

## WARREN COUNTY BOARD OF SUPERVISORS

**Committee: PUBLIC SAFETY**

**Date: APRIL 24, 2008**

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**Committee Members Present:**

Supervisors VanNess  
Bentley  
O'Connor  
Belden  
Stec  
Girard

**Others Present:**

Marvin Lemery, Director, Office of Emergency Services  
Frederick Monroe, Chairman  
Hal Payne, Commissioner of Administrative & Fiscal Services  
Joan Sady, Clerk of the Board  
Trish Nenninger, Second Assistant County Attorney  
Kevin Geraghty, Budget Officer  
Supervisor Champagne  
Supervisor Kenny  
Supervisor Strainer  
Supervisor Thomas  
Todd Lunt, Director, Human Resources  
Nicole Livingston, Deputy Clerk

**Committee Member Absent:**

Supervisor Haskell

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Mr. VanNess called the meeting of the Public Safety Committee to order at 10:15 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the minutes from the March 27, 2008 meeting of the Public Safety Committee, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Marvin Lemery, Director of the Office of Emergency Services, who distributed agendas to the Committee members. *A copy of the agenda is on file with the minutes.*

Mr. Lemery referred to the handout included with the agenda that listed the Fire Training Courses to be taught in Warren County from April through July 2008. He noted that courses were not allowed to be scheduled past July due to the State budget and the availability of training funds.

Referring to Item 1 on the agenda, Mr. Lemery requested authorization to extend the existing contract with the City of Glens Falls for arson investigation services commencing January 1, 2008 and terminating December 31, 2009. He advised there were also changes to the language of the original contract which would outline that the two fire investigators would be required to hold a Level 2 Arson Certification and that they maintain a minimum of Level 1 in addition to the Arson Certification.

Todd Lunt, Director of Human Resources, entered the meeting at 10:20 a.m.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the request as outlined above. A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the next board meeting.

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Item 2 on the agenda, Mr. Lemery said, was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$885 to reflect receipt of deferred revenues from excess 2007 grant funds.

Motion was made by Mr. Girard, seconded by Mr. Stec and carried unanimously to approve the request as outlined and to refer same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Mr. Lemery apprised Item 3 was a referral from the Public Works Committee regarding the Hazard Mitigation Officer (HMO). He noted that the DPW Superintendent had recommended that the position fall under the realm of the Office of Emergency Services; however, he said, he did not have anyone in his Office that was trained for such a position. He added that in most counties throughout the State, the Hazard Mitigation Officer was an employee of either the DPW or the Planning Department. Mr. VanNess questioned who currently held the title of Hazard Mitigation Officer and Mr. Lemery replied it was an Engineer in DPW that was in the position and had been for years. Mr. Lemery clarified that his Office was responsible for response and recovery efforts and would not have the time to perform mitigation. He referred to the minutes of the April 1, 2008 Public Works Committee meeting in which the discussion was held and he provided a copy to Mr. VanNess.

Mr. VanNess questioned if there was a job description for the position of Hazard Mitigation Officer. Mr. Geraghty asked what exactly the HMO did and Mr. Lemery responded that when an incident was completed, the HMO worked in conjunction with the SEMO (State Emergency Management Office) and FEMA (Federal Emergency Management Agency) to produce the assessments necessary in order to mitigate the problem. He reiterated that there was no one in his Office that was trained to perform those duties.

Mr. Lemery reminded the Committee that the County had been granted \$100,000 in 2006 to compile a hazard mitigation plan, and the County was authorized to utilize a portion of the \$100,000 to hire an individual to put that plan together. He further stated that in order to do that, the County needed to spend \$25,000 of the \$100,000 and there had been some reluctance to do so. He noted that the County was required to have a hazard mitigation plan and needed to hire someone to write it. Mr. Lemery confirmed the grant had been awarded; however, he said, the County had not accepted the funds yet.

Mr. VanNess suggested that there may be an employee within the County that was qualified to hold this position; however, he added, a job description was necessary and Mr. Lunt would try to locate such.

Mr. Lunt exited the meeting at 10:29 a.m.

Mr. Lemery continued the agenda with Item 4, regarding Office rental billing. He advised he recently received a voucher from DPW for approximately \$18,000 for rent of the space that his Office occupied. He stated he did not have the funds in his budget to pay this. He further explained that he did not believe that the grant provided by

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SEMO would continue if SEMO became aware that the funds were being used to pay rent. Mr. VanNess recommended that a memo be sent to William Lamy, DPW Superintendent, advising that the Office of Emergency Services would no longer be paying rent for the Office space located in the Municipal Center.

The consensus of the Committee was that the Office of Emergency Services would not pay rent to the DPW for Office space located in the Municipal Center and that Mr. Lamy be notified of such. Joan Sady, Clerk of the Board, requested a copy of the voucher that Mr. Lemery had received from Mr. Lamy.

Item 5, Mr. Lemery said, related to the Homeland Security grant. He reminded the Committee that back in November of 2007 he had advised the Committee that the deadline for the Homeland Security grant application had passed; however, he stated, approximately six weeks after the deadline he was contacted by the General of Homeland Security, who directed him to complete and forward the grant application, which his Office had done. Mr. Lemery expounded the County was awarded \$73,000 for WMD (Weapons of Mass Destruction) and HazMat (Hazardous Materials) from the Office of Homeland Security. The next step, he said, would be to accept the grant funds after the contract was reviewed by the County Attorney. Mr. Belden questioned if this grant required a local match and Mr. Lemery replied in the negative.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to accept the grant funds as outlined above. *(Please note: Subsequent to the meeting, it was determined that no action was required at this time with regard to the Homeland Security grant.)*

Mr. Lunt re-entered the meeting at 10:35 a.m.

Returning to Item 3 on the agenda, Mr. Lunt advised there was no job description available for the position of Hazard Mitigation Officer. Mr. Belden expressed his opinion that this position should be under the DPW; however, he said, he did not think that an Engineer in DPW ever held the title in the salary schedule. Mr. VanNess requested that Mr. Lunt research this position and try to develop a job description for it.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to table this issue pending additional information.

Mr. Lemery referred to Item 6 and explained that the storage bays located in the former Sheriff's vehicle garage housed the HazMat and WMD equipment, and needed to be more secured. He further stated that currently there were too many keys to the storage bays amongst County employees. He requested that a new key system be developed that would only be available to his Office and the Superintendent of Buildings & Grounds.

The consensus for the Committee was for Mr. Lemery to contact the Superintendent of Buildings & Grounds and that a new key system be developed for the storage bays, with access only to be granted to Mr. Lemery's Office staff and the Superintendent of Buildings & Grounds.

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Mr. Lemery apprised Item 7 was a referral from the last meeting concerning National Grid. He informed the Committee that National Grid was in favor of the idea of developing a notification system regarding homes with alternative power sources; however, he said, they were not interested in being involved in developing such a system due to liability issues. He suggested possibly developing some sort of sign or sticker that could be placed on homes and area stores that sold generators could distribute them to the public when one was purchased. Trish Nenninger, Second Assistant County Attorney, said she would research the matter further and report back to the Committee next month with her findings.

Mr. Lemery stated Item 8 concerned the County Comprehensive Emergency Plan, the new Gap Analysis and the 2008 NIMS Requirements. He noted that he was updating the Committee as to the status of these projects. He added he and his staff were diligently working on completing these plans and requirements. He said the County was NIMS compliant and had met the requirements every year since it began, although it had become more cumbersome to do so.

Regarding Item 9 on the agenda, Mr. Lemery reported that Hal Payne, Commissioner of Administrative & Fiscal Services, Supervisor VanNess and the EMS Coordinator had applied to Senator Little's Office for an initiative grant in the amount of \$50,000 in order to purchase a tow vehicle for the EMS program. He advised if the grant was awarded, he believed the tow vehicle could be purchased for less than \$50,000; thereby, he said, allowing for the remaining funds to be utilized to purchase a trailer to store generators and other emergency response equipment. Mr. VanNess further explained the application was quickly submitted and he suggested that the initiative form be amended to include that any remaining funds could be utilized for additional equipment, such as an enclosed trailer to transport generators. Mr. Geraghty said the initiative form could be changed at any time without requiring an amendment.

Mr. Lemery reported that the City of Glens Falls Fire Department recently received a new tow vehicle and he added the County may eventually need to move the County's HazMat trailer out of the Broad Street Fire Station. He noted the trailer contained temperature sensitive equipment and would require careful planning as to where it was stored. Mr. Lemery further suggested that once the Training Center was completed, there may be an option to store the trailers and equipment there. Mr. VanNess concurred that had been discussed.

Privilege of the floor was extended to Mrs. Nenninger for a status report of the Fire Training Center. Mrs. Nenninger informed the Committee that the ongoing issue was FAA (Federal Aviation Administration) approval for the site located at the Warren County Airport. She added it would be discussed further at the upcoming Airport Committee meeting, with regards to the impact and potential scenarios under which the FAA would approve the use of the property for the Facility. She apprised an inter-municipal agreement had been drafted that would allow the Laberge Group to begin the wetland mapping and surveying.

Mr. VanNess stated there had been some concerns raised with the idea of the Facility being located five hundred feet off the runway; however, he said, it would actually be

located approximately one and half miles off the runway and to the west of it, not in direct line with the runway. Mrs. Nenninger noted a decision needed to be made by the County as to how the parcel of property would be designated because currently it was Airport property. She said depending on whether the parcel retained that status or not would affect how the County would proceed through the FAA approval.

Mr. Stec commented that with regard to the reclassification of the Airport property, the argument could be made that the Airport required fire training as well; therefore, he said, the property could remain designated as Airport property and the fire training would be provided on site. Mrs. Nenninger concurred with Mr. Stec and added that had been considered as a proposal for the FAA.

As there was no further business to come before the Public Safety Committee, on motion made by Mr. Girard and seconded by Mr. O'Connor, Mr. VanNess adjourned the meeting at 10:59 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk