

ORGANIZATIONAL MEETING

January 4, 2017

PRESENT:

Commissioners:

J. Klosowski
G. Schramek
K. Clair
J. Toscano
S. Kaufman

M. Liguori, Counsel
M. Miller, Treasurer (via Cell)
R. Tassani, Secretary

Meg Miller called the meeting to order at 7:17 p.m. (via teleconference).

The first order of business was the election of a chairman and co-chairman:

A MOTION was made by G. Schramek, 2nd by J. Toscano that John Klosowski be the chairman for 2017. A rollcall was taken and all approved.

A MOTION was made by J. Klosowski and 2nd by J. Toscano that Gerald Schramek be the co-chairman for 2017. A rollcall was taken and all approved.

Renee Tassani be appointed Secretary for a one year term.

A MOTION was made by J. Klosowski and , 2nd by K. Clair to accept. A roll call was taken and all present approved.

Meg Miller be appointed Treasurer for a one year term.

A MOTION was made by G. Schramek and 2nd by J. Klosowski to accept. A roll call was taken and all present approved.

Michael Liguori of Hogan and Rossi to be appointed legal counsel for the District for the year 2017. A MOTION was made by K. Clair and 2nd by G. Schramek to accept. A roll call was taken and all present approved.

Frank Simeone to be appointed Special Counsel, retainer agreements to be submitted.

The *Putnam County Press* be the official paper with the *Putnam County Courier* to serve as back-up paper.

Our bond for 2016 is still in effect. At the time of renewal the Commissioners will review policy and bond.

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.

The official website for the District shall be www.brewstersoutheastjfd.com

The official depositories be Key Bank, Chase and Tompkins Mahopac National Bank as well as authorized for bank accounts, loans and related matters.

All Commissioners are bonded as are the Treasurer and Secretary.

The District reaffirms its investment policy.

The official signature for legal documents be that of the Chairman or Co-Chairman and Secretary.

All checks will be signed with two signatures including the Chairman, Co-Chairman and/or Treasurer)

The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.

J. Klosowski will be the contact person for the attorney for legal matters with G. Schramek as backup and G. Schramek be the contact person for insurance matters.

J. Toscano and S. Kaufman will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program. All contracts will be signed by the Chairman and Co-Chairman pertaining to the same.

Meg Miller serve as the Public Information Officer for the District for 2017.

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 determined at a later date.

A Notice of the same to be published on the District website as well as the bulletin board and published in both papers.

Bruen, Deldin and Didio and VFIS are our insurance companies

Our physician is TEK Occupational.

Frank Beccera is the District PIO/Photographer (as noted in our Social Media policy).

The Board authorizes membership in association of Fire Districts, FASNY and NFPA.

The Board set the following salaries:

Mechanic/Maintenance: \$44.32/hr.

Station 1 Cleaner: \$17.50/hr.

Main House Cleaner: \$17.50/hr.

District Secretary: \$3600/year

Treasurer: \$11,220/year

J. Klosowski made a MOTION to approve organizational activities as set forth herein, this motion was 2nd by S. Kaufman. A roll call was taken and all present approved.

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

A MOTION was made by J. Klosowski and seconded by K. Clair to adjourn the meeting. Being no further business, the meeting was adjourned at 8:10 pm.