Secretary Policy (NEW)

1. **Position**: The Secretary shall assist the Board of Fire Commissioners in the administrational duties of the Fire District.

2. **Chain of Command**: The Secretary shall report directly to the Board of Fire Commissioners.

3. **Duties**: The Secretary of the Fire District duties shall include, but are not limited to, the following duties:

   A. The Secretary shall safeguard all confidential records, reports, and correspondence relating to the Board of Fire Commissioners and the Fire District.

   B. The Secretary shall attend all meetings of the Board of Fire Commissioners, act as clerk thereof, and keep a complete and accurate record of the proceedings of each meeting. This includes keeping a record of all propositions, rules, and regulations adopted by the Board of Fire Commissioners.

   C. The Secretary shall be responsible for posting legal documents and notices, both on the website and in newspapers.

   D. The Secretary shall be responsible for preparing the agenda for all Board of Fire Commissioner meetings.

   E. The Secretary shall abide by all of the Policies and Procedures adopted by the Board of Fire Commissioners.

   F. The Secretary is both the Records Management Officer of the Fire District pursuant to Arts and Cultural Affairs Law Section 57.19 and the Records Access Officer of the Fire District pursuant to 12 NYCRR 1401.2.

   G. The Secretary shall have such additional powers and perform such additional duties as the Board of Fire Commissioners may determine which are not inconsistent with law.

4. **Amendment**: The Board of Fire Commissioners may amend this Policy from time to time in accordance with the law.

5. **Adoption**: This Policy is adopted on October 17, 2024 and supersedes any previous versions of this policy.