

Public Safety Committee
Warren County Office of Emergency Services
AGENDA
November 23, 2020

Committee Members: LEGGETT, Simpson, Braymer, Diamond, Driscoll, Seeber and Shepler

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
 1. **Request:** Resolution request for a new contract with Waterhorse Adventures LLC for service and maintenance for Warren County Marine Rescue Team and Warren County Sheriff's Office Dive Team equipment in an amount not to exceed \$5,000 per year.
Rationale: Resolution needed to service and maintain dive team equipment. The agreement would commence on January 1, 2021 and terminate on December 31, 2021 with the possibility of two (2) annual extensions. The funds shall be expended from various department budget codes.
 2. **Request:** Resolution request for a new contract with Waterhorse Adventures LLC for dive training services in an amount not to exceed \$5,000 per year.
Rationale: Resolution needed to provide scuba training services for members of the Warren County Marine Rescue Team and Warren County Sheriff's Office Dive Team. The agreement would commence on January 1, 2021 and terminate on December 31, 2021 with the possibility of two (2) annual extensions. The funds shall be expended from various department budget codes.
 3. **Request:** Resolution request to create and fill the position of County Fire Coordinator – part time, base salary \$25,967.50.
Rationale: Request needed to amend the departmental table of organization with an effective date of December 21, 2020.
 4. **Request:** Resolution request for the transfer of funds between G/L Code A.3410 Fire Prevention & Control and A.3640 Civil Defense to correct salary and fringe appropriations for the OES Director and OES Temporary Fire Coordinator.
Rationale: Transfer needed to correct appropriations in the 2020 budget. Total transfer from Fire Prevention & Control to Civil Defense is \$11,971. Total transfer from Civil Defense to Fire Prevention & Control is \$10,111.
- IV. Information for Discussion/Review
- V. Referrals and 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 Request for New Contract
- #2 Request for New Contract
- #3 Request to Create a New Position
- #4 Notice of Intent to Fill Vacant Position
- #5 Request for Transfer of Funds

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: November 23, 2020

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide equipment service/maintenance for Warren County Dive Team equipment.
- (c) Name of Contractor:
Waterhorse Adventures LLC
- (d) Address of Contractor: **6 E. Washington Street
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
James VanHeste 518-636-5603
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
January 1, 2021
- (h) Termination Date of Contract:
December 31, 2021 with the possibility of two annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$5,000 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:

Various department 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



WATERHORSE ADVENTURES LLC

6 E Washington Street
Glens Falls, New York 12801
518-636-5603

DIVE SHOP

waterhorseadventures@gmail.com

2021 / 2022 SERVICE WORK RATES

Standard Hourly Rate \$85 per hour in Store.

WE DO NOT ACCEPT ANY ALUMINUM TANKS MANUFACTURED PRIOR TO 1990

SERVICES

Price Plus 7% Sales Tax

Scuba Tank	Visual Inspection w/ Fill (VIP)	\$20.00
	Brushing and Cleaning (Does not Include VIP, HYDRO or FILL)	\$42.50
	Hydro w/VIP	\$60.00
	Tank Valve Rebuild	\$25.00 + Parts
Regulator Service	Primary/1 st Stage/Console	\$85.00 + Parts
	Alternate / AIR 2	\$42.50 + Parts
	Individual Items each	\$42.50 + Parts
	Pony Regulator	\$56.00 + Parts
BCD	Standard w/ BPI	\$42.50 + Parts
	With Air 2	\$85.00 + Parts
Full Face Mask	Guardian (Annual Parts Kit EST \$69.00)	\$85.00 + Parts
	AGA (Annual Parts Kit EST \$190.00)	\$127.00 + Parts
Equipment Service / Repairs	Not LISTED	\$85.00 + Parts

DRYSUIT REPAIR

Price Plus 7% Sales Tax

Pressure Test		\$30.00
Seals / Patches	Based on Hourly Service Rate	Minimum \$21.25 + Parts

WETSUIT REPAIR

Repairs Based on Hourly Rate Minimum \$21.25 + Parts

SURFACE SUIT REPAIR

Repairs Based on Hourly Rate Minimum \$21.25 + Parts



WATERHORSE ADVENTURES LLC

6 E Washington Street
Glens Falls, New York 12801
518-636-5603

DIVE SHOP

waterhorseadventures@gmail.com

2021 / 2022 RATES

<u>DAILY RENTAL RATES</u>	Price plus 7% Sales Tax	(Rentals are for a 24 hour period)
Air Tank AL 53cf - 63cf - 80cf		\$13.00
Steel Tank 80cf – 100cf		\$16.00
NITROX 32% AL 80		\$16.00
NITROX 32% Steel 100		\$21.00
Pony Bottle w/ Regulator and Mount		\$36.00
Buoyancy Compensator Device		\$18.00
Regulator w/ Alternate and Analog Gauge		\$28.00
Computer (Wrist Back-Up)		\$20.00
Wet Suit Only		\$20.00
Gloves / Hooded Vest (Each)		\$5.00
Boots / WT Belt w/weight / Loose Weights (Each)		\$10.00
Dive Flag w/ line holder		\$7.00
Scuba package – 1 Tank AL80, Wetsuit, BCD, Reg.-Alt-Analog Console		\$80.00
Hood, Gloves, Wt. Belt & Wt. (Does Not Include Snorkel Package)		
Scuba Package – Weekly Rate (7 Consecutive Days)		\$500.00
Snorkel Package – Mask, Snorkel and Fins		\$18.00

WE DO NOT ACCEPT ANY ALUMINUM TANKS MANUFACTURED PRIOR TO 1990

<u>AIR FILLS</u>	Price plus 7% Sales Tax	
Pony Tanks up to 30cf		\$5.00
Single Fill up to 80cf		\$9.00
Single Fill over 80cf		\$11.00
<u>NITROX FILLS</u>	Price plus 7% Sales Tax	
Pony Tanks 32% up to 30cf		\$6.00
Single Fill 32% up to 80cf / Over 80cf		\$13.00/\$16.00
SPECIAL BLENDS up to 80cf / Over 80cf HP		\$19.00/\$21.00
<u>PAINTBALL FILLS</u>	Price plus 7% Sales Tax	
Small Gun Mounted Tank		\$4.00
Carbon Fiber		\$8.00
Scuba Tanks "MARKED NOT FOR SCUBA"		AIR FILL PRICE

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office of Emergency Services

DATE: November 23, 2020

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide scuba training services for the Warren County Marine Rescue Team and Warren County Sheriff's Office Dive Team.
- (c) Name of Contractor:
Waterhorse Adventures LLC
- (d) Address of Contractor: **6 E. Washington Street
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
James VanHeste 518-636-5603
- (f) Has or will the Contract be provided, if so, please attach:
To be provided
- (g) Commencement Date of Contract:
January 1, 2021
- (h) Termination Date of Contract:
December 31, 2021 with the possibility of two annual extensions
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$5,000 per year**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon completion of training 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:**

Various department 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



WATERHORSE ADVENTURES LLC

6 E Washington Street
Glens Falls, NY 12801
518-636-5603 phone
518-636-5756 fax
waterhorseadventures@gmail.com

Dive Shop

Store Course Price 2021 / 2022

Discover SCUBA Diving		\$35.00 Pool / \$130.00 Lake
Re-Activate (Scuba Review) ***	Classroom / Pool	\$189.00 with Personal Equipment
Re-Activate (Scuba Review)	Classroom / Pool	\$210.00 excludes personal gear
Bubble Maker		\$135.00
Seal Team		\$210.00 (2 Sessions)
PADI Diver	Classroom	\$335.00
Open Water	Classroom	\$540.00 with Personal Equipment Purchase
Open Water	Classroom	\$650.00 without Personal Equipment Purchase
<i>confined water and open water dives</i>	E-Learning	\$340.00 with Personal Equipment Purchase
	E-Learning	\$450.00 without Personal Equipment Purchase
Open Water Referral (Travel)	Classroom	\$330.00 with Personal Equipment Purchase
<i>confined water dives only</i>	E-Learning	\$250.00 without Personal Equipment
	E-Learning	\$130.00 with Personal Equipment Purchase
Open Water Referral (O/W Dives Only)		\$210.00 with Personal Equipment
Open Water Private Lesson		\$995.00 with Personal Equipment Purchase
Advanced Open Water	Classroom	\$430.00 w/ Boat Certification
Advanced Open Water ***	E-Learning	\$185.00 (\$265 with Boat Certification)
Rescue Diver ***	Classroom	\$450.00
Rescue Diver ***	E-Learning	\$275.00
Master Scuba Diver		\$99.00
Dive Master ***	Classroom	\$795.00 plus \$325.00 Crew Pak and Processing
Dive Master ***	E-Learning	\$550.00 plus \$325.00 Crew Pak and Processing

Personal Equipment –Mask / Snorkel / Fins / Boots

*** Personal Dive Gear Required



WATERHORSE ADVENTURES LLC

6 E. Washington Street
Glens Falls, NY 12801
518-636-5603 phone
518-636-5756 fax
waterhorseadventures@gmail.com

Dive Shop

SPECIALTY COURSES 2021 / 2022

(Personal Dive Equipment Required)

Altitude Diver		\$159.00
Boat Diver		\$119.00*(Boat Fee)
Buoyancy Specialist		\$149.00
Deep Diver		\$279.00*(Boat Fee)
Diver Propulsion Vehicle		\$159.00
Drift Diver		\$149.00 *(Boat Fee)
Dry Suit Diver		\$189.00
Equipment Specialist		\$159.00
Ice Diver		\$415.00
Emergency First Response		\$149.00
U/W Navigator		\$289.00
Night Diver Specialist		\$189.00
Oxygen Enriched Air "Nitrox"	Classroom	\$289.00 w/2 Dives OR \$215 w/ Pre Dive Simulations
Oxygen Enriched Air "Nitrox"	E-Learning	\$115.00w/2 Dives OR \$75 w/ Pre Dive Simulations
Oxygen First Aid Provider		\$99.00
U/W Naturalist		\$149.00
U/W Photographer	Classroom	\$199.00
U/W Photographer	E-Learning	\$95.00
Search & Recovery		\$329.00
U/W Videographer		\$199.00
Wreck Diver		\$329.00 *(Boat Fee)

*Course Boat Fees \$55 plus Tax per charter

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Office of Emergency Services

DATE: November 23, 2020

- (a) Title of Requested Position: **County Fire Coordinator - Part Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$25,967.50 20hrs/week**
- (c) Effective Date for New Position:* **December 21, 2020**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
County Fire Coordinator - Temp \$45.6093/hr not to exceed \$10,000/yr
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3410 130 Fire Prevention & Control - Salaries Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes. County Fire Coordinator is mandated per Local Law No. 6 of 2007
- (h) Is there expected revenue from this position? If so, please explain:
No

Nonbargaining Titles & Grades

Department	Position Title	Grade
Administrative Fiscal Services	County Administrator	BOS
Board of Elections	Commissioner Elections #1	BOS
Board of Elections	Commissioner Elections #2	BOS
Elected Officials	Budget Officer stipend	BOS
Elected Officials	Chairman of Board stipend	BOS
Elected Officials	Coroner (x4)	BOS
Elected Officials	County Clerk	BOS
Elected Officials	County Treasurer	BOS
Elected Officials	Sheriff	BOS
Elected Officials	Supervisor (x 20)	BOS
Elected Officials	Vice Chairman stipend	BOS
Stop DWI/Traffic Safety	Coordinator	BOS
County Attorney	County Attorney	24
Public Defender	Public Defender	24
DPW/DPW Administration	Superintendent of Public Works	23
Social Services/Social Services Admin- 02	Commissioner Social Services	22
Treasurer	Deputy Treasurer	22
Public Health/Preventive Program (CHA)	Director Pub Health/Patient Svc	21
Sheriff/Sheriff Law Enforcement	Undersheriff	20
DPW/Engineering	Senior Civil Engineer	19
DPW/Maintenance Roads	Highway Manager #2	19
DPW/Airport	Airport Manager	18
Human Resources	County Human Resources Director	18
Information Technology	Director Information Technology	18
Mental Health	Director Mental Health	18
Planning/Planning	County Planner	18
Probation/Probation	Director of Probation	18
Civil Service	Personnel Officer	17
DPW/Buildings and Grounds	Superintendent Bldgs & Grounds	17
Sheriff/Jail	Corrections Captain	17
Sheriff/Sheriff Law Enforcement	Major	17
Administrative Fiscal Services	Assist to County Administrator	16
Clerk of the Legislative Board	Clerk of the Board	16
DPW/Parks and Recreation	Director of Parks, Rec & RR Div.	16
DPW/Road Machinery	Fleet and Equipment Manager	16
Fire Prevention	Fire Coordinator (Temp)	16
Office of Emergency Services/Civil Defense	Director OES	16
Planning/GIS Program	Planning GIS Coordinator	16
Public Health/Health Services	Assistant Director Patient Serv	16
Public Health/Preventive Program (CHA)	Assistant Director Public Health	16
Purchasing	Purchasing Agent	16
Self Insurance	Insurance Administrator	16
Social Services/Social Services Admin- 02	Deputy Commissioner Soc Services	16

Nonbargaining Titles & Grades

Department	Position Title	Grade
Information Technology	Sr. Computer Sys Analyst/Program	15
Planning/Planning	Associate Planner (P/T)	15
Public Health/Disease Control	Supervising PHN #6	15
Public Health/Health Services	Supervising PHN #4	15
Public Health/Health Services	Supervising PHN #7	15
Tourism	Director of Tourism	15
Treasurer	Accountant	15
Building & Fire Code	Administrator Fire & Bldg Code	14
County Auditor	County Auditor	14
Employment & Training/WIA-Admin (Staff)	E & T Director II	14
Mental Health	Deputy Director Clinical	14
Office for the Aging	Director Office for the Aging	14
Planning/Planning	Assistant County Planner	14
Probation/Probation	Probation Supervisor #1	14
Probation/Probation	Probation Supervisor #2	14
Real Property Tax	Director Real Property	14
Tourism	Creative Director	14
Administrative Fiscal Services	Director of Public Affairs	13
Countryside Adult Home	Director Countryside Adult Home	13
DPW/Engineering	Engineer I #2	13
DPW/Engineering	Engineer I #3	13
Information Technology	Network Coordinator	13
Information Technology	Programmer II	13
Legal Defense - Indigents	Assigned Counsel Administrator	13
Mental Health	Children and Youth SPOA Coord.	13
Mental Health	Mental Health Program Analyst	13
Public Health/Preventive Program (CHA)	Public Health Fiscal Manager	13
Sheriff/Jail	Corrections Inspector	13
Social Services/Social Services Admin- 02	Case Supervisor A	13
Social Services/Social Services Admin- 02	DSS Fiscal Manager	13
DPW/DPW Administration	Fiscal Manager	12
DPW/Up Yonda Farm	Environmental Education Admin	12
Mental Health	Dpty Dir Mental Health/Fiscal	12
Office for the Aging	Fiscal Manager	12
Sheriff/Sheriff Law Enforcement	Systems Maintenance Coordinator	12
Treasurer	Payroll Supervisor	12
Veterans Service	Director Veterans	12
Weights & Measures	Director Weights & Measures	12
County Clerk	1st Deputy County Clerk	11
DPW/Parks and Recreation	Fish Management Specialist	11
Information Technology	Computer Help Desk Tech II #2	11
Information Technology	Computer Help Desk Technician II	11
Fire Prevention	Fire Coordinator (P/T)	11 <i>(proposed)</i>

Nonbargaining Titles & Grades

Department	Position Title	Grade
Public Health/W.I.C.	WIC Coordinator/Nutritionist	11
Purchasing	Deputy Purchasing Agent	11
Self Insurance	Deputy Insurance Administrator	11
Telecommunication	Telecommunications Analyst	11
Treasurer	Junior Accountant	11
Board of Elections	Deputy Commissioner Elections #1	10
Board of Elections	Deputy Commissioner Elections #2	10
Clerk of the Legislative Board	Deputy Clerk of the Board	10
DPW/Engineering	Assistant Engineer #1	10
Office of Emergency Services/Civil Defense	Emergency Services Coordinator	10
Planning/Planning	Construction Cost Coordinator	10
Real Property Tax	Deputy Director Real Property	10
Civil Service	Civil Service Specialist	9
County Attorney	Secretary to the County Attorney	9
DPW/Engineering	Junior Transportation Analyst	9
DPW/Up Yonda Farm	Naturalist #3	9
Human Resources	Human Resources Specialist	9
Information Technology	Computer Help Desk Tech I #2	9
Information Technology	Computer Help Desk Tech. I #3	9
Information Technology	Computer Help Desk Tech. I #1	9
Tourism	Assistant Tourism Coordinator	9
Administrative Fiscal Services	Conf Secr to Cty Administrator	8
Clerk of the Legislative Board	Sr Legislative Ofc Specialist #1	8
County Attorney	Legal Assistant #2	8
County Attorney	Tax Coordinator	8
District Attorney/District Attorney	Secretary to DA	8
DPW/Up Yonda Farm	Naturalist #2	8
Historian	County Historian (P/T)	8
Probation/Probation	Princ Steno Confidential	8
Sheriff/Sheriff Law Enforcement	Secretary to the Sheriff	8
DPW/DPW Administration	Conf. Asst.-Super. of Pub. Works	7
Public Defender	Conf. Sec. to 1st Asst. Pub. Def	7
Public Defender	Confidential Secretary	7
Social Services/Social Services Admin- 02	Confidential Secretary	7
Treasurer	Payroll Technician	7
Civil Service	Civil Service Assistant	6
Clerk of the Legislative Board	Legislative Office Specialist #4	6
Clerk of the Legislative Board	Secretary to the Clerk of Board	6
Human Resources	Human Resources Clerk	5

2020-21 Nonbargaining Salary Grid

		INCREMENT										
	GRADE	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th
	1	\$29,000	\$29,870	\$30,617	\$31,229	\$31,698	\$32,648	\$33,628	\$34,637	\$35,676	\$36,746	\$37,848
6%	2	\$30,740	\$31,662	\$32,454	\$33,103	\$33,599	\$34,607	\$35,646	\$36,715	\$37,816	\$38,951	\$40,119
6%	3	\$32,584	\$33,562	\$34,401	\$35,089	\$35,615	\$36,684	\$37,784	\$38,918	\$40,085	\$41,288	\$42,527
6%	4	\$34,539	\$35,576	\$36,465	\$37,194	\$37,752	\$38,885	\$40,051	\$41,253	\$42,490	\$43,765	\$45,078
6%	5	\$36,612	\$37,710	\$38,653	\$39,426	\$40,017	\$41,218	\$42,454	\$43,728	\$45,040	\$46,391	\$47,783
6%	6	\$38,809	\$39,973	\$40,972	\$41,792	\$42,418	\$43,691	\$45,002	\$46,352	\$47,742	\$49,175	\$50,650
6%	7	\$41,137	\$42,371	\$43,430	\$44,299	\$44,964	\$46,312	\$47,702	\$49,133	\$50,607	\$52,125	\$53,689
6%	8	\$43,605	\$44,913	\$46,036	\$46,957	\$47,661	\$49,091	\$50,564	\$52,081	\$53,643	\$55,253	\$56,910
6%	9	\$46,222	\$47,608	\$48,798	\$49,774	\$50,521	\$52,037	\$53,598	\$55,206	\$56,862	\$58,568	\$60,325
6%	10	\$48,995	\$50,465	\$51,726	\$52,761	\$53,552	\$55,159	\$56,814	\$58,518	\$60,274	\$62,082	\$63,944
6%	11	\$51,935	\$53,493	\$54,830	\$55,927	\$56,765	\$58,468	\$60,222	\$62,029	\$63,890	\$65,807	\$67,781
6%	12	\$55,051	\$56,702	\$58,120	\$59,282	\$60,171	\$61,976	\$63,836	\$65,751	\$67,723	\$69,755	\$71,848
6%	13	\$58,354	\$60,104	\$61,607	\$62,839	\$63,782	\$65,695	\$67,666	\$69,696	\$71,787	\$73,940	\$76,159
6%	14	\$61,855	\$63,711	\$65,303	\$66,609	\$67,609	\$69,637	\$71,726	\$73,878	\$76,094	\$78,377	\$80,728
6%	15	\$65,566	\$67,533	\$69,222	\$70,606	\$71,665	\$73,815	\$76,029	\$78,310	\$80,660	\$83,079	\$85,572
6%	16	\$69,500	\$71,585	\$73,375	\$74,842	\$75,965	\$78,244	\$80,591	\$83,009	\$85,499	\$88,064	\$90,706
6%	17	\$73,670	\$75,880	\$77,777	\$79,333	\$80,523	\$82,939	\$85,427	\$87,989	\$90,629	\$93,348	\$96,148
6%	18	\$78,090	\$80,433	\$82,444	\$84,093	\$85,354	\$87,915	\$90,552	\$93,269	\$96,067	\$98,949	\$101,917
6%	19	\$82,776	\$85,259	\$87,391	\$89,138	\$90,475	\$93,190	\$95,985	\$98,865	\$101,831	\$104,886	\$108,032
6%	20	\$87,742	\$90,375	\$92,634	\$94,487	\$95,904	\$98,781	\$101,745	\$104,797	\$107,941	\$111,179	\$114,514
6%	21	\$93,007	\$95,797	\$98,192	\$100,156	\$101,658	\$104,708	\$107,849	\$111,085	\$114,417	\$117,850	\$121,385
6%	22	\$98,587	\$101,545	\$104,084	\$106,165	\$107,758	\$110,990	\$114,320	\$117,750	\$121,282	\$124,921	\$128,668
6%	23	\$104,503	\$107,638	\$110,329	\$112,535	\$114,223	\$117,650	\$121,179	\$124,815	\$128,559	\$132,416	\$136,388
6%	24	\$110,773	\$114,096	\$116,948	\$119,287	\$121,077	\$124,709	\$128,450	\$132,304	\$136,273	\$140,361	\$144,572
6%	25	\$117,419	\$120,942	\$123,965	\$126,445	\$128,341	\$132,191	\$136,157	\$140,242	\$144,449	\$148,783	\$153,246
			3.00%	2.50%	2.00%	1.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 33 Fire Prevention & Control
Title of Position: County Fire Coordinator - Part Time Base Salary of Position: \$25,967.50 Grade: _____
Filling at Step # (If Known): _____ (20 hrs/wk)
Budget code and title: A.3410 Fire Prevention & Control Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. AS 11/16/20 Jaw 11/16/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11/16/20

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 11/16/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: November 23, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 110	Fire Prevention & Control - Salaries-Regular	A.3640 110	Civil Defense - Salaries-Regular	\$11,495
A.3410 830	Fire Prevention & Control - Social Security	A.3640 830	Civil Defense - Social Security	\$93
A.3410 831	Fire Prevention & Control - Medicare	A.3640 831	Civil Defense - Medicare	\$22
A.3410 860	Fire Prevention & Control - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$361
A.3640 130	Civil Defense - Salaries-Part Time	A.3410 130	Fire Prevention & Control - Salaries-Part Time	\$10,000
A.3640 810	Civil Defense - Retirement	A.3410 810	Fire Prevention & Control - Retirement	\$111

Please state reason for transfers requested:

Transfers needed to correct 2020 salary and fringe appropriations for the OES Director and Temporary Fire Coordinator. Total transfer from Fire Prevention & Control to Civil Defense is \$11,971. Total transfer from Civil Defense to Fire Prevention & Control is \$10,111.

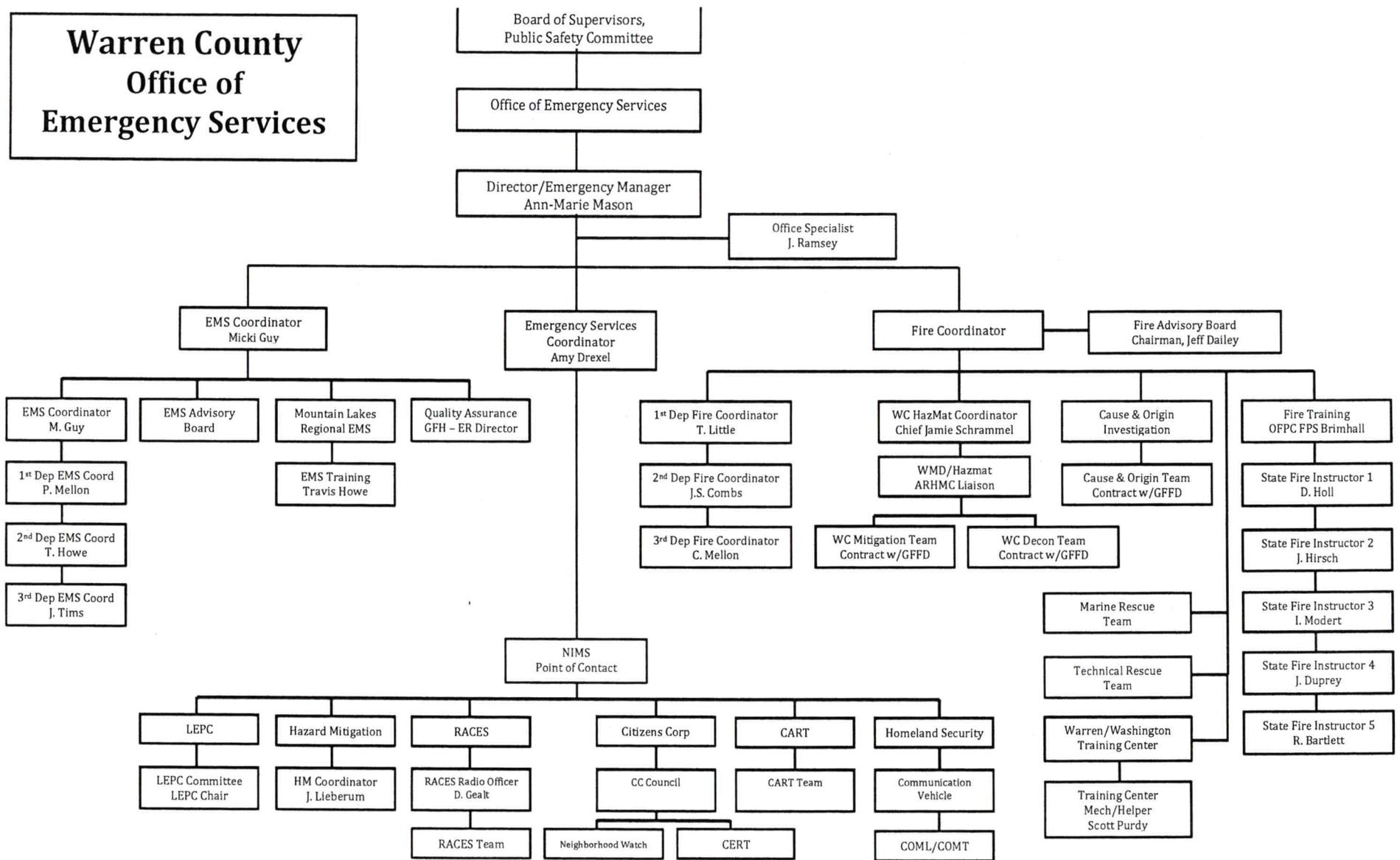
CONTINGENT FUND TRANSFER REQUESTS

<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.

Warren County Office of Emergency Services



10/16 / 2020