



Department of Emergency Services

Memorandum

38461

Date: February 11, 2014

To: The Honorable Board of Acquisition and Contract

From: John M. Cullen
Commissioner of Emergency Services

Re: Authority to enter into a license agreement with The Katonah Fire District pursuant to which the County will use certain designated space as a satellite classroom site for fire and emergency training and instruction programs

Authorization is requested for the County of Westchester (“County”), acting by and through its Department of Emergency Services (the “Department”), to enter into a license agreement with The Katonah Fire District, whereby the County will use certain designated space at facilities owned by the Fire District, on an as-needed basis, in order to provide training to firefighters and other emergency responders from Westchester County at a satellite location. As the County’s prior agreement with The Katonah Fire District expired on June 17, 2012, the term of the proposed License Agreement will be five (5) years from June 18, 2012 and continuing through June 17, 2017, with a five (5) year County option to renew. As consideration for the License to use certain designated space to provide fire and emergency training classes and programs, the County will pay the sum of one (\$1.00) dollar, and such other good and valuable consideration.

The proposed agreement will allow the County to continue to provide more training opportunities and a greater degree of flexibility in training schedules. Historically training was conducted at the Department’s training facility in Valhalla, requiring volunteer firefighters and emergency responders to spend a considerable amount of time traveling to and from the Valhalla site to attend classes. Providing localized training programs as an alternative affords the County the opportunity to meet the changing needs of the fire and emergency service sectors, maximize the instruction time and experience, and allow these firefighters to remain closer to their communities.

The goals and objectives of this arrangement are to increase the number of emergency responders as well as their level of training, by taking the training effort to them at the local

level. The proposed license agreement will bolster and play a vital role in local disaster preparedness capabilities. The proposed agreement promotes the safety and general welfare of the public by increasing the County's responsiveness to the training needs of local departments. Ultimately, this initiative will bolster the number of volunteer emergency responders by making access to training more convenient and less time consuming.

The Department will monitor the utilization and attendance at local training sessions. The Department intends to track the success of this initiative in its performance management program.

The proposed Agreement is exempt from the County's Procurement Policy pursuant to Section 3(b) thereof.

Based upon the foregoing, I most respectfully recommend approval of the attached Resolution.

JMC/TSA/
Att.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/19/2014 - JOMARY VEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester, acting by and through its Department of Emergency Services ("Department") is authorized to enter into a license agreement The Katonah Fire District ("Fire District"), whereby the County will use certain designated space at facilities owned by the Fire District, on an as-needed basis, in order to provide training to firefighters and other emergency responders from Westchester County at a satellite location; and be it further

RESOLVED, that the term of the License Agreement will be five (5) years June 18, 2012 through June 17, 2017, with a five (5) year County option to renew. Either party shall have the right to terminate the Agreement on thirty (30) days notice to the other; and be it further

RESOLVED, that as consideration for the License to use certain designated space to provide fire and emergency training classes and programs, the County will pay the sum of one (\$1.00) dollar, and such other good and valuable consideration; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	20	1000	4420		\$1.00

Budget Funding Year(s) _____ Start Date: June 18, 2012 End Date: June 17, 2017
(must match resolution)

Funding Source Tax Dollars \$1.00
State Aid _____
\$ 1.00 Federal Aid _____
(must match resolution) Other _____