

Fire District Secretary Training

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

❖ **Gina Marrone**

- ❖ District Secretary and Deputy Treasurer,
Bohemia Fire District
- ❖ President, Suffolk County Association of Fire District
Secretaries and Treasurer
- ❖ AFDSNY Training Presenter



Organizational tips

- Create folders for each commissioner
- Use your calendar and set reminders – Outlook, your phone, regular paper calendar
- Make a list of what has to be done by month for meetings and maintenance/testing if you schedule
- Find a system that works for you and use it.
- Ask fellow secretaries how they keep organized. We can learn from each other.



A Year in the Life

❖ January

- ❖ Organizational Meeting – on or before Jan. 15 (TL § 174)
 - ❖ Appointment of Secretary
 - ❖ Set meeting dates for year
 - ❖ Adopt policies
 - ❖ Approve Association Memberships
 - ❖ Appoint Ballot Clerks
 - ❖ Designate:
 - ❖ Newspaper
 - ❖ Bank
 - ❖ Legal Counsel



A Year in the Life

❖ January

- ❖ Organizational Meeting format
- ❖ Reaffirm policies
- ❖ Committee Assignments
 - ❖ Take time to review ongoing projects
 - ❖ Establish timeline for projects to be completed within the year



A Year in the Life

❖ January

- ❖ File Oaths of Office: Commissioners, Secretary, Treasurer (Town Law § 174)
- ❖ File Fire Police Registry as Peace Officers with Division of Criminal Justice Services by January 15
(*Executive Law § 845 [2]*)
- ❖ Post PESH SH900.1 (until 4/30)

****Newly elected/appointed Commissioners must take training within 270 days of taking office**
(*Town Law § 176-e*)



A Year in the Life

❖ February

- ❖ Annual Insurance/Financial Review
- ❖ Annual Firefighter Physicals
- ❖ Begin preparations for annual audit
 - ❖ Minutes
 - ❖ Motions/Resolutions
 - ❖ Commissioner & Treasurer Training Certificates
 - ❖ Copies of certain Policies/Procedures
 - ❖ Affidavit of Budget Hearing Publication
 - ❖ Copies of Purchase Agreements/contracts, etc.
 - ❖ LOSAP Plan information
- ❖ Fire Company Treasurers must submit Foreign Ins. Money report to OSC



A Year in the Life

❖ **March**

- ❖ Deadline to file AUD – March 1st
- ❖ Deadline to file last year's LOSAP – March 31st
- ❖ Annual Audit

❖ **April**

- ❖ AFDSNY Annual Meeting
- ❖ Records Management Month!
 - ❖ Designate April as a time to get records in order



A Year in the Life

❖ May

- ❖ Fire Companies submit Form 990
- ❖ Use to your advantage!

❖ June

- ❖ June 30th – Annual audit must be complete and filed
- ❖ Notice posted
- ❖ Look out for Fire District Affairs for Budget and Election schedules!
- ❖ Start your own preliminary Budget?





A Year in the Life

❖ July

- ❖ Budget Season Begins!
 - ❖ Create budget timeline
 - ❖ Treasurer should run prior year comparisons
 - ❖ Long term plans?
 - ❖ Status of large projects/apparatus?

❖ August

- ❖ Budget Workshop(s)
- ❖ Notice to newspaper of Meeting



A Year in the Life

❖ September

- ❖ Proposed budget must be adopted 21 days before October Budget Hearing – September 29th
- ❖ Proposed Budget must be made available to public
 - ❖ Website
 - ❖ Copy to Town(s)
- ❖ Post Notice (not legal notice) 15-20 days before-September 30; October 5th
 - ❖ District website, signboards
 - ❖ Town Clerk(s)
- ❖ Prepare for Budget Hearing



A Year in the Life

❖ October

- ❖ AFDSNY Fall Workshops
- ❖ Publish Legal Notice of Budget Hearing
 - ❖ 5 days prior to hearing – October 15th
 - ❖ Post published notice on website
- ❖ Conduct Budget Hearing – October 20th
- ❖ Finalize and adopt Budget – by November 4th
- ❖ Plan for Annual District Election
 - ❖ Resolution for absentee ballots – 60 days before
 - ❖ Appoint BoE Staff – 40 days before



A Year in the Life

❖ November

- ❖ File Budget with Town(s)
 - ❖ No later than November 7th
- ❖ Publish of Notice of Annual Election – Nov. 4-11th
- ❖ Request list of registered voters from BoE
- ❖ Deadline for petitions or letters of candidacy – Nov. 18th
- ❖ Post of Notice of Annual Election – Nov. 18th - 23rd
 - ❖ Websites, bulletin boards
 - ❖ Copy to Town Clerk(s) for posting



A Year in the Life

❖ December

- ❖ Annual Election – Second Tuesday in December
- ❖ December 8th
 - ❖ Elections of Commissioner(s)
 - ❖ Bond?
 - ❖ Sale of Apparatus?
 - ❖ Establishment of Funds?
- ❖ Three Days to certify results to Town Clerk – Dec. 11th
- ❖ Prepare for Organizational Meeting!



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/>