

ORGANIZATIONAL MEETING January 2, 2020

PRESENT:

Commissioners:

John Klosowski

A. Gerald Schramek

Kenneth W. Clair, Jr.

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 2020 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 2020 Co-Chairman of the Board of Fire Commissioners was made by Commissioner Klosowski, seconded by Commissioner Miller.

A roll call was taken and all approved.

A MOTION to approve the following organizational activities/appointments was made by Commissioner Schramek, seconded by Commissioner Klosowski:

1. Meg Miller be appointed Treasurer for a one-year term.
2. Mia Tagliaferro be appointed Secretary for a one-year term.
3. Moe DeSantis as Admin to Chief.
4. Michael Liguori of Hogan and Rossi to be appointed legal counsel for the District for the year 2020.
5. Frank Simeone to be appointed Special Counsel, retainer agreements to be submitted.
6. The Putnam County Courier be the official paper with the Putnam County Press to serve as back-up paper.
7. 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.
8. The official website for the District shall be [www.brewstersoutheastjfd.com](http://www.brewstersoutheastjfd.com)
9. 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
10. The Chairman, Co-Chairman Commissioners, Secretary and Treasurer will be bonded.
11. The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.
12. Commissioner Klosowski will be the contact person for the attorney for legal matters with Commissioner Schramek as backup
13. Commissioner Schramek be the contact person for insurance matters.
14. Commissioner Kaufman and Commissioner Klosowski will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program.

15. All contracts will be signed by the Chairman and/or Co-Chairman and District Secretary.
16. Meg Miller serve as the Public Information Officer for the District for 2020.
17. 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 30<sup>th</sup>, 2020. A Notice of the same to be published on the District website as well as the bulletin board.
18. World Insurance and VFIS are the District insurance companies.
19. The District physician is TEK Occupational.
20. Frank Beccera is the District PIO/Photographer (as noted in District Social Media policy).
21. The Board authorizes membership in association of Fire Districts, FASNY and NFPA.
22. The Board set the following salaries:

Mechanic/Maintenance: \$50.00 per hour

District Secretary: \$4,000.00/year subject to the results of an RFP to be returned at the February monthly meeting.

Treasurer: \$13,000.00 subject to the results of an RFP to be returned at the February monthly meeting.

Admin to Chief: \$15.00 per hour subject to the results of an RFP to be returned at the February monthly meeting.

A MOTION to approve the salaries of the Mechanic/Maintenance, District Secretary, Chief's Admin and District Treasurer was made by Commissioner Schramek, seconded by Commissioner Kaufman. A roll call was taken and all present approved.

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

The appointments made to the standing committees of the Fire District are as follows:

**COMPUTER/COMMUNICATIONS/RADIO:**

Commissioner Clair as Primary and Commissioner Miller as Back-up

**FACILITIES:**

Commissioner Klosowski as Primary and Commissioner Clair as Back-Up

**FIRE AND EMS EQUIPMENT:**

Commissioner Klosowski as Primary and Commissioner Clair as Back-Up

**FIRE ROADS:**

Commissioner Kaufman as Primary and Commissioner Miller as Back-Up

**FIRE PREVENTION:**

Commissioner Clair as Primary and Commissioner Miller as Back-Up

**INSURANCE CLAIMS/VFBL:**

Commissioner Schramek as Primary and Commissioner Klosowski as Back-Up

**LEGAL CONTACT/REPORTS:**

Commissioner Klosowski as Primary and Commissioner Schramek as Back-Up

**LOSAP:**

Commissioner Kaufman as Primary and Commissioner Klosowski as Back-Up

**OSHA MANDATES:**

Commissioner Clair as Primary and Commissioner Miller as Back-Up

**VEHICLE MAINTENANCE:**

Commissioner Clair as Primary and Commissioner Klosowski as Back-Up

**RECRUITMENT AND RETENTION:**

Commissioner Miller as Primary and Commissioner Kaufman as Back-Up

**CHIEF'S REPORTS:**

Chief Michael Bizzaro, 1<sup>st</sup> Assistant Chief Michael Miller, 2<sup>nd</sup> Assistant Chief Tom Giammbatisto

**EMS (PAID):**

Commissioner Schramek as Primary and Commissioner Klosowski as Back-Up

**FUTURE CAPITAL PROJECTS:**

Commissioner Schramek as Primary and Commissioner Kaufman as Back-Up

**NEW APPARATUS:**

All Commissioners

**TRAINING AND TRAVEL:**

Commissioner Schramek as Primary and Commissioner Klosowski as Back-Up

**ADP PAYROLL:**

Commissioner Clair as Primary and Commissioner Miller as Back-Up.

A MOTION to authorize the District Treasurer to make the adjustments to the 2020 Budget lines indicated was made by Commissioner Clair, seconded by Commissioner Kaufman:

1. **TO 450 (FIREFIGHTER EQUIPMENT):**

\$10,755 from 930 (Capital Equipment Reserve)

\$14,500 from 510 (Service Awards/LOSAP)

\$6,500 from 405 (Communications)

\$59,845 from 410 (Insurance)

\$30,000 from 460 (Vehicle Maintenance & Repair)

\$10,000 from 467 (EMS Contract)

**TO 420 (COMMUNICATIONS)**

\$5,000 from 405 (Travel & Training)

\$15,619 from 467 (EMS Contract)

\$14,000 from 510 (Service Awards/LOSAP)

**TO 435 (ADMINISTRATIVE)**

\$25,000 from 510 (Service Awards/LOSAP)

**TO 689 (MUNICIPAL LEASE)**

\$500 from 510 (Service Awards/LOSAP)

2. Reserve \$65,000 from 2019 for trailing Invoices to be paid in 2020;
3. Transfer \$148,000 to Capital Equipment Reserve bringing balance to \$200,000;  
Transfer \$15,245 to Capital Buildings Reserve from 930 (Capital Reserve); and \$116,000 from 2019 surplus
4. \$357,842 total surplus from prior years:
  - \$68,755 to Capital Building Reserve
  - \$289,087 to Savings Account

A MOTION was made to adjourn the meeting at 7:28PM by Commissioner Schramek, seconded by Commissioner Miller.

All commissioners present approved.

Respectfully submitted,  
Mia Tagliafierro