

Fire District Secretary Training Webinar Series

Association of Fire Districts of the State of New York





Presenter

❖ **Amy Speach**

- ❖ District Secretary, Belgium Cold Springs Fire District
- ❖ Vice President, Central Region Fire District Association
- ❖ AFDSNY Training Presenter

❖ **Donna Marano**

- ❖ District Secretary, Copiague Fire District
- ❖ AFDSNY Training Presenter



Budgets

- ❖ Planning – begin in summer months
- ❖ BE AWARE – Posting/Publishing Requirements
- ❖ Fall is Budget Season!



Budgets

❖ August

- ❖ Budget Workshops(s) Occur
- ❖ BoFC should solicit input from various District Offices
- ❖ Notice to newspaper of meeting
(legal notice ok, not required)



Budgets

❖ September

- ❖ Proposed Budget must be adopted 21 Days before October Budget Hearing
- ❖ Notice (not legal notice) to newspaper of budget hearing
- ❖ Prepare for Budget Hearing



Budgets

❖ October

❖ Budget Hearing Occurs

Last day to place Notice of Budget Hearing on Fire District and Town website – 15 days before budget hearing

❖ 5 days must elapse between date of publication in official newspaper, posting with Town Clerk, and date of budget hearing

❖ Conduct Budget hearing – **3rd TUESDAY IN OCTOBER**



Budgets/Elections

❖ October

- ❖ Plan for Annual District Election
- ❖ Finalize and File Budget with each Town
 - ❖ By 1st week in November



Budgets

❖ November

- ❖ November 4 – Last day to adopt budget
- ❖ November 7 - Last day to deliver budget to Town(s)



Annual & Special Elections

HAVE A PLAN!



Annual & Special Elections

❖ BoFC Considerations:

- ❖ Enact a District Policy and Adhere to it!
- ❖ Candidate Filing Requirements
- ❖ To Petition or Not to Petition



Annual & Special Elections

❖ BoFC Considerations:

- ❖ Annual Election vs Special Election
- ❖ Absentee Ballots – JUST SAY NO!
- ❖ Paper Ballots vs Voting Machines
- ❖ Election Board & Compensation
- ❖ Location and Hours



Annual & Special Elections

- ❖ Secretary Duties: Know What/Who is on the Ballot
 - ❖ Election Resolutions
 - ❖ Election Notice – Posting & Publishing
 - ❖ Candidate Filing Requirements
 - ❖ List of Registered Voters/Eligibility
 - ❖ The Write-In Candidate



Annual & Special Elections

❖ Annual Election Timetable

- ❖ Absentee Ballots – adopt resolution at least 60 days
- ❖ Election Board – at least 40 days
- ❖ Publication of Notice – 27 to 34 days
- ❖ Voter eligibility –
 - ❖ RESIDENT of fire district at least 30 days
 - ❖ REGISTERED voter at least 23 days
- ❖ Request Eligible Voter List from CBOE – at least 23 days
- ❖ Posting of Notice – 15 to 20 days
- ❖ Complete/File Election Results – 72 hours or the Friday after Election



Annual & Special Elections

❖ Special Election Considerations

- ❖ Must be a Tuesday that is NOT a holiday
- ❖ Complete/File Election Results – check with Counsel as it is dependent on the kind of resolution that was submitted to mandatory referendum



Annual Election

❖ November

- ❖ Publish of Notice of Annual Election
- ❖ Request list of registered voters from BoE
- ❖ Deadline for petitions or letters of candidacy
- ❖ Post of Notice of Annual Election
 - ❖ Websites, bulletin/Sign boards
 - ❖ Copy to Town Clerk(s) for posting



Annual Election

❖ December

- ❖ Annual Election
 - ❖ Held Annually 2nd TUESDAY in December
 - ❖ Minimum 6-9 pm
- ❖ File certified results with Fire district Secretary and Town(s) within 72 hours after end of election
- ❖ Prepare (and BEWARE of) Affidavit Ballots



QUESTIONS



Thank you for joining us!

Feel free to contact us:

info@afdsny.org

1-800-520-9594

FAQs, resources and training opportunities:

Association of Fire Districts of the State of New York

<https://afdsny.org/>