



# Association of Fire Districts of the State of New York

"Serving Fire District Officers through Education & Legislation"

800.520.9594  
www.AFDSNY.org

## AFDSNY Targeted Regional Training Region 2 (Ulster County)

When: Thursday, September 26, 2019  
6pm - 9pm  
Doors open at 5:30pm  
Session at 6pm

Where: Port Ewen Fire Department  
129 Legion Court  
Port Ewen, NY 12488

Cost: Registration \$25 per person

**Online Registration: [www.AFDSNY.org](http://www.AFDSNY.org)**

**Not yet a Member of AFDSNY? Go to [AFDSNY.org](http://AFDSNY.org) to become a member TODAY**



Association of Fire Districts of  
the State of New York  
PO Box 496  
Selkirk NY 12158



### Association of Fire Districts of the State of New York

#### Targeted Regional Training: "Getting the Job Done"

Learn the legal and practical responsibilities of a Secretary in a Fire District today and the importance of communication between the secretary and commissioners.

- ◆ **Secretaries** - If you're a new Secretary or looking for a refresher course, we have something for you. We will be covering a wide range of topics including:
  - General Secretary Duties:** meetings (including the annual organizational meeting), minutes, agenda, and executive session.
  - Legal Issues:** Open meeting law, records retention, FOIL requests, and legal notices.
  - Other subjects:** whether to post or publish (or both)?, annual and special elections, etc.
- ◆ **Commissioners** - Communication between the Fire District Secretary and Commissioners is vital in today's Fire District. As an elected official you should be aware and well educated on the legal and practical responsibilities of your District Secretary. Get a better understanding of what they need from you to "Get the Job Done"

This is an interactive class, attendee participation is encouraged.  
Anyone wishing to submit a question in advance can email it to  
[jpetkus@afdsny.org](mailto:jpetkus@afdsny.org)



**Targeted Regional Training**  
**Region 2 (Ulster County)**  
**"Getting the Job Done"**



**Register online at [www.AFDSNY.org](http://www.AFDSNY.org)**

**Registrant's information:** All fields are required, confirmation will be emailed to

**Registrant #1:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Due registrant #1  
\$25

**Registrant #2:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Due registrant #2  
\$25

**Registrant #3:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Due registrant #3  
\$25

**Registrant #4:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Due registrant #4  
\$25

**Payment Information:** Make all checks payable to AFDSNY

**Credit Card Information:**

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card #: \_\_\_\_\_


Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

**Mail to: AFDSNY**

PO Box 496  
 Selkirk NY 12158  
 Register Online at  
[www.afdsny.org](http://www.afdsny.org)



For questions or further information about  
 Targeted Regional Training

Cathy DeLuca, Program/Education Coordinator: [cdeluca@afdsny.org](mailto:cdeluca@afdsny.org)  
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