

Claryville Fire District
Draft Organizational Meeting Agenda
January 4, 2022

Meeting to be called to order by a temporary chair, District Treasurer if present, if not, then by the District Secretary,

1. Meeting Called to Order
2. Administration of Oath of Office to newly elected Commissioner.
3. Election of 2021 Chair of the Board of Fire Commissioners by Resolution 1.1
4. Designation of District Secretary and Public Information Officer with an annual salary of \$1800, paid monthly, by Resolution 1.2 and the administration of an oath of office.
5. Designation of District Treasurer with an annual salary of \$3600, paid monthly, by Resolution 1.3 and the administration of an oath of office.
6. Designation of District Attorney by Resolution 1.4
7. Designation of District Newspaper by Resolution 1.5
8. Set regular monthly meeting location, date and time by Resolution 1.6
9. Agree on District Memberships (AFDSNY, FASNY, AFDSC and AFDUC) by Resolution 1.7
10. Agree on Chief Memberships (NYSAFC, NAFA, UCVFA and SCFCA) by Resolution 1.8
11. Renew Truck House Leases: CVFD Truck House for an annual rental of \$12,000, paid monthly, by Resolution 2.0 and Frost Valley Truck House for an annual rental of \$1 by Resolution 2.1
12. Resolve that the Treasurer maintain accounts with the Catskill Hudson Bank (Grahamsville Branch) and be signer of checks by Resolution 2.2
12. Agree to authorize the Treasurer to pay, in advance of the District Meetings and review of bills, the following bills: Central Hudson, Earl Sheeley Oil, Verizon, Spectrum and U. S. Post Office expenses by Resolution 2.3

13. Resolve that the Treasurer is authorized within sixty (60) days after the end of the fiscal year to submit to the Fire Commissioners a copy of the annual report required under General Municipal Law Section 30, in lieu of a written statement showing receipt and disbursements for the preceding fiscal year and this authorization shall remain in effect unless rescinded or replaced by the Board by Resolution 2.4

14. The following Committees are continued or created:

- a. Budget with members:
- b. Audit with members:
- c. Policy with members:
- d. Capital Plan and Trucks with members:
- e. Recruitment with members:
- f. Procurement with members:

by Resolution 3.0

15. The Policies reviewed by the Policy Committee in 2021 and previously distributed to Commissioners are to remain in effect by Resolution 3.1. Other Guidance and prior year Board resolutions including the Covid 19 Guidance, approved in June 2020, shall also remain in effect as long as appropriate by Resolution 3.2. Forms such as the Milage Reimbursement Form, FOIR Request Form and the Equipment Purchase Request Form shall also remain in effect unless replaced or no longer needed by Resolution 3.3

16. The Chair of the Audit Committee shall be known as the Assistant Treasurer and shall have access to all bank accounts and be authorized to sign checks, should the Treasurer be unavailable, by Resolution 3.4

16 Board members and the public may propose any additional resolutions that pertain to the Organization of the Board of fire Commissioners by appropriate Resolutions. Other business shall be tabled until the next regular meeting of the Board of Fire Commissioners. Once the Board of Fire Commissioners of the Claryville Fire District has organized itself and its Committees and having no further organizational needs the Board may adjourn by Resolution 4.1