

**MICHAEL S. CAZZARI**  
Town Supervisor

**ROBERT F. SCHANIL, JR.**  
Town Councilman  
Deputy Supervisor

**STEPHEN J. BARANOWSKI**  
Town Councilman  
**FRANK D. LOMBARDI**  
Town Councilman  
**SUZANNE MC DONOUGH**  
Town Councilwoman

TOWN OF CARMEL  
TOWN HALL



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 • Fax (845) 628-6836  
[www.ci.carmel.ny.us](http://www.ci.carmel.ny.us)

**ANN SPOFFORD**  
Town Clerk

**KATHLEEN KRAUS**  
Receiver of Taxes

**MICHAEL SIMONE**  
Superintendent of Highways  
Tel. (845) 628-7474

**TOWN BOARD VOTING MEETING/WORK SESSION**  
**Wednesday, May 18, 2022 7:00pm**

---

**Roll Call - Attendance**

PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE

**Town Board Voting Meeting:**

- **Public Comment Three (3) Minutes Agenda Items Only**
  - **Accept Town Board Minutes April 20, May 4, 2022**
1. Res: Accepting Proposal for Professional Services Lake Mahopac Dam
  2. Res: Making Re-Appointment t to the Town of Carmel Environmental Conservation Board
  3. Res: Authorizing Improvements at Volz Park
  4. Res: Accepting Proposal and Authorizing Purchase and Installation of Wood Guiderail at Airport Park Parking Lot
  5. Res: Setting Rates for 2022 Seasonal Employees – Lake Casse Park District
  6. Res: Authorizing Award of Contract to Hire Highway Rehab to Perform In-Place Recycling on Selected Town Roads – Town of Carmel Highway Department
  7. Res: Authorizing Filing of Annual MS4 Stormwater Report
  8. Res: Accepting Proposal for Purchase of CMF Air Compressors – Carmel Sewer District #7
  9. Res: Authorizing Settlement of Litigation
  10. Res: Authorizing Settlement of Litigation
  11. Res: Authorizing Settlement of Litigation
  12. Res: Authorizing Settlement of Litigation

13. Res: Authorizing Advertising for Bids for the Purchase and Supply of Chemicals for Wastewater Treatment Plants Carmel Sewer Districts #s 2,4,5,6,7, and 12, Carmel Water Districts #s 2,3,4,5,6,7, and 12
14. Res: Authorizing Limited Waiver of Attorney Client Privilege
15. Res: Authorizing Signing of Memorandum of Understanding Between Mahopac Central School District and the Town of Carmel for Real Property Appraisal Services
16. Res: Authorizing Chief of Police to Proceed with the Purchase of Police Vehicle

- **Town Board Comments**
- **Motion to Adjourn Voting Meeting**
  
- **Motion to Open Town Board Work Session**

**Town Board Work Session:**

- **Public Comment Three (3) Minutes Agenda Items Only**

1. James Gilchrist, Director of Recreation & Parks – Consider Authorizing Girl Scout Project – Musical Pipes at Sycamore Park – Lucy Hernandez, Girl Scout Troop 1114, Silver Award Candidate
2. Consider Mutual Aid Agreement Plan with Putnam County Bureau of Emergency Services
3. Police Chief Anthony Hoffmann – Consider Request to Authorize Tuition Reimbursement per the PBA Contract - PO Sandy Crecco
4. Consider Request for Reappointment to the Town of Carmel Environmental Conservation Board

- **Town Board Comments**
- **Motion to Move into Executive Session**

**Executive Session:**

1. Supervisor Cazzari – Personnel
2. Consider Request to Purchase Temporary Easement

# RESOLUTION #1

## RESOLUTION ACCEPTING PROPOSAL FOR PROFESSIONAL SERVICES LAKE MAHOPAC DAM

WHEREAS, the New York State Department of Environmental Conservation has accepted the conclusions and recommendations contained within the Engineering Assessment submitted by the Town of Carmel in accordance with the terms of the Order on Consent issued in NYSDEC Case No. CO3-20170425-83;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel, acting as Commissioners of the Lake Mahopac Park District, hereby accepts the proposal of Schnabel Engineering, Clifton Park, NY for the provision of design, permitting, bid, and construction phase services for dam rehabilitation contemplated and required in connection the referenced Engineering Assessment and Order on Consent, at a cost not to exceed \$64,400 and in accordance with the proposal dated April 4, 2022; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Michael Cazzari is hereby authorized to execute any and all necessary contract documentation to effect acceptance of this proposal upon the terms authorized herein.

### Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #2**

**RESOLUTION MAKING RE-APPOINTMENT TO THE  
TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD**

WHEREAS the term of Nicholas Fannin on the Environmental Conservation Board of the Town of Carmel expires on June 13, 2022 and the Town Board wishes to re-appoint him to a new term,

NOW, THEREFORE, BE IT RESOLVED that Nicholas Fannin is hereby re-appointed to the Town of Carmel Environmental Conservation Board for a three-year term commencing to June 14, 2022 and expiring on June 13, 2025.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #3**

**RESOLUTION AUTHORIZING IMPROVEMENTS AT VOLZ PARK**

RESOLVED that the Town Board of the Town of Carmel, in connection with the proposed Eagle Scout project of Raven Barksdale of Boy Scouts of America Troop #1 Mahopac, hereby authorizes the performance of improvements at Volz Park in accordance with the memorandum and plans provided by Director of Recreation and Parks James R. Gilchrist as detailed in his memorandum to the Town Board dated May 6, 2022; and

BE IT FURTHER RESOLVED, that upon presentation of insurance certificates for all vendors and contractors proposed to perform improvements in connection with this authorization in form acceptable to Town Counsel, the aforesaid work may be commenced.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	NO
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #4**

**RESOLUTION ACCEPTING PROPOSAL AND AUTHORIZING PURCHASE AND INSTALLATION OF WOOD GUIDERAIL AT AIRPORT PARK PARKING LOT**

RESOLVED THAT the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Director of Recreation and Parks James R. Gilchrist accepts the proposal of Vinco Builders, LLC, Mahopac, NY and authorizes the purchase and installation of wood guiderail at the Airport Park Parking Lot at a cost not to exceed \$18,600.00 and in accordance with the proposal dated April 21, 2022; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Michael Cazzari is hereby authorized to execute any and all necessary contract documentation to effect acceptance of these proposals upon the terms authorized herein.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

# RESOLUTION #5

## RESOLUTION SETTING RATES FOR 2022 SEASONAL EMPLOYEES LAKE CASSE PARK DISTRICT

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Casse Park District, hereby sets the following rates for Lifeguards in 2022.

<b>POSITION</b>	<b>MAXIMUM RATE OF PAY</b>
Lifeguard	\$14.00 to \$18.00/hr.
Gate Guard	\$13.00 to \$18.00/hr.

### Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

## **RESOLUTION #6**

### **RESOLUTION AUTHORIZING AWARD OF CONTRACT TO HIRE HIGHWAY REHAB TO PERFORM IN-PLACE RECYCLING ON SELECTED TOWN ROADS TOWN OF CARMEL HIGHWAY DEPARTMENT**

RESOLVED THAT the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, his Memo dated May 3, 2022, hereby authorizes the hiring of Highway Rehab for the Town of Carmel Highway Department for the period commencing retroactive to April 1, 2022 through March 31, 2024 to Highway Rehabilitation Corp., Brewster NY under New York State Office of General Services, Group No. 31555, Award No. 23250 and Contract No. No. PC69537 at the prices set forth therein.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____



**RESOLUTION #7**

**RESOLUTION AUTHORIZING FILING OF ANNUAL MS4 STORMWATER REPORT**

WHEREAS the Town Board has been presented with a draft annual MS4 Stormwater Report prepared by the Town of Carmel Engineering Department; and

WHEREAS opportunity for public comment on the draft annual MS4 report is being provided by the Town Board;

NOW, THEREFORE, BE IT RESOLVED that upon the conclusion of the thirty-day comment period and the and consideration of any comments submitted in connection therewith, Town Supervisor Michael Cazzari is hereby authorized to sign and file said report as drafted by Town Engineer Richard J. Franzetti, P.E.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #8**

**RESOLUTION ACCEPTING PROPOSAL FOR PURCHASE OF CMF AIR COMPRESSORS –  
CARMEL SEWER DISTRICT #7**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Sewer District #7, and upon the recommendation of Town of Carmel Town Engineer Richard J. Franzetti, P.E. hereby accepts the proposal of Iacono, Inc., Bohemia, NY, for the purchase of two (2) CMF Air Compressors at the Carmel Sewer District #7 Treatment Plant at a cost not to exceed \$17,580.00 at which and in accordance with the proposal/invoice dated April 20, 2022; and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign all necessary documents to accept said proposal; and

BE IT FURTHER RESOLVED that Town Comptroller Mary Ann Maxwell is hereby authorized to make any budgetary transfers or modifications required pursuant to this authorization.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #9**

**RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION**

WHEREAS there is currently pending in the Supreme Court, County of Putnam, State of New York under Index No. 500955/2021 a certain lawsuit entitled “DPL, LLC vs. The Town of Carmel” regarding the tax assessment for the property known and designated as Town of Carmel Tax Map No. 44.14-1-22; and

WHEREAS a proposed settlement of the litigation has been negotiated by Glenn Droese, Town Assessor, and certiorari counsel Gregory L. Folchetti, both of whom have recommended approval of the proposed settlement;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the settlement of the aforementioned litigation as recommended; and BE IT FURTHER RESOLVED that certiorari counsel Gregory L. Folchetti is hereby authorized to sign, on behalf of the Town of Carmel, the stipulation of settlement and corresponding consent judgment reflecting the terms of the settlement.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #10**

**RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION**

WHEREAS there is currently pending in the Supreme Court, County of Putnam, State of New York under Index No. 501031/2021 a certain lawsuit entitled "LAK3 Realty LLC vs. The Town of Carmel" regarding the tax assessment for the property known and designated as Town of Carmel Tax Map No. 64.16-1-33; and

WHEREAS a proposed settlement of the litigation has been negotiated by Glenn Droese, Town Assessor, and certiorari counsel Gregory L. Folchetti, both of whom have recommended approval of the proposed settlement;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the settlement of the aforementioned litigation as recommended; and BE IT FURTHER RESOLVED that certiorari counsel Gregory L. Folchetti is hereby authorized to sign, on behalf of the Town of Carmel, the stipulation of settlement and corresponding consent judgment reflecting the terms of the settlement.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #11**

**RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION**

WHEREAS there is currently pending in the Supreme Court, County of Putnam, State of New York under Index No. 500602/2017; 501188/2019, 500989/2020 and 501134/2021 certain lawsuits entitled “Wright to Paradise, Ltd. vs. The Town of Carmel” regarding the tax assessment for the property known and designated Town of Carmel Tax Map No. 64.20-1-10; and

WHEREAS a proposed settlement of the litigation has been negotiated by Glenn Droese, Town Assessor, and certiorari counsel Gregory L. Folchetti, both of whom have recommended approval of the proposed settlement;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the settlement of the aforementioned litigation as recommended; and BE IT FURTHER RESOLVED that certiorari counsel Gregory L. Folchetti is hereby authorized to sign, on behalf of the Town of Carmel, the stipulation of settlement and corresponding consent judgment reflecting the terms of the settlement.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #12**

**RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION**

WHEREAS there is currently pending in the Supreme Court, County of Putnam, State of New York under Index Nos. 500709/2018, 501085/2019 500734/2020 and 501032/2021 a certain lawsuit entitled “The Retreat at Carmel Condominium Phase III (62 Units) vs. The Town of Carmel” regarding the tax assessments for the properties known and designated Town of Carmel Tax Map Nos. Section: 55.14 Block: 1 Lots: 11.1-3201 to 11.1-3608; 11.1-3801 to 11.1-3906; and 11.3-4001 to 11.3-4306; and

WHEREAS a proposed settlement of the litigation has been negotiated by Glenn Droese, Town Assessor, and certiorari counsel Gregory L. Folchetti, both of whom have recommended approval of the proposed settlement;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the settlement of the aforementioned litigation as recommended; and BE IT FURTHER RESOLVED that certiorari counsel Gregory L. Folchetti is hereby authorized to sign, on behalf of the Town of Carmel, the stipulation of settlement and corresponding consent judgment reflecting the terms of the settlement.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #13**

**RESOLUTION AUTHORIZING ADVERTISING FOR BIDS FOR PURCHASE  
AND SUPPLY OF CHEMICALS FOR WASTEWATER TREATMENT  
PLANTS CARMEL SEWER DISTRICTS #2, #4, #5, #6, #7 AND #12  
CARMEL WATER DISTRICTS #2, #3, #4, #5, #6, #7 AND #12**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts within the Town of Carmel, pursuant to the request of Town Engineer Richard J. Franzetti, P.E., hereby authorizes Town Clerk Ann Spofford to advertise for bids for the purchase and supply of chemicals for the wastewater treatment plants servicing Carmel Sewer Districts #2, #4, #5, #6, #7 and #12; and the water treatment facilities servicing Carmel Water Districts #2, #3, #4, #5, #6, #7 and #12; and

BE IT FURTHER RESOLVED that the Town Engineer is to furnish detailed specifications for the above to the Town Clerk to be used in conjunction with the Town's general bid conditions and specifications.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**RESOLUTION #14**

**RESOLUTION AUTHORIZING LIMITED WAIVER OF  
ATTORNEY-CLIENT PRIVILEGE**

RESOLVED that the Town Board of the Town of Carmel hereby consents and authorizes to a limited waiver of the attorney-client privilege with respect to any deposition testimony to be given and/or required by Joseph A. Charbonneau, Esq. and Gregory L. Folchetti, Esq. in the matter entitled “Charles Melchner and Lillian Melchner vs. The Town of Carmel”, Putnam County Supreme Court Index No. 500395/2017; and

BE IT FURTHER RESOLVED that such waiver shall be limited in its scope solely to communications between the referenced legal counsel and Town of Carmel Town Board members and/or the Director of Codes enforcement concerning building code enforcement proceedings commenced in Town of Carmel Justice Court during 2008 on Town of Carmel Tax Map Nos. 75.44-1-43 and 75.44-1-64

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____



**RESOLUTION #15**

**RESOLUTION AUTHORIZING SIGNING OF MEMORANDUM OF UNDERSTANDING BETWEEN THE MAHOPAC CENTRAL SCHOOL DISTRICT AND THE TOWN OF CARMEL FOR REAL PROPERTY APPRAISAL SERVICES**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the Town Supervisor Michael S. Cazzari to sign on behalf of the Town of Carmel, the Memorandum of Understanding with the Mahopac Central School District for real property appraisal services relating to the potential purchase of the real property known and designated as Town of Carmel Tax Map Section 76.22, Block 1, Lots 7, 55 and 56 Intermunicipal Agreement between the Mahopac Central School District and the Town of Carmel in the form as attached hereto and made a part hereof, and

BE IT FURTHER RESOLVED that a copy of said Memorandum of Agreement be filed with the Town Clerk after signature by the Town Supervisor.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	NO
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding dated the \_\_\_\_\_ day of \_\_\_\_\_, 2022, is entered into between the BOARD OF EDUCATION OF THE MAHOPAC CENTRAL SCHOOL DISTRICT (the “District”) a municipal corporation with its principal offices located at 179 East Lake Boulevard, Mahopac, New York 10541, and the TOWN OF CARMEL (the “Town”) with its principal offices located at 60 McAlpin Avenue, Mahopac, New York 10541 (collectively referred to sometimes below as the “Parties”), for the following purpose.

The District and the Town are presently considering the negotiation of an agreement whereby the District will, among other things, convey to the Town all of its rights, title and interest in three distinct parcels that it owns, which are identified on the Tax Map of the Town of Carmel as: Section 76.22, Block 1, Lots 7, 55 and 56 (“the Property”)

The District and Town understand that the sale of the premises will be governed by the Education Law of the State of New York, which permits a central school district to convey property that is no longer needed for school purposes to be

sold to a party for fair market value as determined by the District's Board of Education, provided that an appraisal is first obtained.

In furtherance of the Parties' mutual desire to pursue entering into the agreement referenced above, the District and Town agree as follows:

1. The District and the Town each agree to acquire the services of an experienced and qualified real estate appraiser, at their own cost and expense, to determine the fair market value of each parcel of the Property, subject to all existing covenants and restrictions of record, for the purpose of establishing an overall combined sale price for the parcels.
2. In the event of a difference in the fair market value of the appraisals obtained by the District and the Town, the Parties shall agree to negotiate a fair market value price equivalent to the median value between the two appraisals.
3. If the median value of the appraisal is unacceptable to either party, then such party, which considers the median value to be unacceptable may retain an additional experienced and qualified real estate appraiser, at its own cost and expense, to determine the fair market value of each parcel of the Property, subject to all existing covenants and restrictions of record. for their own individual appraisal and enter negotiations for either transaction. The Parties shall agree to negotiate a fair market value equivalent to the median value among the three appraisals.

4. The parties acknowledge that each of them shall adhere to the provisions of the General Municipal Law and the Education Law of the State of New York as well as all other applicable statutes, rule and regulations which may affect each party.
5. This MOU shall be subject to the approval of the Board of Education of the Mahopac Central School District and the Town Board of the Town of Carmel.

BOARD OF EDUCATION OF THE  
MAHOPAC CENTRAL SCHOOL DISTRICT:      TOWN OF CARMEL:

By: \_\_\_\_\_  
Superintendent of Schools

By: \_\_\_\_\_  
Supervisor

## **RESOLUTION #16**

### **RESOLUTION AUTHORIZING CHIEF OF POLICE TO PROCEED WITH THE PURCHASE OF POLICE VEHICLE**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Chief of Police Anthony Hoffman to proceed with the purchase of one (1) 2023 Chevrolet Tahoe PPV vehicle at a cost not to exceed \$43,035.43 from Robert Green Auto and Truck Vehicles, Monticello, NY under 1379 OGS Solicitation 23166 pursuant to General Municipal Law §103(16); and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign all necessary documents to purchase said vehicle from the vendor set forth herein in accordance with the bid/contract quotation date May 9, 2022; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget revisions to effect the aforesaid purchase transaction authorized herein.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____



## TB/WS 5-18-2020 Work Session Agenda Item #1

TOWN OF CARMEL RECREATION & PARKS DEPARTMENT  
SYCAMORE PARK, 790 LONG POND ROAD  
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: [carmelrecreation@ci.carmel.ny.us](mailto:carmelrecreation@ci.carmel.ny.us)

WEB: <http://www.carmelny.org>

DATE: May 6, 2022

TO: Carmel Town Board  
Carmel Town Hall

FROM: James R. Gilchrist, CPRP  
Director, Recreation and Parks

SUBJECT: Girl Scout Project – Musical Pipes at Sycamore Park

Girl Scout Lucy Hernandez, a Silver Award candidate from Mahopac Troop #1114, has proposed to install “Magical Music Pipes” at Sycamore Park. The pipes will create different musical notes when hit with a foam mallet that will be installed with the display. Lucy plans to build and paint the musical pipes to inspire members of the community to develop a love for music.

Attached is an outline presented by Lucy to the Recreation and Parks Advisory Committee at the May 5<sup>th</sup> meeting. The committee reviewed the project and agreed to have it proceed for Town Board approval.

Nina Kallmeyer will present this agenda item to the Town Board. Please add it to the May 18, 2022 work session agenda and contact me with any questions.

/ns  
Attachment

## Girl Scout Silver Award Project Proposal Girl Scouts Heart of the Hudson



**Please note!**

**Please review this form to ensure you have all the requested information. The form must be typed and can be saved to your computer by clicking on File, Save As. You may work on this document at your leisure. Submission instructions are at the end of the form.**

### **The Basics**

Name: Lucy Hernandez

Mailing Address: 16 Daisy Drive

City: Mahopac      State: New York      Zip: 10541

County: Putnam

Phone Number: (917)-968-6767    \*\*e-mail: hlucyana12@gmail.com

**\*\*E-mail is our primary means of communication. Please provide an e-mail address you check regularly.**

Current Grade: 8th      High School Graduation Year: 2026

Parent / Caretaker Name: Elyvette Santiago-Hernandez

Parent / Caretaker Email: Nelyvette1110@aol.com

Girl Scout Service Unit: Mahopac 309 Troop # 1114

Troop Volunteer Heidi Zatkovich

Troop Volunteer's Phone # : +1 (914)-355-1162

Troop Volunteer Email: hzatkovich@gmail.com

## Pre-Requisites and Preparation

I have attended a council sponsored Strive for Silver Workshop

Yes **No**

Date Location

Prerequisites: One Cadette journey. List the journey that you have completed along with your troop/group volunteers signature.

Cadette Journey Book: Amaze, February 2020

Type a description of the Journey Take Action Project(s) that you completed at the end of each journey. Please Address the following questions in your narrative and submit them, along with this proposal, to your mentor

What was your project? Participating in a girl empowerment video

How did you choose it? Attended a day in a journey workshop.

What did you learn from the project? Girls are strong and they are equal.

What did you learn about yourself? I can do anything I dream of, and I became more confident in myself.

About others? Girls can do anything they dream of, are strong, and are equal.

How did your journey project help you to make your Girl Scout Silver Award project better? The confidence boost the journey has given me, helps me everyday, and definitely helps my leadership skills.



# The Silver Award Project - Your Team

Girl Scout Silver Award Mentor: Randi DiMila

Girl Scout Silver Award Project Advisor\*/ Project Advisor's Organization Advisors:

Advisor: Nina Kallmeyer

Phone #/ Project Advisor's E-Mail nkallmeyer@ci.carmel.ny.us

Are you Earning Silver for this project alone, or as part of a team?

**Working Individually**

Working in a pair or small group

If working in a pair or small group, please list the other girls who are earning Silver for this project with you in the box below:

Other Members of your Team:

List the names and organizations of individuals and volunteers that you plan to work with on your Silver Award Take Action project. This is a preliminary list that may grow through the course of your project.

# My Silver Award Project: The Plan

Project Title: The Magic of Music

Proposed Start Date: May 5th 2022      Proposed Completion Date: 9-30-22

In a separate document, please type a narrative about your project answering the following questions. Remember to check your responses for grammar, punctuation and spelling errors.

A. Describe the issue your project will address. Remember your 15-second pitch. This project will address the issue of dwindling numbers of kids in music classes, help kids develop their music skills starting at a young age and realize the importance of music.

B. Who is your target audience? What skills, knowledge or attitudes will they gain?

My target audience is kids in elementary school, younger than 4th grade. I want them to develop a "can-do" attitude and discover the importance and impact of music. I hope the exposure to this attitude and music at a young age will influence them to keep developing their musical talents in the future.

C. Discuss your reasons for selecting this project.

In my orchestra class, many members of the orchestra quit throughout the years, and many young children don't join music classes. Music has always been such a big part of my life, and I want to share the importance and impacts of music using my silver award project.

D. Outline the strengths, talents and skills that you plan to put into action. What skills do you hope to develop? I hope to further my leadership skills, and use my musical and artistic talent to build the music wall and lead the workshop.

E. Describe the steps involved in putting your plan into action, including resources, facilities, equipment, and approvals needed. If you are working with a partner or in a small group, be sure to list your individual roles. (Include a detailed step-by-step project plan)

- Create the budget plan for the workshop and music wall. (Paints, paper, pvc pipes, wall)
- Create a presentation and present this project idea to the board of parks and recreation (Introduce them to the project, ask them if the music wall and workshops can be done in sycamore park.)
- Present the project to the town because we are adding the music wall to the park.
- Get material needed for the music wall, by donation hopefully. (pvc pipes, wooden wall, clips to attach them on the wall)

- Get materials needed for the workshop (Paints, long paper, paint brushes, sponges, paper) hopefully by donation or provided by sycamore park
- Create fliers for the workshop, say the location and date on them. Put the fliers in sycamore park, and the mahopac library. Sycamore park may also advertise the workshop on their social media.(free workshop)
- Start building the music wall with other girl scouts(leadership hours) . Plan dates with my troop so we can work on the wall often. An expert in building will help.
- Lead the 2 workshops, other girl scouts or teens also may help the kids get their paints.
- Add the Music wall to the park after completion.

F. Enter the names of people or organizations you plan to inform and involve.  
Katelyn Tai- Mahopac Middle School Orchestra Teacher, will give advice about music if I need any.

Nina Kallmeyer- Assistant Director of the parks and recreation, will be my project advisor.

G. Estimate overall project expenses and how you plan to meet these costs.  
I hope to have all the necessary materials donated to this project.

H. What methods or tools will you use to evaluate the impact of your project.  
At the end of the workshop, I will ask the kids what they learned, and what they want to do in the future. I will also visit the park where the music wall is set up and see kids using the wall.

I. How will your project be sustained beyond your involvement?  
The parks and recreation will maintain the music wall, so it can always be used.

J. How do you plan on meeting the leadership requirement? (Remember: for it to count as leadership hours, you must be interacting with other people.)  
I will lead other girl scouts in painting and building the music wall, and I will lead the younger children in the music workshop.

K. Please define the global aspect\* of your project. (Definition of global at bottom of form.)  
I will share the idea of the music wall on the internet, and ask the local newspaper if they are willing to post an article about it.

L. Describe how you plan to tell others about your project, the project's impact, and what you have learned (web site, blog, presentations, posters, videos, and so on). I hope to share this project with my local newspaper and have the project information be part of a newspaper article.

Please include a **budget sheet** with your narrative, and submit it along with this proposal.

Using the Impact Planning fields below, describe the impact you hope your project will have on your community, your target audience, and you. What impact will I have on my Community ? What examples of the project impact might you see in the future?

Kids will develop music skills and want to continue developing those skills when they are older. Anyone that comes to the park can use the music wall. I hope to see musical activities in parks and community venues increase in future, and more music workshops and things like the music wall will be created.

\*Global:

• Choice 1: Research stage – speaking with other organizations or individuals outside of your community, find a similar project that has been completed. What can you learn from them? What ideas can you adopt to apply to your project to make it better? What can you improve? • Choice 2: Share – Take the project outside of the community their project originated in (the community that benefited from the project). Community, in this instance, is not confined to geographic constraints, but rather the community of people involved (think church communities, service communities, athletic communities, etc.). The goal is for the idea / purpose of the project to be spread to different individuals than those you initially reached with your project. For example, if the project is done within an elementary school, the global aspect would be bringing awareness and passing the idea on to either a middle school or another elementary school.

My Global Choice is:

Choice 1 - Research

Choice 2 - Share

**Signatures:**

**(Please just type in the names here for now. You can get the signatures in person later.)**

Girl Scout Signature:

I have completed the above items as indicated for my Girl Scout Silver Award. I will present my Take Action project plan to a Girl Scout Silver Award mentor for approval before beginning the project. I have read and understand all the requirements and guidelines for the Girl Scout Silver Award. I have consulted *Safety Activity Checkpoints*. I am aware of all deadlines for the Girl Scout Silver Award and the consequences of not meeting those deadlines. Should any major plans change, I will contact the appropriate council staff.

Your Signature Date

Advisor Signature: Nina Kallmeyer

I have been advised of the above mentioned Girl Scout Silver Award Project, and have agreed to have the project take place in the manner it has been described. I am willing to be the candidate's advisor and support them throughout this project.

Project Advisor's Signature Date

Project Advisor's Organization Town of Carmel Parks and Recreation Department

Troop Volunteer Signature: Heidi Zatkovich

I have reviewed the above Girl Scout Silver Award Project Proposal including answers to the Take Action Project questions. I am aware of the requirements and guidelines of the Girl Scout Silver Award set forth by both GSUSA and Girl Scouts Heart of the Hudson, and believe that this project aligns with those requirements.

Troop / Volunteer Signature:

Date:

Parent/Guardian Signature:

I recognize that it is the applicant's responsibility to fulfill the requirements for the Girl Scout Silver

Award including all deadlines. I understand she must uphold all guidelines specific to her project as outlined by the GSHH Silver Award requirements and in *Safety Activity Checkpoints*.

Parent/Guardian Signature Date

Silver Award Mentor Signature

I have reviewed the above Girl Scout Silver Award Project Proposal with the Girl Scout. Her plan includes all the required elements of a successful Silver Award Project. I will continue to support this Girl Scout throughout her Silver Award.

Silver Award Mentor Name: Randi Dimilia

Silver Award Mentor Signature:

Date:

\*Please send form, Silver Award narrative, Journey Take Action Project and any additional documentation via email to [silveraward@girlscoutshh.org](mailto:silveraward@girlscoutshh.org). If you prefer you may print out and fax to 845-542-1878. To mail these forms, print out and send to Girl Scouts Heart of the Hudson Poughkeepsie Regional Office, 3 Neptune Road, Poughkeepsie, NY 12601, Att Silver Award



**PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES**



**MUTUAL AID  
PLAN**

*This revision supersedes all previous Putnam County Mutual Aid Plans and their associated documents.*

**REVISED APRIL 2022**

MaryEllen Odell  
County Executive

Kenneth W. Clair, Jr  
Commissioner of Emergency Services

Robert A. Lipton  
Deputy Commissioner of Emergency Services

John P. O'Connor  
Director, Office of Emergency Management



1 - TABLE OF CONTENTS:

SECTION	CONTENTS	PAGE
I		
A	Definition of Mutual Aid Plan	4
B	Amendments	4
C	Annual Review	4
D	Extent & Limit of Participation by Fire Departments And/or Ambulance Corps.	4
E (1)	Extent & Limit of Participation with Outside Counties	4
E (2)	Agency Participation	4-5
F	Extent & Limit of Participation with Adjacent Counties	5
G	Liability Responsibility and Reimbursement	5
H	Entering & Participating in Plan	5
I	Withdrawal from the Plan	5-6
J	Extent of Radio Equipment Furnished by the County	6
J-1	Countywide Reporting	6
J-2	Fire Reporting	6
J-2-A	Incident Injury Reporting	6-7
K	Incident Injury Reporting for County Team Members/ Coordinators/Training Center Activities	7
L	<i>Deleted</i>	7
M	Line of Authority - See Enclosure A	7
N	Status of the Local Fire Department	7
O	Operation of the County Communications Center	7-8
P	Inventory of plan	8
Q	Activation of the State Mutual Aid Plan	8-9
R	Training	9
S	County Training Standard	9-11
T	Countywide- Accountability System/ Special Terms	11-12
U	Firefighter Assist Search Team	12-13
	Trapped / Lost Firefighter Action Plan	13-14
II		15
A	The State Fire Plan	15
B	Authority & Responsibility	
	1 Activation of the State Fire Plan by the County BES	15
	2 Activation of the State Fire Plan upon request by a Municipality	15
	3 Activation of the State Plan by the Governor	15
C	Authority of the State	15-16
D	Authority & Responsibility of Regional Fire Admin.	16
E	Resignation & Retirement	16
<b>APPENDIX TO SECTION II</b>		16
A	Authority of the Department of State of Fire Prevention & Control	16
B	Identifying of a Fire Mobilization & Mutual Aid Zone	16
C	Regional Fire Administrators - Duties, Authority & Identification	16-17
D	Standard Thread for Fire Service use in the State of New York	17
E	Participation in the State Fire Mobilization & Mutual Aid Plan	17
F	Extent & Limitation of Participants with Adjacent Counties in Neighboring States and/or Counties	17
G	Incident Command System	17



## ENCLOSURES

SECTION	CONTENTS	PAGE
A	Absence of Commissioner	18
B	Resolution by the EMS agency/Provider electing to Participate in the Putnam County Mutual Aid Plan	19
C	Resolution by the Municipality or Body having Jurisdiction for EMS within the Community	20
D	Resolution by State or Federal Authority	21
E	Resolution by Municipality or Fire District Having Jurisdiction	22

**NOTE: REFERENCE TO TITLE OF "PUTNAM COUNTY Commissioner OF EMERGENCY SERVICES" HEREINAFTER WILL BE REFERRED TO AS "COMMISSIONER".**

**A. Definition of Mutual Aid:**

Mutual aid is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating Fire Departments or EMS Agencies, regardless of type or size are utilized for fire or other emergencies. The services of Fire or Ambulance Volunteers would be used throughout the County of Putnam and adjacent New York State Counties. (See General Municipal Law #209)

**B. Amendments:**

Amendments to this plan may be made periodically as proposed by the Commissioner and reviewed by the Putnam County Fire Advisory Board.

**C. Annual Review:**

Each year this plan shall be reviewed by the Putnam County Fire Advisory Board and the County Bureau of Emergency Services Commissioner and corrections, or changes processed.

**D. Extent and Limit of Participation by Fire Departments and/or Ambulance Corps.**

All Towns, Villages and Fire Districts in Putnam County may fully participate in this plan. Agencies currently participating are as follows:

40001 Brewster	40007 Mahopac
40002 Carmel	40008 Mahopac Falls
40003 Cold Spring	
40004 Continental Village	40013 North Highlands
40005 Garrison	40010 Patterson
40014 Kent	40011 Putnam Lake
40006 Lake Carmel	40012 Putnam Valley

Ambulance Corps/Services: (DOH Provider Numbers)

Ambulnz	0407
Air Methods Corporation	0767
Carmel Ambulance Corps	3912
Garrison Ambulance Corps	3919
Patterson EMS, Town of	6261
Philipstown Ambulance Corps	3916
Putnam Valley Ambulance Corps	3918

**E. (1) Extent and Limit of Participation with Counties Outside Putnam County.**

Where there is no formal "aid" agreement, local reciprocal assistance, if any, is in accordance with Section 209 of the General Municipal Law. All requests for assistance shall be routed through the Putnam County Communications Center, (Putnam 911). The requesting officer and the agency will be responsible for all liabilities when no agreement exists between the requesting agency and the agency providing assistance. Such request shall be listed as "Assistance" not "Mutual Aid". All agencies are advised to obtain written agreements with all agencies they use that are out of state and all commercial agencies they use. Commercial agencies, in or out of state, should also have written assistance agreements. *A copy of all "agreements" with Outside Agencies shall be provided to the County Bureau of Emergency Services, as reference.*

**E. (2) Agency Participation**

Any agency participating with any jurisdiction **not included** in D above shall no later than January 15<sup>th</sup> of each year, forward a copy of a signed memorandum of understanding (MOU) or letter of intent (LOI) to provide mutual aid in accordance with this plan. These copies will become permanent attachment to the Putnam County Mutual Aid Plan, until expiration or written

revocation.

#### **F. Extent and Limit of Participation with Adjacent Counties**

Mutual aid can be provided to and received from Dutchess, Orange, Westchester, and Rockland Counties through their respective County Fire Control Centers under the direction of their County Fire Coordinator or legally appointed deputies. All requests for assistance (Given or Received) shall be routed through the Putnam County Communications Center (Putnam 911).

#### **G. Liability Responsibility and Reimbursement**

Insurance-It shall be the responsibility of any participating agency responding outside of their primary response area to maintain appropriate insurance coverage as required by law. Each agency should insure their personnel and vehicle(s) regardless of their location or location of the call.

Hold Harmless-New York State General Municipal Law 209 entitled Outside Service by local fire departments, companies, ambulance districts, airport crash-fire-rescue units, states the following.

- A. Members of participating agencies have the same immunities and privileges on a mutual aid call that they have on a call within their own jurisdiction.
- B. Participating agencies are liable for the negligence of their personnel on a mutual aid call.
- C. Participating agencies may make a claim to the agency that requested the call for assistance "for any loss or damage to, or expense incurred in the operation of fire apparatus or other equipment answering a call for assistance and the cost of any materials used in connection with such call, shall be a charge against and paid by the agency.... which issued the call for assistance"?
- D. It is expected that a Chief officer from the requested mutual aid department will respond with their apparatus when available.

#### **H. Entering and Participation in the Plan**

Any duly established New York State Fire Department or EMS Agencies or ALS provider may participate in this plan by filing a copy of a resolution adopted by the Fire Department or EMS Agencies, or appropriate commercial provider officer; to the office of the Commissioner. As such, a signed agreement shall be on file. Such resolution shall state that such Fire Department or EMS Agencies shall recognize a call for assistance from another Fire Department or EMS Agencies through the Putnam County Communications Center or by direct call if no response for County Control.

There shall also be filed with the Commissioner a copy of a resolution adopted by the Legislative Body of each participating City and Village, or by the Board of Fire Commissioners or other governing Board having jurisdiction over the Fire Department or EMS Agencies, the Board of Fire Commissioners of each participating Fire District, or the Town Board of each Town in relation to participating Fire Department or EMS Agencies serving territories outside of Cities, Villages, and Fire Districts or in relation to a town fire department. Such resolution shall state that no restriction exists against "outside service" by the Fire Department or EMS Agencies of the municipality or district within the meaning of Section 209 (1) of the General Municipal Law, which would affect the power of such Fire Department, or EMS Agencies to participate in the Putnam County Fire Mutual Aid Plan.

In addition to Fire & EMS Agencies, participation in mutual aid will be permitted with other agencies which may mutually benefit from existing resources. I.e.: NYS DEC and Metro North Railroad.

#### **I. Withdrawal from the Plan**

Any Fire Department or EMS Agencies may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective 30 days after filing of such notice with the Commissioner. If the outside service activities of a participating Fire Department or EMS Agencies are restricted pursuant to Section 209 (1) of the General Municipal Law, notice of any restriction shall be given promptly to the Commissioner. Any such restriction imposed by the legislative body of a city, village or town or by the Board of Fire Commissioners shall take effect in accordance with resolution imposing the restriction.

Any Fire Department or EMS Agencies not signing or withdrawing from this plan shall immediately surrender and return to the Putnam County Bureau of Emergency Services, all Putnam County Bureau of Emergency Services-owned equipment including radios, portable and mobile. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 (1)



of the General Municipal Law.

Withdrawal from this plan will result in suspension of Mutual Aid pursuant to this plan to the Fire Department or EMS Agencies taking such action. All radio identifiers and call signs issued to such Fire Department or EMS Agencies on county frequencies are canceled on the effective date of withdrawal.

## J. Extent of Radio Equipment Furnished by the County of Putnam

All Fire Department or EMS Agencies and future Fire Departments or EMS Agencies organized pursuant to law and a signer of the County Mutual Aid Plan, (including State Institutions and privately-operated organizations authorized to operate on in Putnam County) shall use mobile two-way radio units, as designated by Putnam County Emergency Services Commissioner. As of April 2009, previous county supplied (leased) Low Band radio equipment became the property of the individual Fire Departments and EMS Agencies. Individual agencies are now responsible for all maintenance, repair and replacement of such communications gear in their possession. All equipment shall continue to be operated in accordance with procedures outlined in the Putnam County Radio Procedures Manual. That equipment that is continued to be leased through the county, will be maintained by county.

### J-1. Countywide Reporting

#### J-2 Fire Reporting

The Commissioner shall require each Chief or designated officer of a fire department participating in this plan, to file a copy of a Fire / Incident Report, according to the National Fire Incident Reporting System (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention and Control, via the (NFIRS)-1 Form to : [fire@DHSES.NY.GOV](mailto:fire@DHSES.NY.GOV).

There are three ways to file fire incidents in the NYS Fire Incident Reporting System.

1. **On-Line System** — This on-line data entry system is now fully functional and open to all fire departments and County Fire Coordinators in New York State. This system provides fire departments the ability to report incidents on line to OFPC. In turn, a fire department can immediately view incidents reported and permits printing of incident report data for official use. Users will also have access to a growing list of selected reports.

New York State's Fire Incident Reporting System is a secure system and requires all users to obtain an account from OFPC. Please be sure to review the user requirements before requesting an account. To obtain an account, download the Information Management System Application and submit it to OFPC for approval.

The Office of Fire Prevention and Control provides phone assistance, a cd tutorial, and/or on-site training for the On-Line System. For further information contact the Fire Reporting Unit at (518) 474-6746 or [fire@dhses.ny.gov](mailto:fire@dhses.ny.gov).

2. **Electronic Format** - Fire departments may use a NFIRS 5.0 compliant vendor software package to report fire incidents. Incidents are entered into the system by the fire department and the data is electronically transmitted to OFPC.

The Putnam County Bureau of Emergency Services provides the Alpine Red Alert NMX Incident Reporting system software to each fire department in the county. The NMX System is a highly customized records management application that includes several modules. It can be configured to meet any department's specifications.

**OFPC is not responsible** for the compliance of third-party reporting systems. If you have any problems with your software, please contact the vendor for help.

#### J-2-A Incident Injury Reporting

The Commissioner shall require each Chief or designated officer of a fire department participating in this plan, to file a copy of a Civilian Causality and Fire Service Casualty Report, according to the [National Fire Incident Reporting System](#) (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention and Control, via. The (NFIRS-2 / 3) Form(s); for all incidents requiring such.

The NFIRS-2 Civilian Casualty Form is used to report any civilian injury or deaths associated with incidents responded to by the Fire Department. Only one form needs to be completed for each incident, multiple casualties can be listed on same form.

*\*\* Note : The NFRIS is for Civilian and non-fire service emergency personnel.*

The NFIRS-3 Fire Service Causality Form is used to report ONLY Firefighter injuries or Death associated with incidents responded to by the Fire Department

*\*\* Note : The NFRIS is for Fire Service Emergency Personnel – not Civilian or non fire service.*

**K. Incident Injury Reporting for County Team Members / Coordinators / Training Center**

Under the following conditions, in addition to the State Forms required above, a copy of Bureau of Emergency Services General Incident / Injury Report form must be filed with the Commissioner as soon as practical:

- 1. Injuries occurring to a Special Team member or Emergency Services Coordinator while performing official duties and or **all injuries that occur on Putnam County property.**

The home department must also be notified as soon as practical.

**L. Extent & Limit of Authority of County Officials**

Deleted Effective January 2, 2006

**M. Line of Authority**

See Enclosure A

**N. Status of the Local Fire Department**

- 1. Maintenance of Individuality: Each Fire Department, EMS Agencies or Agency participating in this plan shall retain its internal command structure.
- 2. Authority of "Requesting" Officer-in-Charge:
  - a. A "requesting" Officer-in-Charge is one who initiates request for mutual aid (assistance) in accordance with this plan.
  - b. The "command structure" at a fire or other emergency incident in which the services of responders and officers entering the area under mutual aid, remains with the Fire Department or EMS Agencies requesting the mutual aid. Putnam County operates under the National Incident Management System (NIMS) and Incident Command Structure (ICS).
  - c. The Incident Commander will work with the Officer of the agency receiving and providing mutual aid. Direct supervision of personal shall be provided by the officer providing the aid, who is in turn, commanded by officers of the agency requesting mutual aid who will supervise the operations being conducted by assisting agency.

**O. Operation of the County Communications Center (Putnam 911)**

- 1. Location:
  - Bureau of Emergency Services Emergency Training and Operations Facility
  - Putnam 911
  - 112 Old Route 6, Carmel, New York 10512
  - KED 862 (PUTNAM 911)

- 2. Department Base Stations:

Brewster	Brewster Base	KDJ 401
Carmel	Carmel Base	KUI 644
Cold Spring	Cold Spring Base	WYC 502
Continental Village	Cont. Village Base	KLI 363
Garrison	Garrison Base	KWJ 229

Kent	Kent Base	WSB 916
Lake Carmel	Lake Carmel Base	KUG 794
Mahopac	Mahopac Base	KLM 606
Mahopac Falls	Mahopac Falls Base	KJN 785
North Highlands	North Highlands Base	KTH 691
Patterson	Patterson Base	KTR 605
Putnam Lake	Putnam Lake	KVZ 474
Putnam Valley	Putnam Valley	KCP 618 (Sta. 1)
		KGI 643 (Sta. 2)

### 3. 911 PSAP (Putnam 911)

- a. The County Emergency Services Commissioner is responsible for all activities of the County Communications Center and shall set policy.
- b. Additional Dispatching Service: The Commissioner and the Emergency Services Coordinators are authorized to request a dispatch. Fire Department and EMS base stations may request through the 911 center supervisor or member in charge to dispatch their own agency when necessary to do so. Personnel requesting such dispatches shall be identified at end of all radio transmissions.
- c. Backup PSAP will be located at Putnam County Sheriff's Office.
- d. **Restriction:** No person may operate a radio on County frequencies unless specifically authorized in 3 (a), (b), and (c) above. Operation by unauthorized persons shall be reported and may result in penalties and/or imprisonment, per the FCC.

### 4. Radio and Telephone Communication Regulations:

- a. Procedure: The radio and telephone procedure shall conform completely as prescribed in the "GUIDE TO FIRE MOBILIZATION AND MUTUAL AID PLANS IN THE STATE OF NEW YORK", by the Office of Fire Prevention and Control.
- b. Authorization to Operate: No person may operate radio equipment on the County Frequencies unless trained and permission granted by the Commissioner.
- b. Authorization to Use Non-County Owned Transmitters and Receivers: No fire radio equipment (repeater, tone generators, pagers, etc.) may operate on the County fire frequencies as part of the County Fire network unless specifically authorized by Commissioner of Bureau of Emergency Services and in accordance with the regulations set forth by the New York Mutual Aid Plan and the Federal Communications Commission. Only upon application to the Commissioner and approval of same, shall such radio equipment be permitted to operate within the County radio network. Operation without permission by the licensee (Commissioner) is a violation of rules of the Federal Communications Commission.

## P. Inventory of Plan

1. Location of County Equipment and Inventory as described within the Putnam County Mutual Aid Plan as follows:
  - a. One set: County Communications Center (Putnam 911)
  - b. One set: Commissioner
  - c. One set: Deputy Commissioner
  - d. One set: Each Emergency Services Coordinator
  - e. One set: Each County Fire Department/EMS Agencies.- as requested
  - f. One set: Shall be submitted to the State Office of Fire Prevention and Control

## Q. Activation of the State Mutual Aid Plan

The Commissioner of the Bureau of Emergency Services, or an Emergency Services Coordinator in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from Dutchess, Westchester, Orange and Rockland, may call the State Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan. The procedure shall conform to that specified in the Guide to Fire Mobilization and Mutual Aid Plans in the



State of New York, pg. 20-30, by the State Office of Fire Prevention and Control.

1. Authority and Responsibility of the Regional Fire Administrator:

The authority and responsibility of the Regional Fire Administrator under the activated State Mobilization and Mutual Aid Plan is established by the State Office of Fire Prevention and Control.

2. Retirement Provision Relating to the Position of Regional Fire Administrator:

Should the Commissioner be separated from his office for any reason, he is automatically removed as Administrator if he also holds the position of Regional Fire Administrator. The Director of the State Office of Fire Prevention and Control is authorized by law to re-appoint this position.

3. County number issued under the State Mobilization and Mutual Aid Plan:

The Commissioner shall utilize County Number 40 assigned to Putnam County by the State Fire Mobilization and Mutual Aid Plan. See Section II, New York State Regional Fire Administrator.

## R. Training

1. Type and Extent of Training:

- a. The State Fire Training Program or County Fire Training Program shall be the standard in Putnam County. The more restrictive standards shall take precedence as determined by the Commissioner and the Putnam County Fire Advisory Board.
- b. The Bureau of Emergency Services is currently registered as a Program Sponsor and is approved to offer Basic Life Support courses from the New York State Department of Health as follows:
  - Certified First Responder (CFR)
  - Emergency Medical Technician (EMT)

## S. County Training Standard:

1. Interior Firefighter

All firefighters entering the Fire Service in Putnam County **AFTER January 1, 2014** must comply with the following Training standards:

To be *credentialed* as an Interior Firefighter and receive a County issued Accountability Tag, Departments will certify that members have successfully completed the Firefighter 1, Firefighter Essentials or Course of Equivalency as designated by the local Fire Chief, Firefighter Survival Training, NYS Hazardous Materials First Response Operations Course, National Incident Management Systems (NIMS) I-700 and I-100 Course, and a Basic First Aid/CPR Training. Certification will be documented on INTERIOR FIREFIGHTER Credential form, signed by chief.

*\*\* This establishes the minimum recommended training consistent with NFPA 1001 Firefighter I Level for those firefighters assigned to interior structural firefighting tasks.*

2. Exterior Fire Fighter

To be *credentialed* as an Exterior Firefighter and receive a County issued Accountability Tag, Departments will verify that members have successfully completed as a *minimum* Basic Exterior Fire Fighter Operations (BEFO) course or Equivalent as designated by the local Fire Chief, as well as a NYS Hazardous Materials First Response Operations Course, National Incident Management Systems (NIMS) I-700 and I-100 Course, and Basic First Aid/CPR Training. Certification will be documented on EXTERIOR FIREFIGHTER Credential form, signed by chief.

*\*\* This establishes the minimum recommended training consistent with Scene Support functions for those firefighters assigned to tasks outside the immediately dangerous to Life or Health (IDLH) atmosphere.*

3. Company (FIRE/ EMS) Officers

A. FIRE AGENCY

To be designated as a Company Officer, Lieutenant, Captain (1<sup>st</sup> Line Supervisor) (or individual Fire Department / equivalent title,) firefighter officer **shall** successfully complete the following New York State Training classes.

Fire Officer I (NFPA 1021 - 2009), Principles of Instruction, and either A, B or C.

- (A) Firefighter 1 + Firefighter Survival OR Recruit Fire Training (360) Hrs.  
And HAZMAT Operations, NIMS / ICS (ICS100 & ICS 700, 200 AND ICS 300), and Introduction to Fire Officer (or other approved - Firematic command level training).
  - (B) Basic Firefighter, Intermediate Firefighter + Firefighter Survival OR Recruit Training.  
  
And HAZMAT Operations, NIMS / ICS (ICS100 & ICS 700, 200 AND ICS 300) and Introduction to Fire Officer (or other approved - Firematic command level training).
  - (C) Fire Essentials, Initial Fire Attack and Hazardous Materials First Responder Operations Training, NIMS / ICS (ICS100 & ICS 700, 200 AND ICS 300) and Introduction to Fire Officer (or other approved - Firematic command level training).
- \*\* *OFPC Officer Development Class or NFA Officer Development Course will satisfy requirement for Introduction to Fire Officer.*

B. EMS AGENCY

To be designated as a Supervising EMS Officer (or individual Department / equivalent title) an individual must have and maintain current certification as an Emergency Medical Technician (NYS) and successfully complete a county run EMS Supervisor/Officer training course in addition to the courses listed below.

1. ICS-100.C: Introduction to the Incident Command System, ICS 100
2. ICS-200.C: Basic Incident Command System for Initial Response
3. ICS-700.B: An Introduction to the National Incident Management System
4. ICS-5.A: An Introduction to Hazardous Materials\*
5. NYS OCFS Mandated Reporter Certificate
6. Online classes for leadership

\* IS-5.A: An Introduction to Hazardous Materials may be fulfilled by an equivalent course (Firefighter I or as a standalone course titled Hazardous Materials Awareness)

4. Apparatus Operator:

In order to be designated as an Apparatus Operator (or individual Fire Department / EMS Agency equivalent title,) member should successfully complete the following New York State Training classes.

Successful completion of a NYS Apparatus Operator Course: Emergency Vehicle Operation Course EVOC (or equivalent) and local training specific to the apparatus or vehicle to be operated.

*These minimums are consistent with the general requirements of Chapter 4 of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications and can be met with completion of the above stated.*

*This guidance establishes the minimum recommended training for operators of any fire / EMS department (agency) vehicle.*

5. Fire Police Officer

In order to be *designated* as a Fire Police Officer, members must be appointed as a Fire Police Officer by home department and have successfully completed as a minimum, the NYS Fire Police Course, NYS Hazardous Materials First



Response Awareness Course, National Incident Management Systems (NIMS) I-700 and I-100 Course(s) and recognized Basic First Aid/CPR Training.

*These minimums are consistent with the general requirements of designation of a Fire Police Officer and can be met with completion of the above stated.*

#### 6. Safety Officer

*To be designated as a Safety Officer, members should successfully complete the following New York State classes, Incident Safety Officer, Fire Fighter 1 or Essentials of Fire Fighting.*

The Putnam County Bureau of Emergency Services is looking to align the County Training Standards with that of the NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control, who has developed recommended minimum training standards based on firefighter tasks or positions to provide guidance and promote best practices for firefighter training and education in the State of New York.

These best practices shall not limit the Authority Having Jurisdiction (AHJ) from establishing training requirements which exceed the recommended minimum standards.

These best practices shall also include recommendations for the medical qualification of firefighters, annual in-service training, and additional training for fire officers beyond the company officer or first-line supervisory level. Guidance regarding the applicable OSHA standard requirements for firefighters is included and cross referenced where appropriate.

These best practices are available here: [www.dhses.ny.gov/ofpc/training/documents/training-best-practices.pdf](http://www.dhses.ny.gov/ofpc/training/documents/training-best-practices.pdf) Dated (June 21, 2012)

## T. COUNTYWIDE - ACCOUNTABILITY SYSTEM

The following operating procedures shall be used when personnel are operating on any emergency / event or scene in Putnam County.

### 1. Scene - ID Accountability Cards

All Putnam County Emergency Services Personnel (Fire & EMS) will be issued TWO ID cards: to each member of an agency. Each card will have the individuals Department Name, Picture, Name, Number and Rank on the front. Accountability cards will be issued by the Bureau of Emergency Services upon submission of appropriate information on Designated Form(s) received and signed by the department Fire Chief, EMS Chief/Captain or Commissioner of Emergency Services.

*\* County Departments are responsible for submission of accurate information.*

INTERIOR TRAINED PERSONNEL cards will be YELLOW cards, with info.

EXTERIOR PERSONNEL cards will be WHITE cards, with info.

NYS EMT'S cards will have a BLUE stripe on the BOTTOM of the cards, with info

NYS CFR's and those members with CPR will have a GREEN stripe affixed to the BOTTOM of the cards, with info.

### 2. Departments Status Designating Forms

Deleted Effective February 2012

### 3. Department Identification Cards

A personal ID card will be issued to each individual (wallet card) in addition to the above, by the Bureau of Emergency Services; upon submission of appropriate information on Designating Form received and signed by the department Fire Chief or Ambulance Captain.

### 4. Bureau Special Teams Identification Cards

All Putnam County Bureau of Emergency Services Special Teams personnel will be issued TWO ID cards. Each card will have the name of the team they belong to, Picture, Name and Number on the front. No rank will be listed on the card. ID cards will be issued by the Bureau of Emergency Services upon submission of appropriate information on the designating form received and signed by the Commissioner of Emergency Services.

Haz Mat Team  
Fire Investigation Team  
Command and Communications  
Technical Rescue Team  
Fire Police Team = Cards Currently issued by Putnam County Sheriff

**5. Arrival On Scene:**

Upon arriving on scene all units will leave ONE (1) ID cards at a STAGING AREA prior to commencing operations. The IC will establish a STAGING AREA under an officer as soon as possible. ID cards will be collected and placed on assignment status with the STAGING OFFICER.

**6. Additional Personnel:**

All additional personnel (later arriving apparatus, personnel with private vehicles, and mutual aid personnel etc.) are to respond to and remain in the STAGING AREA until assigned.

When given an assignment by the IC or STAGING OFFICER – the second card will be given to accountability officer at the Command Post.

**7. Special Teams:**

A. The Bureau of Emergency Services staffs, equips, trains, and administers the following special teams:

1. Fire Investigation Team (FIT)
2. Hazardous Materials Response Team (HMRT)
3. Fire Police Response Team (FPRT)
4. Communications Team
5. Technical Rescue Team (TRT)

B. Any of these teams may be requested through Putnam 911 by the Incident Commander or appropriate Fire Department official. Police agencies requesting these assets shall contact Fire Department who will notify Putnam County 911. Notification will be made to all Emergency Services Coordinators of any request for Special Team activation.

**U. FIREFIGHTER ASSIST SEARCH TEAM (FAST) STANDARD**

**1. A. Background:**

Recognizing that the first responsibility of any Incident Commander is the safety and well being of the firefighting forces and based on the provisions outlined in NFPA 1500 and NFPA 1561, the following policy is in effect in Putnam County.

**Equipment:** All FAST's should be equipped with the following items:

- Halligan Hook
- Pike Pole
- Forcible Entry Tools, (Rabbit Tool Ax Halligan)
- Life Rope (Personal Escape Rope Pak)
- Search Rope
- 4 Hand Lights
- Two Safety Belts (Harness)

SCBA with PASS  
Full PPE  
Portable Multi- Frequency Radios  
Thermal Imaging Camera\*\*

1. B. Make Up of Team:

Team shall consist of a minimum of *four (4)* members designated as Interior Structural Firefighters according to NFPA 1500 and under the provisions of the County Mutual Aid Plan. At least two members shall be radio equipped. Members who expect to participate in a FAST should participate in a countywide training session, to insure uniformity and conformity with County guidelines.

1. C. Mission Statement:

**The FAST is to be available on scene, anytime an IDLH is present, in order to rescue trapped, lost or otherwise endangered firefighters.**

1. D. Procedure:

Upon dispatch by Putnam 911, responding members shall monitor radio to be alert of changing conditions as reported by the Incident Commander. (IC) Upon arrival, the FAST OIC,<sup>1</sup> shall report to IC or Command Post notifying the IC that they have been assigned as the FAST.

**1. E. FAST duties would include actions that support the reduction of MAYDAY and LODD including: back-up lines, deploying ladders, creating egress, etc.**

The Putnam County Bureau of Emergency Services Radio Operation Procedure Manual reads as indicated below:

*1.75 (b) UPON REQUEST BY THE INCIDENT COMMANDER, and absent any specific request, Putnam 911 will dispatch the closest available FAST. Members of the selected FAST are expected to Contact Putnam 911 and notify of availability. If a TEAM has not called in within three (3) minutes, Dispatchers shall exercise Dispatcher Discretion in order to secure a FAST and report status to the IC or Emergency Services Coordinator on scene.*

1.F Annual Certification

Any department maintaining a FAST must submit an annual Letter of Certification, to the Commissioner Bureau of Emergency Services stating that the department continues to maintain a FAST as outlined in this agreement.

**2. LOST OR TRAPPED FIREFIGHTER ACTION PLAN:**

2. A. Firefighter declared lost/trapped:

When a firefighter is declared lost or trapped, notification shall be made to Putnam 911 - who will sound the "alert tone" followed by a transmission that a MAYDAY has been declared for a lost or trapped firefighter. All transmissions on Channel 1 will cease, with the exception of the Incident Commander or ESC.

The Dispatcher at Putnam 911 shall acknowledge and broadcast the MAYDAY.

When the missing or trapped firefighter is located, the IC will report this to Putnam 911 who will broadcast this information after sounding the alert tone.

2. B. Communications Terminology:

*1.75 (c) The following emergency Radio **Communications Terminology** will be used as indicated.*

---

<sup>1</sup> The highest-ranking member is in charge of the FAST. If no officer is present the OIC is the firefighter having the most time in service.

1.75(c) 1. The terms "MAYDAY" and "URGENT" will be used only in situations where immediate communication is necessary to protect life or prevent serious injury. Whenever the terms "MAYDAY" or "URGENT" are transmitted, all radio traffic shall cease except those between the person initiating the emergency transmission and the Incident Commander/ESC.

1.75 (c) 2. Whenever a structure or area is evacuated or whenever a FAST is assigned a rescue task, or after a "MAYDAY" transmission, the IC shall initiate an immediate roll call and account for all subordinates and report status to ESC and to Putnam 911.

1.75 (c) 3. MAYDAY transmissions have priority over Urgent. MAYDAY shall be used in **four (4)** cases only.

1. Imminent collapse feared- any member becoming aware of imminent collapse shall report to the incident commander in the following format: IC 23 this is 23-21 Officer with a "MAYDAY." Upon acknowledgment from IC, 2321 Officer, reports Collapse **Imminent**. Reporting member shall give the location as best as possible and the IC shall order all members from the structure and comply with section 1.75 (C) 2.

2. Structural Collapse has already occurred. Any member may report this, along with an accurate location.

3. Missing Member. If an Officer has lost contact with a member under his supervision, he shall transmit to the IC "MAYDAY Member missing! Reporting Officer should transmit last known location of missing member.

4. Member is unconscious or has suffered a life-threatening injury.

## 2. C. Urgent:

1.75 (B) 4. Urgent shall be used when a member needs to get control of the communication network. Example: IC 23, this is 2321, **urgent**. After acknowledgment by IC 23- 2321 reports fire conditions deteriorating rapidly of trapped occupants or a member down. (Not life threatening)

It may also be used to have members back out and initiate outside only attacks if conditions dictate.

The term "Collapse" shall only be used to indicate a building collapse, not to report the collapse of a member or civilian.

Note: It is important that in all cases of a MAYDAY and or URGENT transmissions or as indicated in Section 1.75 (C) 2, that the IC conducts an accurate personnel accounting reporting procedure (Roll Call of members on scene).



## Section II

### NEW YORK STATE REGIONAL FIRE ADMINISTRATOR

#### A. The State Fire Plan

The plan for the efficient utilization of the resources and facilities of the State for fire mobilization and control is formally titled the "State Fire Mobilization and Mutual Aid Plan", or, informally, the "State Fire Plan".

The State Fire Plan is an aggregate of local county fire mutual aid plans that have been prepared and adopted in accordance with a suggested format and formally accepted as part of the State Fire Plan. Even though every county fire mutual aid plan may not be included, every county has some form of mutual aid operating plan or procedure; thus, the State Fire Plan represents the total picture of available aid.

#### B. Authority and Responsibility

IN PUTNAM, the same individual serves as Commissioner, Bureau of Emergency Services, and Regional Fire Administrator. The responsibility and authority of the Commissioner derives from appointment by the County Administrative Body while authority and responsibility of the Regional Fire Administrator derives from appointment by the Secretary of State.

##### 1. Activation of the State Fire Plan by the Commissioner:

- a. The Commissioner efficiently deploys the fire units in his county under his County Fire Mutual Aid Plan.
- b. When it is evident that fire mutual aid is required from a contiguous county or counties for the aid desired.
- c. When all adjacent counties have provided aid consistent with their own fire protection and defense, and it is evident additional aid is required, the Commissioner originally requesting mutual aid may request activation of the State Fire Mobilization and Mutual Aid Plan by calling an Office of Fire Prevention and Control staff member at a field office or at (518) 474-6746 (24-hour service).

The Office of Fire Prevention and Control staff member will activate the State Fire Plan.

##### 2. Activation of the State Fire Plan Upon Request by a Municipality:

- a. Should a municipality determine the need for assistance, the Chief Executive may direct a request for aid to the Department of State's Office of Fire Prevention and Control.
- b. Normally, the Office will refer such requests to the Commissioner before the State Fire Plan is activated. The State Fire Plan will become effective only when the Commissioner has utilized the assistance available from surrounding counties.

##### 3. Activation of the State Plan by the Governor

- a. Whenever the Governor shall determine that the public interest so requires, he may order the activation of the State Fire Plan.
- b. The Office of Fire Prevention and Control will activate the plan through the appropriate Regional Fire Administrator.

#### C. Authority of the State

Authorized fire representatives of the Department of State have the following powers, duties, and responsibilities:

- 1 To direct the dispatch of manpower and equipment of fire departments consistent with maintenance of local fire protection.

2 To coordinate the response and assignment of manpower and equipment under the direction of the Fire Chief in command.

#### **D. Authority and Responsibility of Regional Fire Administrator**

1 The authority and responsibility of a fire officer appointed as a Regional Fire Administrator are inoperative until a State officer activates the State Fire Mobilization and Mutual Aid Plan. This plan is not activated until the counties surrounding the affected areas have been called upon and have provided aid consistent with their own fire protection and defense.

The Regional Fire Administrator is empowered to:

- a. Dispatch manpower and equipment;
- b. Coordinate response and assignment of resources.

- The Regional Fire Administrator is a state officer acting on behalf of the State of New York under the authority of the Office of Fire Prevention and Control and is vested with the powers of the State enumerated above under IV, A & B for the duration of the emergency.
- Judgments and decisions made by the Regional Fire Administrator will affect all Fire Departments, which are part of the State Fire Plan for the appropriate region.
- The Regional Fire Administrator shall perform additional duties in connection with the administration and execution of the State Fire Mobilization and Mutual Aid Plan as required by the Department of State's Office of Fire Prevention and Control.

#### **E. Resignation and Retirement**

1. A Regional Fire Administrator may resign by submitting a written statement to the Department of State's Office of Fire Prevention and Control.

2. A Fire Coordinator who is separated from that office for any reason automatically vacates the Office of Regional Fire Administrator.

### **APPENDIX TO SECTION II**

#### **A. Authority of the Department of State Office of Fire Prevention and Control**

Authorized representatives of the NYS Department of Homeland Security and Emergency Services and its Office of Fire Prevention and Control have the powers, functions and duties to: direct the dispatch of personnel and equipment of fire departments consistent with maintaining local fire protection; and coordinate the response and assignment of personnel and equipment under direction of the fire chief in command.

NOTE: The duties described above will be carried out in cooperation with the regional fire administrator of the affected counties.

#### **B. Identifying of a Fire Mobilization and Mutual Aid Zone**

A "zone", as used in those statutes, is a "County" as determined by the State Constitution. Those counties comprising the City of New York constitute a single zone.

#### **C. Regional Fire Administrators – Duties, Authority and Identification**

A regional fire administrator (RFA) is appointed by the State Fire Administrator for each fire mobilization and mutual aid zone. In the event of absence, illness or the inability of an RFA to execute duties authorized in this plan, responsibility for such duties rests with such deputy or deputies as designated by the incumbent and set forth in the county fire mutual aid plan of the zone.

The Regional Fire Administrator, upon activation of the State Fire Mobilization and Mutual Aid Plan, is empowered to: dispatch fire department personnel and equipment consistent with maintaining local fire protection; and coordinate the response and

assignment of personnel and equipment. Such personnel and equipment will operate under the direction of the fire chief requesting assistance.

The authority and responsibility of the Regional Fire Administrator is suspended until the State Fire Mobilization and Mutual Aid Plan is activated. Following activation, the authority and responsibility of the Regional Fire Administrator is instituted. When, deactivated, authority and responsibility is again suspended.

Regional Fire Administrators, appointed by the State Fire Administrator, shall take an oath of office, (General Municipal Law, Section 209-e, Subdivision 2); following which an appointment certificate will be issued.

#### **D. Standard Thread for Fire Service use in the State of New York**

Pursuant to the requirement of subdivision 5, Section 209-e of the General Municipal Law, the National Standard Thread is hereby prescribed as the standard thread for the State.

American National Fire Hose Connection Screw Thread or NH or NST or NS is specified by the National Institute of Standards and Technology, US Department of Commerce, Washington, DC. The standard is the same as prescribed by the National Fire Protection Association, the Insurance Service Office and the American National Standards Institute.

All fire service equipment should meet these standards or provide for appropriate adapters to adapt to standardized threaded couplings and connections.

#### **E. Participation in the State Fire Mobilization and Mutual Aid Plan**

The Regional Fire Administrator or his/her designated deputy in line of authority as specified, shall upon request, commit resources to counties throughout the state under the State Fire Mobilization and Mutual Aid Plan. The New York State Fire Mobilization and Mutual Aid Resource Tracking System shall be implemented to facilitate the efficient loan of resources and equipment during any activation of the State Plan. The prescribed procedures to follow may be found in the Resource Tracking Program Section of this manual. Those departments sending resources under the activation of the State Plan are responsible for their own equipment and personnel while in route. Upon assignment, the fire department/fire company receiving the mutual aid resources is liable for any loss to apparatus or equipment or supplies used or operating and maintenance expense in accordance with Section 209-e of the General Municipal Law.

#### **F. Extent and Limitation of Participants with Adjacent Counties in Neighboring States or Counties**

Those fire departments willing to provide mutual aid services across state and national borders should assure proper insurance coverage for both personnel and equipment is in place and should indicate their availability in writing to the Regional Fire Administrator.

#### **G. Incident Command System / National Incident Management System**

All operations under the State Fire Mobilization and Mutual Aid Plan will be conducted within the framework of the National Incident Management System (NIMS) – Incident Command System (ICS).

*Enclosure A*

**Absence of the Commissioner**

In accordance with the authority designated by the County Legislature, the following line of authority is designated, in the following order, to possess the Commissioner's powers and duties:

1. Ken Clair 914-804-0851
2. Robert Lipton 914-475-4033
3. Thomas (Ron) Davies 914-879-1230
4. Douglas Casey 914-879-1226
5. J. Ralph Falloon 914-490-2739
6. Louis Luongo 914-760-6339
7. James Gagliardo Jr. 845-494-0471
8. Shawn Keeler 914-497-5565
9. George Wahlers 845-290-2560
10. John O'Connor 845-248-8728



Enclosure (B)

Putnam County Bureau of Emergency Services

Mutual Aid Plan

April 2022

Resolution by the EMS Agency/Provider Electing to Participate in the  
Putnam County Mutual Aid Plan

Mr./Mrs./Ms. \_\_\_\_\_ offered the following resolution and moved its adoption.

RESOLVED that \_\_\_\_\_ name of EMS agency or provider elects to participate in the Putnam County EMS Mutual Aid Plan, will agree to recognize a call for assistance through the Putnam County Emergency Communications Center (40-Control) and will comply with the provisions of such plan as now in force and as amended from time to time. The provider further agrees not to bill the requesting emergency services agency, requesting community (i.e. city, town or village), or the County of Putnam for services rendered.

And be it further resolved that a copy of this resolution be filed with the Commissioner and EMS coordinator.

Mr./Mrs./Miss. \_\_\_\_\_ seconded the resolution.

**Voted:** In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Not Voting \_\_\_\_\_

**Carried:** Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

Officer: \_\_\_\_\_

This resolution supersedes all previous resolutions.

Effective Date: \_\_\_\_\_

Enclosure (C)

Putnam County Bureau of Emergency Services

Mutual Aid Plan

April 2022

Resolution by the Municipality or Body Having Jurisdiction for EMS within the Community

Mr./Mrs./Ms. \_\_\_\_\_ offered the following resolution and moved its adoption.

RESOLVED that \_\_\_\_\_ (name of Municipality or Body having jurisdiction for EMS within the community) elects to participate in the Putnam County EMS Mutual Aid Plan, and will agree to recognize a call for assistance through the Putnam 911 Center (40 Control) and will comply with the provisions of such plan as now in force and as amended from time to time by the Putnam County Fire and EMS Advisory Board, the Commissioner and EMS Coordinator and that no restrictions exists against "outside service" by such EMS agency/provider named herein within the meaning of section 209 of the General Municipal Law which would affect the power of such EMS agency/provider to participate in such plan.

And be it further resolved that a copy of this resolution be filed with the Commissioner and EMS Coordinator.

The billing policies of this agency are stated below.

Note: This is to help avoid a conflict after an incident. (Please check all that apply)

Our Agency/Municipality bills the following:

- The Patient
- The Party Requesting Service
- Patients Insurance Co.
- Local/County/State Government
- Other (3<sup>rd</sup> Party) Insurance
- The Property Owner
- Transportation Co.
- Rail Company
- Other: (Please list)

Mr./Mrs./Miss. \_\_\_\_\_ seconded the resolution.

**Voted:** In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Not Voting \_\_\_\_\_

**Carried:** Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

This resolution supersedes all previous resolutions. Effective Date: \_\_\_\_\_

**Enclosure (D)**

**Putnam County Bureau of Emergency Services**

**Mutual Aid Plan**

**April 2022**

**Resolution by State or Federal Agency**

The \_\_\_\_\_ agrees to participate in the Putnam County Mutual Aid Plan, as amended from time to time, and as allowed by Section \_\_\_\_\_

\_\_\_\_\_ of the \_\_\_\_\_ Law (indicate law authorizing such participation). This named entity/institution will cooperate with the development and operation of plans for Mutual Aid in cases of fire or other emergencies and furnish Aid to jurisdictions and geographical areas surrounding the facility as may be practical.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

Enclosure (E)

Putnam County Bureau of Emergency Services

Mutual Aid Plan

April 2022

Resolution by Municipality or Fire District Having Jurisdiction

\_\_\_\_\_ offered the following resolution and moved for its adoption:

**RESOLVED**, that \_\_\_\_\_ approves participation  
(Agency Having Jurisdiction)  
by the \_\_\_\_\_ in the  
(Name of Fire Agency)

Putnam County Mutual Aid Plan ("Plan"), as amended from time to time, and further certifies to Putnam County, through its Commissioner of Emergency Services, that it shall comply with the provisions of the Plan; and be it further

**RESOLVED**, that there are no resolutions in effect that restrict outside service and training by named Fire Agency; and be it further

**RESOLVED**, that there are currently no limitations, conditions, or restrictions on the Fire Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of this Resolution; and be it further

**RESOLVED**, that the named Fire Agency shall respond to all calls for assistance from another Fire Agency through the Putnam County 911 center; and be it further

**RESOLVED**, that the \_\_\_\_\_ hereby acknowledge  
(Agency Having Jurisdiction)  
and accepts its financial responsibility to applicable law; and be it further

**RESOLVED**, that a copy of this resolution shall be filed with the Putnam County Commissioner of Emergency Services.



# TOWN OF CARMEL POLICE DEPARTMENT

60 MCALPIN AVENUE, MAHOPAC, NY 10541  
TEL (845)628-1300 FAX (845)628-2597  
POLICE@CI.CARMEL.NY.US

ANTHONY HOFFMANN  
CHIEF OF POLICE

## MEMORANDUM

TO: Carmel Town Board  
FROM: Chief Anthony Hoffmann  
SUBJECT: Tuition Reimbursement – Sgt. Crecco  
DATE: May 12, 2022

I respectfully request that the Town Board grant approval for Sergeant Sandy Crecco's college tuition reimbursement request. This request includes payment for 8 credits taken at SUNY Empire College. The total amount of tuition, fees and required books for this request is \$2,739.86, of which \$1,369.93 is reimbursable as per the current PBA contract. To date, Sgt. Crecco has earned 115 college credits toward a bachelor's degree in a police related field of study. Sgt. Crecco will continue his studies with the ultimate goal of achieving his Bachelor of Science degree in Sociology.

Supporting documentation from SUNY Empire State College is attached.

Submitted for your consideration and approval.

A handwritten signature in black ink, appearing to read "Anthony Hoffmann", written over a horizontal line.

Chief Anthony Hoffmann





Logged in as: Sandy Crecco

### Student Account - Spring 2022 - Account Activity

Description	Date	Charges	Credits/Anticipated Credits
Credit Card	1/10/22	--	\$2,608.60
Student Activity Fee	12/31/21	\$35.00	--
Tuition	12/31/21	\$2,360.00	--
College Fee	12/31/21	\$13.60	--
Health & Wellness Fee	12/31/21	\$15.00	--
Technology Fee	12/31/21	\$185.00	--
<b>Total Charges:</b>			<b>\$2,608.60</b>
<b>Total Credits/Anticipated Credits:</b>			<b>\$2,608.60</b>
<b>Term Balance:</b>			<b>\$0.00</b>
<b>Term Balance Including Estimated Aid:</b>			<b>\$0.00</b>

Spring 2022 semester  
2608.60 tuition  
118.95 books  
12.31 books  

---

2739.86  
x .5  

---

1369.93



## Your order receipt

Order # RGGMNBTG

Order date: January 18, 2022

Due in 87 days



### Family Violence

ISBN-13: 9780429776656

eTextbook Rental

**Subtotal:**

**\$49.25**

Due in 126 days

Shipment 1 Of 2



### Restoring Justice

ISBN-13: 9781455731398

Textbook Rental

**Subtotal:**

**\$33.49**

Shipment Pending

Shipment 2 Of 2



### Criminological Theory

ISBN-13: 9781452258164

Textbook Rental

Item price

**\$13.49**

Shipment Pending



### Controversies in Victimology

ISBN-13: 9781593455682

Textbook Rental

Contact us

Item price	\$14.49
<b>Subtotal:</b>	<b>\$27.98</b>

Items total	\$113.70
Shipping	\$2.99
Coupon	-\$2.98
Total tax	\$5.24

**Total:** **\$118.95**

**Shipping Address**



**Billing Address**



**Payment Method**

PayPal

[Contact us](#)



# Your textbook rental confirmation

From: Chegg (chegg@alerts.chegg.com)

To: [REDACTED]

Date: Saturday, April 16, 2022, 01:30 PM EDT



[MY ACCOUNT](#) [MY ORDERS](#) [FAQ](#)

Hi Sandy,

Thanks again for using Chegg!

Best,  
The Chegg Team

## BOOK THAT YOU'VE EXTENDED

**Family Violence**  
ISBN: 0429776659

Price:  
\$12.31

---

Subtotal: \$12.31  
Sales Tax: \$0.00  
**TOTAL: \$12.31**

**Give your GPA a boost**  
GET CHEGG STUDY »



**24/7 last minute help anywhere**  
FIND ONLINE TUTORS »



(/StudentSelfService/)

Sandy Crecco

View Grades

Student Grades - Sandy Crecco



Spring 2022

Undergraduate

GPA Summary [View Details](#)

3.50	3.86	0.00	3.86
Selected Term	Institutional	Transfer	Overall

Primary Curriculum [View Details](#)

Level : Undergraduate  
 College : Sch of Undergraduate Studies  
 Degree : Bachelor of Arts  
 Program : BA

Course Work

Search by Course Title or Subject Code (OPTION+Y)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Action
SOSC 3010, 02	Fam Violence: Lgl & Soc Persp	ONL		A	4.000	4.000	4.000	16.00	10752	
CRJS 3070, 01	Crimnlg, Victmigy, & Restr Jst	ONL		B	4.000	4.000	4.000	12.00	11105	

NICOLE T. SEDRAN

May 16<sup>th</sup>, 2022

Carmel Town Hall  
60 McAlpin Avenue  
Mahopac, New York 10541

Dear Mr. Michael Cazzari,

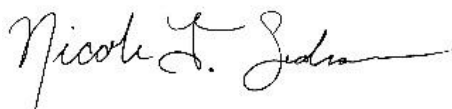
I would like to be reconsidered for the board position on the Town of Carmel's Environmental Conservation Board. I am confident that my education and experiences make me a qualified for this position, and I look forward to continuing to contribute to the environmental conservation of the town I have lived in for my entire life.

I am a graduate of Siena College, where I received a BA in Environmental Studies, and a graduate of the Master of Professional Science program from the University of Miami Rosenstiel School of Marine and Atmospheric Science where I studied Marine Conservation. During my studies and experiences, I gained wide-ranging knowledge of wildlife management, ecology, fisheries management, hydrology, and environmental policy. Additionally, I have worked in various environments including marine, freshwater, and brackish estuarian environments. Lastly, a major part of my experience was working with Miami Waterkeeper, a non-profit that advocates for clean fishable, swimmable, and drinkable water for all. This is a line taken directly out of the 1972 Clean Water Act and strongly resonates with me. Through this experience, I gained a firm understanding of water quality testing, policy advocacy at commission meetings, and outreach to inform the public.

This course of studies has instilled in me that the outdoor environment not only provides economic value but also provides intrinsic value that is irreplaceable to a community like the Town of Carmel. I would even argue that our waterbodies are a major part of this town's culture. I, like many others in the Town of Carmel, recreate often in our waterbodies. Within the past 10 years, I have seen a change in our waterbodies and wetlands and would love the chance to conserve them and making them pristine for all to enjoy.

I am truly excited about continuing to give back to the town I grew up in, and still live in, and help preserve its beautiful waterbodies, wetlands, and wildlife. I am confident I can continue be a strong supporting team member to the Town of Carmel's Environmental Conservation Board. Thank you for taking the time to review my letter of interest. I look forward to hearing from you soon!

Sincerely,



Nicole T. Sedran