



County of Schenectady

NEW YORK

GARY HUGHES
CHAIR OF THE LEGISLATURE

GEOFFREY T. HALL
CLERK OF THE LEGISLATURE

SCHENECTADY COUNTY LEGISLATURE

County Office Building
620 State Street – 6th Floor
Schenectady, New York 12305
Tel: (518) 388-4280 Fax: (518) 388-4591
Website: www.schenectadycounty.com

JANUARY 2025
COMMITTEE MEETING SCHEDULE

DATE: 3 January 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall; Clerk of the Legislature
SUBJECT: Committee Meetings
Monday, January 6, 2025
620 State Street
Legislative Chambers
Sixth Floor – 7:00 PM

7:00 P.M.	Committee on Economic Development and Planning Legislator Samuel, Chair	page 1
Followed by:	Committee on Firefighting & EMS Legislator Jasenski, Chair	page 13
Followed by:	Committee on Labor & Civil Service Legislator Frisoni, Chair	page 179
Followed by:	Committee on Ways & Means Legislator Patierne, Chair	page 206



Schenectady County Legislature

Committee on Economic Development and Planning

Hon. Haileab Samuel, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: January 3, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Economic Development and Planning
Honorable Haileab Samuel, Chair
Monday, January 6, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
EDP	0 INFORMATIONAL PRESENTATION BY THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION (CDRPC)	Legislator Samuel	
EDP	1 A RESOLUTION REGARDING THE PURCHASE OF REAL PROPERTY FROM 151 ERIE BOULEVARD, LLC	Legislator Samuel	

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Economic Development and Planning
Dual Reference:
Initiative: EDP 0

Title of Proposed Resolution:

INFORMATIONAL PRESENTATION BY THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION (CDRPC)

Purpose and General Idea:

INFORMATIONAL PRESENTATION BY THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION (CDRPC)

Summary of Specific Provisions:

INFORMATIONAL PRESENTATION BY THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION (CDRPC)

Effects Upon Present Law:

None.

Justification:

INFORMATIONAL PRESENTATION BY THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION (CDRPC)

Sponsor: Legislator Samuel

Co-Sponsor:

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Economic Development and Planning
Dual Reference:
Initiative: EDP 1

Title of Proposed Resolution:

A RESOLUTION REGARDING THE PURCHASE OF REAL PROPERTY FROM 151 ERIE BOULEVARD, LLC

Purpose and General Idea:

Provides authorization for the County to enter into an agreement for the purchase and sale of real property located at 151 Erie Boulevard, Schenectady for the Aquatic Center Project

Summary of Specific Provisions:

Authorizes the County to enter into an agreement for the purchase and sale of real property located at 151 Erie Boulevard, Schenectady for \$420,000 for the Aquatic Center Project. Funds for this property purchase have been previously budgeted, so no budget amendment is needed.

Effects Upon Present Law:

None.

Justification:

The acquisition of this property is needed to facilitate the construction of the Aquatic Center in downtown Schenectady.

Sponsor: Legislator Samuel

Co-Sponsor:

COUNTY OF SCHENECTADY



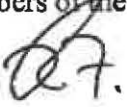
RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355

FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Christopher Gardner, County Attorney

Date: January 3, 2025

RE: Authorization to Enter into an Agreement for the Purchase of Real Property
Located at 151 Erie Boulevard for \$420,000 for the Aquatic Center Project

Attached is a memorandum from Christopher Gardner, County Attorney, requesting authorization to enter into an agreement for the option and purchase of real property located at 151 Erie Boulevard, Schenectady, NY for \$420,000. Funds for this property purchase have been previously budgeted so no budget amendment is needed for this action. As Mr. Gardner indicates, the acquisition of this property is needed to facilitate the construction of the Aquatic Center in downtown Schenectady.

I recommend your approval.

**COUNTY OF SCHENECTADY
OFFICE OF THE COUNTY ATTORNEY
Inter-Department Correspondence Sheet**

To: Rory Fluman, County Manager

From: Christopher H. Gardner, County Attorney *CHG*

Dated: January 2, 2025

Copies to: Gary Hughes, Chair of the Legislature
Richard Ruzzo, District 1 Legislature
Geoffrey T. Hall, Clerk of the Legislature
M. Joe Landry, Counsel to the Legislature
Jaclyn Falotico, Commissioner of Finance
Paul Romano, Director of Real Property Tax Service Agency
Frank S. Salamone, Executive First Deputy County Attorney
Dr. Steady Moono, President
Patrick Ryan, CFO, SCCC

Re: Contract for Purchase and Sale of 151 Erie Boulevard, Schenectady for the Aquatic Center Project

I have attached a copy of the proposed Contract for the purchase of 151 Erie Boulevard, Schenectady, New York by the County of Schenectady from 151 Erie Boulevard, LLC. (Section, Block & Lot of 39.71-3-33) This is where Boost Mobile is currently located. This purchase is in the furtherance of the Aquatic Center project.

The purchase price is \$420,000.00 with a \$1,000.00 deposit upon signing and \$419,000.00 due at closing.

The seller can retain occupancy of the property for up to six (6) months after closing.

The Contract contains provisions for Environmental Tests and Right of Inspection and Access for due diligence purposes.

This property is being acquired because it is necessary for the construction of the Aquatic Center in collaboration with SUNY Schenectady. This transformational project will help continue the extensive progress which has begun on lower State Street and is expected to become a generator of additional sales tax revenue and hotel/motel tax revenue.

I recommend that this proposed Contract be considered by the County Legislature at its meetings on January 6 and 14, 2025.

CHG/kah
Attachment

CONTRACT FOR PURCHASE AND SALE OF REAL ESTATE

IDENTIFICATION OF PARTIES TO THE CONTRACT

- A. **SELLER** – The Seller is 151 Erie Boulevard, LLC, limited liability company organized and existing under the laws of the State of New York, with an office for the transaction of business located at 327 Central Avenue, Albany, NY 12206.
- B. **PURCHASER** – The Purchaser is The County of Schenectady, a municipal corporation, organized and existing under the laws of the State of New York, with an office for the transaction of business at 620 State Street, Schenectady, NY 12305.

PROPERTY TO BE SOLD

The property which the Seller is agreeing to sell and which the Purchaser is agreeing to purchase land located in the City and County of Schenectady, State of New York, known as 151 Erie Boulevard, and more particularly described as Section, Block and Lot of 39.71-3-33.

PURCHASE PRICE

The total purchase price is Four Hundred Twenty Thousand and 00/100 (\$420,000) DOLLARS
The Purchaser shall pay the purchase price as follows:

- | | | |
|----|-------------------|------------------------|
| a. | \$ 1,000 | deposit due at signing |
| b. | <u>\$ 419,000</u> | at closing |
| c. | \$ 420,000 | TOTAL PRICE |

ENVIRONMENTAL TEST

Purchaser may cause at its sole expense a Phase I Environmental examination of the Property to be made by a qualified expert. Should such examination show that additional examination may be required to determine if the Property is free from environmental hazard or waste or indicate removal of an environmental hazard or waste from the Property is necessary, Purchaser may at its option perform any further examination or action at its own expense. In no event shall the results of the environmental testing provide grounds for the cancelation of this Agreement.

RIGHT OF INSPECTION AND ACCESS

Purchaser and Purchaser's engineers, environmental engineers, architects and other consultants and agents shall have the right to enter the Property and examine the Property and perform all necessary tests and inspections (including without limitation, soil borings and water samplings) and perform all other necessary due diligence for the purpose of satisfying itself as to all matters bearing on the physical and environmental condition of the Property and the use and operation of the Property by the Purchaser, providing Purchaser shall, at its own expense, return the Property to its condition as it existed prior to any such test or inspection.

REPRESENTATIONS AND WARRANTIES OF SELLER

Seller represents and warrants as follows:

- (a) The Property is being transferred to the Purchaser in as is condition, empty of all personal property, subject to the Leaseback Right (as hereinafter defined in the Addendum);
- (b) Seller has no actual knowledge of any material pending or threatened lawsuits or claims against any Seller affecting the Property;
- (c) The Seller owns legal and beneficial title to the Property free and clear of all liens and encumbrances except those which may be discharged at the closing of this transaction;
- (d) The Property and its present use and condition do not violate any applicable deed restrictions or covenants, restrictions or agreements, site plan approvals, zoning or subdivision regulations or urban redevelopment plans applicable to the Property, as modified by any duly issued variances;
- (e) No notices of violation of law or municipal ordinances or of federal, state, county or municipal or other governmental agency regulation, orders or requirements relating to the Property have been entered or received by the Seller, and the Seller has no reason to believe that any notice may or will be entered;
- (f) Except as set forth herein, there is no action or proceeding (zoning or otherwise) or governmental investigation pending, or, to the knowledge of the Seller, threatened against or relating to the Seller, the Property or the transaction contemplated by this Agreement, nor, to the knowledge of the Seller, is there any basis for such an action;
- (g) All roads bounding the Property are public roads and the deed is the only instrument necessary to convey to the Purchaser full access to and the right to the roads freely as well as all rights appurtenant to the Property in the roads;
- (h) There are no persons entitled to possession or use of the Property other than the Seller, whether by lease or other agreement, adverse possession, prescription or otherwise, except as expressly set forth on any addenda attached hereto and made a part hereof;
- (i) There is not, nor has there been, any dispute or claim made with respect to the property lines of the Property.

DEPOSIT

The deposit set forth above shall be non-refundable unless:

- a. The Seller cannot transfer good and marketable title; or
- b. The transaction does not close due solely to the actions or omissions of the Seller

SURVIVAL OF REPRESENTATIONS

All of the representations, warranties and agreements set forth here and elsewhere in this Agreement shall be true on the execution of this Agreement, but shall not survive the delivery of the deed and other closing instruments.

SELLER'S DOCUMENTS

At or before the closing, in addition to documents otherwise required herein, Seller shall furnish the following documents to Purchaser:

- a) Such documents, undertakings or representations as Purchaser's title insurer, or Purchaser's attorney may reasonably require.

TITLE AND SURVEY

A fee title insurance policy, if desired or required, shall be obtained at the expense of Purchaser. The Seller shall provide any available survey, abstract of title or title insurance policy information, and Seller shall pay the cost of an abstract of title or updating such abstract of title.

Purchaser shall have no obligation to purchase the Property unless, within 45 days following the full execution and delivery of this Agreement (the "Title Contingency Expiration Date"), the following contingencies have either been satisfied or waived by Purchaser in Purchaser's sole discretion:

- (a) Purchaser shall have obtained a title report evidencing the ability of Seller to convey good and marketable fee title to Purchaser at closing. Nothing contained herein shall permit Seller to refuse to pay off at the closing mortgages and other liens on the Property.
- (b) Purchaser shall have obtained a survey which does not show any state of facts that would render title unmarketable.

Purchaser shall order such title report, or abstract update, to be credited at closing, and/or survey within five business days of the execution of the Agreement.

CONDITIONS AFFECTING TITLE

The Seller shall convey and the Purchaser shall accept the Property subject to the covenants, conditions, restrictions of record and usual utility easements of record and zoning and environmental protection laws so long as the Property is not in violation thereof and any of the foregoing does not prevent Purchaser's use of the property as contemplated herein; also subject any state of facts which an inspection may show, provided that nothing in this paragraph renders the title to the Property unmarketable.

TRANSFER OF TITLE

Transfer of title is to be completed at 12:00 Noon on or about the 5th business day after Seller's Attorney notifies the Purchaser that the residential tenant has vacated the premises in accordance with Addendum A of this Agreement, at the office of Purchaser's attorney.

DEED

The Property shall be transferred from Seller to Purchaser by means of a Bargain and Sale Deed with Covenant against Grantor's Acts in statutory form, furnished by the Seller. The deed and real property transfer gains tax affidavits will be properly prepared and signed so that it will be accepted for recording by the Schenectady County Clerk.

NEW YORK STATE TRANSFER TAX

The Parties acknowledge that the transfer is likely exempt from New York State Transfer Tax as it is a transfer to an instrumentality of the State of New York, but if the transaction is subject to such tax, Seller is responsible for such tax.

TAX AND OTHER ADJUSTMENTS

Taxes and assessments shall be apportioned so that the Purchaser and Seller are assuming the expenses of the Property as of the date of transfer of title.

REAL ESTATE BROKER

The Parties acknowledge that no Real Estate Broker was instrumental in bringing about this Agreement. In the event that a claim is made by Adam Field for a brokerage commission, then the Purchaser shall be responsible to pay any commission due to Adam Field or Cushman Wakefield which obligation shall survive the Closing.

NOTICES

All notices contemplated by this Agreement shall be in writing, delivered by certified or registered mail, return receipt requested, postmarked no later than the required date, or by personal service by such date to the addresses as first set forth in this Agreement, or by electronic mail to the Party's attorney(s).

ENTIRE AGREEMENT

This Agreement contains all agreements of the parties hereto. There are no promises, agreements, terms, conditions, warranties, representations or statements other than contained herein. This Agreement shall apply to and bind the heirs, legal representatives, successors and assigns of the respective parties. It may not be changed orally.

MODIFICATION

No change or modification of this Agreement shall be valid or binding upon the parties, nor shall any waiver of any term or condition be deemed a waiver of the term or condition in the future, unless the change or modification or waiver shall be in writing signed by all parties.

COUNTERPARTS AND ELECTRONIC SIGNATURE

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Confirmation of execution by electronic transmission of a facsimile, or emailed signature page, shall be binding on a party so confirming.

BINDING EFFECT

This Agreement shall inure for the benefit of and be binding upon the parties, their legal representatives, heirs, successors and assigns and shall survive the closing and transfer of title.

SELLER

PURCHASER

151 Eric Boulevard, LLC

COUNTY OF SCHENECTADY

By: _____

By: _____
Rory Fluman
County Manager

EXHIBIT "1"

ADDENDUM

- 1) After the Closing, the Seller may retain occupancy of the property for six months without fee and/or expense with the sole obligation that the Seller shall pay all utilities and provide insurance in an acceptable coverage amount in which the Purchaser is listed as the loss payee and additional insured.
- 2) The Property is leased to two tenants. One is a retail store that this occupied by a tenant that is an affiliate of the Seller, that has a month to month lease. The retail tenant shall vacate its leased space in accordance with Paragraph 1 of this Addendum. The other tenant is a residential tenant on the second floor that has a month to month lease. The Seller shall effectuate the termination of the residential tenancy and shall notify the Purchaser when the residential unit has been vacated.



Schenectady County Legislature

Committee on Firefighting and EMS

Hon. Anthony Jasenski Sr., Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: January 3, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Firefighting and EMS
Honorable Anthony Jasenski Sr., Chair
Monday, January 6, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
FE	1 A RESOLUTION REGARDING AN AGREEMENT WITH IAMRESPONDOING FOR EMERGENCY DISPATCH AND MAPPING SERVICES	Legislator Jasenski	
FE	2 A RESOLUTION TO ADOPT THE SCHENECTADY COUNTY FIRE MUTUAL AID PLAN	Legislator Jasenski	

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Firefighting and EMS
Dual Reference: Ways and Means
Initiative: FE 1

Title of Proposed Resolution:

A RESOLUTION REGARDING AN AGREEMENT WITH IAMRESPONDOING FOR EMERGENCY DISPATCH AND MAPPING SERVICES

Purpose and General Idea:

Provides Authorization to Enter into a Multi-Year Agreement with IamResponding Application for Fire and Emergency Response Services.

Summary of Specific Provisions:

Authorization to enter into a multi-year agreement with IamResponding, which is a system that enables first responders to know who is responding to an incident, where they are responding from, and when. Mark LaViolette, Director of Emergency Management indicates, that this application allows for streamlining knowledge sharing regarding the dispatch of emergency services along with mapping capabilities. This agreement would have a term of five years. The first year has a cost of \$314 per agency, which includes a 10% discount. The cost per agency increases by 2.5% after every 12 months.

Effects Upon Present Law:

None.

Justification:

This program has been used by Fire and EMS response agencies throughout the county and New York State, including the County's Office of Emergency Management.

Sponsor: Legislator Jasenski

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Mark LaViolette, Director of Emergency Management

Date: January 6, 2025

RE: Authorization to Enter into a Multi-Year Agreement with IamResponding
Application for Fire and Emergency Response Services

Attached is a memorandum from Mark LaViolette, Director of Emergency Management, requesting authorization to enter into a multi-year agreement with IamResponding. As Mr. LaViolette indicates, the application allows for streamlining knowledge sharing regarding the dispatch of emergency services along with mapping capabilities. This program has been used by Fire and EMS response agencies throughout the county and New York State, include the County's Office of Emergency Management.

This agreement would have a term of five years. The first year has a cost of \$314 per agency, which includes a 10% discount. The cost per agency increases by 2.5% after every 12 months.

I recommend your approval.



County of Schenectady
NEW YORK

Mark LaViolette
Director

Office of Emergency Management

130 Princetown Plaza
Princetown, New York 12306

Phone (518) 370-3113
Fax (518) 370-3115

December 11, 2024

To: Rory Fluman

From: Mark LaViolette

Subject: IamResponding 5 Year Contract

County Manager Fluman,

I am Responding is an app based program. It is used by all the Fire and EMS response agencies in the County and by the State of New York. It allows first responders to get mobile dispatch notifications, know and track who is responding, see where you're going and what you'll find when you get there, along with other incident management tools. It also has a mapping program to show location of the incident and hydrants. I am Responding is also used for Emergency Notification for either one agency or multiple. We have been using this program in the County for several years and are very happy with it.

Sincerely,

Mark LaViolette
Director



Subscription Order Form

Subscriber:	Schenectady County Office of Fire Coordinator (NY)
Subscriber Contact:	Name: KEN ALMY Email: KENNETH.ALMY@SCHENECTADYCOUNTY.NY.GOV Phone: 518 370 3113

Subscription Commencement Date: January 11, 2025

Product	Cost per Agency per Year	Number of Agencies	Initial Term (months)	Discount	Annual Total
IamResponding	\$349	1	60	10%	\$314
MyLS	N/A	N/A	N/A	N/A	N/A
One Time Set Up Fee	N/A	N/A	N/A	N/A	N/A

Total Due in Term 1	\$314

This order ("Subscription Order Form") is entered into between IamResponding and Subscriber for the IamResponding Subscription and, if applicable, the MyLocal Safety (MyLS Subscription) services (individually and collectively, "IaR Services"). This Subscription Order Form shall be deemed to apply, whether this is the first Subscription Order Form to be executed by the parties, a subsequent Subscription Order Form or a renewal of any prior subscription order or agreement. IamResponding agrees to provide Subscriber with access to the IaR Services in accordance with the terms of this Subscription Order Form. Subscriber is solely responsible for obtaining its own internet connection and hardware.

Subscription Start Date and Term

The subscription shall commence on the Subscription Commencement Date, and shall terminate following the number of months listed in Initial Term above. The Initial Term may consist of equal 12-month periods or a partial period followed by equal 12-month periods. For each 12-month period following the first 12-month or partial period, the cost per agency per year will increase by 2.5%.

Upon the expiration of the Subscription term selected above, the subscription will automatically renew for additional 12-month periods (each, a "Renewal Term" and together with the Initial Term, the "Term"), unless either party provides the other party with notice of non-renewal at least sixty (60) days prior to expiration of the then-current Term via email to the IamResponding individual identified in the working documents between the parties. Verbal cancellations for upcoming Renewal Terms shall not be accepted.

Subscriber's access to the IaR Services shall not be provided until IamResponding has received this signed Subscription Order Form and payment from Subscriber.

Payment Terms

1. Beginning on or before the Subscription Commencement Date and continuing annually on the anniversary of the Subscription Commencement Date, Subscriber shall pay the amounts due for the upcoming term.
2. If Subscriber fails to remit payment on or before the Subscription Commencement Date or the annual anniversary thereof, IamResponding may terminate access to the IaR Services and cancel this Subscription Order Form.
3. All subscription fees are in US funds, and shall be paid in US funds.
4. All prices set forth are the cash discount prices for payments via cash or checks. Non-discounted pricing for credit

card payments is 3.5% higher for all prices set forth.
5. All checks should be made payable to:

lamResponding
Tax Identification No.: 20-5787005

Taxation

Subscriber certifies that Subscriber (check one box below):

IS a tax-exempt organization, exempt from state and local sales and use taxes on its purchases, and its tax exemption (and/or exempt organization) number is: _____ (Please attach tax exemption certificate)

IS NOT a tax-exempt organization and is NOT exempt from state and local sales and use taxes on its purchases.

Special Terms

N/A



Notes

General Provisions

This Subscription Order Form is governed by the terms and conditions of the latest versions of the [lamResponding Master Services Agreement](#) ("MSA") and the [Terms of Use](#) ("TOU"), which are available at the preceding links, and if the MyLS Subscription is ordered, then in accordance with the Terms of Use for MyLS, which is found [here](#) ("MyLS TOU"). The MSA, TOU, and MyLS TOU (if applicable), collectively comprise the parties' agreement ("Agreement"), which governs the terms of this Subscription Order Form. In the event of a conflict between the terms of any Subscription Order Form and the terms of the Agreement, the terms of this Subscription Order Form will prevail and supersede the terms of the Agreement, solely as they apply to the applicable Subscription Order Form.

Signature Line

The signatories to this Order represent that they are duly authorized to execute this Order Form and the Agreement on behalf of the party they represent.

Emergency Services Marketing Corp. d/b/a lamResponding	Subscriber: SCHENECTADY COUNTY
By: 	By: 
Name: Jeff Oathout	Name:
Date:	Date:

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Firefighting and EMS
Dual Reference:
Initiative: FE 2

Title of Proposed Resolution:

A RESOLUTION TO ADOPT THE SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

Purpose and General Idea:

Provides Authorization to Adopt the Schenectady County Fire Mutual Aid Plan.

Summary of Specific Provisions:

Authorizes the adoption of the Schenectady County Fire Mutual Aid Plan. Mark LaViolette, Director of Emergency Management indicates that this mutual aid plan would help to aid and protect against fires and other emergencies for all communities in Schenectady County by allowing equipment and firefighters to be used cooperatively. The Plan will establish the operational components, protocols, and procedures, for the mobilization of fire resources during an emergency incident.

Effects Upon Present Law:

None.

Justification:

This plan provides the processes to properly request, track, manage, utilize, and release fire resources during emergencies and disasters effectively and efficiently.

Sponsor: Legislator Jasenski

Co-Sponsor:

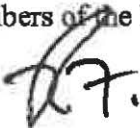
COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager 
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Mark LaViolette, Director of Emergency Management
Date: January 3, 2025
Re: Authorization to Adopt the Schenectady County Fire Mutual Aid Plan

Attached is a memorandum from Mark LaViolette, Director of Emergency Management, requesting authorization to adopt the Schenectady County Fire Mutual Aid Plan. As Mark LaViolette indicates, this mutual aid plan would help to provide assistance and protection against fires and other emergencies for all communities in Schenectady County by allowing equipment and firefighters to be used cooperatively.

This plan was prepared by the County's Fire Coordinator, and reviewed the NYS Office of Fire Prevention & Control and the County Fire Advisory Board.

I recommend your approval.



County of Schenectady
NEW YORK

Mark LaViolette
Director

Office of Emergency Management

130 Princetown Plaza
Princetown, New York 12308

Phone (518) 370-3113
Fax (518) 370-3115

December 18, 2024

To: Rory Fluman

From: Mark LaViolette

Subject: Schenectady County Fire Mutual Aid Plan

County Manager Fluman,

Attached is the updated Fire Mutual Aid Plan for Schenectady County.

The purpose of the fire mutual aid plan is to provide assistance and protection for all Schenectady County communities in case of fire or other emergencies in which outside assistance is deemed necessary to terminate an adverse incident. Equipment and firefighters would be used cooperatively and act in accordance with State and local law. The plan is designed for the mutual benefit all of Schenectady County and is not intended to be used as a bargaining tool in labor disputes or to financially benefit an individual fire department/company or municipal government.

Here is a list of the process followed.

1. Prepared by the County Fire Coordinator
2. Reviewed for comments by (if needed) NY State Office of Fire Prevention & Control
3. Reviewed and recommended by the County Fire Advisory Board
4. Submitted by the Fire Coordinator to the County Manager for review
5. Submitted to NYS Office of Fire Prevention & Control for approval.
6. Adopted by the County Board of Legislators
7. Copy of adopted law distributed to NYS OFPC, County Legislatures and UCC.

The next step for this plan is to be adopted by the County Legislature.

Sincerely,



Mark LaViolette
Director

SCHENECTADY COUNTY

FIRE MUTUAL AID PLAN



**An Annex to the
Schenectady County Comprehensive Emergency Management Plan**

**Schenectady County Emergency Management
Fire Coordinator's Office
130 Princetown Plaza
Schenectady, New York, 12306
518-370-3113
Rev. February 2024**

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

Recommended for Adoption by:

SCHENECTADY COUNTY FIRE ADVISORY BOARD

Date: October 1987

Signed: Robert A. Culver Chairman

SUBMITTED BY COUNTY FIRE COORDINATOR

Signed: Kenneth Posson Coordinator

ADOPTED BY:

SCHENECTADY COUNTY BOARD OF REPRESENTATIVES

Date: February 9, 1988

Signed: Nicholas C. Barber Representative

Offered a resolution that the following plan be adopted as the:

SCHENECTADY COUNTY MUTUAL AID PLAN

Resolution Number 19-88

**ADMITTED TO THE NEW YORK STATE
FIRE MOBILIZATION AND MUTUAL AID PLAN**

BY:

**DEPARTMENT OF STATE
OFFICE OF FIRE PREVENTION AND CONTROL**

Date: May 19, 1988

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

REVISIONS

REVISION 1: Updated "Organization" (Enclosure - C and "Line of Authority" (Enclosure - D). Added Section 15 B enclosure K, Schenectady County Plan for Fire Service Response to Hazardous Material Incidents.

APPROVED BY COUNTY LEGISLATURE

Date: February 15, 1989 Resolution Number 17-89

ADMITTED TO NEW YORK STATE FIRE MOBILIZATION
And
MUTUAL AID PLAN

Date: February 1989

REVISION 2: General update of fire departments, radio procedure manual (Enclosure F) and dispatch information. Added Section 16 "Inter County Agreements".

These changes/revisions are made in accordance with Section 2 of this Plan with revised copies distributed to the following:

Schenectady County Legislature
Schenectady County Fire Departments
New York State Office of Fire Prevention and Control

Date: June 2, 1999

REVISION 3: Section 3B updated Fire Departments, Section 4C 9 removed Breathing Apparatus fill stations, Section 5C removed, Section 6 updated Control Points, Section 6D 3a corrected grammar, Section 14C changed Essentials to Basic, Enclosure changed Organization to Staff, Enclosure D, "Line of Authority", Enclosure E, update of "Control Points and Fire Depts. Enclosure F, Fire Radio Manual, added Addendum 1, and updated Control Points.

These changes/revisions are made in accordance with Section 2 of this Plan with revised copies distributed to the following:

Schenectady County Legislature
Schenectady County Fire Departments
New York State Office of Fire Prevention and Control

Date: APRIL 24, 2002

REVISION 4:

All Sections - Corrected Grammar; Formatting
All Sections - Changed the word possesses to assume.
Section 3B - Corrected name of fire department
Section 4C - Removed County Arson Task Force
Section 4D - Deleted Communications Deputy and added Information and Technology Deputy.
Section 5A - Added "operate in compliance with the NIMS structure"
Section 6A - Added Emergency Manager to Organization.
Section 6B - Added Secondary EOC Location
Section 6I - Removed Provisions for Emergency Power.
Section 8D - Revised annual inventory review to biennial.
Section 13 - Changed sending copy of fire report to Fire Coordinator to as requested by the Fire Coordinator.
Enclosure "C" - Removed Deputy Coordinator – Haz-Mat and Communications and added Deputy Coordinator – Information and Technology.
Enclosure "D" - Added Emergency Manager.
Enclosure "E" - Added Stanford Heights Station #2 Base Radio
Enclosure "F" - Updated County Fire Radio System Operation
Enclosure "H" - Deleted Regional Fire Administrator

These changes/revisions are made in accordance with Section 2 of this Plan with revised copies distributed to the following:

Schenectady County Legislature
Schenectady County Fire Departments
New York State Office of Fire Prevention and Control

Date: April 8, 2008. Resolution No. 55-08

REVISION 5:	All Sections	Corrected Grammar; Formatting
	Changed	Enclosures to match current plan
	Section 3-B	Listed all participants
	Section 3-C	Added: Unified Communications Center, Enclosure E and Deleted Fire Control
	Section 3-D	Enclosure A, Added Unified Communications Center, Deleted "or other Fire Control Point (County assigned Town Base or public safety answering point)", Changed enjoy all of" to "be entitled to"
	Section 3-E	Deleted "Refusal to respond to a call for assistance from a participating fire department/company shall be brought to the attention of the County Fire Coordinator.", Deleted "advise, Fire Coordinator of" to report, and added: to the Schenectady County Fire Coordinators Office.
	Section 3-F	Deleted Mutual Aid
	Section 4	"Enclosure B"
	Section 4.2	Deleted: Administer, supervise, and maintain the Added: of the
	Section 4-C.4	Added: County Unified Command Center, Deleted: zone
	Section 4-C.6	Deleted: Underwater Search, Added Water Task Rescue Task Force, Arson Investigation Team, Swift Water Rescue
	Section 4-C.9	Deleted: 101 Added: 102
	Section 4-C.10	Deleted: Deputy Fire Coordinators, Added: Chief Deputy Fire Coordinators, Battalion Coordinators, EMS Coordinators, Fire Investigators, Training Coordinator, and all other support positions that fall under the auspices of the County Fire Coordinators Office.
	Section 4	Changed Deputy to Battalion
	Section 4-A.1	Changed Chief Deputy to Assistant Fire Coordinator
	Section 4-A.3	Changed Mutual Aid Deputy to Battalion Deputy Fire Coordinator, Added: Battalion Fire Coordinators will be assigned a specific town within the limits of Schenectady County. Each Battalion Fire Coordinator may be asked to cover other towns when one or more Battalion coordinators are unavailable or needed. Deleted: To a practical and reasonable area within the County to assist the fire departments in obtaining mutual aid and in coordinating the movement of mutual aid companies. Deleted "number of zones, unless the coordinator or Chief Deputy is on the scene. Added: County Fire Coordinator,
	Section 4-A.4	Deleted: The Deputy Coordinators shall be the representative of the coordinator in their area of assignment unless the coordinator or Chief Deputy is on the scene.
	Section 4-B	Added: Assistant/Deputy Fire Coordinator position and duties, Updated Chief Deputy, Battalion Deputy, and Deputy Fire Coordinator positions
	Section – 5-B	Deleted: which the / fire – added / she, he / she, she
	Section – 6-A	Deleted: consist of five (5) area control points, also Known as Public Safety Answering Points (PSAPS),

With the sixth at the county Emergency Operations

- Center (EOC), Normal fire radio operations will be directed to the appropriate area fire control point., (See Enclosure E)
- Section – 6-B** Changed and updated: address to 100 Kellar Avenue as primary Added: When Activated and primary Changed address to 531 Liberty St. as Secondary Deleted: Area County Control Points section
- Section – 6-C.1** Deleted: and all area county fire control points, designated Deputy Coordinator (Communications Deputy)
- Section – 6-C.2** Deleted: Control Points will normally be handled By the designated dispatcher at that location or Another dispatcher may be trained. Added: meet All NIMS requirements and are, Director of the Unified Communications Center, Fire Coordinator or Emergency Manager
- Section – 6-C.3** Deleted: any of the county control points, is Changed To are
- Section – 6-D.1** Added: by the Director of the Unified Communications Center, (See Enclosure F)
- Section – 6-D-3.a** Added: Director of the Unified Communications Center, Deleted: They, Added: in turn
- Section – 6-D-3.b** Added: Director of the Unified Communications Center, Deleted: Operation without identifier authorized by the licensee is a violation of Federal Communication Commission rules
- Section – 6-F** Deleted: and Area Fire Control Points. Added: Unified Communications Center
- Section – 6-G** Added: The County Fire Coordinator shall maintain a Current list of resources available throughout the county. He / She will have this information available electronically / paper for use during EOC Activations and when needed. Deleted: prepared a map, status board or similar device for rapidly determining the status of fire resources within Schenectady County, the device will be located at the County EOC. Additional devices may be located at the Area County Radio Control Points for use during localized operations.
- Section – 6-I** Deleted: Each Public Safety Answering Point will insure That all county fire control points have adequate Emergency Backup power and sufficient fuel supply for extended Operation. The PSAP shall notify the county fire Coordinator when operating on emergency power. Added: Schenectady County shall insure that the Unified Communications Center and all Emergency Operation Centers have a backup power supply and a sufficient fuel Supply for an extended period of time.
- Section – 7** Deleted; Fire Control Center Added: Unified Communications Center Deleted: at a specific fire control center Added: At the Unified Communications Center if deemed

Necessary.

- Section – 8-A Added: Unified Communications Center, Deleted: County Area Control Points, In addition, a copy will be forwarded to the New York State Office of Fire Prevention and Control
- Section – 8-B Deleted: be responsible for, Added: All Chief Officers shall be responsible to submit an updated inventory list to the Schenectady County Office of the Fire Coordinator each year in January to maintain an accurate list.
- Section – 8-C Added: Assistant Fire Coordinator, immediately when added or deleted
- Section – 9-A Added: It is recognized that a few agencies in Schenectady County utilize the "Double Higbee" thread. All agencies providing mutual aid shall ensure that they have the proper adapters on their apparatus to accommodate the different threads that they may encounter.
- Section – 9-B Added: It is also recommended that each agency take an inventory prior to any deployment of equipment, which includes model and serial numbers of items. , (See Enclosure G)
- Section – 10 Deleted: Fire Control Point
Added: Unified Communications Center / the Unified Communications Center, Emergency Manager, Director of the Unified Communications Center, or the Fire Coordinator. Deleted: Non-County owned base stations will cease operation upon direction of the county control
- Section – 12-A Deleted: The Office of Emergency Management EOC
Added: 100 Kellar Ave, Rotterdam, NY
- Section – 12-B Deleted: Area Fire Radio Control Points
Added: The Unified Communications Center
- Section – 14-C Added: initial firefighter
Page 19 Updated Organization Chart

APPROVED BY COUNTY LEGISLATURE

Date: _____, Resolution Number _____

ADMITTED TO NEW YORK STATE FIRE MOBILIZATION
And
MUTUAL AID PLAN

Date: _____

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Enclosures/Appendix:

A	Resolution to Participate
B	Plan Organization and Responsibilities
C	Fire Coordinators Office
D	Line of Authority
E	Radio System Tower Locations
F	Communications Procedures Manual
G	NY State Fire Dept. Identification Numbers
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K	Apparatus Type and Kind / Apparatus Equipment

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

PURPOSE

The purpose of the fire mutual aid plan is to provide assistance and protection for all Schenectady County communities in case of fire or other emergencies in which outside assistance is deemed necessary to terminate an adverse incident. Equipment and firefighters would be used cooperatively and act in accordance with State and local law. The plan is designed for the mutual benefit all of Schenectady County and is not intended to be used as a bargaining tool in labor disputes or to financially benefit an individual fire department/company or municipal government.

ADMINISTRATION

The administration and execution of the "Mutual Aid Plan" shall be the duty of the County Fire Coordinator as defined by Section 225-a of County law.

SECTION 1: OBJECTIVE

Definition of Mutual Aid:

Mutual Aid is organized, supervised, coordinated and cooperative reciprocal assistance in which personnel, equipment, and physical facilities of participating fire departments, regardless of type or size, are utilized for fire or other emergencies in which the services of fire fighters or fire equipment would be called upon throughout the County of Schenectady and adjacent areas.

Amendments:

Amendments to this plan may be made periodically and will follow this procedure:

1. Prepared by the County Fire Coordinator
2. Reviewed for comments by (if needed) NY State Office of Fire Prevention & Control
3. Reviewed and recommended by the County Fire Advisory Board
4. Submitted by the Fire Coordinator to the County Manager for review
5. Submitted to NYS Office of Fire Prevention & Control for approval.
6. Adopted by the County Board of Legislators
7. Copy of adopted law distributed to NYS OFPC, County Legislatures and UCC.

SECTION 2: REVIEW/REVISION

The Fire Coordinator will review the plan annually and will process necessary changes.

SECTION 3: PARTICIPATION

A. Definition

The terms Fire Company/Fire Department as used in this plan shall include all fire companies, fire departments, rescue squads, EMS agencies and other specially trained groups or squads such as fire police, hazardous materials/confined space rescue team, water rescue task force, rope rescue team or other unit of the fire department, fire company or fire district whether incorporated or not and shall mean and include any firefighting unit, industrial, military or other as may be defined or

described in Section 209 of the General Municipal Law.

B. Extent and Limit of Fire Departments

All cities, towns, villages, fire districts, industrial fire departments and military installations may fully participate in this plan. Currently these departments are:

ALPLAUS	PATTERSONVILLE
BEUKENDAAL	PINE GROVE
CARMAN	PLOTTERKILL
DELANSON	QUAKER STREET
DUANESBURG	ROTTERDAM JUNCTION
EAST GLENVILLE	ROTTERDAM DISTRICT #2
GENERAL ELECTRIC – MAIN PLANT	CITY OF SCHENECTADY
GENERAL ELECTRIC – R&D	SCHONOWE
GLENVILLE HILL	SCOTIA
KNOLLS ATOMIC POWER LABORATORY	SOUTH SCHENECTADY
MARIAVILLE	SCHENECTADY INTERNATIONAL
NISKAYUNA DISTRICT #1	STANFORD HEIGHTS
NISKAYUNA DISTRICT #2	THOMAS CORNERS
109 TH STRATTON AIR NATIONAL GUARD	WEST GLENVILLE

C. Extent and Limit of Participation with Adjacent Counties

See Section 16 for Inter-County agreements. Local reciprocal assistance, if any, is in accordance with section 209 of the General Municipal Law. All requests for assistance should be routed through a Unified Communications Center (see enclosure F) except when Schenectady County Emergency Operations Center (EOC) is activated, or automatic response plans have been developed that designate dispatching by an alternate method.

Mutual aid is provided to and received from Albany, Schoharie, Montgomery, and Saratoga Counties through their respective fire control centers and under the direction of their County Fire Coordinator or legally appointed deputies.

D. Entering and Participating in the Plan

Any duly established fire company/department may participate in this plan by filing a copy of the resolution, adopted by the fire company/department, with the Office of the Fire Coordinator. Such resolution shall state that such fire company/department elects to participate in the Schenectady County Fire Mutual Aid Plan and will comply with the provisions of the plan (See Enclosure A). The resolution shall state that the fire company/department shall recognize a call for assistance from another company or department through the Schenectady County Unified Communications Center.

Included in such resolution, or by separate resolution, the governing body of the fire company/department will state that no restrictions exist against "Outside Service" by the fire company or fire department of the municipality or district within the meaning of "Section 209" of the General Municipal Law which would affect the power of the fire company or department to participate in the Schenectady County Fire Mutual Aid Plan, and that the legislative body or governing board recognizes and accepts their financial responsibility pursuant to "Section 209" of the General Municipal Law.

If outside service activities of a participating fire company/department are restricted pursuant to "Section 209" of the General Municipal Law, notice of any restrictions shall be promptly given to the Schenectady County Fire Coordinator. Any such restrictions imposed by the governing body shall take effect in accordance with the resolution imposing the restrictions.

Fire companies/departments participating in the plan shall be entitled to the benefits associated with the plan including the use of the County Fire Radio System.

E. Obligation to Respond

Each participating fire department or fire company will respond to any call for assistance from another fire department/company made pursuant to the provisions of this plan. It is understood that there may be times when an agency is unable to respond due to manpower, equipment, or logistical issues. But it is important to note that under this agreement each agency shall make every effort to meet response requests. If any agency deems that another agency did not respond due to reasons other than what has been stated above, the matter should be forwarded in writing to the Schenectady County Fire Coordinators Office. If deemed the refusal to respond is unwarranted, the matter shall be referred to the County Fire Advisory Board. After a thorough review by the Fire Advisory Board, they shall report their findings and recommendations to the Schenectady County Fire Coordinators Office.

Any action regarding the matter shall be limited to the conditions of the Fire Mutual Aid Plan. The Fire Coordinator does not possess the power to take any disciplinary action regarding the internal operation or function of a fire company/department, its officers, or members.

F. Withdrawal from the Plan

Any fire company or department may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective thirty days (30 days) after filing such notice with the Schenectady County Fire Coordinator.

Any fire company or department withdrawing from this plan, upon the effective date, shall return all County owned equipment to the Schenectady County Fire Coordinator. Also, withdrawal from the plan or non-participation in the plan will result in suspension of mutual aid, pursuant to this plan, to the fire department or company taking such action.

All radio identifiers and call signs issued to such fire department/company are canceled on the effective date of withdrawal and all privileges concerning the use of the Schenectady County Mutual Aid and Fire Radio System are withdrawn.

SECTION 4: EXTENT & LIMIT OF AUTHORITY OF COUNTY OFFICIALS

A. Organization and Responsibility

The organization, responsibilities, operation, and line of authority of the County Fire Mutual Aid Plan shall be as outlined in the flow chart illustrated in "Enclosure B".

Fire Coordinator

As the chief fire official at the County level, the Fire Coordinator will have the following duties and responsibilities:

1. Administer the Schenectady County Mutual Aid Plan and be responsible for the efficient operation of the plan for intra and inter county purposes at fires or where the services of firefighters are used.
2. Assists in the administration / control of the Schenectady County Fire Radio System under authorization of and in accordance with the Federal Communications Commission.
3. Work with OFPC Fire Protection Specialist assigned to the county to administer the State Fire Training Outreach Program. Select and monitor appropriate training courses that meet the needs of the fire service within Schenectady County. The County Fire Coordinators office will also be responsible for additional County Training Programs which may be provided by their office.
4. Maintain an up-to-date inventory of equipment and personnel available for response to mutual aid requests. Such inventory shall be filed at each of the County Unified Command Centers with copies to each Battalion Deputy Fire Coordinator and to the Office of Fire Prevention & Control.
5. Act as a liaison between the fire service of Schenectady County, the Division of Homeland Security and Emergency Services - Office of Fire Prevention and Control, the County Board of Legislature, and the County Fire Advisory Board.
6. Coordinate the organization, operation and training of specialized squads or units made up of firefighters that are approved for such activities within their respective department or company and available to respond to mutual aid requests requiring such specialized service. Such squads or units may be, but are not limited to, Hazardous Materials Team, Water Rescue Task Force, Arson Investigation Team, Search and Rescue, High Angle Rope Rescue, Swift Water Rescue, etc.
7. Organize and operate such squads, teams or services within the Office of Fire Coordinator as may be authorized or mandated by the County Board of Legislature or County Manager.
8. Maintain records and files of information that may prove of value to the fire service or other emergency services in the County. Such records or files may include but are not limited to, Fire Investigation Reports, Equipment Inventories, etc.
9. Maintain, operate, or respond specialized equipment such as field communications mobile unit (C-100), Origin and Cause / MCI Vehicle (C-102) or other equipment as authorized by the County Manager or Board of Legislature.
10. Appoint and terminate Chief Deputy Fire Coordinators, Battalion Coordinators, EMS Coordinators, Fire Investigators, Training Coordinator, and all other support positions that fall under the auspices of the County Fire Coordinators Office, in accordance with Section 401 of the County Law, Section 3 of the Public Officers Law, and the Civil Service Law.

11. Additional responsibilities as Regional Fire Administrator are listed under Section 11-B of this plan.

B. Assistant / Deputy Fire Coordinator

Deputy / Battalion Fire Coordinators are appointed by and directly responsible to the County Fire Coordinator. Areas of assignment are determined by the Fire Coordinator and are based upon the needs of the fire service (see enclosure C). Assignments include but are not limited to the following:

- Assistant Fire Coordinator
- Chief Deputy
- Mutual Aid (Battalion Deputy - Fire)
- Mutual Aid (Zone Deputy - EMS)
- Fire Investigation
- Fire Training
- Information & Technology

1. The Assistant Fire Coordinator shall assist the Fire Coordinator in specific areas of responsibility as assigned. The Assistant Fire Coordinator shall be first in line to assume the powers and perform the duties of the County Fire Coordinator in his or her absence or inability to act, pursuant to section 401 of the County Law. The Assistant Fire Coordinator is a part time Schenectady County position and is appointed by the County Manager.

2. Chief Deputy

The Chief Deputy Coordinator shall assist the Fire Coordinator and Assistant Fire Coordinator in specific areas of responsibility as assigned. The Chief Deputy shall be in line to assume the powers and perform the duties of the County Fire Coordinator, and Assistant Fire Coordinator in his or her absence or inability to act, pursuant to section 401 of the County Law. (Enclosure C) Chief Deputies have specific areas of responsibility such as Operations, Arson and Special Task Force.

Each Chief Deputy Coordinator shall be given an outline of his or her duties when assigned.

3. Battalion Deputy Fire Coordinator

To provide ready assistance to local fire departments, Battalion Deputy Fire Coordinators may be appointed. These Battalion Fire Coordinators will be assigned a specific town within the limits of Schenectady County. Each Battalion Fire Coordinator may be asked to cover other towns when one or more Battalion Coordinators are unavailable or needed.

Other duties shall be assigned by the Fire Coordinator and may include any responsibility or function of the coordinator's office. The number of Battalion Deputy Fire Coordinators will be determined by the Schenectady County Fire Coordinator. The Battalion Deputy Coordinator shall be the representative of the coordinator in all emergencies in their Battalion.

Each Battalion Deputy Coordinator shall be given an outline of his or her duties when assigned.

4. Deputy Coordinators (Training, EMS, Information & Technologies.)

Deputies may be appointed, at the discretion of the Fire Coordinator, to assist in areas of specialized fire service needs. Although the primary responsibility of these deputies may be in specific areas, other duties may be assigned to meet the needs and obligations of the Fire Coordinator's office. Examples of assignments may be Fire Training, EMS, etc.

Each Deputy Coordinator shall be given an outline of his or her duties when assigned.

C. Fire Advisory Board

The Fire Advisory Board shall act in accordance with New York State Law, County "Law 225-a". It shall act in an advisory capacity to the Fire Coordinator who in turn is the liaison for the County Manager and the County Board of Legislature on matters concerning the provisions of the Mutual Aid Plan and other fire related matters as directed by the County Manager or Board of Legislature.

D. Line of Authority

1. **Absence of County Fire Coordinator** - The Fire Coordinator shall designate in writing and on file with the County Clerk and with the Clerk of the County Board of Legislature the order in which Assistant / Chief Deputy Coordinators are to possess the powers and perform the duties of County Fire Coordinator in his / her absence or inability to act, pursuant to Section 401 of the County Law. (See Enclosure D)
2. **Vacancy in the Position of County Fire Coordinator** -The Assistant Fire Coordinator shall assume the powers and perform the duties of the County Fire Coordinator until a successor is appointed by the County Board of Legislature and has qualified, pursuant to Section 401 of the County Law.

SECTION 5: STATUS OF LOCAL FIRE DEPARTMENTS

A. Maintenance of Individuality

Each fire department participating in this plan shall maintain its internal command and individuality and operate in compliance with the NIMS structure.

B. Duties of Local Fire Chief

The fire chief of any fire department or company shall, in addition to any other duties assigned to him / her by law or contract, to the extent reasonably possible determine or cause to be determined the cause of each fire or explosion which the fire department or company has been called to suppress. He / She shall file with the Office of Fire Prevention and Control of the Division of Homeland Security and Emergency Services a report containing such determination and any additional information required by such office regarding the fire or explosion. He / She shall contact or cause to be contacted the appropriate investigatory authority if he / she have reason to believe the fire or explosion is of incendiary or suspicious origin.

C. Authority of "Requesting" Fire Chief or Incident Commander

1. A "Requesting" Fire Chief or Incident Commander is one who requests mutual aid for their particular department in accordance with this Plan.

2. Incident Command at a fire or other emergency, in which the services of a fire department would be used under mutual aid, remains with the fire department requesting such aid.
3. The Incident Commander will work with the chiefs, senior officers and officers of other departments providing mutual aid. The firefighters in the assisting departments may be commanded by their own officers, who are in turn supervised by the officers in the department requesting mutual aid.

SECTION 6: ORGANIZATION AND OPERATION OF THE COUNTY FIRE RADIO SYSTEM AND CONTROL CENTERS

A. Organization

The Schenectady County Fire Radio System is controlled at 1 Central Unified Communications Center (UCC) and falls under the Director of the Unified Communication Center. The County EOC shall be activated by the Fire Coordinator, Emergency Manager or Assistant Fire Coordinator on an as needed basis. Upon activation of the County EOC, the area control points will operate under the direction of County Control Points.

B. Location of Control Points:

<u>Primary Control Point</u>	<u>Location</u>
Unified Communications Center	Hamburg St. Rotterdam, NY
Emergency Operations Center (When activated)	
Primary -	Schenectady County Emergency Management 130 Princetown Plaza Schenectady, NY 12306
Secondary -	Schenectady County Public Works Department 100 Kellar Ave Schenectady, NY 12306

C. Supervision and Dispatching Service

1. The Emergency Manager, County Fire Coordinator, or any designated individual assigned by the Emergency Manager is responsible for the activities and operation of the County Emergency Operations Center (EOC). And all Area County Fire Control Points.
2. Dispatching service at the County EOC will be comprised of trained dispatchers who meet all NIMS requirements and are authorized by the Director of the Unified Communication Center, Fire Coordinator or Emergency Manager. Control Points will normally be handled by the designated dispatcher at that location, or another dispatcher may be trained.
3. No person may operate any equipment at the Schenectady County Unified Communications Center or at any of the County control points that are not specifically

trained and authorized. Operation by unauthorized persons shall be reported and may result in penalties and/or imprisonment by the Federal Government under the Federal Communications Commission regulations.

D. Radio and Telephone Communications

1. The radio and telephone procedure shall conform to that prescribed by FCC rules and regulations and with the Radio System Operations Manual as issued by the Deputy Director of the Unified Communications Center, Fire Coordinator (see Enclosure F).
2. No fire officer, firefighter or other person may use a two-way radio on the fire radio system unless they operate within the rules and regulations as outlined in the Radio System Operations Manual.
3. Authorization to use non-county owned transmitters (portable, mobile, +or fixed base), tone generators, automatic alarm or other equipment that causes signals, messages or other transmissions on the County Fire Radio System are subject to the following approval procedures.
 - a. Written requests must be submitted to the Director of the Unified Communications Center and the Fire Coordinator on an appropriate form. Such requests will be reviewed by the Fire Advisory Board and a recommendation submitted to the Fire Coordinator, and the Director of the Unified Communications Center, who will in turn approve or deny the request.
 - b. Upon application to the Director of the Unified Communication Center, Fire Coordinator and upon approval, a Fire Chief and/or Assistant Chief may install and operate a mobile fire radio in their personal vehicle or operate a portable radio on the fire radio system. Such approval is valid only as long as that officer is the incumbent. Approval is not required to transfer the radio and identifier to the newly elected Chiefs or Assistant Chiefs personal vehicle.

E. Radio System

The Fire Radio System of Schenectady County shall be displayed on a map available for immediate examination. (See Enclosure E)

F. Communications with Other Counties

Communications with the fire control centers of Albany, Saratoga, Montgomery, and Schoharie Counties as well as other Counties within the State are through the County EOC on Frequency 800 MHz talk group, other available frequencies which adjoining counties are able to communicate on or by telephone. The telephone numbers of adjacent County Control Centers as well as the corresponding County Fire Coordinator shall be posted at the Schenectady County Unified Communications Center and Area Fire Control Points.

G. Method of Determining Status of Equipment, Apparatus and Manpower

The County Fire Coordinator shall maintain a current list of resources available throughout the county. He / She will have this information available electronically / paper for use during EOC activations and when needed.

I. Provisions for Emergency Power

Schenectady County shall insure that the Unified Communications Center and all Emergency Operation Center have a backup power supply and a sufficient fuel supply for an extended period of time.

SECTION 7: STAFF OF THE COUNTY UNIFIED COMMUNICATION CENTER

Normal dispatching will be provided by the dispatcher on duty or another authorized dispatcher when required. The County Fire Coordinator and/or any of the Deputy Fire Coordinators not assigned to the County EOC may be stationed at the Unified Communications Center if deemed necessary.

SECTION 8: RESOURCE INVENTORY

- A.** A County Inventory consisting of apparatus and equipment of participating fire departments will be located at the County Emergency Operations Center, Unified Communications Center all County Area Control Points and with the County Fire Coordinator. In addition, a copy will be forwarded to the New York State Office of Fire Prevention and Control.
- B.** The County Fire Coordinator or designee shall maintain the inventory. All Chief officers shall be responsible to submit an updated inventory list to the Schenectady County Office of the Fire Coordinator each year in January to maintain an accurate list.
- C.** The County Fire Coordinator or designated Assistant Fire Coordinator, Battalion Deputy Fire Coordinator shall contact each Fire Chief from time to time regarding inventory. Each Chief is requested to notify the Office of the Fire Coordinator of any additions or deletions of their fire department inventory immediately when added or deleted.
- D.** The inventory shall be completely reviewed at the time this plan is reviewed (annually) by the County Fire Coordinator.

SECTION 9: EQUIPMENT COMPATIBILITY & IDENTIFICATION

- A.** All apparatus and its associated equipment operating as part of this plan shall be equipped with National Standard hose threads as defined by the National Bureau of Standards or provide sufficient adapters to permit interconnection with "NST". Consideration should be given to obtaining quick-connecting adapters for large diameter hose. It is recognized that a few agencies in Schenectady County utilize the "Double Higbee" thread. All agencies providing mutual aid shall ensure that they have the proper adapters on their apparatus to accommodate the different threads that they may encounter.
- B.** It is suggested that for ease of identification and recovery of equipment after a mutual aid operation, that all fire departments mark their equipment with their respective county identification number (See Enclosure G) or other appropriate markings. It is also recommended that each agency take an inventory prior to any deployment of equipment, which includes model and serial numbers of items.

SECTION 10: EMERGENCY OR ALTERNATE COUNTY FIRE RADIO CONTROL CENTER

Normal emergency and required radio traffic will be directed to the County Unified Communications Center. Upon activation of the County Emergency Operations Center (EOC) by the Fire

Coordinator or Emergency Manager, the Unified Communications Center shall operate under the direction of the County EOC.

In the event that the County EOC is unable to operate, or should it be more advantageous for operations from an alternate Control Point, that Control Point shall be designated by the Emergency Manager or the Fire Coordinator and shall assume all of the authority of County EOC.

SECTION 11: PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL AID PLAN

This plan, upon admittance by The Office of Fire Prevention and Control, shall become part of the State Fire Mobilization and Mutual Aid Plan.

A. Procedure for Activation of the Plan

The County Fire Coordinator or deputy in line of authority designated pursuant to Section 401 of the County Law may in accordance with Title 19 Part 450 of the Official Compilation of Codes, Rules and Regulations of the State of New York request the State Fire Administrator to activate the State Plan for assistance.

B. Authority and Responsibility of Regional Fire Administrator

It shall be the policy of the State Fire Administrator, where practicable, to appoint as Regional Fire Administrator, the person holding the office of County Fire Coordinator.

Duties of Regional Fire Administrator shall be as outlined in the Official Compilation of Codes, Rules and Regulations of the State of New York Section 450.3 and in addition to directives and procedures established by the State Fire Administrator.

C. Retirement Provisions Relating to the Position of Regional Fire Administrator

Should the Fire Coordinator be separated from their office for any reason, they are retired Regional Fire Administrators. The State Fire Administrator is authorized by law to appoint this position.

D. County Number Issued Under the State Mobilization and Mutual Aid Plan

The County Fire Coordinator shall utilize County number forty-seven (47) assigned to Schenectady County by the State Mobilization and Mutual Aid Plan.

SECTION 12: COORDINATION WITH OTHER EMERGENCY SERVICES

- A.** The County Emergency Operations Center (EOC) is located at 130 Princetown Plaza, Rotterdam, NY. The Office of Emergency Management has stations for the operation of police and other emergency services in time of need.
- B.** Telephone numbers of other services and agencies such as electric power, telephone; Red Cross, etc. shall be maintained at the Emergency Operations Center, the Unified Communications Center and at Control Points

SECTION 13: COUNTY WIDE FIRE REPORTING

Each Fire Chief or designated officer in a fire company or department shall regularly report all fires to the State Office of Fire Prevention and Control in accordance with Section 209 of the General Municipal Law. The designated copy of the standard report form shall only be given to the County Fire Coordinator upon request.

SECTION 14: TRAINING

- A. The courses of the New York State Outreach Training Program and any/all other courses developed and taught by the State or County are adopted as standard throughout the County of Schenectady.
- B. The County Fire Coordinator will collaborate with the NYS Office of Fire Prevention and Control to provide training by New York State fire instructors. The County Fire Coordinator will also develop specialized training programs or seminars as the need arises to assist local fire departments in their training requirements.
- C. To insure adequate and consistent firefighter training and safety throughout Schenectady County, it is recommended that each fire department follows the NYS Office of Fire Prevention and Controls "Recommended Best Practices" for fire department training programs.

SECTION 15: OTHER FIRE SERVICE-RELATED PLANS IN EXISTENCE

- A. Schenectady County has developed a State Approved Arson Control Plan which is attached as enclosure "H."
- B. Schenectady County has developed a State Approved Plan for Fire Service Response to Hazardous Material Incidents which is attached as enclosure "I"
- C. Schenectady County has developed an approved Standard of Communication Procedure Manual which is attached as enclosure "F"

SECTION 16: INTER COUNTY AGREEMENTS

- A. Schenectady County has an agreement with the Regional Hazardous Materials which is comprised of Schenectady, Albany, Saratoga, and Rensselaer Counties.

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

_____ offered the following resolution and moved its adoption.

Resolved that _____ elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

_____ seconded the resolution.

VOTED: In Favor _____ Opposed _____ Not Voting _____

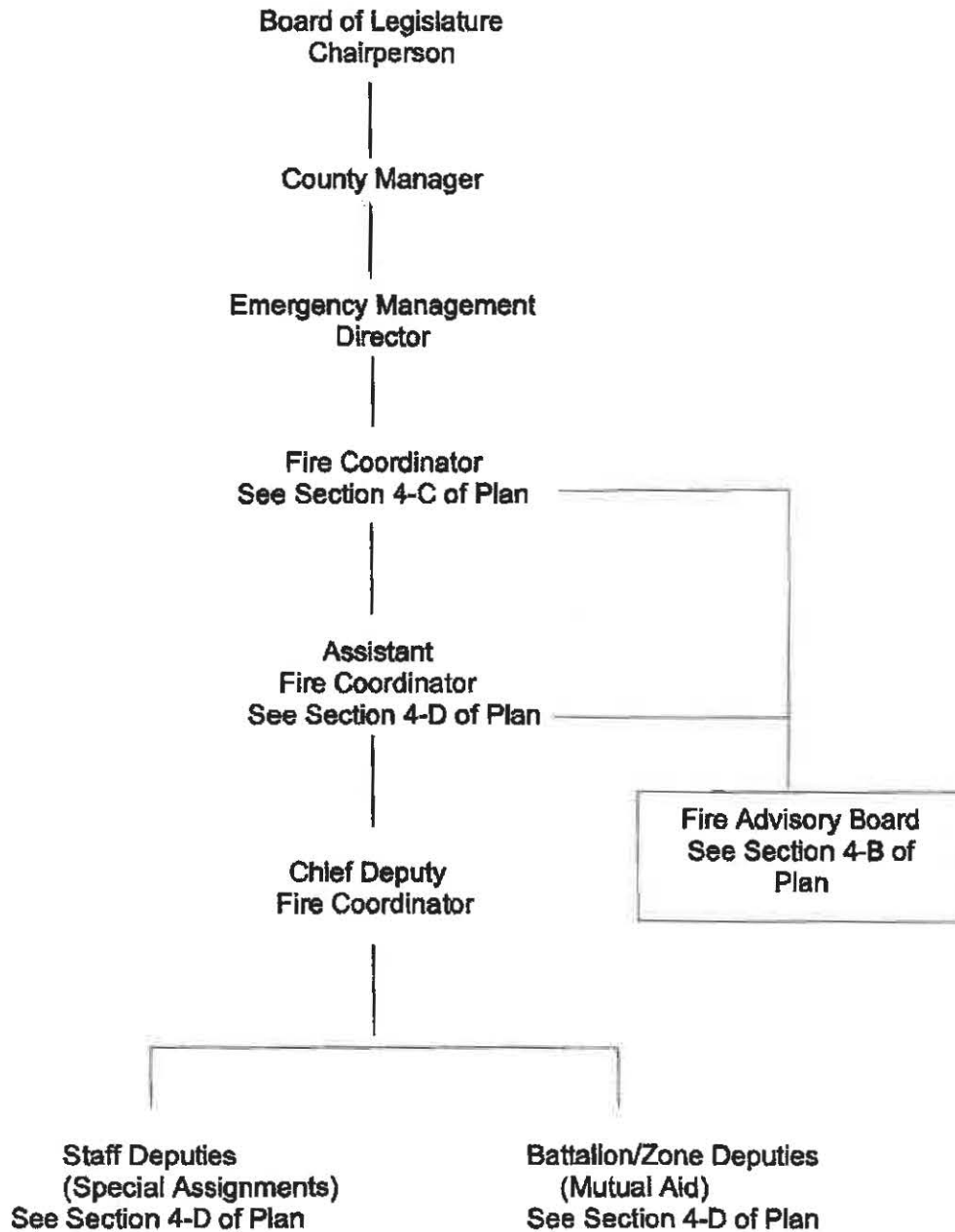
CARRIED: _____ (Date)

OFFICER: _____

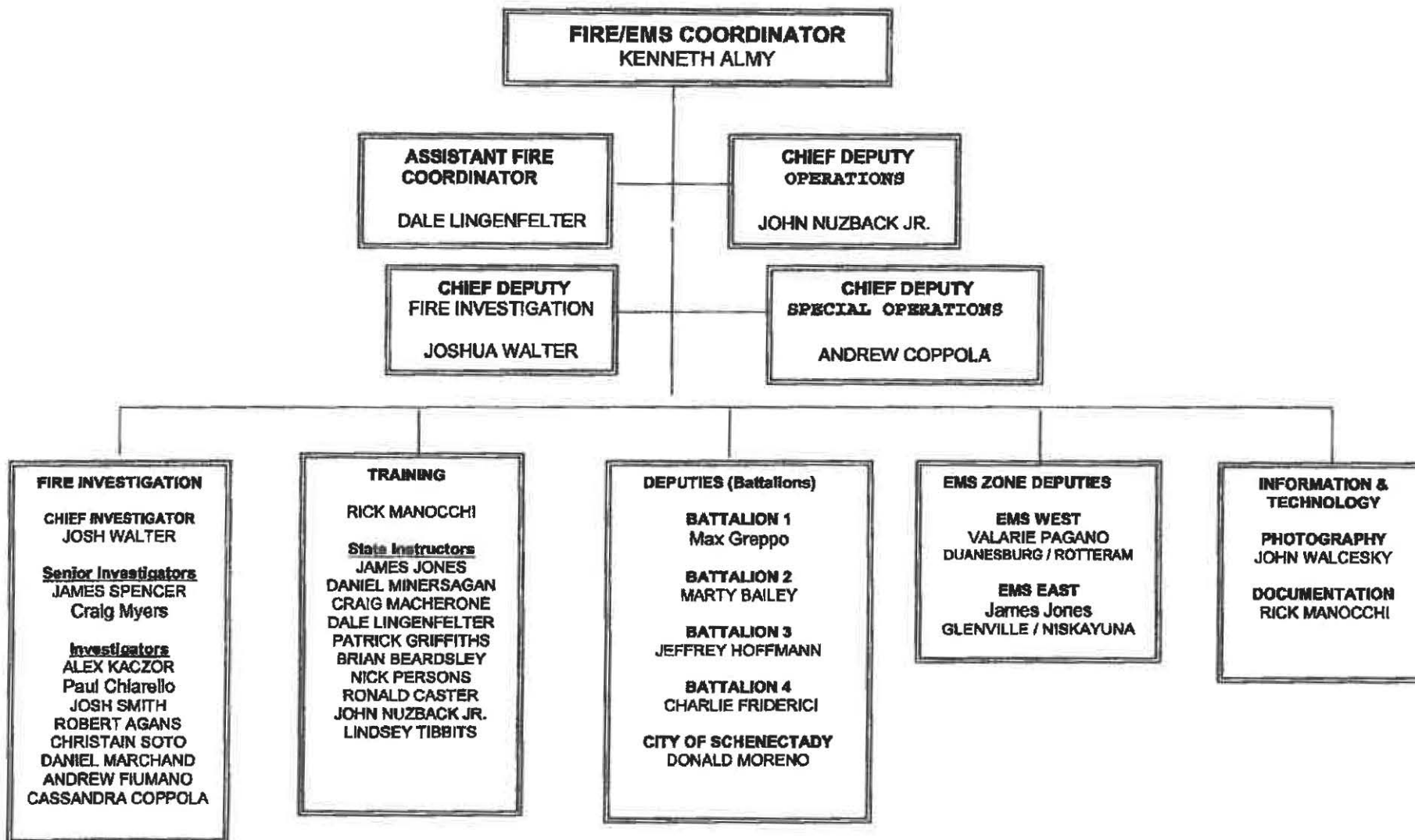
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "B"

PLAN ORGANIZATION AND RESPONSIBILITIES



**SCHENECTADY COUNTY FIRE MUTUAL AID PLAN
APPENDIX "C"
FIRE COORDINATORS OFFICE**



SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

APPENDIX "D"

FIRE COORDINATORS OFFICE

LINE of AUTHORITY

Should the County Fire Coordinator be unavailable or unable to perform the duties of this office for whatever reason, the Assistant Fire Coordinator shall assume the powers and perform the duties of the Fire Coordinator. Should the Assistant Fire Coordinator be unable to perform, then the responsibilities shall pass in the order listed below:

Chief Deputy Fire Coordinator (Operations)

Chief Deputy Fire Coordinator (Fire Investigations)

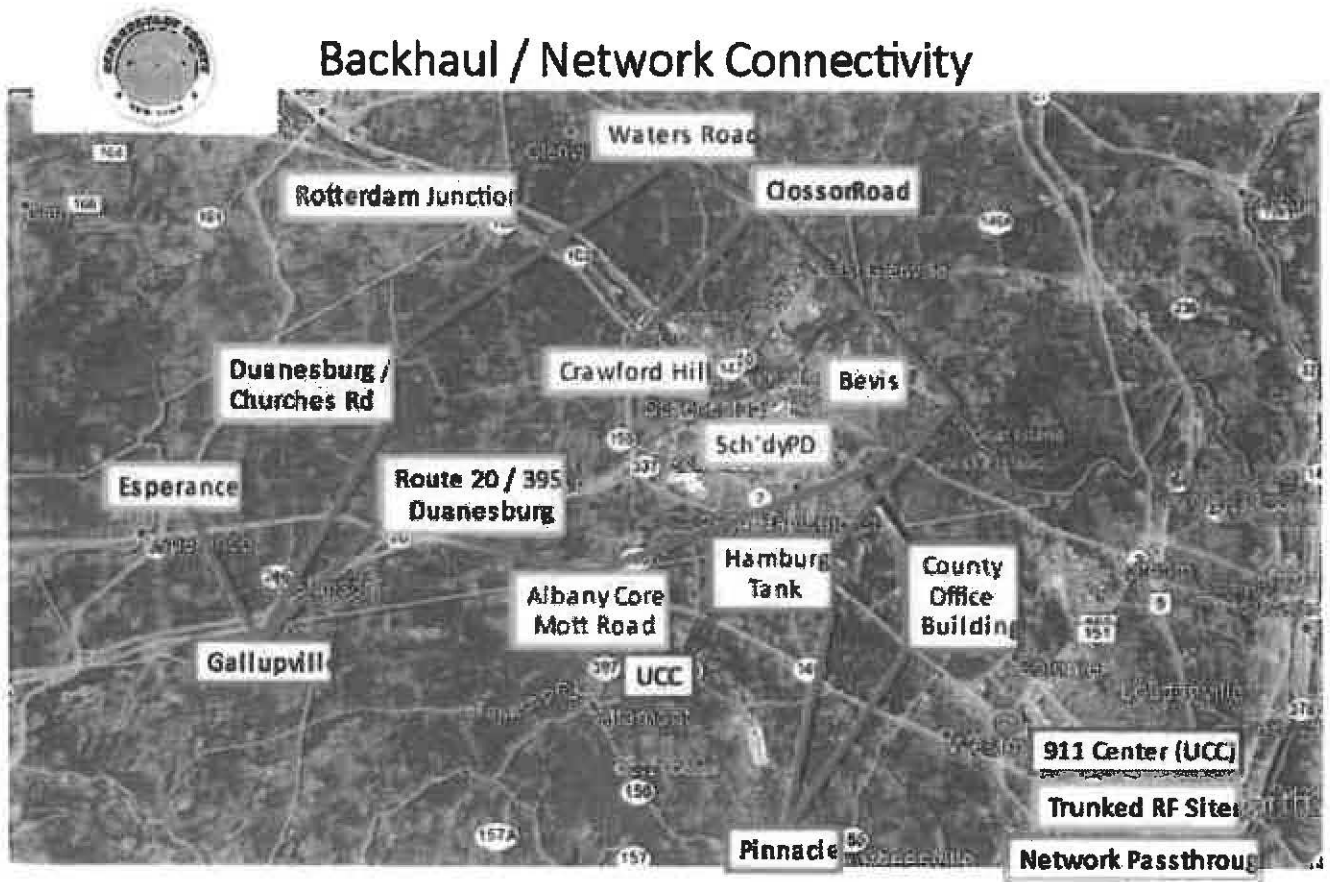
Chief Deputy Fire Coordinator (Special Operations)

Deputy Fire Coordinator (City)

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "E"

COUNTY FIRE RADIO SYSTEM COUNTY RADIO MAP



SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

APPENDIX "F"

SCHENECTADY COUNTY RADIO PROCEDURE MANUAL

**SCHEENECTADY COUNTY
FIRE MUTUAL AID
APPENDIX "F"**



**Schenectady County
Communications Plan**

**SCHENECTADY COUNTY FIRE / EMS RADIO SYSTEM OPERATION
STANDARD COMMUNICATIONS PROCEDURE MANUAL**



**Updated:
January 2023**

SCHENECTADY COUNTY FIRE / EMS RADIO SYSTEM OPERATION

STANDARD COMMUNICATIONS PROCEDURE MANUAL

General Purpose –

These procedures are intended to improve operations on the Schenectady County Fire/EMS Radio System by ensuring compliance with good operational practices and reducing the amount and length of radio transmissions. The Director of the Unified Communication Center is responsible for the operation and maintenance of the radio system as appropriate. Changes to these procedures are the responsibility of the Director of the Unified Communications Center and the Schenectady County Fire/EMS Coordinator in cooperation with the county Fire Advisory Board / EMS Committee. All users of the radio system are to comply with these procedures.

Definitions –

- 1) **APPARATUS** - A Fire District/Department owned vehicle such as a fire engine, ladder truck, tanker, rescue truck, Utility vehicle, boat, or ambulance.
- 2) **CAR** – A privately owned, or Fire District/Department owned vehicle designated for use by a chief officer of that fire district/department.
- 3) **UNIFIED COMMUNICATIONS CENTER (UCC)** is the designated agency to dispatch fire and ambulance agencies.
- 4) **ACKNOWLEDGEMENT** – Indicates that a dispatched Department has received an alarm and notification is made to the dispatching UCC by a car, apparatus, or the base. At this time the dispatched department has taken responsibility for the call.
- 5) **RESPONDING** – A Car or Apparatus is enroute to a call and has notified the UCC.
- 6) **INCIDENT COMMAND** – An individual who has arrived on scene and has established command
- 7) **Alert TONES** – Tones used to activate a fire department / EMS siren or pagers.
- 8) **IN-SERVICE** – Any apparatus that is available to respond to a call, regardless of the physical location of the apparatus in relation to their normal running district.
- 9) **OUT OF SERVICE** – Any apparatus that cannot respond to a call.
- 10) **DOWNGRADE** - Terminology used to change a response for an emergency response to a non-emergency response as designated by the Incident Commander. ICs should use the term "non-emergency response" or "Priority 2" versus "respond with caution" to downgrade a response.
- 11) **UPGRADE** – Generally used but not limited to use on EMS calls when the Incident Commander and/or UCC dispatcher request responding apparatus to expedite their response.

Equipment and Standards –

SCHENECTADY COUNTY FIRE / EMS RADIO SYSTEM OPERATION

STANDARD COMMUNICATIONS PROCEDURE MANUAL

The Schenectady County Director of the Unified Communications Center holds the Federal Communications Commission (FCC) licenses for the Schenectady County Fire Radio System.

Fire/EMS agencies within Schenectady County and other selected groups are permitted to purchase install and use portable, mobile, and base radios. Any such agency wishing to add radios to the County system must have a signed User Memorandum of Agreement with Schenectady County prior to adding radios. This memorandum is obtained through the Unified Communications Center. All such radios that are purchased by a Fire/EMS agency will require prior approval to be on the Schenectady County system. All agencies will submit a usage request form to the Director of the Unified Communication Center. Once approved the Director will need to be contacted for the radio to be put into service.

Minimum equipment standards and rules & regulations for operation on the County owned system are established by the Director of the Unified Communications Center and Office of Fire/EMS Coordinator.

Included are such items as:

1. Approval of frequency usage.
2. Additions of mobile, portable, or fixed (base) radio units; (Motorola Only)
3. Approval of tone signaling for pagers and home alerts.
4. Assignment of radio units to out of county departments.
5. Approval for any other action(s) that may cause a signal or transmission on those frequencies licensed to Schenectady County.
6. Specific programming is required for all radios purchased (TDMA, OTAP, SmartZone, Enhanced Data, Group Services)

The following standards for the Schenectady County Fire Radio System must be also adhered to when operating on the system.

1. Base stations shall not exceed 25 watts output power.
2. Antennas (other than County owned) shall not exceed a maximum height of 20 feet.
3. Prior to placing any radio in service, the user shall Utilize the Fire Radio Usage Form to obtain radio system approval.
4. Departments wishing to add radios to the system shall use the form in Appendix "E" to request approval for system access. This form should be submitted to the Schenectady County Fire / EMS Coordinator for review with the Director of the Unified Communications Center.

Fire Department/EMS Agency Radio Usage –

Codes are not permitted on the County Fire Radio System and plain English should be used at all times when making transmissions in accordance with National Incident Management System (NIMS) guidance. The only codes allowed are outlined below:

- 1 Priority One – Respond in emergency mode
- 2 Priority Two – respond in a non-emergency mode
- 3 Priority Three – Nonemergency once available
- 4 EMS determinants: Alpha, Bravo, Charlie, Delta, and Echo.

SCHENECTADY COUNTY FIRE / EMS RADIO SYSTEM OPERATION

STANDARD COMMUNICATIONS PROCEDURE MANUAL

Only the 1st arriving Chief and first arriving apparatus should call on the scene. Incoming apparatus is encouraged to call for instructions when approaching the scene. It is typically not necessary for additional chiefs or apparatus to call arriving on the scene. Ambulances should call on scene to document patient care times.

When the call/incident is completed, the apparatus shall state to the UCC dispatcher "Returning in service or Returning out of service" when leaving the scene. Once all agency apparatus has returned, the last apparatus shall state "All department apparatus in quarters". This will clear the operations talk-group for use by another agency. **Note: If your agency is not actively operating at a scene, the dispatcher has the right to add another agency or move your agency off the operational talk-group.**

Personnel shall demonstrate common courtesy, when operating on the Schenectady County Radio System. There are a large number of users on this system and **NO** fire department or EMS agency within Schenectady County or those outside of Schenectady County has the **absolute right of usage of any talk group.**

Radio courtesy is stressed and all Fire/EMS agency members along with the UCC dispatchers are asked to demonstrate such courtesies when using the Schenectady County Fire/EMS Radio System.

These courtesies include but are not limited to:

- Ensuring talk-group is clear prior to transmitting
- Keeping unnecessary and/or objectionable conversation off the air
- Speaking in a calm professional manner at all times

It is understood that during particularly stressful times, transmissions may not reflect the ultimate in radio procedures and practices. These transgressions should be discontinued immediately and not be discussed on the air. Rude and questionable comments will not be tolerated. Situations that occur should be discussed after the incident and the discussion should involve the Director of the Unified Communications Center (UCC), Fire/EMS Coordinator and the affected fire department Chief or EMS agency Captain.

The Office of Fire/EMS Coordinator relies on the UCC Dispatchers to ensure proper system use and expects a dispatcher to advise field units, as appropriate, to minimize objectionable conversations on or abuse of the radio system. Use of the radio system for parades, fund drives, field days, etc. is only permitted on training or ground talk-groups as these talk-groups are not monitored by the UCC. The county UCC **SHALL NOT** be notified when units are in mobile service for driver training, parades, drills, work details etc. Departments/Agencies should consider other communication sources for internal notification for these non-emergency events.

Talk Group Assignments

UCC Dispatchers have the authority and responsibility to assign fire departments to talk-groups. All agencies once dispatched will receive their talk-group assignment. No department or town will have a permanent assigned operational talk group. Once operating at an incident, any talk group changes need to be coordinated with the IC(s) prior to the announced change.

SCHENECTADY COUNTY FIRE / EMS RADIO SYSTEM OPERATION

STANDARD COMMUNICATIONS PROCEDURE MANUAL

If any Fire / EMS agency would like to utilize a tactical or ground talk group may do so without permission of the UCC Dispatcher, since these talk-groups are not monitored at the UCC. Each town will have a training talk group assigned and shall be able to utilize them without prior approval.

TRTAC 1 – Town of Rotterdam
TRTAC 2 – Town of Glenville
TRTAC 3 – Town of Duaneburg
TRTAC 4 – Town of Niskayuna
TRTAC 5 – Schenectady County EMO

If any unit or Fire / EMS agency does not respond to the dispatcher's directions or requests, the dispatcher shall immediately notify the UCC Director and Fire/EMS Coordinator or Emergency Manager for further action.

Mobile Identifiers – TBD Appendix A

Radio System Transmissions:

In accordance with NIMS guidance, plain English should be used at all times except as noted above when making radio transmissions. Prior to making any radio transmissions, ensure there is no other traffic on the talk-group. Always speak slowly and in a clear, distinct tone of voice. **DO NOT SHOUT!**

When using the radio

Always:

- Know what you are going to say
- Speak clearly and distinctly
- Repeat or spell words when necessary
- Keep messages as short as possible
- Use **complete** numeric unit identifiers.
- Follow dispatcher's requests
- Use NIMS nomenclature (i.e., Command, Operations etc.) when operating at scenes
- Be courteous at all times

Never:

- Use profane, obscene, or questionable language
- Transmit unnecessary messages, rude comments or make jokes
- Use nicknames or first names.
- Transmit messages other than those related to **OFFICIAL** business.
- Chastise or scold individuals, other responders, or dispatchers
- Yell or Shout.

Mayday Calls: Appendix "C"

Phonetic Alphabet and Numerals –

A – Alpha H – Hotel O – Oscar U – Uniform

SCHENECTADY COUNTY FIRE / EMS RADIO SYSTEM OPERATION

STANDARD COMMUNICATIONS PROCEDURE MANUAL

B – Bravo	I – India	P – Papa	V – Victor
C – Charles	J – Juliet	Q – Quebec	W – Whiskey
D – Delta	K – Kilo	R – Romeo	X – X-ray
E – Echo	L – Lima	S – Sierra	Y – Yankee
F – Foxtrot	M – Mike	T – Tango	Z – Zulu
G – Golf	N – November		

Numerals –

0 – Zee-roh	5 – Fi-Yiv
1 – Wun	6 – Siks
2 – To	7 – Sev-Ven
3 – Thuh-Ree	8 – Ate
4 – Fo-Wer	9 – Nine NI-Nah

Phonetic spelling is used only on difficult words such as the last names of people, streets or words that may easily be confused. For Example:

Ball Street and Fall Street

Ball – Bravo-Alpha-Lima-Lima
Fall – Foxtrot-Alpha-Lima-Lima

Phonetic spelling is also encouraged when dealing with hazardous materials and in fact this is a recommended practice employed by Hazardous Materials response personnel.

Appendix A – Identifier Numbering System

Appendix B - Frequencies

Appendix C - Mayday Procedures

Appendix D – Storm Protocol

Appendix E – Usage Form

STANDARD COMMUNICATIONS PROCEDURE MANUAL
Appendix A



Updated – 01/2023

STANDARD COMMUNICATIONS PROCEDURE MANUAL

Appendix A

Mobile and portable radio identifiers shall include the type of unit, town designator, district designator and unit number in the sequence shown:

Town	District	Type	Unit
X	X	X	X

Types:

- E – Engine - 250 GPM pump capacity or greater
- T – Truck – Aerial, Quint, Quad, Snorkel
- TA – Tanker – 1000 gallons of water or greater
- ETA – Engine/Tanker – 1000 gallons of water or greater and 500 GPM pump or greater
- ER - Engine/Rescue – A vehicle which meets the definition of both other items listed
- M – Miscellaneous – Paramedic Fly Cars
- R – Rescue or other type emergency vehicle such as a Rehab Unit
- U – Utility – Vehicles used to haul hose, generators and other miscellaneous equipment
- WR – Water Rescue equipment such as boats, jet skis, etc.
- A – Ambulance
- Car – Chief Officer's Car
- P – Portable Radios

Town/Agency Number Assignments:

- | | |
|---------------|------------------------------|
| 1 – Rotterdam | 5 – Industrial Agencies |
| 2 – Glenville | 6 – Open 9 - Ambulances |
| 3 – Duaneburg | 7 – Open |
| 4 – Niskayuna | 8 – Open |

Example:

Town	District	Type	Unit
X	X	X	X
2	2	2	1
Glenville	Alplaus	Engine	Unit ID
9	3	8	3
Ambulance	Town	Ambulance ID	Unit ID

Units from outside of Schenectady County, that have permission to operate on the Schenectady County Radio System, will be assigned their "Home" identifier preceded by their fire district name. For example, an engine from Fort Hunter Fire Department would be identified as Fort Hunter E-36.

STANDARD COMMUNICATIONS PROCEDURE MANUAL
Appendix B



Updated: 01/2023

STANDARD COMMUNICATIONS PROCEDURE MANUAL

Appendix B

Portable Radio Configuration / Talkgroup (Channel) Assignments

Zone	Channel Number (on Top Selector)	Name	Description of Use
SCHDY A	1	SC FIRE 1	Main Dispatch Talkgroup 1 for Initial Call, following 2 tone activation on UHF, 460.575 MHz
SCHDY A	2	SC FOP 2	Fire Operational Talkgroup 2 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	3	SC FOP 3	Fire Operational Talkgroup 3 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	4	SC FOP 4	Fire Operational Talkgroup 4 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	5	SC FOP 5	Fire Operational Talkgroup 5 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	6	SC FOP 6	Fire Operational Talkgroup 6 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	7	SC FOP 7	Fire Operational Talkgroup 7 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	8	SC FOP 8	Fire Operational Talkgroup 8 (of 8), accessed as directed by Dispatch during Initial Call
SCHDY A	9	SC FTAC1	Special Tactical, directed to as needed
SCHDY A	10	SC FTAC2	Special Tactical, directed to as needed
SCHDY A	11	SC RIT 1	Rapid Intervention Team, directed to as needed
SCHDY A	12	SC RIT 2	Rapid Intervention Team, directed to as needed
SCHDY A	13	SC GRD1	Off-System Channel typically used on scene if needed
SCHDY A	14	SC GRD 2	Off-System Channel typically used on Event Scene if needed
SCHDY A	15	FIRE POL	Fire Police Deployed to Event
SCHDY A	16	SC FIRE 1	Same as position one on selector

Zone	Channel Number (on Top Selector)	Name	Description of Use
SCHDY B	1	SC EMS 1	EMS Operational Talkgroup 1 (of 2), accessed as directed by Dispatch during Initial Call
SCHDY B	2	SC EMS 2	EMS Operational Talkgroup 2 (of 2), accessed as directed by Dispatch during Initial Call
SCHDY B	3	SCEMSTAC	Special Tactical, directed to as needed
SCHDY B	4	MED ER	Hospital Communications Talkgroup with Ground Units
SCHDY B	5	AIR/GRND	Helicopter Communications Talkgroup with Ground Units
SCHDY B	6	REG HAZM	Hazmat Team Operations Talkgroup
SCHDY B	7	TRTAC1	Fire Operational Training Talkgroup 1 (of 5) Assigned to Town of Duaneburg
SCHDY B	8	TRTAC2	Fire Operational Training Talkgroup 2 (of 5) Assigned to Town of Glenville
SCHDY B	9	TRTAC3	Fire Operational Training Talkgroup 3 (of 5) Assigned to Town of Rotterdam
SCHDY B	10	TRTAC4	Fire Operational Training Talkgroup 4 (of 5) Assigned to Town of Niskayuna
SCHDY B	11	TRTAC5	Fire Operational Training Talkgroup 5 (of 5) Assigned to Town of Schenectady, County EMO

STANDARD COMMUNICATIONS PROCEDURE MANUAL

Appendix B

SCHDY B	12	SC GRD 4	Off-System Channel typically used on scene if needed
SCHDY B	13	BLANK	
SCHDY B	14	BLANK	
SCHDY B	15	BLANK	
SCHDY B	16	SC EMS 1	Same as position one on selector

Zone	Channel Number (on Top Selector)	Name	Description of Use
SCHDY C	1	SFD OPS 1	Main Dispatch/Operational Talkgroup Schenectady Fire for Initial Call
SCHDY C	2	SFD OPS2	Schenectady Fire Operational Talkgroup used as needed
SCHDY C	3	SFD GRD1	Off-System Channel typically used on scene if needed
SCHDY C	4	SC JOPS 1	Joint Operations Talkgroup shared with all Police, Fire, and EMS Agencies 1 (of 3)
SCHDY C	5	SC JOPS 2	Joint Operations Talkgroup shared with all Police, Fire, and EMS Agencies 2 (of 3)
SCHDY C	6	SC JOPS 3	Joint Operations Talkgroup shared with all Police, Fire, and EMS Agencies 3 (of 3)
SCHDY C	7	SC JGRD 1	Off-System Channel typically used on scene if needed
SCHDY C	8	BLANK	
SCHDY C	9	BLANK	
SCHDY C	10	BLANK	
SCHDY C	11	BLANK	
SCHDY C	12	BLANK	
SCHDY C	13	BLANK	
SCHDY C	14	BLANK	
SCHDY C	15	BLANK	
SCHDY C	16	SFD OPS 1	Same as position one on selector

STANDARD COMMUNICATIONS PROCEDURE MANUAL
Appendix C



Updated – 01/2023

Radio Procedures “Mayday” / Alert Tone Activation

1. Transmission of a Mayday:

- **“MAYDAY” will be used when an emergency responder on scene is in Immediate Danger.**
- **When a “MAYDAY” call is received from the scene, Fire Control will establish radio priority and ensure that the Incident Command or Operations Command on scene has received the “MAYDAY” notification.**
- **Until the emergency situation has been cleared by the Incident Commander or Operations Command, units will remain on the assigned channel. NOTE: The Incident Commander may request an alternate channel for operational requirements. All units assigned to the possible “MAYDAY” situation shall remain on the original assigned channel.**
- **Any person, who believes that a responder’s life may be in danger, may call a “MAYDAY”.**

2. Emergency Alert Tone Activation: On Scene

- **When a dispatcher receives an “Emergency Alert Tone” from a radio, the following action shall be taken.**
 - **Attempt to make contact with the Unit ID# that activated their emergency alert tone.**
 - **Confirm with that unit if it is an actual emergency or an accidental activation.**
 - **If the unit states “Accidental” than the activation can be cleared.**
 - **NOTE: If a true emergency exists, the dispatcher shall follow “MAYDAY” procedures.**
 - **If there is no reply from the Unit, a second attempt to contact shall be made. If there is no confirmation following the second attempt, the dispatcher shall set off an “Alert Tone” for approximately 3-4 seconds.**
 - **Dispatcher shall request all units to clear the air for emergency traffic.**
 - **Dispatcher shall state an emergency activation has been received from Unit ID#.**
 - **Dispatcher will await confirmation from the Incident Command or Operations Command for further instructions.**

- Until the emergency situation has been cleared by the Incident Commander or Operations Command, units will remain on the assigned channel. NOTE: The Incident Commander may request an alternate channel for operational requirements. All units assigned to the possible "MAYDAY" situation shall remain on the original assigned channel.

3. Emergency Alert Tone Activation: Not on Scene

- When the UCC receives an alert activation and the agency is not actively operating at a scene. The dispatcher will take the following steps in order to confirm the nature of the activation: **Note: At any point contact is made and the activation is cleared, there is no need to continue the call notifications.**
 - Attempt to contact the apparatus or individual who the activation originated from. (By Radio)
 - If the unit states "Accidental" than the activation can be cleared. If a true emergency exists, tones will be sent out for the appropriate agency for response.
 - Contact the agency by phone.
 - Call the contact person for that agency.
 - Send Law Enforcement to the last know location. If unknown, send Law Enforcement to the agency/s station.
 - Contact the County Fire/EMS Coordinator
 - **Note:** If at any point an agency confirms "Accidental" than the activation can be cleared. If a true emergency exists, tones will be sent out for the appropriate agency for response.

STANDARD COMMUNICATIONS PROCEDURE MANUAL
Appendix D



Updated 01/2023

Schenectady County Unified Communications

Subject: Storm Procedure Radio Operations County Fire	Policy UCC0003
Effective:	Authority Director: Kevin Spawn
Rescinded:	Amended:

Purpose: This procedure is for any major storm or event that may severely affect one or more Towns in Schenectady County. The Schenectady County Unified Communications Center must organize, control, and manage the incoming 911 call volume and be able to monitor and assist all agencies in the field. Enacting the "Storm Procedure" will allow Schenectady County agencies to operate closely with our county fire communications center and direct mutual aid partners.

STORM PROCEDURE SCHENECTADY COUNTY FIRE DEPARTMENTS

1. Schenectady County Unified Communications Center Director or his/her designee after consulting with Schenectady County Car 1 will activate the procedure.
2. When Activated Dispatch will tone out all county fire departments for a Stand-By in their Quarters. If manpower permits a message will be sent via, I Am Responding to all effected agencies with the storm protocol and operation talk group assignment.

Exclusion: If the storm in question is centrally located over one town jurisdiction, this plan can be scaled to notify only those town agencies effected.

IE: "Only" Town of Glenville Departments

3. Fire Departments will then switch their radios to the following assigned talk groups.
 - Fire OPS 2 – Scotia, Thomas Corners, Stratton, Alpaus, East Glenville, Glenville Hill, West Glenville, and Beukendaal
 - Fire OPS 3 – Carman, Rotterdam FD2, South Schenectady, Schonowe, Pine Grove, Plotterkill, Rotterdam Jct, Pattersonville
 - Fire OPS 4 – Niskayuna FD1, Niskayuna FD2, Stanford Heights
 - Fire OPS 5 – Mariaville, Duanesburg, Delanson, Quaker St
4. If the "Storm Procedure" is enacted, the UCC will dispatch as normal over Fire Channel 1 and each agency will go to the assigned talk group listed above. Agencies will need to limit communications, when possible. Agencies should also utilize available none repeated ground talk groups or tactical talk groups not monitored by dispatch for internal communications.

SCHENECTADY COUNTY UNIFIED COMMUNICATIONS CENTER STANDARD OPERATIONS PROCEDURES

Schenectady County Unified Communications

Subject: Storm Procedure Radio Operations County Fire	Policy: UCC0003
Effective:	Authority Director: Kevin Spawn
Revised:	Amended:

5. Following this procedure will also allow dispatch the opportunity to assign free Fire Operation Talk Groups for any major incident that comes in during the storm operation such as a structure fire. These incidents will always be given the highest priority and every effort will be made to assign a specific standalone talk group for those operations.

6. At the conclusion of storm protocol, announcement will be made over all fire operating talk groups that normal fire operations will commence and storm protocol has ended.

STANDARD COMMUNICATIONS PROCEDURE MANUAL
Appendix E



Updated 01/2023

Appendix E

SCHENECTADY COUNTY FIRE RADIO SYSTEM

USAGE REQUEST FORM

All radio system users must fill out this form to request approval to operate any radios or call signs on the Schenectady County Fire Radio System

Fire / EMS / Agency Name: _____

Individual Requesting: _____

Address: _____

Phone: _____ Date: _____

I certify that all proposed equipment meets the standards outlined in the Schenectady County Radio Procedures Manual.

Signed: _____

Place an (X) in the appropriate request below and complete required information

1. _____ Mobile Radio Call Sign 2. _____ Add/Relocate/Change Radios
3. _____ Portable Radio Call Sign 4. _____ Change Call Sign

Please explain the purpose for your request:

Approved _____ Disapproved: _____

Comments or Restrictions _____

Fire Advisory Board Recommendation:

Fire Coordinator Approval:

Approved: Yes / No _____

Signature: _____

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "G"

**New York State Office of Fire Prevention and Control
Fire Department Identification Numbers**

ALPLAUS	47001
BEUKENDAAL	47002
CARMAN	47003
DELANSON	47004
DUANESBURG	47005
EAST GLENVILLE	47006
GENERAL ELECTRIC - MAIN PLAN	47411
GENERAL ELECTRIC - R & D	47411
GLENVILLE HILL	47008
KAPL	47416
MARIAVILLE	47012
NISKAYUNA FIRE DISTRICT #1	47009
NISKAYUNA FIRE DISTRICT #2	47013
NYS 109TH AIR NATIONAL GUARD	47311
PATTERSONVILLE	47014
PINE GROVE	47015
PLOTTERKILL	47016
QUAKER STREET	47017
ROTTERDAM JUNCTION	47020
ROTTERDAM FIRE DISTRICT #2	47019
SCHENECTADY, CITY OF	47021
SCHENECTADY INTERNATIONAL	47413
SCHONOWE	47023
SCOTIA	47024
SOUTH SCHENECTADY	47026
STANFORD HEIGHTS	01032
THOMAS CORNERS	47028
VON ROLL	47415
WEST GLENVILLE	47029

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

APPENDIX "H"

SCHENECTADY COUNTY ARSON CONTROL PLAN

SCHEENECTADY COUNTY

FIRE MUTUAL AID

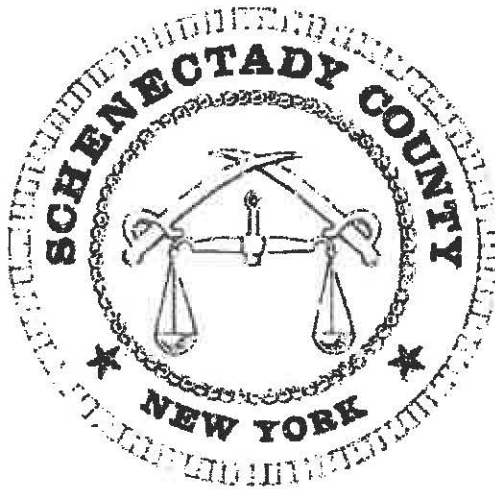
APPENDIX "H"



Schenectady County

Arson Control Plan

SCHENECTADY COUNTY
ARSON CONTROL PLAN



**Schenectady County Office of Emergency Management
Fire Coordinator's Office
130 Princetown Plaza
Schenectady, New York, 12306
518-370-3113
Rev. January 2019**

**Schenectady County
Arson Control Plan**

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**SCHENECTADY COUNTY
ARSON CONTROL PLAN**

Recommended for Adoption by:

OFFICE OF FIRE COORDINATOR

Date: March 10 1981

SUBMITTED BY COUNTY FIRE COORDINATOR

Kenneth Posson

ADOPTED BY:

SCHENECTADY COUNTY BOARD OF REPRESENTATIVES

Date: March 11 1981

Nicholas C. Barber, Representative

Offered a resolution that the following plan be adopted as the:

SCHENECTADY COUNTY ARSON CONTROL PLAN

Resolution Number 74-81

APPROVED AND ACCEPTED BY:

**DEPARTMENT OF STATE
OFFICE OF FIRE PREVENTION AND CONTROL**

Date: April 14 1981

Revision #2 – Complete revision of plan in accordance with the guidelines provided by the New York State - Office of Fire Prevention and Control.

Revision #2 Recommended for Adoption by:

OFFICE OF FIRE COORDINATOR

Date: Janua: 2019

SUBMITTED BY COUNTY FIRE COORDINATOR

Scott R. Pike

ADOPTED BY:

SCHENECTADY COUNTY LEGISLATURE

Date: Sept 11, 2019

Legislature:

Offered a resolution that the following plan be adopted as the:

SCHENECTADY COUNTY ARSON CONTROL PLAN

Resolution Number: 36-19

APPROVED AND ACCEPTED BY:

**DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES
OFFICE OF FIRE PREVENTION AND CONTROL**

Date: 9-4-2019

SCHENECTADY COUNTY ARSON CONTROL PLAN

Introduction

The purpose of this plan is two-fold. The first is to ensure that Schenectady County is in compliance with New York State - General Municipal Law 204-c which requires the governing body of each county to develop and adopt a plan for arson investigation within the county and to submit said plan to the Office of Fire Prevention & Control for approval. The second purpose is to develop processes and procedures for the conduct of fire investigations with the ultimate goal of controlling arson within Schenectady County. This can be accomplished by integrating fire, law enforcement and prosecutorial services, as dictated, during all fire investigations and increasing the cooperation between government and key private sector organizations including but not limited to citizens groups.

This plan does not attempt to present detailed data relative to fires within the county, the value of property loss or the number of injuries or deaths. This information is readily available from a number of resources including but not limited to Office of Fire Coordinator, local law enforcement agencies, insurance companies and the New York State – Office of Fire Prevention and Control (OFPC) Information Management System. Instead, the Arson Control Plan for Schenectady County was undertaken with the concept of making the plan simple in nature yet capturing the scope, procedures and policies currently in place to ensure a viable working plan for the County. In addition, this plan contains the general elements as suggested in the guidance offered by the New York State - Office of Fire Prevention & Control.

Description of Community

Schenectady County was established in 1809 and is 208.10 square miles. It is ranked as the second smallest county, in terms of square miles, in New York State and in 2017; was ranked 22nd in population (approximately 154,751) of all New York Counties (62 total). The county is located near the convergence of the Mohawk and Hudson Rivers approximately 160 miles north of New York City and 18 miles northwest of the Capital City of Albany. The Mohawk River bisects the county with the Town of Glenville and Village of Scotia, which comprises approximately 50 square miles, lying north of the river. The remaining four Towns (Rotterdam, Niskayuna, Duaneburg, Princetown) one City (Schenectady) and one Village (Delanson) are on the southern side of the river. The rural, Western two thirds of the county is part of the Heideberg Mountains and classified as plateau uplands with low

rolling hills with elevations of 800 feet or more. The urban Eastern portion of the county is primarily lowlands.

The distribution of Schenectady County's population as well as its social and economic characteristics varies considerably across the County. According to the U.S. Census, the City of Schenectady has a population density of 5,699 persons per square mile while the average suburban population density is approximately 768 persons per square mile. Median family income also varies widely with Glensville and Niskayuna generally above average, sections of the City of Schenectady below average and the remainder of the county, average; with a median household income of \$53,182 (Census Bureau 2007).

Background

Arson is a crime that permeates society. It knows no boundaries and affects everyone, rich or poor, young or old. An arsonist is a potential killer. No one will ever know the exact number of fires which have been set for one reason or another whether for profit, revenge, thrill, etc. It is safe to state that arson fires occur in Schenectady County.

Many times a serious fire is regarded as an unfortunate accident rather than a possible arson case. This belief may result from the fact that fire has been a constant menace to mankind over the centuries and is rightfully looked upon as a fearsome element that may leap out of control at any time. Another fact may be that most people are law-abiding individuals who have never had any urge to set fire to a building. Others simply don't believe that there is an arson problem in the United States much less in Schenectady County. Such thinking can lead to any number of fires being classified as accidental in origin, even though some of them resulted from the acts of arsonists.

The direct effects of arson are usually obvious, such as loss of life or property and are widely reported in the media while the indirect effects are seldom known or reported. These can include an increase in insurance rates and property taxes or effect property values in a particular area.

Detecting Arson

It is difficult to create a valid statistical picture of the extent of fire-setting in the United States. In large part, this can be attributed to our lack of belief that an arson problem exists, a lack of enthusiasm in pursuing a fire cause to a conclusion or the difficulty in convicting an accused arsonist. In order to

gleam a true picture of the arson problem several steps are needed. These include better recordkeeping and information sharing, a thorough investigation by trained and certified personnel, educating response personnel and the help of every citizen in the county.

Arson is a complex crime that has been termed the easiest crime to commit and the most difficult to detect and convict, many times tougher than solving a homicide. The arsonist has the "edge" before the fire and holds it after the fire. Physical evidence, which normally aids in identifying and convicting criminals, may have been partially or wholly destroyed by the fire itself. Sometimes we fail to detect an incendiary fire because fire-setters (arsonists) are a mixed group of people who may fail to arouse suspicion. Only in rare instances is a true professional criminal, "a torch" encountered. Fire-setters, as a group, are generally amateur criminals with little or no criminal background history. But the root of arson lies not only in criminal activity but also in human behavior, social changes, economic trends and urban decay.

One of the greatest handicaps to the detection of arson is the limited exposure that the average fire or law enforcement official has to fire investigations. For this reason alone, it is to a fire chief's advantage to call in a more experienced fire investigation team in cases where the exact cause of a fire is unusual or in doubt.

Many set fires have telltale signs that may be so obvious that the first fire or law enforcement officer on the scene will at least consider the fire to be arson. In contrast, signs of arson may be so well concealed that months of patient investigation will be required to demonstrate the fire was set. If there is an indicator of arson present, it may not scream out, this is arson but it may whisper, this is a suspicious fire. It is the whisper that is usually not heard or ignored by inexperienced fire or law enforcement officials.

Another seldom discussed reason for detecting suspicious fires is the lack of an aggressive community campaign for reporting arson fires. Although the actual arson act is many times committed in "secrecy," the fire setter will eventually start to talk or "brag" about setting the fire; especially if any significant amount of time transpires since the fire occurred. Consequently, someone other than the arsonist, is aware that a fire was set but doesn't know who to call or they may not think the fire was a big deal, especially if it occurred in a vacant building or if no one was killed or injured.

Description of Arson Problem

There is no single source that contains complete and detailed information on fires that occurred in Schenectady County, much less those fires that may have been arson-related. All fire departments/companies keep records on fires they respond to; however, the amount, the accuracy and the consistency of the information gathered and the format in which it is recorded varies considerably between departments. The participation rate of fire departments in Schenectady County in the New York State Fire Reporting System is in the high 90 percentile. The incomplete participation and/or accuracy of information provided simply compounds the problem of obtaining a true picture of the type of fires occurring in the county.

However, the problem just doesn't exist in reporting. As stated above, fire and law enforcement officials have a difficult time believing an arson problem exists within their jurisdiction. In other cases, fire and law enforcement officials may know and may even be able to prove that a fire was intentionally set but do not vigorously pursue a case. The precise reasons will never be known but unless there is, an injury/death or substantial property loss involved with these fires, these cases are usually of a lower priority for the agencies involved.

Schenectady County Arson Plan

In the early 1980's Schenectady County developed an Arson Control Plan which addressed the arson problem at the time in the County. The items listed in this plan included but were not limited to; data collection, the establishment of a fire investigation team, establishment of an arson hotline and responder education. The following includes an update of where Schenectady County is now in terms of these items and additional initiatives that are being pursued.

Fire Reporting and Data Collection

As described above the participation rate of fire departments in Schenectady County in the New York State Fire Reporting System could only be described as fair prior to 2003. Since that time, the Office of Fire Coordinator, Schenectady County has exerted a concentrated effort to ensure that Schenectady County fire departments participate in the New York State reporting system. Although the rate of participation has substantially improved (97% in 2017), there are still departments that are not participating or have not submitted reports for every month of a particular year. In addition, some

of the data submitted is either incomplete or missing. Efforts continue to improve fire department participation and improve the type and quality of information submitted.

A database of fire investigations conducted by the Schenectady County Fire Investigation Team was established. This database includes only the fires/explosions that the county team is called to investigate. It contains basic information as set forth in the New York State – Information Records and Retention guide. In addition, because all investigators are volunteer team members and cannot possibly make all of the fire investigations conducted, a notification of the results of all fire investigations is sent to all team members immediately upon completion of the investigation. It is believed that this may help in identifying trends and patterns but at the very least keep team members up to date on the types and causes of fires.

County Fire Investigation Team

The Schenectady County Fire Investigation Team was established in the mid 1980's to assist local fire chiefs in meeting their responsibilities under General Municipal Law 204-d, which requires a fire chief to "determine or cause to be determined the cause of each fire or explosion which the fire department or company is called to suppress." As the majority of fire chiefs in Schenectady County are volunteers, they either do not have the required training to make a fire cause determinations and/or the time required to thoroughly investigate fires to determine cause.

The Schenectady County Fire Investigation Team is considered a "specialized team", (per N.Y. GMU. LAW § 209-bb: NY Code - Section 209-BB) and consists of personnel who serve as volunteers and as such are not considered to be employees of Schenectady County. The team is currently staffed with twelve investigators, maximum permissible, with a wide extent of experience ranging from 5 years to over 25 years of fire investigation time.

Appointment – As a vacancy on the team occurs, an announcement of the opening(s) is advertised via electronic media to all fire departments within the county. The Office of Fire Coordinator forms a sub-committee of members (3) of the existing team to review resumes, certifications and interview candidates. Upon completion they present their recommendation to the Fire Coordinator and the Director of Emergency Management, who make the final determination on appointment. Each member will then serve a minimum of 1 year probationary period and all appointments are at will positions.

Candidates must complete the NYS recommended courses for Fire Investigator and pass each course with the national certification when applicable. All coursework shall be completed within two (2) years.

Dismissal – Members of the Fire Investigation Team answer directly to the County Fire Coordinator. The Fire Coordinator in conjunction with the Director of Emergency Management is solely responsible for the dismissal of members. Members may be dismissed for a variety of reasons including but not limited to; failure to make required number of investigations, failure to maintain continuous training requirements or other acts that are not consistent with professional standards of a fire investigator.

Training - Team members are required to participate in an annual minimum of 12 hours of documented and tested training offered through the New York State Office of Fire Prevention & Control, the International Association of Arson Investigators (IAAI), and New York State, Chapter #23 of IAAI. This training may also include but is not limited to; local seminars sponsored by the Capital District Fire Investigator Association and the annual NYS-OFPC Fire/Arson Investigation Seminar. All team members will also be required to investigate a minimum of 12 hours of fires a year, maintain annual Hazmat refresher and stay compliant with minimum standards for fire investigator's set forth in NFPA 1033. Any and all other certified training courses shall meet all requirements set forth by the standards prior to credit being given.

Operations - The Schenectady County Fire Coordinator is responsible for the Fire Investigator staff. All Fire Investigators are responsible to follow the attached Schenectady County Fire Investigation SOG and utilize all forms when appropriate. This Standing SOG and attached forms are for the utilization of Schenectady County Fire Investigation staff only. (See Appendix A, B, C and D) In addition to the Schenectady County Fire Investigation staff, the Schenectady City Fire Department and the Knolls Atomic Power Laboratories both have their own Fire Investigation Teams. These teams are governed under their organizations SOG's.

Schenectady County Initiatives

In 2003, a vehicle was purchased by the County for the exclusive use of the fire investigation team. It is fully equipped with the tools and equipment necessary to conduct an in-depth fire investigation.

In 2018, a standard reporting form was updated for use by all team members (See Appendix A) this form was created using a number of sources as a guide including but not limited to; NFPA 921 and the NYS Office of Fire Prevention and Control. The standard reporting form is reviewed and updated as necessary and all team members are required to use the form during the conduct of fire investigations.

In 2018, a standard operating guideline for conducting fire investigations was updated for the County Fire Investigation Team. This standard guideline ensures continuity and consistency in the manner in which fires within the County are investigated. Copies of these guidelines are presented in Appendix "D."

In 2018, a standard report writing format was updated by Schenectady County. This report writing format was based on the same format used by the New York Office of Fire Prevention and Control – Arson Bureau. The standard report writing format is reviewed and updated as necessary and all team members are required to use the format for authoring their fire investigation reports.

Coordination of Investigations

Investigations conducted by the Schenectady County Fire Investigation Team are always conducted at the request of and with the authority of the local jurisdictional fire chief. In the earliest stages of the investigative process, the local law enforcement agency having jurisdiction is also notified, if not already on scene. In many cases, the investigation is conducted as a "joint" investigation with that agency. This is particularly important, when in the early stages of the investigation, information is developed that may lead the team to think that a fire is suspicious or incendiary in nature, when an injury and/or death occurred as a result of the fire or when there is a substantial dollar loss in terms of property and equipment. In cases where it is appropriate to notify other agencies such as the New York State Police, Bureau of Alcohol Tobacco and Firearms or the FBI, this notification is usually handled by the local law enforcement agency in conjunction with the Office of Fire Coordinator. The County Fire Investigation Team also relies on the local law enforcement agency to notify the Schenectady County District Attorney's Office when it is appropriate to do so but may make direct contact if necessary.

The Schenectady County Fire Investigation Team relies on the assistance of other agencies, in particular the New York State - Office of Fire Prevention & Control (OFPC) – Arson Bureau for technical assistance with fire investigations. It is standard policy to request OFPC assistance when

there is a fatality, serious injury, substantial dollar loss or when, any team member feels, it would be beneficial to obtain their technical expertise.

The Office of Fire Coordinator has sponsored and will continue to sponsor Fire Investigation Courses which are aimed at encouraging members of local law enforcement agencies and personnel from the Office of District Attorney to attend. The first effort was conducted in 2009 and several police officers from departments within the county and an investigator from the District Attorney's office successfully completed the course. One of those police officers has since joined the County Fire Investigation Team. In addition to offering the courses, those personnel who do complete an approved course can also participate in the "Intern Program" described under the Education and Training below.

Local Fire and Law Enforcement Agency Responsibilities

The fire chief of each department within Schenectady is responsible for initial origin and cause investigation of any fire they respond to in accordance with GML 204d, including those suspected of being caused by smoking materials. Origin and cause of minor fires is generally completed by individual departments without a need to call on the Schenectady County Team. While some departments may have members who have received fire investigation training. There are no departments which have established in-house fire investigation teams with the exception of the City of Schenectady and Knolls Atomic Power Laboratory. Consequently most fire departments will call upon the County Team for a fire investigation when they determine it is beyond their knowledge and training.

All investigations conducted by the Schenectady County Fire Investigation Team are conducted at the pleasure of the jurisdictional fire department and in accordance with national standards including, The National Fire Protection Association's (NFPA), Standard 921 - Guide for Fire and Explosion Investigations.

Schenectady City Fire Department

In 2009, the City of Schenectady established a full-time Fire Investigation Division within the department. The Division is staffed by four personnel, a Deputy Chief, a Captain, a Lieutenant and a Firefighter, all who have been trained and Certified Fire Investigators. While the city team usually conducts all investigations of fires that occur within the city limits, the county

team has worked in combination with the city team in investigating fires. This also includes the city assisting the county with fires outside of the city limits. In addition, representatives from the New York State Office of Fire Prevention and Control – Arson Bureau and the Bureau of Alcohol, Tobacco and Firearms have been called upon to assist with fire investigations both in the city and outside of the city

Schenectady County Law Enforcement Agencies

Glenville Police
Niskayuna Police
Rotterdam Police

Schenectady Police
Schenectady County Sheriff
State Police – Princetown

None of the above listed agencies maintains an independent fire investigation team and relies on the City or County Team to conduct fire investigations. Both the Schenectady County and Schenectady City Fire Investigation Team works very closely with all local law enforcement agencies and relies on these agencies for assistance including but not limited to maintaining a scene, assisting in evidence collection, packaging, security and witness interviews.

Schenectady County District Attorney's Office

The Schenectady County District Attorney's (DA) Office does not maintain a fire investigation team but relies on the Schenectady City and County investigation teams to conduct fire investigations. The DA's office does have a dedicated Assistant District Attorney (ADA) who prosecutes cases of suspected arson.

This ADA is available to the City and County team members to provide advice and guidance relative to documentation and preparation for court appearances or consult on any other legal matters relative to fire investigations.

Arson Reporting

When the county fire investigation team was established in the early 1980's, an arson hotline was set up to provide for and encourage citizens to report activities they may have seen or have knowledge related to certain fires. One of the keys in determining how a fire started is the information a person(s) has who first discovers or sees the fire. Citizens often have information relative to a fire but

either through fear, intimidation or because they don't feel it is important; do not come forward with that information. The purpose of the arson hotline is to provide those citizens with an opportunity to offer information yet remain anonymous. Rewards are offered to callers whose information results in the arrest and conviction of an arsonist.

The Arson Hotline is answered by the Unified Communications Center and information taken is forwarded to the appropriate agency, such as Schenectady County Fire Coordinator's Office, City Fire Department and/or local law enforcement agency affected.

The amount of money paid to individuals who provide information leading to the arrest and conviction of a person for arson is determined by a four person committee made up of the following; Schenectady County Fire Coordinator, City of Schenectady Fire Chief, Schenectady County Emergency Manager or his/her designee (as named by the Emergency Manager), City of Schenectady Fire Investigator (as named by the Chief)

When a reward is to be paid, this committee meets; reviews information provided and determines the amount of money to be paid. Rewards shall not be less than \$100.00 or more than \$500.00 depending on the type of conviction and the funds available in the account. Rewards shall be paid through the Schenectady County District Attorney's office to ensure anonymity of individuals making the report.

Education/Training:

The Office of Fire Coordinator has realized the need to continue to educate firefighters in recognizing potential arson fires. Working closely with the State Fire Instructors, assigned to Schenectady County, a Certified Fire Investigator from the Schenectady County Fire Investigation Team makes a presentation during all Basic Exterior Firefighting Operations / Interior Firefighting Operations courses.

In addition, members of the team are invited to fire department open houses and will display equipment and discuss fire investigations with fire department members and the general public. Some fire departments within the county have also devoted training/drills to fire investigations with members of the team as main speakers.

The Office of Fire Coordinator has also established an "Intern program" for firefighters who have completed New York State approved fire investigation courses. This program allows these firefighters

to work along with trained team members in fire investigation while they accumulate their required hours for certification. This program is a win-win for both the "interns" and the County in that, not only are the firefighters meeting their requirement for certification but they can assist their individual departments with recognizing suspicious fires or potential arson fires. The requirements, responsibilities and limitations of "interns" are listed in Appendix "E" of this plan.

Juvenile Fire Setter Program

Schenectady County is fortunate to have a member of the City of Schenectady Fire Investigation Team who is trained to work with juvenile fire setters.

On the county level, most cases are referred through the Office of Fire Coordinator who in turn puts individuals in contact with the trained members of the Schenectady City Investigation Team or Office of Fire Prevention and Control. Information garnered during the process of dealing with a juvenile fire setter is confidential and the only information available is the fact that the potential fire setter was either contacted or not.

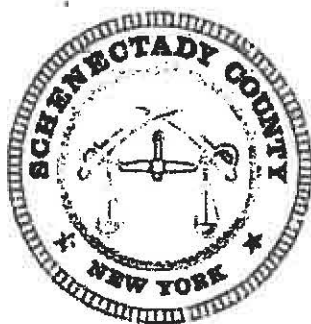
Burn Reporting

The New York State Burn Injury Reporting System (BIRS) is a database maintained by the Office of Fire Prevention and Control's (OFFPC) Inspections and Investigations Branch. New York State Penal Law Section 265.26, identifies the requirements of burn injuries and wounds to be reported. The Schenectady County Fire Coordinator will collect the data that is received from the NYS Office of Fire Prevention and Control and distribute it to the appropriate authorities having jurisdiction in Schenectady County. This data will be utilized to assist agencies with suspected arsonists within their jurisdictions.

In 2006, additional legislation was enacted amending GML 204d requiring fire chiefs and/or fire investigation units to report all fires suspected to have been caused by cigarettes to the Office of Fire Prevention & Control within fourteen days of completing their investigation. This legislation is intended to provide a process for the fire service to measure the effectiveness of the standard in reducing the number of cigarette caused fires and the resultant dollar loss and fire deaths. Schenectady County shall report such findings as required by GML 204d.

Summary:

It is fair to state that the steps initiated by Schenectady County in the early 1980's were significant in establishing a comprehensive program in investigating and determining fire causes. The County has and will continue to support local fire departments/companies in the fire investigative process and this effort will continue through the Office of Fire Coordinator. In addition, the initiatives as listed above coupled with vigilance on the part of team members and local fire department/law enforcement officers/members will at the very least help in keeping an increased level of awareness that a fire may be "suspicious" and it will not be ignored or disregarded.



County of Schenectady

NEW YORK

Office of Emergency Management
130 Princetown Plaza
Schenectady, New York 12306

December 11, 2018

STANDARD OPERATING GUIDELINE CONDUCT OF FIRE INVESTIGATIONS

COMPLIANCE WITH THIS STANDARD OPERATING INSTRUCTION IS MANDATORY

Purpose:

The purpose of this procedure is to establish a standard operating guideline for conducting fire investigations as requested and under the auspices of the Office of Fire Coordinator, Schenectady County.

Background:

The former and current members of the Schenectady County Fire Investigation Team have enjoyed a reputation of thoroughness and diligence when conducting fire investigations and determining fire origin and cause. This can be directly attributed to the procedures and education required of each team member since the team's inception in the 1980's.

In order to ensure continued compliance with applicable codes, standards and laws it is essential to conduct fire investigations in such a manner so that the procedures, techniques and methods used during an investigation can withstand the scrutiny and examination often encountered in both criminal and civil liability cases and to make sure that fires that may be "suspicious" are identified and documented.

Procedure:

The Schenectady County Fire Investigation Team may **NOT** conduct any fire investigation unless requested by the authority having jurisdiction, which in most cases is the local fire chief or his designee. The authority having jurisdiction may also be a local law enforcement agency.

When notified of a fire investigation all team members will comply with the following:

- A) Team members shall assemble at the scene in one designated area until needed. The Fire Coordinator or senior most team member shall check-in with the Incident Commander. This is absolutely essential as recent court decisions emphasized.

- B) The Fire Coordinator, Chief Deputy Fire Investigator or Chief Deputy Fire Coordinator will be responsible for designating the "Lead Investigator" who shall lead of the investigation.
 - C) The person who is designated as "Lead investigator" will also be responsible for writing the final report and submitting such report along with all supporting documentation and photo's to the Fire Coordinator within 15 days of the investigation. The final report/narrative shall only utilize the format that has been approved by the fire investigation unit and the County Fire Coordinator's Office.
 - D) The Lead Investigator will assign other team members to perform various tasks including but not limited to:
 - 1) Interviews – Firefighters/Occupants/Police/ Other Witnesses (2 Investigator Minimum)
 - 2) Physical Inspection – Exterior/Interior
 - 3) Photographs and Photo Log (NYS Certified Fire Investigators Only)
 - 4) Evidence Collection and Documentation (NYS Certified Fire Investigators Only)
 - 5) Scene Entry/Exit Log
 - E) All members will wear supplied helmet and any other safety equipment, such as boots and gloves. Latex gloves will be worn at all times while doing the physical examination (to reserve the scene). The lead investigator shall ensure that the responsible fire department conducts appropriate meter readings and deem the conditions safe prior to any team member entering the investigation area. The team will not enter any area deemed unsafe or if CO reading is above 50 PPM
 - F) A "Consent to Search" form should be obtained prior to any inspections, searches or investigations. If an individual is not present or available to sign the form, the Lead Investigator should consult with the local law enforcement agency on scene. (See Attachment "A")
 - G) Evidence gathered at any scene, which requires analysis at the State Police Laboratory in Albany, shall be delivered the same or next business day. Any evidence that is not taken to the State Police laboratory the day of the event, shall be maintain overnight in an approved evidence storage area. A chain of custody form shall be maintained for all evidence. (See attachment "B")
- NOTE: Only Certified Fire Investigators may collect evidence.**
- H) Upon completion of the investigation and/or prior to leaving a scene, all team members shall gather together and complete the section of the Investigator's form listing "Fire Origin and Cause." Each cause shall be reviewed and a determination shall be made.
 - I) All team members shall assist in cleaning and restoring equipment used at the scene of the investigation. Equipment shall be cleaned as thoroughly as possible prior to being placed back in service.

Miscellaneous:

If any team member, prior to or during the course of an investigation wishes to obtain technical assistance from an outside agency, including but not limited to the New York State – Office of

Fire Prevention and Control, the Fire Coordinator shall concur and said agency shall be notified. If the Fire Coordinator is not present, Chief Deputy Investigator or Chief Deputy Coordinator shall concur and notify requested agency.

For any fire involving a fatality or serious fire related injury, a request for assistance from the Office of Fire Prevention and Control shall be automatic. On-scene investigators may consider requesting technical assistance at scenes which involve a large property loss i.e., >\$250,000.00.

Written fire reports shall be completed as soon as possible following an fire investigation but not longer than 15 days after the investigation is completed. All reports must contain original signatures. The written report shall be reviewed by the peer team members that were present and sent via email to the Fire Coordinator and Chief Deputy Fire Investigator in word format. Once the Fire Coordinator receives the electronic report he/she will send a PDF copy containing a watermark which reads "FD COPY" to the Fire Chief having jurisdiction.

All original field notes, photographs, drawings, diagrams, etc. shall be forwarded to the Office of Fire Coordinator with the completed signed report. After all original notes are given to the Fire Coordinator; the member will notify the Chief Deputy Fire Investigator for record keeping.

If the requested fire investigation is at a scene where a team member has responded with their home fire department, that team member shall be duly relieved of duty by their department prior to participating in the fire investigation.

Scott R. Pike
Fire/EMS Coordinator
Schenectady County

Revision Update 12/11/2018

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

Owner/Tenant/Occupant Voluntary Statement

Name _____ Owner/Tenant/Occupant _____
Address _____ Contact Number: (____) _____
DOB _____ License ID Number _____ State _____
Insurance Yes / No Agency Name _____ Agency Contact Number (____) _____
Mortgage Yes / No Mortgage Company _____ loan Current Yes / No
Age of Building _____ Electrical Issues Yes/ No Any recent work Yes/ No Smoke Yes/ No
Smoke in building Yes/ No Candles or Incents Yes/ No Other Issues: _____

Statement: _____

I have been informed and I know that making a false statement is punishable as a Class "A" Misdemeanor pursuant to Section 210.45 of the New York State Penal Law
Signature: _____ Print name: _____ Date: _____

Fire Investigator _____ Date: _____

Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report

Owner/Tenant/Occupant Voluntary Statement

Name _____ Owner/Tenant/Occupant _____
Address _____ Contact Number: (____) _____
DOB _____ License ID Number _____ State _____
Insurance Yes / No Agency Name _____ Agency Contact Number (____) _____
Mortgage Yes / No Mortgage Company _____ loan Current Yes / No
Age of Building _____ Electrical Issues Yes/ No Any recent work Yes/ No Smoke Yes/ No
Smoke in building Yes/ No Candles or Incents Yes/ No Other Issues: _____

Statement: _____

I have been informed and I know that making a false statement is punishable as a Class "A" Misdemeanor pursuant to Section 210.45 of the New York State Penal Law.
Signature: _____ Print name: _____ Date: _____

Fire Investigator _____ Date: _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

Fire / Police Department Interview

Name _____ Rank _____
DOB _____ Contact Number (____) _____
Department _____ Arrival time: _____
Method of entry: _____ Any Injuries: _____ Any Ventilation: _____
Anything moved: _____ Breakers turned off: _____
Interview: _____

I have been informed and I know that making a false statement is punishable as a Class "A" Misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

Signature: _____ Print name: _____ Date: _____

Fire Investigator _____ Date: _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

Consent to Search

I, _____, the _____ of the
(Person giving consent) (Owner, Tenant, Manager, Other)
_____ located in _____ at
(Residence, business, vehicle, etc.) (City, State)
_____ do hereby and voluntarily give my consent to
(Physical Address)

the Schenectady County Fire Coordinator's Office and any other fire official, investigator or law enforcement officer participating in the investigation of this incident, to enter and search the property described above and the surrounding areas of the premises, including any other structures or vehicles situated on or adjacent to the property, to examine and remove evidence relating to the fire which occurred on or about

(Date & Time)

I specifically give my consent and authorize these persons to inspect and remove any items of evidence related directly or indirectly to the investigation of the circumstances and cause of the fire, specifically give my consent and authorize these persons to use an accelerant detection canine to assist and participate in the search of the premises, surrounding areas, other structures and vehicles. This consent shall remain in effect and shall authorize subsequent entry and removal of evidence as often as may be necessary; to complete the investigation of this incident or until this consent is revoked in writing.

Signature: _____ Date: _____ Time: _____

Current Address: _____ City, State: _____

Telephone: (____) _____

Witnessed by: _____ Date: _____ Time: _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

Pre investigation Check list	
Consent to search signed _____	Structure risk of collapse _____
Chief OK entry _____	CO reading in structure _____
Pictures before entry _____	Hydrogen Cyanide reading in structure _____
Fire Date and Day of the Week: _____	Date of Investigation: _____
Location: _____	Time of Incident: _____
Type of Event: (fire, explosion, etc.) _____	Time of Investigator's Call: _____
Requesting Authority: (Name, Department, Rank) _____	Lead Investigator: _____
Investigators on Scene: _____	

OWNER / OCCUPANT INFORMATION		
Building Owner: _____	DOB: _____	Interviewed? Yes [] No []
Address of Owner: (if different than loss location) _____	Owner Contact Number: _____	
Building Occupant: (List Main Occupant - List additional occupants on page 7 of report) _____	DOB: _____	Interviewed? Yes [] No []
Contact Number of Occupant: _____	Temporary Address: _____	

ALARM INFORMATION	
PSAP Receiving Alarm: _____	Alarm Received by: _____
Name of Person Reporting Event: _____	Cell [] 911 [] Other []
Address: _____	Telephone: _____
Reported as: (Smoke Visible, Flames Visible, etc.) _____	Coming from: _____

WEATHER			
Temperature F	Wind Speed MPH	Wind Direction From	Precipitation Type
_____	_____	_____	_____

General Conditions: (Clear, partly cloudy, overcast, etc.) _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

FIRE DEPARTMENT INFORMATION

1st Arriving Fire Department:

Time:

FD Method of Entry:

Entry Location:

Other Responding Departments: (List each department)

1st In Crew Interviewed? Yes [] No []

Names:

LAW ENFORCEMENT INFORMATION

Police Agency:

1st Officer on Scene:

Is this a Joint Investigation:

Investigating Officer:

Yes [] No [] To be Determined []

BUILDING INFORMATION

Building Use:

Retail [] Dwelling [] Apartment [] Manufacturing [] Institution [] Garage []

Storage Building [] Warehouse [] Other []

Building Construction Style:

Fire Resistive (I) _____ Non-Combustible (II) _____ Ordinary (III) _____ Heavy Timber (IV) _____

Wood Frame (V) Balloon _____ Wood Frame (V) Platform _____ Post & Beam _____ Other _____

Length:

Width:

Height:

Estimated Age:

Basement:

Yes [] No []

Finished [] Unfinished [] Partial []

Foundation:

Crawl Space: _____ Pier: _____ Slab: _____ Block: _____ Brick: _____ Poured: _____ Stone: _____

Attic/Crawl Space: Yes [] No []

Finished [] Unfinished [] Partial []

Floor Construction:

Wall Construction:

Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report

Roof Type & Covering:

Flat: _____ Gabel: _____ Gambrel: _____ Shed: _____ Mansard: _____ Hipped: _____ Pyramidal: _____

Salt Box (Lean To): _____ Other: _____ Covering: _____

Exterior Wall Covering:

Aluminum: _____ Brick: _____ Metal: _____ Stucco: _____ Asphalt: _____ Concrete: _____

Stone: _____ Vinyl: _____ Wood: _____ Other: _____

HEATING SYSTEM

Heating System Type:	Unit Brand:
Model No.	Serial No.
Location In Structure:	System was: On [] Off [] Unknown []
Fuel Source: (Gas, Oil, Propane, Wood)	If Oil/Propane - Location of Tank: Age:
Any Recent Work on or Problems with System:	Is Tank in Area or Origin? Yes [] No []

HOT WATER SYSTEM

Type:	Unit Brand:
Model No.	Serial No.
Fuel Source: (Gas, Oil, Propane, Wood)	Location In Structure: Age:
Any Recent Work on or Problems with System:	Is Tank in Area of Origin? Yes [] No []

ELECTRICAL SERVICE

Type of Service: Fuses []		Number in Panel: []		Circuit Breakers []		Number in Panel: []	
Amp Service:	Panel Brand:	Service Panel Entrance Location:					
Is Panel in Area of Origin: Yes [] No []		Overhead [] Underground []					
Panel Box Damage:				Complete Electrical Documentation Form			
[] Yes	[] No	Undetermined []	Recent Work:		[] Yes	[] No	Undetermined []

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

Analyzing Data			
	<u>NOT PRESENT</u>	<u>EXAMINED AND ELIMINATED</u>	<u>NOT ELIMINATED</u>
COOKING EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL SERVICE & EQUIPMENT			
Appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance / Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIREWORKS & EXPLOSIVES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGNITABLE LIQUIDS (Accidental)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GAS LEAKS & EXPLOSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEATING EQUIPMENT			
Fixed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOW TEMPERATURE IGNITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MECHANICAL SPARKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPEN FLAMES			
Candles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMOKING MATERIALS			
Cigar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cigarettes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPONTANEOUS HEATING			
Chemical reaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fermentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxidation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEATHER RELATED			
Lightning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun's Rays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

FIRST FUEL IGNITED: _____ **SECOND FUEL IGNITED:** _____

HYPOTHESIS:

Is the hypothesis tested? How? _____

(Check one)

- Cause of the fire _____
- Potential cause of fire _____
- Insufficient information to determine cause _____

CLASSIFICATION OF FIRE (CHECK ONE)

- Intentional Unintentional Unclassified

FIRE PROTECTION AND ALARM SYSTEMS

Smoke Detectors: Yes [] No []

Activated: Yes [] No []

Quantity: _____ Battery or Hard Wire

Could Not Determine: []

Sprinkler System: Yes [] No []

Activated: Yes [] No []

Type: _____

No. of Heads: _____

Other Systems or Devices: (I.e., heat detectors, CO detectors, burglar alarms, etc.)

CASUALTY INFORMATION

Civilian Injuries: Yes [] No []

Civilian Fatalities: Yes [] No []

Injury Type: _____

Transported by: _____

Transported to and by: _____

Medical Examiner Notified: Yes [] No []

Victim(s) Name: _____

Firefighter Injuries: Yes [] No []

Firefighter Fatalities: Yes [] No []

Transported to and by: _____

Medical Examiner Notified: Yes [] No []

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

INSURANCE INFORMATION

Insurance Carrier:	Agent Name:
Agent Telephone Number:	Notification Made: Yes [] No []
Coverage on: Building [] Contents [] Other []	

EQUIPMENT INVOLVED IN AREA OF ORIGIN

Type of Equipment:	Location:	Manufacturer:	
Model #	Serial #	Voltage:	Age:
Last Person Leaving the Building:			

PHOTOS AND EVIDENCE

Photos: Yes [] No []	Taken by:	Camera Type:
Photo Log Completed by:	Date:	
Physical Evidence Obtained: Yes [] No []	Type of Samples:	
Number of Samples Obtained:	Custody Form Completed by:	Evidence Log Completed by:
Date/Time:	Taken by:	
NYSP Lab Required: Yes [] No []	Delivery Date:	Delivered by:
Form Completed by:	Date:	

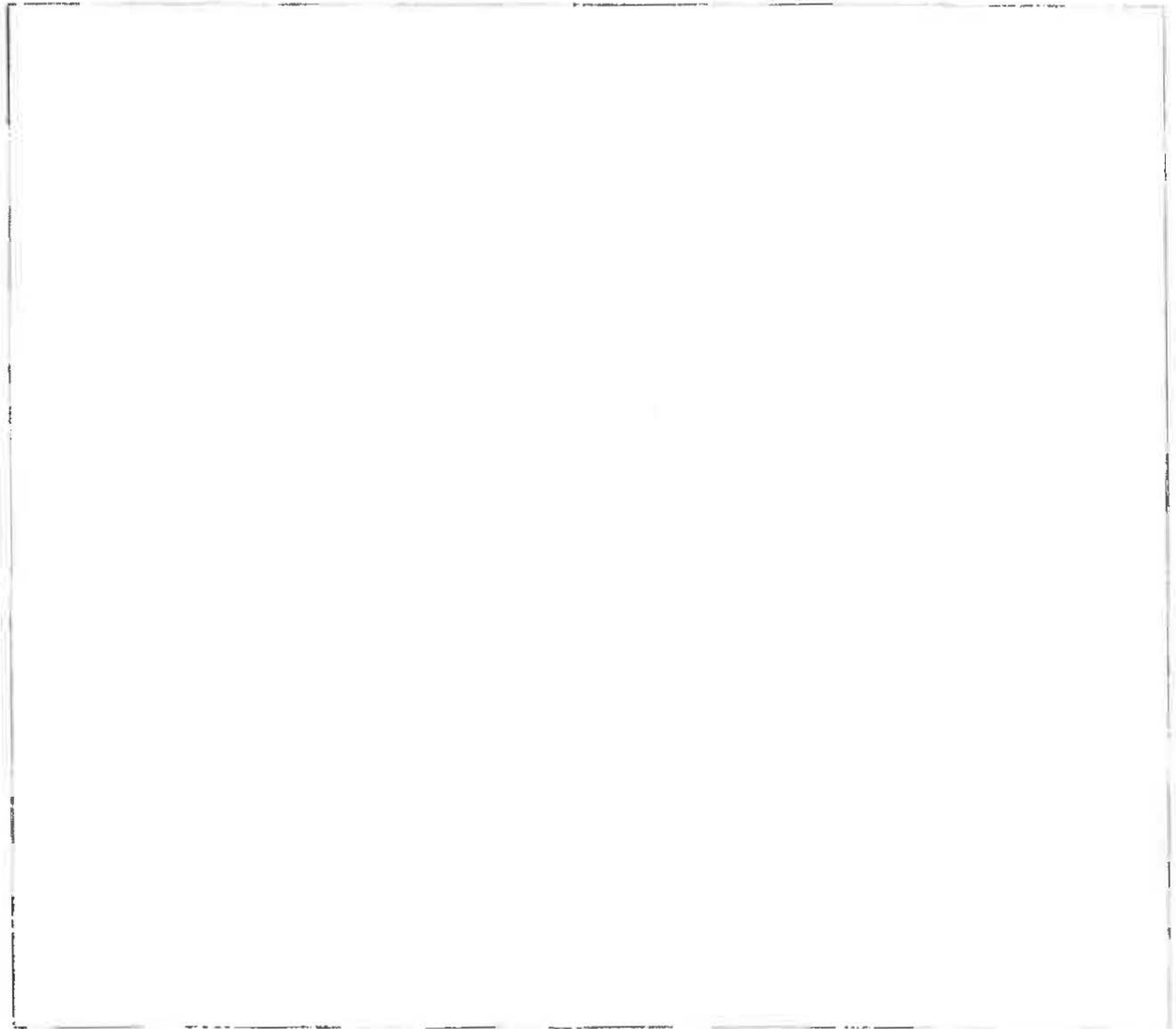
I certify that the information contained herein is true and accurate to the best of my knowledge and belief.

Name: _____ **Date Information Obtained:** _____

Signed by: _____ **Date:** _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

BUILDING/ROOM DIAGRAM



Not Drawn to Scale

Drawn By: _____ **Date:** _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

BREAKER / FUSE PANEL DOCUMENTATION

Date: _____ Documented By: _____

Location: _____ Panel Brand: _____

Panel Amperage: _____ Any known issues or recent work: _____

Any breakers turned off before investigation YES / NO EXPLAIN: _____

Breaker # on/ off	Tripped (check) X	Description	Breaker# On /Off	Tripped (check) X	Description
1			2		
3			4		
5			6		
7			8		
9			10		
11			12		
13			14		
15			16		
17			18		
19			20		
21			22		
23			24		
25			26		

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

RECEIPT FOR TRANSFER OF EVIDENCE

Date: _____ Time: _____

Fire Department: _____

Incident Location: _____

Lead Investigator: _____

Evidence Related to County Fire Report No. _____

Evidence Gathered by: _____

Description of Evidence: _____

Description of Container(s): _____

Released by: _____ (Print Name) Date: _____

Signature: _____ Agency Affiliation: _____

Released to: _____ (Print Name) Date: _____

Signature: _____ Agency Affiliation: _____

Released to: _____ (Print Name) Date: _____

Signature: _____ Agency Affiliation: _____

**Schenectady County, NY
Office of Fire Coordinator
Fire Investigation Examination and Report**

Photo Form Logs

FIRE NUMBER: _____ **DATE:** _____

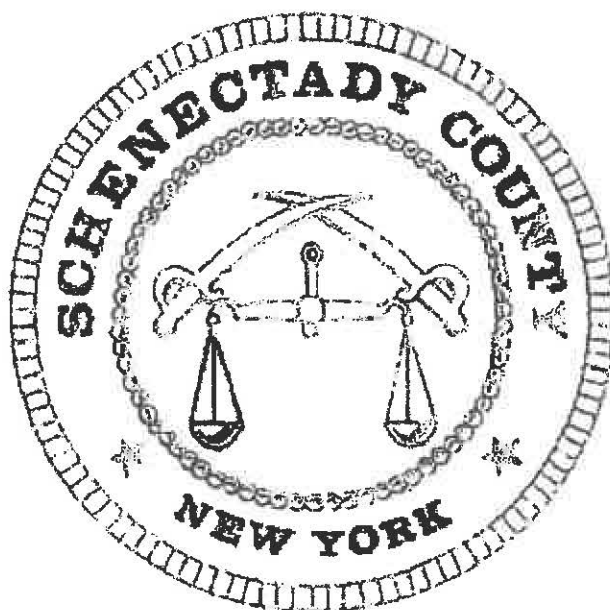
LOCATION: _____

CAMERA TYPE: _____

DATE TAKEN: _____ **TAKEN BY:** _____

PHOTO NO.	SUBJECT	PHOTO NO.	SUBJECT

Investigation Team Intern Packet



**Schenectady County Office of Emergency Management
130 Princetown Plaza
Schenectady, NY**

Confidentiality Agreement

The Emergency Management Office deals with highly sensitive information on a daily basis. We deal with emergency situations and the information pertaining to each individual situation. At all times the utmost respect for others privacy sensitive information shall be maintained. If you at any time violate the confidentiality, action(s) will be taken including possible termination of your position as intern.

I hereby acknowledge and understand the importance of confidentiality and privacy and agree to maintain confidentiality at all times during my internship. Any information I have obtained will not be dispersed any time.

Signature:

Date: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Primary Contact: Individual to be notified in case of emergency:

Name: _____ **Relationship:** _____
Address: _____
Phone #1: _____ **Phone #2:** _____

Secondary Contact: Individual to be notified in case of emergency:

Name: _____ **Relationship:** _____
Address: _____
Phone #1: _____ **Phone #2:** _____

THE ABOVE INFORMATION IS TRUE ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE: _____ **DATE:** _____

Print Name: _____

**Schenectady County NY
Office of Fire Coordinator**

Fire Investigation - Intern Procedure

The following information is provided for all personnel who have been authorized to participate in the fire investigation process in order to attain hours for New York State certification. Firefighters wishing to complete investigation hours for certification shall be called interns and listed as such on all reports and documentation.

Firefighters wishing to participate in this program are required to present a letter from their Fire/Police Department Chief acknowledging your department's agreement for coverage and allowing you to participate in investigations throughout the county. Also please provide a copy of your course completion certificates for our files in the Emergency Management Office.

- 1) Schenectady County will not provide pagers/radios or PPE for personnel wishing to attain hours in order to complete certification requirements. Personal protective equipment is required on all investigations. Limited equipment is available on the fire investigation vehicle.
- 2) Interns shall report to the County Fire Coordinator, Chief Deputy, Chief Deputy Fire Investigator prior to entering any fire scene. Generally, certified investigators from the County team shall enter and conduct an inspection, take pictures, etc. Investigators may decide at this point that an intern will or will not be permitted into certain areas, etc.
- 3) A briefing prior to entry should be conducted to advise those interns entering the scene on what they can or cannot do and that they should follow the instructions of the certified investigator at all times.
- 4) An entry log, if established, shall be maintained for all personnel entering the scene. This log shall become part of the official file.
- 5) Interns shall be assigned to and remain with a certified investigator at all times. They shall not be permitted to wander around a scene on their own. Interns may be utilized for digging, sifting, moving materials, maintaining the entry log, etc.
- 6) Interns **SHALL NOT** respond to any fire scene with red lights, blue lights or any other type warning device.
- 7) Interns **SHALL NOT** discuss any findings and other pertinent information gathered at a fire scene with personnel outside of the County Fire Investigation Team.
- 8) Interns may not take notes and/or photographs as these will not become part of the official file, however if they act as a scribe for a certified investigator, these field notes **SHALL** become part of the official file. Note that notes and photographs prepared by an intern may in fact become discoverable materials.

- 9) **No information including but not limited to pictures, reports, comments, etc. shall be posted on any social media sites including but not limited to Facebook, Twitter or fire department websites, etc.**
- 10) **Schenectady County does not provide compensation to interns in any manner or form and interns are only covered by the County General Liability Insurance policy if they are injured. Coverage is not provided for travel to or from fire scenes.**
- 11) **Participation and/or completion of an internship with the Schenectady County Fire Investigation Team does not imply that participants do not automatically or otherwise become members of the Schenectady County Fire Investigation team.**

**Rev. 7
07/18**

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

APPENDIX "I"

SCHENECTADY COUNTY HAZARDOUS MATERIALS PLAN

**SCHENECTADY COUNTY
FIRE MUTUAL AID
APPENDIX "I"**



**Schenectady County
Hazardous Materials Plan**

SCHENECTADY COUNTY
PLAN FOR FIRE SERVICE RESPONSE
TO
HAZARDOUS MATERIALS INCIDENTS



**OFFICE OF FIRE COORDINATOR
SCHENECTADY COUNTY
531 Liberty Street
Schenectady, NY 12305**

**Originally Approved 1988
Revised October 2022**

**SCHENECTADY COUNTY FIRE SERVICE RESPONSE PLAN
TO
HAZARDOUS MATERIALS INCIDENTS**

REVISIONS:

Rev. 1 (9/96) - Removed Hoffmans Fire Department (pg. 3); corrected Fire Control Point identification (pg. 6); added reference to Auxiliary Police and sheltering in place (pg. 7); removed sentence referring to added equipment (pg. 8); corrected MAP-A; replaced TABLE - A with generic description; rewrote TABLE - G to agree with present dispatch configuration; added reference to sheltering in place TABLE- H; replaced TABLE - I; removed phone numbers from TABLE - J as obsolete.

END OF REVISION- 1

Rev. 2(8/01) - Updated community populations(pg. 2); Changed number of county fire departments to 26 (pg. 2); Removed Rectors Fire Dept. (pg 3); Updated County Map showing Fire Dept. locations (pg. 9); Updated County Map Legend (pg. 10); Removed County Fire Mutual Aid Plan Paragraphs and made reference to plan and its location (pg. 13); Updated Haz-Mat Incident Report Form (pg. 14); Table E, added statement, to operate under the Incident Command System (Pg. 16); Updated I Changed Fire Control Point from Duaneburg State Police to Princetown State Police (Pg 19); Removed all references to Emergency Broadcasting System (EBS), and Changed to Emergency Alerting System (EAS) (pg. 20, 21, 22).

Added short form Tier II list, showing chemicals on site of each facility reporting

END OF REVISION- 2

Rev. 3(6/08) - Updated community populations (page 6); Added Transportation Routes (Section I, F, page 6); Updated On-Scene Incident Commander to include operations under NIMS guidance (Section II, D, page 9); Deleted Section III, Committee Recommendations; Revised Haz-Mat Incident Report Form, Table D, page 17); Deleted Attachment A-3, Chemical Listings from Tier II reports; Changed Community Alert Network to Rapid Notify System (various pages); Revised Fire Department Dispatching, Table G, page 22); Added listing of clean-up companies (Table I, page 27); Corrected spelling and grammar throughout document.

END OF REVISION - 3

Rev. 4 (4/14) - Updated community populations (page 6); Updated Table G (page 22) to reflect new Unified Communications Center; Corrected spelling and grammar throughout document.

END OF REVISION – 4

Rev. 5 (10/22) Updated community populations (page 6); Corrected spelling and grammar throughout document.

ORIGINAL FIRE HAZARDOUS MATERIALS COMMITTEE

**Ronald Hutchins, Chief - Rectors Volunteer Fire Department
Glenville Fire Chiefs Association**

**Leonard Prevost, Chief - East Glenville Volunteer Fire Department
County Hazardous Materials Team**

**Kenneth Posson
Schenectady County Fire Coordinator**

**Thomas Vamo, Chief
Schenectady Fire Department**

**Kevin Thomas, Chief - Duaneburg Volunteer Fire Department
Schenectady County Chiefs Association**

**John Kehoe
Schenectady County Fire Advisory Board**

**Howard Relyea, Chief - South Schenectady Volunteer Fire Department
Rotterdam Fire Chiefs Association**

**Robert Widdop, Commissioner
Niskayuna Fire District No. 2**

This document was originally prepared by the staff of the Schenectady County Planning Department under the direction of the Schenectady County Fire Coordinator and the Schenectady County Fire Hazardous Materials Planning Committee. Financial assistance for development of the Plan was provided through a grant from the Department of State's Office of Fire Prevention and Control.

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SECTION 1

A. INTRODUCTION

Response to hazardous materials incidents is an issue which grew out the tragedy that occurred in Bhopal, India in December 1984. This incident illustrated to the world the critical need for effective, efficient, and safe response procedures for these chemical types of emergencies. This need was amplified in the years following the terrorist attacks of September 11, 2001, and the continuing threat which resulted from these events. In Schenectady County, the fire service has taken a lead role in this challenge, seeking to acquire the training and equipment necessary to control and contain potential chemical incidents.

Schenectady County residents have long been aware of the danger associated with hazardous materials. The County is home to many companies which use and/or store hazardous materials. The manufacturing processes used by some of these companies require employees and responders to become familiar with the potential dangers of highly toxic chemicals. The need to ensure an effective procedure for responding to a hazardous materials emergency is a compelling influence, which has shaped financial support and program development of the County's policy makers.

The following plan represents an assessment of the problems and possible solutions the County's fire service will employ. Implementation of this plan will assist the fire departments of the County to meet the ever-changing challenge of hazardous materials incident response.

B. HAZARDOUS MATERIALS RESPONSE BACKGROUND

In early 1987, the New York State Legislature enacted Section 204-f and 209-y of the General Municipal Law mandating that counties develop a plan for fire service response to hazardous materials incidents. The law authorizes counties to establish a hazardous materials emergency response team. In response to the State's mandate, the Schenectady County Legislators passed Resolution No. 37-88, authorizing the submission of an application for a Hazardous Materials Planning Grant to establish a Hazardous Materials Response Team. A Hazardous Materials Plan Committee representing the fire departments, within the County, directed the overall planning process. The Committee was chaired by the County's Fire Coordinator and staff assistance was provided by the Schenectady County Planning Department. The Committee met regularly to analyze hazardous sites, to review existing procedures, and to develop improved methods for response and control. The Plan was completed for submission to the New York State Office of Fire Prevention and Control in September 1988.

Following the events of 9/11 coupled with directives from a variety of government organizations including but not limited to; the Office of Homeland Security (OHS), the State Emergency Management Organization (SEMO) and the Office of Fire Prevention and Control (OFPC), the considerations of the hazardous materials response were expanded to include the potential use of Weapons of Mass Destruction (WMD). While the result of a WMD attack would most likely result in a hazardous materials response by local fire departments, response considerations were greatly expanded and have been incorporated in planning, training and

drill objectives.

C. DESCRIPTION OF COMMUNITY

Schenectady County covers a 206.1 square mile area located near the convergence of the Mohawk and Hudson Rivers. The Mohawk River bisects the County, with the Town of Glenville and the Village of Scotia lying north of the river, and the remaining four towns, one city and one village on the southern side. The rural, western two-thirds of the County is part of the Helderberg Mountains and classified as plateau uplands, with low rolling hills and elevations of 600 feet or more, while the urban, eastern portion of the County is primarily lowlands.

The County of Schenectady has a total population of approximately 158,061*. Almost half of this total resides in the City of Schenectady (population 67,047). The next largest percentages are found in the larger Towns of Rotterdam (30,523), Glenville (29,326), and Niskayuna (23,278). The balance of the population lives in the rural Towns of Duanesburg (5,863), and Princetown (1,836). Included in the town population numbers are the Villages of Scotia (7,272) and Delanson (385). Geographically, this translates into the fact that the majority of the population lives in the eastern side of the county. That concentration underscores the need for effective Haz-Mat control and response measures.

* The population numbers are based on 2020 Census Data obtained from the US Census Bureau.

D. DESCRIPTION OF COUNTY FIRE PROTECTION

Overview - There are twenty-three (23) fire departments in Schenectady County, excluding private departments. Each department has a separate jurisdiction and a limited Haz-Mat response capability. In addition to firefighting activities, many county fire departments provide emergency medical services and a variety of other emergency response services.

Schenectady County's fire departments range from fully paid operations in the City of Schenectady, (two departments, Niskayuna and Scotia, maintain limited "on duty" paid personnel and are supplemented by volunteers) to the entirely volunteer departments, which account for nearly ninety percent (90%) of the fire protection forces in the County.

In addition, private fire departments/brigades are maintained by the General Electric Company at its Main Plant, Schenectady, the GE Global Research Center in Niskayuna and the 109th Air National Guard Unit stationed at the Stratton Air Base in Glenville. The Knolls Atomic Power Laboratory (KAPL) operated by Bechtel Marine for the United States Department of Energy also maintains a full fire fighting force on site.

Table A contains a listing of fire departments by political subdivision.

E. DESCRIPTION OF HAZARDOUS MATERIALS SITES

On October 17, 1986, the "Superfund Amendments and Reauthorization Act of 1986" (SARA) was enacted. SARA established requirements for Federal, State, local governments and

private industry with respect to emergency planning and "community right-to-know" reporting for hazardous and toxic chemicals. Under Section 312 of these requirements, an emergency and hazardous chemical inventory form is submitted to the State Emergency Response Commission, the Local Emergency Planning Committee, and the local fire department.

The County's original Fire Hazardous Materials Planning Committee worked with both the Local Emergency Planning Committee and local fire departments to identify potentially hazardous facilities within the County. Table B list the facilities that use, produce and/or store hazardous materials/substances and *Source of Concern* for each facility.

F. TRANSPORTATION ROUTES

In addition to the fixed facilities, the Local Emergency Planning Committee has identified that many of the County highways are used as routes for daily shipment of hazardous materials/substances. There are ten major transportation routes running through the county as follows:

Interstate 90 (NY Thruway)
Interstate 88
Interstate 890 (totally within Schenectady County)
US Route 20
NY Route 7
NY Route 6
NY Route 5S
NY Route 50
NY Route 103
NY Route 146
NY Route 147

There are also a number of minor highways running through the county as well as three major railroad systems. There is one river (Mohawk) running through the lower eastern section of the County suitable for shipping hazardous materials/substances.

SECTION 2

A. ADMINISTRATION

The Schenectady County Fire Service Hazardous Materials Plan shall be incorporated as part of the County Fire Mutual Aid Plan (Table C) and shall be an annex to the County Comprehensive Emergency Management Plan.

Administration of this Plan will follow the process outlined in Sections 1 and 4-C of the Fire Mutual Aid Plan and will be reviewed and revised as required. The Schenectady County Fire Mutual Aid Plan has been distributed to all county fire departments and the original copy is maintained in the Office of Fire Coordinator and is available for review. In addition, the Office of Fire Prevention and Control has reviewed and approved the current revision (1/08) of this plan.

B. ACTIVATION/DEACTIVATION OF THE PLAN

Activation of the Fire Service Plan for Response to Hazardous Material Incidents may be requested by the On-Scene Incident Commander (IC), the County Fire Coordinator (or his designee) or the County Emergency Manager through the County Public Safety Answering Point.

Note: The PSAP may also be referred to as Fire Control Center.

Information concerning the level of the incident, the products involved as well as possible life/safety concerns should be included when activation is requested. At that time, the Dispatcher will notify the appropriate response agencies per the Schenectady County Fire/EMS Dispatch Manual, Section 2 current revision. The dispatcher shall also complete the form in Table D.

Personnel and equipment commensurate with the "Level of Response" required for the declared incident will be determined by the Incident Commander in consultation with the Hazardous Materials Specialist.

C. PRE-PLANNING AND DOCUMENTATION

Each fire department which has fixed sites containing hazardous materials in their service areas or which has a potential for an incident involving the transportation of hazardous materials through their jurisdiction, should consider their anticipated level of involvement and develop a pre-plan for response based upon that determination. The Fire Coordinator or Zone Deputy should assist the local fire departments, when requested, in determining a level of response as well as a department pre-plan.

Identification of Hazardous Materials sites within the County are listed in Table B. Records of site plans and the documentation of haz-mat incidents will be coordinated by the County Emergency Management Office (CEMO), the County Fire Coordinator and the Local Emergency Planning Committee (LEPC).

**Water Task Force Plan
Appendix J**



1

**SCHENECTADY COUNTY
FIRE MUTUAL AID
APPENDIX "J"**



Water Task Force Plan

SCHENECTADY COUNTY

Water Task Force Plan



**Schenectady County Emergency Management
Fire Coordinators Office
130 Princetown Plaza
Schenectady, New York, 12305
518-370-3113
Rev. 10/18/2018**

SCHENECTADY COUNTY WATER TASK FORCE

PURPOSE

The purpose of this standard operating guideline is to provide guidance when responding to emergency calls involving a water rescue incident while ensuring the safety and well-being of both rescuers and victims. To establish a uniform approach for safe and successful operations at an incident requiring the use of water craft and rescue equipment and procedures:

Radio Communications will be conducted on Schenectady County Channel # 3

Incident Command:

Incident Command System will be utilized while functioning during all water rescue operations. It is understood that the command structure shall fit under the Operational branch of the existing Incident Command System at any water rescue incident.

Command should institute a Safety Officer at all water rescue incidents if the number of personnel allows.

Incident Commander:

As the task force operates within several fire district boundaries, the initial Incident Commander should be the first officer on scene, a declaration of command along with a size up should be made as soon as possible. As the Schenectady County Sheriff department responds as a member of the task force, they may assume command or direct operations as warranted.

With several agencies responding to an incident it is imperative a command structure is in place as soon as possible. Command can be transferred as dictated by jurisdictional boundaries or other related matters.

Equipment:

All fire apparatus, including command vehicles and responding coordinators responding directly to the scene should carry as minimum basic rescue equipment. Listed are examples of some basic and advanced equipment.

Basic: All apparatus responding to the scene

Throw Bag with a minimum of 50 feet.

Personal Floatation Device(s).

Throwable Floatation Device for victim which can be a PFD.

Advanced:

Floatation Suits or Cold Water Rescue Suits.

Tether Lines and Harness.

Water Crafts – Boats, sleds, boards etc.

Sonar's

Trailers

Lighting Equipment

Rescue operations should be conducted from low risk to high risk order. Rescues should be conducted with the least amount of risk to the rescuer necessary to rescue the victim.

Shore-Based Rescue:

This can be performed by Awareness or Operational level responders. If the victim is stranded and not in immediate danger, advise them to remain out of the water. If a shore-based rescue is necessary, use a throw bag, tool, or object to reach/toss to the victim. All rescuers or support staff operating within 15 feet of the water's edge will use at a minimum a Coast Guard approved Type III/IV PFD. Turnout gear is not to be worn within 15 feet of the waters edge.

Types of Shore-Based Rescue:

TALK: Talk the victim into self-rescue. If possible, the victim is in the water and can be talked into swimming to shore or assisting the rescuers with his/her own rescue. Be aware of onset of hypothermia in the victim as it may affect their ability to communicate properly.

REACH: If possible, the rescuer should extend his/her hand or some other object, such as a pike pole, to remove the victim from the water.

THROW: If the victim is too far out in the water to reach, rescuer(s) should attempt to throw the victim a throw bag or some piece of positive flotation device.

Water-Based Rescue:

Used when needed to have rescuers enter the water. This method should only be attempted by trained rescuers. (Each department in the task force is responsible for their own rescuers training). In water Rescue Personnel will often coordinate with watercraft operator to gain access to victim(s).

Types of Water-Based Rescue:

ROW: Use of watercraft with or without motorized power. There should be consideration for personal protective equipment (PPE) for victim(s).

GO: Putting rescue personnel in the water to reach the victim. Prior to entering the water, rescue personnel shall be briefed on the plan, the back-up plan and emergency procedures. This is a very high risk operation. The rescuers should bring as minimum a PFD to the victim.

Training:

All Task Force department members will be trained to following minimum standard:

Shore Based Rescues:

Water Rescue Awareness – OFPC

Rescue Tech - Basic

Water Based Rescue:

Swim Qualifications – BSA requirements at a minimum (documented)

Department in house training – Annual documentation

NYS Swift Water or Flood Rescue Course

Boat Rescue:

NYS Boaters Safety Course Completion

Boating Operations Course (NYS or In-house)

Schenectady Water County Task Force Responses

Appendix A

Mohawk River/Zone 1: Montgomery County Line to Lock #9

Regular Boating Season: About May 1st to November 14th

Winter Boating Season: November 15th to about May 1st

In the winter season, only Alplans and Nickayuna #2 are able to navigate the river

Common Landmarks within Zone 1:

Black RR Bridge in Rotterdam Junction (Bridge near SI Group is Zone 2)

Rt103 Bridge (west side)

Buoys within Zone 1:

R160	R164	R166	R168	R172	R174	R176
R178						
G161	G163	G167	G171	G173	G175	G177
G179						

Level 1 Event:

Body Recovery Investigation/Search	Sinking Boat (pump out) Stranded Person(s)	Animal Rescue Boat Collision (simple)
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Level 1 Response

Boats	Fire Departments	Ambulances	Police Departments
Beukendaal Rotterdam Junction	Pattersonville County Coordinators	Rotterdam Amb	Rotterdam SCSO

Level 2 Event:

Overturned Boat Fire in a Shore Facility	Boat on Fire (small) Rescue or Medical Assistance	Drowning in Progress Attempted Suicide
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Level 2 Response (In addition to Level 1): In CAD, type F2

Boats	Fire Departments	Ambulances	Police Departments
Schonowe			

Level 3 Event

Boat on Fire (Commercial or Large Boat) Aircraft Incident Incident Involving 3+ Injuries/Casualties	Multiple (2+) Boat Collision Railroad Incident Incident involving 3+ Individuals	Bridge Fire
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Level 3 Response (In addition to Level 1 and Level 2): In CAD, type F3

Boats	Fire Departments	Ambulance	Police Departments
Alplans Scotia		Mohawk Amb	Glenville

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

Mohawk River/Zone 2: Lock #9 to Lock #8

Regular Boating Season: About May 1st to November 14th

Winter Boating Season: November 15th to about May 1st

In the winter season, only Alplaus and Niskayuna #2 are able to navigate the river

Common Landmarks within Zone 2:

SI Group in Rotterdam
 I890 Bridge near Exit 1A
 Rt103 Bridge (east side)

Black RR Bridge near SI Group
 Daly's Island
 National Grid Large Substation

Kiwanis Park
 Maalwyck Park (most of the park)

Buoys within Zone 2:

R120	R122	R124	R126	R128	R130	R132
R134	R136	R138	R140	R148	R142	R154
G123	G125	G127	G129	G131	G133	G135
G137	G141	G143	G145	G149	G151	G153
G155						

Level 1 Event:

Body Recovery Investigation/Search	Sinking Boat (pump out) Stranded Person(s)	Animal Rescue Boat Collision (simple)
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Level 1 Response

Boats	Fire Departments	Ambulances	Police Departments
Beukendaal Rotterdam Junction	County Coordinators	Rotterdam Amb	Rotterdam SCSO

Level 2 Event:

Overturned Boat Fire in a Shore Facility	Boat on Fire (small) Rescue or Medical Assistance	Drowning in Progress Attempted Suicide
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Level 2 Response (In addition to Level 1): In CAD, type F2

Boats	Fire Departments	Ambulances	Police Departments
Schonowe			

Level 3 Event:

Boat on Fire (Commercial or Large Boat) Aircraft Incident Incident Involving 3+ Injuries/Casualties	Multiple (2+) Boat Collision Railroad Incident Incident involving 3+ Individuals	Bridge Fire
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Level 3 Response (In addition to Level 1 and Level 2): In CAD, type F3

Boats	Fire Departments	Ambulances	Police Departments
Alplaus Scotia		Mohawk Amb	Glenville

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

Mohawk River/Zone 3: Lock #8 to Western Gateway Bridge

Regular Boating Season: About May 1st to November 14th

Winter Boating Season: November 15th to about May 1st

In the winter season, only Alplaus and Niskayuna #2 are able to navigate the river

Common Landmarks within Zone 3:

Maalwyck Park dirt lot	Isle of the Oneidas	SCCC
Glen Sanders	Isle of the Onondagas	Western Gateway Bridge
	Isle of the Cayugas	

Buoys within Zone 3:

R82	R84	R86	R100	R104	R106	R108
R110	R112					
G89	G103	G107	G109	G111	G113	

Level 1 Event:

Body Recovery	Sinking Boat (pump out)	Animal Rescue
Investigation/Search	Stranded Person(s)	Boat Collision (simple)

Level 1 Response:

Boats	Fire Departments	Ambulances	Police Departments
Schonowe Scotia	County Coordinators	Mohawk Amb	Glenville SCSO

Level 2 Event:

Overturned Boat	Boat on Fire (small)	Drowning in Progress
Fire in a Shore Facility	Rescue or Medical Assistance	Attempted Suicide

Level 2 Response (In addition to Level 1): In CAD, type F2

Boats	Fire Departments	Ambulances	Police Departments
Beukendaal			

Level 3 Event:

Boat on Fire (Commercial or Large Boat)	Multiple (2+) Boat Collision	Bridge Fire
Aircraft Incident	Railroad Incident	
Incident Involving 3+ Injuries/Casualties	Incident involving 3+ Individuals	

Level 3 Response (In addition to Level 1 and Level 2): In CAD, type F3

Boats	Fire Departments	Ambulance:	Police Departments:
Alplaus Niskayuna # 2		Rotterdam Amb	Rotterdam

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

Mohawk River/Zone 4: Western Gateway Bridge to Rexford Bridge

Regular Boating Season: About May 1st to November 14th

Winter Boating Season: November 15th to about May 1st

In the winter season, only Alphas and Niskayuna #2 are able to navigate the river

Common Landmarks within Zone 4:

Riverside Park	Rowing Club	Union College Boathouse
Scotia Train bridge (brown)	Stockade Area	Rivers Casino
Water's Edge Lighthouse (Boat Launch)	Thin Island with elect. Tower	Freedom Park
Mohawk Valley Marina (Alphas Marina)	Jumpin' Jacks	Boat House on Aqueduct Rd
Freemans Bridge		

Buoys within Zone 4:

R58	R70	R72	R76			
G65	G67	G69	G69A	G71	G71A	G73
G75	G77	G79	G81	G83		

Level 1 Event:

Body Recovery Investigation/Search	Sinking Boat (pump out) Stranded Person(s)	Animal Rescue Boat Collision (simple)
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Level 1 Response:

Boats	Fire Departments	Ambulances	Police Departments
Scotia Alphas	County Coordinators SFD (if in city limits)	Mohawk Amb	Glenville SCSO

Level 2 Event:

Overturned Boat Fire in a Shore Facility	Boat on Fire (small) Rescue or Medical Assistance	Drowning in Progress Attempted Suicide
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Level 2 Response (In addition to Level 1): In CAD, type F2

Boats	Fire Departments	Ambulances	Police Departments
Niskayuna # 2	Thomas Corners		

Level 3 Event:

Boat on Fire (Commercial or Large Boat) Aircraft Incident Incident Involving 3+ Injuries/Casualties	Multiple (2+) Boat Collision Railroad Incident Incident involving 3+ Individuals Bridge Fire
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Level 3 Response (In addition to Level 1 and Level 2): In CAD, type F3

Boats	Fire Departments	Ambulance:	Police Departments:
Schonowe		Niskayuna #1 Amb	Niskayuna

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

Mohawk River/Zone 5: Rexford Bridge to Lock #7

Regular Boating Season: About May 1st to November 14th

Winter Boating Season: November 15th to about May 1st

In the winter season, only Alplaus and Niskayuna #2 are able to navigate the river

Common Landmarks within Zone 5:

Rexford Bridge	Schenectady Yacht Club	GE R&D (water tower on site)
KAPL (water tower on site)	West side of Lock 7	SI Group in Niskayuna
4 cement pillars in water (possibly an old bridge)		

Buoys within Zone 5:

R50A	R50B	R52	R54	R56	R56A	R58
R60						
G49A	G53	G55	G57	G57A	G59	G61

Level 1 Event:

Body Recovery	Sinking Boat (pump out)	Animal Rescue
Investigation/Search	Stranded Person(s)	Boat Collision (simple)

Level 1 Response:

Boats	Fire Departments	Ambulances	Police Departments
Niskayuna # 2 Alplaus	County Coordinators	Mohawk Amb	Niskayuna SCSO

Level 2 Event:

Overturned Boat	Boat on Fire (small)	Drowning in Progress
Fire in a Shore Facility	Rescue or Medical Assistance	Attempted Suicide

Level 2 Response (In addition to Level 1): In CAD, type F2

Boats	Fire Departments	Ambulances	Police Departments
Scotia	Niskayuna # 1		

Level 3 Event:

Boat on Fire (Commercial or Large Boat)	Multiple (2+) Boat Collision	Bridge Fire
Aircraft Incident	Railroad Incident	
Incident Involving 3+ Injuries/Casualties	Incident involving 3+ Individuals	

Level 3 Response (In addition to Level 1 and Level 2): In CAD, type F3

Boats	Fire Departments	Ambulance:	Police Departments:
Schonowe Beukendaal			Colonie

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

Mohawk River/Zone 6: Lock #7 to Albany County Line

Regular Boating Season: About May 1st to November 14th

Winter Boating Season: November 15th to about May 1st

In the winter season, only Alplaus and Niskayuna #2 are able to navigate the river

Common Landmarks within Zone 6:

Lock 7 Park	Goat Island (closer to Saratoga County side)	East side of Lock 7
Lions Park/Train Station	Niska Isle (Ferry Rd)	

Buoys within Zone 6:

R32A	R32B	R34	R36	R38	R40	R42
R44	R46					
G39	G39A	G41	G43	G45	G47	G49

Level 1 Event:

Body Recovery	Sinking Boat (pump out)	Animal Rescue
Investigation/Search	Stranded Person(s)	Boat Collision (simple)

Level 1 Response:

Boats	Fire Departments	Ambulances	Police Departments
Niskayuna # 2 Verdoy	County Coordinators	Mohawk Amb	Niskayuna SCSO

Level 2 Event:

Overturned Boat	Boat on Fire (small)	Drowning in Progress
Fire in a Shore Facility	Rescue or Medical Assistance	Attempted Suicide

Level 2 Response (In addition to Level 1): In CAD, type F2

Boats	Fire Departments	Ambulances	Police Departments
Alplaus			

Level 3 Event:

Boat on Fire (Commercial or Large Boat)	Multiple (2+) Boat Collision	Bridge Fire
Aircraft Incident	Railroad Incident	
Incident Involving 3+ Injuries/Casualties	Incident involving 3+ Individuals	

Level 3 Response (In addition to Level 1 and Level 2): In CAD, type F3

Boats	Fire Departments	Ambulance:	Police Departments:
Boght (Albany CO) Vischer Ferry (Saratoga CO)		ColonicEMS	Colonic

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

**SCHEENECTADY COUNTY WATER TASK FORCE
WINTER OPERATIONS
NOVEMBER 15th – APRIL 30th**

Mohawk River: Zone 1, Zone 2, – Montgomery County Line to Lock 8

Boats:	Fire Departments:	Police:
Alplaus Niskayuna District # 2	Buekendaal (ice rescue response)	Jurisdictional

Mohawk River: Zone 3 – Lock 8 to Western Gateway Bridge

Boats:	Fire Departments	Police:
Alplaus Niskayuna District # 2	Jurisdictional Scotia (ice rescue response)	Jurisdictional

Mohawk River: Zone 4 and Zone 5 – Western Gateway Bridge to Lock 7

Boats:	Fire Departments	Police:
Alplaus Niskayuna District # 2	Jurisdictional Scotia (ice rescue response)	Jurisdictional

Mohawk River: Zone 6 – Lock 7 to Albany County Line

Boats:	Fire Departments	Police:
Alplaus Niskayuna District # 2	Jurisdictional	Jurisdictional

THE INCIDENT COMMANDER MAY INCREASE OR DECREASE THE RESPONSE

**SCHEENECTADY COUNTY
FIRE MUTUAL AID
APPENDIX "K"**



**Apparatus Type and Kind
Apparatus Equipment**

FDID	FD Name	Engine/GPM	Tankers/Gal	Aerials/Lght	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
47001	Alpineus	2221/1500	N/A	N/A	2250 Pick up	N/A	2555 Polaris Brush 30 Gal 2254 Genor Rescue	1 Airboat 21' Rescue Boat 15' Zodiac Boat
47001	Alpineus	Utility #	Type	Interior FF #	EMS #	Other		
		18' Enclosed	Trailer	12	8 EMT 5 CFR	4 Fire Police 6 Rehab/Acct 4 Safety Officer		
47002	Bendatohal	Engine/GPM	Tankers/Gal	Aerials/Lght	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
		2532/1250	N/A	N/A	2550 EMS/Rescue 2544 Heavy Rescue	N/A	N/A	24' twin outboard with 500 gpm pump
		2844/1750						
47002	Bendatohal	Utility #	Type	Interior FF #	EMS #	Other		
		2551	Pickup/Utility	25	5 Fire Police 10 Rehab/Acct 30 Safety Officer			
		2555	SUV/Utility					
47003	Carman	Engine/GPM	Tankers/Gal	Aerials/Lght	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
		1913/1500	N/A	1372 / 85' Platform	3944 Heavy Rescue	N/A	N/A	N/A
		1929/1500						
47003	Carman	Utility #	Type	Interior FF #	EMS #	Other		
		3955	F 950 Pickup	18	0	5 Fire Police 0 Rehab/Acct 2 Safety Officer		
		126	F150 Pickup					

Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Alpinus	Basic 1 Decon	1 Homatro Cordless	2 Electric Box 1 Cordless Vent	3 Hillifi Gas 1 National Grid 4 CO	2221 - 8k 2225 - 5k Port. JK, 2k	N/A	8 Ice Rescue Suits 6 SwiftWater Suits	N/A
Alpinus	Port. Lights 2 Cordless 2 Honda Gen	Rehab Basic	Rope Rescue Basic	Saws 2 Chain Saws 1 Cut Saw 2 Cordless CS	TIC 2 Bullard TB 5 Soak Pans	Wildland Basic	Foam (1) 3 Gal Port. Scoby	Port. Pumps 575 GPM Gas 125 GPM Gas Slump Pumps
Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Brakemcfoel	Basic 4 Cordless	2544 - Hydr & Batt, Handpower tools 2533 - Hydr	2 Electric Ejectors 1 Gas PPV	(2) 4 Gas 1 Methane Laser 1 Hydrogen Cyan 1 CO	2522 - M 2544 - M 3 Portable	N/A	3 Ice Rescue Suits Equip., reeds Rescue Allev Sled	N/A
Brakemcfoel	Port. Lights 4 Cordless	Rehab 2530 - Basic	Rope Rescue Pulleys (2) 100' Rope Bags 2544 - RT	3 Chain Saws 1 Gas Partner 1 Battery Partner 2 Battery Sawzall (2) 12V Sawzall	1 TIC 2 Filr Port. 2544 - 1 Filr Mobile 1 Bullard	Wildland N/A	Foam 2522 60 Gal Carf A 2544 50 Gal A	Port. Pumps Pencable Float 2 Gas HI Volume
Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Carmen	Basic 1 set E - Tools 1 set Hydraulic Tools	1 set E - Tools 1 set Hydraulic Tools	5 Electric Fans 1 Battery Operated	(8) 5 Gas 1 Natural Gas 1 Laserator 1 Laserator Jr. 3 Portable	1321 - M 1323 - M 1373 - M	Basic	N/A	N/A
Carmen	Port. Lights 4 Battery 4 Electric	Rehab N/A	Rope Rescue Stokes Basket	Saws 3 Vent Saws 2 K-12 1 Echo Box Saw 1 Battery Circular	TIC 1 Scott 2 Bullard	Wildland 3 Roles 3 Indian Tank 900' Hose	Foam 1321 80 Gal A 1323 30 Gal A	Port. Pumps 2 Collar Pumps

FDID	FD Name	Engines/GPM	Tankers/Gal	Aerials/Lght	EMS/Rescue # - Type	Brush/ Mini Pumper	Off Road Vehicles	Water Rescue Craft
47004	Dolanston	3522/1250	3534/1800	N/A	3541 BLS EMS/Extr. 3505 BLS EMS	N/A	3552 Argo Bus	N/A
47004	Dolanston	Utility # 3555	Type SUV/EMS	Interior FF # 5	EMS # 3 EMT 1 AEMT	Other Fire Police 0 Rehab/Acc 0 Safety Officer		
47005	Duaneburg	Engines/GPM 3222/1500 3222/2800	Tankers/Gal 3233/2000	Aerials/Lght N/A	EMS/Rescue # - Type 3945 Rescue	Brush/ Mini Pumper N/A	Off Road Vehicles N/A	Water Rescue Craft N/A
47005	Duaneburg	Utility # N/A	Type	Interior FF # 20	EMS # 5 EMT	Other 3 Fire Police 0 Rehab/Acc 4 Safety Officer		
47006	East Glenville	Engines/GPM 2321/2500 2325/1500	Tankers/Gal N/A	Aerials/Lght 2571/100 2200 GPM Platform	EMS/Rescue # - Type 2345 Rescue	Brush/ Mini Pumper N/A	Off Road Vehicles 2305 Polaris Sco / pump	Water Rescue Craft N/A
47006	East Glenville	Utility # 2352 2354	Type F-350 Pickup F-350 Pickup	Interior FF # 24	EMS # 17 BLS	Other 4 Fire Police 0 Rehab/Acc 12 Safety Officer		

Department	Decon	Extrication	Fans	Gas Motors	Generators	Hot Mat	Ice/Water Rescue	Mobile Cascade
Delanson	None	Hurst Hydraulic Set Gas Powered Pump	3 Neg Pressure		2 Portable	Basic	N/A	N/A
Delanson	Port. Lights 2 Electric 6.3 2 Gas Portable	Rehab N/A	Rope Rescue N/A	Saws 3 Chainsaws 1 K-12	TTC 1 Full Size 2 Handheld	W/land 5 Indian Tank Brushes, Ropes 500' Hose	Foam N/A	Port. Pumps 5 Elect. Sump 1 Gas
Duaneburg	Decon Basic	Extrication (2) Cutters, Spreader (2) Rescue Jacks 1 Sawzall	Fans 1 Exhaust Fan 1 Smoke Ejector	Gas Motors 1 Gas Meter	Generators 3235/6500 3235/1000 3224/7500 3245/1000 3245/8000	Hot Mat Pads Speedy Dry	Ice/Water Rescue 4 Cold Water Suits 6 Life Jackets	Mobile Cascade N/A
Duaneburg	Port. Lights 3 Generator 1 Light Tower	Rehab N/A	Rope Rescue 900' Rope	Saws 3 Chain Saws 1 Vent Saw	TTC 1 TTC	W/land 500' Hose	Foam 3231 50 Gal A	Port. Pumps 2 Sump
Department E. Glenville	Decon N/A	Extrication 1 set Genesis Combi	Fans 2 PPV 3 Smoke Ejectors	Gas Motors (2) 4 Gas 4 CO	Generators 5 Portable	Hot Mat Absorbent Pads Speedy Dry	Ice/Water Rescue N/A	Mobile Cascade N/A
E. Glenville	Port. Lights 2 Light Towers	Rehab 4 Cooling Chairs 1 Easy Up 1 Coker/ Simids	Rope Rescue Low Angle	Saws 4 Chainsaws 2 K-12 1 Stihl Partner 2 Battery Operated	TTC 2 MSA 2 Seak Therm	W/land Suits Tents	Foam N/A	Port. Pumps 2 Trash Pumps

FDID	FD Name	Engines/GPM	Tankers/Gal	Aerials/Lghts	EMS/Rescue # - Type	Brush/ Mini Pumper	Off Road Vehicles	Water Rescue Craft
47008	Glenville Hill	2831/1250 2832/1250	N/A	N/A	2840 Rescue	N/A	2850 6 Seat Polaris 70 Gal	N/A
47008	Glenville Hill	Utility # 21' Enclosed	Type UTV Trailer	Interior FF # 11	EMS # 4 EMT 1 CFR 1 Safety Officer	Other 0 Fire Police 0 Rehab/Acc 1 Safety Officer		
47012	Marionville	Engines/GPM 3721/1250 3722/1000	Tankers/Gal 3730/1500	Aerials/Lght N/A	EMS/Rescue # - Type 3755 Rescue	Brush/ Mini Pumper 3722 2000 Gal Mini	Off Road Vehicles N/A	Water Rescue Craft 3746 2p Inflatable
47012	Marionville	Utility #	Type	Interior FF # 8	EMS # 5 EMT 4 Fire Police 5 Rehab/Acc 1 Safety Officer	Other		
47009	Hickoryville 1	Engines/GPM 4021/1500 4022/1500	Tankers/Gal N/A	Aerials/Lght 4075/102' 1500 SPM Platform	EMS/Rescue # - Type 4030 ALS Ambulance Type 2 4051 ALS Ambulance Type 2 4052 ALS Ambulance Type 3	Brush/ Mini Pumper N/A	Off Road Vehicles N/A	Water Rescue Craft N/A
47009	Hickoryville 1	Utility # 4061 4052	Type Pickup/Plow Pickup/Plow	Senior FF # 20	EMS # 19 ALS 6 EMT 0 Safety Officer	Other 2 Fire Police 0 Rehab/Acc 0 Safety Officer		

Department	Decor	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Glenville Hill	Basic	Set of Legacy Hunt HI Lift Jacks Air Bags	1 Elect. Ejector 1 Gas PPV	(2) 4 Gas 5 CO 5 O2	2931/M 2932/M 2 Portable	N/A	N/A	N/A
Glenville Hill	Port. Lights (4) 120v	Rehab N/A	Rope Rescue N/A	Saws 1 K-12 1 Gas Chainsaw	TIC 2 FUR - 53 2 Seck	Wildland 1500' Hose 12 Indian Tanks UTV	Foam 2632 50gal Cold Fire 2 Gas Trash	Port. Pumps 2 Gas Trash
Department Marionville	Decor Basic	Extrication 1 Set Hydraulic Tools 1 Hydraulic Combo Cribbing Air Bags Winch	Fans 2 Electric 2 Gas	Gas Welders 1 CO Meter	Generators (3) 4000 w (1) 10KW Hyd 4 Portable	Haz Mat N/A	Ice/Water Rescue Ice Auger 3755 / Water Rescue Equipment	Mobile Cascade 5755
Marionville	Port. Lights 2 Port/Gen 2 Electric	Rehab N/A	Rope Rescue Stokes Basket	Saws 1 K-12 3 Chainsaw	TIC 7 TIC	Wildland 3000' Hose 8 Indian Tanks Brooms, Rakes Brush Truck/ATV	Foam 3731 / 25 Gals	Port. Pumps 4 Portable 2 Hoisting Docks
Department Mishayuna 1	Decor Basic	Extrication 2 sets Hyd Tools 2 sets Paratech Struts	Fans 1 Battery PPV 2 Electric Exhaust	Gas Meters (2) 5 Gas MSA 1 Laser Met. Gas	Generators 4021/10k M 4022/20k M 4075/10k M	Haz Mat N/A	Ice/Water Rescue 6 Ice Rescue Suits	Mobile Cascade N/A
Mishayuna 1	Port. Lights 4 Bact. Floods (7) 110v Floods	Rehab N/A	Rope Rescue Low Angle Rope	Saws 1 Partner Rotary 3 Chain Saws	TIC 4 MSA	Wildland Brooms Indian Tanks	Foam (6) 5 gal w enductor	Port. Pumps 2 Gas 3" Pumps

FDID	FD Name	Engines/SPM	Tankers/Gal	Aerials/Lgh	EMS/Rescue # - Type	Brush/ Mini Pump	Off Road Vehicles	Water Rescue Craft
47013	Wiskayuna 2	4323/1250 4332/1250	N/A	N/A	4344 Heavy Rescue 4340 Light Rescue 4335 Light Rescue	N/A	N/A	4335 Air Boat
47019	Wiskayuna 2	Utility # 4356	Type Pick Up	Interior FF # 28	EMS # 22 EMT 15 Fire Police 0 Rehab/ Acct 1 Safety Officer	Other		
47014	Pattersonville	Utility # 1	Type Trailer	Interior FF # 5	EMS # 2 BLS	Brush/ Mini Pump N/A	Off Road Vehicles 1444 ATV	Water Rescue Craft N/A
47015	Pine Grove	Engines/SPM 1533/1250 1522/1500	Tankers/Gal 1534/2808	Aerials/Lgh N/A	EMS/Rescue # - Type 1550 Light Rescue	Brush/ Mini Pump 1555 / 1555	Off Road Vehicles N/A	Water Rescue Craft N/A
47015	Pine Grove	Utility # 1550	Type EMS/ Pickup	Interior FF # 16	EMS # 3 BLS	Other 1 Fire Police 0 Rehab/ Acct 0 Safety Officer		

Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice&Water Rescue	Mobile Cascade
Niskayuna 2	4121/Shower	5,000 lbs Hyd	3 Battery Fans	(7) 4 Gas	(3) 3500 port	N/A	6 Cold Water Suits	4144/Onboard
	4122/Shower	Combi/Spreaders,	2 120v Fans		(3) 2200 port		1 Inflatable Boat	
		Cutters	2 Gas Powered					
		1 Battery Hurst						
		1 Battery Halmatro						
Niskayuna 2	Port. Lights	Rehab	Rope Rescue	Saws	T I C	Wildland	Foam	Port. Pumps
	3 Battery tower	N/A	(2) 250' Rope Bags	6 Chain Saws	5 Full Size	1000' Hose	4121/50 Gal	(2) 120 v 1 3/4
	(12) 120v LED		Harness,Pulleys	(3) 20" Forestry	18 Small Size	3 Combi Nozzles	4122/50 Gal	(2) 120v 2 1/2
			Off Rd Litter Carrier	(3) 20" Roof		3 Indian Tanks		4 Gas
				(3) Gas K-12				
				1 Battery K-12				
Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice&Water Rescue	Mobile Cascade
Pattersonville	N/A	1 Full Set of Jaws	1 Gas	(1) 4 Gas	N/A	N/A	(2) 150' Throw Bags	N/A
			1 Electric				Life Jackets	
Pattersonville	Port. Lights	Rehab	Rope Rescue	Saws	T I C	Wildland	Foam	Port. Pumps
	N/A	N/A	N/A	1 Chain Saw	1 MSA	Rakes, Brooms	1423/unk Gals	3 Portable
					3 Personal	1" Hose unk		
Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice&Water Rescue	Mobile Cascade
Pine Grove	N/A	1 Set Battery Hurst	2 Smoke Ejectors	(3) 4 Gas	1521/10k	N/A	N/A	1545- Cascade Fill Station
		1 Set Hydr Hurst	2 Pos Pressure	1 CO	1522/10k			
		Air Bags		2 Comb. Gas	1523/6k			
		Rescue Struts			2 Port. Jk			
Pine Grove	Port. Lights	Rehab	Rope Rescue	Saws	T I C	Wildland	Foam	Port. Pumps
	6 Portable Light Tower	N/A	N/A	3 Chain Saws	2 TIC	900' Hose	1523/30 Gal	(3) 350 GPM
				3 Vent Saws			1521/30 Gal	

FDID	FD Name	Engines/CPM	Tankers/Gal	Aerials/Lgth	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
47016	Ploctorville	1821/1500	1832/2000	N/A	1845 Light Rescues	2841/1000PM/ CARB	1851/UTV / 75 Gal	N/A
47016	Ploctorville	Utility # 1851	Type 34' Trailer	Interior FF # 12	EMS # 7 EMT 0 Rehab/ Acct 3 Safety Officer	Other 1 Fire Police		
FDID	FD Name	Engines/CPM	Tankers/Gal	Aerials/Lgth	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
47017	Quaker Street	N/A	3032/3000 3034/3000	N/A	EMS / PU 3045	3045/ 1000 GPM gal	3051/ Kawasaki mule	N/A
47017	Quaker Street	Utility # N/A	Type	Interior FF # 6	EMS # 1 EMT 5 Fire Police 0 Rehab/ Acct 1 Safety Officer	Other		
FDID	FD Name	Engines/CPM	Tankers/Gal	Aerials/Lgth	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
47019	Rotterdam 2	1221/1500 1223/1500 1224/1500	N/A	N/A	Heavy 1242		N/A	N/A
47019	Rotterdam 2	Utility # 1220	Type Pick Up	Interior FF # 20	EMS # N/A Few EMTs	Other 3 Fire Police 10 Rehab/ Acct 8 Safety Officer		

Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice&Water Rescue	Mobile Cascade
Plotterkill	N/A	1 Set HURST Tools	1 Electric	(1) 4 Gas CD Meters	(1) 4kw Gas (1) 5kw Gas (1) 10kw Gas	N/A	4 Ice Rescue Suits Ropes	N/A
Plotterkill	Port. Lights Hand Lights	Rehab Basic	Rope Rescue Yes/unknown	Saws 1 K-12 2 Gas Chainsaw 1 Batt. Chainsaw	TIC 4 MSA TIC	Wildland N/A	Foam 1841 CAFS Silvex Plus CL A	Port. Pumps 1 Gas 6hp 3" 1 Gas 5.5 hp 2"
Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice&Water Rescue	Mobile Cascade
Quaker Street	N/A	1 Genesis 13C-SL3 1 Genesis C195-SL3	2 Smoke Eject.	2 multi meters	3032/mob 3045/mob	N/A	N/A	N/A
Quaker Street	Port. Lights 4 Big Stream 3 Honda	Rehab N/A	Rope Rescue N/A	Saws 2 Chain Saws 1 Roof Saw	TIC 2 TIC	Wildland 1000' Hose Nozzles Forestry Gear	Foam No Foam/P500	Port. Pumps 2 Submersible 4 Trash
Department	Decon	Extrication	Fans	Gas Meters	Generators	Haz Mat	Ice&Water Rescue	Mobile Cascade
Rotterdam 2	N/A	1 Set HI Pres Hurst Hyd 1 Set Hurst E Draulic 2 Hurst Combi Tool	7 Battery Fan 2 Elec. Smoke Eject	4 MSA 5 Gas 1 MSA 5 Gas w/Cl	3 Tala Light (2) 3000w Por	Pig socks Pads etc.	N/A	N/A
Rotterdam 2	Port. Lights 3 Tele Light 4 Battery Oper	Rehab N/A	Rope Rescue High Angle Low Angle Wire Basket Tripod Large Area Search FAST/RIT	Saws 2 Vent Saws 2 Chain Saws 3 Partner Rotary 2 Battery Rotary	TIC 4 Scott TIC	Wildland N/A	Foam 1225/15 Gals	Port. Pumps 2 Zero Elect. Sump 2 Gas Trash Pumps

FDID	FD Name	Engines/GPM	Tankers/Gal	Aerials/Lgth	EMS/Rescue # - Type	Brush/Mini Pumper	Off Road Vehicles	Water Rescue Craft
47028	Rothendarn Jct.	1122/1000 1123/1250	N/A	N/A	1141 Rescue	N/A	N/A	1144/ Penton Boat
47020	Rothendarn Jct.	Utility # 1151	Type SUV	Interior FF # 30	EMS # 7 EMT 6 Fire Police 3 Rehab/acc 3 Safety Officer	Other		
47021	Schenectady	Engines/GPM E-1 / 1500 E-2 / 1500 E-3 / 1500 E-4 / 1500 E-10 / 1500 E/11 / 1500 E/12 / 1500 E-14 / 1250	Tankers/Gal N/A	Aerials/Lgth T-1 / 100' T-2 / 100' T-3 / 100'	EMS/Rescue # - Type R-1 R-3 Light Light	Brush/Mini Pumper N/A	Off Road Vehicles N/A	Water Rescue Craft N/A
47021	Schenectady	Utility # 2 Pkcs Ups	Type	Interior FF # All	EMS # ALS	Other		
47023	Schenowee	Engines/GPM 1731/1500 1732/1500	Tankers/Gal N/A	Aerials/Lgth N/A	EMS/Rescue # - Type N/A	Brush/Mini Pumper 1735/1500	Off Road Vehicles 1755/Police/70 gpm	Water Rescue Craft 1745/ Res.1 / 700 gpm
47023	Schenowee	Utility # 1755	Type Rehab Trailer	Interior FF # 9	EMS # No # EMT 1 Paramedic	Other 11 Fire Police 9 Rehab/acc 3 Safety Officer		

Department	Decon	Rehab/Rescue	Pumps	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Rotterdam Jct	N/A	1 Set Hurst E Hydraulic 2 Hydr. Reams 2 Windshield Cutter	1 Electric	(3) Drager 4 Gas 1 Methane Ifini	2 Port w/ Light	N/A	Porton Boat 4 Life Vests 5 Throw Bags	N/A
Rotterdam Jct	Port. Lights 2 Port w/ Gen	Rehab BLS/EMS	Rope Rescue Stokes Basket Scoop Stretcher	Saws 1 Chain Saw 1 K-12	TIC 1 Scott Eagle	Wildland 2 Hose Packs 300' Hose	Foam Class A 7	Port. Pumps 3 Gas Pumps
Schenectady	Decon 1 Mass Decon Trailer	Rehab 2 Sets Hydr Tools 1 Battery Op Spreader	Fans 6 Elec Smoke Eject 2 Battery Op Fans	Gas Meters (30) 5 Gas 1 HCN Meter 2 Chlor. Meters 1 ammonia Meter 3 Laser Methane	Generators 1 Portable	Haz Mat Country Hazmat 1 Heavy Rescue 1 F 250 Work	Ice/Water Rescue N/A	Mobile Cascade N/A
Schenectady	Port. Lights N/A	Rehab 1 Rehab Trailer	Rope Rescue Confined Space	Saws 2 Roof Saws 2 Rotary Saws	TIC 7 MSA 6000+	Wildland 4 Broken Tanks	Foam (18) 5 gal AB-AFF Blitzfire/Foam Attach	Port. Pumps N/A
Schenectady	Decon Basic	Rehab Hurst, Jaws 16 Air Bag Set	Fans 3 Fans	Gas Meters (4) Five Gas 2 Natural Gas 4 Chlorine	Generators 2 Mobile 2 Portable	Haz Mat N/A	Ice/Water Rescue 10 Ice Rescue Suits Rope Bags 1756, Boat w/pump	Mobile Cascade N/A
Schenectady	Port. Lights 5 Portable	Rehab County Rehab Trailer	Rope Rescue Rescue Stokes	Saws 1 K-12 2 Roof Saws Chain Saws	TIC 5 Seak TIC 1 Bullard 1 Scott	Wildland 173/2/Bush 1755/UTV Gear, Tools Chain Saws	Foam 1732/25 gal 1723/25 gal	Port. Pumps 5 Portable

FD#	FD Name	Engine/CFM	Tankers/Gal	Aerials/Lght	EMS/Rescue # - Type	Brush/Mini Pump	Off Road Vehicles	Water Rescue Craft
47024	Scottie	2003/1560 2002/1560	N/A	2074 / 95' Platform	2040 Light 2041 Light	N/A	N/A	2042 Center Staff
47024	Scottie	Utility # 2051 Special Ops Trailer	Type Pick Up	Inverter FF # 17	EMS # 25 A15 3 EMT	Other 0 Fire Police 1 Rehab/ Acc 0 Safety Officer		
47026	S. Schenckady	Engine/CFM 1683/1500 1634/1250 1678/2000	Tankers/Gal 1683/2750 1824/1000	Aerials/Lght 1678/300' Platform	EMS/Rescue # - Type 1640 Heavy	Brush/Mini Pump 1655/Brush 400 Gal	Off Road Vehicles N/A	Water Rescue Craft N/A
47026	S. Schenckady	Utility # 1652	Type Pick Up	Inverter FF # 35	EMS # Basic Fire Re 5/ Acc 5 / Safety Officer	Other 6 Fire Police		

Department	Decom	Extraction	Fans	Gas Meters	Generators	Haz Mat	Leaf/Water Rescue	Mobile Cascade
Scottia	Basic	2 Battery Comb/ Tools	3 Elec Smoke Eject 3 Gas Pos Press	2 CO 3 Multi Gas 1 Laser NG	2023/Archie 2074/Mobile 2 Port Gas	N/A	2042/Rescue Boat Rescue Shed Cold Water Sinks	N/A
Scottia	Port. Lights N/A	Rehab N/A	Rope Rescue N/A	Saws 1 Gas K-12 2 Gas Vent 1 Battery Cut Off 1 Batt Chain Saw 4 Serrails	TIC 1 TIC	Wildland 500' Hose Ropes Indian Tanks	Foam 2021/25 Gal	Port. Pumps 1 Floating Pump
Department	Decom	Extraction	Fans	Gas Meters	Generators	Haz Mat	Leaf/Water Rescue	Mobile Cascade
South Schenectady	N/A	2 Cutters/Spreaders 4 Burns Hurst Belt & Hydr	6 Electric	Gas Meters (8) 4 Gas 1 Methane 1 Hydrogen Gas	3 Mobile 3 Gas Port.	N/A	N/A	1640/2 Bottle
South Schenectady	Port. Lights 4 Electric 4 Elec. Shop 4 Battery	Rehab N/A	Rope Rescue Basic	Saws 4 Gas K-12 3 Batt. K-12 4 Gas Chain Saw 4 Batt Chain Saw	TIC 3 Battery 4 Hand Held	Wildland Mfn. gear Hose 3 Indian Tank Hand Tools	Foam 1631/30 Gal 1655/30 Gal 1673/30 Gal.	Port. Pumps 2 Portable Gas

FDID	FD Name	Engine/GPM	Tertiary/Gal	Aerials/Lght	EMS/Rescue # - Type	Brush/Infid Pump	Off Road Vehicles	Water Rescue Craft
1032	Stanford Heights	E-431/1500 E-430/1500 Res 10/1500	N/A	T-10/1750 Platform	Squad 10 Rescue		N/A	N/A
2032	Stanford Heights	Utility # M-434	Type Pick Up	Intarior FF # 29	EMS # 11 EMT's	Other 15 Fire Police 0 Rehab/Asst 2 Safety Officer		
47311	Stratton ANGB	Engine/BPM 5727/1250	Tertiary/Gal 5739/4,000	Aerials/Lght N/A	EMS/Rescue # - Type 5743 Heavy	Brush/Infid Pump N/A	Off Road Vehicles N/A	Water Rescue Craft N/A
47311	Stratton ANGB	Utility # Tech Rescue Trailer	Type	Intarior FF # 21	EMS # 21 EMT BLS	Other 0 Fire Police 0 Rehab / Asst 5 Safety Officer	Other Apparatus 5764 / 200 GPM / 3,000 Gal 5765 / 90 GPM / 400 Gal 5766 / 1528 GPM / 1500 Gal	

Department	Decon	Entrification	Fans	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Stanford Heights	Gross Decon	2 Cutters 2 Sprayers 2 Combo	3 Electric	4 Disposal CO (1) 5 Gas (2) 4 Gas 1 Methane Saws 3 Cutters Edge 3 Gas Chain Saw 2 Rotary 1 Batt Chain Saw 1 Batt Rotary Saw	3 Mobile 2 Portable	Specify Dry PIGS Blankets Wildland 3000' Hose Indian Tanks Reels & Tools	N/A	N/A
Stanford Heights	Port. Lights 10 Elec/ batt	Rehab Water	Rope Rescue N/A		TIC 6 TIC		Foam E-432/ 10 Gal	Port. Pumps 3 Large Gas 3 Elect. Submers
Department	Decon	Entrification	Fans	Gas Meters	Generators	Haz Mat	Ice/Water Rescue	Mobile Cascade
Stratton ANSB	N/A	1 Set Hurst Battery 1 Set Hurst Hydraulic	1 Electric PPV 2 Elec Smoke Eject	(2) 5 Gas Multizone	N/A	N/A	N/A	N/A
Stratton ANSB	Port. Lights N/A	Rehab N/A	Rope Rescue Low Angle Confined Space Tech Rescue	Saws 2 K-12 1 Vent 2 Battery 12" 2 Chain Saws	TIC 3 FLIR K-1	Wildland Indian Tanks Shovels	Foam 5764 / 430 Gal 5765 / 71 Gal 5766 / 230 Gal	Port. Pumps N/A

FDID	FD Name	Engine#/GPM	Tankers/Gal	Aerials/Lgth	EMS/Rescue # - Type	Brush/ Mid Pump	Off Road Vehicles	Water Rescue Craft
47028	Thomas Corners	2723/1500 2724/1250	N/A	2776 / 75' Straight stick	2740 Light	N/A	N/A	N/A
47028	Thomas Corners	Utility # 2756	Type Pick Up	Interior FF # 14	EMS # 7 EMT 20 BLS/CPR 3 Safety Officer	Other 0 Fire Police 0 Traffic/ Acc. 3 Safety Officer		

FDID	FD Name	Engine#/GPM	Tankers/Gal	Aerials/Lgth	EMS/Rescue # - Type	Brush/ Mid Pump	Off Road Vehicles	Water Rescue Craft
47028	West Glenville	2621 / 1250 2622 / 1250	2621 / 1,000 2622 / 1,000	N/A	Light	N/A	N/A	N/A
47028	West Glenville	Utility # Rehab Trailer	Type Rehab Trailer	Interior FF # 11	EMS # BLS	Other Fire Police 10 / Rehab & Acc 3 Safety Officer		
	TYPE 1							
	TYPE 2							
	TYPE 3							
	TYPE 4							
	TYPE 5							
	TYPE 6							
	TYPE 7							

Department	Decan	Extraction	Fans	Gas Motors	Generators	Haz Mat	Hot/Water Rescues	Mobile Cascade
Thomas Corner	Basic	1 Cornubi Tool Gas 1 Cutter, Spreader Gas Rescue Jacks	1 Battery 1 Electric	(B) 4 Gas 4 CO	2775/Mob 2723/Mob 272A/Mob 2 Port Honda	2723/ 500" Hose	N/A	N/A

4 Port/Light

Department	Port. Lights	Rehab	Rope Rescue	Saws	T I C	Wildland	Foam	Port. Pumps
Thomas Corner	12 Thread 4 Honda	N/A	N/A	1 Vent 2 Rotary 1 Cutters Edge 2 Chain Saws	3 Scott 1 Bullard TB 2 Eclipse	Coveral/ Coat 500" Hose	2775 20 Gal 2723 30 Gal 2724 Pro Foam Pak	1 Trash Pump
Department	Decan	Extraction	Fans	Gas Motors	Generators	Haz Mat	Hot/Water Rescues	Mobile Cascade
West Glenville	N/A	1 Batt Cutter/Spread	1 Pos Pressure	(1) 4 Gas 5 Tango CO	2 por 2200 w 1 por 4500 w	N/A	N/A	N/A
Department	Port. Lights	Rehab	Rope Rescue	Saws	T I C	Wildland	Foam	Port. Pumps
West Glenville	6 Battery (4) 120 v	Rehab Trailer/ Full	N/A	2 Vent Saws 2 Chainsaws	1 Scott TIC 5 Seek	12 Gas/ Equip Hand Tools	(2) 30g Engine 75 gal reserve	1 Deck Pack 5 Elec. Sump 1 Gas Portable

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

PURPOSE

The purpose of the fire mutual aid plan is to provide assistance and protection for all Schenectady County communities in case of fire or other emergencies in which outside assistance is deemed necessary to terminate an adverse incident. Equipment and firefighters would be used cooperatively and act in accordance with State and local law. The plan is designed for the mutual benefit all of Schenectady County and is not intended to be used as a bargaining tool in labor disputes or to financially benefit an individual fire department/company or municipal government.

ADMINISTRATION

The administration and execution of the "Mutual Aid Plan" shall be the duty of the County Fire Coordinator as defined by Section 225-a of County law.

SECTION 1: OBJECTIVE

Definition of Mutual Aid:

Mutual Aid is organized, supervised, coordinated and cooperative reciprocal assistance in which personnel, equipment, and physical facilities of participating fire departments, regardless of type or size, are utilized for fire or other emergencies in which the services of fire fighters or fire equipment would be called upon throughout the County of Schenectady and adjacent areas.

Amendments:

Amendments to this plan may be made periodically and will follow this procedure:

1. Prepared by the County Fire Coordinator
2. Reviewed for comments by (if needed) NY State Office of Fire Prevention & Control
3. Reviewed and recommended by the County Fire Advisory Board
4. Submitted by the Fire Coordinator to the County Manager for review
5. Submitted to NYS Office of Fire Prevention & Control for approval.
6. Adopted by the County Board of Legislators
7. Copy of adopted law distributed to NYS OFPC, County Legislatures and UCC.

SECTION 2: REVIEW/REVISION

The Fire Coordinator will review the plan annually and will process necessary changes.

SECTION 3: PARTICIPATION

A. Definition

The terms Fire Company/Fire Department as used in this plan shall include all fire companies, fire departments, rescue squads, EMS agencies and other specially trained groups or squads such as fire police, hazardous materials/confined space rescue team, water rescue task force, rope rescue team or other unit of the fire department, fire company or fire district whether incorporated or not and shall mean and include any firefighting unit, industrial, military or other as may be defined or described in Section 209 of the General Municipal Law.



County Mutual Aid Plan Review Check List

County Being Reviewed: Schenectady [checked] Revised Submission
Date Plan Received: 03/19/2024
Date Reviewed: 9/4/2024
Reviewed By: DC Rifenburgh
FPS Review: [checked] Approved [] Corrections Needed
Supervisor Review: [checked] Approved [] Corrections Needed
Final OFPC Approval Date: 9/4/2024
Date returned to county for adoption: 9/10/2024
Date adopted plan received:

County Organization

- [checked] Include county organization chart
[checked] List duties and authority of county fire officials

Coordinators

- [checked] Identify individual responsible to complete the duties of the County Fire Coordinator
[checked] Identify individuals responsible to complete the duties of the Deputy County Fire coordinator
[checked] Identify line of authority/succession

County Fire and Specialized Resources

- [checked] Identify county fire and specialized resources
[checked] Type county fire and specialized resources consistent with FEMA guidelines

Fire Departments

- [checked] Identify county fire departments
[checked] Identify county fire department resources
[checked] Type county fire department resources consistent with FEMA guidelines
[checked] Identify participating county fire departments

Non-Municipal Fire Resources

- Identify county non-municipal fire resources
- Type county non-municipal fire resources consistent with FEMA guidelines

Out of County Fire Resources

- Identify contiguous counties that participate in plan
- Identify out of county specialized resources that participate in plan

Radio Frequencies

- Identify county fire radio frequencies and private line codes

General

- Use "Office of Fire Prevention and Control" throughout
- Ensure clear and easy to understand
- Place content under appropriate headings
- Define mutual aid

Legal Issues

- Identify legal authority
- Define fire department participation
- Address obligation to respond

Review/Update/Amendments

- Identify review and update procedure
- Include frequencies in review and update procedure
- Include amendment procedure
- Include update/amendment submission procedure to OFPC

Withdraw

- Include procedure to withdraw from the plan
- Identify consequences of withdraw from the plan

Appendices

- Include information subject to change in the appendixes instead of the main body plan examples:
 - Radio Procedures
 - County Hazmat Plan
 - County Arson Plan

- List all appendixes in the Table of Contents
- Reference all appendixes within the main body of the plan

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Alplaus Fire District No. 2, Glenville, NY offered the following resolution and moved its adoption.

Resolved that Alplaus Fire District No. 2, Glenville, NY elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

John McLeod seconded the resolution.

VOTED: In Favor 4 Opposed 0 Not Voting

CARRIED: 10/11/99 (Date)

OFFICER: William Gillan

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Beukendael Fire District # 5, Glenville, NY offered the following resolution and moved its adoption.

Resolved that **Beukendael Fire District # 5, Glenville, NY** elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Scott Calder seconded the resolution.

VOTED: In Favor 4 Opposed 0 Not Voting _____

CARRIED: November 5, 2024 (Date)

OFFICER: Wick A. Perry

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Carman Fire District No. 3, Rotterdam, NY offered the following resolution and moved its adoption.

Resolved that **Carman Fire District No. 3, Rotterdam, NY** elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

TUM
CJ
_____ seconded the resolution.

VOTED: In Favor 4 Opposed _____ Not Voting _____

CARRIED: 10/9/24 (Date)

OFFICER: 

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

The Village of Delanson, NY offered the following resolution and moved its adoption.

Resolved that Delanson Fire Department, Delanson, NY elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Motioned by Mayor Gifford.

Justice O'Connor seconded the resolution.

VOTED: In Favor 3 Opposed _____ Not Voting _____

CARRIED: 11/4/2024 (Date)

OFFICER: _____



Roll Call Vote

Mayor Gifford Aye
Justice O'Connor Aye
Justice Gracie Aye

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Tim Fisher

offered the following resolution and moved its adoption.

Resolved that Duanesburg Fire District 2 elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Brenda Schuerm

seconded the resolution.

VOTED: In Favor 6 Opposed 0 Not Voting 0

CARRIED: 10/21/24 (Date)

OFFICER:

[Signature]
Chairman Board of Fire Commissioners

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

East Glenville Fire District # 3, Glenville, NY offered the following resolution and moved its adoption.

Resolved that the East Glenville Fire District # 3, Glenville, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Commissioner Ross Thornhill seconded the resolution.

VOTED: In Favor 4 Opposed 0 Not Voting 1

CARRIED: October 21, 2024 (Date)

OFFICER: 

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

A. Conestrero offered the following resolution and moved its adoption.

Resolved that Glenville Hillfire District #8 elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

L. Fay seconded the resolution.

VOTED: In Favor 3 Opposed 0 Not Voting 0

CARRIED: 12/11/2024 (Date)

OFFICER: W.A. H.

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Mariaville Fire Department, Pattersonville, NY offered the following resolution and moved its adoption.

Resolved that the Mariaville Fire Department, Pattersonville, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Tyler Rogers seconded the resolution.

VOTED: In Favor Opposed Not Voting

CARRIED: October 7, 2024 (Date)

OFFICER: John A. Zubowski

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Commissioner Vincent Nally made the motion

Niskayuna Fire District # 1, Niskayuna, NY offered the following resolution and moved its adoption.

Resolved that the Niskayuna Fire District # 1, Niskayuna, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Commissioner David Beckler seconded the resolution.

VCTED: In Favor 5 Opposed 0 Not Voting 0

CARRIED: 10/28/2021 (Date)

OFFICER:

[Signature]
10/28/2021

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Niskayuna Fire District # 2, Niskayuna, NY offered the following resolution and moved its adoption.

Resolved that the Niskayuna Fire District # 2, Niskayuna, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator

_____ seconded the resolution.

VOTED: In Favor Opposed _____ Not Voting _____

CARRIED: 10/11/2024 (Date)

OFFICER: Chief Berry Barbiero

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Pattersonville Fire District # 4, Pattersonville, NY offered the following resolution and moved its adoption.

Resolved that Pattersonville Fire District # 4, Pattersonville, NY elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Chris Hausgaard seconded the resolution.

VOTED: In Favor 8 Opposed 0 Not Voting 0

CARRIED: 11/25/2024 (Date)

OFFICER: James Nelson, Chief

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Pine Grove Fire District # 5, Schenectady, NY offered the following resolution and moved its adoption.

Resolved that the Pine Grove Fire District # 5, Schenectady, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

_____ seconded the resolution.

VOTED: In Favor _____ Opposed _____ Not Voting _____

CARRIED: 11/26/24 (Date)

OFFICER: 

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Plotterkill Fire District, Princetown, NY offered the following resolution and moved its adoption.

Resolved that Plotterkill Fire District, Princetown, NY elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

_____ seconded the resolution.

VOTED: In Favor X Opposed _____ Not Voting _____

CARRIED: 11/12/24 (Date)

OFFICER: Kyle Rudolphson - Fire Chief



SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Quaker Street Fire Department, Delanson, NY offered the following resolution and moved its adoption.

Resolved that the Quaker Street Fire Department, Delanson, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Bobbyjoe Billetdoux

seconded the resolution.

VOTED: In Favor 12 Opposed _____ Not Voting _____

CARRIED: Bobbyjoe Billetdoux 9/23/2024 (Date)

OFFICER: Chief Bobbyjoe Billetdoux

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Rotterdam Fire District # 1, Rotterdam Junction, NY offered the following resolution and moved its adoption.

Resolved that the Rotterdam Fire District # 1, Rotterdam Junction, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

James D. Carneylo, Chair seconded the resolution.

VOTED: In Favor 5 Opposed 0 Not Voting N/A

CARRIED: 9-30-24 (Date)

OFFICER: James D Carneylo

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Rotterdam Fire District # 2, Rotterdam, NY offered the following resolution and moved its adoption.

Resolved that the **Rotterdam Fire District # 2, Rotterdam, NY** elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Ron Paul seconded the resolution.

VOTED: In Favor AM Opposed _____ Not Voting _____

CARRIED: 09/24/2024 (Date)

OFFICER: Dean Romea 9/24/2024

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

CHIEF DON MARINO offered the following resolution and moved its adoption.

Resolved that SCHENECTADY FIRE DEPT. elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

_____ seconded the resolution.

VOTED: In Favor X Opposed _____ Not Voting _____

CARRIED: 11/26/24 (Date)

OFFICER: Donald Maremi

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Schonowe Fire District # 7, Rotterdam, NY offered the following resolution and moved its adoption.

Resolved that the **Schonowe Fire District # 7, Rotterdam, NY** elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Michael Boyasky seconded the resolution.

VOTED: In Favor 5 Opposed 0 Not Voting 0

CARRIED: 10/15/2024 (Date)

OFFICER: butcher of papa

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Trustee Brown offered the following resolution and moved its adoption.

Resolved that, the Village of Scotia Board of Trustees elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Trustee Solotruck seconded the resolution.

VOTED: In Favor 5 Opposed 0 Not Voting 0

CARRIED: November 13, 2024

OFFICER: Maria A. Schmitz, Clerk to the Board

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Stanford

Stanford Heights Fire Department, Schenectady, NY offered the following resolution and moved its adoption.

Resolved that the ^{*Stanford*} ~~Stanford-Heights~~, Schenectady, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Gary Bombauer seconded the resolution.

VOTED: In Favor 5 Opposed _____ Not Voting _____

CARRIED: 10/15/24 (Date)

OFFICER: *[Signature]*
Kevin Hulett

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Porter down the District 6 offered the following resolution and moved its adoption.

Resolved that Jack D. Downey elects to participate in the Schenectady County Fire Mobilization and Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Bill Relyea seconded the resolution.

VOTED: In Favor 5 Opposed 0 Not Voting 0

CARRIED: 12/4/24 (Date)

OFFICER: Philip A. Downey
Fire Commissioner

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Stratton Air National Guard Base Fire Department, Scotia, NY offered the following resolution and moved its adoption.

Resolved that the Stratton Air National Guard Base Fire Department, Scotia, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

_____ seconded the resolution.

VOTED: In Favor Opposed _____ Not Voting _____

CARRIED: _____ 30 September 2024 (Date)

OFFICER: Brian Devlin

**Brian Devlin
Fire Chief
Stratton Air National Guard Base**

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

Thomas Cornerss Fire District # 7, Glenville, NY offered the following resolution and moved its adoption.

Resolved that the Thomas Cornerss Fire District # 7, Glenville, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

MOTION MADE BY: Wayne Penn
Mike Spambati seconded the resolution.

VOTED: In Favor 5 Opposed 0 Not Voting 0

CARRIED: 10-9-24 (Date)

OFFICER: E. Dale Snow

SCHENECTADY COUNTY FIRE MUTUAL AID PLAN

ENCLOSURE "A"

**RESOLUTION TO PARTICIPATE IN
THE
SCHENECTADY COUNTY FIRE MUTUAL AID PLAN**

West Glenville Fire District # 6, Glenville, NY offered the following resolution and moved its adoption.

Resolved that the West Glenville Fire District # 6, Glenville, NY elects to participate in the Schenectady County Fire Mutual Aid Plan as is now in force and is amended from time to time and certifies to the Schenectady County Board of Legislature, through its County Fire Coordinator, that no restrictions exist against "outside service" by such fire company or department, within the meaning of Section 209 of the New York State General Municipal Law, which would affect the fire company or departments participation in the plan.

Be it further resolved that a copy of this resolution be filed with the Schenectady County Fire Coordinator.

Jim Spencer
Gary March seconded the resolution.

VOTED: In Favor 4 Opposed 0 Not Voting _____

CARRIED: 11/12/24 (Date)

OFFICER: P. [unclear] Chairman



Schenectady County Legislature

Committee on Labor and Civil Service

Hon. Pete Frisoni, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: January 3, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Labor and Civil Service
Honorable Pete Frisoni, Chair
Monday, January 6, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
LCS	1 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN VARIOUS COUNTY OFFICES, AGENCIES OR DEPARTMENTS	Legislator Patierne	
LCS	2 A RESOLUTION REGARDING AN AGREEMENT WITH GOVERNMENTJOBS.COM, INC. (D/B/A NEOGOV) FOR VARIOUS ONBOARDING AND TRAINING SOFTWARE SERVICES0	Legislator Patierne	
LCS	3 A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF THE SCHENECTADY COUNTY ATTORNEY	Legislator Patierne	
LCS	4 A RESOLUTION CONFIRMING THE APPOINTMENT OF A PERSON TO THE POSITION OF DIRECTOR OF CONSUMER AFFAIRS/WEIGHTS AND MEASURES	Legislator Patierne	

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Labor and Civil Service
Dual Reference: Ways and Means
Initiative: LCS 1

Title of Proposed Resolution:

A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN VARIOUS COUNTY OFFICES, AGENCIES OR DEPARTMENTS

Purpose and General Idea:

Provides Authorization to Create and Eliminate Positions in Various Departments.

Summary of Specific Provisions:

Brandy Hillard-Bouldin, Commissioner of Social Services, and Kevin Spawn, Director of the Unified Communications Center, are requesting the authorization to create and eliminate positions within their departments. This initiative would authorize the elimination of a Information Processing Specialist I position (CSEA Grade 5) and the creation of the position of Eligibility Clerk (CSEA Grade 8) in the Department of Social Services. Additionally, this initiative would authorize the elimination of the full-time Radio Support Specialist position and creation of a part-time Radio Support Specialist position at the Unified Communications Center.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to support the proposed personnel actions for the UCC and DSS.

At the UCC, this change will eliminate a full-time Radio Technical Support Specialist position and create a part-time Radio Technical Support Specialist position at an annual salary of \$35,000. At DSS, this change will eliminate an Information Processing Specialist I position and create an Eligibility Clerk position. The Eligibility Clerk position's annual salary is \$42,324.

Increase Expense Code By:

A513022.112	Hourly Rated Wages	\$35,000
A516010._01115	Eligibility Clerk	\$42,324

Decrease Expense Code By:

A513022._01020	Radio Technical Support Specialist	\$61,322
A516010._01243	Information Processing Specialist I	\$37,094

Decrease Use of Fund Balance:

A.599	Appropriated Fund Balance	\$21,092
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Brandy Hillard-Bouldin, Commissioner of Social Services, states that such changes in the Department of Social Services would create a more marketable position, which would better assist with the needs of the Child and Family Services unit as well as help with recruitment. Kevin Spawn, Director of the Unified Communications Center, states that the Radio Support Specialist position was initially heavily involved in the implementation of the Emergency Communications System. As this project has been completed, there is no longer the need for full-time direct monitoring services. Additionally, this change would result in cost- savings for the County.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Brandy Hillard-Bouldin, Commissioner of Social Services
Kevin Spawn, Director of the Unified Communications Center
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: January 3, 2025

RE: Authorization to Create and Eliminate Positions in Various Departments

Attached are memoranda from Brandy Hillard-Bouldin, Commissioner of Social Services, and Kevin Spawn, Director of the Unified Communications Center, requesting authorization to create and eliminate positions within their departments.

Ms. Hillard-Bouldin is seeking to eliminate the position of Information Processing Specialist I (CSEA Grade 5) and create the position of Eligibility Clerk (CSEA Grade 8) in the Department of Social Services. As Ms. Hillard-Bouldin indicates, these changes would better assist with the needs of the Child and Family Services unit as well as help with recruitment by creating a more marketable position.

Mr. Spawn is seeking to eliminate the position of full-time Radio Support Specialist and create the position of part-time Radio Support Specialist at the Unified Communications Center. As Mr. Spawn indicates, this position was heavily involved in the implementation of the Emergency Communications System. As this project has been completed, there is no longer the need for full-time direct monitoring services. This position change would result in a cost-savings for the County.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance, and Joe McQueen, Director of Human Resources, detail the actions necessary to create the position.

I recommend your approval.

SCHENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard-Bouldin, Commissioner
DATE: December 12, 2024
RE: Change of Position Request

The Department of Social Services is requesting a conversion of the following position to promote recruitment with a more marketable position as it aligns with the tasks needed to the salary base pay, as well as to assist with Child and Family Services. This change is to convert one (1) currently budgeted Information Processing Specialist I position - Grade 5 to one (1) Eligibility Clerk position - Grade 8. This change would result in the following budget line changes:

Reduction to A516010_01243 by \$37,094
Increase to A516010_01115 by \$42,324

This change resulting in a total budget increase of \$5,230

Thank you for your consideration.



Schenectady County
Unified Communications Center
2694 Hamburg Street, Schenectady NY 12303
Phone: (518) 630-0911 Fax: (518) 831-2850



Kevin W. Spawn – Director
Albert A. DelGiacco – Deputy Director

MEMO CORRESPONDENCE

TO: County Manager Rory Fluman

DATE: 12/13/2024

FROM: Director Kevin Spawn

SUBJECT: Radio Network/Technical Support Specialist

Sir,

We currently have and budget for a Radio Support Specialist on a full-time basis to assist with the daily operations of our Radio System. The position includes System Monitoring, Site Visits, Advising on Planned Upgrades, and Inventory of Equipment. When this position was created, we were heavily involved in the roll out of the new Emergency Communications System, and this position was crucial in making the roll out a success. Now that work has been completed, the system has been stable for some time, and any issues that were found have been worked out of the new system. At this time, it is believed this position can be moved to a part-time status. We currently budget \$61,322.00 with benefits for this position. I would like to move this funding to a part-time line in the budget. Place a cap on the funding at \$35,000 a year and pay an hourly rate of \$40.00. This change will be a noted cost savings for the annual budget.

Director,

Kevin Spawn

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: January 2, 2025
SUBJECT: Budget Amendment – Regular Personnel Actions

The Department of Finance provides the following amendment to the 2025 Operating Budget to support the proposed personnel actions for the UCC and DSS.

At the UCC, this change will eliminate a full-time Radio Technical Support Specialist position and create a part-time Radio Technical Support Specialist position at an annual salary of \$35,000. At DSS, this change will eliminate an Information Processing Specialist I position and create an Eligibility Clerk position. The Eligibility Clerk position's annual salary is \$42,324.

Increase Expense Code By:

A513022.112	Hourly Rated Wages	\$35,000
A516010._01115	Eligibility Clerk	\$42,324

Decrease Expense Code By:

A513022._01020	Radio Technical Support Specialist	\$61,322
A516010._01243	Information Processing Specialist I	\$37,094

Decrease Use of Fund Balance

A.599	Appropriated Fund Balance	\$21,092
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: January 2, 2025

Re: Elimination and Creation of Positions in the Department of Social Services

The Schenectady County Department of Social Services has requested the elimination of the position Information Processing Specialist I and the creation of the position Eligibility Clerk.

I recommend the creation of the position Eligibility Clerk at a CSEA Grade 8.

No additional action is necessary by the Schenectady County Civil Service Commission.

Thank you.

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Labor and Civil Service
Dual Reference:
Initiative: LCS 2

Title of Proposed Resolution:

A RESOLUTION REGARDING AN AGREEMENT WITH GOVERNMENTJOBS.COM, INC. (D/B/A NEOGOV) FOR VARIOUS ONBOARDING AND TRAINING SOFTWARE SERVICES0

Purpose and General Idea:

Provides Authorization to Enter into a Multi-Year Agreement with Governmentjobs.com, Inc. (d/b/a NEOGOV) for Onboarding and Training Module Software.

Summary of Specific Provisions:

Authorizes the County to enter into a multi-year agreement with Governmentjobs.com, Inc. (d/b/a NEOGOV) for onboarding and training module software. This agreement has a term beginning January 20, 2025, and ending December 31, 2029.

Effects Upon Present Law:

None.

Justification:

Joe McQueen, Director of Human Resources indicates that this agreement would be beneficial to the County in two ways. The first is that the new software and digital onboarding forms would significantly reduce the need for the current one-hour, in-person onboarding process, freeing up the Human Resources staff's time. The second way is that it would allow the department to transition away from the manual tracking of employee training by providing software that will track this training. The total cost over the nearly five-year term would be \$371,641.67.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager *R.F.*
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Joe McQueen, Director of Human Resources
Date: January 3, 2025
RE: Authorization to Enter into a Multi-Year Agreement with Governmentjob.com, Inc. (d/b/a NEOGOV) for Onboarding and Training Module Software

Attached is a memorandum from Joe McQueen, Director of Human Resources, requesting authorization to enter into a multi-year agreement Governmentjob.com, Inc. (d/b/a NEOGOV) for onboarding and training module software. As Mr. McQueen indicates, this agreement would be beneficial to the County in two ways. The first is that the new software and digital onboarding forms would significantly reduce the need for the current one hour, in-person onboarding process, freeing up the Human Resources staff's time. The second way is that it would allow the department to transition away from the manual tracking of employee training by providing software that will track these trainings.

This agreement has a term beginning January 20, 2025 and ending December 31, 2029. The total cost over the nearly five-year term would be \$371,641.67.

I recommend your approval.

Memo

To: Rory Fluman, County Manager
From: Joe McQueen, Director of Human Resources
Date: 12/18/2024
Re: Purchase of Onboarding & Training Module Software

The Human Resources Department is requesting Schenectady County enter into a contract with Governmentjobs.com, Inc. (d/b/a NEOGOV) for onboarding and training software modules which will integrate with our eGov Civil Service Software currently provided to us through Governmentjobs.com.

Currently our employee onboarding is completed in person and can take up to 1 hour of staff time. This new software will allow new employees to complete new hire paperwork faster and more accurately with digital onboarding forms they can complete at home and which integrate into our current Civil Service database (eGov) as well as the MUNIS payroll database. This new process will free up staff time to complete other tasks.

Tracking our employee training is also completed manually with spreadsheets. This new software will provide employee training with an easy-to-use system for HR, department managers, and our employees by centralizing all training tracking in one HR LMS platform designed specifically for our needs.

At this time, I am recommending that Schenectady County enter into a contract with Governmentjobs.com, Inc. for the software and installation of both onboarding and training modules in the amount of \$62,197.29. The contract also includes a three year maintenance agreement with an option for years four and five for a total contract amount of \$371,641.67.

Dec 17, 2024

Subject: NEOGOV Sole Source Letter

To Whom It May Concern:

Governmentjobs.com, Inc. (d/b/a NEOGOV) is the largest provider of out-of-the-box software as a service (“SaaS”) Workforce Management Solutions tailored for the public sector and higher education. NEOGOV is the sole source provider of an integrated suite of Workforce management tools designed exclusively for government agencies and institutions of higher education. NEOGOV’s workforce management suite consists of four integrated modules Recruit, Develop, Manage, and Comply. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee lifecycle while maintaining the highest standard of compliance. As a result of our investment in innovation and unique expertise working in the public sector and education, we have created a one-of-a-kind solution offering the following properties:

Insight and Governmentjobs.com

- Insight is the only applicant management platform fully integrated with the Governmentjobs.com public sector job board; both are manufactured and supported solely by NEOGOV.
- Insight is one of the only applicant tracking systems with a public sector Job Description and Salary Range Database
- Insight is an applicant tracking system with robust public sector time-to-hire data
- Insight has public sector data allowing NEOGOV to provide relevant recruiting analytics to help make informed business decisions, including benchmarking, and time-to-hire data with other area public sector agencies.
- Insight is the only applicant tracking system fully integrated with the Schooljobs.com higher education job board.
- Insight is the only public sector focused applicant tracking system integrated with “Attract”, a Candidate Relationship Management tool (CRM) to better capture candidate leads, manage relationships, automate communications, and measure recruiting data. The integration with Attract allows NEOGOV customers to expand the candidate pool with Governmentjobs.com candidates that have opted-in to receive job notifications for open jobs in their area of interest.

Onboard

- Onboard is the only onboarding tool that directly integrates with NEOGOV’s Insight, an applicant tracking system allowing customers to automate the hiring process and meet compliance requirements, reducing the time to hire.
- Onboard is home to one of the largest public sector new hire global forms banks
- Onboard is the Only onboarding tool that integrates training with NEOGOV’s Learn, a learning management solution, allowing employees to be better informed, better trained, and more productive on day one.

Attract

- Attract is the only candidate relationship manager (CRM) fully integrated with Insight and OHC to better capture candidate leads, manage relationships, automate communications, and measure recruiting data. The integration between Insight, OHC, and Attract allows NEOGOV customers to expand the candidate pool with Governmentjobs.com candidates that have opted-in to receive job notifications for open jobs in their area of interest.
- Attract is the only candidate relationship manager (CRM) that allows for data from Career Pages to flow directly to Attract

Learn

- Learn is the only learning management system to integrate with NEOGOV's Onboard, an onboarding management solution that enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform.
- Learn is the only learning management system to fully integrate with NEOGOV's Perform, the only full-featured employee performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

Perform

- Perform is the only performance management tool to directly integrate with NEOGOV's Learn a learning management system that eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform
- Perform is home to one of the largest public sector specific competency banks
- Perform has one of the largest public sector specific writing assistant banks

eForms

- eForms provides customers with one of the largest public sector digital process banks
- eForms contains one of the largest public sector employee form banks

Core HR Benefits, Payroll, Time & Attendance

- NEOGOV's Core, Benefits, Payroll, and T&A solutions is the only HRIS solution to fully integrate with NEOGOV's Talent Management Solutions.
- Core HR empowers agencies to tailor employee compensation processes to align with organizational policies and procedures, facilitating mass salary updates (e.g., union renegotiations or COLA increases) and bulk rate changes. Additionally, it offers customization options for FTE tracking, scales/steps, ranges, premiums, and distribution codes.
- Benefits allow agencies to define plan specifics, coverage details, and rate data, as well as manage open enrollment, new hire enrollment, and qualifying life events, Benefits' versatility accommodates a spectrum of benefit plans. This allows for the creation of customized schedules based on employee groups, types, and unions. Notably, it excels in handling intricate contribution calculations, making it the optimal and exclusive solution for our specific needs.
- Payroll Ensures timely and accurate payroll processing in compliance with evolving payroll laws, our solution seamlessly integrates with any general ledger or accounting suite. With advanced capabilities including retro pays, future dating, FLSA compliance, and more, it meets complex payroll requirements effortlessly.
- Time & Attendance offers a highly configurable and automated solution, our system allows for the setup of unlimited schedule and shift patterns, providing seamless integration with time clocks and mobile time entry through online timesheets. This automation streamlines processes, significantly reducing costly errors associated with manual tasks and ensuring accurate payroll

PowerPolicy

- PowerPolicy uniquely links critical content to state and national standards to alert staff when changes may impact their compliance
- PowerPolicy helps manage and maintain crucial content including digital signatures and comprehensive workflows
- PowerPolicy offers public facing linkability for public transparency
- PowerPolicy offers a fully compatible mobile application that allows full acknowledgment as well as importing documents anytime from anywhere.
- PowerPolicy offers a full integration to most document formats for ease of editing
- PowerPolicy offers side-by-side comparison across all version's history of documents
- PowerPolicy offers customized analytics and scheduled delivery reporting

Vetted

- Vetted offers configurable tools that can be adapted to meet the unique needs of different job types. This includes the ability to configure the Personal History Statement (PHS), correspondence, waivers, checklists, and more to fit specific agency requirements.
- Vetted streamlines background investigation processes by integrating with Insight. With one click, candidates can be sent from the Exam Plan or Referred List in Insight to Vetted, allowing reviewers to assess supplemental questions without needing to log into multiple systems.
- Vetted provides advanced flagging and reporting features to identify potentially disqualifying information. This includes the ability to flag contradictions, request credit and social checks with ease, and leverage user-friendly dashboards for command staff to approve or deny candidates efficiently.
- Vetted enhances communication and tracking throughout the hiring process. It provides tools to view, send, and track all messages with applicants, store this information for easy reference, and includes configurable waiver templates for various authorization needs.

Discover

- Scoring interface in/out of the New York State Civil Service System.
- Year-end reporting to streamline processes and meet New York State requirements.
- Roster management of civil service employees from hire to retire.
- Integrates Seamlessly with the NEOGOV Workforce Management Suite.

Single Sign on

- NEOGOV's Single Sign-On (SSO) provides the ability to validate usernames and passwords against internal user databases, such as Active Directory, Netware, Azure AD, etc., rather than having separate user passwords managed by NEOGOV.

Position Import

- NEOGOV's Position Control Import allows for data transfer from an organization's existing HRIS system to NEOGOV for Position titles and Numbers.

Employee Import

- NEOGOV's Employee Import allows for Data Transfer from an organization's existing HRIS system to NEOGOV for employee data, including new hires, rehires, and employee updates (e.g., Promotions, Demotions, Transfers, etc.)

New Hire Export

- NEOGOV's New Hire Export provides a link to export new hire and rehire data from NEOGOV Insight into the organization's existing HRIS system.

Laserfiche Integration

- NEOGOV's integration with Laserfiche through MCCI, offers unparalleled efficiency and automated data management capabilities, that precisely meet our specialized needs for centralized, automated personnel file creation and records retention.

NEOGOV retains exclusive control over the distribution and resale of the NEOGOV suite and related professional services. While NEOGOV has authorized resellers, no reseller has blanket authority to distribute or resell NEOGOV products or services without explicit prior consent from NEOGOV. Consequently, NEOGOV remains the sole source from which customers may acquire NEOGOV products and professional services unless otherwise expressly approved by NEOGOV.

In addition, all NEOGOV training, system documentation, hosting services, information security, and software maintenance for the products listed herein are provided by or through NEOGOV personnel.

Note, this letter is for information purposes only. Please note, this letter is not intended to serve as a legal opinion as to the availability of NEOGOV solutions through any particular procurement method. Recipients are advised to conduct independent analysis to determine whether procurement regulations applicable to their agency permit sole-source procurement.

Please let us know if you require any further information regarding our services.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Snyder". The signature is written in a cursive style with a large, stylized initial "J".

Joshua Snyder
NEOGOV VP of Business Development

THIS IS NOT AN INVOICE

Account Number:	A-699400	Order #:	Q-283901
Customer:	Schenectady, County of (NY)	Valid Until:	1/20/2025
Effective Employee Count:	1,243		
Sales Rep:	Vincent VanAuker		

Billing Contact:	Schenectady, County of (NY)	Shipping Contact :	Schenectady, County of (NY) Joe McQueen
Billing Address:	620 State St Schenectady, NY 12305	Shipping Address:	620 State St Schenectady, NY 12305
Billing Contact Email:		Shipping Contact Email:	joe.mcqueen@schenectadycounty.com
Billing Phone:		Shipping Phone:	(518) 368-4233

Payment Term:	Net 30	Notes:	
PO Number:			

Year 1

Item	Type	Start Date	End Date	License Type	Total (USD)
Onboard Subscription	Recurring	1/20/2025	12/31/2025	Employee Based	\$11,201.95
Learn Subscription	Recurring	1/20/2025	12/31/2025	Employee Based	\$24,324.45
Position Import Subscription	Recurring	1/20/2025	12/31/2025	Employee Based	\$1,978.66
Position Import Setup	Services			Employee Based	\$3,307.50
Single Sign On Subscription	Recurring	1/20/2025	12/31/2025	Employee Based	\$1,351.96
Single Sign On Setup	Services			Employee Based	\$1,575.00
Employee Import Subscription	Recurring	1/20/2025	12/31/2025	Employee Based	\$1,978.66
Employee Import Setup	Services			Employee Based	\$3,307.50
New Hire Export Subscription (ON)	Recurring	1/20/2025	12/31/2025	Employee Based	\$142.43
New Hire Export (ON) Setup	Services			Employee Based	\$1,575.00
Departments Import Subscription	Recurring	1/20/2025	12/31/2025	Quantity Based	\$1,709.18

Item	Type	Start Date	End Date	License Type	Total (USD)
Departments Import Setup	Services			Quantity Based	\$1,000.00
Learn Setup	Services			Employee Based	\$5,280.00
Onboard Setup	Services			Employee Based	\$3,465.00
Year 1 TOTAL:					\$62,197.29

Year 2

Item	Type	Start Date	End Date	License Type	Total (USD)
Onboard Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$15,729.60
Learn Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$34,156.00
Position Import Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$2,778.40
Single Sign On Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$1,898.40
Employee Import Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$2,778.40
New Hire Export Subscription (ON)	Recurring	1/1/2026	12/31/2026	Employee Based	\$200.00
Departments Import Subscription	Recurring	1/1/2026	12/31/2026	Quantity Based	\$2,400.00
Year 2 TOTAL:					\$59,940.80

Year 3

Item	Type	Start Date	End Date	License Type	Total (USD)
Onboard Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$20,645.10
Learn Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$44,829.75
Position Import Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$3,646.65
Single Sign On Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$2,491.65
Employee Import Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$3,646.65
New Hire Export Subscription (ON)	Recurring	1/1/2027	12/31/2027	Employee Based	\$262.50

Item	Type	Start Date	End Date	License Type	Total (USD)
Departments Import Subscription	Recurring	1/1/2027	12/31/2027	Quantity Based	\$3,150.00
Year 3 TOTAL:					\$78,672.30

Year 4

Item	Type	Start Date	End Date	License Type	Total (USD)
Onboard Subscription	Recurring	1/1/2028	12/31/2028	Employee Based	\$21,824.82
Learn Subscription	Recurring	1/1/2028	12/31/2028	Employee Based	\$47,391.45
Position Import Subscription	Recurring	1/1/2028	12/31/2028	Employee Based	\$3,855.03
Single Sign On Subscription	Recurring	1/1/2028	12/31/2028	Employee Based	\$2,634.03
Employee Import Subscription	Recurring	1/1/2028	12/31/2028	Employee Based	\$3,855.03
New Hire Export Subscription (ON)	Recurring	1/1/2028	12/31/2028	Employee Based	\$277.50
Departments Import Subscription	Recurring	1/1/2028	12/31/2028	Quantity Based	\$3,330.00
Year 4 TOTAL:					\$83,167.86

Year 5

Item	Type	Start Date	End Date	License Type	Total (USD)
Onboard Subscription	Recurring	1/1/2029	12/31/2029	Employee Based	\$23,004.54
Learn Subscription	Recurring	1/1/2029	12/31/2029	Employee Based	\$49,953.15
Position Import Subscription	Recurring	1/1/2029	12/31/2029	Employee Based	\$4,063.41
Single Sign On Subscription	Recurring	1/1/2029	12/31/2029	Employee Based	\$2,776.41
Employee Import Subscription	Recurring	1/1/2029	12/31/2029	Employee Based	\$4,063.41
New Hire Export Subscription (ON)	Recurring	1/1/2029	12/31/2029	Employee Based	\$292.50
Departments Import Subscription	Recurring	1/1/2029	12/31/2029	Quantity Based	\$3,510.00
Year 5 TOTAL:					\$87,663.42

Total: | \$371,641.67

This price does NOT include any sales tax. Total in USD

ADDITIONAL TERMS AND CONDITIONS

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are due upon the invoice due date. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to GovernmentJobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Regnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.



1 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90248



Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By Authorized Representative of:
Schenectady, County of (NY)

Signature: _____

Printed Name: _____

Title: _____

Date _____

Accepted and Agreed By Authorized Representative of:
NEO GOV

Signature: _____

Printed Name: _____

Title: _____

Date _____

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Labor and Civil Service
Dual Reference: Ways and Means
Initiative: LCS 3

Title of Proposed Resolution:

A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF THE SCHENECTADY COUNTY ATTORNEY

Purpose and General Idea:

Provides Authorization to Amend the 2025 Operating Budget to Accommodate a Salary Increase for One (1) Deputy County Attorney

Summary of Specific Provisions:

Authorizes the amendment of the 2025 Operating Budget to accommodate a salary increase for one (1) Deputy County Attorney who works out of the Child Protective Services Unit at DSS. This salary, which is currently budgeted at \$96,599, would be increased to \$120,000.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to support the proposed County Attorney salary change for one Deputy County Attorney Position in the Child Protective Services division of the Law Department. The new annual salary for this position is \$120,000.

Increase Expense Code By:

A511420._01362	Deputy County Attorney	\$23,401
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Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$23,401
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

This salary change is a more competitive salary which would allow the County Attorney to fill this position's vacancy in a unit that works to prevent child abuse and neglect.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Christopher Gardner, County Attorney
Jaclyn Falotico, Commissioner of Finance

Date: January 3, 2025

Re: Authorization to Amend the 2025 Operating Budget to Accommodate a Salary Increase for One (1) Deputy County Attorney

Attached is a memorandum from Christopher Gardner, County Attorney, requesting authorization to amend the 2025 Operating Budget to accommodate a salary increase for one (1) Deputy County Attorney that works out of the Child Protective Services Unit at DSS. This salary, which is currently budgeted at \$96,599, would be increased to \$120,000. As Mr. Gardner indicates, this salary change would allow the County Attorney to fill this position's vacancy in a unit that works to prevent child abuse and neglect.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, detail the necessary budgetary actions.

I recommend your approval.

**COUNTY OF SCHENECTADY
OFFICE OF THE COUNTY ATTORNEY
Inter-Department Correspondence Sheet**

To: Rory Fluman, County Manager

From: Christopher H. Gardner, County Attorney *CHG*

Dated: December 23, 2024 – **REVISED January 2, 2025**

Copies to: Geoffrey Hall, Clerk of the Legislature
M. Joe Landry, Counsel to the Legislature
Jaclyn Falotico, Commissioner of Finance
Marylou Riddle, Executive Secretary, Office of the County Manager
Joe McQueen, Director of Human Resources
Dennine LaPlante, Deputy Director of Civil Service
Kelly Hartley, Confidential Secretary, Office of the County Attorney
Pamela Petter, Legal Secretary, Office of the County Attorney
Jennifer Barnes, First Deputy County Attorney

Re: Change in Salary for a Deputy County Attorney Position in Child Protective Services

One of the Deputy County Attorneys in our DSS offices submitted a resignation effective January 10, 2025, to accept a position at a higher salary with the State of New York.

I have recruited a replacement for this position who currently works for the State of New York, but who has seven years of service as an attorney for the County, who will join us if we can pay an annual salary of \$120,000.

In the past year the County Attorney's Office has had a 40% turnover rate with one attorney elected to Schenectady County Family Court, two attorneys leaving to become law clerks for two Albany County Family Court, and most recently, an attorney leaving to join the Counsel's Office for the State Insurance Fund. All received significantly higher salaries in their new positions.

Accordingly, as we have discussed, legislative action is required to increase the 2025 salary for this position from \$96,599 to \$120,000. This action is necessary in order to fill this vacancy in the critical Child Protective Services which helps prevent child abuse and neglect. I recommend that this matter be forwarded to the County Legislature for their consideration at their meetings on January 6th and 14th, 2025.

Thank you for your consideration in this matter.

CHG/pmp/kah

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax



Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: December 31, 2024
SUBJECT: Budget Amendment – County Attorney Salary Change

The Department of Finance provides the following amendment to the 2025 Operating Budget to support the proposed County Attorney salary change for one Deputy County Attorney Position in the Child Protective Services division of the Law Department. The new annual salary for this position is \$120,000.

Increase Expense Code By:

A511420_01362	Deputy County Attorney	\$23,401
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Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$23,401
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Labor and Civil Service
Dual Reference:
Initiative: LCS 4

Title of Proposed Resolution:

A RESOLUTION CONFIRMING THE APPOINTMENT OF A PERSON TO THE POSITION OF DIRECTOR OF CONSUMER AFFAIRS/WEIGHTS AND MEASURES

Purpose and General Idea:

Provides Authorization for the Appointment of James R. D'allaird to the Position of Director of Consumer Affairs/Weights and Measures.

Summary of Specific Provisions:

Authorizes the appointment of James R. D'allaird to the Position of Director of Consumer Affairs/Weights and Measures effective January 27, 2025 at a salary of \$79,135.

Effects Upon Present Law:

None.

Justification:

Mr. D'allaird has significant experience in the calibrating, testing, and usage of equipment as part of a production process. Additionally, Mr. D'allaird brings years of business and sales experience to the position. He holds a B.B.A. in business and Technology as well as an M.B.A. His skills and experience will provide an excellent background for the position of Director of Consumer Affairs/Weights and Measures.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature

Date: January 3, 2025

Re: Appointment of James R. D'Allaird to the Position of Director of Consumer Affairs/Weights and Measures

I hereby appoint, subject to confirmation by the County Legislature, James R. D'allaird to the position of Director of Consumer Affairs/Weights and Measures effective January 27, 2025 at a salary of \$79,135.

Mr. D'Allaird has previous experience in leadership roles, starting with serving as an Area Manager at Boscov's in 2001 where he oversaw 8-10 employees and had to track sales. He then worked as a Grounds Supervisor at Princetown Cable from 2004 until 2008, developing and initiating projects while also supervision four workers. Mr. D'Allaird eventually joined the County in 2013 as a Motor Vehicle Representative at the DMV where he administered exams and interviewed clients to determine their needs. He then joined Weights and Measures as an Inspector, a position he has held since 2018. During this time, the tested products, inspected fuel delivery pumps, inspected weighing systems, and tested check-out systems to ensure that consumers were paying for the good or service that was being listed by a retailer.

In addition to his work experience, Mr. D'Allaird earned a Bachelor of Business Administration at the SUNY College of Technology at Delhi and a Master of Business Administration at Clarkson Graduate College.

I recommend your confirmation.

Work History

2018-Present, Inspector Weights and Measures/Consumer Affairs

- Test products sold at retail level to ensure package weight meets labeled weight
- Inspection of fuel delivery pumps and delivery vehicles
- Inspection of weighing and measuring systems to within tolerance set by NYS
- Conduct inspections to verify accuracy of computer assisted check-out systems
- Document findings and inspection results, issue fines when necessary.
- Enforcement of Local County Law 10-2020 (Item Pricing Law)

2013-2018 Motor Vehicle Representative, Schenectady County DMV

- Interview clients, determine needs and provide relevant forms and instructions
- Process Identification, registration, and title transactions in compliance with NYS Law
- Ensure that forms are completed and audited in compliance NYS DMV procedure
- Administer exams for Class D and CDL Licenses
- Process clients for Drinking Driving programs

2004-2008 Grounds Supervisor; Princetown Cable, Princetown, NY

- Develop and initiate construction and grounds and projects
- Calculate square footage for purchase of landscaping/building materials
- Ensure completion and documentation of equipment service
- Supervision of four seasonal workers
- Initiated bulk purchasing strategy to control cost

2001-2004 Area Manager; Boscov's Dept. Store, Colonie, NY

- Oversee day-to-day operation of Candy, Toy and Stationary departments
- Create schedules for 8-10 employees
- Track sales and develop initiatives to increase revenue
- Develop floor plans for merchandising
- Represent the company in a professional and courteous manner.

Education

- 2016-M.B.A Clarkson Graduate College
- 2011- B.B.A in Business & Technology Management SUNY College of Technology at Delhi

Additional Skills

- Microsoft 2007 Word, Excel, & Power-point
- Microsoft 2007 Project
- Microsoft 2007 Visual Basic
- Microsoft Access 2007



Schenectady County Legislature

Committee on Ways and Means

Hon. Richard Patierne, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: January 3, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Ways and Means
Honorable Richard Patierne, Chair
Monday, January 6, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
WM	1 A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS REGARDING THE AQUATIC CENTER IN THE CITY OF SCHENECTADY	Legislator Patierne	
WM	2 A RESOLUTION CORRECTING CLERICAL ERRORS ON THE MUNICIPAL TAX ROLL OF DUANESBURG	Legislator Patierne	
WM	3 A RESOLUTION AUTHORIZING THE CHARGEBACK OF UNCOLLECTIBLE TAXES TO CERTAIN SCHOOL DISTRICTS	Legislator Patierne	

Item	Title	Sponsor	Co-Sponsors
WM	4 A RESOLUTION REGARDING THE PROCESSING OF REAL PROPERTY TAX CORRECTIONS AND REFUNDS FOR THE 2025 CALENDAR YEAR	Legislator Patierne	
LCS	1 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN VARIOUS COUNTY OFFICES, AGENCIES OR DEPARTMENTS	Legislator Patierne	
LCS	3 A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF THE SCHENECTADY COUNTY ATTORNEY	Legislator Patierne	
FE	1 A RESOLUTION REGARDING AN AGREEMENT WITH IAMRESPONDOING FOR EMERGENCY DISPATCH AND MAPPING SERVICES	Legislator Jasenski	

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 1

Title of Proposed Resolution:

A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS REGARDING THE AQUATIC CENTER IN THE CITY OF SCHENECTADY

Purpose and General Idea:

Provides Authorization to Amend the Capital Budget to Accommodate Construction of the Aquatic Center.

Summary of Specific Provisions:

Authorizes the amedning of the Capital Budget to accommodate updates to the construction of the Aquatic Center in the City of Schenectady in the amount of \$10 million.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the Capital Project 2401240083 to amend the Aquatic Center Budget. This amendment reflects the State Aid (DASNY) match provided against the other matchable funds associated with the project, bringing the project total to \$52 million.

Increase Expense Code By:

H542401.401000	Aquatic Center	\$10,000,000
(2401240083-0001-0401)		

Create/Increase Revenue Code By:

H32401.3270	State Aid – Community Colleges (DASNY)	\$10,000,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

County Manager Rory Fluman indicates that the project, which was previously budgeted for \$42 million, now includes an additional \$10 million in NYS SWIMS funding. Because the total funding being provided to this project has now increased to \$52 million, the SUNY System requires that the original resolution be updated to reflect that change.

Sponsor: Legislator Patierne
Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *RF*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jaclyn Falotico, Commissioner of Finance

Date: January 3, 2025

Re: Authorization to Amend the Capital Budget to Accommodate Construction of the Aquatic Center

I am requesting authorization to amend the Capital Budget to accommodate updates to the construction of the Aquatic Center in the City of Schenectady in the amount of \$10 million. The project, which was previously budgeted for \$42 million, now includes an additional \$10 million in NYS SWIMS funding. Because the total funding being provided to this project is now increased to \$52 million, the SUNY System requires that the original resolution be updated to reflect that change.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, detail the necessary budgetary actions.

I recommend your approval.

County of Schenectady
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Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax



Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *jf*
DATE: December 31, 2024
SUBJECT: Capital Budget Amendment – Aquatic Center

The Department of Finance provides the following amendment to the Capital Project 2401240083 to amend the Aquatic Center Budget. This amendment reflects the State Aid (DASNY) match provided against the other matchable funds associated with the project, bringing the project total to \$52 million.

Increase Expense Code By:

H542401.401000	Aquatic Center	\$10,000,000
(2401240083-0001-0401)		

Create/Increase Revenue Code By:

H32401.3270	State Aid – Community Colleges (DASNY)	10,000,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 2

Title of Proposed Resolution:

A RESOLUTION CORRECTING CLERICAL ERRORS ON THE MUNICIPAL TAX ROLL OF DUANESBURG

Purpose and General Idea:

Provides Authorization to Correct and Refund Tax Roll in the Town of Duanesburg.

Summary of Specific Provisions:

The Real Property Tax Service Agency has an application requiring legislative approval for tax corrections in the Town of Duanesburg. The applicants made timely Schoharie CDS tax payments but due to a processing error with the school, the amounts were re-levied onto the 2024 property tax bill as unpaid, necessitating \$3,288.44 to be refunded back to the applicant.

Effects Upon Present Law:

The Real Property Tax Service Agency has received two (2) applications for correction of the tax roll from the Town of Duanesburg. The attached memorandum from Paul Romano, Director of Real Property Tax Service Agency, provides the necessary detail to approve this request as the applicants are entitled to a correction or refund of the taxes levied pursuant to the definitions of Section 550 of the Real Property Tax Law.

The Department of Finance recommends that this item be presented to the County Legislature for its consideration.

Justification:

Legislative approval necessary for tax corrections.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager *R.F.*
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jaclyn Falotico, Commissioner of Finance
Paul Romano, Director of Real Property Tax Service Agency
Date: January 3, 2025
RE: Authorization to Correct and Refund Tax Roll in the Town of Duanesburg

The Real Property Tax Service Agency has two (2) applications requiring legislative approval for tax corrections in the Town of Duanesburg.

The applicants made timely Schoharie Central School District tax payments, but due to a processing error with the school, the amounts were re-levied onto the 2024 property tax bill as unpaid, necessitating \$3,288.44 to be refunded back to the applicants.

Attached is a memorandum from Jaclyn Falotico, Commissioner of Finance, detailing the properties and the level and nature of the corrections.

I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
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(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager

FROM: Jaclyn Falotico, Commissioner of Finance *JF*

DATE: December 21, 2024

SUBJECT: Applications for Corrected Tax Roll
(Town of Duanesburg)

The Real Property Tax Service Agency has received two (2) applications for correction of the tax roll from the Town of Duanesburg. The attached memorandum from Paul Romano, Director of Real Property Tax Service Agency, provides the necessary detail to approve this request as the applicants are entitled to a correction or refund of the taxes levied pursuant to the definitions of Section 550 of the Real Property Tax Law.

The Department of Finance recommends that this item be presented to the County Legislature for its consideration.

County of Schenectady
 620 State Street, 3rd Floor,
 Schenectady, N. Y. 12305
 (518) 388-4260
 (518) 388-4248 Fax



Memo

TO: Jaclyn L. Falotico, Commissioner of Finance

FROM: Paul G. Romano, Director
 Real Property Tax Service Agency *PR*

DATE: December 20, 2024

SUBJECT: Applications for Refunds on Tax Roll (2)
 (Town of Duaneburg)

The Real Property Tax Service Agency has two (2) applications requiring legislative approval for a refund to the 2024 Town and County General Tax Bill from the Town of Duaneburg. The applicants named below are entitled to a correction or refund of the taxes levied pursuant to the definitions of Section 550 of the Real Property Tax Law.

<u>TOWN</u>	<u>OWNER S/B/L</u>	<u>REASON</u>	<u>AMOUNT OF TAXES BILLED</u>	<u>AMOUNT OF TAXES DUE</u>
Duaneburg	Daly, William J. Jr. 73.00-1-7.1	Clerical Error	\$ 4,398.18 Amount to <u>Refund</u> = \$2,969.76	\$ 1,428.42
	Klinker, Richard 73.00-1-8	Clerical Error	\$ 4,870.14 Amount to <u>Refund</u> = \$3,288.44	\$ 1,581.70

(The above referenced parcels made timely Schoharie CSD tax payments but due to a processing error with the school, the amounts were erroneously re-levied onto the 2024 property tax bill as unpaid. Approval is needed to refund the school re-levy amounts.)

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 3

Title of Proposed Resolution:

A RESOLUTION AUTHORIZING THE CHARGEBACK OF UNCOLLECTIBLE TAXES TO CERTAIN SCHOOL DISTRICTS

Purpose and General Idea:

Provides Authorization to Chargeback School Districts for School Taxes Returned to the County.

Summary of Specific Provisions:

Authorizes the chargeback of two (2) School Districts, Scotia-Glenville Central, and Schoharie Central School Districts, in the cumulative amount of \$16,441.60 for school taxes previously paid and subsequently deemed as levied and uncollectable on the Town/County tax bill.

Effects Upon Present Law:

Listed below are school taxes that have been returned to the County for collection that subsequently were determined to be erroneously levied and, therefore, are uncollectible on the Town/County tax bill.

Scotia-Glenville Central School District	\$	9.57
Schoharie Central School District	\$	<u>16,432.03</u>
Total	\$	<u>16,441.60</u>

The school districts have been advised that these amounts will be presented to the County Legislature at the January meeting for approval of the chargeback of these taxes back to the school districts.

Justification:

Certain school taxes have been returned to the County for collection that were subsequently determined to be erroneously levied and are therefore uncollectible on the Town/County tax bill.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY

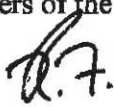


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jacklyn Falotico, Commissioner of Finance

Date: January 6, 2025

Re: Authorization to Chargeback School Districts for School Taxes Returned to the County

Attached is a memorandum from Jaclyn Falotico, Commissioner of Finance, requesting authorization to chargeback the Scotia-Glenville Central, and the Schoharie Central School Districts for school taxes previously paid and subsequently deemed as levied and uncollectible on the Town/County tax bill.

I recommend your approval.

Memo

To: Rory Fluman, County Manager
From: Jaclyn L. Falotico, Commissioner of Finance *hf*
Date: December 20, 2024
Re: Chargeback to School Districts for School Taxes Returned to the County

Listed below are school taxes that have been returned to the County for collection that subsequently were determined to be erroneously levied and, therefore, are uncollectible on the Town/County tax bill.

Scotia-Glenville Central School District	\$ 9.57
Schoharie Central School District	<u>\$ 16,432.03</u>
Total	<u>\$ 16,441.60</u>

The school districts have been advised that these amounts will be presented to the County Legislature at the January meeting for approval of the chargeback of these taxes back to the school districts.

LEGISLATIVE INITIATIVE FORM

Date: 1/3/2025
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 4

Title of Proposed Resolution:

A RESOLUTION REGARDING THE PROCESSING OF REAL PROPERTY TAX CORRECTIONS AND REFUNDS FOR THE 2025 CALENDAR YEAR

Purpose and General Idea:

Provides Authorization to Renew the Annual Correction of Errors Procedures under \$2,500.

Summary of Specific Provisions:

Authorizes the ability of Schenectady County Commissioner of Finance, Jaclyn Falotico, to approve all corrections, credits, and refunds that do not exceed \$2,500.

Effects Upon Present Law:

None.

Justification:

Paul Romano, Director of Real Property indicates, that sections 554(9)(a) and 556(8)(a) of New York State Real Property Tax Law allow the tax levying body to designate an official empowered to authorize payments of bills, without prior audit of such body, with the ability to approve all tax bill corrections, credits, or refunds that do not exceed \$2,500. The designated official for Schenectady County is the Commissioner of Finance, Jaclyn Falotico. Commissioner Falotico would report monthly to the legislative body the details of the corrections, credits, or refunds for the preceding month, all corrections, credits, or refunds exceeding \$2,500 will continue to require legislative authorization via resolution.

Sponsor: Legislator Patierne

Co-Sponsor:

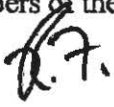
COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager 
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jaclyn Falotico, Commissioner of Finance
Paul Romano, Director of Real Property Tax Service Agency
Date: January 6, 2025
Re: Authorization to Renew the Annual Correction of Errors Procedures under \$2,500

Attached are memoranda from Jaclyn Falotico, Commissioner of Finance, and Paul Romano, Director of Real Property Tax Service Agency, requesting authorization to designate Jaclyn Falotico the ability to approve all corrections, credits, and refunds that do not exceed \$2,500. This renewal would allow County and Town officials to issue corrected bills and refunds more quickly and efficiently. If designated, Jaclyn Falotico must report details of corrections to the legislative body every month.

I recommend your approval.

County of Schenectady
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County Finance

Memo

To: Rory Fluman, County Manager

From: Jaclyn Falotico, Commissioner of Finance *df*

Date: December 17, 2024

Re: Annual Renewal of Authorization of Tax Bill Corrections, Credits and Refunds Under Real Property Tax Law

The Department of Finance respectfully requests that the Schenectady County Legislature authorize the Commissioner of Finance to issue tax bill corrections, credits, or refunds that do not exceed \$2,500. The Schenectady County Legislature has provided such authorization since 2019.

As noted in the memo provided by Paul Romano, Director of the Real Property Tax Service Agency, sections 554(9)(a) and 556(8)(a) of New York State Real Property Tax Law allow the tax levying body to designate an official empowered to authorize payments of bills, without prior audit of such body, with the ability to approve all tax bill corrections, credits, or refunds that do not exceed \$2,500. The designated official for Schenectady County is the Commissioner of Finance. The designated official must report monthly to the legislative body the details of the corrections, credits, or refunds for the preceding month.

Corrections, credits, or refunds exceeding \$2,500 will continue to require legislative authorization via resolution.

The Department of Finance is seeking renewal of this policy for calendar year 2025. This authorization would expire at the end of the calendar year and would require renewal by the Legislature each subsequent year.

Thank you for your consideration.

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County Finance

Memo

TO: Jaclyn L. Falotico, Commissioner of Finance

FROM: Paul G. Romano, Director
Real Property Tax Service Agency *PK*

DATE: December 17th, 2024

RE: Annual Renewal of Correction of Errors Procedures under \$2,500

New York State Real Property Tax Law Sections 554(9)(a) & 556(8)(a) allows the County Legislature to annually designate the Commissioner of Finance the ability to approve all corrections, credits or refunds that are submitted to the Real Property Tax Service Agency if the corrected amount does not exceed \$2,500.

Renewing this procedure would allow County & Town officials the ability to issue corrected bills and refunds more quickly and efficiently.

Attached are the referenced sections of RPTL.

We are looking for authorization from the Legislature to enact this procedure again for calendar year 2025.

Thank you.

8. (a) A tax levying body may, by resolution, delegate to an official who is empowered to authorize payment of bills without prior audit by such body or, in the event there is no official so empowered, to an official responsible for the payment of bills upon audit of the appropriate municipal corporation so designated by it, the authority to perform the duties of such tax levying body, as provided in this section. Such resolution shall only be in effect during the calendar year in which it is adopted and shall designate that such delegation of authority is applicable only where the recommended refund or credit is twenty-five hundred dollars or less, or such other sum not to exceed twenty-five hundred dollars.

(b) Where such resolution is adopted and the recommended refund or credit does not exceed the amount specified in the designating resolution, the county director shall transmit the written report of the investigation and recommendation, together with both copies of the application, to the official designated by the tax levying body. Upon receipt of the written report, the designated official shall follow the procedure which the tax levying body would follow in making refunds, provided, however, where the designated official denies the refund or credit, in whole or in part, such official shall transmit to the tax levying body for its review and disposition pursuant to subdivision five of this section the written report of the investigation and recommendation of the county director, together with both copies of the application and the reasons that the designated official denied the refund or credit. Where the recommendation of the county director is to deny the application or the refund or credit requested is in an amount in excess of the amount authorized in the enabling resolution, the county director shall transmit the written report of the investigation and recommendation, together with both copies of the application, to the tax levying body.

(c) On or before the fifteenth day of each month, the designated official shall submit a report to the tax levying body of the refunds or credits processed by such official during the preceding month. Such report shall indicate the name of each recipient, the location of the property and the amount of the refund or credit.

(d) In no case shall the total sum of such refunds or credits approved by the designated official exceed the amount appropriated therefor by the tax levying body.

9. (a) A tax levying body may, by resolution, delegate to an official who is empowered to authorize payment of bills without prior audit by such body or, in the event there is no official so empowered, to an official responsible for the payment of bills upon audit of the appropriate municipal corporation so designated by it, the authority to perform the duties of such tax levying body, as provided in this

section. Such resolution shall only be in effect during the calendar year in which it is adopted and shall designate that such delegation of authority is applicable only where the recommended correction is twenty-five hundred dollars or less, or such other sum not to exceed twenty-five hundred dollars.

(b) Where such resolution is adopted and the recommended correction does not exceed the amount specified in the designating resolution, the county director shall transmit the written report of the investigation and recommendation, together with both copies of the application, to the official designated by the tax levying body. Upon receipt of the written report, the designated official shall follow the procedure which the tax levying body would follow in making corrections, provided, however, where the designated official denies the correction, in whole or in part, such official shall transmit to the tax levying body for its review and disposition pursuant to subdivision five of this section the written report of the investigation and recommendation of the county director, together with both copies of the application and the reasons that the designated official denied the correction. Where the recommendation of the county director is to deny the application or the correction requested is an amount in excess of the amount authorized in the enabling resolution, the county director shall transmit the written report of the investigation and recommendation, together with both copies of the application, to the tax levying body.

(c) On or before the fifteenth day of each month, the designated official shall submit a report to the tax levying body of the corrections processed by such official during the preceding month. Such report shall indicate the name of each recipient, the location of the property and the amount of the correction.