

ORGANIZATIONAL MEETING January 6, 2021

PRESENT:

Commissioners:

John Klosowski

A. Gerald Schramek

Steve Kaufman

Martin P. Miller

M. Miller, Treasurer

Mia Tagliaferro, District Secretary

Mike Bizzaro, Chief

Mia Tagliaferro called the meeting to order at 7:06PM.

A MOTION to appoint John Klosowski the 2021 Chairman of the Board of Fire Commissioners was made by Commissioner Schramek, seconded by Commissioner Kaufman. A roll call was taken and all approved.

A MOTION to appoint Gerald Schramek the 2021 Co-Chairman of the Board of Fire Commissioners was made by Commissioner Kaufman, seconded by Commissioner Klosowski. A roll call was taken and all approved.

A MOTION to approve the following organizational activities/appointments was made by Commissioner Klosowski seconded by Commissioner Miller.

1. Meg Miller be appointed Treasurer for a one-year term.
2. Mia Tagliaferro be appointed Secretary for a one-year term.
3. Michael Liguori of Hogan and Rossi to be appointed legal counsel for the District for the year 2021.
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, JP Morgan Chase, M&T Bank and Tompkins Mahopac National Bank as well as authorized for bank accounts, loans and related matters
9. All 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. Commissioner Klosowski will be the contact person for the attorney for legal matters with Commissioner Schramek as backup
12. Commissioner Schramek be the contact person for insurance matters.

13. Commissioner Kaufman and Commissioner Klosowski 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 to serve as the Public Information Officer for the District for 2021.
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 29th, 2021. A Notice of the same to be published on the District website as well as the bulletin board.
17. World Insurance and VFIS are the District insurance companies.
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: \$50/hr

District Secretary: \$4000/year

Treasurer: \$13,000.00

Chiefs' Secretary wage \$15.00 per hour.

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.

Committee	Primary	Back-Up
Computer/Communications/Radios	Commissioner Clair	Commissioner Miller
Facilities	Commissioner Klosowski	Commissioner Clair
Fire and EMS Equipment	Commissioner Klosowski	Commissioner Clair
Fire Roads	Commissioner Kaufman	Commissioner Miller
Fire Preventions	Commissioner Clair	Commissioner Miller
Insurance Claims/VFBL	Commissioner Schramek	Commissioner Klosowski
Legal Contact/Reports	Commissioner Klosowski	Commissioner Schramek
LOSAP	Commissioner Kaufman	Commissioner Klosowski
OSHA Mandates	Commissioner Clair	Commissioner Miller
Vehicle Maintenance	Commissioner Clair	Commissioner Klosowski
Recruitment and Retention	Commissioner Miller	Commissioner Kaufman
Chief's Reports	Chief Bizzaro, 1 st Asst. Chief Michael Miller, 2 nd Asst. Chief Giambatisto	

EMS (Paid)	Commissioner Schramek	Commissioner Klosowski
Future Capital Projects	Commissioner Schramek	Commissioner Kaufman
New Apparatus	All Commissioners	
Training and Travel	Commissioner Schramek	Commissioner Klosowski
ADP Payroll	Commissioner Clair	Commissioner Miller
Treasurer Reports	Meg Miller, Treasurer	

Discussion regarding covid precautions. Chief Bizzaro says members are only here for rig checks and PSS. Commissioner Schramek says something needs to be done during Department meetings because there are a lot of people in the room. The Board agrees that the OSHA mandates on the 14th be held by zoom. All business and department meetings should be held via zoom. Taking temperatures and wearing masks is mandated.

A Motion was made by Commissioner Klosowski to suspend in person meetings for department and district, 2nd by Commissioner Kaufman. Motion carried 4-0.

A motion to transfer funds to the following line items was made by Commissioner Klosowski, 2nd by Commissioner Schramek Motion carried.

\$100,000 LOSAP/Service Awards

\$400,000 to Building & Property Repair and Improvement

\$312,000 to Apparatus Reserve

Meg Miller, Treasurer, requested \$65,000 for trailing bills from 2020. All Commissioners approved.

A MOTION was made to adjourn the meeting was made by Commissioner Schramek seconded by Commissioner Kaufman All commissioners present approved. Meeting adjourned at 8:06PM.

Respectfully submitted,
Mia Tagliafierro