



George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Fire Advisory Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Joan C. Podolski, 15 Holly Place, Hastings-on-Hudson, New York as an At-large member of the Westchester County Fire Advisory Board, for the term April 2, 2024 to December 31, 2026.

Given under my hand
and seal this 2nd day
of April, 2024.


George Latimer
County Executive

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Email: CE@westchestergov.com
Telephone: (914)995-2900

westchestergov.com

George Latimer
County Executive

April 2, 2024

Ms. Joan C. Podolski
15 Holly Place
Hastings on Hudson, NY. 10706

Dear Ms. Podolski,

It is my pleasure to appoint you to serve as an At-Large member of the Westchester County Fire Advisory Board, effective today, Tuesday, April 2, 2024, This appointment is for a term to expire on December 31, 2026.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed. Please contact the Department of Emergency Services at (914) 231-1700, for the date, place, and time of the upcoming meeting for your participation.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators
Richard Wishnie, Commissioner, Dept. of Emergency Services
Joan McDonald, Director of Operations

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Joan C. Podolski
15 Holly Pl. Hastings on Hudson. NY. 10706
914-879-2057

SKILLS

- Excellent Organizational & Time Management Skills
- Superior Interpersonal & Communication Skills
- Effective Reporting & Recordkeeping Skills
- Excellent Knowledge of Emergency Response & Task Procedures
- Experienced Leadership
- Proficient in Microsoft Word, Excel, PowerPoint & Constant Contact

**AWARDS
CERTIFICATIONS**

- 2021 Westchester County Firefighter of the Year
- 2021 WCVFA Unit Citation Award
- Received Proclamations for flood rescues during Hurricane Ida.
- FEMA 100, 200, 300, 700 and more available by request
- Firefighter 1 & 2, Fire Officer, EVOC, Truck Company Ops, etc More available by request
- CPR/AED/STOP THE BLEED/NARCAN Certified

Employment:

Westchester County Police Department **April 2017- Current**
Emergency Communication Specialist 1

- Operate several different information systems including two-way radio & computer applications to effectively respond to reported 911 emergency and non-emergency situations.
- Assess nature of call, identify appropriate course of action and coordinate with appropriate emergency responder(s).
- Maintain calm demeanor and sound judgment while communicating in distressed situations. Provide sound instructions to caller and dispatch emergency services when needed.
- Record and maintain communications log, unusual occurrence reports, and information data relating to callers and inter-agency messages.

Westchester County Police Department **October 2019- January 2023**
Junior Administrative Assistant
OFFICE OF STOP DWI & DRUG PREVENTION/ OFFICE OF HUMAN RESOURCES

- Collaborate closely with the Program Director to sustain, promote and grow departmental programs and services.
- Liaison among various County agencies to Organize and Administer "Control Numbers" to implement DWI Checkpoints.
- Create GAX's to pay surrounding municipalities for their details.
- Pay bills for the department, as well as process contracts from vendors.
- Coordinate with NYS STOP DWI Foundation on the checkpoints, as well as the funds for these details.
- Provide DWI Youth Prevention Methods to surrounding coalitions and Police Departments. Such examples are pamphlets, presentations, driving simulator.
- Coordinate scheduling and distribution of Alcohol and Drug equipment to surrounding Police Departments.
- Organize trainings for surrounding municipalities.
- Maintain records, create charts, process payments.
- Participate in the development and review of department wide practices and procedures.
- Evaluate departmental operations, participate in planning; financial recordkeeping, accounting and management.

Equalize Fitness, Yonkers, NY **June 2011- June 2013**
Marketing Director/ Internal Designs

- Utilized Word, Excel, and PowerPoint to develop marketing campaigns for sales and membership events. Ordered supplies.
- Create, design and disseminate flyers, pamphlets and emails using social media platforms and Constant Contact. Coordinated scheduling and planned upcoming events.
- Updated and Maintained Business Website.

Joan C. Podolski
15 Holly Pl. Hastings on Hudson. NY. 10706
914-879-2057

Volunteer Experience

Ardsley Fire Department – Volunteer Firefighter – Badge 53
Assistant Fire Chief

May 2007 – Present
April, 2020 - Present

- Active Member for 15 years becoming 1st Female Chief in Village Town History.
- Manage 50 firefighters ensuring their appropriate training & effective performance in emergency response calls.
- Review & maintain efficiency of the department's operations including proper repair, maintenance & inventory of all equipment.
- Participate in the development and management of operating budget.
- Effectively communicate with, staff, village officials, community organizations, other agencies and the general public to enforce safety and Fire Codes
- Maintain detailed and accurate records of actions taken and responses to calls.
- Experienced in running Emergency Command Post operations, directing coordinated emergency response operations and communications across several village & town emergency companies.
- Organize and Direct weekly Department Drills.
- Recruit, Mentor & Advise Junior members of Department.

Education:

Pace University

- Enrolled in Graduate Program seeking Master's in Public Administration **Exp. Graduation Date – Fall 2024**
- BA Degree with concentration in Psychology & Criminal Justice **2016**

Ardsley High School, Ardsley, NY

2010

COUNTY OF WESTCHESTER OATH OF OFFICE

For Appointees to County Boards and Commissions

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

I, Joan Podolski do solemnly swear (or affirm) that I will support
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of AT LARGE MEMBER OF WESTCHESTER COUNTY FIRE ADVISORY BOARD in and for the
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 4/10/24

Joan Podolski
(Signature)

Sworn to and subscribed before me this 10th day of April,
2024.

Shannon M Pompilio
(Signature)

Shannon M Pompilio

(Print or Type Name)

Notary Public

(Title of Official Administering Oath)

SHANNON MARIE POMPILIO
NOTARY PUBLIC STATE OF NEW YORK
WESTCHESTER COUNTY
LIC. # 01PO6209575
COMM. EXP. 7/27/2025

Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.