

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
February 12, 2020**

ATTENDANCE:

Commissioners: John Klosowski
A. Gerald Schramek
Kenneth W. Clair, Jr.
Steven Kaufman
Martin P. Miller

District Secretary, Mia Tagliafierro
District Treasurer Margaret (Meg) Miller
Jeff Bergstrom, President of Brewster Fire Department
Chief Michael Bizzaro
1st Assistant Chief Michael Miller
2nd Assistant Chief Tom Giammatisto

MEETING CALLED TO ORDER

Meeting called to order by District Secretary, Mia Tagliafierro at 6:58PM

PUBLIC COMMENT

Public comment was offered and no comment was made.

A Motion to suspend regular business was made by Commissioner Miller, 2nd by Commissioner Clair.
Motion carried unanimously

MICHAEL BURDICK, HIGHWAY SUPERINTENDENT

Michael Burdick addressed the Board regarding his previous offer of snow plowing for the District. Mr. Burdick suggested that although the District is currently in contract, the offer for snow plowing still stands.

The Board of Fire Commissioners decided to let their current Contract with Eight4Five Services expire and use the Highway Department for snow plowing/shoveling next winter.

WORLD INSURANCE

World Insurance attended the meeting to explain and discuss the 2020 VFIS Insurance renewal proposal. A Motion to enter regular meeting was made by Commissioner Miller 2nd by Commissioner Schramek. Motion carried unanimously.

A Motion to award Insurance Contract with World Insurance, the sole responding Bidder to the RFP, was made by Commissioner Schramek, 2nd by Commissioner Clair. Motion carried 5-0.

APPROVAL OF MEETING MINUTES

A Motion was made to approve the minutes of December 30, 2019 and January 2, 2020 by Commissioner Schramek, 2nd by Commissioner Clair. Motion carried 5/0

ACCEPTANCE OF BILLS/VOUCHERS

All bills and vouchers were reviewed and approved. A Motion to approve the bills and vouchers was made by Commissioner Clair, 2nd Commissioner Schramek, motion carried unanimously.

CORRESPONDENCE

All correspondence was read by Mia Tagliaferro, District Secretary

FOLLOW UP RE FLOOR DRAIN BID

The Board of Fire Commissioners received two bids in response to the Floor Drain Project:

Lyons Development submitted a proposed bid for reconstruction of floor drain and new oil interceptor, together with a non-collusive bidding certification, bid in the amount of \$89,964.88.

James Gagliardo Excavating Cont. submitted a proposed bid for reconstruction of floor drain and new oil interceptor, together with a non-collusive bidding certification, bid total is \$113,071.88.

A Motion to award bid to Lyons Development for reconstruction of floor drain and new oil interceptor in the amount of \$89,964.88 was made by Commissioner Clair, 2nd by Commissioner Schramek, motion 5-0

COMPUTER/COMMUNICATIONS/RADIOS

Commissioner Miller reported that there was one monitor left to be installed at Headquarters. The monitor needs a cable to run from the monitor to box. A-1 Computers, our current vendor for computer/communications/radio, estimates about 2 hours for installation, costing \$500-600.

A Motion to accept quote from A-1 Computers was made by Commissioner Miller 2nd by Commissioner Clair. Motion carried unanimously.

FACILITIES

The exhaust fan motor in engine bay at Main Station is not working and will be repaired by Joe Dexter. A hole in the wall for the new dryer cabinet will be cut by Richie Taylor and Dennis Palmer. Carl McCumber will be going through A/Cs and ice machines to prepare for warmer weather.

Automated lights have been installed throughout both firehouses.

A quote by NES was presented for repair of kitchen appliances:

Range thermostat \$353.47

Convection oven \$257.31

Replacement of thermocouple \$67.30

Labor \$268.00

Total Cost: \$946.08

A Motion to accept quote by NES for kitchen repair in the amount of \$946.08 was made by Commissioner Klosowski, 2nd by Commissioner Miller. Motion carried 5-0.

A quote from Alpine Software, a sole source provider, was presented for 2 HID Proximity Readers, stand-alone reader for HID compatible Key Fobs and cards for use with attendance tracking systems, in the amount of \$498.00. A Motion to accept quote from Alpine Software in the amount of \$498.00 for 2 HID Proximity Readers for Key Fobs and cards was made by Commissioner Klosowski, 2nd Commissioner Clair. Roll call 5-0.

Commissioner Clair will get a quote from Lyons Development for the ceiling and spray foam. After a brief discussion, the renovation for the outside patio will be reconsidered.

FIRE AND EMS EQUIPMENT

After physicals gear inspections will be done. Gear inspections will be done quarterly now per Chief Bizzaro.

Commissioner Miller brought up a situation at Headquarters with the Ambulance. Upon entering the ambulance, Commissioner Miller discovered used equipment/medical supplies all over the floor. The red bag container was overflowing with trash, sitting in the bottom of cabinet and used needles and catheters were there that never made it into the "sharps" container. Commissioner Miller suggests the proper way to address the issue is to remove the sharps container and replace with single use sharps containers that can only hold one EpiPen, and that the District only purchase single use sharp containers from Medical Warehouse and EMS staff should take the used sharps with them. Commissioner Schramek brings up question of if ambulance is actually checked; by NYS law it is required to inspect ambulance after every single call. Chief will adopt policy.

Discussion regarding bail out systems, price is confirmed but Chief is still waiting to hear back from Carmel FD. (Bail out systems were bundled with other Districts/Departments in area). Will get specs from RPI and discuss further next month.

FIRE ROADS

No progress has been made.

FIRE PREVENTION

Nothing to report

INSURANCE CLAIMS/VFBL

Nothing to report

LEGAL CONTACT/REPORTS

Michael Liguori spoke to the Attorney for PineStreet Brokers regarding the Milltown Property regarding a release of all restrictions, or alternatively they would take back the property. No decision has been made at this time.

Discussion regarding re-approval of policies and written resolution.

A Resolution to adopt revised policies for the calendar year of 2020 was made by Commissioner Klosowski, 2nd by Commissioner Clair, roll call 5-0.

Discussion regarding approval of purchase for Seagrave truck- Michael Liguori suggests the Board of Fire Commissioners submit a permissive referendum immediately although it should have been done in June after meeting.

A Resolution to submit for acquisition of vehicle subject to permissive referendum was made by Commissioner Klosowski 2nd by Commissioner Miller, roll call 5-0

LOSAP

Commissioner Kaufman updated files with new applicants for audit of LOSAP points. Commissioner Kaufman also wrote a letter to Commissioner Klosowski regarding his own points. Lengthy discussion regarding LOSAP audit.

The Secretary for the Board of Fire Commissioners will post a memo in both Firehouses stating that the Board will be conducting an audit, and all requests for points to be reviewed should be received by April 1, 2020. Any requests received after April 1, 2020 will not be reviewed.

OSHA MANDATES

There will be a makeup on Saturday the 15th for those members who missed the Harassment prevention course. The Chief will also accept online training.

During physicals it was discovered that there were a few individuals who needed large masks, and based on the next round of physicals it will be decided whether a certain quantity of large masks will be purchased or if they will be purchased as a set for individual gear. N95 respiratory masks also need to be tested.

VEHICLE MAINTENANCE

| Vehicle | Beginning Mileage | Ending Mileage | Total Monthly Mileage | Work Performed |
|---------|-------------------|----------------|-----------------------|-------------------------------------|
| 11-1-1 | 62491 | 63101 | 610 | Oil change and inspection at franks |
| 11-1-2 | 36250 | 37030 | 779.8 | |
| 11-1-3 | 37405 | 37740 | 335 | |

Fuel usage main station diesel 108.6
Gas 69.400

Station one gas 100.300
Joe Dexter's submitted work order totaled 30.5 hours

RECRUITMENT AND RETENTION

Nothing to report.

CHIEF'S REPORT

Chief Bizzaro reported that the air bags arrived.
Chief also mentioned that a shelf needs to be made for 11-5-1 for airbags to be put in for proper storage.

ISO is coming March 5th, 2020 at 5:30PM for a hose test, pump test and ladder test.

Brief discussion regarding BLS 11 moving to main station. Employees claimed they were emailed by the Board of Fire Commissioners that they have to stay at Station One, which is not true. Commissioner Schramek will check into it.

Chief's car needs an SCBA mount; rear cabinet is falling apart. Discussion regarding repair and replacement of cabinet. Chief will get prices and report back to the Board.

FUTURE CAPITAL PROJECT

Nothing to report

NEW APPARATUS 11-8-1

Commissioner Schramek reports that he has been in contact with Jordan Hardy and as far as DASNY \$50k grant is viable, the Board should be hearing within a few months. Commissioner Schramek also reports that the grant was accepted by NYS for compressor.

Meg Miller spoke with Kevin from Grant Guys to get SAM Registration information. Commissioner Miller will take over with grant that Commissioner Joe Toscano was working on.

TRAVEL AND TRAINING

FDIC training in Indianapolis is April 20-25th, 2020.

ADP Payroll

Commissioner Clair will update ADP Payroll with raises.

BANK ACCOUNTS

Meg Miller reports we are waiting for M&T to finish their paperwork.

OLD BUSINESS

Commissioner Clair would like to implement better system for mileage and gas reports

Commissioner Miller looked over the driving policies in the revised Policy Handbook.. Commissioner Miller will and revise and bring to the Board to implement a better policy.

NEW BUSINESS

Commissioners reviewed applications for new members.

A Motion to accept Matthew Geonela's membership application was made by Commissioner Miller 2nd by Commissioner Clair. Motion carried 5-0.

A Motion to accept Billy May's membership application was made by Commissioner Kaufman 2nd by Commissioner Clair. Motion carried 5-0.

A Motion to accept Pedro Blandino's membership application was made by Commissioner Clair by 2nd by Commissioner Schramek. Motion carried 5-0.

A Motion to accept William Maturro's membership application was made by Commissioner Schramek 2nd by Commissioner Clair, Motion carried 5-0.

A Motion to accept Daniella Cassale's membership application on the condition of signature from parent was made by Commissioner Miller 2nd by Commissioner Clair roll call 5-0

A Motion to accept Ashley Cochran's membership application on the condition of signature from parent was made by Commissioner Miller, 2nd by Commissioner Clair. Roll call carried 5-0.

A Motion to accept Thomas McMurray's membership application was made by Commissioner Miller. Motion was not 2nd and the application was returned to membership committee for incomplete application.

A Motion to adjourn regular meeting and enter executive session to discuss personnel matter was made by Commissioner Schramek, 2nd by Commissioner Kaufman. Roll call carried 5-0. Executive session entered at 10:05PM.

A Motion to return to regular meeting was made by Commissioner Clair, 2nd by Commissioner Kaufman. Returned to regular meeting at 10:20PM.

MEETING ADJOURNED

A Motion to adjourn was made by Commissioner Schramek , 2nd by Commissioner Clair. Motion carried 5-0. Meeting adjourned at 10:26PM.

Respectfully submitted:

Mia Tagliaferro
District Secretary