

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
February 10, 2021**

ATTENDANCE:

COMMISSIONERS:

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

District Secretary, Mia Tagliafierro
District Treasurer Margaret (Meg) Miller
Michael Liguori, Counsel for District
Chief Michael Bizzaro
2nd Assistant Chief Michael Miller
James DeLawder, Treasurer of Brewster Fire Department

MEETING CALLED TO ORDER

Meeting called to order by District Secretary, Mia Tagliafierro at 7:02PM.

PUBLIC COMMENT

James DeLawder inquired about the physicals at the end of the month. Mr. DeLawder asked if there are any provisions for the members who may be more at risk. Commissioner Clair said there are restrictions to the amount of people in the room. All of the paperwork will be filled out in advance to limit the amount of time spent in the room. The only members who will be fit tested are the members who need air masks. Members may go to the office privately in Fishkill for a physical. Physicals are February 28th and March 1st.

RUSS DAVIDSON OF KG&D

Russ Davidson of KG&D attended the meeting to introduce himself to Commissioner Miller and summarize previous presentations in connection with revamping the current building. Mr. Davidson presented a PowerPoint summarizing everything that has been discussed since 2016.

KG&D was originally hired to assess existing building in 2016, quickly found out that there were no existing plans, created them and developed a model program to determine what Brewster Fire Department really needs in terms of space in order to function. Once a survey was produced it was discovered that part of the building is on property owned by DEP and not the Brewster Fire Department. Options to repair infrastructure, put a South side addition or a North side addition or replace the building were discussed from 2017-2019.

Existing building accessibility, exiting and mechanical/electrical/plumbing issues were reviewed.

Proposed addition site plans were presented.

When this was originally discussed in 2018 the whole project cost was estimated at \$7,600,000. Another option was to swap with the Town Park and create and demolish existing firehouse and create a park on the corner.

Commissioner Miller asked about the streams that flow next to or beneath the building. There is a stream that runs right through the building that is in a pipe. Mr. Davidson said it is definitely a concern and it would have to be looked at carefully. Before anything was done a soil analysis would have to be done. Commissioner Klosowski said the Town was interested in keeping the existing building and turning it into a highway garage. Lengthy discussion regarding same.

A motion to authorize Russ Davidson to prepare proposal of budget and conceptual design was made by Commissioner Schramek, 2nd by Commissioner Clair. Motion carried 5-0.

APPROVAL OF A/C BID

A motion to accept bid from Lyons Development was made by Commissioner Clair, 2nd by Commissioner Schramek. Motion carried.

APPROVAL OF MEETING MINUTES

A motion to approve the minutes of Organizational Minutes January 6, 2021 was made by Commissioner Clair, 2nd by Commissioner Kaufman. Motion was carried unanimously.

A motion was made by Commissioner Klosowski, 2nd by Commissioner Kaufman, to amend the minutes of January 2, 2020 to read:

“District Secretary: \$4,000.00/year

Treasurer: \$13,000.00/year.

Admin to Chief: \$15.00 per hour.”

Motion carried.

CORRESPONDENCE

All correspondence was read by the District Secretary, Mia Tagliafierro.

A motion to move into Executive Session to discuss personnel matter was made by Commissioner Schramek, 2nd by Commissioner Kaufman. Motion carried. Executive session began at 8:05PM.

As a result of the executive session, Commissioner Klosowski made a motion to reinstate Badge #744, 2nd by Commissioner Schramek. Motion carried. Regular meeting resumed at 8:35PM.

ACCEPTANCE OF BILLS/VOUCHERS

Motion to approve all bills and vouchers was made by Commissioner Kaufman, 2nd by Commissioner Miller. Motion carried.

COMPUTER/COMMUNICATIONS/RADIOS

Commissioner Miller said the hub computers were delivered. One has been set up and is in operation. It will help the department with remote learning and be able to train people in a safer way. There may be some additional items to pick up, possibly a computer table.

Assistant Chief Miller said he is in need of software for the hub. Part of the hub's purpose is also training. Assistant Chief Miller has been shooting videos for the learning management system and is requesting software for editing, animating and inserting quizzes to the videos. He presented quotes from various software companies:

iSpring quoted an annual cost of \$670

VideoScribe quoted \$84/year

Adobe Premier quoted \$195/year

Vimeo: \$75/month

Assistant Chief Miller requested the Board to approve \$2,500 so they can also purchase microphones and other items that they will need.

Commissioner Clair made a motion to split the cost of the microphones with the Fire Department in the amount of \$613.42, 2nd by Commissioner Miller. Motion carried.

Commissioner Miller made a motion to purchase video production equipment, 2nd by Commissioner Clair. Motion carried.

FACILITIES

Commissioner Clair said that snow plowing is going well.

Commissioner Klosowski mentioned that 11-5-1's bay at Station One is bent. The ladder is pushed back and the bay door is bent.

Roof siren will be installed once the weather warms up.

Main station generator radiator will be replaced on Thursday.

Chief Bizzaro said that the cameras time stamps are wrong at Station One.

FIRE AND EMS EQUIPMENT

Commissioner Klosowski reports that the 45 min. air bottles came in. One was damaged.

The gas meters were supposed to be sent February 4-11 but the shipment was rescheduled.

Commissioner Clair reports that all air packs have been float tested and batteries have been changed.

FIRE ROADS

Commissioner Kaufman is still waiting for the map from the County.

FIRE PREVENTION

Commissioner Clair would like to make fire prevention videos for the learning management system with Assistant Chief Miller.

INSURANCE CLAIMS/VFBL

Commissioner Schramek reports that the District will need to submit a claim for the damage sustained to 11-6-1.

LEGAL CONTACT/REPORTS

Brief discussion regarding covid phases and procedures. Michael Liguori circulated a draft of the proposed Phases. The Board will review his proposed procedures.

LOSAP

Commissioner Kaufman has all of the paperwork filled out and he is waiting for the admin to get back to him with the information needed so he can submit it by March 1.

OSHA MANDATES

Commissioner Clair reviewed the rules for the physicals. Everyone must wait outside, and they are only allowing 3 people in at a time. Everyone must wear face coverings and stations will be sanitized in between physicals.

Hose testing and pump testing is booked.

VEHICLE MAINTENANCE

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	66,597	66,869	272	Batteries replaced by Joe Dexter on Jan. 30 th
11-1-2	43,075	43,214	139	Serviced for no-start issues
11-1-3	43,902	44,272	372	

RECRUITMENT AND RETENTION

Nothing to report.

CHIEF'S REPORT

Chief Bizzaro reports that members are asking for salt spreaders for each station. Commissioner Klosowski will go to Palmer's Hardware.

Member applications were submitted. A motion to approve the 4 membership applications pending the Board's review was made by Commissioner Miller 2nd by Commissioner Clair. Motion carried.

Chief Bizzaro asked for approval for 8 students to attend a training session in Enfield, Connecticut. The training is \$300/student. A motion to approve 8 students to attend the training was made by Commissioner Clair, 2nd by Commissioner Miller. Motion carried.

Chief Bizzaro is requesting 20 pagers and 40 batteries. He will present the cost of the pagers at the next meeting.

There was an issue with EMstar adding new members to the PCR program. Commissioner Schramek mentioned that he will handle any issues with EMstar.

FUTURE CAPITAL PROJECTS

Previously discussed.

NEW APPARATUS 11-8-1

Nothing to report.

TRAVEL AND TRAINING

Previously discussed.

ADP PAYROLL

Meg Miller worked with Commissioner Clair to fix the overpayment issues last year. The secretary was overpaid \$3,464.42. Commissioner Clair will be working with Commissioner Miller to see if ADP will make the District whole.

TREASURERY REPORTS

Meg Miller is working on getting Commissioner Miller a credit card with M&T.

OLD BUSINESS

Nothing to report

NEW BUSINESS

Nothing to report

A moment of silence was given for the passing of Ex-Chief Edward Schneider.

MEETING ADJOURNED

A motion to adjourn was made by Commissioner Clair, 2nd by Commissioner Miller. Motion carried 5-0. Meeting adjourned at 9:51Pm.

Respectfully submitted:

**Mia Tagliaferro
District Secretary**