

ORGANIZATIONAL MEETING

January 5, 2016

PRESENT:

Commissioners:

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

M. Miller, Treasurer  
R. Tassani, Secretary

Renee Tassani called the meeting to order at 7:15 pm, as this was the Brewster-Southeast Joint Fire District Organizational meeting for 2016.

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

A MOTION was made by G. Schramek and seconded by J. Toscano that John Klosowski be the chairman for 2016. A rollcall was taken and all approved.

A MOTION was made by J. Klosowski and seconded by K. Clair that Gerald Schramek be the co-chairman for 2016. A rollcall was taken and all approved.

1. Renee Tassani be appointed Secretary for a one year term.
2. Meg Miller be appointed Treasurer for a one year term.
3. Michael Liguori and Frank Simeone be appointed legal counsels for the District for the year 2016.
4. The *Putnam County Courier* be the official paper with the *Putnam County Press* to serve as back-up paper.
5. 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.
6. The official website for the District shall be [www.brewstersoutheastjfd.com](http://www.brewstersoutheastjfd.com)
7. The official depositories be First Niagara, Chase and Mahopac National Bank as well as authorized for bank accounts, loans and related matters.
8. The Chairman, Co-Chairman, Commissioners, Secretary and Treasurer be bonded.
9. The Treasurer be authorized to invest monies of the District when possible for the year 2016 (at First Niagara, Chase and Mahopac National Bank).

Minutes (continued)

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10. 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)
11. The Secretary be appointed records officer in accordance with the Public Officers Law #89 (1)(b)(iii)

12. The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.
13. 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 with R. Tofte as his backup.
14. R. Tofte and J. Toscano will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program and be authorized to sign all documentation pertaining to the same.
15. Meg Miller serve as the Public Information Officer for the District for 2016.
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 determined at a later date.

A MOTION was made by J. Klosowski and 2<sup>nd</sup> by K. Clair to approve these above. A rollcall was taken and all 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 7:45 pm.

Respectfully submitted

Renee Tassani  
Secretary  
Brewster-Southeast Joint Fire District