



**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



Telephone: (914) 670-3050
Fax: (914) 835-7491

MEMORANDUM

TO: Supervisor/Mayor Ronald Belmont and Town Board Members

FROM: Robert W. FitzSimmons, Building Inspector
Acting Fire Marshal

DATE: October 16, 2016

RE: New York State Department of State
Code Enforcement Basic Training Courses

I am seeking authorization for Brian O'Kelly to attend 3 of the 6 required basic training courses at the Rockland County Fire Training Academy on the following dates:

Course#	9A	October 18, 2016 – October 20, 2016
	9B	November 15, 2016 – November 17, 2016
	9C	December 20, 2016 – December 22, 2016

These courses are the required courses for attaining Certification in the New York State Code. The only cost will be miscellaneous expenses associated with travel and these funds are available in the Building Department Budget.