

Nov 14, 2007

Fire District Organizational Meetings

by Bradley Pinsky

Fire Districts are required to hold their organizational meeting before January 15, 2008. Following is a list of items that should be considered at the organizational meeting.

1. Schedule the regular meeting of the district, including the times, dates and places, and direct the secretary to publish notice in the selected newspaper and on the website of the district, if any. Also consider posting the meeting notices on the town's website, if any, though this is not required for regular meetings.
2. Appoint the attorney for the district.
3. Appoint the auditor for the district, if such determination has been made after review of bids and proposals.
4. Appoint the accountant for the district.
5. Appoint the secretary, treasurer and chair of the board. Include any salaries for the secretary and treasurer.
6. Confirm the nomination of fire chief and assistant chiefs.
7. Set a mileage rate to be reimbursed for approved travel.
8. Select the official newspaper for the fire district.
9. Select the official depository bank for the district.
10. Resolve that the policies already in place will remain in place.
11. Resolve that the district will maintain memberships in various organizations, such as the Association of Fire Districts.
12. Resolve, if desired, that the treasurer may pay the following in advance of audit:
 - a. Lights
 - b. Telephone
 - c. Postage and freight
 - d. Bond payments
 - e. Reoccurring salaries
13. Resolve, if desired, to set up a petit cash fund up to \$250.00.