**Organizational Meeting**

**Chateaugay-Brainardsville Fire District**

**January 10, 2023**

1. Call the Meeting to Order
2. Appoint Temporary Chairperson
3. Pledge to the Flag
4. Oaths of Office (Commissioner)
	1. I, James Alexander, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Fire Commissioner, according to the best of my abilities.
5. Election of Chairperson
6. Reading of the meeting notice (from December and published date)
7. Appoint Secretary/Treasurer, fix compensation
	1. Resolution 1.1 BE IT RESOLVED that Sara Titus is hereby appointed Secretary-Treasurer of the Chateaugay-Brainardsville Fire District for a 1-year term commencing January 1, 2023 and ending December 31, 2023. The compensation for this position is $5500.00.
	2. Motion by \_\_\_\_, Second by \_\_\_\_\_
8. Secretary/Treasurer Oath of Office
	1. I, Sara Titus, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Secretary/Treasurer, according to the best of my abilities.
9. Treasurer report of 2022 finances and final budget report
10. Approve Surety Bond on Treasurer, file with Town Clerks
11. Code of Ethics
12. Designation of Official Newspaper, resolution
	1. Resolution 1.2 BE IT RESOLVED that The Malone Telegram is designated as the Official Newspaper of the Chateaugay-Brainardsville Fire District. This publication is in general circulation within the Fire District.
	2. Motion by \_\_\_\_, Second by \_\_\_\_\_
13. Designation of official banks, resolution
	1. Resolution 1.3 BE IT RESOLVED that Community Bank Chateaugay be designated as the official bank of the Chateaugay-Brainardsville Fire District. It has been verified that there are no conflicts of interest with any Commissioners.
	2. Motion by \_\_\_\_, Second by \_\_\_\_\_
14. Designation of Board meeting dates, times, and media notifications
	1. Resolution 1.4 BE IT RESOLVED that the regular meetings of the Chat eaugay-Brainardsville Fire District will be held on the following dates:

January 10 Regular meeting

 February 14 Regular meeting

 March 14 Regular meeting

 April 11 Regular meeting

 May 9 Regular meeting

 June 13 Regular meeting

 July 11 Regular meeting

 August 8 Regular meeting

 September 12 Regular meeting

 October 17 Public Hearing on 2022 Budget and Regular Meeting

 November 14 Regular meeting

 December 12 Annual Elections and Regular meeting

Notices will be sent to the media and posted on social media and at the Fire Station if the schedule changes.

All meetings are open to the public and are held at 6:30 PM at the Chateaugay Fire Station, 2 Lake St, Chateaugay, NY. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

* 1. Motion by \_\_\_\_, Second by \_\_\_\_\_
1. Approve membership in appropriate associations
	1. Resolution 1.5 BE IT RESOLVED that the Fire District will maintain membership in the following organizations: Association of Fire Districts of New York State (AFDSNY), Firemen’s Association of the State of New York (FASNY), FRACO Drill, and Franklin County Mutual Aid.
	2. Motion by \_\_\_\_, Second by \_\_\_\_\_
	3. Resolution 1.6 BE IT RESOLVED that The Chateaugay-Brainardsville Fire District will support 2021 membership by the Chief in the following organizations: New York State Association of Fire Chiefs and the International Association of Fire Chiefs.
	4. Motion by \_\_\_\_, Second by \_\_\_\_\_
2. Establish policy review schedule
	1. Resolution 1.7 BE IT RESOLVED that the Chateaugay-Brainardsville Fire District policies will be reviewed on the following schedule: January – Purchasing, Investment, and Credit Card; February – Travel and Expense; March – Sexual Harassment; April - Social Media, and Emergency Scene; May – Whistleblower; June – Substance Abuse
	2. Motion by \_\_\_\_, Second by \_\_\_\_\_
3. Appoint working committees
	1. Apparatus
	2. Liaison – Towns, Fire Company
	3. Budget
	4. Building
	5. Grant
4. Contract renewals
	1. Resolution 1.8 BE IT RESOLVED that the Chateaugay-Brainardsville Fire District renew the contract with Clean Sweep for the monthly cleaning of the Fire Station, and Jock’s Pest Control for monthly service.
	2. Motion to approve by \_\_\_\_\_ Second by \_\_\_\_\_
5. Bills paid
	1. Resolution 1.9 BE IT RESOLVED that the Chateaugay-Brainardsville Fire District that the CBFD Treasurer is authorized to pay in advance of audit by the Board of Commissioners the following claims:
		1. Utility payments to NYSEG, Liberty Utilities
		2. Technology payments to Spectrum
		3. Payment to the USPS for postage
	2. Motion to approve by \_\_\_\_\_ Second by \_\_\_\_\_\_
	3. Resolution 2.0 BE IT RESOLVED that the Chateaugay-Brainardsville Fire District that the CBFD Treasurer is authorized to pay all other bills upon verification by invoice/receipt of the claim.
	4. Motion to approve by \_\_\_\_\_ Second by \_\_\_\_\_\_
6. Financial Report
	1. Resolution 2.1 BE IT RESOLVED that the Chateaugay-Brainardsville Fire District Treasurer is hereby authorized within 60 days of the end of the fiscal year to submit to this Board of Commissioners a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by the Board of Fire Commissioners,
	2. Motion to approve by \_\_\_\_\_ Second by \_\_\_\_\_\_
7. Adjourn
	1. Motion to approve by \_\_\_\_\_ Second by \_\_\_\_\_\_