

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FIRE PREVENTION & CONTROL (Including Office of Emergency Services)

DATE: NOVEMBER 28, 2007

Committee Members Present:

Supervisors VanNess
Bentley
Belden
Geraghty
Girard
Sokol

Others Present:

Marvin Lemery, Director, Office of Emergency Svces.
William Thomas, Chairman
Joan Sady, Clerk, Board of Supervisors
JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services
Trish Nenninger, Second Assistant County Attorney
Supervisor Stec
Supervisor F. Thomas
Supervisor Gabriels
Supervisor-elect Strainer
Katy Goodman, Secretary to the Clerk

Committee Member Absent:

Supervisor Haskell

Mr. VanNess called the meeting of the Fire Prevention & Control (Including Office of Emergency Services) Committee to order at 11:33 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Bentley and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Marvin Lemery, Director of the Office of Emergency Services, who distributed copies of his Agenda packet to the Committee members. A copy of the packet is on file with the minutes.

Mr. Lemery commenced with review of the Agenda items, and pursuant to Item No. 1, he requested approval of two appointments to the Warren County Fire Advisory Board. He stated that currently there were three vacancies on the Board and the first appointment was of Raymond Ives, Chief of the City of Glens Falls Fire Department, to replace retired City Chief Ronald Cote. The second appointment, Mr. Lemery requested was of Justin Hull of the Warrensburg Volunteer Fire Department, to replace George Nemec, past Chief of the Department. The terms of the appointments were December 21, 2007 through June 20, 2008.

Mr. F. Thomas entered the meeting at 11:34 a.m.

Motion was made by Mr. Belden, seconded by Mr. Girard and carried unanimously to approve the aforementioned requests, as presented, and to authorize the necessary resolution for the next Board meeting. Copies of Resolution Request Forms for the items are on file with the minutes.

Mr. Lemery stated Agenda Item No. 2 was a referral from the last Committee meeting which concerned the issue of solar panels and (home) generators. He reported he had contacted Fire

Coordinators and Emergency Managers in surrounding Counties, as well as those from some other Counties about the issue of regulating the installation of solar panels and generators. Mr. Lemery advised the Fire Coordinators and Emergency Managers did not seem interested in regulating the installations of that type of equipment in private homes at this time. He stated he also reviewed some of the requirements for who could install generators if the County should try to be an Agency that would oversee such installations. Mr. Lemery advised an agency like that did not exist because the regulations were handled under the National Electrical Code. He stated the County Fire Prevention and Building Code Enforcement Department would not be involved in those installations. Mr. Lemery explained that all final electrical inspections for residences were performed by underwriters.

Mr. Lemery stated he could not recall any incidents with generators and solar panels that had occurred during his long tenure in the Fire and emergency services groups in the County and he could not find any cases in the surrounding Counties. Mr. Lemery reminded the Committee members at the last meeting they had also discussed the possibility of the County developing a local law to regulate solar panel and generator installations. He stated he had also found out that no other surrounding Counties had enacted such a law. However, Mr. Lemery advised, he had started to discuss with National Grid the idea that the utility company's public relations department would send out a mailing with their monthly residential bills to let homeowners know how to install generators and that perhaps the company should be contacted when that was done. He concluded he hoped National Grid would follow up on the idea.

In addition, Mr. Lemery stated, perhaps on an occasional basis he would do some public relations efforts through *The Post-Star* newspaper to make people aware that generators needed to be installed properly and of the dangers they could cause during fires if they were in use and the firemen did not know they were installed on the property.

Mr. VanNess stated Mr. Lemery and he had discussed the local law issue and they had agreed that enforcement of the law and how to prosecute it would be a problem if generator owners did not notify the County. He explained he did not think that was what the County was looking at doing and that their concern was that the generators should be installed properly. Mr. VanNess stated he felt they still needed to look into the issue more to see what could be done although that was not through a local law. He advised he would discuss the matter further with Paul Dusek, the County Attorney.

Mr. Gabriels entered the meeting at 11:36 a.m.

Mr. Belden stated he had discussed the matter with several homeowners who had said they would favor a system where a decal would be placed on the front of a house which would show that in case of a fire or a power outage a generator was installed on the property. He advised he felt a local law would not be necessary to set up a decal system and that each Town and the City could provide them to the fire companies. Mr. VanNess questioned if there was a decal in place

that could be used similar to what used to be called a Tot Finder. Mr. Lemery replied a decal like that would work; and Mr. VanNess noted it would have to be designed to fit this particular situation. Mr. Lemery queried if the County would want to have such a program and if it did, would it be accepting some liability for it. Mr. VanNess noted he thought Mr. Belden's suggestion was to offer the decals to the public. He stated the idea would have to be discussed in more detail with the County Attorney. Mr. Geraghty commented if a homeowner had a generator installed by a non-licensed person they should be responsible for any injuries to utility workers or firemen. He stated the County's intent should be to educate the public. Mr. VanNess concluded that Mr. Lemery and he would meet with Mr. Dusek to discuss the issue in more detail to see what the County could do in this regard and they would report their findings back to the Committee members at the next meeting.

Next, Mr. Lemery spoke on Agenda Item No. 3 which he stated was a referral to the Committee from a July meeting of the DPW Committee and it concerned the position of a Handicapped Coordinator. He stated he did not know what the position was. Joan Sady, Clerk of the Board of Supervisors, explained that John Farrell, the former Civil Defense Director, had been assigned to the position and when the Office of Emergency Services was created the position was placed under the Building Code Enforcement Department because William Lamy, DPW Superintendent, had said the position did not belong under DPW. Mr. Belden, Chairman of the DPW Committee, confirmed for Mr. VanNess that he would discuss the position with Mr. Lamy and bring his findings back to the Committee at the next meeting. Mr. Lemery stated the Building Code Enforcement Department was responsible for enforcing handicapped access regulations.

Mr. Lemery stated there was another referral that should be placed under the Building Code Enforcement Department which was the appointment of the Administrator of the Fire Prevention & Building Code Enforcement Department to the International Conference of Building Officials (ICBO). Mrs. Sady responded she was aware that the appointment would be handled through a letter to Karen Putney, who was now the Administrator of the Fire Prevention & Building Code Enforcement Department. Mr. Lemery advised the organization was now called the International Codes Conference (ICC) and he would speak with Mrs. Putney and have her contact Mrs. Sady about the appointment.

Mr. Lemery acknowledged the division of the Fire Prevention & Building Code Enforcement Department and the creation of the Office of Emergency Services was confusing. He noted he would be discussing some other issues relative to the Departments' Personnel and Budget issues later in the meeting.

Pursuant to Agenda Item No. 5, Mr. Lemery requested approval to amend the 2007 County budget to increase estimated revenues and appropriations to reflect receipt of Homeland Security grant funds in the amount of \$27,850. Mr. Lemery explained the funds were being expended and they needed to be placed in the appropriate budget codes.

Motion was made by Mr. Geraghty, seconded by Mr. Belden and carried unanimously to approve the aforementioned request, as presented, and to forward it to the Finance Committee. *(Note: Subsequent to the meeting the request was approved at the November 30, 2007 Special Board of Supervisors meeting. A copy of the resolution request form is on file with the minutes).*

Next, Mr. Lemery requested approval to increase Capital Project No. H.254.9550 280 Fire Training Center Project in the amount of \$50,000.

Motion was made by Mr. Bentley and seconded by Mr. Sokol to approve the request, as presented.

Mr. Belden queried if the entire \$50,000 would be expended in 2008. Mr. Lemery replied funds would be expended if a decision was made on where the Training Center would be built. He apprised the Committee members that the current status of the funding for the project was that there was another \$50,000 appropriation in the 2008 budget. Mr. Lemery stated both Warren and Washington Counties would have contributed \$170,000 towards the project, and both had expended approximately \$15,000. He apprised at the beginning of the 2008 fiscal year there would be approximately \$155,000 or a total of \$310,000 in both Counties' capital projects. Mr. Lemery stated there was \$400,000 in a grant for a total of \$710,000 in funds.

Mr. VanNess stated some rumors had been circulated that there were problems with the grant. However, he advised, that was not true and the rumors should stop. Mr. VanNess stated he had discussed the situation with Trish Nenninger, Second Assistant County Attorney, and all the Counties needed to do was to ask for the grant to be extended. He advised that the State and the County Attorney were aware of what the status of the County's efforts were concerning the project relative to property searches and construction phases.

Mr. VanNess reminded the Committee members that they were looking at four pieces of property for a site for the Training Center. He reported that the Warren-Washington Counties Regional Training Center Committee, Mr. Lemery and himself had met with the President of Adirondack Community College (ACC) two weeks ago. However, he stated, he had not been aware that ACC was considering looking at the possibility of building dormitories at the College although that was not definite. Mr. VanNess commented if the dormitories were built, he was not sure if the Training Center should be located on the ACC campus because students would be there all the time and the Counties would not be able to regulate the situation. He stated that was an issue that would have to be looked at relative to the ACC location.

Mr. VanNess reported he had discussed the Earlton Property with Ms. Nenninger and it was a very promising site which was 32 acres in size and Warren County owned it due to a tax sale. However, he said, he would not want to discuss yet how Washington County would be involved with that property, and hopefully there would be some compensation involved. Mr. VanNess emphasized that the grant was not in trouble and they were moving forward with the plan for the

Training Center. He advised they hoped that either by the end of this year or the beginning of next year to have an idea where the Center would be located and what it would look like. Mr. VanNess commented it had been said that the Training Center would be a five-tower building and that was not true. He concluded it would just take time to do the project correctly and that was what they wanted to do. In reply to Mr. Belden's query about the grant process, Mr. Lemery explained the only funds that had been spent were from the two Counties' appropriations. He advised the contract for the grant had not been signed yet and when that was done each County would receive its \$200,000 share of the \$400,000 grant because this was not a draw down grant. Brief discussion followed.

Mr. W. Thomas left the meeting at 11:49 a.m.

Mr. VanNess called the question and the motion was carried unanimously. The request was forwarded to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Concluding the Agenda (Item No. 7), Mr. Lemery spoke on personnel and budget issues concerning the Office of Emergency Services (OES). He explained when he reviewed the Department's Budget Worksheets he had noticed that the salary for his position of Fire Coordinator had been removed from that budget and placed in the Civil Defense budget. Mr. Lemery stated he was not sure why that had been done and why he had not been consulted at that time, or why OES was not listed in the budget. He remarked he did not know where the issue should be directed but it should be looked into. Mr. VanNess questioned if that issue had been discussed when the OES was created from the Fire Prevention & Building Code Enforcement Department. He recalled he thought at that time it was said the OES title could not be used. Mr. Lemery responded he did not remember that had been an issue and he thought the Office of Emergency Services could be used as the heading and then the Divisions of Fire Prevention & Control, Civil Defense & Natural Disaster, EMS and Homeland Security would be under that heading. Mr. Lemery concurred with Mr. Belden that the funds for the position were included in the budget. However, he stated, he did not know if that was the wrong code and he had not been consulted.

Mr. VanNess suggested that Ms. Nenninger be asked to come into the meeting to discuss the issue with the Committee members. Mrs. Sady left the meeting at 11:53 a.m. to see if Ms. Nenninger was available; and she returned to the meeting and Ms. Nenninger entered the meeting at 11:54 a.m.

Mr. VanNess asked Ms. Nenninger if she would recall the reason why the OES was not titled correctly. Mr. Lemery advised one of his concerns was why the OES and the Fire Coordinator position and salary had been taken out of the Fire Prevention & Control budget and placed in the Civil Defense budget in the A.3640 code. He stated there were three Deputy Fire Coordinator positions in the budget code; however, he said, the Fire Coordinator position was not there.

Ms. Nenninger responded the Local Law that created the OES was not set up that way; and Mr. Lemery concurred. He stated the changes were made arbitrarily either by the Budget Officer, the County Administrator or someone else without being discussed with him. He commented he felt such budget cuts were also made to other Departments which were not discussed with the Department Heads.

Mr. Girard questioned if the intent had been to remove the Civil Defense Office from the DPW (Department of Public Works) and to move it into the OES for management purposes. He queried if that had been accomplished; and Mr. Lemery replied that was correct. Mr. Girard noted perhaps that was the reason for the problem. Mr. VanNess stated it appeared to be a technicality and they could check on it to see why it had occurred. Mr. Lemery confirmed that the funds for the position were in the budget. Ms. Nenninger advised under the Local Law the Fire Coordinator existed as the head of the OES. She stated they would look into why the Budget did not reflect that.

Mr. Belden stated the issue needed to be discussed with Hal Payne, Commissioner of Administrative & Fiscal Services. Ms. Nenninger advised that she would speak with Mr. Payne about the issue on Friday when he would be back in the Office. At the conclusion of brief discussion on the time frame for determining the answers to the issue, Mr. Lemery pointed out the 2008 County budget could not be changed until January.

Mrs. McKinstry entered the meeting; and Mr. W. Thomas returned to the meeting at 11:55 a.m.

Mr. Lemery advised the second budgetary issue he wished to discuss with the Committee members was that his 2008 County budget proposal had included requests for a full-time Account Clerk/Typist position and a salary increase for himself as well as the funds for the Fire Training Center. However, Mr. Lemery stated, the 2008 Tentative Budget, as adopted, did not include funds for the position, the Training Center or the salary increase. He commented that although the cuts might be acceptable, they were never discussed with him and that was probably also the case with other Department Heads. Mr. Lemery stated he did not speak for any of the Department Heads, however, he felt when such actions were done arbitrarily the Department Heads should be made aware of them.

Mr. Lemery stated in a previous meeting on the budget he had apprised the budget included revenues from the State Emergency Management Office of approximately \$19,000 which he had proposed would be applied towards the salary of the Account/Clerk Typist position. He stated he had discussed the position and title with the Personnel Officer and that was the correct title and position for the duties that would be needed. Mr. Lemery stated the salary for the position would be \$24,000+ and he had anticipated a \$5,000 increase in the .1s - Personal Services account code in the OES budget to provide the balance of the funds for the position.

Mr. Gabriels left the meeting at 11:59 a.m.

Mr. Lemery advised the full-time position was definitely needed in order to handle the Office's workload. He stated Mr. Farrell had been a full-time employee (Director of Civil Defense in the Civil Defense & Natural Disaster Division) and that he had been the part-time Fire Coordinator. However, Mr. Lemery explained, that full-time position had been combined with the part-time position and he was supposed to handle the duties of both positions although he was a part-time employee at the annual salary of \$20,000. He apprised the salary broke down to an hourly rate of \$9.61. However, Mr. Lemery advised that currently he was working an average of 36.5 hours/week and that did not include the time spent to respond to emergency situations throughout the County.

Mr. Lemery elaborated that some of the responsibilities of the OES included handling the training of all fire and EMS (Emergency Medical Services) personnel in the County, traffic safety matters, the STOP-DWI Program, HAZMAT/WMD (Hazardous Materials/Weapons of Mass Destruction) Program, and the National Incident Management System (NIMS) Program. Mr. Lemery explained every County in the State and the Country was required to be NIMS compliant and that he was the Point of Contact Officer through Homeland Security for the Program. He advised that participation in the Program was required by Federal law in order for any municipality to qualify for Federal or State grants. Mr. Lemery stated that currently both the Deputy Director of the OES and he were too busy to handle that work.

Mr. Lemery commented he was spending too much time on the job for the salary. He advised that was not meant as a threat because he had wanted the job and that through the OES the County had the opportunity to do some very good things. However, he stated, that would not be possible without sufficient personnel support. Mr. Lemery stated the County's Emergency Management Plan and its Comprehensive Plan needed to be completed and they needed to apply for grants. He advised as an example they had been unable to complete a grant application in time to submit it for a \$73,000 WMD grant award.

Dialogue ensued between Mr. Lemery and Mr. VanNess on the aforementioned \$19,000 in revenues; and Mr. Lemery explained in the 2008 budget the funds had been budgeted for rental of the Office's space. He explained because the Office received State aid they were now supposed to pay rent to DPW for the space. Mr. Lemery commented the only Departments that paid rent for office space were Health Services and the Courts. He confirmed for Mr. VanNess that in the past, the revenue was used to defer part of the Civil Defense Director's salary. However, Mr. Lemery explained, when the Civil Defense Office was moved to the DPW Office in Warrensburg, DPW had started to charge rent for the office space which now provided a revenue source for DPW.

Relative to the \$24,000 salary for the full-time Account Clerk/Typist position, Mr. Belden stated when the 40% benefits were figured in, the salary was \$40,000. In addition, he pointed out that the 2008 budget had been adopted and it could not be amended until next year. Mr. Belden explained in the cases where rent was charged for certain office space that was done because

there was State or Federal reimbursement for those costs. Mr. Lemery responded he did not disagree with that policy except he felt it did not have to be done just because a Department received State aid.

Mr. Belden responded that because funds were available it did not mean a new position had to be created either. He stated he would like to see a breakdown of the number of hours and what the workload would be for an Account Clerk/Typist position in the OES. He remarked the 2008 budget had been adopted; and Mrs. Sady concurred. Mr. Lemery acknowledged he was aware that the budget could not be changed at this time. Mrs. Sady advised she could not speak for the County Administrator and he would have to consider the request. However, she stated, she had been involved somewhat with the budget process and she felt there had been a misunderstanding about separating the Departments and the question of where the various duties should fall. Mrs. Sady stated although she did not have any Committee meeting minutes to refer to at this time, she did recall the question of whether additional staff would be needed had been asked, and the reply was that it would not be needed at that time but perhaps it would be necessary down the road. She noted perhaps the staff needs should have been made more clear when the Department was established and the budget was discussed.

Mr. VanNess reminded the Committee members there had been a lot of unknowns about creating the new Department and there were also two Committees involved. Mr. Bentley stated the original Civil Defense Department consisted of two people and then it was cut in half when Amy Manney was moved to the OES. Mr. Lemery reiterated that the Civil Defense Director position had been full time.

Mr. Geraghty referred to the earlier discussion about the loss of the grant, and he remarked it seemed ridiculous to him that the grant funds were lost because there was no one to write the application. He stated that had not been a problem under the previous structure of the Fire Prevention and Building Code Enforcement Department. Mr. Lemery responded that Department had two people who did part of the Fire Coordinator's work. Mr. VanNess stated the County needed to hire a grant writer and that had been discussed at other times. He added that Mr. Belden also favored doing that.

Mr. Girard stated he was aware there was someone who was under the WMD Program who administered that Program and that grant applications were also involved in the Program. He acknowledged he understood the need for the NIMS Program, and he queried if perhaps that part-time employee could be used to do grant work. Mr. Lemery replied that employee and he had been working on the grant application. However, he advised, the grant award was received by the Chairman of the Board of Supervisors on September 5th and he had received it on October 2nd and the submission deadline was October 31st. Mr. Lemery advised they had requested approval to extend the deadline for the grant application but the request was not approved. He explained they did work on the application, however, it was not completed. Mr. Girard questioned if there was a gap in handling the work, would it be possible to fill it with a part-time position

instead of with the full-time Account Clerk/Typist position. Mr. Lemery replied he would be agreeable to anything. Mr. VanNess acknowledged the cost of the fringe benefits did increase the cost of a full-time position. He concurred that perhaps they should start to look at a part-time position instead of a full-time one.

Mr. Geraghty queried who handled the communications with all the fire departments. Mr. Lemery responded that now he did some of that work and Ms. Manney did some of it. However, he stated, under the former Departmental structure there were two full-time staff and he had worked full time. Mr. Geraghty acknowledged the new Department had resulted in staff reductions. He emphasized that the communications between the fire companies had to be maintained.

Mr. Belden suggested they should try to have a part-time person for perhaps six months. He stated the County should have a grant writer and he would bring that issue up for discussion in January.

Mr. VanNess questioned how the Committee members wished to proceed relative to the request for the full-time Account Clerk/Typist position.

Motion was made by Mr. Belden to approve the recommendation that a part-time, 20 hours per week, position for a six months trial period be considered for the OES after January 2008. Mr. Girard seconded the motion. Discussion ensued on the time table for considering the request; and Mrs. Sady noted it could be forwarded to the December Personnel Committee meeting. Mr. VanNess called the question and the motion was carried unanimously.

Next, Mr. VanNess spoke on Mr. Lemery's request for a salary increase of \$5,000. He explained the request had not been discussed during the 2008 budget review process. He stated Mr. Lemery had shown him that he was working 36.5 hours per week and when that was calculated out over a full work year of 2,080 hours, the hourly rate was \$9.61. Mr. Lemery advised under the State retirement regulations he could only earn \$30,000 per year. However, he stated, his concern was that the request apparently had not been heard when the budget was reviewed because he had never received any response back about it. Mr. Belden stated that question needed to be discussed with Mr. Caimano, the Budget Officer, and Mr. Payne.

Mr. Bentley commented this situation showed that it was a total waste of the Committee members' time to go through the budget review process because the final budget did not end up the way the Committee members had approved it. Mr. Belden remarked the Budget Officer's job was difficult and all the requests could not be approved because of the cost to the taxpayers. Mr. VanNess remarked he agreed with Mr. Bentley to an extent; however, it seemed that more cuts were made this year than in past years. He expressed his concern that many of the Department Heads were not aware that cuts were made to their budgets. Mr. VanNess stated he felt the cuts needed to be shown to those they affected and he did not recall seeing information on the cuts to the Departments under the Committees he chaired or was a member of. He noted he would not want

to blame Mr. Payne or the transitional period that occurred when the County Administrator position changed. Mr. VanNess stated he felt that aspect of the budget process did need to be corrected.

Dialogue ensued between Mr. Girard and Mr. Lemery on the salary; and Mr. Lemery apprised the final salary was \$20,000. He stated that was the salary when he started in the new position. Mr. Lemery clarified for Mr. Girard that he had requested the aforementioned raise over that salary. Mrs. Sady stated she thought part of the confusion was that the meeting minutes did not specifically show there had been a request for the Account Clerk/Typist position or the salary increase. In addition, she noted, although the Department's budget was approved, the proposed budget sheets were not looked at and as a result the requests were not included in the budget.

Mr. VanNess asked how the Committee members wished to proceed on the request. Mr. Belden recommended that it should be discussed in January when there would be a new Chairman of the Board and a new Budget Officer. Mr. Lemery advised he had just wanted to make the Committee members aware of the situation concerning the request and that it would be agreeable to him to discuss it in January.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously that the Committee members would discuss the proposed new position and salary increase in January.

Mr. Girard advised he did not have a problem with approving the recommendation. However, he stated, when the Departments were restructured and Mr. Lemery had announced his retirement he had agreed to the \$20,000 salary. Mr. Girard commented that was not too long ago. He recalled during that discussion Supervisor Kenny had questioned how the Supervisors would know the amount of time that was being spent on the position. Mr. Girard acknowledged they were all aware of the amount of time the work was taking. Mr. Lemery acknowledged Mr. Girard's points. However, Mr. Girard expressed his concern that it did not seem reasonable that the request to increase the salary was being made so quickly after that discussion and when the details of the position and salary had been discussed so thoroughly.

Mr. Bentley noted it was quite obvious that the position was more full time than part time. Mr. Lemery remarked the County would probably never make it a full-time position like it was in other Counties where they had vehicles and adequate staffs. He stated the salary should be fair for the job that was being done and that he had not realized how much time it would require. Mr. Lemery added another problem was that Ms. Manney had four weeks of vacation to use every year and because he was part-time the Office could be unstaffed at times. Mr. Belden noted a part-time person could cover the Office. Mr. Geraghty stated they understood the issues.

Mr. VanNess advised that pursuant to the Committee's action the salary increase request would be discussed at the first of the year. He noted perhaps the Supervisors needed to visit the Office to see what the workload was, etc. Mr. Lemery advised he could obtain information on the salaries, staff sizes and number of vehicles from other Counties who had full time Emergency

Manager positions. Mr. VanNess asked that Mr. Lemery provide the Committee members with that information at the next meeting. Mr. Belden stated he would need to be shown that the \$5,000 increase was justified. Mr. Lemery responded most part-time jobs only required 20 hours per week and this one did not. He provided details on the number of hours he had spent recently on fire incidents that had occurred throughout the County for the information of the Committee members.

Messrs. Stec and F. Thomas left the meeting at 12:25 p.m.

Mr. VanNess apprised that out of the \$19,000 in revenues, a part-time position would cost \$12,000 and there would still be \$7,000 that could be used to compensate Mr. Lemery if that was what the decision was.

Note: Subsequent to the meeting, Mr. Lemery requested and obtained Mr. VanNess' signature on a travel request to a Conference that he had attended in October. The 2007 Regional Fire Administrators Conference was held on October 25th and 26th at the New York State Academy of Fire Science in Montour Falls, NY and travel was by county vehicle. A copy of the Authorization to Attend Meeting or Convention for Overnight Travel is on file with the minutes.

There being no further business to come before the Committee, on motion by Mr. Sokol and seconded by Mr. Belden, Mr. VanNess adjourned the meeting at 12:26 p.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk