

Meeting Minutes
Brewster-Southeast Joint Fire District
Regular Meeting - Wednesday March 13, 2019

CALL TO ORDER: The meeting was called to order at 6:57 PM by Commissioner John Klosowski.

ATTENDANCE:

Commissioners: John Klosowski

A. Gerald Schramek

Kenneth W. Clair, Jr.

Joseph Toscano

Steven Kaufman

Meg Miller, Treasurer and Interim Secretary

Chief Moe DeSantis

1st Asst. Chief Michael Bizzaro

2nd Asst. Chief Thomas Giambattisto

Ms. Jamie Spillane, Esq - District Legal Team Representative

Mia Tagliaferro

PUBLIC COMMENT

Opportunity was provided for comment from the public and no such comment was offered.

GEAR WASHER AND DRYER

RFPs were opened for a Washer and Dryer to be purchased using in part funds received in a grant. The lowest bid was from Metropolitan in the amount of \$15,422.56. The next lowest bid was from Central New York Eastern Division in the amount of \$21,348.

A motion to accept the bid from Metropolitan in the amount of \$15,422.56 to be paid from the grant and the balance from firefighter supplies was made by Joseph Toscano, seconded by Steve Kaufman. Motion carried unanimously.

Joe Toscano was asked to notify Metropolitan and arrange for delivery.

COMPUTERS

Charlie Spagna from A1 computers made a presentation recommending a replacement schedule for computer and other technology equipment in order to achieve better data security and to keep equipment within warranty. Currently there is one physical server with two virtual servers. He suggested replacing the physical server as soon as possible and then consolidating the virtual servers.

He advised that email has already been moved to cloud. There is a backup off site and three backups on site. All files and shared drives will be moved to the new server and backed up so that if there is a problem, data will be preserved. He also felt the District should budget to replace two desktops per year starting with the oldest equipment. Some laptops and machines can be recycled but computers with XP are “security risks” and not supported by Microsoft.

Computers running windows 7 can be upgraded to Windows 10

He noted that Windows 8 will not be supported after 2020 and has figured this into his recommendations. According to Charlie, all of the Dell computers he is recommending are on State contract. Prices for desktops include the Office 2019 Suite (Excel Word, Outlook) He will advise as to which computers need to be replaced next.

A Motion was made by Ken Clair seconded by John Klosowski to purchase the new server for the main station in the amount of \$7716.77 and two desktops in the amount of \$1031.each for a total of \$11,989.13. The costs of the hardware and software will come out of the firefighter supplies and equipment budget line. The cost of the labor will be charged against the professional fees line. The Motion was carried unanimously.

Chief DeSantis raised a concern about wifi acces in the basement and Charlie Spagna suggested installing an access point for approximately \$275.00. Charlie will address the labeling and allocation of printers when the new server is installed.

FIRE ENGINE 11-2-4

Gerald Schramek asked the Board to consider repurposing Engine 11-2-4 since the District has not been able to obtain a reasonable purchase price after months of effort. Engine 11-2-4 is no longer in service. There was a lengthy discussion on how the Engine could still be used to benefit the District for fire prevention,

Meg Miller FD 3/13/19 7:06 PM

Comment [1] :

parades and as a ceremonial vehicle for funerals and other needs. Gerry Schramek pointed out that this type of use is common in the area and is employed by numerous local fire departments. It will reduce the wear and tear on in-service engines and can be used as an engine at fire prevention details without requiring a full crew. When 11-2-2 comes in, 2-4 will be stripped of equipment to be repurposed for the new engine.

A Motion was made by John Klosowski, seconded by Ken Clair to keep 11-2-4 (to be stored behind 11-2-5) and to use it for Fire Prevention details, ceremonial purposes and parades as needed. Motion passed unanimously.

DISTRICT BANKING

The Board is interested in working with an additional Bank in the area which can better meet the needs of the District. Information was requested from several local banks and the Board will consider this at the April meeting.

COMMITTEE REPORTS

Check-out sheets for apparatus

The check-out sheet for 11-2-4 is being redone since there have been numerous changes to equipment locations

The Check-out sheet for 11-8-2 (Fire Police) was not provided.

All others were provided to the commissioners and no issues were noted.

Computer and Radio

Ken Clair noted that the District heard a presentation on the computers at the start of the meeting.

New radios have been ordered for 11-2-2.

1st Assistant Chief Bizzaro's hi-band has been working.

Ken Clair is downloading the updated Knox program and the upgrade may solve the hi-band problems.

Facilities

The new key for the clock room is a master key only. The lock was added to the reader with an electric lock. This addresses the issue of the numerous keys which have been distributed to give access to the room.

Macumber checked the frozen Air Conditioning unit today. He is coming back next week to change filters and do maintenance on all units. The AC had been left on and caused a flooding condition. Joe Dexter will replace the damaged tiles.

Joe Dexter changed the timer lights and completed other maintenance work in both firehouses. Chief Desantis asked for a light to be hung.

Russ Davidson was asked to provide information on which ceiling tile should be used to replace the existing tile at Station One. He will provide this information by the special meeting at the end of the month.

Dutchess Overhead Door has advised that all parts are in for the station one automatic door closers. This includes new remotes and motors (originals were installed in 1983) The new system will have all updated safety features and timers. The main station will not be getting the new system yet as renovations are being contemplated.

Fire and EMS Equipment

The Scot-pacs came in. They are not in the chiefs' cars yet. The other three pacs are for training. The extra bottles are to go on 11-2-5, 11-2-3- and 11-6-1.

The Commissioner advised the Chief that the new pacs and bottles should be put into immediate service because they have an expiration date.

The rest of the pacs will be placed on 11-2-2 when it comes in. Battery electric fan also came in for 11-2-2

A new Pager came in.

The Commissioners thanked David Beshears for doing equipment checks during the firefighter physicals. Repairs were done to gear by Minerva in the amount of \$1500.00. Dave will provide list of needed gear to the Chief.

Commissioner Clair will reach out to Red truck sales to see if they have an interest in selling the expired gear being stored in the basement.

The County and Ruscon are still considering purchasing the jacks from the District.

Chief DeSantis says two 3-way valves are needed for 11-2-2 and 11-4-2 but the District only needs to purchase one because one can be repurposed from 11-2-1. The valve is available from Municipal Emergency Services in the amount of \$1,692.50

A Motion was made by John Klosowski seconded by Steve Kaufman to purchase the valve from MES for the amount of \$1692.50. The Motion was passed unanimously.

Fire Prevention

Accepts 11-2-4 for fire prevention details.

Fire Roads

The new brackets are in and Steve Kaufman will work with Mike Bruen to get them installed. Steve will contact John Tully at Putnam County DOT to obtain 9-foot poles needed to complete the work.

Insurance Claims

Nothing to report

Legal

Jamie Spillane, Esq. of Hogan and Rossi will prepare an exposure prevention and decontamination policy for the District at the recommendation of ADP. She will forward to all commissioners and the chief for review.

The District is waiting for Mike Liguori, Esq. to set up a meeting with the Southeast Town Supervisor and Brewster Village Mayor regarding Markel Park. Ms. Spillane said she would follow up.

An RFP for insurance must be done in October. Bruen, Deldin will provide boiler plate to solicit other proposals.

The Commissioners asked Hogan and Rossi to look into the status of the Milltown Road property.

Hogan and Rossi will revise the District Purchasing policy to reflect that the District requires Vouchers not Purchase Orders.

Jamie Spillane will work on a hiring and firing compliance document.

LOSAP

Representatives from VFIS will come to next department meeting to discuss LOSAP.

OSHA Mandates

72 Firefighters have completed physicals and training. Sixty-seven firefighters have completed mandatory sexual harassment training. Two additional dates have been set for those who couldn't make the first training session. Those who do not complete these trainings will be out of service.

EMS

Emstar staff must take sexual harassment training with Emstar. Commissioner Schramek will check confirm that Emstar will complete this.

Physicals

All but 14 members have completed the physicals.

One firefighter was placed out-of-service for missing physicals two years in a row. All must have physicals by the end of March.

Vehicle Maintenance

Chiefs cars reports:

| Car | Beginning Mileage | Ending Mileage | Total Mileage | Maintenance |
|--------|-------------------|----------------|---------------|--|
| 11-1-1 | 25979 | 26938 | 959 | None |
| 11-1-2 | 55271 | 55800 | 529 | Oil change and service at Frank's Auto |
| 11-1-3 | 27200 | 28100 | 900 | None |
| 11-8-3 | 116978 | 117012 | 34 | None |
| 11-2-3 | | | | Fuel Leak – Ruscon to repair |
| 11-3-1 | | | | To Seagrave for Inspection |
| 11-7-1 | | | | Needs Inspection in March Left Side Mirror ordered |
| 11-7-2 | | | | Needs Inspection in March |
| 11-8-4 | | | | Needs Inspection in March |
| 11-7-1 | | | | Needs Inspection in March Left Side Mirror ordered |
| 11-4-1 | | | | Repairs by Ruscon |
| 11-6-1 | | | | Repairs by Ruscon |

Chief Desantis says a section has been added to the ambulance sheet to include a daily inspection for dents, scrapes and new damage

Vehicle maintenance latter part of next month: the Chief's car snow tires come off and four street tires are needed.

Back up cameras can now be done since a deposit check was sent to Specialty.

Recruitment and Retention

Commissioner Schramek is trying to obtain the Video Public Service Announcement that was made a couple of years ago to play on local access TV during recruitment week.

The Membership committee has asked for a list of those who did not finish probation.

Chief's Report

One member has asked to go from active to associate.

Three applications passed around to commissioners.

Fire police asked to go to a training seminar on April 27th and have asked to use the Fire Police van to go to Latham, NY.

A motion was made by Gerald Schramek, seconded by Steven Kaufman to authorize up to \$10 registration fee per person and mileage reimbursement for personal cars to Latham, NY for fire police training. The motion was passed unanimously.

Emstar EMS Crews

Rules etc. have been sent to the paid crews. They have been checking the trucks. Joe from Emstar has spoken with all Emstar employees and said that if inventory is not done, they will get a warning in accordance with Emstar policy. Commissioner Schramek stated that all issues with paid crews must first go to the chiefs and then to him so that he can work with EMstar to correct since Emstar contracts are with the District and not the fire department.

Future Capital Projects

There will be a special meeting at the end of month at the main station at 7:30 pm.

Apparatus

11-2-2 status: The cab is welded and the frame is being done. Pictures will be available.

11-8-1 ATV: 4-wheeler not ordered yet. A copy of the entire grant application must be sent to Ben Young.

11-8-3 ordered

Special Presentation

A Presentation was given by Jeff Rollins regarding energy consolidation.

Mr. Rollins stated that he has been in the energy business for 9.5 years and now works for non-profits like fire houses who are overcharged by utilities. Errors in coding and reclassification after power outages cause errors which result in higher costs to government entities. The fee is the cost of one month utility bill and one-half of the savings refunded from the utilities. The profits are donated to a sustainability solar energy project at a Native American Reservation in New Mexico where there is no water or power.

The company can go back 8 years and obtain a refund. The District would have to sign a contract and then the company would analyze all utility bills including telecom.

Jamie Spillane took a copy of the materials and will report back to the Commissioners after a review.

EXECUTIVE SESSION AT 8:40 PM for personnel matter

Motion to come out of Executive Session made by Ken Clair, seconded by Gerald Schramek. The motion was carried unanimously.

REGULAR MEETING resumed at 8:55 PM

Resume at 8:55 with action to be taken in public session

A Motion was made by John Klosowski seconded by Gerald Schramek to appoint Mia Tagliaferro Secretary of the District through December 31, 2019. The motion was carried unanimously.

A Motion was made by John Klosowski seconded by Gerald Schramek to appoint Dawn Pascale as Secretary to the Chief through December 31, 2019. The motion was carried unanimously.

A Motion was made by Joseph Toscano seconded by Ken Clair to accept the three members submitted by the Membership Committee. The motion was carried unanimously.

EMS COVERAGE

Gerald Schramek presented a proposal for a Supplemental EMS Program ninety-day pilot in order to ensure continuous EMS coverage through the weekend period from 6pm Friday through 6AM Monday.

- EmStar Ambulance would supply an ambulance and two EMTs and will be dispatched as the initial responding Unit.
- 11-7-1 and 11-7-2 will be dispatched as second due ambulance.
- The BFD ambulance would cover special details such as drills and football games
- EmStar will bill those who utilize the service directly
- There will be no cost to the taxpayers
- The proposed program would save an estimated \$140,000.00 per year
- The Pilot program will be rolled out on May 3, 2019
- The program will be reevaluated by the District and EmStar after the ninety-day period.
- The pilot program can be cancelled by either party and any time.

During the discussion the issues of how to dispatch the EmStar Ambulance as well as the issue of the need for common radio frequencies was raised.

A Motion was made by Gerald Schramek seconded by John Klosowski to adopt the ninety-day pilot as outlined. The motion was carried unanimously.

ADJOURNMENT

No further business being brought to the Board, a Motion was made by Ken Clair seconded by Joseph Toscano to adjourn. The motion was carried unanimously. The meeting was adjourned at 9:25 PM

Respectfully Submitted,

Meg Miller
Interim Secretary