**Fly Creek Fire District Board of Fire Commissioners**

 **Organizational/ District Meeting Agenda**

 **January 10, 2022**

1. Treasurer calls session to order
2. Flag salute and moment of silence
3. Nomination of Chairman
4. Treasurer turns meeting over to Chairman
5. Nomination of Vice Chairman
6. Appoint Deputy District Treasurer
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, 2022 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 if the primary paper 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 3RD week of October
14. Acknowledge Procurement of Treasurer’s and Deputy Treasurer’s bond / Insurance to be increased to $300k- 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
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. Authorize Defense and Indemnification District Volunteer Firefighters Pursuant to General Municipal Law (205-g)
22. Appoint accountant- State Audit has been requested
23. Designate Secretary as District Records/ FOIL Officer
24. Adopt LGS-1(as modified) as the Record Retention Policy of the District
25. Designate At Least One “Public Location” to be used for the posting of Open Meetings Law Notices ( Example “fire station front door “
26. Approval of Membership in the associations including FASNY, NYSAFC, Association of Fire Districts of the State of NY and any other associations the Board deems appropriate to carry out its business
27. Review and Renew and Re-adopt Existing Leases and contracts
28. Re-Adopt All Existing Policies and Adopt New Policies if warranted (Example Dual signatures required on checks over $100 , Example purchases less than $250)
29. 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.
30. 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.
31. 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.
32. Reading of Minutes
33. Correspondence
34. Treasurer’s Report
35. Payment of Bills
36. Chief’s Report
37. EMS Report
38. Fire Police Report
39. Auxiliary Report
40. Special Topics of Discussion
41. New Business
42. Adjourn Meeting