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 1\textsuperscript{st}
- Deadline to file last year’s LOSAP – March 31\textsuperscript{st}
- 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/