



Department of Emergency Services



Memorandum

OnBase #113206

DATE: March 5, 2026

TO: Board of Acquisition and Contract

FROM: Susan Spear
Commissioner, Department of Emergency Services

SUBJECT: Authority to enter into license agreements with certain fire and EMS agencies in Putnam County to permit use of the County trunk radio communication system in order to improve public safety communications and enhance fire mutual aid for the protection of life and property for a term to commence upon execution and continue for an indefinite period unless terminated by either party upon forty-eight hours written notice.

Pursuant to Act No. 2025-271, adopted on July 21, 2025, the County Board of Legislators authorized the County, acting by and through its Department of Emergency Services, to enter into an intermunicipal agreement (“IMA”) with the County of Putnam (“Putnam County”), pursuant to which both the counties would permit the reciprocal programming of each other’s radio communication systems into each other’s end user radios, whether mobile, portable or fixed station radios and whether owned by either county or owned by local Fire and EMS agencies within their respective counties in order to improve interoperability, public safety communications and mutual aid, for a term commencing retroactively on May 1, 2025 and expiring five (5) years thereafter, unless sooner terminated as provided for in the IMA. The IMA was subsequently executed on or about August 19, 2025. Under the IMA, each County retains ownership, control and responsibility for its own radio communication

In addition, under the IMA, each County agreed, that prior to performing any programming, it would sign, and require its local Fire and EMS agencies sign, any license agreement required of the other county to use the other county’s radio communication system with such license agreement for Westchester County being subject to the approval of your Honorable Board.

Accordingly, attached please find a resolution, which, if approved by your Honorable Board, would authorize the County to enter into a license agreement (“License Agreement”) with the following Putnam County fire and EMS agencies (“Putnam Agencies”) to permit such agencies to use the County trunked public safety radio communication system (“WC P25”) for mutual aid and interoperability purposes:

- Brewster Fire Dept.
- Carmel Fire Dept.
- Cold Spring Fire Dept.
- Continental Village Fire Dept.
- Garrison Fire Dept.
- Kent Fire Dept.
- Lake Carmel Fire Dept.
- Mahopac Fire Dept.
- Mahopac Falls Fire Dept.
- North Highlands Fire Dept.
- Patterson Fire Dept.
- Putnam Lake Fire Dept.
- Putnam Valley Fire Dept.
- Carmel Ambulance Corp
- Garrison Ambulance Corp.
- Philipstown Ambulance Corp.
- Putnam Valley Ambulance
- Town of Kent EMS
- Town of Patterson Ambulance
- Brewster EMS
- County of Putnam

The term of each License Agreement will commence upon execution and continue until terminated by either party. Either party may terminate the License Agreement upon forty-eight (48) hours written notice to the other party. In addition, under the License Agreement, each Putnam Agency will agree to, among other things, the following:

- (i) To abide by the policies and procedures for use of the WC P25, and failure to abide by the policies may result in immediate disconnection, suspension or termination of its use of the WC P25 System,
- (ii) To not alter WC P25 in anyway or share programming detail or any technical details unique to the WC P25 to third parties,
- (iii) That WC P25 is being provided with no warranties and AS IS,
- (iv) To indemnify and defend the County, its officers, employees, agents, and elected officials from and against any and all liability, damage, claims, demand, costs, judgment, fees, attorney fees or loss arising out of the performance or failure to perform under the License Agreement by the Putnam Agency or third parties under direction or control of the Putnam Agency, and
- (v) To comply with all applicable laws, rules and regulations, including those promulgated by the FCC.

The County will provide access to WC P25 without charging a user fee to the Putnam Agency.

The Putnam Agency will be responsible for all costs and expenses associated with it utilizing WC

P25.

The public purpose of the License Agreement is to improve public safety communications and to enhance Fire Mutual Aid for the protection of life and property.

The License Agreement will be tracked and monitored by the staff of DES.

The proposed License Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(b) thereof.

I respectfully recommend the adoption of the attached resolution.

SS/ran

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/19/2026 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into a license agreement (the “License Agreement”) with the following Putnam County fire and EMS agencies (“Putnam Agencies”) to permit such agencies to use the County trunked radio communication system (“WC P25”) for mutual aid and interoperability purposes:

- Brewster Fire Dept.
- Carmel Fire Dept.
- Cold Spring Fire Dept.
- Continental Village Fire Dept.
- Garrison Fire Dept.
- Kent Fire Dept.
- Lake Carmel Fire Dept.
- Mahopac Fire Dept.
- Mahopac Falls Fire Dept.
- North Highlands Fire Dept.
- Patterson Fire Dept.
- Putnam Lake Fire Dept.
- Putnam Valley Fire Dept.
- Carmel Ambulance Corp
- Garrison Ambulance Corp.
- Philipstown Ambulance Corp.
- Putnam Valley Ambulance
- Town of Kent EMS
- Town of Patterson Ambulance
- Brewster EMS
- County of Putnam; and be it further

RESOLVED, that the term of each License Agreement will commence upon execution and continue for an indefinite term with each party having the right to terminate the License Agreement upon forty-eight (48) hours written notice to the other party; and be it further

RESOLVED, that, under the License Agreement, each Putnam Agency will agree to, among other things, the following:

(i) To abide by the user guideline, policies and procedures for use of the WC P25, and failure to abide by the policies may result in immediate disconnection, suspension or termination of its use of the WC P25,

(ii) To not alter WC P25 in anyway or share programming detail or any technical details unique to the WC P25 to third parties,

(iii) That WC P25 is being provided with no warranties and AS IS,

(iv) To indemnify and defend the County, its officers, employees, agents, and elected officials from and against any and all liability, damage, claims, demand, costs, judgment, fees, attorney fees or loss arising out of the performance or failure to perform under the License Agreement by the Putnam Agency or third parties under direction or control of the Putnam Agency, and

(v) To comply with all applicable laws, rules and regulations, including those promulgated by the FCC; and be it further

RESOLVED, that the County will provide access to WC P25 without charging a user fee to the Putnam Agency, and each Putnam Agency will be responsible for all costs and expenses associated with it utilizing WC P25; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions 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
					N/A

Budget Funding Year(s): _____ Start Date: ____ End Date: _____
(must match resolution)

Funding Source

(must match resolution)

Tax Dollars: _____

State Aid: _____

Federal Aid: _____

Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/19/2006 RAYMOND SCULKS SECRETARY