



Association of Fire Districts of the State of New York

"Serving Fire District Officers through Education & Legislation"

800.520.9594
www.AFDSNY.org

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AFDSNY Targeted Regional Training Regions 3 & 4

When: Saturday, March 30, 2019
8am - 12pm
Doors open at 7:30 (coffee & Danish)
Session at 8am
Lunch is included
Where: Belgium Cold Springs Fire Department
7920 River Road
Baldwinsville NY 13027
Cost: Registration \$25 per person
Online Registration: www.AFDSNY.org

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

Event Sponsor



Sponsored by:



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



Targeted Regional Training

Region 3 & 4

"Getting the Job Done"



Register online at www.AFDSNY.org

Registrant's information: All fields are required, confirmation will be emailed to address below.

Registrant #1:

Name: _____

Title: _____

District: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Total Due registrant #1
\$25

Registrant #2:

Name: _____

Title: _____

District: _____

Email: _____

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Total Due registrant #2
\$25

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\$25

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Title: _____

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\$25

Payment Information: Make all checks payable to AFDSNY

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Mail to: AFDSNY

PO Box 496
Selkirk NY 12158
Register Online at
www.afdsny.org



For questions or further information about
Targeted Regional Training

Cathy DeLuca, Program/Education Coordinator: cdeluca@afdsny.org
Kit Thompson, Regional Training: cthompson@afdsny.org
David Denniston, Regional Training: ddenniston@afdsny.org