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WEST HARRISON
FIRE DEPARTMENT

September 11, 2013

From: Chief Steven Mancini, West Harrison Fire Department

To: Fire Commissioners, Fire District #1

Subject: REQUEST APPROVAL OF SAFETY OFFICER
STEVEN SURACE TO ATTEND FIRE ARSON
INVESTIGATORS SEMINAR

1. The undersigned requests that the aforementioned Member of the West Harrison Fire Department be allowed to attend The NYS Academy of Fire Science located in Montour Falls, N.Y. from November 6th to November 9th, 2013.
2. This is necessary for Safety Officer Surace to receive recertification in regards to Arson Investigation. The total cost of this trip, will not exceed \$750.00. This does include registration fees, lodging, travel, and food.
3. This is a budgeted item, with available funding within Account #415.

Steven Mancini
Chief