

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
October 14, 2020**

ATTENDANCE

COMMISSIONERS:

John Klosowski
A. Gerald Schramek
Steven Kaufman
Kenneth Clair Jr.
Martin P. Miller

District Treasurer Margaret Miller
Jeff Bergstrom, President of the Brewster Fire Department
James Delawder, Treasurer of the Brewster Fire Department
Chief Michael Bizzaro
1st Assistant Chief Thomas Giambattista
2nd Assistant Chief Michael Miller
Michael Liguori, Esq.

MEETING CALLED TO ORDER at 8:00 pm

PUBLIC COMMENT

James Delawder asked if there is a limit on how many people can occupy the large meeting room at HQ. Gerry answered “fifty at the present time.”

James Delawder asked that since the building was owned by the District, could the commissioners limit the number of people that could occupy the large meeting room and Commissioner Schramek answered “yes.”

Attorney for the District, Michael Liguori pointed out that since the Commissioner meeting is public, the side door should be left open for members of the public to come in during the meeting.

APPROVAL OF MEETING MINUTES

A Motion to approve the September 9, 2020 minutes was made by Commissioner Schramek, seconded by Commissioner Kaufman.

Motion carried unanimously.

ACCEPTANCE OF BILLS/VOUCHERS

All bills and vouchers were reviewed. A Motion to approve the bills and vouchers was made by Commissioner Kaufman, seconded by Commissioner Miller.

The Motion was carried unanimously.

CORRESPONDENCE

All correspondence was distributed and read.

FACILITIES

Commissioner Klosowski has not received a hard copy of the specifications of the two AC Units from the engineers from KG&D. Once they are received, they will be sent out to bid.

Commissioner Kaufman met with National Equipment to obtain quotes for the repairs of appliances in the kitchen at headquarters.

QUOTES from National Equipment

Oven safety \$200-250

Broiler \$410 for two burners

Labor \$78 per hour with the work taking about 2-3 hours

Commissioner Kaufman and the Building Maintenance person, Joe Dexter, will check the work upon completion.

COMPUTER/COMMUNICATIONS/RADIOS

The Knox boxes for 3 chiefs have been ordered, the demo on new version will be next week at Chief's meeting in Patterson. The ones that are currently in the chief's cars are going into 11-4-2, 11-5-1 and 11-2-2. New key is virtual.

FIRE AND EMS EQUIPMENT

The Knox box for 11-2-2 location has not been decided.

Knox boxes that have been ordered for all three chiefs' cars but not arrived yet.

Dennis Palmer is waiting for Commissioner Clair to stop by regarding their Knox box.

Commissioner Klosowski said that, after speaking with the new Fire Department quartermaster, extra long chin straps; suspenders from size H to X; hoods, batteries and O-rings for scot packs were ordered from MES and Hi-Tec, both State bid.

MES changes the scot pack batteries once per year and the Fire Department changes the batteries once per year.

FIRE PREVENTION

There will not be an open house this year. There are some drive-bys requested by some of the schools.

INSURANCE CLAIMS/VFBL

Nothing to report.

LEGAL CONTACT/REPORTS

Michael Liguori has been in touch with AIG to take back the property they donated to the District. It will take time because the request has to be processed in Valhalla.

The annual Budget Hearing is scheduled for October 20th in the large meeting room from 7:00 PM to 8:00 PM. The five commissioners and the treasurer are asked to attend.

Proof of attendance for the missing years in LOSAP were provided by Firefighter Miller and Firefighter Kaufman. Proof was not submitted by Firefighter Napolitano. Attorney Liguori said that, as plan administrator, the Board can award points if there is a deficiency in reporting.

Commissioner Kaufman reminded the Board that the commissioners must vote on the LOSAP COVID 19 response policy by February 2021.

Commissioner Kaufman said that the LOSAP program has been progressing. The only issue is that one firefighter entitled to receive LOSAP funds has moved and he cannot find a forwarding address. Assistant Chief Miller said he would try to get that information for Commissioner Kaufman.

VEHICLE MAINTENANCE

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly mileage	Work Performed
11-1-1	41,832	42,207	375	
11-1-2	41,570	41,918	347	Sent to Franks for failure to start and then to Meadowland for same reason
11-1-3	65,377	65,642	265	

Chief Bizzaro said that Meadowland stated that the 11-1-2 car was out of warranty according to their records. Commissioner Schramek said that was not true because the District bought extended warranties on all the chiefs' cars.

The chief also said there is a Recall (but the part not available) on an issue which causes the vehicle to burn to the ground.

11-4-2 is going to Hudson Valley to check on vacuum test that failed.

11-5-1 has been sent out for work on outriggers.

Chief Bizzaro said that 11-2-3 is fixed - Ruscon replaced an air valve because it lost air pressure. Ruscon mechanic said to use the engine and see if the new air valve fixed the problem. The air dryer and governor were replaced

The Knox box for 11-2-2 location is not decided.

Knox boxes have been ordered for all three chiefs cars not arrived yet.

Denis Palmer awaiting stop by from Kenny regarding Knox box

The following vehicle maintenance was done:

Fluids and tire check air compressor on 4-1

2-5 – Safe neederman hose and tye back

2-5 remove hose form unused track and replace on 2-5 track

2-5 water leak

4-2 repair door latch fluids and tires

6-1 fluids and tires, lube door latch

6-1 air compressor switrch

Regarding a “Gas smell” in the kitchen at the main station, Chief Bizzaro told the Board that a few months ago the gas was not shut off on the oven and the convection oven was left open. This caused gas to be pulled into the convection over and fill the kitchen with a smell of gas. Once the gas was shut off there was not further issue.

Maintenance on sink drain was done.

A toilet seat was replaced in the upstairs bathroom.

LOSAP

FUND HAS \$1,236,431.01

Additions and subtractions of personnel must be reported immediately to Commissioner Kaufman so that the LOSAP roster can be revised as needed.

BUILDING MAINTENANCE

Drain covers were installed done by Joe Dexter.

A cover has been installed on the toilet in the large meeting room bathroom.

Commissioner Clair has asked Joe Dexter to have an electrician come to evaluate a proposed installation of a light on the corner of Station One. It is very dark there. Commissioner Clair believes the district already has a fixture to use for this purpose

RECRUITMENT AND RETENTION

The Board will ask the Secretary to send a welcome letter to newly adopted members. The new members will be given the LOSAP forms to complete and send to Commissioner Kaufman.

CHIEF’S REPORT

Chief Bizzaro told the Board that there are two new lieutenants:

Chris Frank and Vinny Augugliero. Vinny is filling a new position where he will take charge of all equipment and keep track of the functionality of all equipment, including gas meters and airpaks. If anything is not functioning, he will track it in Red Alert. He will then work with Alex to get broken equipment replaced.

Since Vinny has not yet finished the fire officer class, (which has been delayed due to COVID 19), he will have to complete his work once the course is restarted. He has one module left.

Vinny's access to Red Alert has to be changed.

Captain Miller sent gas meter proposal to commissioners. He made it clear that he is not asking for all new equipment right now but is hoping to replace it in increments to ultimately standardize the meters. Right now, the Fire Department has two separate types of multi gas meters which have different calibration methods etc. (Vinny will be maintaining calibration every 30 days.)

The three chiefs are satisfied to purchase and phase in new meters incrementally. Combustible gas meters will cost \$2250.00. Ten meters at \$225. With trade in the cost will be \$1800.

Commissioner Klosowski asked that Captain Miller speak with Bob Duncan to confirm that the District is getting the state bid price. Commissioner Schramek said the Board should consider purchasing the meters this year if there is enough left in the 2020 budget to do so.

Chiefe Bizzaro asked if Firefighter Durmer can bring 11-8-4 or 11-8-3 to a recruitment event at a local business. He is having flyers created for their table. The Commissioners were polled and none of the members of the board had any objections.

EMS reached out to Chief Bizzaro requesting a spare battery and spare headband for the Lucas compressing device. They also asked for the watch batteries (CR2032) for the SpO2 probes. The chief was told to purchase the probe batteries at Palmer hardware and to purchase the Lucas battery and headband from the company that manufactured the Lucas device since it is a sole source.

A Forceable Entry Class is being offered at Carmel Fire Department. They have five spots available for BFD members at \$205 per student. The chief asked to send five of the recent Firefighter one graduates.

A Motion was made by Commissioner Clair, seconded by Commissioner Kaufman to send five Firefighters to the Forceable Entry Class at Carmel FD for \$205 per student for a total of \$1025.

The Motion was carried unanimously.

At the September meeting, a quote from Rescue Products International was presented for the cost of Bail Out training and recertification, in the amount of \$2,575.00 for 4 trainers (\$550/trainer) and 1 recertification (\$375/recert) was approved.

A Motion was made by Commissioner Klosowski to include one additional Firefighter for recertification in the amount of \$375. A Motion to accept the quote from Rescue Products International in the amount new total of \$2,950.00 was made by Commissioner Miller, Seconded

by Commissioner Kaufman. Rescue Products International is the sole source for the training with the current bail out equipment.

Motion carried unanimously.

The bail out train-the-trainer session is scheduled for October 24th at 9am.

A Department Drill on October 18th will include training on the new air bags and they will be put on the Rescue and Ladder trucks after that.

GRANTS

Gerry contacted Albany and was advised that due to budgeting problems, all DASNY funds are frozen so the District is still on hold for the compressor and ATV.

Commissioner Schramek said that since the old washer and dryer have been replaced with a grant, they are now surplus equipment and no longer of use to the District.

A Motion was made by Commissioner Schramek, seconded by Commissioner Miller to donate the washer and dryer to the Putnam County Bureau of Emergency Services.

The Motion was carried unanimously with Commissioner Clair abstaining due to a conflict.

The commissioners asked the Chief if 11-2-5 is roadworthy. Chief Bizzaro said that it is currently being used for its Knox box and doesn't see an issue with it. It has been working. Commissioner Klosowski asked if 11-2-5 is safe to use. Commissioner Clair said that it ultimately needs to be replaced. The Engine has been used for Firefighter One class and is pumping. The Chief says it will roll for commercial Knox box alarms. Other than that, 11-2-2 is used the most so after 11-2-2 gets a Knox box, 11-2-5 can be on reserve.

New boxes (using electronic keys) are going in chiefs' cars.

11-2-4 is at Red Truck Sales to try to sell it. The radio that came out of 11-2-4 may be used for Commissioner Schramek's car during code enforcement. Since he is in town during the day he could respond to Fire alarms and at least determine if it was an accidental trip. This would avoid calling mutual aid during times of low resources. The Chief pointed out that 9-1-1 won't allow anyone but a recognized FD officer to clear fire alarm because they are not in mutual aid plan. (That's why lieutenants were given "9" numbers.) of the radio. If Commissioner Schramek did find an alarm to be accidental or unfounded, he would have to notify a chief who would then advise 9-1-1. Commissioner Klosowski asked Commissioner Schramek to ask the town if it would pay for installation in their vehicle.

Commissioner Klosowski told the Board that he paid a \$500 fee to the Association of Fire District for virtual classes for the commissioners, the treasurer and secretary to take on their cell phones.

I am Responding is now including e-dispatch for free.

TREASURER'S REPORT

The treasurer advised the Board that Chase Bank which has the Capital Reserve Account is charging exorbitant fees for the privilege of keeping the Capital Reserve Account in their bank. The commissioners told the treasurer to move the money to another bank with more favorable terms.

COMPUTERS

Commissioner Miller told the Board that he was asked to set up video training work-station since Covid -19 precautions make it difficult to hold in-person courses. He proposed setting up at least two training stations: one at each firehouse and possibly a third which would contain current documentation and videos. These would be videos available for free on VFIS and other sites. Charlie at A-1 computers recommended specs for what would work best with district system:

DELL Optiplex system with monitor and black and white laser prints, cost for each set up \$1250

If three setups were purchased, the approximate cost would be \$3500.

Commissioner Schramek suggested the equipment be purchased with this year's funds if possible. Commissioner Miller said he would check with A-1 to make sure the equipment would be state bid prices and would include in next month's agenda.

ELECTIONS

Bruce Colombraro said he would take care of the election details for the December budget and elections. This would include provisions to allow for physical distancing of voters. And posting a sign. The secretary of the district with advertise the elections and budget vote.

Commissioner Klosowski explained that this year, it is permissible to allow people to run for fire commissioner without first filing a petition.

A Motion was made by Commissioner Klosowski seconded by Commissioner Kaufman to allow a candidate for commissioner to file his/her/their name with the secretary declaring his/her/their candidacy in the form of a letter no later than November 18th for the 2020 elections (December 8th election day) and budget vote only.

The motion was carried unanimously.

Commissioner Clair says the new hotspots are in and he needs the old ones to get credit. Verizon sales said tablets still on back order due to all schools getting them. Cell service upgrades including phones and i-pads are up in December. There is a push to talk feature which sheriff dept and other fire departs are using. Wifi calling is now available as well.

Commissioner Clair asked that the Fire Department address the problems with their website. There are a number of issues including the missing life members and missing Mike Neuner page.

Anniversary committee asked to use Headquarters parking lot from a week before Thanksgiving until Christmas for Christmas tree sales fundraiser.

John Klosowski mentioned that the Fire Department monthly meeting has poor audio during its online component. He suggested that speakers use the podium. There is a plan to distribute microphones around the room in order to allow the meeting to be interactive

LOSAP all of the data was collected. Two firefighters have submitted proof to the commissioners.

A motion was made by John Klosowski, seconded by Commissioner Clair to reflect the corrected points for the years where proof was submitted. During discussion, Commissioner Schramek said that the inaccuracy of points in the past should not result in damage to firefighters. He noted that a two-person audit was done and, since a number of issues were discovered, the benefit of the doubt would be given to the firefighters. A notice went to the FD members to submit their desire for an audit by a deadline. Now, the past is at rest and firefighters are now responsible to check their points at least yearly and must tell the chief right away if they see any discrepancies.

The motion was carried 3-0 with Commissioner Kaufman and Commissioner Miller abstaining due to a conflict.

The minutes will be sent to Eric and VFIS to amend the Plan Document.

Second Assistant Chief Mike Miller asked if the commissioners would consider reinstating his points for the year he was on suspension. Attorney Liguori said he would forward the hearing officer finding to Chief Miller said he would put his request in writing to the commissioners.

Commissioner Kaufman said he will work with President Bergstrom to make sure that two firefighters are properly credited for LOSAP. From now on, when a firefighter is brought in, the Fire Department must notify Commissioner Kaufman and the new firefighter must be given two forms to complete to be registered with the LOSAP system.

A motion made by Commissioner Kaufman, seconded by Commissioner Schramek to adjourn at 9:27 PM

Motion carried unanimously.

Respectfully Submitted
Meg Miller
Treasurer