

Fly Creek Fire District Board of Fire Commissioners  
Organizational Meeting Agenda  
Date: January 12, 2023

1. Treasurer calls session to order
2. Pledge of Allegiance
3. Nomination of chairperson
4. Treasurer turns meeting over to chairperson
5. Reading and approval of January 5, 2023 minutes
6. Appointment of deputy district secretary
7. Appoint district secretary
8. Administer oaths for secretary and deputy district treasurer and direct that oaths be filed with secretary and Clerk of Town before January 30, 2023 per Town Law 174(3) and Public Officer's Law (30)
9. Establish salaries for district personnel (secretary and treasurer)
10. Appoint legal advisor
11. Designate official newspapers – designate a daily paper as well as the primary is published less than daily
12. Designate dates, times, and locations for upcoming board meetings, hearings, and elections
13. Set the date for the budget hearing for the 3<sup>rd</sup> week of October
14. Acknowledge procurement of treasurer's and deputy treasurer's bond/insurance to be increased to \$300,000 – direct the filing of copy of the bond or declarations page of insurance policy with town clerk
15. Designate official depository (commercial bank)
16. Permission for treasurer or deputy district treasurer to pay fuel, lights, wages, postage, telephone, internet, gas/diesel, and heating oil every month
17. Treasurer required to submit AUD to Board of Fire Commissioners within 60 days after the end of the fiscal year
18. Adopt section 104-B of the General Municipal Law regarding District purchasing practices, including recommendations from NYS Comptroller's Audit report
19. Approve mileage reimbursement at the approved IRS rates throughout the year
20. Authorize defense and indemnification of Commissioners, District employees, and District volunteers pursuant to Public Officers Law (18)
21. Mutual aid agreements done by the Chief
22. Authorize defense and indemnification District volunteer firefighters pursuant to General Municipal Law (205-g)
23. Appoint accountant
24. Designate secretary as district records/FOIL officer
25. Adopt LGS-1 (as modified) as the record retention policy of the District
26. Designate at least one "public location" to be used for the posting of open meetings law notices
27. Approval of membership in the associations including FASNY, NYSAFC, AFDSNY, and any other associations the Board deems appropriate to carry out its business

28. Review, renew, and re-adopt existing leases and contracts
29. RE-adopt all existing policies and adopt new policies if warranted (example: dual signatures required on checks over \$100; purchases less than \$250)
30. Declare that the Annual Review of Workplace Violence Policy and Incident (if any) was conducted pursuant to 10 NYCRR 806(i)(5) and there were no such reports for the previous year
31. Authorize in advance the use of Fire District equipment and apparatus for use at parades, wakes, fire prevention details, and other events upon approval of the Chief
32. Acknowledge that the District has obtained enhanced cancer disability benefits required under General Municipal Law 205-cc by either the procurement of an approved insurance policy or by showing proof in writing that the District agrees to fund all eligible claims through revenues
33. Declare that official records of the District will be maintained in paper form