

4th Annual
Fire Department
Law & Management Conference

**AT THE TURNING STONE
CASINO & RESORT!
March 29 - April 1, 2012**

Preparing leaders to conquer the legal
issues that face them.

- ◆ *Fire District Commissioner Mandated Training*
- ◆ *Training for chiefs, line officers, executive officers and members*

The law firm that represents over 400 fire departments, fire districts and ambulance services throughout N.Y.S.

SCICCHITANO &
PINSKY, PLLC

DESCRIPTION OF CLASSES

FRIDAY

Fire District Commissioner & Treasurer Training: Newly elected commissioners are required to obtain at least 6 hours of training within the first 270 days of taking office. Instead of cramming the training into one long day, this two day lecture provides additional hours for questions and moves at a slower pace through both basic and challenging issues facing commissioners. This training is approved by the Comptroller. Treasurer Training is on Day 1 only.

Basic Quickbooks & Financial Record Keeping for Company & District Treasurers: District and Department Treasurers should computerize their financial records for greater accuracy and accountability. Learn how to utilize Quickbooks to maintain financial records, including how to categorize records, run reports, reconcile bank statements, and much more.

Social Media & Technology Issues in the Fire Service: Technology creates nightmares for fire departments. Social networking, digital photography, offensive websites and technology issues are addressed. Learn what departments can and cannot prohibit, how to discipline for violations, and policy considerations.

OSHA Compliance: This lecture advises which OSHA requirements your department must comply with now to avoid fines and penalties!

Fire Company Treasurer Training: Serving as the Company Treasurer is one of the most important jobs in the fire company. Learn how to maintain financial records, comply with federal regulations, basic accounting procedures, protect the funds from theft, internal audit methods, and much more.

Mock Trial: This comical but informative mock trial will address issues we discuss at this conference.

SATURDAY

Fire District Commissioner Training Part III: Control of a Fire District's Membership: Perhaps the most challenging issue in a fire district is the relationship between the district and its members. This lecture addresses every area where the district has and lacks control over the members. The failure to address some of these issues can result in a loss of death and disability benefits! This second day of fire district commissioner training is open to everyone.

Fire Company: The public's right to our Information: If you think the records of the fire company are confidential, think again! New York State requires most of your information to be public. Attendees will learn what information must be disclosed and how to protect other records.

Arson Issues in the Fire Service: Don't be accused "on the stand" of fowling up the entire investigation! Chiefs and Line Officers can make or break an arson prosecution. Learn how to protect a scene, participate in an arson investigation, how to write reports, and much more.

Freedom of Expression in the Firehouse: Do firefighters have the right to express themselves in any way they desire in the firehouse? Can the fire department outlaw beards, tattoos, hats, and other methods of expressing oneself? Learn Answers to these and other questions.

Creating a Fire Service Training Program: Nothing in the fire service is more important than training, but many departments lack adequate training programs. Learn how to create and implement a training program. Numerous lesson plans will be provided on various topics to assist departments with providing formalized training.

Must Have Bylaw Provisions for the Fire Department: Corporations and their bylaws are governed by the law. Failure to comply with laws can result in personal financial liabilities, loss of death and disability benefits, overturned elections, unauthorized purchases, improper votes, and more. A well drafted set of bylaws will protect the members, directors and officers of the fire department. Learn about the issues you must address and how to implement vital bylaw provisions before trouble arises.

Must Have Policies for the Fire District: Well written policies can prevent issues before they arise. Fail to implement the right policies and your District is exposed to liability. Learn the most important issues to address and how to draft them.

Critical NFPA Standards for Fire Departments: NFPA may not be the law in New York, but the failure to follow the most basic of NFPA standards can lead to injuries, lack of credibility, and sometimes liability. In some instances, New York State Law incorporates NFPA. Learn which of the NFPA provisions departments should implement now.

Creating an Operator Training Program: Motor vehicle accidents involving fire apparatus are among the top causes of liability for fire departments. Driver training programs can prevent injuries and liability. Attendees will learn how to implement these programs and will receive sample policies.

SUNDAY

You Can't Make This Stuff Up!: The title says it all. You have to hear it to believe it! This lecture is intended to open our eyes to the insane things people do in the fire service in the hopes of preventing the same issues in our fire departments.

Disciplining Volunteer Officers and Firefighters: Improperly imposing discipline can lead to liability. NYS Law and the Company's bylaws govern disciplinary procedures, but few departments have implemented adequate policies. Attendees will receive these policies and learn everything they need to know about discipline.

Constructing a Firehouse: Legal Issues: If your department is contemplating constructing a fire house or an addition, the attorney should be the first person you contact. Usually, the attorney is brought in too late or the attorney is not familiar with these important issues. Issues such as environmental review, prevailing wages, contract issues with the architect and contractor, and bidding issues will be addressed in depth.

DAY	TIME	CONFERENCE SCHEDULE		
Thurs	5:00 pm — 7:00 pm	Registration		
Fri:	9:00 am — 5:00 pm	Registration		
	12:30 pm — 2:30 pm	Social Media & Technology Issues in the Fire Service	Fire District Commissioner Training Part I	Basic Quickbooks & Financial Record Keeping for Company & District Treasurers
	2:30 pm — 4:30pm	OSHA Compliance	Fire District Commissioner Training Part II and District Treasurer Training	Fire Company Treasurer Training
	4:45 pm — 5:45 pm	MOCK TRIAL		
	6:30 pm — 8:30 pm	Reception		
Sat.	8:00 am — 11:00 am	Registration		
	7:00 am — 9:00 am	Breakfast		
	9:00 am — 10:30 am	Fire Company: The public's right to our information.	Fire District Commissioner Training Part III Control of a Fire District's Membership	Arson Issues in the Fire Service
	10:30am — 12:30 pm	Freedom of Expression in the Firehouse		Creating a Fire Service Training Program
	12:00 pm — 1:30 pm	Lunch		
	1:30pm — 3:00 pm	Must Have Bylaw Provisions for the Fire Department	Must Have Policies for the Fire District	Critical NFPA Standards for Fire Departments
	3:00 pm — 4:30pm			Creating an Operator Training Program
	4:45 pm — 5:45 pm	Open Forum with Attorneys		
Sun.	8:00am — 10:00 am	Breakfast		
	10:00 am — 12: 00 pm	You Can't Make this Stuff Up!	Disciplining Volunteer Officers and Firefighters	Constructing a Firehouse: Legal Issues

Registration Form: Due by March 1, 2012

Mail Registration form and check or money order to: Scicchitano & Pinsky, PLLC,
5789 Widewaters Parkway, Syracuse, NY 13214

Each attendee should complete a form. Copy as needed.

Name: _____ Organization: _____

Phone: (____) _____ Fax: (____) _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Email: _____

SEMINARS YOU PLAN TO ATTEND:

Friday:

- _____ Fire District Commissioner Training (Part 1)
- _____ Social Media & Technology Issues in the Fire Service
- _____ Basic Quickbooks & Financial Record Keeping for Company & District Treasurers
- _____ Fire District Commissioner Training Part II and District Treasurer Training
- _____ OSHA Compliance
- _____ Fire Company Treasurer Training

Saturday:

- _____ Fire Company: The public's right to our information.
- _____ Fire District Commissioner Training Part III: Control of a Fire District's membership
- _____ Arson Issues in the Fire Service
- _____ Freedom of Expression in the Firehouse
- _____ Creating a Fire Service Training Program
- _____ Must Have Bylaw Provisions for the Fire Department
- _____ Must Have Policies for the Fire District
- _____ Critical NFPA standards for Fire Departments
- _____ Creating an Operator Training Program

Sunday:

- _____ You Can't Make this Stuff Up!
- _____ Disciplining Volunteer Officers and Firefighters
- _____ Firehouse Construction: Legal Issues

GUEST MEAL PRICING
Guest Name: _____
MEALS ATTENDING
FRI reception (\$70.00) _____
SAT Breakfast (\$30.00) _____
SAT Lunch (\$30.00) _____
SUN Breakfast (\$30.00) _____

- ◆ *Please indicate if your guest will accompany you to any of the meals as there will be an additional fee per meal.*

REGISTER EARLY AS SPACE IS LIMITED!

Call Turning Stone directly to make hotel accommodations in order to receive the discounted rates!! (Fri & Sat \$169 each night)

Turning Stone Inn (Fri & Sat \$89.00 each night)

1-800-771-7711

***Do not make reservations online.**

Cost

\$195 per attendee

Check or money order only!

Includes:

Friday Night Reception: Open bar and hors d'oeuvres

Saturday: Breakfast and Lunch

Sunday: Breakfast

All conference materials

Call with questions (315) 428-8344 ask for Nicole or

Visit our website at www.emsfirelaw.com