



COUNTY OF UNION

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George W. Devanney, County Manager

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County Counsel

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Clerk of the Board

TO: M. Elizabeth Genievich, Deputy County Manager
FROM: George W. Devanney, County Manager
DATED: June 30, 2010
RE: 24/7 - Updated

This memo is written to clarify Section C, 139-12, Assignment of Non-Motor Pool Vehicles, which provides for assignments of vehicles. After an extensive review of the County Code it has been determined nothing has ever been issued which clarifies those individuals or positions which have the responsibility 24/7 for vehicle. This memo serves to clarify this subsection in the hopes of avoiding future confusion.

The Union County Administrative Code states: "Assignments may also be made by the County Manager based upon review and approval by the County Manager of a written statement of justification. Such statement shall set forth in detail the regular requirement of vehicle usage outside of normal working hours and on weekends."

Certain personnel require "24/7" access and usage of a vehicles for purposes of ensuring health and safety, vital public services, buildings and grounds and emergent conditions are properly maintained and addressed. More recently, homeland security needs have put additional burdens on Administrative personnel who also require 24 hour ability to respond and have access to the county radio system. ("Admin Ops")

People who fall within these categories include, but are not limited to those responsible for all our properties, buildings and facilities which operate 24 hours a day. These are the people who are expected to report if and when it is deemed necessary. The services they provide are those which the

residents of Union County rely on a daily basis. As such, the following positions are deemed to be "24/7" or full time first responders:

County Manager
Deputy County Manager/Director of Administrative Services
Public Safety Director
Human Services Director
Clerk of the Freeholder Board
Parks & Community Renewal Director and Deputy Director
County Counsel
Engineering, Public Works & Facilities Director and Deputy Director
Division of Engineering, Director
Division of Public Works, Director
Division of Facilities, Director
Finance Director
Division of Park Maintenance Director
Runnells Hospital, Assoc. Administrator
Director of Hospital Maintenance
Jail Director
Juvenile Detention Superintendent
Chief of Police
Medical Examiner
Morgue Custodian
OEM Coordinator
Deputy OEM Coordinator
Purchasing Director
Personnel Director
Motor Vehicle Director
Surrogate

In addition, the following personnel are considered to be "24/7" or full time first responders:

Lina Alvarado, Bldg. Maint. Worker, Juvenile Detention
George Blaskewicz, Asst. Director, Corrections
Michael Cahill, Stationary Engineer
Alfonso Campanella, Stationary Engineer
Richard Cardozo, Bldg. Supt. Jail
Victor Chacon, Sr. Maint. Repairer, Jail
Anthony Ciramella, Stationary Engineer
Ted Debowski, Asst. Spvsg. Plumber/Steamfitter
Seb D'Elia, Director of Public Information
Karen Dinsmore, Asst. Director, Human Services
Mike Furchak, Plumber/Steamfitter, Jail
Donald Geib, Stationary Engineer
Lester Jones, Health Officer
Ted Kazmierczyk Spvsg. Plumber
Edward Kuspiel, Stationary Engineer, Runnells Hosp.
Jeffrey Lassiter, Bldg. Maint. Worker, Juv. Det.
Brian Lynch, Stationary Engineer

Thomas MacDermant, General Supervisor Construction
John Matejek, Stationary Engineer
Tina Matlock, Asst Supt., Juv. Det.
Marvyn Matthes, Stationary Engineer
Roberta Milano, Bureau Chief/Health Management
Jerry Pecoraro, General Trade Supervisor
Frank Romano, Building Supt. Juv. Det.
Gray Rothrock, Asst. Chief Stationary Engineer
Peter Ryan, Bldg. Maint. Worker, Jail
Alberto Sanchez, System Analyst, Information Tech.
Arnold Schmidt, Supervisor, Environmental
El-Amin Shaheed, Stationary Engineer
Philip Triano, Bureau Chief/Boiler Room
Richard Pelesko, Bureau Chief, Information Tech.

I trust that this memorandum clarifies any confusion that exists.

Cc: Robert E. Barry, Esq.

program in parts distribution and inventory management. DMV has continued the tracking all non-tangible inventory and shop supplies used in the course of daily operations.

The Turf Shop's work productivity continues to meet the needs of the Department of Parks and Community Renewal as a result of the expanded hours of operation and personnel changes. The technicians' training updates have been focused on this year. This training has helped to adapt to the changes and developments seen on the equipment being serviced by this shop.

Motor Vehicles staff has been providing regular maintenance and repair services at the 12 County-operated fueling sites in order to eliminate the need for outside contractor's services for completing the smaller repairs and required site maintenance on the equipment. DMV currently keeps a small supply of replacement parts and consumables on hand in order to expedite repairs when necessary. DMV staff also has preformed upgrades to the various fuel dispensing equipment located at the sites.

DMV continues to provide minor in-house of auto body and fender repairs to the vehicles in the fleet. Whenever possible the use of body parts from the inventory of surplus vehicles or less expensive aftermarket body repair parts, which are available at a lower cost, are used in the completion of these types of repairs.

The Division completed 4265 work orders as of Dec 23, 2009 for preventative and unscheduled repair and maintenance. 13018.5 hours are attributable to these work orders:

- Elizabeth Garage – 1724.
- Turf Shop (Parks and Recreation equipment) – 601.
- Paratransit – 471.
- Scotch Plains (heavy equipment) – 1469.

Mailroom

- The mailroom processed 657,269 pieces of mail for the calendar year as of October 31, 2009.

The Division of Motor Vehicles is purchasing environmentally friendly shop equipment such as new automotive parts clean solvent tanks and eco-friendly cleaning solutions. DMV will seek out all environmentally safe tools and equipment for the repair facilities when available.