

Westchester County

Kenneth W. Jenkins
County Executive

January 7, 2025

Westchester County Board of Legislators
800 Michaelian Office Building
White Plains, New York 10601

Dear Members of the Board of Legislators:

In accordance with Section 110.21 of the Laws of Westchester County, transmitted herewith for your confirmation is a resolution to appoint, effective January 7, 2025, Susan Spear as the Commissioner of the Westchester County Department of Emergency Services.

I have made a thorough review of Ms. Spear's credentials, experience and job performance, and have determined that her appointment as Commissioner of Emergency Services is in the best interests of the Department of Emergency Services and of the County, generally.

Therefore, I most respectfully recommend and urge your Honorable Board to confirm the attached resolution authorizing the appointment, effective January 7, 2025, of Susan Spear as Commissioner of Emergency Services.

Sincerely,

A handwritten signature in black ink, appearing to be 'KJ', with a long horizontal flourish extending to the right.

Kenneth W. Jenkins
County Executive

KJ/nn



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County Executive

January 7, 2025

Susan Spear
36 Astor Drive
Mahopac, New York 10541

Dear Ms. Spear:

It is my pleasure to appoint you as the Commissioner of the Westchester County Department of Emergency Services, effective January 7, 2025. Please be advised that this position is subject to confirmation by the Westchester County Board of Legislators. Once confirmed by the Westchester County Board of Legislators, you will serve in that position unless otherwise terminated as provided by law.

As you know, the Department of Emergency Services is responsible for developing and maintaining programs for emergency medical, fire and disaster-related activities and training.

Pending your confirmation by the Board of Legislators and in accordance with New York State law, you must take and file an oath of office in the Office of the Westchester County Clerk. Please be advised that your failure to take and file such an oath within thirty days of the date of this appointment letter, or within thirty days after the commencement of your term, will result in the office of the Commissioner of Emergency Services being deemed vacant. If you have any questions with regard to these legal requirements, please contact the County Attorney.

Thank you for your previous service to Westchester and I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to be "KJ", with a long, sweeping horizontal flourish extending to the right.

Kenneth W. Jenkins
County Executive

KJ/nn

RESOLUTION - 2025

TO THE COUNTY BOARD OF LEGISLATORS
OF THE COUNTY OF WESTCHESTER, NEW YORK

WHEREAS, the County Executive having on the 7th day of January, 2025, appointed Susan Spear as the Commissioner of the Westchester County Department of Emergency Services in accordance with the terms and provisions of the Laws of Westchester County, as amended, and subject to the confirmation of this Board; it is

RESOLVED, that said appointment be and is hereby confirmed.

Dated: _____, 2025
White Plains, New York

SUSAN SPEAR

susan_spear@msn.com

914.393.2196

EXPERIENCE

Westchester County Dept. of Emergency Services

November 2020 - Current

- **Deputy Commissioner**

Westchester County Executive's Office

March 2018 – November 2020

- **Assistant Director of Operations**
- **Assistant to the CE for Intergovernmental Affairs**

Served as liaison to Westchester's Congressional delegation and federal agencies, including the DHS/FEMA/TSA, FAA, HUD, EPA, DOT, etc.

- Coordinated COVID-19 response between DES and CE Operations, and all County Depts, municipalities, emergency service responders at the Emergency Operations Center and SSB supply distribution center and public call center; helped manage county participation at state testing and vaccination sites
- Identified and evaluated impacts of federal actions on the County such as potential loss of T-Band radio spectrum on emergency services communications, successfully advocated for legislative solution
- Worked with FEMA, DHSES, DES, and municipalities to respond to federally declared disasters

Regional Director, U.S. Senator Kirsten Gillibrand

Dec 2010-March 2018

Represented U.S. Senator Gillibrand (NY) in the Hudson Valley region, covering Westchester and 7 other counties, including outreach to elected officials, community organizations, advocacy groups, and business leaders to identify and resolve regional needs. Assisted municipalities and emergency responders in obtaining federal grants from the Statewide Hazard Mitigation Grant Program, FEMA Public Assistance for infrastructure damage due to federally declared disasters, and Assistance to Firefighter Grant and SAFER program for Fire and EMS safety equipment, vehicles, and staffing

Congressman John Hall, U.S. House of Representatives

Nov 2006 – Dec 2010

- **Chief of Staff**
- **District Director**

Managed all aspects of Congressional offices in Washington DC and two New York district offices covering part of Westchester; kept within a fixed budget; supervised staff; developed legislative advocacy, constituent services and events, and communications strategies. Delivered millions of dollars in federal appropriations and grants for local projects based on identified community needs - new municipal water systems, road and bridge upgrades, and social service programs

Telecommunications

- **Director, Consumer Affairs & Quality**
- **Senior Manager, State Government & Regulatory Affairs**

New Hampshire State Legislature

- **State Representative**

Elected to and served 4 terms in the N.H. House of Representatives; held several state and national legislative leadership positions. Sponsored and successfully enacted numerous legislative initiatives regarding environmental protection, public utility regulation, consumer protection, and domestic violence prevention; several became national model legislation

EDUCATION

Master of Science in Resource Management and Administration

Antioch New England Graduate School

Keene NH

Bachelor of Arts in Environmental Studies

State University of New York at Binghamton, Harpur College

Binghamton NY

PREVIOUS VOLUNTEER ACTIVITIES

New York:

Team Leader, Best Friends Animal Society

Volunteer, Guiding Eyes for the Blind

Volunteer, Westchester and Putnam County Humane Society

Volunteer, Green Chimneys

Executive Committee, NYS Democratic Committee

Chair, Putnam County Democratic Committee

Organization Chair and District Leader, White Plains Democratic Committee

Westchester Democratic Committee

New Hampshire:

Board of Directors, Keene Industrial Development Corporation

Board of Directors, Monadnock Region Women's Crisis Services

Board of Directors, New Hope New Horizons

VISTA (Volunteers in Service to America)