

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Ginny Nacerino Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Joseph Castellano Dist. 7
Amy E. Sayegh Dist. 8
Erin L. Crowley Dist. 9

AGENDA
PERSONNEL COMMITTEE MEETING
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

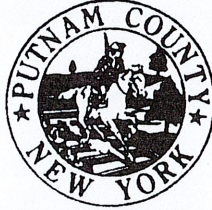
Members: Chairman Jonke, Legislators Castellano & Nacerino

Thursday

6:30p.m.

April 13, 2023

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval/ Fund Transfer 23T088/ New Position Deputy County Attorney - DSS / Personnel Officer Paul Eldridge**
- 4. Approval/ Fund Transfer 23T089/ Coordinator of Office for People with Developmental Disabilities (OPWDD)/ Personnel Officer Paul Eldridge**
- 5. Approval/ Fund Transfer 23T090/ 12 Position Reclassifications - Highways & Facilities Department/ Personnel Officer Paul Eldridge**
- 6. Approval/ Fund Transfer 23T091/ Restructuring Office Senior Resources/ Personnel Officer Paul Eldridge**
- 7. Approval/ Confirmation of Appointment of the Commissioner of BES/ and Personnel Updates/ County Executive Kevin Byrne**
- 8. Other Business**
- 9. Adjournment**



cc: 411
Per. - 4/13
Audit - 4/24
Approved #3

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2023 APR - 7 AM 11:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *WJC*
Re: Budgetary Amendment - 23T088
Date: April 6, 2023

At the request of the County Attorney, the following budgetary transfer is required.

Increase estimated appropriations:

10142000 51000 (10118)	Personnel Services - Dep Cnty Attorney	102,511
10142000 58001	Retirement	15,112
10142000 58002	FICA	7,842
10142000 58003	Disability	171
10142000 58004	Workmans Comp	240
10142000 58006	Dental	1,228
10142000 58007	Life Insurance	706
10142000 58008	Health Insurance	34,299
10142000 58009	Vision	107
10142000 58011	Flex	2,166
		<hr/>
		164,382

Decrease Estimated Appropriations:

10120000 51000 (04114)	Personnel Services - Social Serv Attorney	102,511
10120000 58001	Retirement	15,112
10120000 58002	FICA	7,842
10120000 58003	Disability	171
10120000 58004	Workmans Comp	240
10120000 58006	Dental	1,228
10120000 58007	Life Insurance	706
10120000 58008	Health Insurance	34,299
10120000 58009	Vision	107
10120000 58011	Flex	2,166
		<hr/>
		164,382

Fiscal Impact - 2023 - \$ 0
Fiscal Impact - 2024 - \$ 0

This Resolution is required to abolish the position of vacant DSS attorney and create an additional Deputy County Attorney to be assigned to the Department of Social Services as per the attached correspondence.

Please forward to the appropriate committee.

Approved:

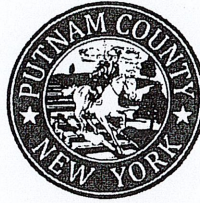
Kevin M. Byrne
County Executive

CC: All

- Fees: 4/13

- Audit 4/24

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

M · E · M · O · R · A · N · D · U · M

TO: Diane Schonfeld, Clerk to the Legislature
FROM: Paul Eldridge, Personnel Officer
DATE: April 6, 2023
SUBJECT: Item for Personnel Legislative Committee Meeting April 13, 2023

A request is hereby made to abolish one vacant position of DSS Attorney in the Department of Social Services (601004114) and create one additional Deputy County Attorney in the Law Department to be assigned to the Department of Social Services.

All parties affected by this change are supportive of it.

The appropriate budgetary transfer will follow under separate cover from the Finance Department.

(23T088)

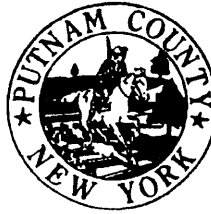
Please place this item on the Personnel Committee agenda for April 13, 2023. Thank you.

Paul Eldridge
Paul Eldridge
Personnel Officer

- cc: Kevin M. Byrne, County Executive
- Paul Jonke, Personnel Committee Chair
- James Burpoe, Deputy County Executive
- Michael Piazza, Commissioner of DSS and Mental Health
- Compton Spain, County Attorney
- William Carlin, Commissioner of Finance

2023 APR - 7 AM 11: 14
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

(23T088)



cc: A11
- PERS - 4/13
Audit
APPROVAL #4

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2023 APR - 7 PM 1:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance
Re: Budgetary Amendment - 23T089
Date: April 7, 2023

WJC

At the request of the Commissioner of DSS/ Mental Health, the following budgetary transfer is required.

Increase estimated appropriations:

10198900 51000 (10102)	Personnel Svcs - OPWDD Coordinator	56,666
10198900 58001	Retirement	3,314
10198900 58002	FICA	4,335
10198900 58007	Life Insurance	390
10198900 58011	Flex	1,333
		<hr/>
		66,038

Decrease Estimated Appropriations:

10198900 51000 (10101)	Personnel Services - Typist P/T	14,087
10198900 51094	Temporary	20,667
10431000 51094	Temporary	10,333
10199000 54980	Contingency	20,951
		<hr/>
		66,038

Fiscal Impact - 2023 - \$ 20,951
Fiscal Impact - 2024 - Undetermined

This Resolution is required to create the position of OPWDD Coordinator. This is a management position with an annual salary of \$ 85,000. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

CO: ALL

Pers. 4/13

4/24

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

M · E · M · O · R · A · N · D · U · M

TO: Diane Schonfeld, Clerk to the Legislature
FROM: Paul Eldridge, Personnel Officer
DATE: April 7, 2023
SUBJECT: Item for Personnel Legislative Committee Meeting April 13, 2023

Our office has conducted and completed a classification review of the former position title of "Office for People with Developmental Disabilities (OPWDD) Coordinator" which is currently vacant. As a result of this review, we have reclassified this position as "Coordinator of the Office for Individuals with Disabilities".

A request is also made to abolish the vacant position of Typist (PT) in the Office for Disabilities (198910101) in the Department of Social Services. The funds from this abolished position combined with the reduction in the temporary line, from which the OPWDD Coordinator was paid, will be used in part, to cover this reclassification.

This proposed change was announced by County Executive Kevin Byrne at the State of the County held March 9, 2023. As was stated in his address, caregivers of someone who is differently abled is extraordinarily difficult. The creation of this position is an opportunity to make a positive impact on the lives of our most vulnerable residents.

Under separate cover, the Finance Department will provide the appropriate budgetary transfer.

Please place this item on the Personnel Committee agenda for April 13, 2023. Thank you.

Paul Eldridge
Paul Eldridge
Personnel Officer

cc: Kevin M. Byrne, County Executive
Paul Jonke, Personnel Committee Chair
James Burpoe, Deputy County Executive
Michael Piazza, Commissioner of DSS and Mental Health
William Carlin, Commissioner of Finance

enclosure: Job Specification

2023 APR - 7 AM 11:14
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

(231089)

COORDINATOR OF THE OFFICE FOR INDIVIDUALS WITH DISABILITIES

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the planning, coordination and implementation of services provided to people with developmental disabilities and administration of the County Office of Individuals with Disabilities. Responsibilities include both planning and coordinating developmental disabilities services in the county, as well as working directly with individuals who have a variety of disabilities. Work is performed under general supervision of the Commissioner and Deputy Commissioner of Social Services/Mental Health, with wide leeway allowed for the exercise of independent judgment and initiative in the performance of duties and responsibilities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates services provided by community agencies to ensure adequacy and effectiveness;
Serves as a community liaison in coalition building, program collaboration with hospitals, community agencies, schools, and other community groups as required;
Serves as the local government liaison with the New York State Office for People With Developmental Disabilities (OPWDD);
Plans and coordinates developmental disabilities services;
Writes, publishes and distributes a quarterly newsletter;
Develops and holds a yearly transition fair for students with disabilities ages 13-21;
Coordinates the delivery of joint services with mental health, health education, and alcohol and substance abuse providers;
Monitors and has fiscal oversight over contracts and grant programs for quality assurance;
Develops local government developmental disabilities plan and plans a yearly forum for community input;
Develops, maintains and updates developmental disabilities database of individuals and needs assessments;
Contacts families listed in the database to ascertain needs, and provides case management when necessary;
Develops and maintains resource inventory of referrals within the community;
Contacts school districts, doctors, libraries and churches for DDP4 for the Taconic Developmental Disabilities Services Office of the OPWDD;
Conducts parent support groups;
Prepares agenda and minutes for and facilitates monthly provider meetings and Community Services Board Developmental Disability Subcommittee meetings;
Attends Committee on Special Education meetings to help with educational programming;
Serves on educational task force;
Supports and provides back up to the Children's SPOA Coordinator;
Addresses and/or conducts parent/community support groups as required;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

COORDINATOR OF THE OFFICE FOR INDIVIDUALS WITH DISABILITIES (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and techniques used in coordinating the delivery of developmental disability services; good knowledge of New York State rules and regulations as they apply to the administration of Developmental Disability services; good knowledge of the needs of individuals with developmental disabilities and corresponding treatment modalities; good knowledge of resources available to provide services for individuals with developmental disabilities; ability to read and understand contracts; ability to understand grants; ability to maintain effective working relationships with individuals and groups; ability to communicate effectively, both orally and in writing; initiative; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in a human services discipline, education, or mental health, and three (3) years of experience in the field of developmental disabilities, one (1) of which included the provision or coordination of services for the developmentally disabled; or
- b) Master's degree and five (5) years of experience in the field of developmental disabilities, one (1) of which included the provision or coordination of services for the developmentally disabled; or
- c) Bachelor's degree in a human services discipline, education or mental health, and five (5) years of experience in the field of developmental disabilities, two (2) of which included the provision or coordination of services for the developmentally disabled; or
- d) Bachelor's degree and seven (7) years of experience in the field of developmental disabilities, two (2) of which included the provision or coordination of services for the developmentally disabled

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**51COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

B250
CC: All
Approved → Pers: 4/13 #5
Audit 4/24

TO: Commissioner of Finance
FROM: Sheila Barrett, Deputy Commissioner of Finance
DEPT: Finance
DATE: April 6, 2023

I hereby request approval for the following transfer of funds all effective April 1, 2023.

2023 APR -7 AM 11:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10511100.51000.10101 Master Mechanic I (Retired)	10149000.51000.10112 Principal Account Clerk	\$ 4,228.00	Highway Reclassification from Senior Account Clerk
10511100.58002.10101 Master Mechanic I (Retired)	10149000.58002.10112 Principal Account Clerk	\$ 323.00	Highway Reclassification from Senior Account Clerk
10511100.51000.10101 Master Mechanic I (Retired)	10511100.51000.10132 HVAC Mechanic	\$ 2,354.00	Highway Reclassification from HVAC Technician
10511100.51000.10101 Master Mechanic I (Retired)	10511100.51000.10133 Maintenance Painter II	\$ 2,757.00	Highway Reclassification from Maintenance Painter
10511100.51000.10101 Master Mechanic I (Retired)	10511100.51000.10134 Building Maintenance Mechanic II	\$ 4,035.00	Highway Reclassification from Set Up Mechanic
10511100.51000.10101 Master Mechanic I (Retired)	10511100.51000.10135 Maintenance Electrician II	\$ 3,029.00	Highway Reclassification from Maint Electrician I
10511100.51000.10101 Master Mechanic I (Retired)	10511100.51000.10136 Building Maintenance Mechanic I	\$ 37,932.00	Highway Reclassification
10511100.58002.10101 Master Mechanic I (Retired)	10511100.58002 (for above) Positions 10132,10133,10134,10135,10136.	\$ 3,833.00	Highway Reclassifications
10511100.51000.10101 Master Mechanic I (Retired)	10711000.51000.10114 Assistant Maintenance Mason - CDL	\$ 6,470.00	Highway Reclassification from Laborer
10511100.51000.10101 Master Mechanic I (Retired)	10711000.51000.10122 Senior Park Ranger	\$ 2,881.00	Highway Reclassification from Park Ranger
10511100.51000.10101 Master Mechanic I (Retired)	10711000.51000.10123 Crew Chief	\$ 6,838.00	Highway Reclassification from Laborer

237090

10511100.58002.10101 Master Mechanic I (Retired)	10711000.58002 (for above) Positions 10114, 10122, 10123	\$ 1,239.00	Highway Reclassifications
10511100.51000.10101 Master Mechanic I (Retired)	10199000.54980 Contingency	\$ 14,428.00	Highway Reclassifications

Total \$ 90,347.00

23T090

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact (\$ 14,428.00)
 2024 Fiscal Impact undetermined

 Department Head Signature/Designee Date

AUTHORIZATION:

 Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

 Date County Executive/Designee: \$5,000.01 - \$10,000.00

 Date Chairperson Audit/Designee: \$0-\$10,000.00

 Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

23T090

First	Last	Unit	Current Title	Proposed Title	Current Salary	Proposed Salary	Annual Difference
Alana	Macaluso	Admin.	Senior Account Clerk	Principal Account Clerk	Grade 10, Step 1 \$48,827	Grade 13, Step 1 \$54,464	+ \$5,637
Ryan	Bay	Facilities	HVAC Tech	HVAC Mechanic	Grade 13, Step 4 \$66,380	Grade 15, Step 3 \$69,519	+ \$3,139
William	Christian	Facilities	Maintenance Painter	Maintenance Painter II	Grade 13, Step 4, 3 Longevities \$76,843	Grade 15, Step 3, 4 Longevities (Sept 2023) \$80,477 to \$82,891	+ \$6,048
Joseph	DiMattia	Facilities	Set Up Mechanic	Building Maintenance Mochanic II	Grade 11, Step 4, 2 Longevities \$67,803	Grade 13, Step 4, 2 Longevities \$73,184	+ \$5,381
Matthew	Erickson	Facilities	Laborer	HVAC Technician	Grade 7, Step 1 \$43,950	Grade 13, Step 1 \$54,464	Budgeted (Change of Title)
Richard	O'Connor	Facilities	Maintenance Electrician I	Maintenance Electrician II	Grade 17, Step 4 \$80,027	Grade 19, Step 3 \$84,065	+ \$4,038
Gennaro	Aceto	Parks	Laborer	Assistant Maintenance Mason II (w/o CDL)	Grade 7, Step 4, 2 Longevities \$58,593	Grade 13, Step 2, 3 Longevities (August 2023) \$67,024 to \$70,375	+ \$11,782
Ryan	Lepore	Parks	Park Ranger	Senior Park Ranger	Grade 8, Step 4, 1 Longevity \$57,852	Grade 11, Step 3, 1 Longevity \$61,694	+ \$3,842
Patrick	O'Sullivan	Parks	Laborer	Crew Chief	Grade 7, Step 4, 4 Longevities \$63,369	Grade 13, Step 2, 4 Longevities \$72,487	+ \$9,118
Michael	Calmey	Roads	RMEO II	Assistant Maintenance Mason II (w/CDL)	Grade 12, Step 4 \$63,871	Grade 14, Step 4 \$69,503	+ \$5,632*
Pete	Erickson	Roads	Supervising Crew Chief I	Supervising Crew Chief II	Grade 19, Step 4, 5 Longevities \$112,480	Grade 22, Step 2, 5 Longevities \$118,808	+ \$6,328*
David	Sblano	Roads	Assistant Maintenance Mason II (w/CDL)	Maintenance Mason	Grade 14, Step 4 \$69,503	Grade 17, Step 2 \$73,097	+ \$3,594*
Mark	Semo	Facilities	Master Mechanic I, Retirement February 28	Underfill as Building Maintenance Mechanic I	Grade 21, Step 4, 4 Longevities \$118,218 (\$84,953 after payout per KDF)	Grade 11, Step 1 \$50,576	\$34,377 Savings

\$64,539

Total Changes: + \$48,404**

Net: - \$14,027

If \$14,162 from Roads is used, New Net:

* There is an estimated \$14,162 in the Roads budget allocated to reclassifications

** Changes to be made effective, 4/1. The total annual changes (\$64,539) has been reduced by 25% to account for the first quarter of the year, an estimated savings of \$16,135.

23T090



Thomas Feighery
Administrative Director

CC: x11
PERS.
4/13
Audit

DEPARTMENT OF
HIGHWAYS & FACILITIES
842 Fair Street
Carmel, New York 10512
Phone: 845-878-6331 Fax: 845-808-1908

2023 APR - 7 AM 10:23
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

MEMORANDUM

TO: Diane Schonfeld, Clerk to Legislature
FROM: Thomas Feighery, Administrative Director *Thomas Feighery*
DATE: April 6, 2023
RE: Department of Highways and Facilities Reclassifications

In January of 2023, the Department of Highways & Facilities made a request to the Personnel Department to conduct job analysis reviews of several positions throughout our department.

For several years, a number of employees in divisions of the department (Roads, Facilities, Parks and Recreation) have been paid for assignments to higher grade positions for which they are qualified, pursuant to the CSEA agreement, Article IV, Section 8. When needed, these employees work in titles higher than their budgeted titles and are paid the differential rate for these hours. For many, this may be done on a daily basis. This submission seeks to correct that situation by many of these recommendations.

With the rise in the cost of goods and outside bids, having – and retaining – a skilled staff is significant in completing capital projects in-house, saving the County tens of thousands of dollars.

In many of the classifications delineated below, the incumbents have also acquired additional higher-level licenses or certifications of their own volition. This is in addition to training arranged and provided through Local 60.

After all classification documents were considered, including details provided by each incumbent, their supervisors, and myself, the Personnel Department has recommended the following reclassifications:

(F.T. 231090)

- Assistant Maintenance Mason II to Maintenance Mason, Roads
- Road Maintenance Equipment Operator II to Assistant Maintenance Mason II, Roads
- Supervising Crew Chief to Supervising Crew Chief II, Roads
- Laborer to Assistant Maintenance Mason II, Parks and Recreation
- Laborer to Crew Chief, Parks and Recreation
- Park Ranger to Senior Park Ranger, Parks and Recreation
- HVAC Technician to HVAC Mechanic, Facilities
- Laborer to HVAC Technician, Facilities
- Maintenance Electrician to Maintenance Electrician II, Facilities
- Maintenance Painter to Maintenance Painter II, Facilities
- Set Up Mechanic to Building Maintenance Mechanic II, Facilities
- Senior Account Clerk to Principal Account Clerk, Administration

A budgetary transfer will be provided by the Finance Department under separate cover.

Please refer this request to the Personnel committee for their review.

These recommendations have the support of County Executive Byrne. Thank you for your consideration of this request. I, along with Personnel Officer Paul Eldridge, will attend the Personnel Committee meeting on April 13th to answer any questions.

Thank you.

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive
Paul Eldridge, Personnel Officer
William Carlin, Commissioner of Finance



OK: All
- Reso 4/13
- Audit 4/24
Reso
Approval # 6

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2023 APR - 7 PM 1:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance
Re: Budgetary Amendment - 23T091
Date: April 7, 2023

KAC

At the request of the Director - OSR, the following budgetary transfer is required.

Increase estimated appropriations:

10677400 51000 (126)	Personnel Services	3,124
10677400 51000 10185 (126)	Personnel Services	1,765
10677800 51000 (126)	Personnel Services	3,554
10677400 51000 (114)	Personnel Services	1,120
10677400 51000 10185 (114)	Personnel Services	632
10677800 51000 (114)	Personnel Services	1,274
10677400 51000 (111)	Personnel Services	1,120
10677400 51000 10185 (111)	Personnel Services	632
10677800 51000 (111)	Personnel Services	1,274
10677400 51000 (130)	Personnel Services - F/T Cook	15,203
10677400 51000 10185 (130)	Personnel Services	8,588
10677800 51000 (130)	Personnel Services	17,299
		<hr/>
		55,585

Decrease Estimated Appropriations:

10677900 51094	Temporary	55,585
----------------	-----------	--------

Fiscal Impact - 2023 - \$ 0
Fiscal Impact - 2024 - \$ 0

This Resolution is required to fund the OSR kitchen personnel restructure as per the per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

cc: All
-Pees-4/13
Audit 4/24

Kevin M. Byrne
County Executive



Michael Cunningham
Director



MEMORANDUM

DATE: April 7, 2023

TO: DIANE SCHONFELD
CLERK TO THE LEGISLATURE

CC: KEVIN M. BYRNE, COUNTY EXECUTIVE
JAMES BURPOE, DEPUTY COUNTY EXECUTIVE
WILLIAM CARLIN, COMMISSIONER OF FINANCE
PAUL ELDRIDGE, PERSONNEL OFFICER

FROM: MICHAEL CUNNINGHAM *[Signature]*
DIRECTOR, OFFICE FOR SENIOR RESOURCES

RE: PERSONNEL RESTRUCTURE PROPOSAL FOR OSR KITCHEN STAFF STAFFING

2023 APR - 7 PM 1:07
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Putnam County Office for Senior Resources requests approval for a restructure of the kitchen staffing in our nutrition program. Staff of the nutrition team are essential to key deliverables and mission of the department.

OSR operates 4 kitchens, one in each of our 4 friendship centers. Our current staffing structure is heavily based on the use of **non "Cook" titled positions** functioning primarily in a cooking role and P/T **Food Service Helpers** in three of the four nutrition sites Carmel, Putnam Valley, and Philipstown. Our main kitchen at the Koehler Center in Mahopac includes a F/T **Cook** and 3 P/T **Food Service Helpers**. Overall kitchen operations are supervised by a F/T **Nutrition Services Coordinator/Head Cook**. Additionally, given the occurrence of vacancies as well sick, vacation and personal leave, and required staffing levels for kitchen operations, the use of substitutes for each of these positions is also necessary.

Recruiting for staff with sufficient cooking experience has been difficult; furthermore, **Food Service Helpers** job specifications indicate "Work is performed under direct supervision". Recruiting for substitutes has also been challenging.

We are requesting that 3 F/T **non "Cook" titled positions** (Grade 3) positions be converted to 3 F/T **Cook** (Grade 5) positions; each site would continue to have a P/T **Food Service Helper**. Staffing at the main

(23T091)

kitchen in Mahopac would remain same with a F/T **Cook** and 3 P/T **Food Service Helpers** as more complex dishes are routinely prepared and distributed to remaining sites from this location. We also request the addition of 1 new position - a F/T **Cook** as a "floater" to cover absences to reduce our dependency on substitutes. This type of "floater" position has worked well for our bus transportation services where we have a "floater" bus driver.

Functionality at each site will increase, allowing for additional time to be spent deep cleaning, future meal preparation and inventory reconciliation. The **Nutrition Services Coordinator's** role can resume more supervisory and quality assurance responsibilities, in turn, increasing efficiency and productivity from each kitchen.

Vacancies and absences year to date presents a savings opportunity (\$24,135) in 2023 to offset the annualized (\$4,822) fiscal impact of this restructure. Details as follows.

<u>Position</u>	<u>Period</u>	<u>Savings</u>	<u>Reason</u>
677410126	01/01/2023 – 03/31/2023	\$9,302	Vacancy
677410127	01/01/2023 – 03/17/2023	\$10,482	Medical Leave w/o pay
677810103	01/01/2023 – 02/27/2023	\$4,351	Medical Leave w/o pay

It is respectfully requested that this matter be placed on the agenda for the next meeting of the appropriate committees.

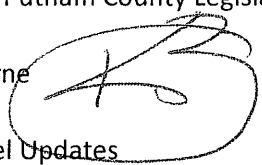
Thank you for your consideration.



CC: All
Dane
4/13
Approved #7

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

Memorandum

DATE: April 7, 2023
TO: Ms. Diane Schonfeld, Clerk Putnam County Legislature
FROM: County Executive Kevin Byrne 
SUBJECT: Appointment and Personnel Updates

2023 APR - 7 PM 2: 24
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

It is my privilege to appoint Mr. Robert A. Lipton of Carmel, NY as Commissioner of Bureau of Emergency Services in accordance with Article 12, Section 12.20 of the Putnam County Charter, subject to a two-thirds confirmation by the County Legislature. He has admirably served in the position of Intern Commissioner since January 1, 2023, and has extensive background and experience within the Bureau of Emergency Services. This decision comes after a thorough vetting and interview process conducted by our selection committee which consisted of numerous representatives from the first responder community. I respectfully ask that the Personnel Committee place the appointment of Mr. Lipton on the agenda for their April 13th Committee meeting with the intention that the position will be voted on during the full legislative meeting scheduled for May 2nd. Attached is Mr. Lipton's resume and application for your review.

Additionally, as a courtesy, I would also like to inform the Legislature of several other recent personnel hires and changes.

In consultation with Interim Commissioner Robert Lipton and our selection committee, we have provided an offer to Battalion 19 / BES County Coordinator Ralph Falloon of Cold Spring, NY to serve as Deputy Commissioner of Bureau of Emergency Services and he has accepted. Mr. Falloon has decades of experience working with the Bureau of Emergency Services under several different commissioners and administrations. He has nearly 30 years of experience as a career firefighter in the Stamford Fire Department and even more years of experience in the Cold Spring Volunteer Fire Department where he served in numerous positions of leadership. His expected start date is Wednesday, April 12th.

After posting the position of Deputy Director of Office of Senior Resources (OSR), we received many promising applicants and once again followed our selection committee model process for vetting and interviews. After consulting with our committee and our OSR Director Michael Cunningham, I have selected Ms. Marlene Barrett to serve as Deputy Director of Office of Senior

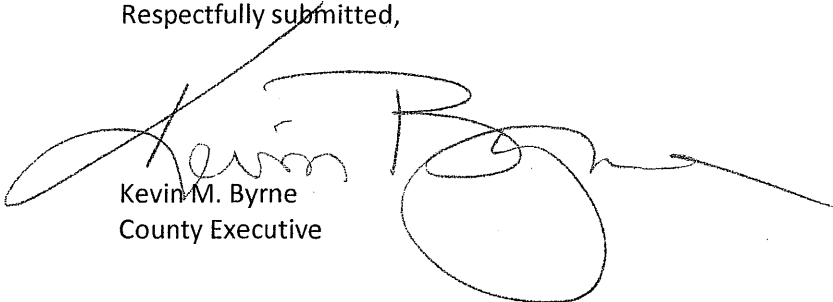
Resources. Ms. Barrett has approximately 11 years of service in the Putnam County Office of Senior Resources. She possesses a master's degree, among many other promising qualifications. I am eager to see her step up as part of our leadership team in OSR as they continue to take care of our precious senior citizens. Her expected start date is Monday, April 17th.

On Sunday, March 26th our Administration was notified that Mr. John O'Connor, the Director of Emergency Management for the Bureau of Emergency, had provided verbal notice to Interim Commissioner Lipton he would be stepping down for another opportunity effective Sunday, April 2nd. This new vacancy presents an unexpected opportunity for a staff restructuring within the department as we must plan for the loss of funds caused by the closure of the Indian Point Nuclear Power Plant. Details on this proposal will be forthcoming once finalized after further discussion and review with our partners in the Bureau of Emergency Services, Personnel Department, Finance Department, and the Legislature.

Lastly, on April 3rd, I received notice that Commissioner of Finance William Carlin has formally filed for retirement, effective June 3rd, 2023. Mr. Carlin has been an invaluable member of our county government through numerous administrations. On behalf of Putnam County, I thank him for his dedicated service and wish him the best in his retirement. I have directed Personnel Director Paul Eldridge to post the position of Commissioner of Finance as soon as possible and I am pleased to inform the Legislature that we already have one very promising candidate to consider.

Thank you for your detailed attention.

Respectfully submitted,



Kevin M. Byrne
County Executive

cc: Paul Eldridge, Personnel Director

attachments:

Robert Lipton's resume and application



Putnam County ★ New York

APPLICATION

for EMPLOYMENT

Commissioner of Emergency Services

POSITION TITLE

POSTING or JOB APPLICATION?

THIS APPLICATION IS USED TO DETERMINE YOUR ELIGIBILITY FOR EMPLOYMENT.
BE SURE TO ANSWER ALL QUESTIONS COMPLETELY & CAREFULLY. USE BLUE OR BLACK INK OR TYPE.
RETURN COMPLETED APPLICATION TO:
Putnam County Personnel Department, 110 Old Route Six, Building 3, Carmel, NY 10512

1. Name and Legal Residence ~ PLEASE NOTIFY PUTNAM COUNTY PERSONNEL DEPARTMENT IN WRITING IMMEDIATELY IF ANY OF YOUR INFORMATION CHANGES

Lipton	Robert	A	
LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY NUMBER
STREET ADDRESS (P.O. BOX NOT ACCEPTABLE)		CITY	STATE ZIP CODE COUNTY

2. Mailing Address (if different from Legal Residence)

STREET ADDRESS (P.O. BOX ACCEPTABLE)	CITY	STATE	ZIP CODE
--------------------------------------	------	-------	----------

3. Telephone, E-Mail, and Other Residence Information (please indicate landline(L) or cell phone(C) number)

PRIMARY TELEPHONE (AREA CODE & NUMBER)	SECONDARY TELEPHONE (AREA CODE & NUMBER)	E-MAIL ADDRESS
TOWN OF RESIDENCE		SCHOOL DISTRICT

- 4. Employment Eligibility:** * Do you have the legal right to accept employment in the United States? Yes No
- * Are you under 18 years of age? Yes No *Proof of employment eligibility will be required upon Employment.*

5. Are you or have you ever been a volunteer firefighter? Yes No If Yes: From 1992 To Present

6. Check the appropriate box to the right of each question:

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes No
- B. Have you ever resigned from any employment rather than face dismissal? Yes No
- C. Have you ever been convicted of any crime (felony or misdemeanor)? Yes No
- D. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? Yes No
- E. Are there any arrests or criminal accusations currently pending against you? Yes No

If you answered "YES" to any question(s) above, please use the space below to give specifics. If you elect not to provide an explanation, you may be disqualified, or if such explanation is insufficient, you may be required to submit further information. Attach additional 8½" x 11" sheets if

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which application is being made.

DO NOT WRITE BELOW - FOR CIVIL SERVICE USE ONLY			<div style="border: 2px solid black; padding: 5px; display: inline-block;"> RECEIVED JAN 03 2023 PUTNAM COUNTY PERSONNEL DEPARTMENT </div>
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> CONDITIONAL	
LOGGED BY:	OTHER:		

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 OLD RTE. 6, BLDG #3, CARMEL, NY 10512
TEL 845 808-1650 * FAX 845 808-1923
www.putnamcountynv.com

7. Education:

• **High School:** Have you graduated from high school? Yes No

If Yes, name & location of high school: Carmel High School, Carmel, NY

If High School Equivalency Diploma: Issuing Governmental Authority: _____ Number: _____

• **Post High School Education:**

	Name & Location of School	Type of Course or Major Subject	No. of College Credits Rec'd	Did You Graduate?	Type of Degree Rec'd
College, University, Professional or Technical School	Mercy College, Dobbs Ferry, NY	Organizational leadership		YES	MASTERS IN SCIENCE
	Marist College, Fishkill, NY	Organizational leadership		YES	B.A. HEALTH SCIENCE
	Dutchess Community College, NY	Medical Laboratory Technology		YES	A.A.S
Other School or Special Courses	Harvard School of Public Health	Radiological Emergency Planning		YES	Certificate
	State of Connecticut	CNC Specialist		YES	

<p>Partially Completed Course of Study: If credit is claimed for a partially completed college curriculum or course of study, attach a list of courses and credits completed, and indicate graduation requirements.</p>	<p>Indicating Specific Coursework: If the Position for which you are applying requires that you indicate specific course work, do so on an attached sheet.</p>	<p>Transcripts: If the Position for which you are applying requires that you provide a transcript, please send one. Required degrees and/or coursework will be verified.</p>
--	---	---

8. Licenses: If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, please provide the following information:

Name of Trade or Profession: _____ License No. _____

Dates of Validation: From _____ To _____ Licensing Agency _____ City/State _____

9. Driver License: A Driver License may be a requirement for certain positions. Do you have a valid license to operate a motor vehicle in

New York State? Yes No License No. _____ Class _____ Date of Expiration _____

Special License Endorsements: _____

10. Contacting Employers: For reference purposes, may we contact your present employer? Yes No Past employers? Yes No

If no, please explain: _____

11. Performance Tests: If you have taken & passed any Putnam County Performance Test(s), indicate approximate dates below:

TYPING	DATA ENTRY	911 DISPATCHER	LANGUAGE ORAL	OTHER (Describe)
MO / YR	MO / YR	MO / YR	LANGUAGE MO / YR	MO / YR

It is the responsibility of the applicant to provide documentation of successful completion of performance tests.

12. Other Examinations: Have you taken any examinations given by this department? Yes No

If yes, list titles and dates: _____

13. Veterans Status: If you are an active duty member during wartime, a wartime veteran, or a disabled wartime veteran¹ of the Armed Forces of the United States,² then you may be eligible for certain benefits.³ To claim Veterans Status, active duty members of the Armed Forces must submit proof of active duty status⁴ (e.g. current military ID, military orders or other official military document that substantiates active duty status); discharged and/or disabled veterans are required to submit a copy of their DD214 discharge papers.

¹ "Disabled Wartime Veteran" means that you are entitled to receive payments for a service-connected disability (rated at 10% or more) incurred during time of hostile action or war.

² The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force or Coast Guard and all components thereof, or the National Guard when in the service of the United States pursuant to call as provided by law on a full-time, active duty basis other than active duty for training purposes.

³ "Active duty status" means full-time, active duty other than active duty for training purposes.

• I am a Veteran Disabled Wartime Veteran Active Service Member.

• Check below to indicate your area(s) of service, and provide time period(s) of service:

	Time Period of Service (From Mo/Yr - To Mo/Yr)
World War II, US Public Health Service	December 7, 1941 – December 31, 1946
Korean Conflict	June 27, 1950 – January 31, 1955
US Public Health Service	June 26, 1950 – July 3, 1952
Vietnam Conflict	February 28, 1961 – May 7, 1975
Hostilities in Lebanon*	June 1, 1983 – December 1, 1987
Hostilities in Grenada*	October 23, 1983 – November 21, 1983
Hostilities in Panama*	December 20, 1989 – January 31, 1990
Persian Gulf Conflict	August 2, 1990 – present

14. Employment Experience: Read The Following Instructions Before Completing This Section:

- **Order:** List most recent employment first.
- **What to List:** Any and all employment.
- **Professional Experience:** Indicate whether or not professional experience occurred *after* your professional degree or coursework.
- **Volunteer/Unpaid Work:** List *volunteer or unpaid* experience only if noted as qualifying experience for the position or job posting. Describe volunteer/unpaid work the same way as paid work and note in appropriate check box.
- **Military Experience:** If you have had *military service that included experience pertinent to the position*, list that experience.
- **Changes in Status:** If your title or duties changed significantly during your service in any one organization, list such changed status separately.
- **Duties:** In the "Duties" section, describe duties in detail; the nature of work personally performed by you; estimate percentage of time spent on each type of work. If more space is needed, you may attach 8½" x 11" sheet(s) of paper.
- **Supervisory Experience:** For any supervisory role, state size and type of workforce supervised, as well as the extent of supervision by you.

You are responsible for submitting an accurate, adequate, clear description of your experience

~ Omissions or vagueness will NOT be interpreted in your favor ~

LENGTH OF EMPLOYMENT FROM <u>4/2013</u> TO <u>Present</u> MO YR MO YR	FIRM NAME <u>Putnam County</u>	ADDRESS <u>112 Old Rt. 6, Carmel, NY</u>	CITY, STATE <u>Carmel, NY</u>
TYPE OF BUSINESS <u>Emergency Services</u>	DUTIES <u>Develop, administer plans, EOC operations, oversee 911 Center, Fire and EMS Training programs</u>		
YOUR EXACT TITLE <u>Deputy Commissioner</u>	SUPERVISOR'S NAME <u>Ken Clair</u>		
SUPERVISOR'S TITLE <u>Commissioner</u>	SUPERVISOR'S TITLE <u>Work with County, State and Federal agencies to subgrant Putnam County. Attend various meetings and boards - Fire advisory, EMS Council, Emergency Service Safety advisory board etc. Act as regional fire administrator, Promote Fire Safety and prevention</u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>35hrs.</u>			
REASON FOR LEAVING <u></u>			
LENGTH OF EMPLOYMENT FROM <u>1/2000</u> TO <u>4/2013</u> MO YR MO YR	FIRM NAME <u>IBM</u>	ADDRESS <u>Rt. 52</u>	CITY, STATE <u>East Fishkill, NY</u>
TYPE OF BUSINESS <u>Sem. conductor</u>	DUTIES <u>Research and development in Physical Failure and analysis. Prepare samples for imaging on FEI Dual Beam 835 and Helios 400</u>		
YOUR EXACT TITLE <u>Emulsem Technician</u>	SUPERVISOR'S NAME <u></u>		
SUPERVISOR'S TITLE <u></u>	SUPERVISOR'S TITLE <u></u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40</u>			
REASON FOR LEAVING <u>To work for Putnam</u>			
LENGTH OF EMPLOYMENT FROM <u>1/1998</u> TO <u>12000</u> MO YR MO YR	FIRM NAME <u>Schein Pharmaceuticals</u>	ADDRESS <u>Stonehenge Ave</u>	CITY, STATE <u>Carmel, NY</u>
TYPE OF BUSINESS <u>Pharmaceutical</u>	DUTIES <u>Prepare samples for raw materials inspection and lab analysis.</u>		
YOUR EXACT TITLE <u>Raw material inspector</u>	SUPERVISOR'S NAME <u></u>		
SUPERVISOR'S TITLE <u></u>	SUPERVISOR'S TITLE <u></u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40</u>			
REASON FOR LEAVING <u>Work for IBM</u>			
LENGTH OF EMPLOYMENT FROM <u>1/1981</u> TO <u>1/1998</u> MO YR MO YR	FIRM NAME <u>Barden Corporation</u>	ADDRESS <u></u>	CITY, STATE <u>Danbury, CT</u>
TYPE OF BUSINESS <u>Precision Ball Bearing</u>	DUTIES <u>Direct supervisor of 51 people, indigent 130 Plan, control, coordinate manufacturing dept all over entire backside grinding room floor.</u>		
YOUR EXACT TITLE <u>St. Manufacturing Supervisor</u>	SUPERVISOR'S NAME <u></u>		
SUPERVISOR'S TITLE <u></u>	SUPERVISOR'S TITLE <u></u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40hrs.</u>			
REASON FOR LEAVING <u>Company was sold</u>			

If more space is needed, you may attach 8½" x 11" sheet(s) of paper

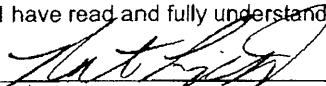
SIGNATURE REQUIRED ON NEXT PAGE

YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT READ AND SIGN BELOW

AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

By my signature below, I hereby authorize the Putnam County Personnel Department, the County of Putnam, and/or its respective departments, offices or agencies, and/or any municipality within Putnam County to request verbal or written verification or records of any or all information contained herein. By signing this authorization, I give my consent for full and complete disclosure and review of all records concerning me, whether said records are of a public, private or confidential nature. Further, I hereby release the Putnam County Personnel Department, Putnam County and/or its respective departments, offices or agencies, and/or any municipality within Putnam County, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. By signing this authorization, I give my consent for a photocopy of the *Application for Employment* containing this release to be valid as an original thereof, even though said photocopy will not contain an original writing of my signature.

I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury. My signature below certifies I have read and fully understand this "Affirmation and Authorization for Release of Personal Information."



Signature of Applicant

12/30/22

Date

Please indicate any additional information relative to change of name, maiden name, use of an assumed name or nickname:

PERJURY STATEMENT: APPLICANTS—PLEASE BE ADVISED:

Any and all statements made by the applicant in connection with Application for Employment are subject to verification, including background investigation by prospective appointing authorities. Misrepresentations may constitute cause for disqualification or discharge. Pursuant to Section 210.45 of the New York State Penal Law, **IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.**

APPLICATION COMPLETION CHECKLIST ... DID YOU ... ?



- Read, Sign and Date the *Affirmation And Authorization For Release Of Personal Information*, above?
- Enter the *Title* for the Position for which you are filing (top of application form)?
- Enter your *Social Security Number* (in Section 1, Page 1 of this application form)?

IMPORTANT APPLICANT INFORMATION

CHANGE OF ADDRESS: Putnam County Personnel Department must receive *written notification of any change of address and/or telephone number* in order to communicate important employment information to you. Please note the title of position in your letter.

DRUG & ALCOHOL TESTING: In accordance with Putnam County's comprehensive drug-free workplace policy and procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you will be required to submit to urinalysis, breath and/or blood tests to be considered for County employment.

FINGERPRINTING: As of January 1, 2019, all prospective employees of Putnam County will be required to undergo a digital fingerprint background check at a cost of approximately \$100 to be borne by applicant.

EQUAL OPPORTUNITY: In compliance with the **New York State Human Rights Law**, which prohibits discrimination in employment based on age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record, **no part of this application form is intended or should be construed to express, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record** in connection with employment. Putnam County is an Equal Opportunity – Affirmative Action employer.

REMARKS: Use this space to provide any additional information, as necessary. If more space is required, attach additional 8½" x 11" sheet(s).

ROBERT A. LIPTON

Objective

Work with Putnam County's local governments, volunteer organizations and private sector to develop disaster preparedness plans, mitigation projects and provide training and exercise activities. Prepare Putnam County to respond, mitigate, and recover from disasters while reducing the loss of life, property and minimize suffering from the disruption caused by disasters.

Mission

Mission is to lead Putnam County Bureau of Emergency Services through a commitment that empowers the organization at every level to strive for the highest quality in community services and customer care. Develop our dispatch to a world class center that will provide top quality instruction and planning for our residents now and into the future.

Employment

Develop

Putnam County Bureau of Emergency Services – Carmel, NY

2013- Present

- Responsible for the administrative planning, organization, and supervision of the Bureau of Emergency Services in the absence of the commissioner.
- Directly responsible for the day-to-day activities of the 911 communication center and Indian Point activities in Putnam County.
- Assists with the preparation of budgets and research state and federal programs to secure grant funds.
- Directs the recruitment, training, supervision, and evaluation of assigned department personnel.
- Oversees community education and public information activities designed to increase public awareness and to respond to public concerns.
- Develops emergency action plans for the county.

Adjunct Professor

Mercy College - Dobbs Ferry, NY

2014-2019

- Instructed undergraduate level homeland Defense Structures including The National Incident Management System
- Lectured on advanced comprehensive review of homeland security organization and strategies.
- Taught National Response Plan (NRP) and the National Incident Management System (NIMS)
- Led discussions including statutory authority, participant roles, operational concepts, incident management and emergency support functions.
- Instructed additional class in "Legal issues in Security Management".

Development Technician

IBM Semiconductor Research & Development Center - East Fishkill, NY

2000-2013

- Transmission Electron Microscope/Scanning Electron Microscope Technician
- Prepare samples for imaging on the FEI Dual Beam 835 and Helios 400 and 450.
- Worked on 65nm, 45nm, 32nm, 20nm SOI technology nodes.
- Experienced sample prep on all from the SEM plus 2nd side polishing, in-situ lift out, ex-situ lift out, Backside polishing, O2 Asher and Allied polisher.
- Experienced in BHF, secco, and DE100 etches. Use of Chrome, TEOS, and gold in sample prep.

Raw Material Inspector

SCHEIN PHARMACEUTICALS - Carmel, NY

1998-2000

- Prepare samples of incoming raw material for lab analysis.
- Certified in chemical handling and storage practices.
- Worked with mixing and compounding formulas to create drugs and medicine used in pharmaceuticals.

Education

M.S. – Organizational Leadership

Mercy College -Dobbs Ferry, NY

Graduated September 2014 – 3.91 GPA

Certificate for Radiological Emergency Planning

Harvard School of Public Health – Boston, MA

Boston, Massachusetts

Certificate of Completion - 2013

B.S. – Organizational Leadership and Communication

Marist College –Fishkill, NY

IBM ALAP Program –MAY 2008 – GPA 3.9

Graduated Alpha Sigma Lambda National Honors, Dean List

A.A. – Applied Science – Medical Lab Technology

Dutchess Community College - Poughkeepsie, NY

Graduated Phi Theta Kappa National Honors, Deans List, GPA 3.5 - 1996

Achievements

- Revitalized Putnam County's Emergency Services Safety Advisory Board - installed repeater system in Putnam Hospital and Putnam Court Building.
- Revitalized the Local Emergency Planning Committee and are in the process of getting the community involved.
- Reconstituted the Putnam County Fire Advisory Board.
- Established mile markers along the 12 miles of Putnam County's bike trail. GPS located all markers and put in system.
- Developed Putnam County's first Federally approved Hazard Mitigation Plan, plan has been updated until 2025.
- Became the Intelligence Liaison Officer (ILO) for Putnam County in 2013. Communicate vital intelligence to involving terrorist activity to the Fire and EMS community. Teach the "See Something, Say Something" to the Fire and EMS community.
- Integrated Public Alert & Warning System (IPAWS) administrator for Putnam County. Test the system monthly.
- Consolidation of 911 Center. Redesigned layout, purchased new additional consoles, installed video wall, working on text to 911.
- Updated audio/video system for both classrooms, EOC and auditorium.
- Currently working on the Threat Assessment Management Team (TAM). Developed the Plan required by executive order 18 and will be in place before the end of the year 2022.
- Developing a Rescue Task Force for Putnam County to work in conjunction with the TAM team.
- Developed Technical Rescue Team, acquired equipment, vehicles, and apparatus for the team.
- Redesigned and reorganized garage for response teams in Putnam County.
- During September 11, 2011, recovery, worked in the command center at Pier 92 in logistics. Our job was to order and deliver whatever was needed by the rescue workers. Supply fuel trucks to the apparatus on location and order aerial photos and reconnaissance each night.
- Awarded Continuous Total Operational Performance (CTOP) Award for best productivity improvement category for heat related problems on blazers and temescals metal evaporation tools.

Volunteer

Carmel Volunteer Fire Department

1992 - Present

Chief Officer 2000 – 2006, 2008 – 2013

Life Member

Acquired over 1 million dollars' worth of grants for the purchase of new firefighting equipment, gear, and firefighting vehicles.

Carmel Volunteer Ambulance

1984 – Present

Past Captain

Life Member