



Department of Emergency Services

Memorandum

30266

TO: Board of Acquisition and Contract

**FROM: John M. Cullen
Commissioner of Emergency Services**

DATE: November 7, 2012

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with the New York State Department of Homeland Security and Emergency Services – Office of Interoperability and Emergency Services (“OIEC”) whereby the County will send County employees to assist the OIEC in its recovery efforts after Superstorm Sandy for the time period of November 2, 2012 to November 9, 2012, with a NYS option to renew the agreement upon notice to the County.

Authorization is requested for the County of Westchester (“County”), acting by and through its Department of Emergency Services (“Department”), to enter into an agreement with the New York State Division of Homeland Security and Emergency Services, (“NYS”) through the Office of Interoperability and Emergency Services (“OIEC”) whereby the County will send duly state licensed and qualified employees possessing the requisite skills requested by OIEC from the Department’s Communications Division to assist the OIEC in its recovery efforts after Superstorm Sandy. The titles and job descriptions of the employees that will be assisting the OIEC are attached hereto as Schedule “A”. OIEC will deploy County employees to various locations affected by the disaster within NYS Office of Emergency Management Region 1, which encompasses Nassau and Suffolk Counties, and the City of New York. Operations are to be staged and directed from Nassau County Emergency Management Center 510 Grumman Road West; Bethpage, New York, 11714. The County shall be responsible for its employee’s liability coverage and workers’ compensation while the employee is on temporary duty assignment during the disaster.

The term of this Agreement will be for the period of November 2, 2012 through November 9, 2012, with a NYS option to renew the agreement upon notice to the County, for an amount not to exceed \$111,565. OIEC will cover the cost of wages, overtime, fringe benefits, meals and incidentals, and travel for the County’s employees while they are deployed by OIEC to the affected area. The County shall equip its employees with County authorized and issued

equipment, such as personal communication devices and personal computers, as necessary for the deployment. OIEC shall also provide to the County's employees any specialized equipment that is necessary to perform the work to which the employee is assigned.

The goals and objectives of this program are to enhance public safety by enabling the County to provide emergency communications aid to affected public safety and emergency service agencies in the region during the aftermath of Superstorm Sandy when requested by OIEC, with such aid to be in the form of trained and certified County employees and equipment. This agreement is in the public's best interest because it will further efforts to recover emergency communication capabilities in the region after the storm. Activities associated with this agreement will be tracked and monitored by the Department's Communications Division, Office of Emergency Management, and administrative staff.

Approval of the attached resolution by your Honorable Board is requested.

JMC/EMO/TSA
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/08/2012 JOMAR VILERA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that effective November 2, 2012, the County of Westchester is authorized to enter into an agreement with the New York State Department of Homeland Security and Emergency Services – Office of Interoperability and Emergency Services (“OIEC”) whereby the County will send duly state licensed and qualified employees possessing the requisite skills requested by OIEC from the department’s Communications Division to assist the OIEC in its recovery efforts after Superstorm Sandy; and be it further

RESOLVED, the term of this Agreement will be for the period of November 2, 2012 to November 9, 2012, with a State option to renew the agreement upon notice to the County; and be it further

RESOLVED, that the County shall be responsible for its employee’s liability coverage and workers’ compensation while the employee is on temporary duty assignment during the disaster and OIEC will cover the cost of wages, overtime, fringe benefits, meals and incidentals, and travel for the County’s employees while they are deployed by OIEC to the affected area. OIEC shall also provide to the County’s employees any specialized equipment that is necessary to perform the work to which the employee is assigned; and be it further

RESOLVED, that the agreement will be for an amount not to exceed \$111,565; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
NA	275	22	087M	2300	T087A	\$91,131
	275	22	087M	4531	T087A	\$20,434

Budget Funding Year(s) 2012 Start Date 11/2/12 End Date 11/9/12
(must match resolution)

Funding Source Tax Dollars _____
 State Aid \$111,565 _____
 \$111,565 Federal Aid _____
 (must match resolution) Other _____

SCHEDULE "A"

Positions and responsibilities within the Communications Unit are described below:

- **Communications Unit Leader (COML)** - Plans and manages the technical and operational aspects of the communications function during an all-hazards incident or event; develops the Incident Radio Communications Plan (ICS Form 205); supervises other Communications Unit staff if those positions are filled during an incident/event. As with any ICS position, the COML is responsible for the duties of unfilled subordinate positions until delegated. [Note: At smaller incidents/events, the COML may be the only person within the Communications Unit; therefore, an individual serving as a COML must have a working knowledge of the roles and responsibilities of the subordinate positions within the Communications Unit.]
- **Communications Unit Technician (COMT)** - Supports the technical activities of the Communications Unit and implementation of incident communications systems; performs radio programming, installs, maintains and repairs equipment; manages the Strategic Technology Reserve (STR) or other communication assets, such as a radio cache, mobile communications vehicle or other deployable communications assets; provides for equipment distribution, training, and tracking. [Note: The COMT reports directly to the COML; however, in some situations the COMT may be required to manage the Communications Unit, should a COML be unavailable. Therefore, a COMT must have a basic understanding of the roles and responsibilities of the COML.]
- **Incident Communications Center Manager (INCM)** – Assists the COML in establishing and maintaining the ICC (mobile unit and/or fixed facility); manages the operational aspects of the Communications Unit as directed; supervises Radio Operators.
- **Radio Operator (RADO)** - Staffs the ICC, using radios to receive information and relay messages; responsible for receiving, documenting, and relaying radio and telephone messages. Trained Public Safety Dispatchers are referred to as Incident Dispatchers in the Fire Service and Tactical Dispatchers in Law Enforcement and may be used as RADOs.
- **Technical Specialist (THSP)** – Employs specialized training and expertise on a particular piece of equipment or tool to support the Communications Unit. This position allows for the formal incorporation of personnel who may not be “qualified” in a specific NIMS ICS position, such as COMT, to provide expertise to the COML. Examples include: Telephone Technician, Information Technology (IT) Specialist, Gateway Specialist, Cache Radio Specialist, Mobile Communications Center Specialist, Geographic Information System (GIS) Specialist, Local Agency Radio Technician.
- **Message Runner** – Physically relays messages to areas not yet served with any communications system.