

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES**

**ATTENDANCE:**

**COMMISSIONERS:**

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

District Secretary, Mia Tagliaferro  
District Treasurer Margaret (Meg) Miller  
Jeff Bergstrom, President of Brewster Fire Department  
Chief Michael Bizzaro  
2<sup>nd</sup> Assistant Chief Michael Miller  
James DeLawder, Treasurer of Brewster Fire Department

**MEETING CALLED TO ORDER**

Meeting commenced at 6:57PM.

**PUBLIC COMMENT**

James DeLawder asked if the Fire Department can paint the room at Headquarters.

**APPROVAL OF MEETING MINUTES**

A Motion was made to approve the minutes as amended of October 12, 2020 by Commissioner Kaufman, 2<sup>nd</sup> by Commissioner Miller.

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 Schramek, 2<sup>nd</sup> by Commissioner Miller

Motion carried unanimously.

**CORRESPONDENCE**

All correspondence was read by Mia Tagliaferro, District Secretary.

## **COMPUTER/COMMUNICATIONS/RADIOS**

Commissioner Miller reports A-1 will be installing a wireless access point on the side of the building so smart phones could reach the internet in the parking lot. The wireless access point would be set up on a guest network. Commissioner Schramek asked what it would cost. Commissioner Miller said the wireless port itself would probably cost about \$30 but obviously there will be a labor cost associated.

Microsoft Surface Pros for Chiefs' cars were purchased but are on backorder due to schools ordering in surplus for remote learning.

Camera 3 is not working. Commissioner Miller mentioned he is not hooked up to cameras so Commissioner Clair will get him access.

## **FACILITIES**

Parts have been ordered for the kitchen; it will be repaired on the 19th.

Commissioner Klosowski reports that Michael Liguori, Esq. received plans for the A/C units. Michael Liguori will do the RFP and plan to open at the second meeting in December.

Commissioner Miller was in the boiler room and there was a cloud of dust from speedy dry. The dust from speedy dry can be carcinogenic and should not be held in a contained room and should be somewhere ventilated. He suggested it should be moved into the apparatus bay.

Commissioner Clair said the buildings are being decontaminated at least twice a week. Servpro came in two weeks ago. Commissioner Clair says the only issue we have had is from members coming back from calls and not wiping anything down i.e. common surfaces, trucks, etc. Commissioner Miller asked Commissioner Clair if there were more wipes for the face shields because he was unable to locate them. There were several cases but could not be located. If they are gone, they will order more.

## **FIRE AND EMS EQUIPMENT**

Commissioner Koslowski was in contact with Mr. Duncan and ordered jump harnesses.

Quote for Lucas device is \$831.75 for one battery, 3 pack of suction cups, a waste strap and a stabilization strap. A Motion to purchase was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Miller. Motion carried unanimously.

## **FIRE PREVENTION**

Nothing to report.

## **INSURANCE CLAIMS/VFBL**

Commissioner Schramek met with World Insurance to review premiums. Commissioner Schramek reports that there was a list of claims causing the premiums to go up, but the bulk of costs were liability for truck damages and worker's comp. There was no increase in the liability premium. Commissioner Schramek discovered an error and was able to secure \$147,000+ which will be returned to the Fire District due to a double billing mistake. That money will be going back into line items where it came from. There was some other paperwork that had to be modified re: cancer bill and workers comp and more information on employees of the district.

Commissioner Klosowski said that the cases from people getting hurt could have easily been prevented and suggested implementing more safety officers. Brief discussion regarding same.

## **PRESENTATION BY WINSLOW TECHNOLOGY GROUP**

Michael Spina and Alex Zagajewsky of Winslow Technology Group presented a quote for 3 workstations (3 monitors and 3 printers used for a variety of functions). Pricing broken down by unit – 3080 model includes Microsoft office, home and business, word, etc. 27 in monitors, and printers as well.

Commissioner Miller mentioned that we will compare quotes with A-1 (who we are contracted with).

Commissioner Schramek asked if they do maintenance and troubleshooting for networking, servers and storage. Winslow does not do maintenance. They can design the system, but they do not do maintenance/troubleshooting/daily support.

## **LEGAL CONTACT/REPORTS**

Michael Liguori will reach out to AIG re: Milltown property.

## **LOSAP**

An email was sent to the Commissioners' e-mail address from a member that wanted their LOSAP points audited. The member said there were 9 years in question. A letter will be sent to the individual stating that they must provide the specific years in question, any proof that there are points in question, background documentation showing that there are discrepancies and any other relevant documentation by the next Board of Fire Commissioners meeting on December 9<sup>th</sup>, 2020.

## **OSHA MANDATES**

All OSHA mandates are up to date except bail out.

## **VEHICLE MAINTENANCE**

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	65642	65980	338	Franks for two wheel bearings, oil change and snow tires
11-1-2				At Meadowlands
11-1-3				Apt. for Franks, snow tires and oil change

## **RECRUITMENT AND RETENTION**

Nothing to report.

## **CHIEF'S REPORT**

Chief Bizzarro reports that the airbags have been put in trucks. A Motion to donate surplus airbags to the County was made by Commissioner Schramek, 2<sup>nd</sup> by Commissioner Miller. Motion carried unanimously. The large masks were inventoried and will be disbursed to members. Mahopac has asked to use our window to recert bailout trainers. The Board approved contingent upon securing an insurance rider for \$1,000,000 naming the Department and the District. Chief reports that a deer ran into the back of 11-2-2. There is no damage to the truck. 11-1-1 was hit while unoccupied. Awaiting estimate for insurance company.

## **FUTURE CAPITAL PROJECTS**

Commissioner Schramek stated that the Board will revisit the original idea of renovation as long as it's structurally feasible.

## **GRANTS**

Commissioner Miller spoke with Grant Guys. Everything was rewarded to Long Island.

## **NEW APPARATUS 11-8-1**

Nothing to report

## **TRAVEL AND TRAINING**

Nothing to report.

## ADP PAYROLL

Commissioner Clair reports that the District secretary is still being overpaid. Commissioner Clair is working with ADP to rectify this issue.

## FIRE ROADS

Commissioner Kaufman reports that he will go out in the next few weeks to see what needs to be cut. One lock needed to be replaced. He asked Commissioner Clair if he could be of any help getting an overview of the District, who should be maintaining it, etc.

## TREASURY REPORTS

Meg Miller presented report for suggested transfers to budget lines:

Amount	Move from	Move to	
\$10,000.00	459- Fire Prevention	405- Travel and Training	Bailout Systems
\$19,000.00	415- Electric & Natural Gas	420 – Communications	Radios
\$13,000.00	435 – Misc. Administration Expenses	3410.1- Payroll	Payroll for Joe Dexter, Overpayment of District Secretary, and Admin to Chief
\$38,000.00	465 - Professional Fees	445 – Building & Property Repairs/Improvement	
\$1,000.00	435 - Misc. Administration Expenses	455 – Ambulance Supplies	
\$2,000.00	435 – Misc. Administration Expenses	456 – Physicals	
\$22,000.00	465 – Professional Fees	445 – Building & Property Repairs/Improvement	A/C repairs
\$9,000.00	459 - Fire Prevention	450 – Firefighter Supplies	Gas Meters
\$1,500.00	460 – Vehicle Maintenance	455 - EMS Supplies	Lucas Device

A Motion to approve moving money from line items made by Commissioner Schramek 2<sup>nd</sup> by Commissioner Miller. Motion carried unanimously.

Motion made by Commissioner Klosowski to purchase 10 gas meters at \$214.00/meter for a total of \$2,140.00, 2<sup>nd</sup> by Commissioner Clair. Motion carried unanimously.

Commissioner Klosowski and Meg Miller, Treasurer, will move money and sit down and do quarterly review.

#### **SALE OF 11-2-4**

Red truck sales said he had a few inquiries on 11-2-4.

#### **OLD BUSINESS**

Is floor drain completed at station one? There is a huge hole and coned off.

#### **NEW BUSINESS**

Roof siren is still running on half of its drivers. Mahopac Fire Department has a siren that's 10 years old. The siren retails for about \$19,000 and they are willing to sell for \$2,000. The cost to the current siren will be over \$2,000.

A motion to purchase the siren in the amount of \$2,000 from Mahopac Fire Department was made by Commissioner Clair, 2nd by Commissioner Kaufman. Motion carried 5-0.

Chief Bizzaro suggested we stop doing the false alarm reports. Commissioner Schramek said the monthly report has to be sent in because it is a town law. There was an upset resident who received a fine from the Town for several false alarms.

Brief discussion regarding an email sent by Commissioner Miller regarding purchasing a new Chiefs' car. The money is not budgeted.

Brief discussion regarding a previous member who left in 2017. The individual wrote a letter trying to gain membership again. The membership committee will interview.

#### **MEETING ADJOURNED**

A Motion to adjourn was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Schramek. Motion carried 5-0. Meeting adjourned at 8:58PM.

Respectfully submitted:

Mia Tagliafierro  
District Secretary