



SATURDAY, OCTOBER 21, 2023

MCFDOA, with support from CAFDA, have joined together to bring you:

FIRE DISTRICT SECRETARY TRAINING

A Year in the Life of a Fire District Secretary

Join Joyce Petkus (Greenfield Fire District Administrator-Secretary-Treasurer, CAFDA Director & Past AFDSNY Secretary-Treasurer) as she navigates through the duties and responsibilities of the Fire District Secretary.

This class is a great refresher for experienced secretaries, as well as new(er) secretaries...and also for Commissioners who want a better understanding of exactly how their secretaries carry out those duties and responsibilities.

Bring your questions, and your knowledge, tips and tricks to share with this interactive class!

Class Location

Ridge Road Fire District Headquarters

1299 Long Pond Rd.
Rochester, NY 14626

DOORS OPEN
at 8:00 am

CLASS BEGINS
at 8:30 AM

Continental
Breakfast Provided!

Commissioners are
also welcome,
and *encouraged*
to attend!

PAYMENT INFO:

Monroe County Fire District Officers Association

115 Mandarin Drive
Rochester, NY 14626

Cost: \$30

FREE to MCFDOA Members!
RSVP to: kbowers@rrfd.org