	\$0.00
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$40,907.83	\$40,000.00	\$40,000.00	\$20,000.00	\$40,000.00
<b>EXPENSE GRAND TOTALS</b>		\$35,696.46	\$40,000.00	\$40,000.00	\$22,249.02	\$40,000.00
Net Grand Totals		\$5,211.37	\$0.00	\$0.00	(\$2,249.02)	\$0.00

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**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: School Resource Officers - Warrensburg Central School Dist  
 BUDGET ACCOUNT CODE: A.3120 1008

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$29,955.90	\$54,556.00	\$54,556.00	\$90,190.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$15,869.13	\$23,805.00	\$23,805.00	\$59,328.00
<b>TOTALS</b>	<b>\$45,825.03</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$149,518.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$45,000.00	\$78,361.00	\$78,361.00	\$95,000.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	<b>REVENUE</b>					
	Department <b>3120 - School Resource Officers</b>					
	Sub Department <b>1008 - Warrensburg Central School Dist</b>					
	<i>Intergovernmental Charges</i>					
2260	Public Safety - Other Govt	45,000.00	78,361.00	78,361.00	45,000.00	95,000.00
	<i>Intergovernmental Charges Totals</i>	\$45,000.00	\$78,361.00	\$78,361.00	\$45,000.00	\$95,000.00
	Sub Department <b>1008 - Warrensburg Central School Dist Totals</b>	\$45,000.00	\$78,361.00	\$78,361.00	\$45,000.00	\$95,000.00
	Department <b>3120 - School Resource Officers Totals</b>	\$45,000.00	\$78,361.00	\$78,361.00	\$45,000.00	\$95,000.00
	<b>REVENUE TOTALS</b>	\$45,000.00	\$78,361.00	\$78,361.00	\$45,000.00	\$95,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>3120 - School Resource Officers</b>						
Sub Department <b>1008 - Warrensburg Central School Dist</b>						
<i>Personal Services</i>						
110	Salaries - Regular	29,955.90	54,556.00	54,556.00	63,212.35	90,190.00
	<i>Personal Services Totals</i>	<b>\$29,955.90</b>	<b>\$54,556.00</b>	<b>\$54,556.00</b>	<b>\$63,212.35</b>	<b>\$90,190.00</b>
<i>Employee Benefits</i>						
810	Retirement	6,843.37	12,166.00	12,166.00	17,344.25	28,049.00
830	Social Security	1,731.09	3,382.00	3,382.00	3,619.78	5,592.00
831	Medicare Contribution	404.85	791.00	791.00	846.56	1,308.00
860	Hospitalization	6,798.41	7,346.00	7,346.00	13,697.76	24,091.00
865	Dental Insurance	91.41	120.00	120.00	186.86	288.00
	<i>Employee Benefits Totals</i>	<b>\$15,869.13</b>	<b>\$23,805.00</b>	<b>\$23,805.00</b>	<b>\$35,695.21</b>	<b>\$59,328.00</b>
Sub Department <b>1008 - Warrensburg Central School Dist Totals</b>		<b>\$45,825.03</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$98,907.56</b>	<b>\$149,518.00</b>
Department <b>3120 - School Resource Officers Totals</b>		<b>\$45,825.03</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$98,907.56</b>	<b>\$149,518.00</b>
<b>EXPENSE TOTALS</b>		<b>\$45,825.03</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$98,907.56</b>	<b>\$149,518.00</b>
<b>Fund A - General Totals</b>						
<b>REVENUE TOTALS</b>		<b>\$45,000.00</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$45,000.00</b>	<b>\$95,000.00</b>
<b>EXPENSE TOTALS</b>		<b>\$45,825.03</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$98,907.56</b>	<b>\$149,518.00</b>
<b>Fund A - General Totals</b>		<b>(\$825.03)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$53,907.56)</b>	<b>(\$54,518.00)</b>
<b>Net Grand Totals</b>						
<b>REVENUE GRAND TOTALS</b>		<b>\$45,000.00</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$45,000.00</b>	<b>\$95,000.00</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$45,825.03</b>	<b>\$78,361.00</b>	<b>\$78,361.00</b>	<b>\$98,907.56</b>	<b>\$149,518.00</b>
<b>Net Grand Totals</b>		<b>(\$825.03)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$53,907.56)</b>	<b>(\$54,518.00)</b>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Traffic Safety Board

BUDGET ACCOUNT CODE: A.3311

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$0.00	\$1,850.00	\$1,850.00	\$1,850.00
800's EMPLOYEE BENEFITS	\$60.00			\$0.00
<b>TOTALS</b>	<b>\$60.00</b>	<b>\$1,850.00</b>	<b>\$1,850.00</b>	<b>\$1,850.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$0.00			\$0.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund <b>A - General</b>						
<b>EXPENSE</b>						
Department <b>3311 - Traffic Safety Board</b>						
<i>Contractual Expense</i>						
410	Supplies	.00	500.00	500.00	.00	500.00
424	Postage	.00	200.00	200.00	3.85	200.00
427	Memberships & Dues	.00	150.00	150.00	.00	150.00
436	Advertising Fees	.00	500.00	500.00	.00	500.00
444	Travel/Education/Conference	.00	500.00	500.00	.00	500.00
<i>Contractual Expense Totals</i>		\$0.00	\$1,850.00	\$1,850.00	\$3.85	\$1,850.00
<i>Other Benefits</i>						
840	Workmen's Compensation	60.00	.00	.00	.00	.00
<i>Other Benefits Totals</i>		\$60.00	\$0.00	\$0.00	\$0.00	\$0.00
Department <b>3311 - Traffic Safety Board Totals</b>		\$60.00	\$1,850.00	\$1,850.00	\$3.85	\$1,850.00
<b>EXPENSE TOTALS</b>		\$60.00	\$1,850.00	\$1,850.00	\$3.85	\$1,850.00
Fund <b>A - General Totals</b>		\$60.00	\$1,850.00	\$1,850.00	\$3.85	\$1,850.00
<b>EXPENSE TOTALS</b>		\$60.00	\$1,850.00	\$1,850.00	\$3.85	\$1,850.00
Fund <b>A - General Totals</b>		(\$60.00)	(\$1,850.00)	(\$1,850.00)	(\$3.85)	(\$1,850.00)
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSE GRAND TOTALS</b>		\$60.00	\$1,850.00	\$1,850.00	\$3.85	\$1,850.00
Net Grand Totals		(\$60.00)	(\$1,850.00)	(\$1,850.00)	(\$3.85)	(\$1,850.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

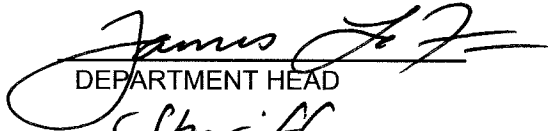
**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Stop DWI Program  
BUDGET ACCOUNT CODE: A.3315

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$7,332.01	\$13,943.00	\$13,943.00	\$13,943.00
200's EQUIPMENT	\$1,795.00	\$5,000.00	\$20,100.00	\$5,000.00
400's CONTRACTUAL	\$106,944.29	\$146,479.00	\$147,879.00	\$146,575.00
800's EMPLOYEE BENEFITS	\$560.88	\$1,066.00	\$1,066.00	\$1,066.00
<b>TOTALS</b>	<b>\$116,632.18</b>	<b>\$166,488.00</b>	<b>\$182,988.00</b>	<b>\$166,584.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$122,971.04	\$166,072.00	\$182,572.00	\$166,584.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

Sheriff

DATE:

09/16/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
<b>REVENUE</b>						
Department 3315 - Stop DWI Program						
State Aid						
3615	STOP DWI Grant	6,252.28	15,000.00	31,500.00	(16,500.00)	15,000.00
	<i>State Aid Totals</i>	<u>\$6,252.28</u>	<u>\$15,000.00</u>	<u>\$31,500.00</u>	<u>(\$16,500.00)</u>	<u>\$15,000.00</u>
<i>Fines &amp; Forfeitures</i>						
2615	Stop DWI Fines	116,718.76	151,072.00	151,072.00	50,045.54	151,584.00
	<i>Fines &amp; Forfeitures Totals</i>	<u>\$116,718.76</u>	<u>\$151,072.00</u>	<u>\$151,072.00</u>	<u>\$50,045.54</u>	<u>\$151,584.00</u>
	Department 3315 - Stop DWI Program Totals	<u>\$122,971.04</u>	<u>\$166,072.00</u>	<u>\$182,572.00</u>	<u>\$33,545.54</u>	<u>\$166,584.00</u>
	<b>REVENUE TOTALS</b>	<u>\$122,971.04</u>	<u>\$166,072.00</u>	<u>\$182,572.00</u>	<u>\$33,545.54</u>	<u>\$166,584.00</u>
<b>EXPENSE</b>						
Department 3315 - Stop DWI Program						
<i>Personal Services</i>						
130	Salaries - Part Time	7,332.01	13,943.00	13,943.00	7,708.77	13,943.00
	<i>Personal Services Totals</i>	<u>\$7,332.01</u>	<u>\$13,943.00</u>	<u>\$13,943.00</u>	<u>\$7,708.77</u>	<u>\$13,943.00</u>
<i>Equipment</i>						
260	Other Equipment	1,795.00	5,000.00	20,100.00	3,590.00	5,000.00
	<i>Equipment Totals</i>	<u>\$1,795.00</u>	<u>\$5,000.00</u>	<u>\$20,100.00</u>	<u>\$3,590.00</u>	<u>\$5,000.00</u>
<i>Contractual Expense</i>						
410	Supplies	881.69	500.00	1,758.00	190.00	500.00
424	Postage	.00	250.00	250.00	.00	250.00
426	Subscriptions	.00	200.00	200.00	.00	200.00
427	Memberships & Dues	275.34	700.00	700.00	299.97	750.00
439	Misc Fees & Expenses	.00	250.00	.00	.00	300.00
444	Travel/Education/Conference	338.00	500.00	892.00	.00	500.00
445	Foods	.00	200.00	200.00	.00	200.00
470	Contract	105,449.26	143,879.00	143,879.00	.00	143,875.00
	<i>Contractual Expense Totals</i>	<u>\$106,944.29</u>	<u>\$146,479.00</u>	<u>\$147,879.00</u>	<u>\$489.97</u>	<u>\$146,575.00</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 3315 - Stop DWI Program						
Employee Benefits						
830	Social Security	454.57	864.00	864.00	477.95	864.00
831	Medicare Contribution	106.31	202.00	202.00	111.77	202.00
<i>Employee Benefits Totals</i>		<u>\$560.88</u>	<u>\$1,066.00</u>	<u>\$1,066.00</u>	<u>\$589.72</u>	<u>\$1,066.00</u>
Department 3315 - Stop DWI Program Totals		<u>\$116,632.18</u>	<u>\$166,488.00</u>	<u>\$182,988.00</u>	<u>\$12,378.46</u>	<u>\$166,584.00</u>
<b>EXPENSE TOTALS</b>		<b>\$116,632.18</b>	<b>\$166,488.00</b>	<b>\$182,988.00</b>	<b>\$12,378.46</b>	<b>\$166,584.00</b>
Fund A - General Totals						
<b>REVENUE TOTALS</b>		\$122,971.04	\$166,072.00	\$182,572.00	\$33,545.54	\$166,584.00
<b>EXPENSE TOTALS</b>		\$116,632.18	\$166,488.00	\$182,988.00	\$12,378.46	\$166,584.00
Fund A - General Totals		<u>\$6,338.86</u>	<u>(\$416.00)</u>	<u>(\$416.00)</u>	<u>\$21,167.08</u>	<u>\$0.00</u>
Net Grand Totals						
<b>REVENUE GRAND TOTALS</b>		\$122,971.04	\$166,072.00	\$182,572.00	\$33,545.54	\$166,584.00
<b>EXPENSE GRAND TOTALS</b>		\$116,632.18	\$166,488.00	\$182,988.00	\$12,378.46	\$166,584.00
Net Grand Totals		<u>\$6,338.86</u>	<u>(\$416.00)</u>	<u>(\$416.00)</u>	<u>\$21,167.08</u>	<u>\$0.00</u>

CRIMINAL JUSTICE, PUBLIC SAFETY AND EMERGENCY SERVICES COMMITTEE MEETING  
DISTRICT ATTORNEY AGENDA  
September 24, 2024

COMMITTEE MEMBERS: Supervisors - GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Etu  
- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- 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: to apply for Crimes Against Revenue Prosecution Grant (CARP)  
Rationale: Resolution request to apply for Crimes Against Revenue Prosecution Grant (CARP) in an amount to be determined.
  2. Request: to apply for 2024-25 Criminal Justice Discovery Reform Grant  
Rationale: Resolution request to apply for the 2024-25 Criminal Justice Reform Grant in an amount to be determined.
- V. Discussion Items:
  1. Discuss the updated web traffic portal created with the help of our IT department.
  2. Received notification of receipt of Aid to Prosecution Grant funding for the grant period of April 1, 2024 to March 31, 2025, in the amount of \$284,168.00.
  3. Review 2025 District Attorney's Budgets:     A.1165 District Attorney  
  A.1168 Crime Victims-Assist. DA  
  A.4220 Narcotics Control DA
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments:

1. Resolution Request Form No. 5 – Request to Apply for a Grant Application and Grant Agreement – Crimes Against Revenue Prosecution Grant (CARP), with Grant Award Notice for January 1, 2024 – December 31, 2024, awaiting application.
2. Resolution Request Form No. 5 – Request to Apply for a Criminal Justice Discovery Reform Grant Application and Grant Agreement – Criminal Justice Discovery Reform Grant, with Grant Award Notice for April 1, 2023 – March 31, 2024, awaiting application.
3. Grant Award Notice for April 1, 2024 – March 31, 2025 – Aid to Prosecution Program.
4. A.1165 District Attorney Budget
5. A.1168 Crime Victims-Assist. DA Budget
6. A.4220 Narcotics Control DA Budget

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: District Attorney**

**DATE: September 24, 2024**

- (a) Purpose of Grant: **To apply for renewal of Crimes Against Revenue Prosecution Grant (CARP), DCJS No. CR23450446**
- (b) Name of Grantor: **New York State Division of Criminal Justice Services**
- (c) Address of Contractor: **80 South Swan Street, Albany NY 12210**
- (d) Grantor's Contact Person and Telephone Number: **Katelyn Mallick, Ph. (518) 457-3776**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No - awaiting additional information**
- (f) Effective Date of Grant: **January 1, 2025**
- (g) Termination Date of Grant: **December 31, 2025**
- (h) Total Dollar Amount Involved (not to exceed): **TBD**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **TBD**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**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



**Division of Criminal  
Justice Services**

**KATHY HOCHUL**  
Governor

**ROSSANA ROSADO**  
Commissioner

**CILLIAN FLAVIN**  
Deputy Commissioner

## Grant Award Notice

Grantee/Contractor: <b>Warren County District Attorney</b>	Date: <b>April 5, 2024</b>
Program Name: <b>Crimes Against Revenue Program</b>	Award Amount: <b>\$59,600<sup>1</sup></b>
Signatory Name and Title: <b>Kevin Geraghty, County Board Chair</b>	Term Dates: <b>1/1/2024 - 12/31/2024</b>
Email: <b>allena@warrencountyny.gov</b>	Contract Number: <b>C450446</b>
Program Description: <b>Crimes Against Revenue Program</b>	
Additional Programmatic Information: <b>The purpose of the Crimes Against Revenue Program (CARP) is to combat financial crimes that deprive New York State of taxes and certain other financial obligations and funds rightfully owed to the State. CARP grants support local investigation and prosecution efforts to recover evaded State revenue and do so in a manner that deters non-compliance with State laws.</b>	
<b>Grant Questions</b>	
<b>PRIMARY CONTACT</b> <b>Katelyn Mallick</b> Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: (518) 457-3776 Email: <a href="mailto:Katelyn.Mallick@dcjs.ny.gov">Katelyn.Mallick@dcjs.ny.gov</a>	<b>SECONDARY CONTACT</b> <b>Robert Frost</b> Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: (518) 485-2979 Email: <a href="mailto:Robert.frost@dcjs.ny.gov">Robert.frost@dcjs.ny.gov</a>

Thank you for all the work you do. We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

cc: Jason Carusone

[1] The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: District Attorney**

**DATE: September 24, 2024**

- (a) Purpose of Grant: **To apply for renewal of Criminal Justice Discovery Reform Grant, DCJS No. DG23-1052-D00**
- (b) Name of Grantor: **New York State Division of Criminal Justice Services**
- (c) Address of Contractor: **80 South Swan Street, Albany NY 12210**
- (d) Grantor's Contact Person and Telephone Number: **Katie Nardolillo, Email: katie.nardolillo@dcjs.ny.gov**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No - awaiting additional information**
- (f) Effective Date of Grant: **April 1, 2024**
- (g) Termination Date of Grant: **March 31, 2025**
- (h) Total Dollar Amount Involved (not to exceed): **TBD**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **TBD**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**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



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

DEAN DEFRUSCIO
Deputy Commissioner

Grant Award Notice

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Discovery Reform Grant Program for State Fiscal Year (SFY) 2023-24.

Table with 2 columns: Information and Date/Amount. Rows include: Grantee: Warren County, Date: September 28, 2023; Program Name: Criminal Justice Discovery Reform Grant, Award Amount: \$346,168; Name of Official: The Honorable Kevin Geraghty, SFY 2023-24 (April 1, 2023 to March 31, 2024); Email: Kevin.Geraghty@TownOfWarrensburg.net, Contract #: C460169

Criminal Justice Discovery Reform Grant - Additional Information:

DCJS is pleased to provide funding to your county to support local law enforcement agencies with expenses related to the implementation of discovery and pretrial reforms that took effect January 1, 2020. Your county's award amount has been determined based on the prorated share of 2018-2022 criminal court arraignments statewide.

This funding is contingent upon the submission by the county, and subsequent DCJS approval of, a Discovery Reform Funding Plan. Please see the attached 2023-24 Discovery Reform Application and the Discovery Reform Funding Plan for additional information. All funding provided is primarily intended to support costs incurred on or after the start of SFY 2023-24 (April 1, 2023); however, this funding may also be used to cover any costs incurred in SFY 2022-23 (April 1, 2022 to March 31, 2023).

In your county's application, the District Attorney's (DA) minimum amount must match the greatest amount that was allocated to the DA in your county's previously submitted budget to DCJS from either of the preceding years of discovery funding. If your county had not previously submitted a budget for this funding, the minimum should be calculated as 67% of the total county award amount.

The county's Discovery Reform Funding Plan should be submitted to DCJS using the DCJS Grants Management System (GMS). Additional information about GMS is provided in the attached application document. Questions about the submission of the plan should be emailed to DCJS at dcjsfunding@dcjs.ny.gov. Please include "Discovery Reform Question" in the subject line of your email.

Once plans are approved by DCJS, grantees will be notified and shall receive payment for their entire award. The county shall subsequently and promptly make this funding available to the recipient agencies (e.g., DA, probation department, sheriff's offices, local police department) within 60 days of receipt. Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

Attachment (2)



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

July 3, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (FY) 2024-25.

Table with 4 columns: Project Name, Award Amount, Budget, Term Dates. Row 1: Warren County District Attorney Aid to Prosecution Program, \$284,168. Row 2: FY 2024-25, April 1, 2024 to March 31, 2025.

Additional Information:

Your SFY 2024-25 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2024 to March 31, 2025.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

NYS Division of Criminal Justice Services, Finance Office
dcjsgrantsunitvoucherinquiry@dcjs.ny.gov

NYS Division of Criminal Justice Services, Law Enforcement & Legal Services
dcjs.sm.lslsunit@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**


**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: District Attorney  
BUDGET ACCOUNT CODE: A.1165

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$1,424,425.16	\$1,569,262.00	\$1,584,947.00	\$1,583,307.00
200's EQUIPMENT	\$2,834.52	\$500.00	\$1,980.00	\$500.00
400's CONTRACTUAL	\$66,868.76	\$106,100.00	\$99,004.00	\$100,600.00
800's EMPLOYEE BENEFITS	\$435,770.54	\$514,883.00	\$518,406.00	\$575,750.00
<b>TOTALS</b>	<b>\$1,929,898.98</b>	<b>\$2,190,745.00</b>	<b>\$2,204,337.00</b>	<b>\$2,260,157.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$643,594.19	\$647,099.00	\$647,099.00	\$681,911.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: District Attorney  
DATE: 9/5/2024

# Budget Worksheet Report

Budget Year 202

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 1165 - District Attorney						
State Aid						
3030	State Rev D.A. Salary	72,189.00	72,189.00	72,189.00	.00	72,189.00
3031	D.A. Prosecution	258,899.00	249,356.00	249,356.00	.00	284,168.00
3043	Crimes Against Prosecution	45,520.90	59,600.00	59,600.00	7,235.90	59,600.00
3047	Discovery Reform	237,079.00	237,079.00	237,079.00	190,300.00	237,079.00
	<i>State Aid Totals</i>	<b>\$613,687.90</b>	<b>\$618,224.00</b>	<b>\$618,224.00</b>	<b>\$197,535.90</b>	<b>\$653,036.00</b>
Federal Aid						
4960	Emergency Disaster Assist	35.88	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	<b>\$35.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Fines & Forfeitures						
2611	Stop DWI Fines - DA	28,875.00	28,875.00	28,875.00	.00	28,875.00
	<i>Fines &amp; Forfeitures Totals</i>	<b>\$28,875.00</b>	<b>\$28,875.00</b>	<b>\$28,875.00</b>	<b>\$0.00</b>	<b>\$28,875.00</b>
Sale of Property And Compensation for Loss						
2692	Other Compensation for Loss	995.41	.00	.00	.00	.00
	<i>Sale of Property And Compensation for Loss Totals</i>	<b>\$995.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Department 1165 - District Attorney Totals	<b>\$643,594.19</b>	<b>\$647,099.00</b>	<b>\$647,099.00</b>	<b>\$197,535.90</b>	<b>\$681,911.00</b>
	<b>REVENUE TOTALS</b>	<b>\$643,594.19</b>	<b>\$647,099.00</b>	<b>\$647,099.00</b>	<b>\$197,535.90</b>	<b>\$681,911.00</b>

# Budget Worksheet Report

Budget Year 202

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1165 - District Attorney						
Personal Services						
110	Salaries - Regular	1,424,423.73	1,568,762.00	1,584,447.00	980,374.23	1,582,807.00
120	Salaries - Overtime	1.43	500.00	500.00	64.10	500.00
<i>Personal Services Totals</i>		<u>\$1,424,425.16</u>	<u>\$1,569,262.00</u>	<u>\$1,584,947.00</u>	<u>\$980,438.33</u>	<u>\$1,583,307.00</u>
Comments						
Account		Level		Comment		
110		Departmental Request		<ul style="list-style-type: none"> <li>- Utilize 3031 D.A Prosecution Grant (Aid to Prosecution) for Attorney retention.</li> <li>- COLA for all non-bargaining employees.</li> <li>- Adjust weekend DA On Call pay from \$28,500.00 to \$28,750.00 to cover Juneteenth holiday.</li> <li>- Add weekday DA On Call pay \$25,000.00 (\$100.00 per day), for a total of \$53,750.00.DA. On Call changes are fully funded by the D.A Prosecution Grant (Aid to Prosecution).</li> </ul>		
Equipment						
210	Furniture/Furnishings	1,708.26	.00	1,480.00	1,296.00	.00
220	Office Equipment	1,126.26	.00	.00	.00	.00
250	Technical Equipment	.00	500.00	500.00	.00	500.00
<i>Equipment Totals</i>		<u>\$2,834.52</u>	<u>\$500.00</u>	<u>\$1,980.00</u>	<u>\$1,296.00</u>	<u>\$500.00</u>
Contractual Expense						
410	Supplies	11,341.00	12,000.00	10,400.00	5,605.86	11,500.00
422	Repair/Maint-Equipment	175.00	.00	.00	.00	.00
423	Telephone	2,652.45	3,500.00	3,500.00	1,398.05	3,500.00
424	Postage	1,877.79	2,600.00	2,600.00	1,025.79	2,100.00
426	Subscriptions	972.29	6,900.00	1,284.00	920.06	1,500.00
428	Data Processing & Internet Fees	2,241.92	2,600.00	2,600.00	2,089.86	2,600.00
439	Misc Fees & Expenses	.00	.00	120.00	120.00	.00
440	Legal/Transcript Fees	33,541.22	60,000.00	57,701.00	21,903.24	58,000.00
444	Travel/Education/Conference	8,582.24	13,000.00	13,000.00	4,861.49	13,000.00
445	Foods	362.48	500.00	500.00	.00	500.00
453	Uniforms & Clothing	124.37	.00	.00	.00	.00
470	Contract	4,998.00	5,000.00	7,299.00	7,299.00	7,900.00
<i>Contractual Expense Totals</i>		<u>\$66,868.76</u>	<u>\$106,100.00</u>	<u>\$99,004.00</u>	<u>\$45,223.35</u>	<u>\$100,600.00</u>
Employee Benefits						
810	Retirement	142,142.86	203,194.00	205,516.00	118,161.29	231,430.00
830	Social Security	82,437.72	94,803.00	95,776.00	58,174.42	94,912.00
831	Medicare Contribution	19,766.20	22,754.00	22,982.00	13,605.31	22,958.00
860	Hospitalization	172,452.12	172,566.00	172,566.00	106,021.34	196,216.00

# Budget Worksheet Report

Budget Year 202

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1165 - District Attorney						
Employee Benefits						
865	Dental Insurance	3,335.76	3,264.00	3,264.00	1,894.10	3,024.00
	<i>Employee Benefits Totals</i>	<u>\$420,134.66</u>	<u>\$496,581.00</u>	<u>\$500,104.00</u>	<u>\$297,856.46</u>	<u>\$548,540.00</u>
Other Benefits						
840	Workmen's Compensation	7,122.00	7,762.00	7,762.00	7,762.00	8,098.00
861	Retirees Hospitalization	7,430.37	7,540.00	7,540.00	6,314.50	15,362.00
862	Health Insurance Cost Reimbursement	1,083.51	3,000.00	3,000.00	1,294.04	3,000.00
863	Health Insurance Cost Reimbursement-Retiree	.00	.00	.00	313.69	750.00
	<i>Other Benefits Totals</i>	<u>\$15,635.88</u>	<u>\$18,302.00</u>	<u>\$18,302.00</u>	<u>\$15,684.23</u>	<u>\$27,210.00</u>
	Department 1165 - District Attorney Totals	<u>\$1,929,898.98</u>	<u>\$2,190,745.00</u>	<u>\$2,204,337.00</u>	<u>\$1,340,498.37</u>	<u>\$2,260,157.00</u>
	EXPENSE TOTALS	<u>\$1,929,898.98</u>	<u>\$2,190,745.00</u>	<u>\$2,204,337.00</u>	<u>\$1,340,498.37</u>	<u>\$2,260,157.00</u>
Fund A - General Totals						
	REVENUE TOTALS	\$643,594.19	\$647,099.00	\$647,099.00	\$197,535.90	\$681,911.00
	EXPENSE TOTALS	\$1,929,898.98	\$2,190,745.00	\$2,204,337.00	\$1,340,498.37	\$2,260,157.00
	Fund A - General Totals	<u>(\$1,286,304.79)</u>	<u>(\$1,543,646.00)</u>	<u>(\$1,557,238.00)</u>	<u>(\$1,142,962.47)</u>	<u>(\$1,578,246.00)</u>
Net Grand Totals						
	REVENUE GRAND TOTALS	\$643,594.19	\$647,099.00	\$647,099.00	\$197,535.90	\$681,911.00
	EXPENSE GRAND TOTALS	\$1,929,898.98	\$2,190,745.00	\$2,204,337.00	\$1,340,498.37	\$2,260,157.00
	Net Grand Totals	<u>(\$1,286,304.79)</u>	<u>(\$1,543,646.00)</u>	<u>(\$1,557,238.00)</u>	<u>(\$1,142,962.47)</u>	<u>(\$1,578,246.00)</u>

2025 Salary Schedule (Position Budgeting)  
District Attorney.District Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13903	Breault, Hayley 05-00 / \$19.12	Legal Clerk #3 05-01 / \$19.43	\$40,210.00	Full Time	CSEA/FT	4/8/2024
10929	Burin, Matthew N/A / \$71.74	1st Assistant DA N/A / \$71.74	\$130,574.00	Full Time	Appointed F/T	6/6/2005
13544	Caivano, Emily 10-03 / \$23.94	Legal Clerk III #1 10-04 / \$24.30	\$50,194.00	Full Time	CSEA/FT	6/3/2021
9824	Carusone, Jason N/A / \$121.48	District Attorney N/A / \$121.48	\$221,100.00	Full Time	Elected/FT	6/7/1999
13597	Christensen, Ryan N/A / \$47.52	9th Assistant DA N/A / \$47.52	\$86,478.00	Full Time	Appointed F/T	9/7/2021
13600	Cosentino, Morgan N/A / \$50.59	8th Assistant DA N/A / \$50.59	\$92,073.00	Full Time	Appointed F/T	10/12/2021
13655	Davis, Deondra 08-02 / \$22.14	Legal Clerk II #3 08-03 / \$22.47	\$46,530.00	Full Time	CSEA/FT	4/11/2022
13570	DeFalco, Stephanie 08-03 / \$22.47	Legal Clerk II #2 08-04 / \$22.81	\$47,095.00	Full Time	CSEA/FT	6/23/2021
13139	Goldstein, Avi N/A / \$59.68	4th Assistant DA N/A / \$59.68	\$108,616.00	Full Time	Appointed F/T	1/2/2018
13405	Jones, Grant N/A / \$53.26	5th Assistant DA N/A / \$53.26	\$96,936.00	Full Time	Appointed F/T	11/22/2019
12996	McCarty, Robert N/A / \$59.68	3rd Assistant DA N/A / \$59.68	\$108,616.00	Full Time	Appointed F/T	1/1/2017
10233	McDonald, Paulette N/A / \$32.58	Secretary to DA N/A / \$32.58	\$67,773.00	Full Time	Out of UnitFT	5/3/2001
13774	Oshier, Bridgett 08-01 / \$21.81	Legal Clerk II #1 08-02 / \$22.14	\$45,868.00	Full Time	CSEA/FT	4/3/2023

10531	Ovitt, Nancy 10-21 / \$28.19	Legal Clerk III #2 10-22 / \$28.19	\$58,644.00 Full Time	CSEA/FT	1/2/2003
12695	Smith, Benjamin N/A / \$65.38	2nd Assistant DA N/A / \$65.38	\$118,995.00 Full Time	Appointed F/T	11/17/2014
13417	Smith, Connor N/A / \$53.26	6th Assistant DA N/A / \$53.26	\$96,936.00 Full Time	Appointed F/T	1/24/2020
12870	Troelstra, Laura 05-08 / \$21.92	Legal Clerk #4 05-09 / \$21.92	\$45,596.00 Full Time	CSEA/FT	1/5/2016
13588	Vondrak, Ann N/A / \$50.59	7th Assistant DA N/A / \$50.59	\$92,073.00 Full Time	Appointed F/T	8/23/2021
	N/A / \$0.00	DA On Call Pay N/A / \$0.00	\$28,500.00		
	N/A / \$0.00	District Attorney - Overtime N/A / \$0.00	\$500.00		
			<b>20</b>		
					<b>\$1,583,307.00</b>

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney's Office

BUDGET CODE: A.1165 110 Salaries - Regular

TITLE OF POSITION: 1<sup>st</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in Non-Bargaining Salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: D.A. Prosecution Grant fully funds the request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 2<sup>nd</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit     Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES     NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 3<sup>rd</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 4<sup>th</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 5<sup>th</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 6<sup>th</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 7<sup>th</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 8<sup>th</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 9<sup>th</sup> Assistant District Attorney

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

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### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

## ASSISTANT DISTRICT ATTORNEY

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Office of the District Attorney. The work involves representing the People of the State of New York at every stage of proceedings including arrest through conclusion of the case, and may involve appeals and/or post-conviction motions. The Assistant District Attorney assists the District Attorney in all aspects of criminal prosecution including legal research, writing, appearing in court, conducting hearings, conducting trials, and arguing appeals. Work is performed under the general supervision of the District Attorney with wide leeway allowed for the exercise of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Represents the People of the State of New York;
- Handles such proceedings as are necessary to protect the rights of the People;
- Assists the District Attorney in the preparation of various court proceedings;
- Assists in the initial stages of case preparation including obtaining discovery, reviewing and redacting protected material, filing protective orders when necessary, serving discoverable material, disclosing Brady material and filing certificates of compliance pursuant to CPL 245;
- Presents cases to the Grand Jury;
- Prepares cases for trial by reviewing case evidence, meeting with witnesses, responding to motions, preparing and handling pre-trial hearings, reviewing cases with the team, and develops a trial strategy;
- Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records to assist in the discovery process;
- Tries cases, including jury selection, presentment of cases, preparing opening statements, examining witnesses and presenting closing arguments;
- May handle post-conviction motions, including motions to vacate judgment, by preparing a written response and arguing the motion in Superior Court;
- May handle appeals by reviewing records on appeal, research and writing legal argument for each point at issue, and conducting oral arguments at County Court, the Appellate Division and the Court of Appeals.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Thorough knowledge of criminal law and court proceedings;
- Thorough knowledge of judicial procedures and rules of evidence;
- Ability to interpret and work with New York State criminal code;
- Ability to communicate effectively both orally and in writing;
- Ability to reason quickly and logically in stressful situations;
- Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion as well as analyze and organize facts effectively;
- Ability to prepare for and present cases in court;
- Ability to establish and maintain effective working relationships with others.

### **MINIMUM QUALIFICATIONS:**

- A) Possession of a Law License; and
- B) Admission in good standing to practice law in the State of New York.

**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.



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

July 3, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (FY) 2024-25.

Table with 4 columns: Project Name, Award Amount, Budget, Term Dates. Row 1: Warren County District Attorney Aid to Prosecution Program, \$284,168. Row 2: FY 2024-25, April 1, 2024 to March 31, 2025.

Additional Information:

Your SFY 2024-25 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2024 to March 31, 2025.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

NYS Division of Criminal Justice Services, Finance Office
dcjsgrantsunitvoucherinquiry@dcjs.ny.gov

NYS Division of Criminal Justice Services, Law Enforcement & Legal Services
dcjs.sm.lelsunit@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

2025 1165 Departmental request:

Cost of living adjustment for all non-bargaining employees, which includes secretary to the district attorney and assistant district attorneys. COLA for DA Investigator in 4220.

Utilize the New York State DA Prosecution Grant (\$284,168.00) for:

- the DA *weekend* and holiday on-call pay cost for the addition of the Juneteenth Holiday.
- *Weekday* DA on-call pay
- Assistant district attorney retention.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**


**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Crime Victims-Assist.DA

BUDGET ACCOUNT CODE: A.1168

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$128,748.99	\$131,721.00	\$131,721.00	\$134,161.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$5,273.98	\$11,066.00	\$11,066.00	\$10,496.00
800's EMPLOYEE BENEFITS	\$36,067.24	\$43,887.00	\$43,887.00	\$49,151.00
<b>TOTALS</b>	<b>\$170,090.21</b>	<b>\$186,674.00</b>	<b>\$186,674.00</b>	<b>\$193,808.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$164,804.76	\$171,389.00	\$171,389.00	\$171,389.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: DISTRICT ATTORNEY 4  
DATE: 9/10/24

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department <b>1168 - Crime Victims-Assist.DA</b>					
	State Aid					
3032	Crime Victims Advocate -DA	164,804.76	171,389.00	171,389.00	84,335.73	171,389.00
	<i>State Aid Totals</i>	<u>\$164,804.76</u>	<u>\$171,389.00</u>	<u>\$171,389.00</u>	<u>\$84,335.73</u>	<u>\$171,389.00</u>
	Department <b>1168 - Crime Victims-Assist.DA Totals</b>	<u>\$164,804.76</u>	<u>\$171,389.00</u>	<u>\$171,389.00</u>	<u>\$84,335.73</u>	<u>\$171,389.00</u>
	REVENUE TOTALS	<u>\$164,804.76</u>	<u>\$171,389.00</u>	<u>\$171,389.00</u>	<u>\$84,335.73</u>	<u>\$171,389.00</u>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1168 - Crime Victims-Assist.DA</b>						
<i>Personal Services</i>						
110	Salaries - Regular	128,703.49	131,221.00	131,221.00	74,760.22	133,661.00
120	Salaries - Overtime	45.50	500.00	500.00	.00	500.00
<i>Personal Services Totals</i>		<b>\$128,748.99</b>	<b>\$131,721.00</b>	<b>\$131,721.00</b>	<b>\$74,760.22</b>	<b>\$134,161.00</b>
<i>Contractual Expense</i>						
410	Supplies	1,562.86	4,606.00	4,606.00	377.02	4,250.00
423	Telephone	891.55	1,500.00	1,500.00	432.36	1,300.00
424	Postage	233.45	300.00	300.00	117.12	300.00
427	Memberships & Dues	25.00	50.00	50.00	.00	50.00
428	Data Processing & Internet Fees	140.00	164.00	164.00	164.00	150.00
444	Travel/Education/Conference	2,421.12	4,446.00	4,446.00	42.21	4,446.00
<i>Contractual Expense Totals</i>		<b>\$5,273.98</b>	<b>\$11,066.00</b>	<b>\$11,066.00</b>	<b>\$1,132.71</b>	<b>\$10,496.00</b>
<i>Employee Benefits</i>						
810	Retirement	14,780.56	18,782.00	18,782.00	10,639.52	21,551.00
830	Social Security	7,748.61	8,166.00	8,166.00	4,447.23	8,318.00
831	Medicare Contribution	1,812.17	1,910.00	1,910.00	1,040.07	1,945.00
860	Hospitalization	11,536.48	14,789.00	14,789.00	8,532.15	17,097.00
865	Dental Insurance	189.42	240.00	240.00	138.60	240.00
<i>Employee Benefits Totals</i>		<b>\$36,067.24</b>	<b>\$43,887.00</b>	<b>\$43,887.00</b>	<b>\$24,797.57</b>	<b>\$49,151.00</b>
Department <b>1168 - Crime Victims-Assist.DA Totals</b>		<b>\$170,090.21</b>	<b>\$186,674.00</b>	<b>\$186,674.00</b>	<b>\$100,690.50</b>	<b>\$193,808.00</b>
EXPENSE TOTALS		<b>\$170,090.21</b>	<b>\$186,674.00</b>	<b>\$186,674.00</b>	<b>\$100,690.50</b>	<b>\$193,808.00</b>
Fund <b>A - General Totals</b>						
REVENUE TOTALS		<b>\$164,804.76</b>	<b>\$171,389.00</b>	<b>\$171,389.00</b>	<b>\$84,335.73</b>	<b>\$171,389.00</b>
EXPENSE TOTALS		<b>\$170,090.21</b>	<b>\$186,674.00</b>	<b>\$186,674.00</b>	<b>\$100,690.50</b>	<b>\$193,808.00</b>
Fund <b>A - General Totals</b>		<b>(\$5,285.45)</b>	<b>(\$15,285.00)</b>	<b>(\$15,285.00)</b>	<b>(\$16,354.77)</b>	<b>(\$22,419.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		<b>\$164,804.76</b>	<b>\$171,389.00</b>	<b>\$171,389.00</b>	<b>\$84,335.73</b>	<b>\$171,389.00</b>
EXPENSE GRAND TOTALS		<b>\$170,090.21</b>	<b>\$186,674.00</b>	<b>\$186,674.00</b>	<b>\$100,690.50</b>	<b>\$193,808.00</b>
Net Grand Totals		<b>(\$5,285.45)</b>	<b>(\$15,285.00)</b>	<b>(\$15,285.00)</b>	<b>(\$16,354.77)</b>	<b>(\$22,419.00)</b>

2025 Salary Schedule (Position Budgeting)  
 District Attorney.Crime Victims Assistance Unit

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11177	Affinito, Manon 21-18 / \$35.91	Victim Assist Program Director 21-19 / \$35.91	\$74,700.00	Full Time	CSEA/FT	9/1/2006
13347	Choppa, Michaela 14-05 / \$28.35	Crime Victim Specialist 14-06 / \$28.35	\$58,961.00	Full Time	CSEA/FT	7/8/2019
	N/A / \$0.00	Crime Victims Assistance - OT N/A / \$0.00	\$500.00			
		<b>3</b>	<b>\$134,161.00</b>			

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Warren County District Attorney's Office / Victim Assistance

BUDGET CODE: 1168

TITLE OF POSITION: Senior Crime Victim Specialist

### FOR NEW POSITIONS

Is the requested position:  In Unit    Out of Unit

Annual Base Salary (and Grade if Applicable): Grade 17 \$55,743


List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Retain but unfund crime victim specialist Grade 14 position - \$49,634

Is this a mandated position? If so, please explain: No

Is there expected Revenue from this position? If so, please explain: The crime victim specialist program receives funding from the Office of Victim Services (OVS). The latest award amount is \$171,389.

Is this a new title in your department?  YES    NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : 

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Restore Senior Crime Victim Specialist position

Justification for Request: In 2019 the Warren County Crime Victim Assistance Program was staffed by 3 people, a Director, a Senior Crime Victim Specialist and a Part-Time Crime Victim Specialist. Due to funding constraints, the part-time position was eliminated. In 2021 our Senior Crime Victim Specialist departed county service for a new job and at that time I modified the Senior Crime Victim Specialist to Crime Victim Specialist to allow our new hire to gain experience before restoring the position to Senior Crime Victim Specialist. Three years have passed since the position change and the demands placed on the employee have increased commensurate with experience. The employee began as a part-time crime victim specialist five years ago in 2019. When we lost the part-time position, at my request, she moved to legal clerk to help with the new Discovery demands created by the state's criminal justice reforms. When the Senior Crime Victim Specialist departed in 2021, the employee, who had become a legal clerk, returned to victim services at the lowered position of crime victim specialist. The position was lowered to give the employee the opportunity to gain experience in victim services and hone her skills so that she could eventually work on more serious cases. In her five years with the office she has proven to be a tremendous co-worker, who is professional, respectful, and she has provided excellent service to crime victims in our community. Her responsibilities now include more serious felony cases and she has proven extremely capable at handling a large caseload, including more serious felony files. I

have worked directly with this employee on numerous cases and each time I am impressed with her abilities. She not only assists victims, but her insight into cases and her knowledge of the files has helped me and the assistant district attorneys with the prosecution of our cases. In 2024, to enhance her abilities to service child victims, the employee has been granted approval to receive forensic training and certification in conducting interviews of child victims. This employee has been a true asset to the County and I request that her position be modified to match the work that she is currently performing. The crime victim program is predominantly funded by grant money received from the office of victim services.

Projected change in Salary Dollars: 6,109

Is there expected Revenue impact from this change? If so, please explain: No

## **SENIOR CRIME VICTIM SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the District Attorney's Office and involves responsibility for delivery of program services to individuals who are victims of crimes. This position is distinguished from Crime Victims Specialist in that, through training and experience, Senior Crime Victim Specialists independently handle more complex assignments and situations and independently prepare crime victim statements, accompany victims to court appearances and assist the victim in communications with other representatives of the criminal justice system. Work is performed under the general direction of the Victim Assistance Program Director with wide leeway allowed for the use of independent judgment within established guidelines. Supervision may be exercised over the Intern/ volunteer program. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Interviews crime victims to determine types of assistance needed;
- Refers crime victims needing medical assistance, counseling, emergency shelter or legal assistance to appropriate agencies;
- Provides support to crime victims throughout court proceedings;
- Assists crime victims in preparing victim impact statements and claim forms to be submitted to the Crime Victims Board;
- Arranges for rape crisis and domestic violence counseling for victims of sexual assault and domestic violence;
- Assists victims in completing forms and paperwork regarding compensation, insurance claims, property and ancillary services;
- Provides follow-up services for continuing cases;
- May arrange appointments, transportation, lodging, interpreters and other services for crime victims;
- Acts as a liaison between victim and the District Attorney's office attorneys and staff;
- Assists the prosecutor in preparing victims to testify in Grand Jury or Court proceedings;
- Accompanies victim to court when sentencing occurs, assists in the development of sentencing victim impact statements, reads victim statements into court when requested on behalf of the victim and provides support to the victim when speaking at sentencing;
- May be present in local courts for victim's assistance during scheduled court proceedings;
- Meets with all victims when referred to the program, including cross-complaint witness and victims in uncharged cases;
- Assists the Director, as assigned, with program audits;
- Maintains a variety of records and prepares statistical and financial reports regarding service delivery and program operations;
- May supervise interns and/or volunteers;
- Assists with coordinating activities during National Crime Victim's Rights Week and at a local level Crime Victim's Day;
- Attends local conferences and meetings relating to victim advocacy, domestic violence and sexual assault.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Good knowledge of the structure, organization and procedures of the criminal justice system;
- Good knowledge of the rights of victims;
- Good knowledge of the policies and procedures of the District Attorney's Office;
- Good knowledge of community resources and services available to crime victims;
- Working knowledge of the principles and practices of interviewing;
- Working knowledge of legal terminology;
- Ability to assess the need for professional counseling and make appropriate referrals;
- Ability to develop and maintain satisfactory working relationships with crime victims, professional staff and the public;
- Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree or higher in criminal justice, psychology, sociology, social work or a related human services field; or
- B) Associate's degree in criminal justice, psychology, sociology, social work or a related human services field and two (2) years of experience working in the criminal justice system.

**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.



Office of  
Victim Services

KATHY HOCHUL

Governor

BEA HANSON, PhD

Director

Warren County District Attorney's Office  
1340 Sate Route 9  
Lake George NY 12845

**RE:** Contract Number C11415GG

**DATE:** 7/12/2024

**Year 3 Contract Period:** 10/1/24-9/30/25

Dear Colleague:

The Office of Victim Services (OVS) previously awarded your program a grant for the period October 1, 2022, through September 30, 2025. It is now time to submit and finalize your budget for Year Three of this grant award, which covers October 1, 2024, through September 30, 2025.

Your award amount for the 2024-25 contract year is: \$171389.59.

Attached are the documents needed to complete this budget renewal. OVS requests that these documents be returned to your Contract Management Specialist (CMS) via email by 8/16/2024. Please do not upload them to SFS. Once all renewal documents are received, the review process will begin offline. When everything is finalized, your CMS will open Year 3 in SFS and enter the budget and narrative information. It will then be returned to you in SFS for approval.

Please note that match continues to be waived for this contract year. As a result, budget submissions will be accepted excluding match.

On behalf of the Office of Victim Services and the Grants Unit, we look forward to continuing our shared efforts to serve victims of crime in New York State.

Sincerely,

Kathleen Joslin  
Contract Management Specialist 3  
New York State Office of Victim  
Services

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

### WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Narcotics Control-DA

BUDGET ACCOUNT CODE: A.4220

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$59,654.83	\$70,872.00	\$70,872.00	\$70,872.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$3,131.48	\$6,320.00	\$6,320.00	\$5,912.00
800's EMPLOYEE BENEFITS	\$4,563.60	\$5,423.00	\$5,423.00	\$5,423.00
<b>TOTALS</b>	<b>\$67,349.91</b>	<b>\$82,615.00</b>	<b>\$82,615.00</b>	<b>\$82,207.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

DISTRICT ATTORNEY

DATE:

9/04/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4220 - Narcotics Control-DA						
Personal Services						
130	Salaries - Part Time	59,654.83	70,872.00	70,872.00	39,957.07	70,872.00
	<i>Personal Services Totals</i>	<b>\$59,654.83</b>	<b>\$70,872.00</b>	<b>\$70,872.00</b>	<b>\$39,957.07</b>	<b>\$70,872.00</b>
	Comments					
	Account					
	Level					
130	Departmental Request					
	Comment					
	- COLA for all non-bargaining employees.					
<i>Contractual Expense</i>						
418	Ins-General Liability	238.43	270.00	283.45	283.45	312.00
423	Telephone	374.60	450.00	450.00	218.62	400.00
441	Auto-Supplies & Repair	1,200.85	2,000.00	1,986.55	1,181.78	2,000.00
442	Automotive - Gas & Oil	1,317.60	1,600.00	1,600.00	573.83	1,600.00
444	Travel/Education/Conference	.00	2,000.00	2,000.00	.00	1,600.00
	<i>Contractual Expense Totals</i>	<b>\$3,131.48</b>	<b>\$6,320.00</b>	<b>\$6,320.00</b>	<b>\$2,257.68</b>	<b>\$5,912.00</b>
<i>Employee Benefits</i>						
830	Social Security	3,698.60	4,395.00	4,395.00	2,477.34	4,395.00
831	Medicare Contribution	865.00	1,028.00	1,028.00	579.38	1,028.00
	<i>Employee Benefits Totals</i>	<b>\$4,563.60</b>	<b>\$5,423.00</b>	<b>\$5,423.00</b>	<b>\$3,056.72</b>	<b>\$5,423.00</b>
Department 4220 - Narcotics Control-DA Totals		<b>\$67,349.91</b>	<b>\$82,615.00</b>	<b>\$82,615.00</b>	<b>\$45,271.47</b>	<b>\$82,207.00</b>
EXPENSE TOTALS		<b>\$67,349.91</b>	<b>\$82,615.00</b>	<b>\$82,615.00</b>	<b>\$45,271.47</b>	<b>\$82,207.00</b>
Fund A - General Totals		<b>\$67,349.91</b>	<b>\$82,615.00</b>	<b>\$82,615.00</b>	<b>\$45,271.47</b>	<b>\$82,207.00</b>
EXPENSE TOTALS		<b>\$67,349.91</b>	<b>\$82,615.00</b>	<b>\$82,615.00</b>	<b>\$45,271.47</b>	<b>\$82,207.00</b>
Fund A - General Totals		<b>(\$67,349.91)</b>	<b>(\$82,615.00)</b>	<b>(\$82,615.00)</b>	<b>(\$45,271.47)</b>	<b>(\$82,207.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		<b>\$67,349.91</b>	<b>\$82,615.00</b>	<b>\$82,615.00</b>	<b>\$45,271.47</b>	<b>\$82,207.00</b>
Net Grand Totals		<b>(\$67,349.91)</b>	<b>(\$82,615.00)</b>	<b>(\$82,615.00)</b>	<b>(\$45,271.47)</b>	<b>(\$82,207.00)</b>

2025 Salary Schedule (Position Budgeting)  
 District Attorney.Narcotics Control

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
8881	Corsones, Lee N/A / \$34.07	PT Investigator #4 N/A / \$34.07	\$28,349.00	Part Time	Less P/T12/21/12	7/7/2022
10493	Huskie, Michael N/A / \$34.07	Investigator #2 N/A / \$34.07	\$14,174.00	Part Time	Less than P/T	10/1/2002
12825	Lail, Russell N/A / \$34.07	Investigator #3 - PT N/A / \$34.07	\$28,349.00	Less than Half	Less P/T12/21/12	9/1/2015
		<b>3</b>	<b>\$70,872.00</b>			

# Warren County Sheriff's Office 2025 Budget Proposal

## **3020 - COMMUNICATIONS**

### **Revenue**

1142 - Tele Surcharge - Wire: Decreased by \$10,000 due to lower NYS Comptroller E911 payments

### **Expense**

210 - Furniture: Requesting \$6,000 to purchase 3 Communication Center chairs @ \$2,000 each

260 - Other Equipment: Requesting \$65,000 for several projects (*outlined below*)

Site work for Bolton and Chester Tower sites \$38,000

Off-site power system battery replacements \$15,000

Installation of transfer switch in Communication Ctr \$7,500

428 Data Processing/Internet Fee: Increased by \$10,000 primarily for the two new tower sites

470 Contracts: Requesting \$300,000 (*\$40,000 increase*) - Contract fees have increased

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## **3110 - LAW ENFORCEMENT**

### **Revenue**

*\*Revenues Remained Consistent from 2024 to 2025*

### **Expense**

200's: Decreased significantly because Body Worn Camera maintenance was moved to code 422

413 - Repair & Building Maint: Requesting \$100,000 (*\$50,000 increase*) for HVAC project

414 - Electricity: Requesting \$225,000 (*\$45,000 increase from 2024*)

422 - Repair/Maint-Equipment: Requesting \$230,000 (*\$217,000 increase*) for body worn cameras

441 - Auto-Supplies & Repair: Requesting \$325,000 (*\$110,000 increase*) vessel fiberglass

470 - Contracts: Requesting \$140,000 (*\$93,500 increase*) for SPCA contract of \$96,000

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## **3150 - CORRECTIONS**

### **Revenue**

2264 - Jail Services, Other Gov't: Requesting \$150,000 (*\$85,000 increase*) - federal inmates

### **Expense**

210 - Furniture/Furnishings: Requesting \$6,000 for Correction Officer Chairs

250 - Technical Equipment: Requesting \$12,500 for magnetometers and duress alarms

260 - Other Equipment: Requesting \$35,000 for Central Control UPS System (*\$30,000*)

410 - Supplies: Requesting \$110,000 (*\$35,000 increase*) for mattresses, gloves, cleaning supplies

445 - Foods: Requesting \$360,000 (*\$55,000 increase*) due to increased food expenses

470 - Contracts: Requesting \$2,320,000 (*\$545,000 increase from the 2024 Adopted Budget*)

*PrimeCare increase \$117,033 Jan 2024 for MAT services*

*PrimeCare contract increase \$361,142 for 2025*

*Spectrum Services new contract \$13,620*

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES**

**DATE: SEPTEMBER 24, 2024**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: GERACI  
CONOVER  
MADAY  
STRAINER  
GILLIGAN  
DRISCOLL  
ETU

**OTHERS PRESENT:**

BRIAN PILATZKE, ASSIGNED COUNSEL ADMINISTRATOR  
REPRESENTING THE DISTRICT ATTORNEY'S OFFICE:  
JASON CARUSONE, DISTRICT ATTORNEY  
PAULETTE McDONALD, CONFIDENTIAL ASSISTANT  
ANN MARIE MASON, DIRECTOR, OFFICE OF EMERGENCY SERVICES  
ROBERT IUSI, DIRECTOR OF PROBATION  
REPRESENTING THE PUBLIC DEFENDER'S OFFICE:  
GREGORY CANALE, PUBLIC DEFENDER  
ERIN BROTHERS, DATA OFFICER ILS  
REPRESENTING THE SHERIFF'S OFFICE:  
JIM LAFARR, SHERIFF  
TERRY COMEAU, UNDERSHERIFF  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BRUNO  
MERLINO  
PATCHETT  
WILD  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
CHRISTINE NORTON, COUNTY TREASURER  
LUKE MOSSEAU, *THE POST STAR*  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the September 24, 2024 meeting of the Criminal Justice, Public Safety & Emergency Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:*

*Warren County website - <https://warrencountyny.gov/mma>*

*Warren County's YouTube Channel - <https://www.youtube.com/watch?v=BbAdl-mpPoQ>*

Mr. Geraci called the meeting of the Criminal Justice, Public Safety & Emergency Services Committee to order at 9:00 a.m.

Copies of the Assigned Counsel; District Attorney; Office of Emergency Services; Probation; Public Defender; and Sheriff agendas were distributed; copies of the agendas are on file with the meeting minutes.

Motion was made by Mr. Strainer, seconded by Mr. Maday and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was called for, but there was no one wishing to speak.

The meeting commenced with a review of the Assigned Counsel agenda which included the following requests:

1. To amend the County Budget in the amount of \$456,311.16 to reflect receipt of year one second statewide expansion Hurrell-Harring grant funding.
2. To amend the County Budget in the amount of \$54,475 to reflect receipt of year one Distribution #14 Contract

No. 140052 funding.

Motion was made by Mr. Conover, seconded by Mr. Strainer and carried unanimously to approve the requests as outlined above and refer same to the Finance & Budget Committee. *Copies of the resolution request forms are on file with the minutes.*

The Discussion Items section of the agenda was reviewed with the following item being addressed:  
-2025 Budget request review - documentation provided as an agenda attachment.

There being no further Assigned Counsel business to discuss, review of the District Attorney agenda commenced with the following requests:

1. To authorize grant application and agreement with the New York State Division of Criminal Justice Services for renewal of the Crimes Against Revenue Prosecution Grant (*CARP*), DCJS No. CR23450446, in an amount to be determined to commence January 1, 2025 and terminate December 31, 2025.

Motion was made by Mr. Conover, seconded by Mr. Etu and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To authorize grant application and agreement with New York State Division of Criminal Justice Services for renewal of Criminal Justice Discovery Reform Grant, DCJS No. DG23-1052-D00, in an amount to be determined to commence April 1, 2024 and terminate March 31, 2024.

Motion was made by Mr. Driscoll, seconded by Ms. Gilligan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

The Discussion Items section of the agenda was reviewed with the following items being addressed:

1. Updated web traffic portal created with the help of our IT department.
2. Received notification of receipt of Aid to Prosecution Grant funding for the grant period of April 1, 2024 to March 31, 2024, in the amount of \$284,168.
3. 2025 Budget request review - documentation provided as an agenda attachment.

There being no further District Attorney business to discuss, review of the Office of Emergency Services agenda commenced with the following requests:

1. To approve the Warren County Office of Emergency Services Unmanned Aerial Systems (*UAS*) Policy.

Motion was made by Mr. Maday and seconded by Mr. Strainer to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To approve the revised Warren County Comprehensive Emergency Management Plan. (*Previous Resolution No. 332 of 2023*)

Motion was made by Mr. Strainer, seconded by Ms. Gilligan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To amend the County Budget in the amount of \$1,763.76 to accommodate a prepaid expense for the Regroup mass notification system subscription.

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Motion was made by Mr. Driscoll and seconded by Mr. Strainer to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

4. To authorize a new contract with T.P. Monahan Inc. in the amount of \$26,200 for Warren-Washington County Regional Emergency Services Training and Educational Center roof repairs for a term commencing upon execution and terminating upon completion.

Motion was made by Mr. Maday, seconded by Mr. Etu and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

The Discussion Items section of the agenda was reviewed with the following item being addressed:  
-2025 Budget request review - documentation provided as an agenda attachment.

There being no further Office of Emergency Services business to discuss, review of the Probation agenda commenced with a request to transfer funds in the amount of \$2,500 from Budget Code A.3140 110, *Salaries-Regular*, to Budget Code A.3140 130, *Salaries-Part Time*, to cover a salary deficit.

Motion was made by Mr. Maday and seconded by Mr. Etu to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

The Discussion Items section of the agenda was reviewed with the following item being addressed:  
-2025 Budget request review - documentation provided as an agenda attachment.

There being no further Probation business to discuss, review of the Public Defender agenda commenced with the following requests:

1. To extend the existing lease agreement with 333 Glen Street Associates for leased space in an amount not to exceed \$15,600 (*\$1,300/mo*) for a term commencing November 1, 2024 and terminating October 31, 2025.
2. To extend the existing contract with New York State Defender's Association (*NYSDA*) for the Public Defender Case Management System (*PDCMS*) in a lump sum amount of \$5,500 for a term commencing April 13, 2024 and terminating April 12, 2025.

Motion was made by Mr. Driscoll and seconded by Mr. Strainer to approve both requests as presented; following a recommendation from Larry Elmen, *County Attorney*, Messrs. Driscoll and Strainer amended their motions to include allowing two additional one-year renewals upon approval by both parties as long as there is no more than a 5% increase in cost for Items 1 and 2. Mr. Geraci called the question and the motion, as amended, was carried unanimously to approve both requests and the necessary resolutions were authorized for the October 18<sup>th</sup> Board meeting. *Copies of the resolution request forms are on file with the minutes.*

The Discussion Items section of the agenda was reviewed with the following item being addressed:  
-2025 Budget request review - document provided as an agenda attachment.

Mr. Driscoll exited the meeting at 10:06 a.m. and re-entered the meeting at 10:08 a.m.

There being no further Public Defender business to discuss, review of the Sheriff agenda commenced with the following requests:

1. To amend the agreement with Cummins-Wagner Holding dba Siewert Equipment to increase the not to exceed amount to \$20,000 annually. (*Previous Resolution No. 241 of 2023*)

Motion was made by Mr. Driscoll, seconded by Ms. Gilligan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To ratify the actions of the Chairman of the Board of Supervisors in executing an application to the New York State Division of Criminal Justice Services for LiveScan Equipment Program grant funding in an amount not to exceed \$19,600 for a term commencing October 1, 2023 and terminating December 31, 2024, as well as to authorize the Chairman to execute a grant agreement for same.
3. To amend the 2024 Warren County Budget in the amount of \$19,600 to reflect receipt of New York State Division of Criminal Justice Services LiveScan Equipment Program grant funding.

Motion was made by Mr. Etu, seconded by Ms. Gilligan and carried unanimously to approve the requests as outlined above; the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting for Item #2 and Item #3 was referred to the Finance & Budget Committee. *Copies of the resolution request forms are on file with the minutes.*

4. To authorize a new contract with Spectrum Enterprise to provide fiber internet service, cable service, hardware and technical support for Sheriff's Office Correctional Facility and Public Safety Building in the amount of \$1,135.21/month for a term commencing November 1, 2024 and terminating October 31, 2027.

Motion was made by Mr. Maday and seconded by Mr. Etu to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

5. To enter into an intermunicipal agreement with the City of Glens Falls for law enforcement resources with Glens Falls Police Department for a term commencing upon execution until terminated or amended by either party.

Motion was made by Mr. Driscoll, seconded by Mr. Strainer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Discussion Items section of the agenda was reviewed with the following items being addressed in the following order:

2. Police Records Management System upgrade - item was not discussed due to the vendor withdrawing the contract.
1. 2025 Budget request review - documentation provided as an agenda attachment.

Privilege of the floor was called for, but there was no one wishing to speak.

As there was no further business to come before the Criminal Justice, Public Safety & Emergency Services Committee, on motion made by Mr. Strainer and seconded by Mr. Maday, Mr. Geraci declared the meeting adjourned at 10:28 a.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board



Office of  
Emergency  
Services

Warren County

# Comprehensive Emergency Management Plan

2024

Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

## Revision Page

Date	Update	Name
<b>3/18/16</b>	Dates, names, general typos, mitigation section, added Regional JIC, updated HAZNY and exercise calendars, added PODS & Home Care to org chart; App C summary; App D update; App E added HM, HMP & SWCD	A. Hirsch & CEMP review committee
<b>3/17/17</b>	Dates, names, plans, typos; added Pw/AFN Group under Human Needs Branch	A. Hirsch & CEMP review committee
<b>3/16/18</b>	Dates, names, App B added RACES & App D updated & added App F	A. Hirsch & CEMP review committee
<b>3/15/19</b>	Dates, names, typos, updated App D&F	A. Drexel & CEMP review committee
<b>3/20/20</b>	Dates, names, updated App C, D & F	A. Drexel & CEMP review committee
<b>3/19/21</b>	Dates, names, titles, typos, web links updated App D & E	A. Mason & CEMP review committee
<b>2/10/22</b>	Dates, names, titles, formatting, grammar updated, ICS Org Chart changed, appendix cover pages updated	A. Rivers & CEMP review committee
<b>3/22/23</b>	Reformatted, names, titles, dates, ICS Org chart changed, cover pages changed, demographics updated, added Section I, part E "limitations", grammatical errors, Added CEPA and HVA tables.	A. Rivers & CEMP review committee
<b>7/8/24</b>	Annual Review & Update	A. Rivers & CEMP review committee

## Warren County Emergency Response Quick Reference

Agency	Name	Title	Telephone
<b>Office of Emergency Services</b>			518-761-6240
	Ann Marie Mason	Director	518-824-6652
	Ashley Rivers	Deputy Director	518-761-6490
	Ralph Bartlett	Fire Coordinator	518-761-6537
	Pat Mellon	EMS Coordinator	518-761-7682
	James Schrammel	HAZMAT Coordinator	518-761-6497
<b>Warren County Sheriff</b>			518-743-2500
	James LaFarr	Sheriff	518-743-2518
	Terry Comeau	Undersheriff	518-743-2515
<b>Warren County Board of Supervisors</b>			
	Kevin Geraghty	Chairperson of the Board	518-761-6536
	John Taflan	County Administrator	518-761-6539
	Amanda Allen	Clerk of the Board	518-761-6535
	Tammie DeLorenzo	Asst. to the County Admin	518-761-7655
<b>Warren County Health Services</b>			
	Ginelle Jones	Director	518-761-6580
	Pat Belden	Asst. Director	518-761-6571
	Dan Durkee	Emergency Preparedness Coord	518-761-6584
<b>Warren County Dept. of Public Works</b>			518-623-4141
	Kevin Hajos	Superintendent	518-824-8842
<b>Warren County Soil &amp; Water</b>			
	Jim Lieberum	District Manager	518-623-3119
<b>Warren County Coroners</b>			
	Paul Bachman, M.D.	Coroner	518-623-2844
	Tim Murphy	Coroner	518-793-3793
	Connie Goedert	Coroner	518-796-1010
	Lynn Keil	Coroner	518-494-2963
<b>Warren County Social Services</b>			
	Christina Mastrianni	Comissioner	518-761-6362
<b>Office of the Aging</b>			
	Deanna Park	Director	518-824-8820
<b>Warren/Washington County Community Services</b>			
	Rob York	Director	518-792-7143
<b>Warren County Code Enforcement</b>			
	Charles Wallace	Director	518-761-6542
<b>NYS Office of Emergency Management</b>			518-292-2200
	Jon Samiof	Region III Capital District Director	
	State Watch Center	Albany	518-292-2200
<b>Glens Falls Hospital</b>			518-926-1000
	Laura Stebbins	Director of Emergency Prep.	518-926-3122
<b>American Red Cross</b>			
	Jenna Brazie	Disaster Program Manager	518-932-5443
	Adirondack Chapter	Glens Falls	519-792-6545
<b>New York State Police</b>			518-583-7000
<b>National Weather Service</b>			518-435-9574

## News Media Reference

### Radio Stations

Radio Station	Location	Phone	Fax/Email
WGY	Albany	452-4848	452-4859
WBZA	Glens Falls	793-7733	793-0838
WMJR	Glens Falls	792-2151	None
WWSC / WCKM / WCQL	Glens Falls	761-9890	761-9893
WROW	Latham	786-6715	786-6659
WGNA / WQBK / WBZZ / WTMN	Latham	782-1474	881-1516
WENU / WSTL	Queensbury	793-7733	793-0838
WIPS	Ticonderoga	585-2868	585-2869
Traffax		783-2683	

### Television

Television Station	Location	Phone	Fax/Email
WRGB TV 6	Schenectady	346-6666	news@wrgb.com
WNCE-TV 8	Glens Falls	798-8000	798-0735
Capital YNN News 9	Albany	641-6397	albanynews@twcnews.co
WTEN TV 10	Albany	436-0771	news@news10.com
WNYT TV 13	Albany	1-800-999-9698	newstips@wnyt.com
WMHT-TV 17	Schenectady	880-3400	880-3409
WXXA Fox 23	Albany	862-0995	news@news10.com

### Newspapers

Television Station	Location	Phone	Fax/Email
The Post Star	Glens Falls	792-3131 x 3250	761-1255
The Chronicle			
The Saratogian	Saratoga Springs	584-2101	587-7750
The Times of Ti	Ticonderoga	585-9173	585-9175




















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## Annexes to the Warren County CEMP

(The following Annexes are not included in this binder, they are located at the OS Office)

-  Dam Safety Annex
-  Bioterrorism Annex
-  Extreme Heat Emergency Plan
-  Hazardous Materials Response Plan
-  Hazardous Weather Annex
-  Logistics Annex
-  Mass Care Annex
-  Mass Fatality Annex
-  Mental Health Disaster Response Plan
-  Pandemic Flu Annex
-  Public Health Emergency Response and Preparedness Plan
-  Quarantine and Isolation Annex
-  Resource List
-  Social Media Networking Plan
-  Strategic National Stockpile Annex (Attachment 1 – CHEMPACK Annex)
-  Tri-County Animal Response Team (CART) Annex
-  Violent Event Annex
-  Warren County Continuity of Operations Plan (COOP)
-  Warren County Municipal & Human Services Building EAPs

# Executive Summary

## Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the County's ability to manage emergency and/or disaster situations more effectively. It was prepared by County officials working as a team in a planning process recommended by the New York State Office of Emergency Management. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2 B of State Executive Law and the New York State Defense Emergency Act.

The development of this plan included an analysis of potential hazards that could affect the county and an assessment of the capabilities existing in the county to deal with potential hazards.

## Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short- and long-term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

This process is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. The plan contains sections (within this document) to deal separately with each part of this ongoing process.

## Management Responsibilities

County departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present County capability and existing organizational responsibilities. The Warren County Office of Emergency Services is designated to coordinate all emergency management activities of the County.

Warren County supports the use of the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency. County responsibilities are closely related to the responsibility of the local levels of government within the County (city, towns and village) to manage all phases of an emergency. The County has the responsibility to assist the local governments in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the County after resources have been fully committed and the County is unable to cope with the disaster.

The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources are addressed in separate annexes. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, or power outages.

## Conclusion

The plan provides general all-hazards management guidance, using existing organizations, to allow the County to meet its responsibilities before, during and after an emergency.

## Section I: General Considerations and Planning Guidelines

### A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in Warren County.
3. Under authority of Section 23 of the New York State Executive Law Article 2B, a county is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, Warren County has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes four phases:
  - a. Mitigation
  - b. Prevention
  - c. Response
  - d. Recovery
5. Mitigation
  - a. Mitigation refers to all activities which reduce the effects of disasters when they do occur. Section II of this Plan, describes activities to prevent or minimize the impact of hazards in Warren County. Warren County has developed a FEMA-Approved Mitigation Plan, which is updated every five years
6. Prevention
  - a. Prevention refers to those short- or long-term activities which eliminate or reduce the number of occurrences of disasters.
7. Response
  - a. Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
    - i. Detecting, monitoring, and assessment of the hazard
    - ii. Alerting and warning of endangered populations
    - iii. Protective actions for the public
    - iv. Allocating/distributing of equipment/resources
  - b. Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
  - c. Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
  - d. If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.
8. Recovery

- a. Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes mitigation actions to prevent or lessen a recurrence of the emergency.

## B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in Warren County:
2. The objectives of the Plan are:
  - a. To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
  - b. To outline short, medium and long-range measures to improve the County's capability to manage hazards.
  - c. To show that County and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
  - d. To provide for the efficient utilization of all available resources during an emergency.
  - e. To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
  - f. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

## C. Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the authority necessary for its development and implementation.

1. New York State Executive Law, Article 2 B, as amended
2. New York State Defense Emergency Act, as amended
3. Disaster Relief Act of 1974, Public Law 93-288
4. Federal Civil Defense Act of 1950
5. Presidential Executive Order 11490
6. Correction Law, Sec 93
7. Warren County Local Law No. 1 of 1962
8. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

## D. Concept of Operation

1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.
2. Local governments and emergency response organizations play an essential role as the first line of defense.
3. When responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.

4. The local Chief Executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
5. When local resources are inadequate, the Chief Executive of a town, village or city may obtain assistance from other political subdivisions and the County government.
6. The Chairperson of the Warren County Board of Supervisors may coordinate responses for requests for assistance for the local governments.
7. The Chairperson of the Warren County Board of Supervisors has the authority to direct and coordinate County disaster operations.
8. The Chairperson of the Warren County Board of Supervisors may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Warren County.
9. The Chairperson of the Warren County Board of Supervisors has assigned to the Office of Emergency Services the responsibility to coordinate county emergency management activities.
10. Warren County will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Warren County recommends and encourages all local governments in Warren County to utilize ICS.
11. A request for assistance to the State will be submitted through the Region III Capital District New York State Office of Emergency Management located in Albany, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency efforts.
13. A State-level, multi-agency response may include risk reduction, response and recovery activities coordinated by NYSOEM, which serves as the administrative agency of the New York State Disaster Preparedness Commission (DPC).
14. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

## E. Limitations

1. There are no identified limitations to this plan. This plan places no guarantee to a flawless response system. Assets are vulnerable to complications from natural, technological and terrorism means which may limit response. It is the objective of Warren County to make every reasonable effort within its capabilities to respond to emergencies based on the situation, information available, and capability of resources.

## F. Plan Maintenance and Updating

1. The Warren County Office of Emergency Services is responsible for maintaining and updating this Plan.
2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, and should provide any changes to the Emergency Manager by February 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by May 1 of each year.

## Section II: Mitigation

## A. Designation of County Hazard Mitigation Coordinator

1. The District Manager of the Warren County Soil Water Conservation District has been designated by the Chairperson of the Warren County Board of Supervisors, as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing the effects of hazards in Warren County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will be the lead member of the Warren County Hazard Mitigation Planning Team.

## B. Identification and Analysis of Potential Hazards

1. The Warren County Office of Emergency Services will gather a team together to:
  - a. Identify potential hazards in the County.
  - b. Determine the probable impact each of those hazards could have on people and property.
  - c. Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
3. To comply with the items above, hazards that pose a potential threat have been identified and analyzed using the program developed by Kaiser Permanente and included key stakeholders' input. This assessment was completed by involving representatives from County departments, State departments, and representatives from various private businesses and non-profit organizations.
4. This hazard analysis:
  - a. Provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards.
  - b. Establishes priorities for planning for those hazards receiving a high ranking of significance.
  - c. Was conducted in accordance with guidance from the New York State Office of Emergency Management.
  - d. The last County Emergency Preparedness Assessment (CEPA) was performed on February 20, 2020. An updated CEPA for 2024 will be completed in the near future and forwarded. Until an updated CEPA is performed, Warren County will perform its own Hazard Vulnerability Assessment. Warren County has completed a 2024 Hazard Mitigation Plan, the update has been approved by NYS DHSES and FEMA.
  - e. Is to be reviewed and updated regularly to capture changes in infrastructure, population change, new capabilities or new hazards or risks that have come to light.
5. The rating and ranking results of the hazard analysis are found in Attachment 1.
6. The complete Hazard Analysis results identifying the location of hazard areas is located in the Warren County Office of Emergency Services and can be found in the Hazard Mitigation Plan that is published on the OES website.

## C. Risk Reduction Policies, Programs and Reports

1. County agencies are authorized to promote policies, programs and activities to reduce hazard risks in their area of responsibility. These may include, but are not limited to:
  - a. Encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the county.
  - b. Promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, flood plain regulations.
  - c. Encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant.
  - d. New York State Department of Transportation (DOT) and local highway departments to address dangerous conditions on roads used by hazardous materials carriers.
2. The Warren County Planning Department is an appointed Agency established by the Board of Supervisors that is responsible for the review of certain classes of local land use and zoning actions as defined by Articles 239 L and M of NYS General Municipal Law. The following plans and zoning actions are referred to the County Planning Department by local municipalities for review and recommendation, where required.
  - a. Adoption or amendment of a comprehensive plan pursuant to Section 272-a of the town law, Section 7-722 of the village law or Section 28-a of the general city law.
  - b. Adoption or amendment of a zoning ordinance or local law.
  - c. Issuance of special use permits.
  - d. Approval of site plans.
  - e. Granting of use or area variances.
  - f. Other authorization, which a referring body may issue under the provisions of any zoning ordinance or local law.
3. The review of projects referred to the Warren County Planning Department, with assistance provided by the staff planners from the Warren County Department of Planning and Community Development, takes into account the potential impact from significant hazards in Warren County communities.
4. It is the intention of Hazard Mitigation (HM) Planning Committee representatives to incorporate mitigation planning as an integral component of daily government operations. Planning Committee representatives will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. A sample adoption resolution includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the HM Planning Committee anticipates that:
  - a. Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
  - b. The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.
5. During the annual plan evaluation process, the Planning Committee representatives will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual Hazard Mitigation Plan (HMP) Progress Report.
6. The Planning Committee shall be responsible for monitoring progress on, and evaluating the effectiveness of, the plan, and documenting annual progress. Each year, beginning one year after plan development, County and local Planning Committee representatives will collect and process

information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes of the Hazard Mitigation plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.

7. To standardize and facilitate collection of progress data and information on specific mitigation actions, Warren County Soil and Water Conservation District (WC SWCD) shall develop a progress matrix that will continue to be updated and distributed to the HM Planning Committee members prior to the scheduled annual Planning Committee meeting. This information shall be provided to the planning area HMP Coordinator prior to the annual Planning Committee meeting to be held approximately one year from the date of local adoption of this update, and successively thereafter. At least two weeks before the annual plan review meeting, the Warren County HMP Coordinator will advise HM Planning Committee members of the meeting date, agenda and expectations of the members.
8. The information that Planning Committee representatives shall be expected to document, as needed and appropriate include:
  - a. Any grant applications filed on behalf of any of the participating jurisdictions,
  - b. Hazard events and losses occurring in their jurisdiction,
  - c. Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
  - d. Obstacles or impediments to implementation of actions,
  - e. Additional mitigation actions believed to be appropriate and feasible and,
  - f. Public and stakeholder input
9. The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding. The status of the HMP will be discussed and documented at an annual plan review meeting of the Hazard Mitigation Planning Committee.
10. The Warren County HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:
  - a. Goals and objectives address current and expected conditions.
  - b. The nature or magnitude of the risks has changed.
  - c. Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
  - d. Actions were cost effective.
  - e. Schedules and budgets are feasible.
  - f. Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
  - g. Outcomes have occurred as expected.
  - h. Changes in County, City, Town or Village resources impacted plan implementation (e.g., funding, personnel, and equipment).
  - i. New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.
11. Specifically, the Planning Committee will review the mitigation goals, objectives, and activities using performance-based indicators, including:
  - a. New agencies/departments

- b. Project completion
  - c. Under/over spending
  - d. Achievement of the goals and objectives
  - e. Resource allocation
  - f. Timeframes
  - g. Budgets
  - h. Lead/support agency commitment
  - i. Resources
  - j. Feasibility
12. Finally, the Planning Committee will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section). Other programs and policies can include those that address:
- a. Economic Development
  - b. Environmental Preservation
  - c. Historic Preservation
  - d. Redevelopment
  - e. Health and/or Safety
  - f. Recreation
  - g. Land Use/Zoning
  - h. Public Education and Outreach
  - i. Transportation
13. The HM Planning Committee may refer to the evaluation forms in the FEMA 386-4 guidance document, to assist in the evaluation process (Worksheet #2 and #4). Further, the Planning Committee may refer to any process and plan review deliverables developed by the County or participating jurisdictions as a part of the plan review processes established for prior or existing local HMPs within the County.
14. The HMP Committee Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each participant, information presented at the annual HMP Committee meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the HM Planning Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.
15. This report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual HMP Committee meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to New York State Department of Homeland Security and Emergency Services (NYS DHSES).

## D. Emergency Response Capability Assessment

1. Periodic assessment of the County's capability to manage the emergencies that could be caused by the hazards identified in the County is a critical part of Risk Reduction.
2. The Office of Emergency Services will, every three to five years, or more often as deemed necessary:
  - a. Assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to the:
    - i. Likely time of onset of the hazard
    - ii. Impacted communities' preparedness levels
    - iii. Existence of effective warning systems
    - iv. Communities' means to respond to anticipated casualties and damage
3. To assist in its assessment, the Office of Emergency Services will conduct exercises based upon specific hazards and hazard areas identified by the assessment.
4. An After-Action Report with Improvement Plans will be developed after exercises are conducted to document shortfalls and lay out a plan to correct them.

## E. Training of Emergency Personnel

1. The Warren County NIMS Point of Contact, in coordination with the Warren County Office of Emergency Services, has the responsibility to:
  - a. Arrange and provide, with the assistance of the New York State Department of Homeland Security and Emergency Services and Department of Health, training programs for county emergency response personnel, as designated by the County Office of Emergency Services Director.
  - b. Encourage and support training for city, town and village emergency response personnel, including volunteers.
  - c. Such training programs will:
    - i. Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.
    - ii. Include Incident Command System (ICS) training, focusing on individual roles.
    - iii. Conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including ICS for Executives training.
    - iv. Provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
    - v. Be provided in crisis situations, that requires additional specialized training and refresher training.
  - d. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full-scale operational exercise that tests a major portion of the elements and responsibilities in the Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Appendix F – Multiyear Training & Exercise Plan.
  - e. Consult with the county departments and agencies, in developing training courses and exercises.

- f. Work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards.
  - g. Receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.
2. All county departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, American Red Cross, RACES, should be trained by these services in accordance with established procedures and standards.

## F. Education and Public Awareness

1. The Cooperative Extension Educator and Warren County Health Services Health Educator, in cooperation with the County Office of Emergency Services, is responsible for:
  - a. Providing education on hazards to the young adult and general population in the county
  - b. Making the public aware of existing hazards in their communities
  - c. Familiarizing the public with the kinds of protective measures the county has developed to respond to any emergency arising from the hazard
2. This education will:
  - a. Cover all significant hazards
  - b. Be available free of charge
  - c. Be provided by the existing school systems in the county through arrangements with the superintendent of schools
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management (NYS OEM) and other State departments, as appropriate, will be made available for use in the program.
4. The following is a list of avenues used to educate the public:
  - a. Handouts
  - b. Presentations
  - c. Website
  - d. Social media
  - e. Staff
5. Warren County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This Plan update will be posted on-line.
6. Local Planning Committee representatives and the Warren County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information at the end of the Executive Summary of this document.
7. The public will have an opportunity to comment on the plan via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.
8. The Planning Committee representatives shall be responsible to assure that:

- a. Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- b. Copies of the latest approved plan (or draft in the case that the five-year update effort is underway) are available for review at the town hall and public library, along with instructions to facilitate public input and comment on the Plan.
- c. Appropriate links to the Warren County Hazard Mitigation Plan website are included on municipal websites.
- d. Public notices are made as appropriate to inform the public of the availability of the plan, particularly during Plan update cycles.

## G. Monitoring of Identified Hazard Areas

1. The County Highway Department will develop, with the necessary assistance of other local highway departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Office of Emergency Services or the Warren County 911 Communications Center, as appropriate, and disseminated per protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are raising water levels, slope and ground movement, the formation and breakup of ice jams, shore erosion and dam conditions.
5. All County hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, religious organizations, utility companies, and volunteer agencies and individuals, as appropriate.

## H. Hazard Analysis for Warren County

Every three years a County Emergency Preparedness Assessment (CEPA) is performed with county and state stakeholders involved. The figure below lists out specific hazards identified by both state and county officials and their corresponding likeliness to occur in the county. What is also identified is their “consequence” rating or how likely there will be an impact to the economy, buildings, infrastructure and people. These values are categorized as follows:

## Warren County 2020 County Emergency Preparedness Assessment

Hazard	Likelihood	Consequence	Relative Risk Score
Flooding	Very High	Very High	25
Ice Storms (at least a 1/2 inch or more)	Very High	High	20
HazMat Release	High	Very High	20
Major Fires (non-Wildfires)	High	High	16
Major Transportation Accident	High	High	16
Cyber Attack	Medium	High	15
Ice Jams	Very High	Medium	15
Severe Winter Snowstorms	Very High	Medium	15
Critical Infrastructure Failure (Water System)	Medium	Very High	15
Critical Infrastructure Failure (Dam System)	Medium	Very High	15
Pandemic	Medium	High	12
Severe Wind/Tornado	High	Medium	12
Wildfire	Medium	High	12
Biological Agent Release	Medium	High	12
Active Shooter	Medium	High	12
Improvised Explosive Device (IED)/Vehicle Born IED	Medium	High	12
Contamination of Lake George	Low	Very High	10
Foreign Animal Disease	Medium	Medium	9
Hurricanes/Tropical Storm	Medium	Medium	9
Food Contamination	Medium	Medium	9
Sustained Power Outage (three days or more)	Medium	Medium	9
Vehicle Ramming Attack	Low	High	8
Earthquakes	Medium	Low	6
Drought	Medium	Low	6
UAS Incident (intentional/ unintentional)	Low	Medium	6
Improvised Nuclear Device (IND)	Very Low	Very High	5
Landslides	Low	Low	4
Radiological Dispersal Device (RDD)	Very Low	High	4
Radiological Release (Fixed-Site)	Very Low	Low	2

CEPA, 2020

Due to a delay in the 2023 CEPA for Warren County with DHSES, Warren County performed a Hazard Vulnerability Assessment for 2024. The figure below lists out specific hazards identified by both state and county officials and their corresponding likeliness to occur in the county. What is also identified is their “consequence” rating or how likely there will be an impact to the economy, buildings, infrastructure and people. These values are categorized as follows:

## Warren County 2023 Hazard Vulnerability Assessment

Hazard	Probability	Consequence	Preparedness	Relative Risk Score
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Act of Terrorism	High	High	Moderate	47%
Active Shooter	High	High	Moderate	43%
Communication Failure	High	Low	Low	43%
Bomb Threat	High	Moderate	Moderate	40%
Mass Casualty Incident – Trauma	High	Moderate	Moderate	40%
Epidemic	High	Moderate	High	33%
IT Systems Outage	High	Moderate	High	30%
Civil Unrest/Protesting	High	Moderate	High	27%
Flood, External	High	Moderate	High	27%
Mass Casualty Incident - Medical	High	Moderate	High	27%
Workplace Violence/Threat	High	Moderate	High	27%
Drought	Moderate	Moderate	Moderate	24%
Power Outage	High	Moderate	High	23%
Extreme Temperatures	High	Low	High	20%
Infectious Disease Outbreak	High	Low	High	20%
Seasonal Influenza	High	Low	High	20%
Viral Respiratory Disease Pandemic	Moderate	High	High	
Chemical Spill	Moderate	Moderate	High	20%
Chemical Exposure	Moderate	Moderate	High	20%
Mass Casualty Incident – Hazmat	Moderate	Moderate	High	20%
Utility Failure	Moderate	Low	High	16%
Tornado	Moderate	Low	High	16%
Hostage Situation	Moderate	Low	High	16%
Fire, External	Low	Moderate	High	14%
Sewage Failure	Low	Moderate	Moderate	13%
Evacuation	Low	Moderate	Moderate	13%
Explosion	Low	Moderate	Moderate	12%
Water Contamination	Low	Low	Moderate	11%
Radiation Exposure	Low	Moderate	High	11%
Earthquake	Low	Low	Moderate	11%
Dam Failure	Low	Moderate	High	10%
Generator Failure	Low	Moderate	High	9%
Hurricane	Low	Moderate	High	9%
Landslide	Low	Low	High	7%

HVA, 2023

## Section III: Response

### I. Response Organization and Assignment of Responsibilities

#### A. Warren County Board of Supervisors; Chairperson Responsibilities, Powers and Succession

1. The Chairperson of the Warren County Board of Supervisors (County Executive) is ultimately responsible for County emergency response activities and:
  - a. May assume personal oversight of the County emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations.
  - b. Controls the use of all County owned resources and facilities for disaster response.
  - c. May declare a local state of emergency in consultation with the Office of Emergency Services and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix C).
  - d. May request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources.
  - e. May provide assistance to others at the request of other local governments both within and outside Warren County.
2. In the event of the unavailability of the Chair, the following line of command and succession has been established by County Law to ensure continuity of government and the direction of emergency operations:
  - a. The Vice Chairperson will assume the responsibilities of the Chairperson of the Board until the Chairperson of the Board is available.
  - b. The County Administrator will assume the responsibilities of the Chairperson of the Board or the Vice Chairperson until either is available.
  - c. The Budget Officer will assume the responsibilities of the Chairperson of the Board, County Administrator or the Vice Chairperson until one is available.

#### B. The Role of the Emergency Manager

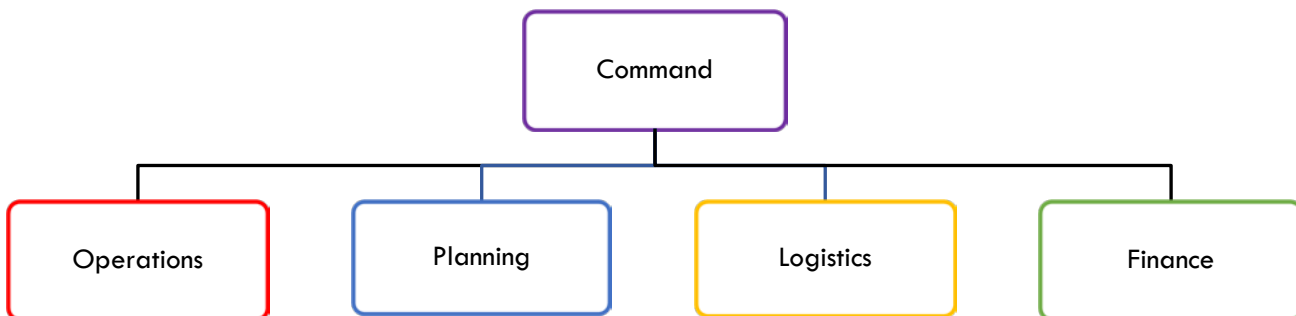
1. The Emergency Manager coordinates County emergency response activities for the Chairperson of the Warren County Board of Supervisors. Based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency, the Emergency Manager may recommend to the Chairperson of the Board of Supervisors to declare a local State of Emergency. ~~and recommends to the Chairperson of the Board of Supervisors to declare a local state of Emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.~~
2. The Emergency Manager
  - a. Activates the County's response organization and initiates County response activities.
  - b. Notifies and briefs County departments, agencies and other organizations involved in an emergency response.
  - c. Maintains and manages an Emergency Operations Center.
  - d. Facilitates coordination between the County and:
    - i. The Incident Commander
    - ii. Towns, cities, and villages in the County
    - iii. Local governments outside the County
    - iv. The State of New York
    - v. Private emergency support organizations.

#### C. Warren County Emergency Response Organizations

1. The Incident Command System (ICS)
  - a. Warren County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New

York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident. See Appendix 1, Incident Command System Position Descriptions.

- b. ICS is organized by functions. There are five:
  - i. Command
  - ii. Operations
  - iii. Planning
  - iv. Logistics
  - v. Finance
- c. Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d. In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e. Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.
- f. An on-scene ICS with all five functions organized as sections is depicted as:



- g. During an emergency, County response personnel must be cognizant of the Incident Command System and their role in it. Some County personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other County personnel may be assigned by the Chairperson of the Board of Supervisors, to the County Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All County response personnel not assigned to the on-scene ICS will be coordinated by or through the County Emergency Manager.
- h. The Incident Commander is selected due to being the most qualified responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.
- i. A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report.
- j. County response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



- k. Whenever the ICS is established, County response forces should be assigned to specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table 1 for sample ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.
- 2. Agency Responsibilities
  - a. The Office of the Warren County Board of Supervisors, shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

## II. Managing Emergency Response

### A. Incident Command Post and Emergency Operations Center

- 1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.

TABLE 1 – ICS Functions and Response Activities by Agency

AGENCY	ICS FUNCTIONS	RESPONSE ACTIVITIES
Chairperson – Warren County Board of Supervisors	Command	<ul style="list-style-type: none"> <li>• Ultimate situation responsibility;</li> <li>• Declaration of State of Emergency (Agency Administrator);</li> <li>• Promulgation of Emergency Orders</li> </ul>
Director of Public Relations (PR)	Public Information	<ul style="list-style-type: none"> <li>• Emergency Public Information</li> </ul>
County Attorney	Command – Legal	<ul style="list-style-type: none"> <li>• Legal support</li> </ul>
Office of Emergency Services	Command – Liaison	<ul style="list-style-type: none"> <li>• Activation and coordination of the EOC (EOC Manager)</li> <li>• EOC Liaison and coordination with governments and organizations</li> </ul>
Fire	Operations	<ul style="list-style-type: none"> <li>• Fire suppression and control</li> <li>• Search and rescue</li> <li>• Haz-Mat &amp; Exposure Control</li> </ul>
EMS	Operations	<ul style="list-style-type: none"> <li>• Coordinate the treatment and transport of the sick and injured</li> </ul>
Sheriffs' Office	Operations/Logistics	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Warning</li> <li>• Law Enforcement</li> <li>• Security</li> <li>• Traffic Control</li> <li>• Food</li> </ul>
Public Health	Safety/Operations	<ul style="list-style-type: none"> <li>• Disease Surveillance</li> <li>• Incident Assessment</li> <li>• Epidemiologic Investigation</li> <li>• Public Alert &amp; Education</li> <li>• POD Mass Vaccination</li> <li>• Non-pharmaceutical interventions</li> </ul>
Glens Falls Hospital	Operations	<ul style="list-style-type: none"> <li>• Medical Care</li> <li>• Disease Surveillance</li> </ul>
Public Works Dept.	Operations/Logistics	<ul style="list-style-type: none"> <li>• Debris removal and disposal</li> <li>• Damage assessment</li> <li>• Traffic control</li> <li>• Facilities</li> <li>• Ground support</li> </ul>
Self-Insurance	Finance/Admin	<ul style="list-style-type: none"> <li>• Comp/Claims</li> </ul>
Social Services	Operations	<ul style="list-style-type: none"> <li>• Human Needs Assessment</li> </ul>
Office for the Aging	Operations	<ul style="list-style-type: none"> <li>• Human Needs Assessment</li> </ul>
Planning & Development	Planning	<ul style="list-style-type: none"> <li>• Situation Assessment and Documentation</li> <li>• Advance Planning</li> </ul>
Mental Health Services	Operations	<ul style="list-style-type: none"> <li>• Crisis Counseling</li> </ul>
Coroner	Operations	<ul style="list-style-type: none"> <li>• Identification and disposition of dead</li> </ul>
American Red Cross	Operations	<ul style="list-style-type: none"> <li>• Temporary housing, shelter, food, clothing</li> </ul>
Purchasing	Logistics	<ul style="list-style-type: none"> <li>• Supply and procurement; information systems</li> </ul>
Human Resources	Logistics	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>
Treasurer/Auditor	Finance/Admin	<ul style="list-style-type: none"> <li>• Purchasing, accounting, recordkeeping</li> </ul>

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, a mobile unit or field trailer may be used.
5. The County EOC is located at the Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845. A back-up EOC is located at the Warren County Sheriff's Office, 1400 State Route 9, Lake George, NY 12845.
6. If a disaster situation renders both EOCs inoperable, an auxiliary EOC may be established at another location designated at the time.
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. Though organized by ICS function, each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager.
12. Work areas will be assigned to each agency represented at the EOC.
13. Security, if necessary, at the EOC during an emergency will be provided by the Warren County Sheriff's Office:
  - a. All persons entering the EOC will be required to check in at the security desk located at the main entrance.
  - b. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
  - c. Temporary passes will be returned to the security desk when departing from the premises.
14. EOC space should be maintained in an emergency operating mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
15. The ICS Planning function is responsible for emergency situation reporting at the EOC and can use established procedures and daily forms.
16. The Emergency Manager maintains a Standard Operation Guide for activating, staffing and managing the EOC. The SOG can be found as Appendix B to this section of the plan.

## B. Notification and Activation

1. Upon initial notification of an emergency to the Warren County 911 Communications Center (WCCC), the WCCC will immediately alert the appropriate County official(s) and emergency services agencies as defined and outlined in the Warren County Sheriff's Office Operations Manual.
2. This initial notification sets into motion the activation of County emergency response personnel.
3. The Director of the Office of Emergency Services, or their designee, will activate appropriate resources as deemed necessary.

### C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Chiefs, the Command Staff will, as appropriate, in coordination with the on-scene Incident Commander:
  - a. Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat.
  - b. Analyze the best available data and information on the emergency.
  - c. Explore alternative actions and consequences.
  - d. Select and direct specific response actions

### D. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Chief Executive Official, Warren County Board of Supervisors' Chairperson, may proclaim a state of emergency pursuant to section 24 of the State Executive Law Article 2-B.
2. Such a proclamation authorizes the Chief Executive to deal with the emergency situation with the full executive and legislative powers of county government.
3. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
  - a. Establishing curfews
  - b. Restrictions on travel
  - c. Evacuation of facilities and areas
  - d. Closing of places of amusement or assembly
4. Appendix C describes the requirements for proclaiming a state of emergency and promulgating emergency orders
5. Chief executives of cities, towns and villages in Warren County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.
6. Whenever a state of emergency is declared in Warren County or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.
7. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

### E. Public Warning and Emergency Information

1. In order to implement public protective actions, there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility. However, providing updates and other relevant emergency information to the public as it develops is a function of the Public Information Officer.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a) and (b) below require strict coordination with the Warren County Office of Emergency Services:
  - a. Mass notification systems such as NY-Alert and "Ready Warren County NY" can be utilized. These systems rely on the public telephone networks and servers. This form of notification is quick and does not endanger the first responders. This can be initiated through the Warren County Sheriff's Office or Office of Emergency Services.
  - b. Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of a telephone or encoder by select County officials including the Emergency Manager via the National Weather Service.

- c. NOAA Weather Radio (NWR) is the “Voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials.
  - d. Emergency service vehicles with siren and public address capabilities - Many police, fire and EMS vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public.
  - e. Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, firefighters, and highway personnel, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
  - f. General Public can be notified of emergency situations through the media channels to include Facebook. Facebook account name: @WarrenCountyNYOES
4. County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception. They should also be encouraged to sign up for NY-Alert messages.
  5. Special arrangements have been made for providing warning information to people with hearing impairment, through the mass notification system.
  6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
    - a. Establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings.
    - b. Authenticate all sources of information being received and verify accuracy.
    - c. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
    - d. Coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene.
    - e. Check and control the spreading of rumors.
    - f. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.
    - g. Arrange any media tours of emergency sites.
  7. The JIC may be established near the EOC or at any location where information flow can be maintained, without interfering with emergency operations. The JIC will be located in the Board Room of the Municipal Center or outside if weather permitting.
    - a. A regional JIC may be formed for larger incidents encompassing multiple counties or agencies.
  8. A plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities, is being considered for the future and would be found in the Evacuation Annex.

## F. Public Health

1. A high impact disaster can cause injury and death to large numbers of people and potentially overwhelm existing medical infrastructure and/ or require specialized medical response not available in traditional medical settings. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures. Refer to the Mass Fatality Annex, Mass Care Annex and the Public Health Emergency Response and Preparedness Plan.
2. Plans for the utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, individuals with disabilities and other groups which may be especially affected can be found in the Mass Care Annex.
3. There may be established within the Operations section a Public Health Group to ensure that health and medical problems are being addressed. This group will be led by the Warren County Health Services.

## G. Emergency Medical Services

There may be established within the Operations section an Emergency Medical Services Group.

1. The group will be led by the County EMS Coordinator or his/her designee.
2. The function of this group is to assist with the coordination of care and transportation of the sick and injured, while preserving the overall integrity of the County EMS System.
3. Mutual Aid Guidelines will be found in the County EMS Mutual Aid Plan.
4. At times this group may include representatives from the New York State Bureau of Emergency Medical Services, or designated regional Medical Control Physicians.
5. At times pending the size and duration of an incident, it is possible that EMS Coordinators from other counties may assist with the operations of this group through the use of the mutual aid.

## H. Fire

There may be established within the Operations section a Fire Group.

1. This group will be led by the Warren County Fire Coordinator or his/her designee.
2. The function of this group is to assist with the coordination of fire department response while preserving the overall integrity of the County Fire System.
3. At times this group may include representatives from a variety of local, state and federal resources.
4. Refer to the Hazmat Annex and County Mutual Aid Plan as needed.

## I. Law Enforcement

There may be established within the Operations section a Law Enforcement Group.

1. This group will be led by the Warren County Sheriff or his/her designee.
2. The function of this group is to assist with public safety and security. This includes controlling ingress and egress to and from the disaster area.
3. At times this group may include representatives from the New York State Police as well as representatives of Village, Town, City and/or Federal law enforcement entities.

## J. Animal Services

1. Utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options can be found in the County Animal Response Team Annex (subject to revision).

## K. Human Services

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.
3. Human services response is coordinated through the Warren County Human Services departments, comprised of various County departments, in conjunction with local agencies, volunteer groups and the private sector, whose purpose is to assist in the coordination of the delivery of human services in Warren County, and to advise the EOC Manager on human needs issues.
4. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the Warren County Social Services Commissioner on human needs issues.
5. If needed, a People with Access and Functional Needs Group may be established under the Human Needs Branch. Southern Adirondack Independent Living (SAIL) may assist with this. Clients of those under Home Care will fall within this Group.

## L. Real Property

1. The Real Property Office may assist in the response by conducting damage assessment. During the recovery phase they may assist by making special efforts to preserve vital records.

## M. Planning

1. This office has tools that may assist with response and recovery, of which include, but are not limited to, map production, GIS Data, and infrastructure databases.

## N. Treasurer's Office

1. The Treasurer's Office may assist the County Executive in the administration of disaster related budgets, provide financial record keeping and establish a system for removal and safety of public records.
2. Under disaster declarations they may track funding and maintain records for proper accountability of all emergency expenditures for the duration of the incident.

## O. Coroners

1. The County Coroners will be responsible for establishing an emergency morgue facilities, care for the deceased, including identification, mortuary services and notification of the next of kin with assistance from Law Enforcement and Glens Falls Hospital.

## P. County Attorney and Legal Staff

1. The County Attorney's Office may provide legal advice to the County Executive and Emergency Operations Center Staff in the development and execution of emergency plans and procedures to

ensure proper documentation and that all actions are appropriated under the law and governance as specified.

#### Q. American Red Cross

1. The American Red Cross shall assist the county in providing food, shelter and first aid to disaster victims and emergency workers, and will work to coordinate with the other social agencies to provide individualized assistance to families and any emergency supplies that may need to be distributed.
2. They will also coordinate with school districts to provide facilities for Mass Care operations. Any other supporting functions of the entity may be requested as needed or as available to supply.

#### R. Area Hospitals

1. Area hospitals shall provide emergency medical services and health care services to disaster victims and emergency workers.
2. If possible, provide statistical data to the Emergency Operations Center.

#### S. R.A.C.E.S

1. RACES is an Amateur Radio Service that will be valuable in the event many mainstream communication means is unavailable. They shall be able to relay emergency communications through radio frequencies.
2. These operations typically involve messages between critical locations such as hospitals, emergency services, emergency shelters, and any other locations where communication is needed.
3. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact duties of activation for each incident will be different, the common thread is communications and the relaying of information between emergency entities.

#### T. Restoring Public Services

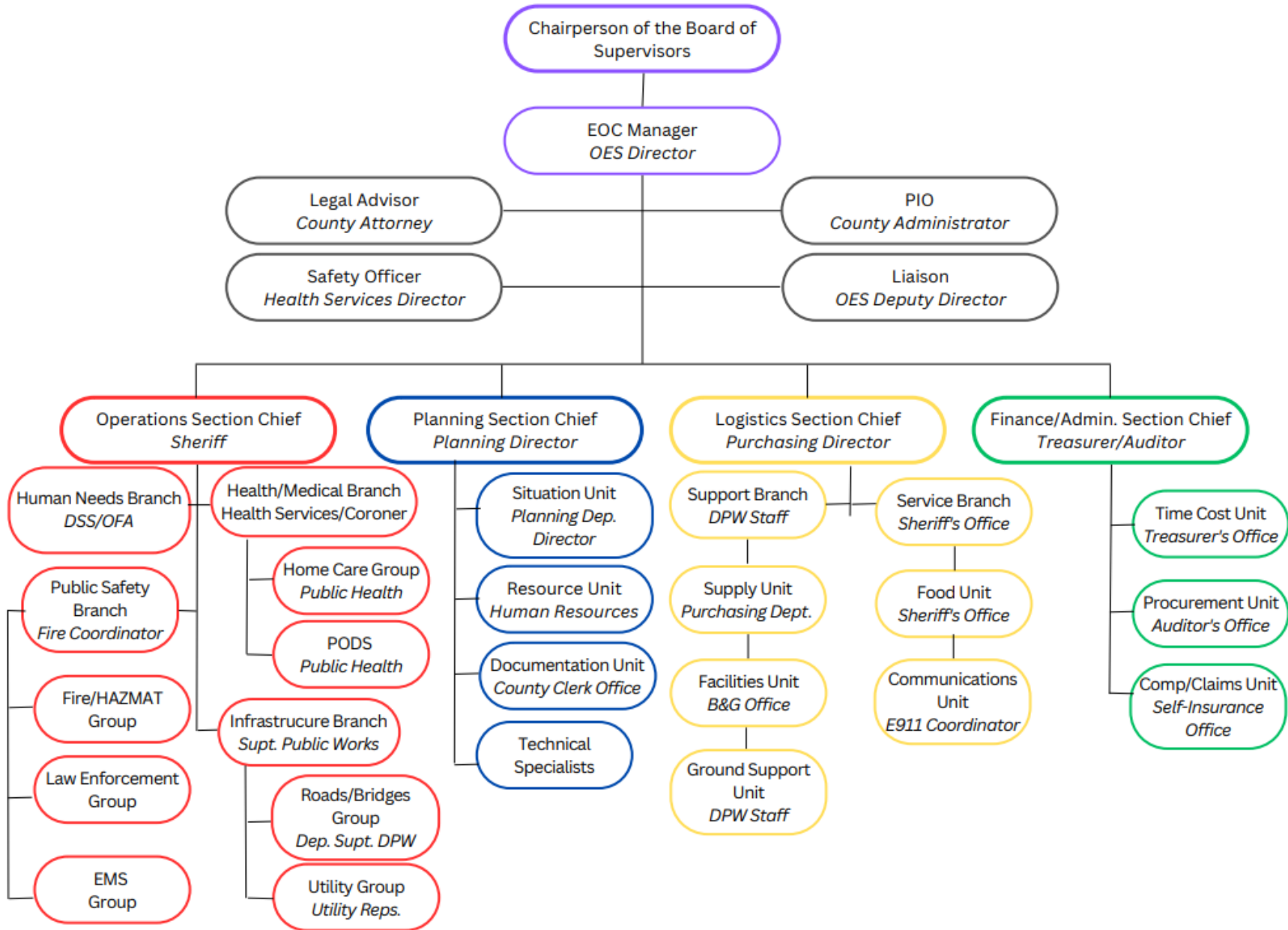
1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (1) above.
3. In the event of a major power outage, the Operations Section will request that National Grid assign a representative to the Warren County EOC to facilitate communications and information flow between the utility and the Operations Section.
4. The Operations section may request assigning a representative from other utilities (telephone, water, cable) as appropriate with the consent of the utility.
5. During response operations relating to debris clearance and disposal, Warren County should act in cognizance of and in cooperation with the State.
6. For large or long-term incidents, a Business Resource Center may be opened in the EOC to assist businesses that were negatively impacted.
7. Plans for the continued effective operation of the county departments can be found in Warren County's Continuity of Operations Plan.

## U. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. All County-owned resources are under the control of the Chairperson of the Board of Supervisors during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities in and outside of Warren County can be utilized upon agreement between the requesting and offering government.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately-owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

***Other departments and agencies within Warren County and its jurisdictions, although not specifically mentioned in the plan, may be asked by the County Executive or Emergency Manager in times of emergency or disaster, to provide personnel to other departments as needed, and to perform other emergency tasks as assigned.***

## Warren County Incident Command System Organizational Chart



## Section IV: Recovery

### A. Damage Assessment

1. All local governments (towns, villages, and cities) in Warren County must participate in damage assessment activities.
2. The Warren County Office of Emergency Services is responsible for:
  - a) Developing with local governments a damage assessment program.
  - b) Coordinating damage assessment activities in the County during and following an emergency.
  - c) Designating a Damage Assessment Officer for each emergency.
  - d) The Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms via FEMA.
3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the Emergency Manager in damage assessment activities including:
  - a) Pre-emergency
    - Identifying county agencies, personnel, and resources to assist and support damage assessment activities.
    - Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance.
    - Fostering agreements between local government and the private sector for technical support.
    - Utilizing geographic information systems (GIS) in damage assessment
    - Participate in training.
  - b) Emergency
    - Obtaining and maintaining documents, maps, photos and video tapes of damage.
    - Obtaining and reviewing procedures and forms for reporting damage to higher levels of government.
    - Determining if State assistance is required in the damage assessment process.
  - c) Post-emergency
    - Advise county departments and local municipalities of assessment requirements.
    - Selecting personnel to participate in damage assessment survey teams.
    - Arranging for training of selected personnel in damage assessment survey techniques.
    - Identifying and prioritizing areas to survey damage.
    - Assigning survey teams to selected areas.
    - Completing damage assessment survey reports and maintaining records of the reports.
4. It is essential that, from the outset of emergency response actions, local response personnel keep detailed records of expenditures for:
  - a) Labor used

- b) Use of owned equipment
  - c) Use of borrowed or rented equipment
  - d) Use of materials from existing stock
  - e) Contracted services for emergency response
  - f) Submission of damage assessment reports to the NY State Office of Emergency Management via the Warren County Office of Emergency Services.
5. Damage assessment will be conducted by county and local government employees, such as Public Works engineers, highway workers, building inspectors and assessors. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields may supplement the effort.
  6. There will be two types of damage assessment: Public Infrastructure (PI) (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
  7. County and local municipality's damage assessment information will be reported to the Damage Assessment Officer at the EOC.
  8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
  9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
  10. The Emergency Manager, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on destroyed property and property sustaining major damage. The report shall contain information for the following categories:
    - a) Damage to private property in dollar loss to the extent not covered by insurance:
      - Homes
      - Business
      - Industries
      - Hospitals, institutions and private schools
    - b) Damage to public property in dollar loss to the extent not covered by insurance:
      - Road systems
      - Bridges
      - Water control facilities such as dikes, levees, channels
      - Public buildings, equipment, and vehicles
      - Publicly-owned utilities
      - Parks and recreational facilities
    - c) Damage to agriculture in dollar loss to the extent not covered by insurance:
      - Farm buildings
      - Machinery and equipment
      - Crop losses
      - Livestock

- d) Cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants
  - e) Community services provided beyond normal needs
  - f) Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
  - g) Financing overtime and labor required for emergency operations
11. The Chairperson of the Warren County Board of Supervisors, through the Office of Emergency Services, will submit the Damage Assessment Report to the State Office of Emergency Management via Region 3 Capital District Office. It is required for establishing the eligibility for any state and/or federal assistance.
12. Unless otherwise designated by the County Executive, the Office of Emergency Services will serve as the County's authorized agent in disaster assistance applications to State and Federal government.
13. The County's authorized agent will:
- a) Attend public assistance applicant briefings conducted by Federal and State Emergency officials.
  - b) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
  - c) Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
  - d) Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
  - e) Follow up with governor's authorized representative and FEMA
  - f) Submit Proof of Insurance, if required.
  - g) Prepare and submit project listing if small project grant.
  - h) Follow eligibility regarding categorical or flexibly funded grant.
  - i) Maintain accurate and adequate documentation for costs on each project.
  - j) Observe FEMA time limits for project completion.
  - k) Request final inspection of completed work or provide appropriate certificates.
  - l) Prepare and submit final claim for reimbursement.
  - m) Assist in the required state audit.
  - n) Consult with Governor's Authorized Representative (GAR) for assistance.
  - o) Maintain summary of damage suffered and recovery actions taken.

## B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive local community development plan prepared under direction of local planning boards with technical assistance provided by the Warren County Department of Planning & Community Development.
3. Comprehensive community development plans are officially adopted by local governments as the official policy for development of the community.

4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills, which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high-quality level of recovery and community redevelopment.
6. County Government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
  - a. Direct the recovery with the assistance of county departments and agencies coordinated by the Office of Emergency Services.
  - b. Prepare a local recovery and redevelopment plan, unless deemed unnecessary.
8. The recovery and redevelopment plan shall include;
  - a. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
  - b. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
  - c. Economic recovery and community development.
  - d. New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a state disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28 A the local governments have the following responsibilities:
  - a. Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical
  - b. Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through DHSES, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
  - c. Proposed plans shall be presented at a public hearing upon five (5) days' notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
  - d. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
  - e. A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
  - f. The adopted plan:
    - May be amended at any time in the same manner as originally prepared, revised and adopted; and

➤ Shall be the official policy for recovery and redevelopment within the municipality.

## C. Reconstruction

1. Reconstruction consists of two phases:
  - a. Phase 1 short term reconstruction to return vital life support systems to minimum operating standards.
  - b. Phase 2 long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and circumstances that led to the disaster.
2. Long term reconstruction and recovery includes activities such as:
  - a. Scheduling planning for redevelopment
  - b. Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
  - c. Conducting of public meetings and hearings
  - d. Providing temporary housing and facilities
  - e. Public assistance
  - f. Coordinating State/Federal recovery assistance
  - g. Monitoring of reconstruction progress
  - h. Preparation of periodic progress reports to be submitted to NYS OEM
3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

## D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
  - a. What kind of emergency assistance is available to the public?
  - b. Who provides the assistance?
  - c. Who is eligible for assistance?
  - d. What kinds of records are needed to document items which are damaged or destroyed by the disaster?
  - e. What actions are needed to apply for assistance?
  - f. Where to apply for assistance?
2. The following types of assistance may be available:
  - a. Supplemental Nutrition Assistance Program (SNAP) (regular and/or emergency)
  - b. Temporary housing (rental, mobile home, motel)
  - c. Unemployment assistance and job placement (regular and disaster unemployment)

- d. Veteran's benefits
  - e. Social Security benefits
  - f. Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
  - g. Tax refund
  - h. Individual and family grants
  - i. Legal assistance
3. All the above information will be prepared jointly by the Federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.



Office of  
Emergency  
Services

Warren County

# INCIDENT COMMANDER

# Comprehensive Emergency Management Plan

Appendix A:  
National Incident Management Systems

Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845

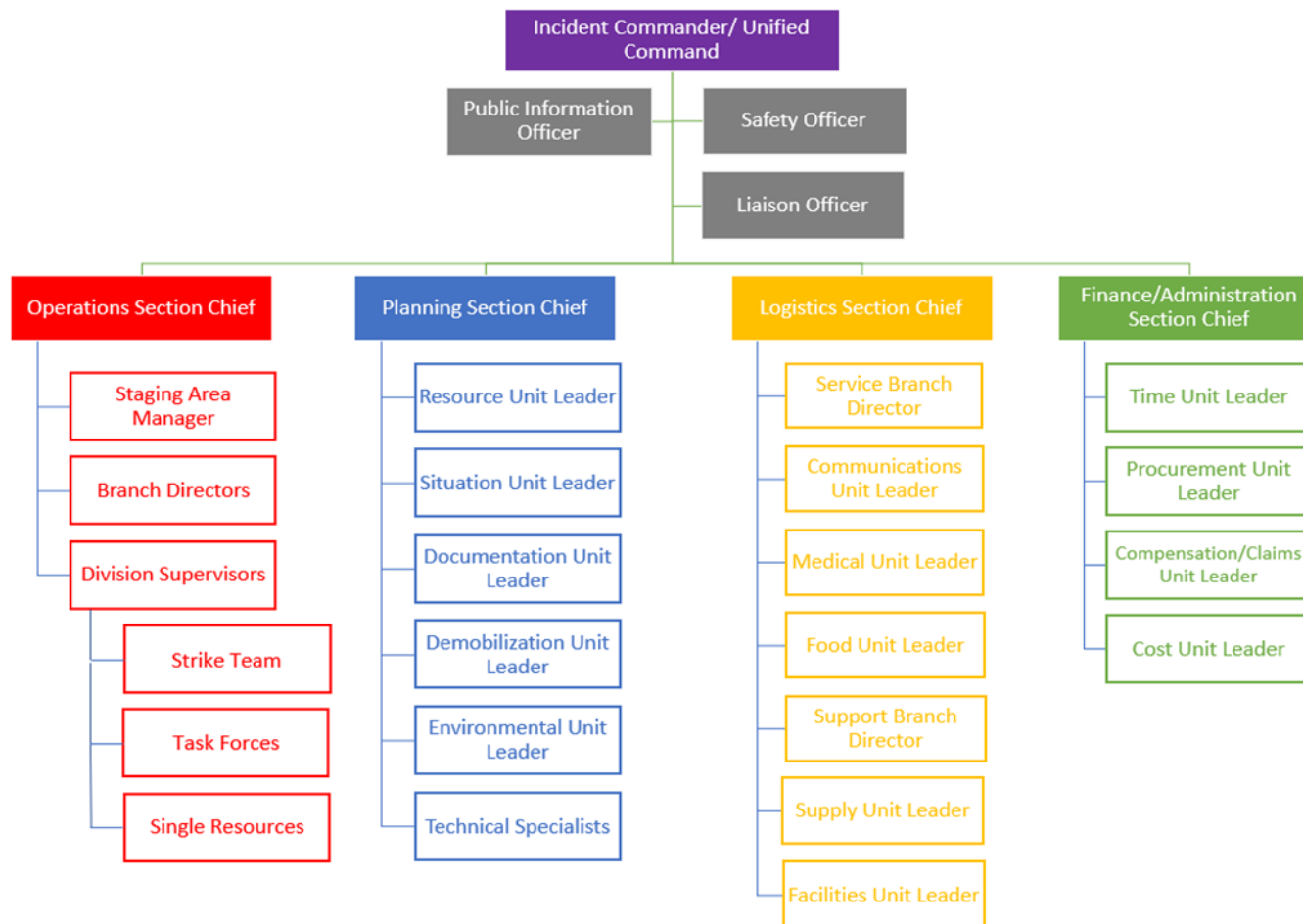
THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

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# Appendix A: National Incident Management Systems (NIMS) – Incident Command Systems Position Descriptions

## Incident Command System Diagram

This diagram illustrates a model Incident Command System (ICS) structure for an extremely large incident. The system will vary depending on the size, nature, and complexity of the response. For most incidents the ICS structure may be simplified.



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## Organization

### Incident Commander

The Incident Commander will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander will secure the site with the aid of law enforcement and/or available agencies. The Incident Commander has the authority to direct and control emergency actions on scene. A unified command system will be deployed, as needed, to help facilitate an effective coordinated response by all local, state and federal agencies.

### Emergency Operations Center (EOC)

The County Emergency Operations Center (EOC) will be activated for predetermined incidents as identified in emergency plans and/or as requested. The operations of the EOC will be coordinated by the Warren County Office of Emergency Services staff.

### Fire Service

The Fire Service will assist the Incident Commander to ensure effective and efficient utilization of mutual aid, equipment and resources.

### Law Enforcement

Law Enforcement will assist the Incident Commander by securing and controlling access to the scene for the duration of the incident.

### Emergency Medical Services

EMS will assist the Incident Commander with on-scene triage, treatment and transportation of victims of the incident.

## Concept of Operations

### A. Preparedness

1. Preparedness is a continuous effort of planning, organizing, training, resource gathering and allocation, exercising, evaluating, and mitigating in an effort to ensure an effective response and coordination during an incident response.
2. Responders on all levels should:
  - i. Maintain a NIMS resource-typed inventory of equipment and personnel that is easy to access and can be readily utilized
  - ii. Train personnel in their respective emergency duties and responsibilities based upon NIMS standards and required by this plan.
  - iii. Conduct periodic exercises to test the effectiveness of their plans
  - iv. Review and update SOP's and SOG's as needed based on exercises, emergency response or change in policy.
  - v. Follow
  - vi. the established communications network identified in this plan

### B. Emergency Response

1. The emergency response begins as soon as the incident is identified or reported.
2. The initial arriving first responder will make a preliminary assessment and notify Communications giving all available information.
3. The Incident Commander is identified based on local AHJ and agencies who respond. Once established the Incident Commander will notify Communications of their role.
4. The Incident Commander will then initiate the Incident Command System.

### C. Recovery

1. Recovery begins immediately following the emergency response. With direction from the Chief Executive or Chairperson, action to restore the community to "normal" conditions will be explored and placed into action in conjunction with all known plans and guidelines.

### D. Direction and Control

1. The Incident Commander will control and direct all activities at the scene.
2. The Command Post shall be established in a safe area either on scene or close by as deemed appropriate by jurisdictional officials. All emergency operations will be directed from this area. Staff will be determined by the Incident Commander and the needs dictated by the incident.
3. If there is a disaster declaration mad, the Chief Executive will exercise Executive Authority over all disaster operations in the municipality in accordance with mission assignments contained in the emergency plan.
4. Lines of succession within the command structure will follow municipal practice.
5. A Joint Information Center (JIC) will be established at the direction of the Chief Executive Official if seen to be necessary based on the circumstances (alternatively from the EOC).

## Command Post

The Command Post will function as the place for direction and control of all on-scene activities under the supervision of the Incident Commander. This site will be the central headquarters for the Incident Commander and the Command and General Staffs. This site will be linked to both the PSAP/911/Communications Center and the EOC.

## Incident Commander

### Position Description:

The Incident Commander is responsible to implement the command structure for the incident.

### Responsibilities:

- Assess the magnitude of the incident scene and report to communications
- Assume overall responsibility for determining the status of the emergency
- Establish and staff the Incident Command Post as needed
- Develop and implement an Incident Action Plan (IAP) as needed
- Assign Command Staff Officers as the incident requires (Safety Officer, Liaison Officer, Public Information's Officer (PIO), Scribe)
- Assign General Staff as Section Chiefs as sections are needed to implement the ICS framework. (Fire and EMS Coordinators, Senior Law Enforcement Officers and Senior Staff from Public Safety Organizations should be available to the Incident Commander and utilized as General Staff where needed)

## Emergency Operations Center

The Emergency Operations Center is responsible for, but not limited to, being in constant communication with the Incident Commander to coordinate and provide support as needed or required. The EOC will also coordinate with regional, state and federal support through the State Office of Emergency Management.

# AGENCY REPRESENTATIVES

## Position Description:

In many multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency representatives report to the Liaison Officer, or to the EOC Director in the absence of a Liaison Officer.

## Responsibilities:

- Check in officially at the EOC.
- Obtain a briefing from the Liaison Officer or EOC Director.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Obtain EOC organization chart, floor plan and telephone listings. Review the location and general duties of all sections and branches that have been activated.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Keep your agency informed of the situation.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC Director and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Check out of EOC when demobilization is authorized.
- Leave future contact information including a phone number and email as necessary.

## CHIEF EXECUTIVE

### Position Description:

If a State of Emergency is declared, the Chief Executive will be needed for various roles and should participate with the EOC.

### Responsibilities:

- Participate with the County EOC which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other supporting agencies during emergency response and the recovery phase.
- Brief municipal officials about the nature of the incident
- Designate a municipal spokesperson that is prepared to and can authorize the establishment of a Joint Information Center (JIC).
- Work with the PIO to address the media or designate a municipal spokesperson to work with the PIO to address the media.
- Request state and/or federal aid through the Office of Emergency Management if the emergency is beyond local and county capability.
- Ongoing support and communication with the EOC and IC regarding activities.

# EOC MANAGER

## Position Description:

The EOC Manager's responsibility is the overall management of the County EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

## Responsibilities:

- If EOC is being established, assess the situation and prepare for a briefing. If taking over for a previous EOC Manager, obtain a briefing and situational overview from the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine the appropriate personnel for the EOC and staffing level for the EOC. Continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure that an EOC check-in procedure is established and ready for operation.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
- Determine which Management Section positions are required and ensure they are filled as soon as possible.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with County Executive's Office, NYS OEM, and FEMA.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP for briefing incoming incident commander.

## Attachments:

- Warren County ICS Incident Organization Chart
- Copy of Notification Procedure
- Checklist for Emergency Preparedness
- SOP for Transfer of Command

## FINANCE/ADMINISTRATION SECTION COORDINATOR

### Position Description:

The Finance / Administration Section Coordinator is responsible for managing all financial aspects of the incident. He / she is responsible for tracking all incident costs and providing guidance to the EOC Manager on financial issues that may have an impact on incident operations.

### Responsibilities:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Manage all financial aspects of an incident.
- Confer with EOC Director on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Determine need for representation or participation of other agency representatives.
- Try to anticipate setbacks as the situation unfolds and recognize there will need to be adaptations as necessary.

### Operational Duties:

- ❖ Provide financial and cost analysis information as requested.
- ❖ Gather pertinent information from briefings with responsible agencies.
- ❖ Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- ❖ Meet with Assisting and Cooperating Agency Representatives as needed.
- ❖ Maintain daily contact with agency(s) administrative headquarters on Finance / Administration matters.
- ❖ Ensure that section logs and files are maintained.
- ❖ Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- ❖ Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- ❖ Make sure that all contacts with the media are fully coordinated first with the Information Officer.

- ❖ Participate in EOC Director's strategy meetings and planning meetings.
- ❖ Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- ❖ Monitor section activities and adjust section organization as appropriate.
- ❖ Resolve problems that arise in conduct of section responsibilities.
- ❖ Brief EOC Director on major problem areas that now need or will require solutions.
- ❖ Share status information with other with other sections as appropriate.
- ❖ Keep agency administrators apprised of overall financial situation.
- ❖ Brief your relief at shift change time.

#### Demobilization:

- ✓ Provide financial input to demobilization planning.
- ✓ Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- ✓ Demobilize the Section and close out logs when authorized by the EOC Director.
- ✓ Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.
- ✓ Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- ✓ Be prepared to provide input to the After-Action Report.

#### Attachments:

- County Telephone Directory
- ICS Forms Catalog
- ICS Incident Organization Chart

## LOGISTICS SECTION COORDINATOR

### Position Descriptions:

The Logistics Section Coordinator is responsible for providing all support needs to the incident (except air). Support needs includes facilities, services, personnel, equipment and supplies.

The Logistics Section Coordinator participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

### Responsibilities:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Manage all incident logistics.
- Provide logistical input to the EOC Director in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

### Attachments:

- County Telephone Directory
- ICS Forms Catalog
- ICS Incident Organization Chart

# OPERATIONS SECTION COORDINATOR

## Position Description:

The Operations Section Coordinator is responsible for the management of all tactical operations for the incident. The Operations Section Coordinator helps formulate and interprets strategy established by the EOC Manager, and implements it tactically as per EOC procedures. The Operations Section Coordinator activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Coordinator also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the EOC Manager.

The Operations Section Coordinator ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments / missions identified in the IAP are carried out effectively. The Operations Section

Coordinator establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Coordinator exercises overall responsibility for the coordination of operational activities within the section and ensures that all state agency actions under the section are accomplished within the priorities established. The Operations Section Coordinator reports to the EOC Director on all matters pertaining to section activities.

## Responsibilities:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Meet with Communications Unit Leader.
- Obtain briefing on on-site and external communications capabilities and restrictions.
- Establish operating procedure with Communications Unit for use of telephone and radio systems.
- Make any priorities or special requests known.
- Attempt to determine estimated times of arrival of requested staff who are not yet on site.
- Establish contact and determine status of collateral EOCs. Determine status of any requests for missions / assistance.
- Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the section. Develop plan for carrying out all responsibilities.
- Make a list of key issues currently facing your Section. Clearly establish with assembles personnel action items to be accomplished within the current operational period.
- Activate organizational elements within section as needed and designate supervisors for each element.
- Determine need for representation or participation of other agency representatives.

- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise EOC Manager of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### Operational Duties:

- ❖ Ensure that section EOC logs and files are maintained.
- ❖ Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- ❖ Maintain current displays associated with your area. Make sure that the information reports or displays you prepare are clear and understandable.
- ❖ Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- ❖ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- ❖ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ❖ Attend and participate in strategy and planning meetings.
- ❖ Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- ❖ Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- ❖ Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- ❖ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- ❖ Notification of any emergency expenditures
- ❖ Time sheets
- ❖ Brief EOC Director on major problem areas that now need or will require solutions.
- ❖ Brief supervisors periodically on any updated information you may have received.
- ❖ Share status information with other sections as appropriate.
- ❖ Brief your relief at shift change time.
- ❖ Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).

### Demobilization:

- ✓ Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open sections are handled by section or transferred to other EOC elements as appropriate.
- ✓ Demobilize the Section and close out logs when authorized by the EOC Manager.
- ✓ Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Manage tactical operations.
- ✓ Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
- ✓ Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).
- ✓ Assists in development of the operations portion of the Incident Action Plan.

- ✓ Supervise the execution of the Incident Action Plan for Operations.
- ✓ Maintain close contact with subordinate positions.
- ✓ Ensure safe tactical operations.
- ✓ Request additional resources to support tactical operations.
- ✓ Approve release of resources from assigned status (not release from the incident).
- ✓ Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- ✓ Maintain close communication with the Incident Commander.
- ✓ Maintain Unit Log.

## PLANNING SECTION COORDINATOR

### Position Descriptions:

The Planning Section Coordinator is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Coordinator conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the Incident Commander). The Planning Section Coordinator activates and supervises units within the Planning Section; Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

### Responsibilities:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Collect from all available sources information about the incident.
- Supervise preparation of the Incident Action Plan.
- Modify the Incident Action Plan to meet changing needs as necessary.
- Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Manager's objectives.
- Provide input to the EOC Manager and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- Conduct the Planning Meeting.
- Identify out-of-service personnel and positions they are qualified to fill.
- Assign out-of-service personnel to ICS organizational positions as appropriate.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Insure that information concerning special environmental needs is included in the Incident Action Plan.
- Assemble information on alternative strategies based on projections.
- Provide periodic predictions on incident potential and develop contingency plans (i.e. worst-case scenario).
- Advise General Staff of any significant changes in incident status.
- Anticipate changes in resource needs.
- Compile and display incident status information.

- Oversee preparation of Incident demobilization plan.
- Develop the incident traffic plan.
- Develop the incident medical plan.
- Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Ensure coordination between the Planning Section and other Command and General staff

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Office of  
Emergency  
Services

Warren County

# Comprehensive Emergency Management Plan

## Appendix B: Emergency Operations Center (EOC) Standard Operating Guide

Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

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# Emergency Operations Center Standard Operating Guide

## A. Introduction

1. This Guide is an appendix to the Warren County Comprehensive Emergency Management Plan.
2. The Warren County Emergency Operations Center (EOC), located at the Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the County in support of on-scene operations. The backup EOC is located at the Warren County Sheriff's Office, 1400 State Route 9, Lake George.
3. The Director of the Office of Emergency Services (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.
4. The EOC is structured to support field operations, gather intelligence, relay information, and acquire resources for operations. It is staffed with County and State employees, volunteers and others from the private sector. The specific staffing will be determined by the EOC Manager based on the incident.

## B. Readiness

1. In order for the EOC to stay in a constant state of readiness, the Emergency Manager maintains:
  - a. A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and electronic).
  - b. The current "Checklists and Information Sheets" corresponding to response activities required during emergencies.
  - c. Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.
  - d. Current copies of agencies' response plans/procedures.
  - e. A situation display board for recording and reporting during the progress of an emergency.
  - f. A "daily activities" log (both in hard copy and electronic).
  - g. A current resource inventory (both in hard copy and electronic).
  - h. EOC space is to be maintained in an emergency operation mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

## C. Activation

1. Initial notification of an emergency would normally be received by the Warren County 911 Communications Center. All 911 calls placed and the information contained in them are recorded.
2. In some cases, initial notification of an emergency, might be made to a County office other than the County 911 Center. In this event, the recipient should notify the Warren County 911 Communication Center at 911 or (518) 743-2500 option 1.
3. During normal working hours (M-F, 0800 to 1600), the staff of the Office of Emergency Services may be immediately accessible for EOC operations.
4. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
  - a. **Full Activation:** The EOC will have all positions filled. An IMAT may be used to supplement local staffing.

- b. **Partial Activation:** The EOC will have some of the positions filled. Depending on the type and severity of the incident the EOC Manager will determine which positions need to be filled.
- c. **Limited Activation:** The EOC will have regular OES staff and possibly a few additional positions, depending on the need.

#### D. Staffing

1. The levels of staffing will vary according to the actual demands of the situation.
2. For an emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
3. 24-hour continuous-day EOC operations may be necessary for a catastrophic situation.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (0800 to 2030 and 2000 to 0830).
5. Upon the initiation of the 12 ½ hour shifts by the Emergency Manager, each agency will update its shift rosters to the Operations Officer.
6. For smaller emergencies where there is no need for a major County response, the formal use of distinct ICS groups may be limited at the EOC. In these situations, the Emergency Manager, under the authority of the Chairperson, of the Warren County Board of Supervisors, will normally be responsible for all ICS functions and may utilize distinct ICS functional components as needed.

#### E. Situation Reporting

1. The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will:
  - a. Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
  - b. After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
  - c. Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
  - d. Periodically request situation reports from each agency represented at the EOC.
  - e. Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
  - f. In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
    - date and time of emergency
    - type, response level, and location
    - specific area affected (including number of people)
    - number of injured (estimated)
    - number of dead (estimated)
    - extent of damage (estimated)
    - damage or loss of municipal response equipment
    - roads closed
    - states of emergency declared
    - emergency order issued
    - mutual aid called upon
    - major actions taken
  - g. Provide the report to the EOC Manager, who reports, as needed, to the Chairperson of the Warren County Board of Supervisors and the NYS OEM Regional 3 Capital District Office.

- h. Based upon the report, conduct regular briefings to the Command and Operations Section.
- i. Prepare and provide follow-up situation reports on a regularly scheduled basis to the Operations Section Chief, Chairperson of the Warren County Board of Supervisors and the NYS OEM Regional 3 Capital District Office.
- j. Maintain an event log to include all pertinent disaster-related information.

#### F. Security

1. Security at the EOC will be provided by the Warren County Sheriff's Office, as deemed necessary.
2. All persons entering and exiting the EOC will be required to check in at the security desk, located at the designated entrance.
3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
4. Anyone seen in the EOC without a visible pass will be approached by Sheriff's Office personnel and dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premises.
6. When there will be multiple operating periods, colored stickers will be used on permanent passes to denote which operational period the emergency personnel are assigned to.

#### G. Races Activation

1. The RACES Radio Officer and Deputy Radio Officer receive notifications of all EOC activations.
2. RACES are welcome in the EOC at any level of activation, even if not specifically requested.
3. The RACES Radio Officer or Deputy Radio Officer will contact the rest of the RACES team to activate them and/or give them assignments based upon directives of the EOC Manager.
4. If there is a catastrophic incident (active shooter, devastating weather-related storm) the RACES Radio Officer and/or Deputy Radio Officer are authorized to self-activate to the Warren County EOC (or back-up EOC).
5. The RACES Radio Officer and/or Deputy Radio Officer may pre-activate team members for an impending storm or other event, as deemed necessary by the EOC Manager.

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Office of  
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Services

Warren County

# Comprehensive Emergency Management Plan

Appendix C:  
Disaster Declaration Kit

Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

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# Declaring a Local State of Emergency

(New York State Executive Law Article 2-B)

## I. Purpose

Warren County officials recognize that our municipalities are not immune from threats such as severe winter storms, tornadoes, prolonged power outages, hazardous material accidents, pandemics, mass casualty incidents or other emergencies and disasters. The primary responsibility of the municipality is to protect the health and safety of the people within its borders.

Preparation for an emergency should begin before the incident occurs and not when faced with an impending disaster. Warren County recognizes the importance of creating and maintaining a Comprehensive Emergency Management Plan that is in concert with the emergency plans of local, state, and federal governments. This plan will follow intent of Article 2-B of the New York State Executive Law.

As a companion to the Warren County Comprehensive Emergency Management Plan, this Article 2-B Disaster Declaration Kit has been developed to assist those officials, or their designees, as they respond to and consider the impact of, a disaster on the municipality.

This Kit specifically explains the Chief Executive Officer's (CEO) responsibilities under Article 2-B, Section 24, and lists the specific tasks that the chief executive and/or his/her designee must perform during an emergency.

The Warren County Office of Emergency Services prepared this Kit for the guidance of the county CEO and other county officials. Use of this Kit (or parts thereof) by other municipal governments is encouraged.

## II. Local State of Declaration

Article 2-B of the New York State Executive Law is the law that gives chief executives of New York State municipalities the authority to declare a local state of emergency. It also gives those officials other extraordinary powers during the course of a disaster.

In the event of a disaster, the local chief executive official (i.e. the Chairperson of the Board of Warren County) or his/her designee is authorized under Article 2-B to declare a local state of emergency. After declaring a local state of emergency, the chief executive officer may issue local emergency orders to protect life and property in order to bring the emergency situation under control.

The chief executive official (CEO) or his/her designee is the only individual authorized to make this broad declaration of a local state of emergency. In making the declaration, the CEO is stating that a serious situation exists, or is imminent, that will affect public health and safety and may require extraordinary assistance for effective response and/or recovery. The declaration also heightens public awareness of the hazards associated with the disaster. It can help to emphasize the protective measures that citizens should take.

A declaration is not required for the municipality to receive state and federal aid. However, such a declaration highlights the need for assistance and is recommended when the municipality expects to request help from other levels of government.

The declaration of a local state of emergency substantially increases the powers of the county executive or chief executive officer. It also gives greater legal protection and immunities for the chief executive and local emergency officials for the decisions they make and the actions they take to respond to the disaster.

It is best to include a time of duration in the original declaration of a local state of emergency. When the proclamation is no longer needed, it should be formally rescinded.

Copies of the declaration of the local state of emergency and local emergency orders may be provided to the media, but it is best to develop press releases detailing the declarations and actions taken by emergency planning officials. News releases should be delivered to local media outlets via hand-delivery, fax, mail or e-mail. Telephone notifications may be made to alert the media that a hard copy of a news release is being delivered or transmitted or is imminent. Consider sending news releases to media in neighboring municipalities, as well.

### III. Local Emergency Orders

The local emergency order shall be published as soon as practicable in a newspaper of general circulation in the area affected by the order, and transmitted to the radio and television media for broadcast.

Local emergency order(s) may be issued, amended, modified or rescinded ONLY by the CEO after the local state of emergency declaration.

Local emergency orders must be written. They need to include time, date, reason, area and duration.

A local emergency order shall be effective from the time and in the manner prescribed in the order. Local emergency order(s) shall cease to be in effect five (5) days after issued or upon declaration by the chief executive that the local state of emergency no longer exists, whichever occurs sooner. The CEO may extend orders for additional periods not to exceed five (5) days during the local state of emergency.

Local emergency order(s) must be executed and filed within as soon as practicable in the Office of the Clerk of the Board, the Office of the (County, City, Town or Village) Clerk, NYS Office of Emergency Management and NY Secretary of the State. Warren County Office of Emergency Services shall handle distribution to all of the above (see Filing below).

Any person who knowingly violates a local emergency order issued pursuant to Section 24 of Article 2-B will be guilty of a Class B Misdemeanor.

The rescission of the local state of emergency should include the time and date of the original declaration, the reason for the local state of emergency, and the time and date the local state of emergency is rescinded. The local media needs to be informed of the rescission as soon as possible.

#### IV. Filing

All declarations of local state of emergency with emergency orders and rescinding documents shall be filed in the following manner within Warren County:

1. The original declaration/emergency order/rescind shall be delivered to Warren County Office of Emergency Services as soon as responsibly possible. This original document will be filed in the Office of the Warren County Clerk.
2. Copies will be produced by the Warren County Office of Emergency Services for their records, one for New York State Office of Emergency Management and one for the Secretary of the State if the state of emergency includes emergency orders. A 4th copy will be sent to the Clerk of the incorporated jurisdiction that signed the document(s) (i.e., Warren County Office of the Clerk of Board, town/city/village clerk). To expedite this process an electronic copy may be sent to [oes@warrencountyny.gov](mailto:oes@warrencountyny.gov)

If local emergency orders are extended, they must be filed again.

#### V. Media

News releases must include the following information:

1. A contact name (CEO or designated spokesperson) and telephone number.
2. The date the news release is issued.
3. The time the news release is issued.
4. The name of the municipality where the emergency exists.
5. The name of the Chief Executive issuing the declaration or order.
6. The nature of the emergency.
7. The anticipated duration of the emergency.
8. The time the declaration of local state of emergency or local emergency order was issued.
9. The anticipated duration of the local state of emergency or local emergency orders.
10. A description of how people can get more information (e.g., "Stay tuned to this station for further information.").
11. Any other information the public should know.

A spokesperson should be designated. This person will act as a liaison between responding officials and the media.

The spokesperson, alone or with a designated staff, will gather information from the officials, confirm it and resolve conflicts in the information, and then disseminate it to the media.

The spokesperson will also relay requests for information from the media to the officials.

The spokesperson will be the municipality's voice to the media during the emergency. When the media requests interviews of certain officials such as the chief executive, the spokesperson will arrange the interviews whenever possible.

The designation of a spokesperson will streamline public information efforts and minimize the chance of conflicting reports to the media by responding individuals or agencies.

# Declaration of a Local State of Emergency

(SAMPLE)

A local state of emergency is hereby declared in \_\_\_\_\_  
(Municipality)

for a period of time beginning at \_\_\_\_\_ hours on \_\_\_\_\_.  
(Time) (Date)

The local state of emergency has been declared due to \_\_\_\_\_  
\_\_\_\_\_  
(Description of Emergency)

These conditions threaten the public safety of the citizens of \_\_\_\_\_  
\_\_\_\_\_. As \_\_\_\_\_ of \_\_\_\_\_  
(Municipality) (Title)

I, \_\_\_\_\_, have exercised the authority  
(Name)  
given to me under New York State Executive Law Article 2-B, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being and health of the citizens of this municipality.

I hereby direct all departments and agencies of \_\_\_\_\_  
(Municipality)  
to take whatever steps necessary to protect life and property, public infra-structure, and provide such emergency assistance deemed necessary.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



Local Emergency Order: Establishing Curfew  
(SAMPLE)

I, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

of \_\_\_\_\_, New York, in accordance with a  
(Municipality)

declaration of a local state of emergency executed on the \_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_. And pursuant to Section 24 of Article 2-B New York  
(Month)

State Executive Law, do hereby declare that a curfew is established and imposed. The curfew will commence at \_\_\_\_\_ o'clock on the \_\_\_\_\_ day of \_\_\_\_\_,  
(Time) (Month)

20\_\_\_\_, until removed by the chief executive of this municipality.

During the period of this local emergency order such curfew, all pedestrian and vehicular traffic, except essential emergency vehicles and personnel, shall be prohibited from the use of public streets within this municipality between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(Time) (Time)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
(Date) (Month) (Time)

o'clock in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

# Local Emergency Order: Prohibiting Sale and Distribution of Alcoholic Beverages

(SAMPLE)

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

of \_\_\_\_\_, New York, in accordance with a  
(Municipality)

declaration of a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_,  
(Day) (Month)

20\_\_\_\_\_, and pursuant to Section 24 of Article 2-B, New York State Executive Law, do hereby issue a local emergency order that the sale and distribution of alcoholic beverages (as defined by Section 3 of the Alcoholic Beverage Control Law, but not included in patented medicines) is hereby prohibited within this municipality effective immediately until such order is rescinded by the chief executive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, at \_\_\_\_\_  
(Day) (Month) (Time)

o'clock in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Local Emergency Order: Closing Places of Amusement and Assembly  
(SAMPLE)

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

of \_\_\_\_\_, New York, in accordance with a  
(Municipality)

declaration of a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_,  
(Day) (Month)

20\_\_\_\_, and pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby issue a local emergency order the closing of all places of amusement and assembly within this municipality effective immediately and continuing until further order of the chief executive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
(Day) (Month) (Time)

o'clock in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

# Local Emergency Order: Regulating the Purchase, Storage, Etc. of Flammable Materials

(SAMPLE)

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

of \_\_\_\_\_, New York, in accordance with a  
(Municipality)

declaration of a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_,  
(Day) (Month)

20\_\_\_\_, and pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby issue a local emergency order the prohibition of the sale or other transfer, with or without consideration, gasoline or any other flammable or combustible liquid or of any explosive, or the possession in a public place of any portable container containing gasoline or any other flammable or combustible liquid except that delivery into a tank properly affixed to an operable motor driven vehicle and necessary for the propulsion thereof shall not be prohibited there under.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
(Day) (Month) (Time)

o'clock in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

## Rescission of a Local State of Emergency

(SAMPLE)

Whereas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_,

(Day)

(Month)

(Time)

o'clock I, \_\_\_\_\_, \_\_\_\_\_, having

(Name)

(Title)

determined that there was an imminent threat to life and property associated with

\_\_\_\_\_  
(Description of Danger)

declared a local state of emergency in \_\_\_\_\_,

(Municipality)

pursuant to Section 24 of the New York State Executive Law Article 2-B, and: Whereas, It appears that the existence of that local emergency has ceased to exist and protection is no longer essential;

Now, therefore, I, \_\_\_\_\_, \_\_\_\_\_

(Name)

(Title)

pursuant to Section 24 of the New York State Executive Law Article 2-B, do hereby rescind

the existing local state of emergency effective \_\_\_\_\_ o'clock on the \_\_\_\_\_ day of

(Time)

(Day)

\_\_\_\_\_, 20\_\_\_\_\_  
(Month)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Local Emergency Order Rescission

(SAMPLE)

Whereas, A local state of emergency was declared on the \_\_\_\_\_, of \_\_\_\_\_,  
(Day) (Month)

20\_\_\_\_ at \_\_\_\_\_ o'clock pursuant to Section 24 of New York State Executive Law  
(Time)

Article 2-B due to \_\_\_\_\_,  
(Description of Emergency)

and Whereas, at \_\_\_\_\_ on \_\_\_\_\_, a local emergency order was  
declared pursuant to Section 24; and Whereas, due to hazards associated with the  
declared emergency, said order was issued specifically  
to \_\_\_\_\_  
(Order Coverage)

and to protect life and property within \_\_\_\_\_,  
(Municipality)

covered by said local state of emergency and local emergency order; Now, therefore, I,

\_\_\_\_\_, \_\_\_\_\_, hereby rescind the said  
(Name) (Title)

local emergency order effective \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .  
(Day) (Month)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Press Release for Local State of Emergency  
(SAMPLE)

News Release

Contact: \_\_\_\_\_ For Release: Immediate  
(Name of Spokesperson)

Date: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
(Name of Municipality) (Name of Chief Executive)

\_\_\_\_\_, of the \_\_\_\_\_,  
(Title of CEO) (Municipality)

\_\_\_\_\_.  
(Time)

A local state of emergency was declared in response to

\_\_\_\_\_  
(Description of Emergency)  
\_\_\_\_\_.

Officials will continue to monitor the situation and advise the general public should any actions be necessary.

Please do not call government offices. The public will be kept informed the broadcast and print media of the cancellation or continuation of the local state of emergency.

\_\_\_\_\_ asks for the cooperation of the public in this  
(Name)  
time of emergency.

###

News Release for Local Emergency Order  
(SAMPLE)

Contact: \_\_\_\_\_ Fore Release: Immediate  
(Name of Spokesperson)

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Municipality - (Name of Chief Executive Officer)

\_\_\_\_\_  
(Title of CEO) of the \_\_\_\_\_  
(Municipality)

Having declared a local state of emergency because of \_\_\_\_\_

\_\_\_\_\_  
(Description of Emergency)

has issued the following local emergency order due to hazards that place lives and property at risk:

The local emergency order (restricts, closes, prohibits)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The local emergency order will remain in effect until such emergency conditions have abated.

Please do not call government offices. The public will be kept informed through the broadcast and print media of the cancellation or continuation of this local state of emergency.

\_\_\_\_\_ ask for the cooperation of the public in  
(Name)  
this time of emergency.

###

## VI. Definitions

### Article 2-B:

The section of New York State Executive Law that establishes the New York State Disaster Preparedness Commission, gives authority to local governments for preparing their own Comprehensive Emergency Management Plans, and empowers local chief executives to act during and emergency.

### Chief Executive Official (CEO):

The chief elected official of a municipality - the mayor of a city, village; the supervisor of a town; the county executive or the chairman of the governing body of a county and/or his/her designee.

### Continuity of Government:

Under Section 27 of Article 2-B, a city, town, county or village shall by local law provide for its continuity by designating a line of succession for elective and appointive officers.

### Local Emergency Order:

An order issued by the chief executive official of a municipality that specifically limits or curtails actions or freedoms of the population or uses of facilities within a jurisdiction, in order to protect the health and safety of the public. It is also known as an executive order.

### Rescission:

A formal discontinuation of the declaration or order of a local state of emergency or local emergency order.

### Section 24:

The section of Article 2-B of the New York State Executive Law that grants the chief executive of a municipality or his/her designee the power to declare a local state of emergency within his/her jurisdiction and to issue local emergency orders.

### State of Emergency:

A declaration by the chief executive official or his/her designee of a city, county, town or village in which the jurisdiction is faced with an emergency or disaster that endangers the population and/or property of that jurisdiction and requires extraordinary resources to adequately respond.

## VII. NYS Executive Law Article 2B Summary

### § 20 – Policy and Definitions

### § 21 – State Disaster Preparedness Commission explained

3.f.(1) *DPC may create a temporary organization in the disaster are to provide integration & coordination. Said organization may manage the local disaster upon request from the municipality. If the DPC finds the local municipality unable to manage the disaster they shall direct said organization to manage the disaster using local resources. The state shall not be liable for the expenses incurred in using third party, non-state resources requested by said organization.*

3.i.(3) *DPC submits to the governor an annual report including the status of local plans for disaster preparedness and response; naming those who failed or refused to develop a plan & program.*

### § 22 – State Disaster Preparedness Plans

### § 23 – Local Comprehensive Emergency Management Plans

1. *Each county, city, town & village is authorized to prepare a comprehensive emergency management plan.*

*If a plan is prepared it shall meet this section of the law. This includes items that need to be included in the plan; entities that need to be included in the plan preparation; submittal of plans.*

### § 23-a – County Registry of Disabled Persons

*It is recommended that each county chief executive maintain a registry of disabled persons. It shall identify those in need; plan for resource allocation; be updated annually; make available to state or federal agencies; semi-annually advertise in a newspaper; keep database confidential; all community-based services providers shall assist with the collection of registration of people.*

### § 23-b – Nursing Home & Assisted Living Facility Plans

*Each such facility shall be assisted in the establishment of a disaster preparedness plan. Plans shall include maintaining food, water, medicine in reserve; access to a generator; evacuation plan with alternative site; disaster staffing plans. Such plans shall be made available to county emergency management office.*

### § 23-c – Consistency Among Local Disaster Preparedness Plans

*No part of any local disaster preparedness plan shall conflict with any part of another local preparedness plan.*

### § 24 – Local State of Emergency; Local Emergency Orders by Chief Executive

*Upon a finding by the chief executive that the public safety is imperiled, a local state of emergency may be proclaimed in any part or all of the territorial limits of such local government not to exceed 30 days or until rescinded. CE may issue additional SOE. During a SOE the CE may issue local emergency orders to protect life and property or to bring the emergency situation under control.*

1.g. *Suspension of an local law, ordinance or regulation pursuant to the local SOE shall be subject to additional standards and limitations.*

2. *A local emergency order shall be effective as prescribed in the order and shall be disseminated to the media as soon as possible. It shall cease to be in effect 5 days after promulgation or upon termination.*

3. *Proclamations of SOE or local emergency orders shall be executed in quadruplicate to be filled within 72-hours to office of the clerk of the governing body, office of the county clerk, office of the secretary of the state and state office of emergency management. In Warren County, this is handled by the Office of Emergency Services; hence all local SOE and emergency orders go through this office.*

6. *The CE of the county may request the governor to remove any or all of sentenced inmates from institutions maintained by such county, during a local SOE.*

7. *The CE may request the governor to provide assistance under this chapter if the disaster is beyond the capacity of local government to meet adequately.*

### § 25 – Use of Local Government Resources in a Disaster

1. *The CE is authorized to use any and all facilities, equipment, supplies, personnel and other resources of the political subdivision in such manner as may be necessary.*

2. *A CE may request and accept assistance by the county CE as provided in section 26*

3. *A CE may request and accept assistance from any other political subdivision on such terms and conditions as may be mutually agreed to.*

§ 26 – Coordination of Local Disaster Preparedness Forces & Local Civil Defense Forces in Disasters

*The county CE may coordinate responses for requests for assistance made within the county, utilizing existing organizations, lines of authority and comprehensive emergency management plans..*

§ 27 – Continuity of Local Governments

*Every county, city, town and village shall have the power by local law or resolution, for the its continuity in the event of a disaster with emergency conditions thereby causing any such officers unable to discharge their duties or are absent.*

§ 28 – State Declaration of Disaster Emergency

*The governor may issue a SOE. The Governor shall have the authority to direct that other actions by taken by CE pursuant to their authority under Section 24.*

§ 28-a – Post Disaster Recovery Planning

*Whenever a state disaster emergency has been declared and county, city, town or village include in such disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.*

§ 29 – Direction of State Agency Assistance in a Disaster Emergency

§ 29-a – Suspension of Other Laws

*The governor may by executive order temporarily suspend specific provisions of any statute, local law, ordinance or order, rules or regulations or parts thereof, of any agency during a state disaster emergency.*

§ 29-b – Use of Disaster Emergency Response Personnel in Disasters

2.a. *The County CE may direct the emergency management director of a county to assist in the protection and preservation of human life and property by calling upon disaster emergency response personnel employed by or supporting the county as specified in the CEMP to perform the duties assigned to them.*

3. *there is a sub-section regarding city emergency management directors.*

§ 29-c – Radiological Preparedness

§ 29-d – Reports (radiological)

§ 29-e – New York State Emergency Assistance Program

2. *The governor may issue a declaration of significant economic distress if the municipality suffered a substantial loss of assessed value; substantial damage to municipal infrastructure, clean-up operations is significant, significant economic loss to businesses; significant increase in unemployment claims and SBA loan eligible.*

§ 29-g – Emergency Management Assistance Compact (interstate)

*The EMAC provides mutual assistance between the states that have entered into this compact. The requesting state shall compensate the assisting state.*

§ 29-h – Intrastate Mutual Aid Program

5. *All fire related resources shall be administered pursuant to Section 209-e of GML.*

6. *The local emergency management director shall have the authority to request and accept assistance and deploy the local resources of their jurisdiction under the IMAP for the purposes of mitigation, responding or recovery from disasters or training, drills and exercises. Requests shall be in writing as soon as possible. Within 3 days the written request and an inventory of resources deployed will be sent to DHSES.*

8. *Notwithstanding the provisions of Section 25, any requesting local government shall be liable and responsible for any loss or damage to equipment or supplies. The requesting local government shall*

*reimburse the assisting local government for salaries or other compensation and traveling and maintenance expenses incurred for its employees deployed.*

*10. Each local government is responsible for procuring and maintaining insurance or other coverage as it deems appropriate. Employees assisting a local government shall have the same immunities and privileges as they would in their home jurisdiction. This is applicable for injury and death benefits also.*

\*\*\* This Summary is current as of 4/20/12\*\*\*



Office of  
Emergency  
Services

Warren County

# Comprehensive Emergency Management Plan

## Appendix D: Demographics and Information

Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

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## Warren County Facts

Predicting impacts to the area is important for dealing with all four phases of the incident. A good starting point is the demographics of the area. The following information is a general overview of Warren County.

PEOPLE	
Population, Estimates, July 1, 2021	65,380
Population, Census, April 1, 2020	65,737
Population, Census, April 1, 2010	65,707
AGE AND SEX	
Persons under 5 years, percent	4.2%
Persons under 18 years, percent	17.3%
Persons 65 years and over, percent	25%
Female persons, percent	50.3%
RACE AND HISPANIC ORIGINS	
White alone, percent	95%
Black or African American alone, percent	1.7%
American Indian and Alaska Native alone, percent	0.3%
Asian alone, percent	1.0%
Native Hawaiian and Other Pacific Islander alone, percent	<u>2</u>
Two or More Races, percent	1.9%
Hispanic or Latino, percent	3.1%
White alone, not Hispanic or Latino, percent	92.6%
POPULATION CHARACTERISTICS	
Veterans, 2018-2022	4,068
Foreign born persons, percent, 2018-2022	3.5%
HOUSING	
Housing units, July 1, 2023, (V2023)	40,580
Owner-occupied housing unit rate, 2018-2022	70.6%
Median value of owner-occupied housing units, 2018-2022	\$240,600
Median selected monthly owner costs -with a mortgage, 2018-2022	\$1,657
Median selected monthly owner costs -without a mortgage, 2018-2022	\$612
Median gross rent, 2018-2022	\$1,062
Building permits, 2023	138
FAMILIES & LIVING ARRANGEMENTS	
Households, 2018-2022	29,782
Persons per household, 2018-2022	2.17
Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022	88.7%

Language other than English spoken at home, percent of persons age 5 years+, 2018-2022	3.7%
<b>COMPUTER AND INTERNET USE</b>	
Households with a computer, percent, 2018-2022	90.9%
Households with a broadband Internet subscription, percent, 2018-2022	87.2%
<b>EDUCATION</b>	
High school graduate or higher, percent of persons age 25 years+, 2018-2022	91.7%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	33.8%
<b>HEALTH</b>	
With a disability, under age 65 years, percent, 2018-2022	11.6%
Persons without health insurance, under age 65 years, percent	4.9%
<b>ECONOMY</b>	
In civilian labor force, total, percent of population age 16 years+, 2018-2022	59.8%
In civilian labor force, female, percent of population age 16 years+, 2018-2022	56.5%
Total accommodation and food services sales, 2017 (\$1,000)	420,855
Total health care and social assistance receipts/revenue, 2017 (\$1,000)	774,281
Total transportation and warehousing receipts/revenue, 2017 (\$1,000)	67,689
Total manufacturers' shipments, 2017 (\$1,000)	928,859
Total retail sales, 2017 (\$1,000)	1,590,365
Total retail sales per capita, 2017	\$24,693
<b>TRANSPORTATION</b>	
Mean travel time to work (minutes), workers age 16 years+, 2018-2022	21.7
<b>INCOME &amp; POVERTY</b>	
Median household income (in 2022 dollars), 2018-2022	\$74,531
Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$44,183
Persons in poverty, percent	10.1%
<b>BUSINESS</b>	
Total employer establishments, 2022	2,192
Total employment, 2022	29,303
Total annual payroll, 2022 (\$1,000)	1,525,500
Total employment, percent change, 2021-2022	1.3%
Total nonemployer establishments, 2021	5,163
All firms, 2017	2,180
Men-owned firms, 2017	1,246
Women-owned firms, 2017	419

<b>Minority-owned firms, 2017</b>	119
<b>Nonminority-owned firms, 2017</b>	1,788
<b>Veteran-owned firms, 2017</b>	77
<b>Nonveteran-owned firms, 2017</b>	1,809
<b>GEOGRAPHY</b>	
<b>Population per square mile, 2020</b>	75.8
<b>Population per square mile, 2010</b>	75.8
<b>Land area in square miles, 2020</b>	867.22
<b>Land area in square miles, 2010</b>	866.95
<b>FIPS Code</b>	36113

Source: US Census Bureau State & County QuickFacts

<https://www.census.gov/quickfacts/fact/table/warrencountynewyork#>

August 14<sup>th</sup>, 2024



Office of  
Emergency  
Services

Warren County

# Comprehensive Emergency Management Plan

Appendix F:  
Multiyear Training & Exercise Plan

Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

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## Preface

The U.S. Department of Homeland Security and Emergency Services (US DHSSES) Preparedness Directorate's Office of Grants and Training (G&T) requires that every State and Urban Area conduct a Multiyear Training and Exercise Plan Workshop (TEPW) annually. As a result, Warren County has since produced this Multiyear Training and Exercise Plan (TEP).

The Warren County Multiyear TEP is the roadmap for Warren County to accomplish the priorities laid out by the Planning Committee. Warren County has pursued a coordinated homeland security strategy that increases the overall preparedness and resiliency of the Warren County prevention, preparedness, mitigation, response, and recovery programs. Training and exercises play a crucial role in providing Warren County with a means of attaining, practicing, validating, and improving new capabilities and plans.

Warren County's training and exercise programs are administered by a variety of agencies and departments, in coordination with the emergency management, public safety (law enforcement, fire services, and emergency medical services) and other public, private, and non-profit entities. The training and exercise agenda described in this plan is for all County-level response agencies, as well as any local response agencies wishing to provide for a stronger response to an emergency. The plan helps prepare Warren County to optimally address both the natural and technical hazards that may face.

## Members of Multiyear Training & Exercise Planning Committee

Warren County Emergency Services Director

Warren County Emergency Services Deputy Director

Warren County Fire Coordinator

Warren County Emergency Medical Services Coordinator

Warren County Sheriff

Warren County Health Services Director

Warren County Public Health Emergency Preparedness Coordinator

Glens Falls Hospital Emergency Preparedness Coordinator

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## Purpose

The purpose of the Multiyear TEP is to provide a roadmap for Warren County to follow in accomplishing an effective response to an emergency whether human-caused or natural. It is a living document that will be updated and refined annually. Each of Warren County's priorities is linked to a corresponding PPD-8 National Preparedness Goal.<sup>1</sup> The priority is further linked to the associated Core Capability that would facilitate accomplishment of the priority and the training and exercises that will help the jurisdiction obtain those capabilities and achieve that priority.

Warren County is committed to a strong Homeland Security Emergency Management Program by stressing to private, public and community partners the need for a viable TEP. Their commitment represents Warren County's dedication to an effective, comprehensive, and progressive TEP. The implementation of this plan is a tribute to our dedication to provide our citizens the safety and security that they have come to expect from Warren County.

Included in the Multiyear TEP is the training and exercise schedule, which provides graphic illustration of the proposed activities that are scheduled for the next three years. It is representative of the natural progression of training and exercises that should take place in accordance with the building-block approach.

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<sup>1</sup> <https://www.fema.gov/media-library/assets/documents/25959>

## References and Authorities

The following references provide for authority and planning guidance in developing this Multi-year Training and Exercise Plan for Warren County.

### Warren County

- Warren County Comprehensive Emergency Management Plan
- Warren County Hazard Mitigation Plan
- Warren County Public Health Plan

### United States federal Government

- Presidential Preparedness Directive #8- National Preparedness. (PPD-8).
- Core Capabilities List, Companion to the National Preparedness Guidelines, U.S. Department of Homeland Security
- National Response Framework (NRF), US Department of Homeland Security (DOHS).
- National Infrastructure Protection Plan (NIPP), US DOHS.

### Training Resource

Federal Emergency Management Agency's (FEMAs) National Preparedness Directorate (NPD) provides for nationwide training and education opportunities via online courses, site-specific classroom courses, and courses provided by mobile training teams. The three programs that fall under the NPD's umbrella are described below. Recommended training courses in Warren County's Training and Exercise Plan can be found within these four programs.

- **Center for Domestic Preparedness (CDP)**. The CDP is located in Alabama, and provides for all-hazards, and especially CBRNE related courses. The CDP's Noble Hospital Facility trains healthcare professionals. Training is funded by DHS for qualified applicants.  
<https://cdp.dhs.gov/>.
- **Emergency Management Institute (EMI)**. The EMI is located in Emmetsburg, Maryland and provides for Independent Study (IS) courses, and many of the core courses (e.g., IS-100, IS-700) that responders and emergency managers across the national have taken.  
<http://training.fema.gov/EMI/>.
- **National Training and Education Division (NTED)**. The NTED courses are geared to both first responders and the private sector. The course catalogue contains more than 200 courses, provided at various sites and by traveling training teams.  
<https://www.firstrespondertraining.gov/frt/>.
- **The National Domestic Preparedness Consortium (NDPC)**. The NDPC is a partnership of nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD). The NDPC membership includes, The Energetic Materials Research and Testing Center (EMRTC) a division of the New Mexico Mining and Technology (New Mexico Tech) in Socorro, New Mexico, The National Center for Bio-Medical Research and Training (NCBRT) at Louisiana State University (LSU) in Baton Rouge, Louisiana, and The Counter

Terrorism Operations Support (CTOS)/The Nevada Test Site (NTS) in North Las Vegas, Nevada.  
<https://ndptc.hawaii.edu/>

- **University of Rochester Medical Center** has a New York State Health Emergency Preparedness Coalition training calendar available at: <https://www.urmc.rochester.edu/emergency-preparedness/calendar/capital-district-region-hepc-calendar.aspx>
- **Albany School of Public Health** has online training, webinars and class room settings at: <https://www.albany.edu/sph/>
- **New York State Preparedness Training Center** in Oriskany provides first responders and governmental officials with the very best knowledge, skills and abilities necessary to safely and effectively prevent, prepare for, respond to and recover from terrorist acts and other man-made and natural disasters. <https://www.dhSES.ny.gov/state-preparedness-training-center>
- **New York State Frederick L. Warder Academy of Fire Science** in Montour Falls offers courses in many areas including hazardous materials, arson investigation and general fire service training. The general fire service training areas include, fire suppression, technical rescue, fire equipment maintenance, incident command, fire instructor development, fire officer development, firefighter health and safety, dispatcher training, emergency medical technician (EMT), EMT refresher, and EMT pilot core material training. State sponsored National Fire Academy (NFA) courses are also available; <https://www.dhSES.ny.gov/new-york-state-frederick-l-warder-academy-fire-science>
- **Zone 9 Law Enforcement Training Academy** hosted by the Plattsburgh Police Department is where police recruits are trained. <https://www.cityofplattsburgh-ny.gov/department/police-department/police-academy>

## Enhancement of Core Capabilities

Warren County has aligned their overall security goals to meet the nationally recognized Core Capabilities. The specific preparedness goals reflected in this multi-year training and exercise plan enhance preparedness in Core Capability areas targeted by Warren County. These Core Capabilities are fully defined within the Presidential Preparedness Directive #8- National Preparedness.

This Training and Exercise Plan will be organized according to the Core Capabilities, but will also reference the Federal Core Capabilities List (CCL) for details that support program requirements.

A further attribute of these particular core capabilities is a focus on self-sufficiency. To the greatest extent possible, Warren County will be self-sufficient in its ability to respond to and recovery from any natural or human-caused incident. While mutual aid in the event of a disaster may ultimately be essential, Warren County may well need to rely on its own resources for 72 hours or more, in the aftermath of a disaster.

Furthermore, most incidents are local in nature, and response and recovery efforts can and will be effectively accomplished with local and county resources. Local resources include government entities with key responsibilities, as well as partners in the private, non-profit and public sectors. Community preparedness is also a hallmark of effective local preparedness.

**Community Resilience - Public Education and Preparedness.** A self-sufficient citizenry is a key asset to the overall emergency response and recovery systems. Warren County Office of Emergency Services, and all the partnering agencies and entities, augment their own capabilities by providing strong public education programs, informing the public of the realistic threats, increasing their awareness of potential vulnerabilities, and providing actions they can take to be prepared as communities, families and individuals.

Warren County will provide preparedness guidance to local businesses, faith-based organizations, communities, families and individuals, and to the extent possible, incorporate these groups into training and exercise program.

**Public Information and Warning.** An educated and aware citizenry requires an effective information and warning system to focus their evacuation and shelter-in-place actions. People with Access and Functional Needs (AFNs) often need additional time to mobilize and act in the face of an impending disaster, and proactive public information and warning system supports their ability to care for themselves. Individuals, neighbors, families and communities can better act and support each other with sufficient warning.

**Operational Communications - Interoperable and Redundant Communications.** During a local emergency, and especially in a large disaster, the communication technologies and systems with which we are most familiar may fail due to service outages, capacity overages, loss of power, etc. Interoperable and redundant communications systems are critical for responders; redundant and resilient systems are critical for the public at large. Warren County will continue to support the enhancement of interoperable communication, both at the local and county level, including information technology and geographic information technology as support elements of our communication efforts.

**Mass Care Services.** Much of the mass care system that involves feeding, hydrating, and sheltering people impacted by a disaster is provided by volunteers such as American Red Cross (ARC). Mass care is another capability that indicates the importance of the public and non-profit coordination effort in support of overall community resiliency. Successful mass care efforts rely heavily on pre-disaster identification of shelter and evacuation staging facilities, and a system for calling up volunteers.

**Public Health and Medical Services - Medical Surge.** Warren County has considered the types of natural and human-caused threats that pose a significant risk to the county, which include, snow storms and violent storms amongst other threats. In recognition to these threats, emphasis is given to enhanced preparedness for care of large numbers of impacted individuals, and the needs for systems to support surges for medical treatment, and large demands on the medical and health systems.

The Office of Community Services for Warren & Washington Counties and Glens Falls Hospital, as a collaborative effort, maintain & train **Disaster Mental Health** teams to respond to hospital and community needs during and post an emergency situation.

**Fatality Management.** Along with medical surge, an emphasis is given to fatality management services that support recovery of remains, effective information sharing and a viable family assistance program. Mass fatality events require significant numbers of trained people in many various roles to support field incident management, temporary morgue(s) and family assistance center operations.

**Environmental Response / Health and Safety – Weapons(s) of Mass Destruction (WMD) and Hazardous Materials Response and Decontamination.** Whether hazardous materials releases are accidental or intentional, immediate response actions are critical to containing the release, minimizing damage, protecting health, and expediting recovery.

Warren County will work to strengthen the integration of Consortium/County/local Hazardous Materials and Decontamination Teams to support a united response to and recovery from potential acts of terrorism involving a chemical or biological agent ongoing establishment, sustainment, and evaluation of special teams will continue to be a priority to ensure adequate response to incidents involving explosive devices.

**Planning.** Completion of “all-hazards” emergency management plans, critical infrastructure plans, and Continuity of Operations Planning (COOP) Continuity of Government (COG) plans strengthen the overall response and recovery capabilities. Comprehensive plans support a recovery from a major disaster, including: a chemical, biological, radiological, nuclear or explosive (CBRNE)/WMD event. Warren County enhances its emergency management program by reviewing plans and procedures, conducting after actions reviews (following events, exercises and near misses) and identifying key shortfalls that should be addressed. Additionally, the local community of private, non-profit and community entities are considered stakeholders of the emergency plans, as they can benefit from and provide support to the planning actions.

**Volunteer Management.** Volunteers are relied upon during an incident to fill the positions that are not filled by staff. Volunteers need to be recruited, trained, exercised and then enticed to stay.

Warren County has a variety of volunteers, including but not limited to: fire, EMS, RACES, Serve NY, Mental Health Disaster Team, and American Red Cross.

## Program Priority Capabilities

The following tables provide the program's priority capabilities that Warren County and its local partners developed as well as the associated core capabilities from the Core Capabilities List. Additionally, each Core Capability includes suggested training courses and exercises that support the capability.

### Core Capability – Community Resilience

**Warren County Goal** – Enhance volunteer organization programs and capabilities county-wide.

#### Associated Core Capabilities:

- **Community Preparedness and Participation** (Common Mission Category)

*Description.* The public is educated and trained in prevention, protection, mitigation, response and recovery for all hazards, but with specific consideration for high-threat hazard, such as flooding. Communities will especially support preparedness for people with access and functional needs, children, and those living in the most vulnerable locations.

#### Training Courses and Exercises that Support this Capability

##### **Training**

- Disability Awareness Training
- Including People with Disabilities in Disaster Operations (IS-368.A)
- Planning for the Needs of Children in Disasters (~~G366-EMI course~~) (IS-366.A)
- Citizens Preparedness Training (NYS)
- Biannual SkyWarn Training (National Weather Service)

##### **Exercise**

- Skywarn Spotter drills (real events or a component of larger exercises)
- Exercise with Six Flags

## Core Capability – Public Information and Warning

**Warren County Goal** – Enhance Emergency Public Information and Warning Capabilities.

### Associated Core Capabilities:

- Emergency Public Information and Warning (Respond Mission Category)
- Citizen Evacuation and Shelter in Place (Respond Mission Category)

*Description.* Provision of useful information under all-hazards situation, especially to alert citizenry to evacuate, shelter-in-place, or remain alert for situation updates. This goal especially necessary for People with Access and Functional Needs that require additional lead time to evacuate. Accurate and timely public information and warning allows for the transportation of animals (pets, service animals, and larger animals). Messages are to be consistent, accessible and culturally and linguistically appropriate.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Advanced PIO: Health and Hospital Emergencies (E0388) [CDP]
- Crisis Emergency Risk Communications (CERC) CDC online
- Message Mapping Training CDC online
- Public Information & Warning (E/L 105 EMI)
- RACES Training and Licensing

#### **Exercises**

- Annual DOH Communication Drill
- Annual NWS Communication Drill

## Core Capability – Operational Coordination

**Warren County Goal** – Ensure implementation of NIMS, the National Response Framework, and regional collaboration.

### Associated Core Capabilities:

- Emergency Operations Center (EOC) Management (Common Mission Category)
- On-Site Incident Management (Respond Mission Category)

**Description.** Both in the EOC and in field command, the operations will be managed in a unified coordinated structure, using common practices. The decisions will be made with the inclusion and integration of critical stakeholders.

### Training Courses and Exercises that Support this Capability

#### Training/Exercises

- Incident Command System (NIMS IS-700, IS-100, IS-200)
- WMD Incident Management and Unified Command (MGT 313)
- Principles of NIMS, Team Building and Risk Communications (AWR-154)
- EOC Emergency Operations (Regional State Officials)
- Science of Disaster (E/L 0102 EMI)

## Core Capability – Operational Communications

**Warren County Goal** – Improve the interoperability of county and local communications, enhance communication capability among fire responders, and enhance 9-1-1 system.

### Associated Core Capabilities:

- Communications (Common Mission Category)

**Description.** Timely communications in support of security, situational awareness and operations. This communication is amongst the response community, and between the response forces and the impacted community.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Incident Command System (IS-200)
- WMD Incident Management and Unified Command (MGT 313)
- Principles of NIMS, Team Building and Risk Communications (AWR-154)
- Leveraging Tools for Coordinated Community Disaster Communications
- Integrated Health Alerting Network (IHANS) Training

#### **Exercise**

- Drill - Communications using multiple technologies
- Cascading Alert Drills using IHANS, mass notification system, emails lists, or other resources

## Core Capability – Mass Care Services

**Warren County Goal** – Enhance Warren County’s Mass Care programs and capabilities county wide.

### Associated Core Capabilities:

- Mass Care (Shelter, Feeding and Related Services).

**Description.** Provide life sustaining services, especially feeding, hydration and sheltering, and support reunification of families.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Shelter Operations, Mass Care Overview (American Red Cross)
- Disability Awareness Training (Niagara College)
- Household pets and Service Animals in Disaster Evacuation and Sheltering (AWR-218)
- Mass Care/Emergency Assistance Overview (IS-405)
- Animals in Disasters: Awareness and Preparedness (IS-10.a)
- Animals in Disasters: Community Planning (IS-11.a)

#### **Exercise**

- Component of Mass Care as Component of Exercise

## Core Capability – Public Health and Medical Services

**Warren County Goal** – Develop a county wide **medical surge capability** to rapidly expand the capacity of existing healthcare system to handle a catastrophic event.

### Associated Core Capabilities:

- Medical Surge

#### **Related capabilities**

- *Emergency Triage and Pre-hospital Treatment*
- *Isolation and Quarantine*
- *Laboratory Testing*
- *Mass Prophylaxis*
- *Medical Supplies Management and Distribution*
- *Disaster Mental Health*

**Description.** Provide life sustaining medical treatment and operations, especially during medical surge events.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Framework for Healthcare Emergency Management (AWR-900)
- Orientation of Hazardous Materials for Medical Personnel (IS-346)
- Healthcare Leadership for Mass Casualty Incidents (MGT-901)
- Disaster Preparedness for Hospitals and Healthcare organizations within the Community Infrastructure (MGT 341)
- Hospital Emergency Response Training for Mass Casualty Incidents (PER-902)
- Disaster Mental Health and Psychological First Aid

#### **Exercises**

- Med Surge Drills at Hospital
- Component of Mass Care Exercise
- Points of Dispensing Exercise
- Monthly “whole community” tabletop Exercises (Glens Falls Hospital)

## Core Capability – Fatality Management

**Warren County Goal** – Enhance Warren County’s Mass Fatality programs and capabilities county-wide.

### Associated Core Capabilities:

- Fatality Management

**Description.** Provision of fatality management services, including: body recovery, victim identification, temporary morgue establishment, family assistance center, and counseling of the bereaved.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Annual Mass Fatalities training for registrars (GF City Clerk)
- Mental Health webinar for Mass Fatalities (SUNY New Paltz)

#### **Exercises**

- Component of full-scale exercises

## Core Capability – Environmental Response / Health and Safety

**Warren County Goal** – Enhance **Weapons of Mass Destruction (WMD)** and **Hazardous Materials (HazMat)** Response and Decontamination Capability.

### Associated Core Capabilities:

- WMD and Hazardous Materials Response and Decontamination (Response Category)
- Responder Safety and Health (Response Category)
- Environmental Health (Response Category)

### *Affiliated Capabilities*

- *CBRNE detection (Prevent Category)*
- *Explosive Device Response Operations. (Response Category)*

**Description.** Conduct Health and Safety hazard assessments, disseminate guidance and resources, deploy hazardous materials teams to support environmental health and safety actions for response personnel and affected communities.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Terrorism Awareness for Emergency First Responders (AWR-160)
- Community Partnerships and Awareness Training (AWR 146)
- Hazardous Materials Prevention and Planning (IS-340)
- Annual Chempack training with law enforcement/DPW (OES/Public Health)
- Hazardous Materials Awareness Distance Learning (AWR-358)

#### **Exercise**

- Component of Mass Care Exercise
- Tabletop Exercises at Hospital
- Hazmat Consortium Exercise
- Annual Chempack Drill

## Core Capability – Planning

**Warren County Goal** – Ensure “All-Hazards” Emergency Management, Debris Management, COOP/COG, and Recovery Plans are complete.

### Associated Core Capabilities:

- Planning (Common Mission Category)

*Description.* The conduct of a systematic processes that engages the entire stakeholder group (public, private, non-profit and community) in the development of executable strategic, operational, and community-based approaches to meeting objectives: includes response, protection, hazard mitigation, continuity and recovery plans. This capability also includes exercise and maintenance of developed plans.

### Training Courses and Exercises that Support this Capability

#### **Training**

- Terrorism Awareness for Emergency First Responders (AWR-160)
- Community Partnerships and Awareness Training (AWR-146)
- Hazardous Materials Prevention and Planning (IS-340)
- Critical Infrastructure and Key Resources Awareness (AWR-213)
- Special Events Contingency Planning for Public Safety Agencies (IS-15. b)

#### **Exercise**

- Component of Mass Care Exercise

## Core Capability – Volunteer Management

**Warren County Goal** – Ensure a viable system for requesting, scheduling and deploying registered volunteers. Also provide a system for organizing, “credentialing” and utilizing spontaneous volunteers.

### Associated Core Capabilities:

- Planning (Common Mission Category)

*Description.* During large scale emergencies volunteers are often needed to help with the response and recovery phases. Recruitment and training of volunteers that meet specific criteria can be a critical asset to the success of emergency response. Warren County Public Health currently utilizes ServNY, a NYSDOH volunteer management system that has the capability to strengthen volunteer management in the County. ServNY also provides an avenue to organize, “credential” and schedule spontaneous volunteers during an emergency.

### Training Courses and Exercises that Support this Capability

#### **Training**

- ServNY Volunteer Management System online training (Public Health staff)
- Developing and Managing Volunteers (IS-244.b)

#### **Exercise**

- Component of Strategic National Stockpile/Points of Dispensing Exercise
- Component of Shelter Exercise
- DOH & NWS Communications Drills

## Methodology and Event Tracking

Warren County has developed a three (3) year TEP which will utilize a building block approach in the design of the exercise program by incorporating all aspects of Homeland Security Exercise and Evaluation Program and training. The building block approach ensures that successive exercises build upon the previous exercises, and that the training program supports participants in the preparation for that exercise. Utilizing this methodology will provide Warren County with an approach that centers on a learning environment that provides the participants the tools and skills necessary to handle an actual event.

A baseline of needs was developed for the county which reflects the current status of plans, policies, procedures and protocols as well as equipment, training and exercise. The exercise baseline takes into consideration the relevant agencies/departments and organizations history and ability to work together in both real-world events as well as exercises.

The Multi-Year TEP allows for the logical progression of preparedness by: 1) focusing on key areas for preparedness improvement so that the entire community works together on common thematic preparedness areas, and 2) increasing the size and/or complexity of each successive exercise. Exercises programmed into this plan include seminars, drills, tabletops, functional exercises, and full-scale exercises and involve first responders, emergency managers, public information officers, health care professionals and the community at large. Various other entities will also be included as details of exercise design unfold.

As with all programs and plans of this nature, the schedule and themes must remain flexible enough to allow for the inclusion of new content in response to evolving threats and/or important learning points that are unforeseen at the time of this plan's production.

This program will incorporate a cyclical approach in the development of exercises and the continuing updating of this Multi-Year Program. The cyclical approach that Warren County will undertake is:

- Planning and Development
- Training and Preparation
- Exercise
- After Action Report with Improvement Plan

Warren County will conduct exercises that will include human-caused and natural disaster events; and that will be coordinated with local, regional, federal, and private partners. Conducting these exercises will strengthen Warren County's ability to communicate and develop relationships that assist with the successful handling of a real-world event or disaster. This program will focus the enhancement of Warren County's specific capabilities listed above, and as identified by Warren County and local and regional partners.

## Multiyear Training and Exercise Schedule

The training and exercise schedule for Warren County for the next 3 years is provided below. Most training courses are from the FEMA National Preparedness Directorate, National Training, NYS Oriskany Training Facility and Educational Division (NTED) Course Catalog. Course numbering from NTED catalogue are listed as “AWR” Awareness, “PER” Performance, and “MGT” Management course listings.

Training courses with an “IS” designator are from the FEMA’s EMI’s Independent Study (IS) program, and are available on line.

Outside venues (e.g. schools, industries) routinely request various types of exercises at their facilities with limited notice. We will do the best we can to accommodate their needs.

### Color Code Key for Calendars

Training	Grey
Seminar	White
Workshop	Blue
Tabletop	Yellow
Drill	Green
Functional	Orange
Full-scale	Light Yellow

Warren County

Warren County Multiyear Exercise Schedule: 2025

\*\*\*Dates are Subject to Change\*\*\*

	QTR 1			QTR 2			QTR 3			QTR 4		
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	ALL	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH
Law Enforcement	Initial Response to Active Shooter	Drill: Active Shooter		Patrol Annual Training					Drill: Chempack			
Fire & EMS; Emergency Management	TTX: National Grid	NYSEMA	Drill: Shelter in Place		Functional: HAZMAT Consortium	Drill: RACES TTX: Airport			Workshop: Grants	TAM Summit		
Health Services		Functional: DOH/Hospital Surge Exercise		Full-Scale Exercise: DOH/PH Exercise								
Community			Skywarn : NWS				Skywarn: NWS			Citizens Preparedness		

Warren County	Warren County Multiyear Exercise Schedule: 2026 ***Dates are Subject to Change***											
	QTR 1			QTR 2			QTR 3			QTR 4		
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
ALL	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH
Law Enforcement	Initial Response to Active Shooter	Drill: Active Shooter		Patrol Annual Training					Drill: Chempack			
Fire & EMS; Emergency Management	TTX: National Grid	NYSEMA	Drill: Shelter in Place		Functional: HAZMAT Consortium	Drill: RACES TTX: Airport			Workshop: Grants	TAM Summit		
Health Services		Functional: DOH/Hospital Surge Exercise		Full-Scale Exercise: DOH/PH Exercise								
Community			Skywarn : NWS				Skywarn: NWS			Citizens Preparedness		

Warren County	Warren County Multiyear Exercise Schedule: 2027 ***Dates are Subject to Change***											
	QTR 1			QTR 2			QTR 3			QTR 4		
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
ALL	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH
Law Enforcement	Initial Response to Active Shooter	Drill: Active Shooter		Patrol Annual Training					Drill: Chempack			
Fire & EMS; Emergency Management	TTX: National Grid	NYSEMA	Drill: Shelter in Place		Functional: HAZMAT Consortium	Drill: RACES TTX: Airport			Workshop: Grants	TAM Summit		
Health Services		Functional: DOH/Hospital Surge Exercise		Full-Scale Exercise: DOH/PH Exercise								
Community			Skywarn: NWS				Skywarn: NWS			Citizens Preparedness		

## Acronyms

ARC	American Red Cross
AFN	Access and Functional Needs
BHPP	Bioterrorism Hospital Preparedness Program
CBRNE	Chemical Biological Radiological Nuclear and Explosive
CCL	Core Capabilities List
CDC	Center for Disease Control
CDP	Center for Domestic Preparedness
CERTs	Community Emergency Response Team(s)
COG	Continuity of Government
COOP	Continuity of Operations Planning
CTOS	Counter Terrorism Operations Support
DOHS	Department of Homeland Security
EMI	Emergency Management Institute
EMP	Emergency Management Programs
EMRTC	Energetic Materials Research and Testing Center
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
G&T	Grants and Training
HazMat	Hazardous Materials
HRSA	Health Resources and Services
HSEEP	Homeland Security Exercise Evaluation Program
ICS	Incident Command System
IS	Independent Study
LSU	Louisiana State University
MMRS	Metropolitan Medical Response System
NDPC	National Domestic Preparedness Consortium
NIMS	National Incident Management System
NIPP	National Incident Protection Plan
NRF	National Response Framework
NTED	National Training and Education Division
NTS	Nevada Test Site
POCs	Point of Contact(s)
TEP	Training and Exercise Program
TEPW	Training and Exercise Program Workshop
USDHS	United States Department of Homeland Security
WMD	Weapons of Mass Destruction

## Public Health Core Capabilities

Community Preparedness  
Community Recovery  
Emergency Operations Coordination  
Emergency Public Information & Warning  
Fatality Management  
Information Sharing  
Mass Care  
Medical Countermeasure Dispensing  
Medical Material Management & Distribution  
Medical Surge  
Non-Pharmaceutical Interventions  
Public Health Laboratory Testing  
Public Health Surveillance and Epidemiological Investigation  
Responder Safety & Health  
Volunteer Management

## Hospital Core Capabilities

Healthcare System Preparedness  
Healthcare System Recovery  
Emergency Operations Coordination  
Fatality Management  
Information Sharing  
Medical Surge  
Responder Safety & Health  
Volunteer Management

## FEMA's 32 Core Capabilities

Planning  
Public Information & Warning  
Operations Coordination  
Forensics & Attribution  
Intelligence & Information Sharing  
Interdiction & Disruption  
Screening, Search & Detection  
Access Control & Identity Verification  
Cybersecurity  
Physical Protective Measures  
Risk Management for Protection Programs & Activities  
Supply Chain Integrity & Security  
Community Resilience  
Long-Term Vulnerability Reduction  
Risk & Disaster Resilience Assessment  
Threats & Hazards Identification  
Critical Transportation  
Environmental Response/Health & Safety  
Fatality Management Services  
Fire Management & Suppression  
Infrastructure Systems  
Logistics & Supply Chain Management  
Mass Care Services  
Mass Search & Rescue Operations  
On-Scene Security, Protection & Law Enforcement  
Operational Communications  
Public Health, Healthcare & EMS  
Situational Assessment  
Economic Recovery  
Health & Social Services  
Housing  
Natural & Cultural Resources

<https://www.fema.gov/core-capabilities>



Office of  
Emergency  
Services

Warren County

# Unmanned Aerial Systems Policy

**DRAFT**

June 2024

THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

## Revisions

Date	Changes	Name
5/31/24	Plan Creation	A. Rivers

DRAFT

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## I. Purpose and Scope

The purpose of this policy is to set guidelines for approved uses, trainings and care for Unmanned Aerial System (UAS) owned by the Warren County Office of Emergency Services. This policy further provides guidance regarding the take-off, operation, and landing of UAS. The Warren County Office of Emergency Services UAS program is developed to provide specialized support to public safety operations in a safe, responsible, and transparent manner, UAS's provide the ability for aerial, overhead support and observations that otherwise may not occur, balancing the safety of the public as well as the privacy interests of the community shall be a focus and concern for every use.

Due to advancements in technology and the changing needs of the Office of Emergency Services (OES), this policy will be reviewed on an annual basis to ensure the direction in the policy is current and compliant with any new legal requirements. This policy is for the purpose of guidance and is not intended to operate as law.

This policy shall be reviewed yearly alongside the production of the yearly UAS report.

## II. Definitions

Beyond Visual Line of Sight (BVLOS):

As defined by the Federal Aviation Administration (FAA) - In a time of extreme emergencies to safeguard human life, first responders require the capability to operate a UAS beyond visual line of sight (BVLOS) to assess the operational environment such as at a large structure fire, to conduct an aerial search on a large roof area for a burglary in progress, or to fly over a heavily forested area to look for a missing person. BVLOS supports public UAS operators acting in an active first responder capacity, the FAA may approve "First Responder Tactical Beyond Visual Line of Sight" (TBVLOS) waivers to 14 CFR 91.113(b).

Certificate of Authority:

An authorization issued by the Air Traffic Organization Division of the FAA to a public Pilot in Command for a specific UAS activity. After a complete application is submitted, the FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

Federal Aviation Administration (FAA) Part 107:

Under FAA Part 107, an operator must hold a current remote pilot airman certificate with an UAS rating or be under the direct supervision of a person who holds such a certificate to operate the controls of an UAS.

Landing Area:

A place on land or water, including an airport or intermediate landing field, used, or intended to be used, for the takeoff and landing of aircraft, even when facilities are not provided for sheltering, servicing, or repairing aircraft, or for receiving or discharging passengers or cargo

#### Night Flight:

Flight of a UAS that occurs between the hours of one-half hour after sunset and one-half hour before sunrise. The time of sunset and sunrise are determined by the National Oceanic and Atmospheric Administration (NOAA).

#### Notice to Air Mission (NOTAM):

A NOTAM is a notice containing information essential to personnel concerned with flight operation. They have a unique language to make communication more efficient.

#### Pilot In Command (PIC):

The person who has final authority and responsibility for the operation and safety of flight, has been designated as pilot in command before or during the flight, and holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight. The Pilot In Command position may rotate duties as necessary with equally qualified pilots. The individual designated as pilot in command may change during flight. All pilots in command will be required to be certified by the Federal Aviation Administration (FAA) under 14 CFR Part 107 and possess a Remote Pilot Airman Certificate.

#### Uncontrolled Airspace:

All airspace classified as Class G airspace and further controlled by a NOTAM or Temporary Flight Restriction.

#### Unmanned Aerial System (UAS):

An Unmanned Aerial System (UAS) is defined as an unmanned aircraft of any type that is capable of sustaining direct flight, whether preprogrammed or remotely controlled, and all of the supporting or attached systems designed for gathering information through imaging, recording or other means.

#### Visual Observer (VO):

Visual Observers are personnel responsible for the visual observation of the UAS while in flight. The Visual Observer will alert the operator of any conditions (obstructions, terrain, structures, air traffic, weather, etc.) which may affect the safety of flight. The Visual Observer will be responsible for all aviation related communications required by the Federal Aviation Administration (FAA). To accomplish this, the Visual Observer will be in close proximity to the operator to ensure timely relaying of information. All operators should operate the UAS with the assistance of a Visual Observer if one is available and as soon as possible.

#### Visual Line-Of-Sight:

A method of control and collision avoidance that refers to the pilot in command or Visual Observer directly viewing the unmanned aircraft with human eyesight. Corrective lenses (spectacles or contact lenses) may be used by the pilot or Visual Observer.

Federal Aviation Administration (FAA) Part 107:

The Federal Aviation Administration's (FAA) Part 107, also known as the Small Unmanned Aircraft Systems (sUAS) Rule, is the primary regulation for flying drones that weigh less than 55 pounds. It allows drones to be flown for a variety of reasons, including work, recreation, education, and public safety. Under FAA Part 107, an operator must hold a current remote pilot airman certificate with an UAS rating or be under the direct supervision of a person who holds such a certificate to operate the controls of an UAS.

### III. Policy Statement

A UAS may be utilized to enhance the Warren County Office of Emergency Services resources and response to operations. Any use of a UAS will be in strict accordance with constitutional and privacy rights as well as Federal Aviation Administration (FAA) regulations.

### IV. Privacy Considerations

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure) (I.C. § 35-33-5-9). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

### V. UAS Program Coordinator

The UAS Program Coordinator will be responsible for the management of the UAS program. The UAS Program Coordinator and their designee shall be appointed by the OES Director. The UAS Program Coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and OES approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
- Implementing a system for public notification of UAS deployment, if the need arises.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of Visual Observers, establishment of lost link procedures and secure communication with air traffic control facilities.

- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring.

## VI. Use of UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS. UAS operations should only be conducted during daylight hours. A UAS should not be flown over populated areas except for persons directly participating in UAS operations without FAA approval.

### Documentation of Use

After each use of the UAS, a log should be properly kept of its condition before and after flight, where it was used and what it was used for. This log shall be kept in the OES Office and reviewed as necessary for a period of no less than 180 days unless retention of the information is determined to be necessary for a longer period by any applicable law or reasonable request.

## VII. Prohibited Use

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- The UAS shall not be weaponized.
- Shall not be integrated with facial recognition or biometrics technology
- Shall not conduct personal business of any type; including for profit i.e. marketing or tourism

## VIII. Pilot in Command Procedures

Pilots In Command of any Warren County OES UAS shall adhere to the following:

- The UAS shall be operated solely by members assigned to the UAS Team by Warren County OES.
- Shall obtain authorization for UAS deployment from the UAS Program Coordinator.
- The PIC shall be authorized to fly pursuant to the airspace designation.
- For emergencies where the airspace restricts UAS deployments, contact the FAA Special Government Interest Office (SGI) at 202-267-8276 and request authorization.
- If SGI is contacted and authorization is granted, the PIC shall notify the UAS Program Coordinator.
- Upon conclusion of the UAS deployment, the PIC shall complete the FAA Emergency Request Form and forward copies of it to both the SGI Office and UAS Program Coordinator.

- g) Ensure the UAS can be deployed in a safe manner. This includes checking the weather using an appropriate application such as ALOFT AIR CONTROL.
- h) Inspect and test the UAS prior to each deployment to verify proper functionality and airworthiness.
- i) Operate a UAS in accordance with an issued COA, BVLOS waiver, Part 107 remote pilot certificate, or any other waiver issued by the FAA.

## IX. Deployment and Use

The use of any Warren County OES UAS shall adhere to the following:

- a) All deployments of UAS will be authorized by the UAS Program Coordinator prior to deployment and conform to a Certificate of Authorization (COA) issued to Warren County and/ or a remote pilot airman certificate Part 107 with a small UAS rating.
- b) A UAS must be used in a manner that is in accordance with federal, state and local laws.
- c) A UAS will be operated solely by members of the Warren County OES UAS Team, unless otherwise deemed necessary or approved by the Warren County Program Coordinator.
- d) The PIC will inspect and test the UAS prior to each deployment to verify proper functionality and general airworthiness.
- e) Upon completion of the deployment, the PIC will log the deployment in the appropriate logging system.
- f) All Warren County OES UAS unit pilots will only operate a UAS in accordance with an issued COA, BVLOS waiver, Part 107 remote pilot certificate, or any other waiver issued by the FAA.
- g) UAS pilots will only operate by visual line of sight unless BVLOS is authorized by a COA or waiver.
- h) The PIC and any VO shall review the intended flight pattern of the UAS for hazards prior to each deployment and during deployment, including weather.
- i) The PIC shall not exceed an altitude of 400 feet above ground level (AGL) unless otherwise authorized in a COA or to avoid a collision with another aircraft or object.
- j) In Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport, the operator must obtain prior authorization by contacting Air Traffic Control or a COA.
- k) The PIC will ensure the deployment of a UAS is within the UAS guidelines for the current weather including wind velocity. Wind velocity can be obtained by using mobile applications like ALOFT AIR CONTROL.
- l) The UAS Program Coordinator will coordinate maintenance, repairs and updates of all UAS, unless otherwise directed elsewhere.
- m) The Pilot in Command and Visual Observer will be in direct voice contact at all times. In the event a VO is being utilized during a UAS deployment and direct communication is lost the with that the person, the PIC will return the aircraft to the home point and reestablish communication with the VO by any means available.
- n) All requests for mutual aid deployments of a UAS must be directed to the UAS Program Coordinator for authorization to ensure the request is consistent with this policy.
- o) Any complaints made by the public regarding the use of a UAS by members of the Warren County OESUAS Team shall be handled by the Director of Warren County OES.

\*Note: The PIC may terminate any operation, or decline the operation at any time if they believe it is unsafe, outside the capabilities of the aircraft, in violation of any State or Federal law, or violates the privacy of a citizen without due cause.

## X. Authorized Uses of UAS

Any use of UAS's shall be in strict accordance with all federal, state and local laws, and Federal Aviation Administration (FAA) regulations. UAS operations should be conducted in accordance with FAA approval. The following is a list of authorized uses of UAS's:

- a) Natural disaster response and management;
- b) Missing or lost persons location operations;
- c) Search and Rescue (SAR) operations;
- d) Marine Rescue operations;
- e) Grass and brush, wildland fire operations;
- f) Hazardous materials operations;
- g) Fire investigations;
- h) 3D mapping of critical infrastructures or locations used for large scale public events;
- i) Anytime a UAS would enhance public safety, improve operational safety, incident stabilization or incident mitigation and its use would improve the likelihood that an incident would be resolved without the use of deadly force or other force options as determined by the authorizing person;
- j) Reconnaissance for high-risk or tactical operations that does not infringe upon the reasonable expectation of privacy such as high angle rescues or mountain rescues;
- k) Training missions to meet Federal Aviation Administration (FAA) and departmental regulations/certification standards;
- l) Departmental images and videos (recruitment, public relations, etc.); and
- m) In support of other public safety agencies or fire departments when the underlying mission meets the uses outlined in this policy.

## XI. Mutual Aid Procedures

Use of Warren County OES UAS in conjunction with an outside agency UAS and/or Aviation unit is authorized if all of the following conditions are met:

- a) A request has been made by an outside agency -or- the outside agency is notified of a Warren County UAS deployment and is in agreement with said deployment.
- b) A mechanism to communicate with either a command post or the PIC of another agency (radio, phone) has been established.
- c) The joint operation can be executed in a safe manner.

## XII. UAS Lost Link Emergency Procedures

The return to home (RTH) point should be set prior to deployment. RTH should activate and return the aircraft to the home point. In the event that there is a lost link between the UAS and the remote controller and/or RTH fails, the following procedures shall be followed:

- a) Maintain VLOS. If operating BVLOS pursuant to a waiver manipulate the aircraft in an attempt to establish VLOS.
- b) Restart the controller which will initiate the pairing process with the aircraft. If the remote fails to pair with the aircraft see below.
- c) Attempt to fly the aircraft home manually. If the aircraft cannot be returned home, follow the procedures in d, e, f, and g, below.
- d) Record the drones last location, altitude and heading.
- e) Land the aircraft in a secondary location if safe to do so or land the aircraft at a predetermined secondary landing sight.
- f) Notify GFL (Floyd Bennet Memorial Airport) if you have a lost link and you are unable to fly the aircraft home manually even if you are not in controlled you are in controlled airspace.
- g) If the aircraft crashes contact the UAS Program Coordinator who will organize a search effort to locate the aircraft and notify the FAA.

## XIII. In-Flight Emergency Procedures

Emergencies are considered, but not limited to the following:

- Any operation to avoid a collision with a person, object, or another aircraft.
  - A lost link or fly away is considered an emergency if the PIC does not immediately gain control of the aircraft or land the aircraft safely. Refer to the lost link procedures for further instructions.
- a) PIC must give way to all other aircraft during deployment.
  - b) During an emergency the PIC may deviate from the rules outlined in Part 107 or an issued COA to avoid a collision with another aircraft, object, or person.
  - c) Pursuant to the lost link procedures the ATC may need to be contacted.
  - d) In the event an emergency occurs during operation the PIC will contact the UAS Program Coordinator and report the incident as soon as possible.

## XIV. Warren County OES UAS Team

The Warren County OES UAS Team shall be composed of interested Warren County OES Staff and volunteers who serve in a public safety agency and wish to be pilots and/or observers.

### Volunteers

Anyone who wishes to volunteer with Warren County OES must apply through the Warren County OES Office. Volunteer membership will be reviewed and determined by the Director and their counterparts. Final approval will be based on the county leadership. UAS Team membership will be reviewed and determined by the Director and UAS Program Coordinator.

## Pilots

All team pilots must adhere to the FAA Part 107 requirement and be certified for small UAS aircraft.

## Observers

All team observers must have a general knowledge UAS and FAA Part 107. They can be pilots awaiting certification but must have the general understating of UAS flight.

## Initial Training

All members shall be familiar with the following rules and practices:

- 14 CFR 91.111 - Operating Near Other Aircraft
- 14 CFR 91.113 - Right of Way Rules
- 14 CFR 91.155 - Basic Visual Flight Rules (VFR) Weather Minimums
- Knowledge of air traffic and radio communications, including the use of approved ATC/pilot terminology; and knowledge of appropriate sections of the Aeronautical Information Manual.

## Proficiency Training

### UAS Team Training Requirements

- To maintain a level of proficiency, operators shall be required to attend regular training. Training will be coordinated through the Program Coordinator.
- All operators shall maintain proficiency in their pilot/observer abilities. Operators who do not have any documented training or flight time within a span of six (6) months will need to demonstrate proficiency before being a pilot during a deployment or exercise.
- Recurrent training is not limited to actual piloting skills but includes knowledge of all pertinent UAS/aviation matters.
- Failure to demonstrate proficiency or follow department policies can result in removal from the UAS program. UAS core competencies are perishable. All operators shall participate in documented training to maintain individual and team core competencies as determined by the type of missions and operations performed. These recurrent trainings shall be documented in a training report with documentation of the training with a log. The training report should include a roster of participants, topics covered, and lessons learned in UAS.

## Training Records

- All operators will have a training file on record that details training history. This training file will be maintained by the UAS Program Coordinator and made available for inspection upon request. All operator certifications will be included in the individual's training file.
- All deployments or exercises shall be documented in a flight log.
- It is the operators' responsibility to verify their training file and training logs contain all pertinent documentation.

# XV. Aircraft

## Registration

Every UAS operated by the Department shall have a FAA certificate or N-number. The Program Coordinator is responsible for obtaining and verifying the validity of said FAA certificate or N-number.

## Maintenance

The Program Coordinator shall be responsible for UAS maintenance. All maintenance shall conform to manufacturer recommendations. If non-routine maintenance is performed, a test flight shall be conducted and documented. The PIC shall notify the Program Coordinator of any defects, damage, or maintenance issues with the UAS.

## Storage

All Department-owned UAS shall be stored at the Department or an approved offsite location, and shall be stored in accordance with manufacturer recommendations

## XVI. Privacy Protection, Data Retention, and FOIL

UAS Team personnel must comply with any applicable statewide Privacy Protection Policies.

UAS-recorded data will not be collected, disseminated or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment's protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations)

Collection, use, dissemination, or retention of UAS-recorded data should not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), or any other protected category.

Videos, pictures, data or any other information generated by, or gathered from, a UAS is considered an OES record and must be managed appropriately.

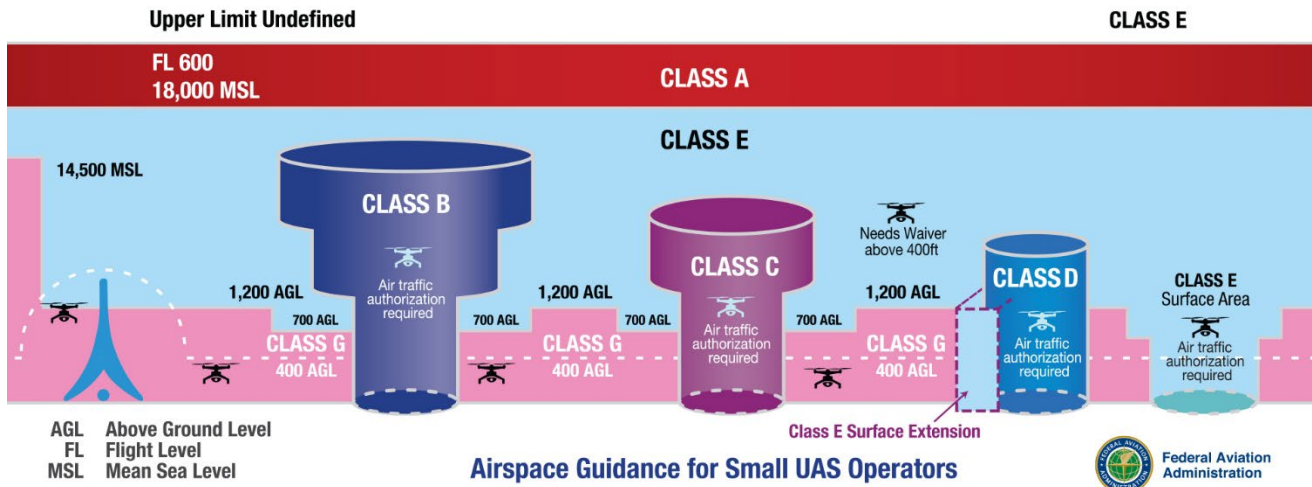
Request for Department records should be made pursuant to a Freedom of Information Law (FOIL) request.

## Appendix A: Acronyms

AGL	Above Ground Level
AO	Area of Operation/Aircraft Operator
ATC	Air Traffic Controller
BVLOS	Beyond Visual Line of Sight
FAA	Federal Aviation Agency
GPS	Global Position System
LOS	Line of Sight
METAR	Meteorological Aerodome Report
NOTAM	Notice to Air Mission
PIC	Pilot in Charge
RFID	Radio Frequency Identification
RTH	Return to Home
UAS	Unmanned Aircraft System
VFR	Visual Flight Rules
VLOS	Visual Line of Sight

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## Appendix B: Airspace Classifications



### Controlled Airspace

- Class A Airspace**      Class A airspace is generally the airspace from 18,000 feet mean sea level (MSL) up to and including flight level (FL) 600, including the airspace overlying the waters within 12 nautical miles (NM) of the coast of the 48 contiguous states and Alaska. Unless otherwise authorized, all operation in Class A airspace is conducted under instrument flight rules (IFR).
- Class B Airspace**      Class B airspace is generally airspace from the surface to 10,000 feet MSL surrounding the nation’s busiest airports in terms of airport operations or passenger enplanements. The configuration of each Class B airspace area is individually tailored, consists of a surface area and two or more layers (some Class B airspace areas resemble upside-down wedding cakes), and is designed to contain all published instrument procedures once an aircraft enters the airspace. ATC clearance is required for all aircraft to operate in the area, and all aircraft that are so cleared receive separation services within the airspace.
- Class C Airspace**      Class C airspace is generally airspace from the surface to 4,000 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower, are serviced by a radar approach control, and have a certain number of IFR operations or passenger enplanements. Although the configuration of each Class C area is individually tailored, the airspace usually consists of a surface area with a five NM radius, an outer circle with a ten NM radius that extends from 1,200 feet to 4,000 feet above the airport elevation. Each aircraft must establish two-way radio communications with the ATC facility providing air traffic services prior to entering the airspace and thereafter must maintain those communications while within the airspace.

**Class D Airspace** Class D airspace is generally airspace from the surface to 2,500 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower. The configuration of each Class D airspace area is individually tailored and, when instrument procedures are published, the airspace is normally designed to contain the procedures. Arrival extensions for instrument approach procedures (IAPs) may be Class D or Class E airspace. Unless otherwise authorized, each aircraft must establish two-way radio communications with the ATC facility providing air traffic services prior to entering the airspace and thereafter maintain those communications while in the airspace.

**Class E Airspace** Class E airspace is the controlled airspace not classified as Class A, B, C, or D airspace. A large amount of the airspace over the United States is designated as Class E airspace.

This provides sufficient airspace for the safe control and separation of aircraft during IFR operations. Chapter 3 of the Aeronautical Information Manual (AIM) explains the various types of Class E airspace.

Sectional and other charts depict all locations of Class E airspace with bases below 14,500 feet MSL. In areas where charts do not depict a class E base, class E begins at 14,500 feet MSL.

In most areas, the Class E airspace base is 1,200 feet AGL. In many other areas, the Class E airspace base is either the surface or 700 feet AGL. Some Class E airspace begins at an MSL altitude depicted on the charts, instead of an AGL altitude.

Class E airspace typically extends up to, but not including, 18,000 feet MSL (the lower limit of Class A airspace). All airspace above FL 600 is Class E airspace.

#### Uncontrolled Airspace

**Class G Airspace** Uncontrolled airspace or Class G airspace is the portion of the airspace that has not been designated as Class A, B, C, D, or E. It is therefore designated uncontrolled airspace. Class G airspace extends from the surface to the base of the overlying Class E airspace. Although ATC has no authority or responsibility to control air traffic, pilots should remember there are visual flight rules (VFR) minimums that apply to Class G airspace.

#### Special Use Airspace

**Prohibited Areas** Prohibited areas contain airspace of defined dimensions within which the flight of aircraft is prohibited. Such areas are established for security or other reasons associated with the national welfare. These areas are published in the Federal Register and are depicted on aeronautical charts. Examples of prohibited areas include Camp David and the National Mall in Washington, D.C., where the White House and the Congressional buildings are located.

**Restricted Areas** Restricted areas are areas where operations are hazardous to nonparticipating aircraft and contain airspace within which the flight of aircraft, while not wholly

prohibited, is subject to restrictions. Activities within these areas must be confined because of their nature, or limitations may be imposed upon aircraft operations that are not a part of those activities, or both. Restricted areas denote the existence of unusual, often invisible, hazards to aircraft (e.g., artillery firing, aerial gunnery, or guided missiles).

**Warning Areas** Warning areas are similar in nature to restricted areas; however, the United States government does not have sole jurisdiction over the airspace. A warning area is airspace of defined dimensions, extending from 3 NM outward from the coast of the United States, containing activity that may be hazardous to nonparticipating aircraft. The purpose of such areas is to warn nonparticipating pilots of the potential danger. A warning area may be located over domestic or international waters or both. The airspace is designated with a “W” followed by a number (e.g., W-237).

**Military Operation Areas (MOAs)** MOAs consist of airspace with defined vertical and lateral limits established for the purpose of separating certain military training activities from IFR traffic. Whenever an MOA is being used, nonparticipating IFR traffic may be cleared through an MOA if IFR separation can be provided by ATC. Otherwise, ATC reroutes or restricts nonparticipating IFR traffic. MOAs are depicted on sectional, VFR terminal area, and en route low altitude charts and are not numbered (e.g., “Camden Ridge MOA”). However, the MOA is also further defined on the back of the sectional charts with times of operation, altitudes affected, and the controlling agency.

Taken from the “Pilot’s Handbook of Aeronautical Knowledge” (2016):

[https://www.faa.gov/sites/faa.gov/files/uas/recreational\\_fliers/where\\_can\\_i\\_fly/airspace\\_101/pilot\\_handbook.pdf](https://www.faa.gov/sites/faa.gov/files/uas/recreational_fliers/where_can_i_fly/airspace_101/pilot_handbook.pdf)

## Appendix C: Drone Usage in the Adirondack Park Region

According to the New York State Department of Environmental Conservation, UAS use is prohibited in wilderness, primitive, canoe and primitive bicycle corridors of the Adirondack Park Region, unless permitted by DEC. The following is from DEC Policy “CP-71 / Acquisition and Use of Unmanned Aircraft”:

### **E. GUIDANCE FOR DEC PERSONNEL TO MANAGE PUBLIC'S NON-ADMINISTRATIVE USE OF UAS ON STATE LANDS**

#### **FOREST PRESERVE**

The regulations of the Department of Environmental Conservation (6 NYCRR §196.8), the Adirondack Park State Land Master Plan, and the Catskill Park State Land Master Plan prohibit the recreational use of motorized equipment on lands classified as wilderness, primitive and canoe in the Adirondack Park, and lands classified as wilderness or primitive bicycle corridor in the Catskill Park, except at times and locations and for the purposes authorized by the Department or in the performance of activities authorized by an easement or use reservation on lands subject to such easement or use reservation. As noted above, motorized equipment is defined by both the regulations as well as the ASLMP and the CSLMP as “machines not designed for transporting people, supplies or material, or for earth moving but incorporating a motor, engine or other nonliving power source to accomplish a task, such as, but not limited to, chain saws, brush saws, rotary or other mowers, rock drills, cement mixers, and generators.” 6 NYCRR §190.0(b)(9).

As defined in this policy, UAS meet the definition of “motorized equipment.” Therefore, such public use of UAS shall be prohibited in wilderness, primitive, canoe and primitive bicycle corridors, except as permitted for administrative and/or emergency use by the Department.

#### **DEPARTMENT CONSERVATION EASEMENTS**

Any member of the public requesting non-administrative commercial use, non-administrative recreational use, or non-administrative research and/or game management use, on lands encumbered by a Department-held conservation easement, will be required to contact the appropriate DEC regional office to determine if the proposed use is in accordance with the terms set forth in the conservation easement. The regional office staff will, in consultation with the landowner, determine if such use is prohibited by the terms of the easement or whether the use of UAS conflicts with the existing use(s) of the land.

#### **STATE LANDS GENERALLY**

The Department has the authority to manage the various lands of the State under its jurisdiction and other natural resources of the State pursuant to Environmental Conservation Law §03-0301(1)(b)<sup>2</sup>. For example, the Regulations of the Department of Environmental Conservation Part 190 set forth acceptable uses of certain State lands under the jurisdiction of the Division of Lands and Forests and the Division of Operations. Specifically, 6 NYCRR 190.8 provides that individuals seeking to conduct certain activities on such State lands must obtain a permit from the Department. As more fully set out below, and in accordance with 190.8(ac), 190.8(ad) and 190.8(ae), individuals seeking to sponsor,

<sup>2</sup> Environmental Conservation Law §03-0301(1) “It shall be the responsibility of the department, in accordance with such existing provisions and limitations as may be elsewhere set forth in law, by and through the commissioner to carry out the environmental policy of the state set forth in section 1-0101 of this chapter. In so doing, the commissioner shall have power to: (b) Promote and coordinate management of water, land, fish, wildlife and air resources to assure their protection, enhancement, provision, allocation, and balanced utilization consistent with the environmental policy of the state and take into account the cumulative impact upon all of such resources in making any determination in connection with any license, order, permit, certification or other similar action or promulgating any rule or regulation, standard or criterion.”

conduct or participate in an event of more than 20 people on state lands; individuals seeking to sponsor, conduct or participate in a research project on State lands; individuals seeking to sponsor, conduct or participate in: advertising, weddings, commercial film making activities or film making activities that exclude other public use of the area, and other similar events, must receive authorization from the Department.

**F. GUIDANCE FOR DEC PERSONNEL TO MANAGE PUBLIC'S NON-ADMINISTRATIVE COMMERCIAL USE OF UAS ON STATE LANDS**

In accordance with 6 NYCRR 190.8(ae), any member of the public requesting non-administrative commercial use of UAS on State Lands owned, managed or maintained by the Department,<sup>3</sup> is required to apply for a Temporary Revocable Permit (TRP) before permission may be granted. All other non-administrative commercial use of UAS on State Lands owned, managed, or maintained by the Department is prohibited.

The Department issues TRPs in its sole discretion for the temporary use of State Lands only for activities that are in compliance with all constitutional, statutory and regulatory requirements; the Adirondack and Catskill State Land Master Plans; adopted Unit Management Plans and Recreation Management Plans; the Adirondack Park Agency/DEC MOU; Department policies; approved work plans and guidance documents; and that have negligible or no permanent impact on the environment. TRPs are subject to all other applicable state and federal requirements and subject to any required federal, state or local permit requirements.

1. Individuals seeking to conduct non-administrative commercial UAS use on State Lands must obtain a TRP in accordance with Environmental Conservation Law (ECL) Articles 3, 9, 11 and 51 and 6 NYCRR 190.8(ae)<sup>4</sup>. Such TRP application shall also include a UAS Mission Planning form. The UAS Mission Planning Form shall be submitted to the Aviation Coordinator for review and approval before a TRP can be issued.
2. The applicant must follow all Special Terms and Conditions for UAS operations on State Lands. Such Special Terms and Conditions shall include a UAS Mission Planning Form.

**G. GUIDANCE FOR DEC PERSONNEL TO MANAGE PUBLIC'S NON-ADMINISTRATIVE RECREATIONAL USE OF UAS ON STATE LANDS**

Any member of the public using UAS for recreational use on State Lands owned, managed or maintained by the Department must be in compliance with existing DEC statutes, regulations and policies and any other applicable Federal and/or State statutes. If required by existing statute, regulation or other legal requirement, the public will be required to obtain a TRP from the Department for the use of UAS on State Lands owned, managed, or maintained by the Department, unless otherwise prohibited.

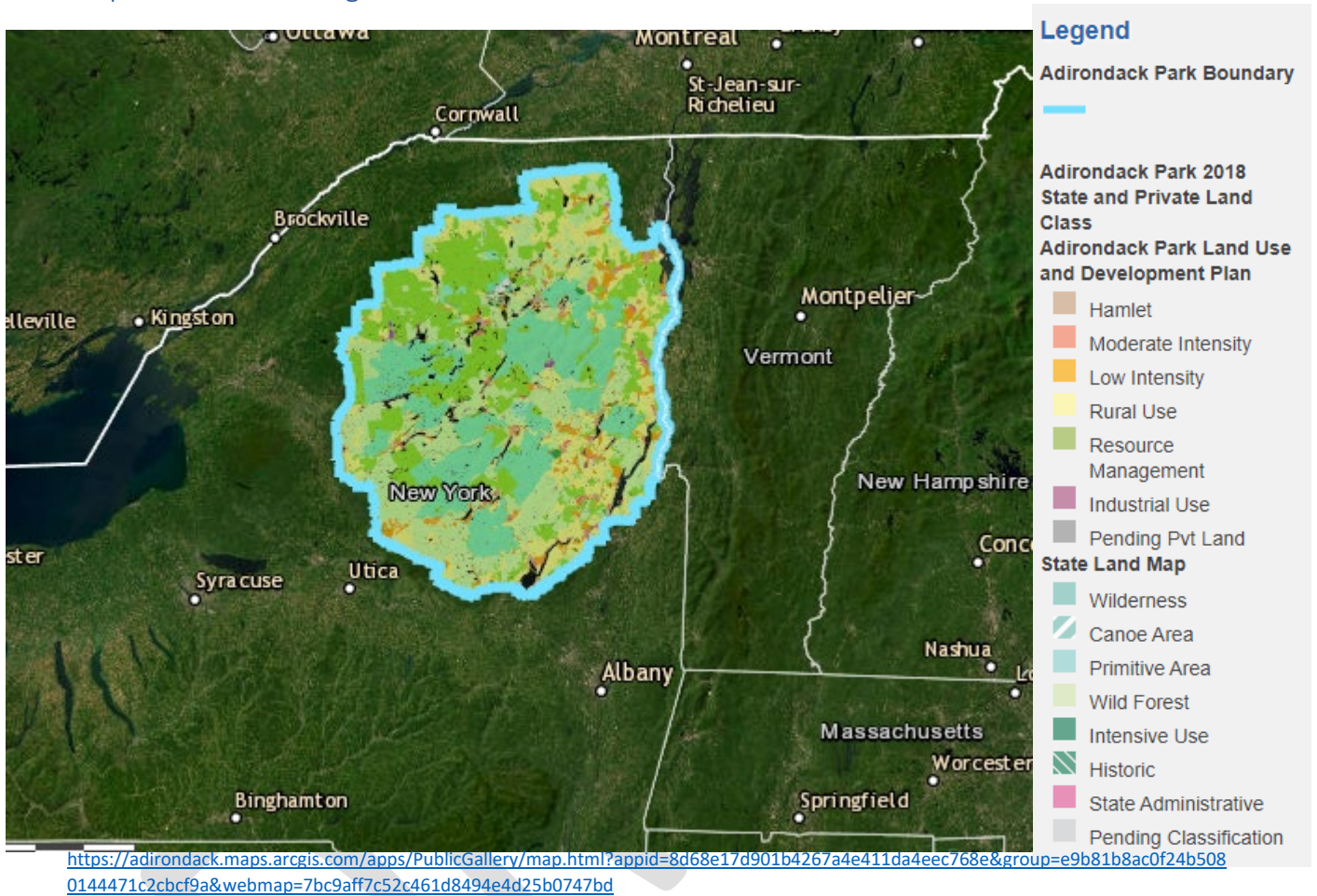
Any member of the public proposing to use UAS on such State lands should contact the local DEC regional office to determine if any legal requirements apply. The Department issues TRPs in its sole

<sup>3</sup> 6 NYCRR 190.8(ae) "On State lands, no person shall sponsor, conduct, or participate in: advertising, weddings, commercial film making activities or film making activities that exclude other public use of the area, and other similar events, except under permit from the Department."

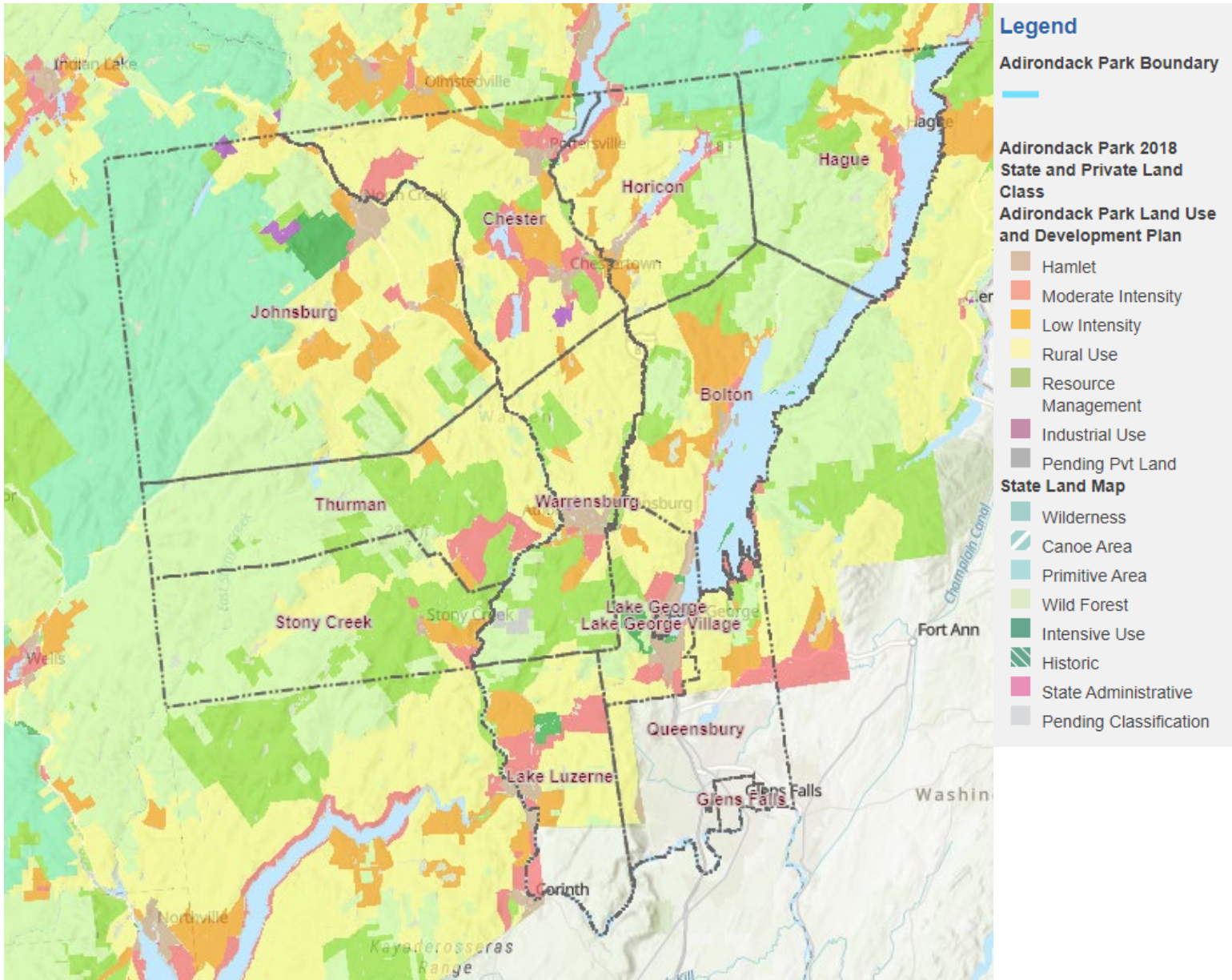
<sup>4</sup> Please refer to DEC Program Policy ONR-3 for additional guidance on how to submit an application for a TRP.

## Appendix D: Map of Adirondack Park Region

Map of Entire APA Region



# Map of APA in Warren County



<https://adirondack.maps.arcgis.com/apps/PublicGallery/map.html?appid=8d68e17d901b4267a4e411da4eec768e&group=e9b81b8ac0f24b5080144471c2cbcf9a&webmap=7bc9aff7c52c461d8494e4d25b0747bd>

## Appendix E: Forest Preserve Classifications

The following are the classifications of restricted areas in the APA according to NYS DEC and the Adirondack Park State Land Master Plan (APSLMP):

### Wilderness:

A wilderness area, in contrast with those areas where man and his own works dominate the landscape, is an area where the earth and its community of life are untrammelled by man - where man himself is a visitor who does not remain. A wilderness area is further defined to mean an area of state land or water having a primeval character, without significant improvement or protected and managed so as to preserve, enhance and restore, where necessary, its natural conditions, and which

1. generally, appears to have been affected primarily by the forces of nature, with the imprint of man's work substantially unnoticeable;
2. has outstanding opportunities for solitude or a primitive and unconfined type of recreation;
3. has at least ten thousand acres of contiguous land and water or is of sufficient size and character as to make practicable its preservation and use in an unimpaired condition; and
4. may also contain ecological, geological or other features of scientific, educational, scenic or historical value.

### Wild Forest:

A wild forest area is an area where the resources permit a somewhat higher degree of human use than in wilderness, primitive or canoe areas, while retaining an essentially wild character. A wild forest area is further defined as an area that frequently lacks the sense of remoteness of wilderness, primitive or canoe areas and that permits a wide variety of outdoor recreation.

### Canoe (Adirondacks only)

A canoe area is an area where the watercourses or the number and proximity of lakes and ponds make possible a remote and unconfined type of water-oriented recreation in an essentially wilderness setting. The terrain associated with parcels meeting the above definition is generally ideally suited to ski touring and snowshoeing in the winter months.

### Primitive (Adirondacks only)

A primitive area of land or water that is either:

1. Essentially wilderness in character, but
  - a. contains structures, improvements, or uses that are inconsistent with wilderness, as defined, and whose removal, though a long-term objective, cannot be provided for by a fixed deadline; and/or
  - b. contains, or is contiguous to, private lands that are of a size and influence to prevent wilderness designation; or,
2. Of a size and character not meeting wilderness standards, but where the fragility of the resource or other factors require wilderness management.

<https://dec.ny.gov/nature/forests-trees/dec-land-stewardship/state-land-classifications>

## Appendix F: Related Information

FAA Section 44807: Special Authority for Certain Unmanned Aircraft Systems

[https://www.faa.gov/uas/advanced\\_operations/certification/section\\_44807](https://www.faa.gov/uas/advanced_operations/certification/section_44807)

14 CFR Part 107 Small Unmanned Aircraft Systems

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>

Certificated Remote Pilots including Commercial Operators

[https://www.faa.gov/uas/commercial\\_operators](https://www.faa.gov/uas/commercial_operators)

DRAFT

## Appendix G: Drone Pilot Pre-flight Checklist

The following shall be checked prior to any flight with a Warren County OES UAS:

### Drone Pre-Flight Checklist

#### Location

Address:

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Weather: \_\_\_\_\_

Wind Speed: \_\_\_\_\_

- Within 5 miles of a major airport?  Yes  No
- If yes: Control tower permission?  Yes  No

---

#### Pre-Flight Checklist

- Weather: Is wind speed appropriate for flight?  Yes  No
- Weather: Is there rain on the way?  Yes  No
- Drone: Free of visible defects?  Yes  No
- Drone: Batteries fully charged?  Yes  No
- Drone: Propellers properly tightened?  Yes  No
- Drone: Camera mounted properly?  Yes  No
- Drone: SD card in camera?  Yes  No
- Drone: Gimbal Cover Removed?  Yes  No
- Drone: Battery Inserted?  Yes  No
- Interference: Clear of towers or objects?  Yes  No
- Zone: FAA approved drone zone?  Yes  No
- Zone: Ceiling height established?  Yes  No
- Launch: Flat surface at launch site?  Yes  No
- Launch: Safe launch and return site?  Yes  No
- Launch: Launch site clear of people and objects?  Yes  No

---

#### FLY

- Fly: Cleared for takeoff?  Yes  No

Operator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_ AM/PM

## Appendix H: Drone Pilot Post-Flight Checklist

The following shall be checked prior to any flight with a Warren County OES UAS:

### Drone Post-Flight Checklist

#### Location

Address:

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- Within 5 miles of a major airport?     Yes     No
- If yes: Control tower permission?     Yes     No

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#### Post-Flight Checklist

- Landing: Is it safe to land?     Yes     No
- Landing: All people and objects are away from drone?     Yes     No
- Drone: Powered Down?     Yes     No
- Drone: Battery Removed?     Yes     No
- Drone: Controller turned off?     Yes     No
- Drone: Any damage or defects?     Yes     No
- Drone: Can the gimbal rotate freely?     Yes     No
- Drone: Is the drone and sensor clean?     Yes     No
- Drone: Is the drone dry?     Yes     No
- Drone: Is the Gimbal protector reinstalled?     Yes     No
- Storage: Is the drone placed in its storage case?     Yes     No
- Log: Has the flight log been completed?     Yes     No

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#### Flight Incidents

- Fly: Were there any flight incidents or issues?     Yes     No
- Occurrence: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_ AM/PM

