

ORGANIZATIONAL MEETING January 2, 2019

PRESENT:

Commissioners:
John Klosowski
Gerry Schramek
Ken Clair
Steve Kaufman

M. Miller, Treasurer
Moe Desantis, Chief
Mike Bizzaro, 1st assistant chief

Meg Miller called the meeting to order at 7:00 p.m.

A MOTION to appoint John Klosowski the 2019 Chairman of the Board of Fire Commissioners was made by S. Kaufman seconded by K. Clair. A roll call was taken and all approved.

A MOTION to appoint Gerald Schramek the 2019 Co-Chairman of the Board of Fire Commissioners was made by S. Kaufman, seconded by K. Clair. A roll call was taken and all approved.

A MOTION was made to accept the minutes from the December 2018 meetings: December 13, 2018 and December 26, 2018. Motion made by John Klosowski seconded by Gerald Schramek. All commissioners present approved.

A MOTION to approve the following organizational activities/appointments was made by J. Klosowski, seconded by G. Schramek:

1. Meg Miller be appointed Treasurer for a one-year term subject to the results of an RFP to be returned at the February monthly meeting.
2. Meg Miller to appointed interim Secretary until a secretary is selected and appointed subject to the results of an RFP to be returned at the February monthly meeting.
3. Michael Liguori of Hogan and Rossi to be appointed legal counsel for the District for the year 2019 subject to the results of an RFP to be returned at the February monthly meeting.
4. Frank Simeone to be appointed Special Counsel, retainer agreements to be submitted.
5. The Putnam County Courier be the official paper with the Putnam County Press to serve as back-up paper.
6. The official bulletin board for the display of relevant administrative information shall be located at the Brewster Fire Department substation, Route 312 and North Brewster Road.
7. The official website for the District shall be www.brewstersoutheastjfd.com
8. The official depositories be Key Bank, Chase and Tompkins Mahopac National Bank as well as authorized for bank accounts, loans and related matters
9. The Chairman, Co-Chairman Commissioners, Secretary and Treasurer will be bonded.
10. The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.
11. J. Klosowski will be the contact person for the attorney for legal matters with G. Schramek as backup
12. G. Schramek be the contact person for insurance matters.

13. S. Kaufman and J. Toscano will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program.
14. All contracts will be signed by the Chairman and/or Co-Chairman and District Secretary.
15. Meg Miller serve as the Public Information Officer for the District for 2019.
16. The monthly meeting of the Brewster-Southeast Joint Fire District will be held at 7:00 pm on the second Wednesday of every month with the year-end meeting to be held on December 26th, 2019. In deference to the September 11th memorials, the September meeting will be held on Tuesday September 10th, 2019. A Notice of the same to be published on the District website as well as the bulletin board.
17. Bruen, Deldin and Didio and VFIS are the District insurance companies subject to the results of an RFP to be returned at the April monthly meeting.
18. The District physician is TEK Occupational.
19. Frank Beccera is the District PIO/Photographer (as noted in District Social Media policy).
20. The Board authorizes membership in association of Fire Districts, FASNY and NFPA.
21. The Board set the following salaries:

Mechanic/Maintenance: \$44.32/hr. subject to the results of an RFP to be returned at the February monthly meeting.

District Secretary: \$3600/year subject to the results of an RFP to be returned at the February monthly meeting.

Treasurer: \$12,000.00 subject to the results of an RFP to be returned at the February monthly meeting.

Chiefs' Secretary salary to be negotiated by the Board subject to the results of an RFP to be returned at the February monthly meeting.

A roll call was taken and all present approved.

Chairman John Klosowski reviewed appointments made to the standing committees of the Fire District. All commissioners present approved.

Chiefs cars reports:

Car	Beginning Mileage	Ending Mileage	Total Mileage	Maintenance
11-1-1	23612	25093	1481	Snow tires mounted at Frank's Auto and maintenance
11-1-2	53643	54474	831	Snow tires mounted at Frank's Auto
11-1-3	25220	26105	885	Snow tires mounted at Frank's Auto
11-8-3	116433	116734	301	None

New Business:

The Chiefs will be keeping the current Ipads working and will work with A1 computer to make sure the VPN is compatible in order to avoid purchasing newer tablets. The chief requested the ability to have RedAlert software post reminders such as when batteries need to be changed.

John Klosowski told Chief DeSantis that the officers must be held accountable for checking equipment and confirming batteries are functional. A recent inspection disclosed that the batteries were dead on some equipment. K. Clair added that paper check out sheets must be done and then logged into Red Alert so that there is a weekly accountability for truck and equipment checks. 1st Assistant Chief Bizzaro told the Board that the paper check-out sheets are being updated now and will be utilized weekly. Commissioner Schramek told the chiefs that they will be held accountable for these infractions. The chief was asked to return after an investigation and present his findings and action plan to the Board. A special meeting was scheduled for January 14th at 7:00 pm for this purpose.

The Chief said he will be training officers on Red Alert.

A MOTION was made to adjourn the meeting at 7:50 by John Klosowski seconded by Gerald Schramek. All commissioners present approved.

Respectfully submitted,
Meg Miller,
Interim Secretary