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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Board of Fire Commissioners

AGENDA FOR ORGANIZATIONAL MEETING

Tuesday, January 9, 2024

1. Call to order
2. Pledge of Allegiance
3. Appointment of Chairperson – Treasurer to conduct election
4. Nomination of Vice Chairperson
5. Resolution 1.1 – Appointment of Secretary/District Custodian of Records and Records Access Officer
6. Set salaries for secretary and treasurer
7. Confirmation of oaths of office to Town Clerk
   1. Must be filed within thirty (30) days of the commencement of the term
8. Appointment of District Counsel and annual retainer
9. Review of surety bond/undertaking of the Treasurer
10. Resolution 1.2 – Meeting Dates/Times/Notification of Media
11. Resolution 1.3 – Designation of Official Newspaper
12. Resolution 1.4 – Designation of memberships
13. Resolution 1.5 – Designation of official bank
14. Resolution 1.6 – Resolution for treasurer to pay claims in advance of audit
15. Treasurer report for 2023
    1. Accounting of all moneys received and disbursed during 2023
    2. Production of all books, records, receipts, orders, vouchers and check images
    3. Filing statement showing receipts and disbursements **OR** Resolution 2.0 – Filing of Annual Financial Report
16. Review of district policies
    1. Investment Policy
    2. Ethics Policy
    3. Procurement Policy
    4. Travel Expense and Procedure
       1. Set the annual mileage rate for use of personal vehicles
    5. Sexual Harassment Policy
    6. Information Technology Policy
17. Approval of consultants, contractors, insurance agent, architect, engineer
18. Adjournment of Organizational Meeting