

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
December 9, 2020**

**ATTENDANCE:**

**COMMISSIONERS:**

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

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

**MEETING CALLED TO ORDER**

Meeting commenced at 7:02PM.

**PUBLIC COMMENT**

Public comment was offered and no such comment was made.

**APPROVAL OF MEETING MINUTES**

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

Motion carried unanimously.

**CORRESPONDENCE**

All correspondence was read by Mia Tagliaferro, District Secretary.

**MICHAEL BURDICK, HIGHWAY SUPERINTENDENT, TOWN OF SOUTHEAST**  
**RE: Snow Removal**

Highway Superintendent Michael Burdick attended the Board of Commissioners Meeting to discuss the Town's offer of services for snow removal during the winter months. The Town will plow, salt and make sure the entrance and exits at both houses are accessible as the storm begins and will clean up again at the end of the storm. Commissioner Schramek asks if the Board and the Town can set up a procedure for the Town to notify Chiefs if a town road is closed. Superintendent Burdick assured the Board he will notify Board members and Chiefs of road closures.

**COMPUTER/COMMUNICATIONS/RADIOS**

Upgrades on phones are due; Commissioners will go through list of models to decide what they want.

Commissioner Miller reports that the wireless access point was installed and it helped immensely with PayPal for sale of Trees in parking lot. That access point will be disabled after tree sales since there is no need for it afterwards.

**FACILITIES**

The parts came in for the kitchen and the repair was completed.

Michael Liguori is pursuing Russ to get copy A/C specs.

ServPro was in on Monday to decontaminate due to a member testing positive at station one.

There was a leak again in bathroom downstairs which has been repaired.

**FIRE AND EMS EQUIPMENT**

There was a mistake while ordering the meters. Chief Miller mentioned that he had asked for single gas CO detectors for the rigs. The model received was the incorrect model, and since they were activated they cannot be returned. The meters do not give reading, they only alert when it is dangerous. The Board purchased 11 meters and Chief Miller asked to keep 3. The Walkill Ambulance would like to purchase the other 8 meters for \$100/meter.

A Motion to sell the 8 meters to the Walkill Ambulance was made by Commissioner Schramek, 2<sup>nd</sup> by Commissioner Kaufman. Motion carried unanimously.

A Motion to purchase new meters was made by Commissioner Miller, 2<sup>nd</sup> by Commissioner Clair. Motion carried 5-0.

Chief mentioned that the drawings for the Envision Brewster Project were changed. The project is starting in about 6 months, and in light of this project he suggested selling the rescue truck and purchasing a 75ft ladder truck for the buildings that will be put up. Chief Miller also inquired about reaching out to the architect. Commissioner Schramek will be discussing with the mayor on Friday and Chief Miller will be attending.

**FIRE PREVENTION**

Nothing to report.

**INSURANCE CLAIMS/VFBL**

Insurance check for payment of damage sustained to car 11-1-1 while it was parked and unoccupied has been sent via mail and should be arriving shortly.

**LEGAL CONTACT/REPORTS**

Michael Ligouri talked to the AIG. The Milltown property will be put before real property board in 2021, their Real Property Board has not met due to covid.

A Motion to authorize Commissioner Kaufman to sign DEC Revocable Land Use Permit was made by Commissioner Klosowski, 2<sup>nd</sup> by Commissioner Clair. Motion carried 5-0.

**LOSAP**

Documents will be sent to Commissioner Kaufman and Commissioner Miller regarding missing points.

Brief discussion re: LOSAP and insurance, requirements with new members and probationary period. A new member will not get off of probation until insurance and LOSAP documents are executed and it goes before the Board.

**OSHA MANDATES**

Bail out is moving forward. Several sessions have been done already. At least half of the active members have sat through power point. Jump sessions have been done in groups of 4.

Training officer has classes available for next month. On the 14<sup>th</sup> for hazmat, sexual harassment etc.

Physicals will be done during Feb. & March 2021.

**VEHICLE MAINTENANCE**

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	64,950	65,221	271	
11-1-2			174	
11-1-3	42,660	43,217	457	

## **RECRUITMENT AND RETENTION**

In result of the recruitment video that was run during tree sales, 4 membership applications were given out.

## **CHIEF'S REPORT**

Chief Miller mentioned that there are new trails in Brewster Heights made by Putnam County Land Trust. The Chief uploaded the map into I Am Responding.

## **FUTURE CAPITAL PROJECTS**

Nothing to report.

## **GRANTS**

Nothing to report

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

Nothing to report.

## **TRAVEL AND TRAINING**

Nothing to report.

## **ADP PAYROLL**

Commissioner Clair will sit with treasurer to discuss the Secretary's overpayment.

## **FIRE ROADS**

Nothing to report.

## **TREASURERY REPORTS**

The Board will review files for reconciliation.

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

Red Truck sales found buyer for 11-2-4.

## **OLD BUSINESS**

Nothing to report.

## **NEW BUSINESS**

Discussion re: Email from County re: covid response. Eye protection is strongly recommended on all calls. State EMS and fire is required to wear masks. There is \$1,000 fine per person not wearing a mask.

Meg Miller mentioned that NYS insurance fund is refunding a percentage of costs incurred on PPE. She is configuring list to figure out if we have anything that can be refunded.

A Motion to approve new members was made by Commissioner Miller, 2nd by Commissioner Clair. Motion carried.

## **MEETING ADJOURNED**

A Motion to adjourn was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Miller. Motion carried 5-0. Meeting adjourned at 8:23 PM

Respectfully submitted:

Mia Tagliaferro  
District Secretary