

Criminal Justice, Public Safety & Emergency Services Committee
Office of Emergency Services

December 1, 2025

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

- 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 increase existing capital project H.254.9550 280 Fire Training Center Project-Project and funding source H.254.9550 2390 Share of Joint Activity, Govt in the amount of \$13,100. *Attachment #1*
Rationale: Resolution is needed to reflect 50% reimbursement payments from Washington County in the amount of \$13,100 for expenses paid in full by Warren County.
 2. Request: Resolution request for a new contract with Emergency Vehicle Upfitters to provide vehicle equipment installation at a rate of \$93.00 per hour, not to exceed \$19,000 per year. *Attachment #2*
Rationale: This contract will commence on January 1, 2026 and terminate on December 31, 2026 with the possibility of two (2) annual extensions. Funding is available under various G/L codes in the 2026 OES budget request. In accordance with the Warren County Purchasing Policy, three written quotes were obtained prior to this contract request and the vendor with the lowest quote was selected for this contract.
 3. Request: Resolution request to award bid and establish a new contract with Tetra Tech Inc. for the provision of assistance in emergency planning, training and exercise (WC 44-25). *Attachment #3*
Rationale: The term would commence on January 1, 2026 and terminate on December 31, 2026 with the possibility of two (2) annual extensions.
 4. Request: Resolution request to award bid and establish a new contract with Tetra Tech Inc. for the provision of assistance in emergency response, debris monitoring services and cost recovery (WC 45-25). *Attachment #4*
Rationale: The term would commence on January 1, 2026 and terminate on December 31, 2026 with the possibility of two (2) annual extensions.
 5. Request: Resolution request to appoint members to the Warren County EMS Advisory Board for the term January 1, 2026 – December 31, 2026. *Attachment #5*
Rationale: The appointments included in this request expire on December 31, 2025. Continuing appointments for the term January 1, 2025 – December 31, 2026 are included on this request.
- V. Discussion Items
- VI. Referrals/Pending Items
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form #9
2. Resolution Request Form #3
3. Resolution Request Form #3
4. Resolution Request Form #3
5. Resolution Request Form #1

RESOLUTION REQUEST FORM NO. 9

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

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

DEPARTMENT NAME: Office of Emergency Services

DATE: December 1, 2025

- (a) Exact Title and Number of Project*:
H.254.9550 280 Fire Training Center Project - Projects
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
\$13,100.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
H.254.9550 2390 - Fire Training Center -Share of Joint Activity, Govt
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
To correct the Fire Training Center Project to reflect reimbursement receipts from Washington County in the amount of \$13,100.00

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G/L Account Inquiry - H254.9550 280 - Projects

Fiscal Year 2025

Annual Totals YTD Reclass Journal Type

Classification Projects		Fiscal Year 2025		Percent Used	
Amended Budget	Encumbrances	Expenses	YTD Balance	YTD Balance	Percent Used
\$655,063.86	\$1,988.39	\$639,442.90	\$13,632.57	\$13,632.57	98%

Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
January	\$0.00	\$655,063.86	\$26,200.00	\$613,242.90	\$15,620.96	98%
February	\$0.00	\$0.00	\$0.00	\$0.00	\$15,620.96	98%
March	\$0.00	\$0.00	\$0.00	\$0.00	\$15,620.96	98%
April	\$0.00	\$0.00	\$0.00	\$0.00	\$15,620.96	98%
May	\$0.00	\$0.00	\$0.00	\$0.00	\$15,620.96	98%
June	\$0.00	\$0.00	-\$26,200.00	\$26,200.00	\$15,620.96	98%
July	\$0.00	\$0.00	\$0.00	\$0.00	\$15,620.96	98%
August	\$0.00	\$0.00	\$0.00	\$0.00	\$15,620.96	98%
September	\$0.00	\$0.00	\$1,988.39	\$0.00	\$13,632.57	98%
October	\$0.00	\$0.00	\$0.00	\$0.00	\$13,632.57	98%
November	\$0.00	\$0.00	\$0.00	\$0.00	\$13,632.57	98%
December	\$0.00	\$0.00	\$0.00	\$0.00	\$13,632.57	98%
Total	\$0.00	\$655,063.86	\$1,988.39	\$639,442.90	\$13,632.57	98%
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$0.00	\$13,632.57	98%
Grand Total	\$0.00	\$655,063.86	\$1,988.39	\$639,442.90	\$13,632.57	98%

- 891.00 Reserve, Railroad Repairs
- 892.00 Reserve, Airport Repair & Projects
- 893.00 Reserve, Environmental Testing Fund
- 895.00 Reserve, Computers & Telecommunica
- 896.00 Reserve, Vehicles
- 897.00 Reserve, Westmount Legacy Costs
- 898.00 Reserve, Election Equipment
- 899.00 Reserve, County Railroad Repairs
- 900.01 Other Restricted - Opioid (Restricted)
- 900.02 Other Restricted - Opioid (Unrestricted)
- 901.00 Reserve for Prepaid Expense
- 909.00 Fund Balance
- 914.00 Appropriated Fund Balance
- 916.00 Assigned, Project Assessments
- 917.00 Assigned, SUNY Adirondack Operation:
- 918.00 Assigned, Sexual Abuse Lawsuits
- 999.00 Clearing Account
- H254 - Fire Training Center Project
- 9550 - Capital Projects
- 2390 Share of Joint Activity, Govt
- 2401 Interest & Earnings
- 280 Projects
- 3002 Shared Municipal Services Incentive
- 5031 Interfund Transfers
- 200.01 Cash - General
- 200.67 Cash - Computer
- 202.00 Transfers
- 391.00 Due from Other Funds
- 410.00 State&Federal,Other
- 440.00 Due from Other Governments

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: December 1, 2025

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide vehicle equipment installation services for the Office of Emergency Services
- (c) Name of Contractor:
Emergency Vehicle Upfitters
- (d) Address of Contractor: **PO Box 711
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Rob Miksch vehicleupfitters@gmail.com
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
January 1, 2026
- (h) Termination Date of Contract:
December 31, 2026 with the possibility of two (2) annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **\$93.00**
iii) total amount not to exceed **\$19,000 per year**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon completion of services
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:
3410 422 Fire Prevention & Control - Repair/Maint Equipment; A.3640 422 Civil Defense - Repair/Maint Equipment; or A.4022 422 Emergency Medical Services - Repair/Maint Equipment Additional G/L codes as needed
**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. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: December 1, 2025

- (a) Is this a Result of a Bid or Request for Proposal?
Yes WC 44-25
- (b) Purpose of Contract:
To provide assistance in emergency planning, training and exercise
- (c) Name of Contractor:
Tetra Tech Inc
- (d) Address of Contractor: **8 Southwoods Blvd
Albany, NY 12208**
- (e) Contractor's Contact Person and Telephone Number:
Jonathan Burgiel 407-803-2551
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
January 1, 2026
- (h) Termination Date of Contract:
December 31, 2026 with the possibility of two (2) annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **Per staff cost proposal**
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
Progress billing
- (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:

Various OES Budget Codes

**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. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: December 1, 2025

- (a) Is this a Result of a Bid or Request for Proposal?
Yes WC 45-25
- (b) Purpose of Contract:
To provide assistance in emergency response, debris monitoring services and cost recovery.
- (c) Name of Contractor:
Tetra Tech Inc
- (d) Address of Contractor: **8 Southwoods Blvd
Albany, NY 12208**
- (e) Contractor's Contact Person and Telephone Number:
Jonathan Burgiel 407-803-2551
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
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- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **Per staff cost proposal**
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
Progress billing
- (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:

Various OES Budget Codes

**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. 1

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

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

DEPARTMENT NAME: Office of Emergency Services

DATE: December 1, 2025

- (a) Name of Appointee: **Warren County EMS Advisory Board (see attached list)**
- (b) Is this a Reappointment? **Varies** If so, please provide the Resolution No. which authorized the last appointment of this individual **93 & 231 of 2025**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
See attached
- (e) Address of Appointee: **See attached**
- (f) Title of Appointment:
EMS Advisory Board Member
- (g) Effective Date of Appointment:
January 1, 2026
- (h) Termination Date of Appointment:
December 31, 2026
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

WARREN COUNTY EMS ADVISORY BOARD

NEW APPOINTMENTS/REAPPOINTMENTS

VOTING MEMBERS		Term Ends	Renews
Luzerne	Eric Catalfamo	1/1/2026	1/1/2027
Johnsburg	Kevin Fusco	1/1/2026	1/1/2027
Warrensburg	Jodi Bartlett	1/1/2026	1/1/2027
North Warren	Jake Saur-Jones	1/1/2026	1/1/2027
Glens Falls Fire	Micki Guy	1/1/2026	1/1/2027
NON-VOTING MEMBERS			
Director, OES	Ann Marie Mason	1/1/2026	1/1/2027
Deputy Director, OES	Ashley Rivers	1/1/2026	1/1/2027
WC EMS Coordinator	Pat Mellon	1/1/2026	1/1/2027
WC Deputy EMS Coord.	Jack Tims	1/1/2026	1/1/2027
WC Deputy EMS Coord.	Scott Stone	1/1/2026	1/1/2027
WC Deputy EMS Coord.	Mark DeSimone	1/1/2026	1/1/2027
WC Fire Coordinator	Ralph Bartlett	1/1/2026	1/1/2027
GFH ED	Dr. Tom Williams	1/1/2026	1/1/2027
GFH Emergency Preparedness Director	Laura Stebbins	1/1/2026	1/1/2027
WC Health Services Director	Ginelle Jones	1/1/2026	1/1/2027
WCSCO Communications Supervisor	Derrick Helms	1/1/2026	1/1/2027

CONTINUING APPOINTMENTS

VOTING MEMBERS		Term Ends	Renews
Bolton	Jim Cross	1/1/2025	1/1/2027
Lake George	Travis Howe	1/1/2025	1/1/2027
West Glens Falls	Arron Barney	7/18/2025	1/1/2027
Stony Creek	Peter La Grasse	1/1/2025	1/1/2027
Queensbury	Shane Irwin	1/1/2025	1/1/2027
Hague	Donna Trudeau	1/1/2025	1/1/2027