

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
November 13, 2019**

**ATTENDANCE:**

Commissioners: John Klosowski  
A. Gerald Schramek  
Kenneth W. Clair, Jr.  
Steven Kaufman

Chief Moe DeSantis  
Michael Liguori, Counsel for District  
District Secretary, Mia Tagliafierro  
Jeff Bergstrom, President of Brewster Fire Department  
1st Assistant Chief Michael Bizzaro  
2<sup>nd</sup> Assistant Chief Tom Giammatisto

**MEETING CALLED TO ORDER**

Meeting called to order by District Secretary, Mia Tagliafierro at 7:01PM.

**PUBLIC COMMENT**

Tom Regan, Member of the Brewster Fire Department, addressed the Board re bills submitted in the past. He requested reimbursement for gym bills, and stated that there is no policy posted in the substation for gym reimbursement policy. Commissioner Clair said we do have rules for gym membership reimbursement (bills should be submitted for reimbursement every 6 months), and Mr. Regan said he was unaware of the deadline, but he will resubmit for reconsideration by the Board. Commissioner Clair also stated asking for reimbursement from 2017 it is not practical since our books are closed from then and we do get audited by the State.

**APPROVAL OF MEETING MINUTES**

A motion was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Kaufman to approve the minutes of October 9, 2019. Motion carried 4 -0.

**CORRESPONDENCE**

All correspondence was read by District Secretary, Mia Tagliafierro.

## **ACCEPTANCE OF BILLS/VOUCHERS**

All bills and vouchers were reviewed and approved. A Motion to approve the bills and vouchers was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Schramek, motion carried unanimously.

## **RPI REP. RE: BAILOUT SYSTEM:**

Alex Streichenwein, from Strategic Safety Dynamics, attended the meeting to present a demo of the new Bail Out systems. The new systems offer a decreased weight, with options of a 40 or 50 foot system. Mr. Streichenwein will contact the Board with a quote for full training and the new systems.

## **PKF O'CONNOR DAVIES ACCOUNTANTS AND ADVISORS**

PKF O'Connor Davies Accountant representatives attended the Board of Commissioners meeting to discuss and present the financial statements and supplementary information as of and for the year ended December 31, 2018 as a result of their audit. Based on their audit, they found that our general fund/schedule of expenditures compared to Budget in 2018 was \$1,388,067 compared to \$1,654,168 in 2017, in total being decreased by \$266,701. The comparative schedule of revenues, expenditures and changes in fund balance was explained and discussed. The Notes to Financial Statements (all in reference to the LOSAP program) was also explained and discussed. There was a brief discussion regarding required communications and comments, and the District's responsibility of reporting process and designing procedures to prevent and detect fraud. The representatives suggested that any time we make transfers the Board should adopt a resolution saying that we will transfer x amount from one account to the other.

## **COMPUTER/COMMUNICATIONS/RADIOS**

Commissioner Clair reported that the Locksmith suggested we put lock system on the cloud to alleviate the problems we have been having with the software. It will be the same software we have been using but a full version with mobile capabilities. A quote of \$1,295.00 was given by W. & E. Phillips Locksmith, Inc., for purchase of Millennium Hosting software and labor to update firmware. A motion was made by Commissioner Clair to accept the quote by W. & E. Phillips Locksmith, Inc., in the amount of \$1,295 for purchase of Millennium Hosting software and labor to update firmware. Motion carried unanimously.

## **FACILITIES**

There was an issue at the Main Station with the power to the overhead garage doors. The issue was traced back to the junction box and repaired. The sensors for the bay lights at the Main Station will be installed by Joe Dexter.

Commissioner Clair reported that the roof is completed at the Main Station.

There is no update on the washer/dryer, spray foam or outside patio tiles.

Michael Liguori received the specs for the floor drain.

## **FIRE AND EMS EQUIPMENT**

Peter Lazarro purchased all of the surplus equipment for \$800. The jacks were also purchased by Red Truck Sales for \$6,500.

We received a training prop from Firehouse Fabricators. The prop is a fire frame window simulator and is being used during bailout training. Firehouse Fabricators is willing to sell us the prop we have now as demo unit.

A Motion to purchase the fire frame window simulator at \$2,250.00 was made by Commissioner Klosowski, 2<sup>nd</sup> by Commissioner Clair. Motion carried unanimously.

Discussion regarding purchase of airbags from Municipal Emergency Services quoted at \$20,084.00 by moving money from 460 line to 450 line. A motion to purchase airbags from Municipal Emergency Services for \$20,084 was made by Commissioner Klosowski, 2<sup>nd</sup> by Commissioner Clair. Motion carried unanimously.

Commissioner Clair stated that during hose testing 8 lengths failed. Commissioner Clair recommends not replacing them (all from 1988-1990).

## **FIRE ROADS**

Commissioner Kaufman stated that fire roads are still in progress.

## **FIRE PREVENTION**

Nothing new to report

## **INSURANCE CLAIMS/VFBL**

Nothing to report

## **LEGAL CONTACT/REPORTS**

Brief discussion regarding Fire Department training policies. Michael Liguori, Esq. said that there are numerous versions of programs and policies out there that other Districts have used, but essentially the District will have to formalize our own driver training program, which will require a commitment by the District and Department to facilitate the program. Commissioner Klosowski suggested a 3 strike per year policy. Brief discussion regarding same.

Michael Liguori, Esq. will draft the RFP for legal services and insurance.

## **LOSAP**

Commissioner Kaufman reports we are doing very well financially with an increase of 13%. Brief discussion regarding missing years. Michael Liguori suggests a policy to commit to resolving this matter, hiring someone to review missing years.

## **OSHA MANDATES**

-Physicals for Feb/March

-One more session for Bailout

-Live burn scheduled Friday the 15<sup>th</sup>, possibly another one December 8<sup>th</sup>.

## **VEHICLE MAINTENANCE**

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	34390	35396	1006	Oil change and service, snow tires being mounted tomorrow
11-1-2	60,559	61,113	554	Brake & Rotors, Snowtires Mounted at Frank's Auto
11-1-3	34001	34753	752	

## **RECRUITMENT AND RETENTION**

Nothing to report.

## **CHIEF'S REPORT**

One member wants status changed, wants to go from associate to an active member.

Two member applications were reviewed by all Commissioners. A Motion to accept approve both member applications was made by Commissioner Schramek, 2<sup>nd</sup> by Commissioner Kaufman, motion carried 4-0.

## **PAID EMS**

Nothing to report.

## **FUTURE CAPITAL PROJECT**

Nothing to report.

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

Commissioner Schramek states it is still in progress with Jordan Hardy from the Senator's office.

## **TRAVEL AND TRAINING**

Nothing new to report.

## **OLD BUSINESS**

Nothing new to report.

## **NEW BUSINESS**

A motion to enter Executive Session to discuss a personnel matter was made by Commissioner Schramek, 2<sup>nd</sup> by Commissioner Klosowski. Meeting entered executive session at 9:12pm.

Regular meeting returned at 9:30PM.

## **MEETING ADJOURNED**

A motion to adjourn was made by Commissioner Schramek, 2<sup>nd</sup> Commissioner Kaufman. Motion carried 4-0. Meeting adjourned at 9:32PM.

Respectfully submitted:

Mia Tagliaferro  
District Secretary