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/