

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
APRIL 8<sup>TH</sup>, 2020**

**ATTENDANCE:**

**COMMISSIONERS:**

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

District Secretary, Mia Tagliaferro  
District Treasurer Margaret (Meg) Miller  
Jeff Bergstrom, President of Brewster Fire Department  
Chief Michael Bizzaro  
2<sup>nd</sup> Assistant Chief Michael Miller  
Graig Gonert

**MEETING CALLED TO ORDER**

Meeting called to order at 7:00PM

**PUBLIC COMMENT**

Public comment was offered and no such comment was made.

**APPROVAL OF MEETING MINUTES**

A Motion was made to approve the minutes of March 4, 2020 by Commissioner Schramek, 2nd by Commissioner Miller. Motion carried 5-0.

**ACCEPTANCE OF BILLS/VOUCHERS**

All bills and vouchers were reviewed, one voucher was voided because it was for the Fire Department. A motion to approve the bills and vouchers was made by Commissioner Klosowski, 2<sup>nd</sup> by Commissioner Schramek. Motion carried unanimously.

**CORRESPONDENCE**

All correspondence was read by Mia Tagliaferro, District Secretary.

## **APPROVAL TO AUTHORIZE DISTRICT TREASURER TO PAY USUAL AND ROUTINE BILLS**

A motion to authorize the District Treasurer to pay usual and routine bills was made by Commissioner Schramek, 2<sup>nd</sup> by Commissioner Miller. Roll call 5-0.

## **DISCUSSION RE: DEFINED BENEFIT SERVICE AWARD PROGRAM PLAN DOCUMENT**

A motion to authorize Commissioner Kaufman to sign the Defined Benefit Service Award Program Plan Document was made by Commissioner Klosowski, 2<sup>nd</sup> by Commissioner Schramek. Motion carried 5-0.

## **REVIEW OF CYBER SECURITY POLICY**

A-1 Computers sent Commissioner Miller a policy that they normally use with other clients, after circulating and reviewing all Commissioners approved and agreed to adopt the policy so the District can be in compliance with the New York State SHIELD Act. A motion was made by Commissioner Miller to adopt the Cyber Security Policy, 2<sup>nd</sup> by Commissioner Clair. Motion carried 5-0.

## **FACILITIES**

Cleaning has been increased at both stations, Serv Pro deep cleaned and sanitized both stations, and both ambulances have been thoroughly cleaned and sanitized as well. Commissioner Clair proposes that Serv Pro perform additional services including contamination cleaning from carcinogens from apparatus, the price ranges from \$250-\$350 per unit.

Minor repairs from Joe Dexter include additional lighting, sensors, heat and air conditioning have been repaired in computer room upstairs, and a minor leak was fixed.

Repair is needed on the roof siren. The company that repairs the roof siren is based in Long Island and is closed due to COVID-19, so the siren will be shut off until repairs can be made.

## **COMPUTER/COMMUNICATIONS/RADIOS**

Commissioner Miller reports that the screens are up and running and there are no issues with computers, but he suggested installing speakers in apparatus floor at each station as well as gear room at the main house, and tied to Putnam 911 so members can hear what's going on, what requests are made, and status of call.

Commissioner Clair ordered sticker fobs that will be in at the end of April. Chief Miller has the mobile kiosk working. Discussion regarding purchase of Surface Pro Tablets with cellular access to be used with remote fob systems and enhance LOSAP capabilities and reporting ability. Each tablet is priced at \$1,500/tablet. A Motion to purchase 2 Microsoft Surface Pro 7 tablets was made

by Commissioner Miller 2<sup>nd</sup> by Commissioner Schramek, roll call 5-0.

### **FIRE AND EMS EQUIPMENT**

Large masks will be ordered for members who need them. Both ambulances have been stocked with equipment.

The purchase of Bail Out Systems is at a stand-still, the company has been temporarily closed due to the virus.

Airbags still sitting downstairs, but they have been inventoried. Chief Bizzaro needs a drill but no one can be at the firehouse so he has to wait. He also needs a shelf built so they can be properly stored.

### **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 AIG Global Asset Manager as a follow up and she has been in discussion with Pine Street Brokers regarding the Milltown Property. She is still waiting for a response from Pine Street Brokers.

### **LOSAP**

Commissioner Kaufman put in request for last year's service points, he has most of the paperwork together but is waiting for list still.

Brief discussion regarding LOSAP administration. Michael Liguori suggested a formal procedure, which requires the District to submit a sworn affidavit by March 31 each year with a list of members who qualify for LOSAP points for the year prior. After review and confirmation from the Department, the list gets published at the fire house for 30 days, and if it is not challenged within the 30 days then it is final. Michael Liguori will be working with Commissioner Miller to get a policy for the rest of the Board to review and adopt at the next meeting. In the meantime, the District will continue with the audit for missing LOSAP points.

## OSHA MANDATES

Chief Bizzaro reports that hazmat and harassment training has been completed.

## VEHICLE MAINTENANCE

Vehicle	B e g i n n i n g Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	63684	63993	309	
11-1-2	39011	39312	301	
11-1-3				

Plexiglass was also added into both ambulances

11-4-1 going to Ruscon for service, 11-2-1 going to Ruscon for service after 11-4-1 and 11-8-3 is at Meadowland for recall.

The outrigger for 11-5-1 needs to be repaired. The price for replacement of vertical intertube, wearpad and outrigger is \$6,342.92. A Motion to repair 11-5-1 for a total of \$6,342.92 was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Kaufman. Roll call 5-0.

Fuel reports:

Headquarters: 56.7gal diesel, 108.6gal gasoline

Station one: 16gal diesel, 41.9gal of gasoline

## RECRUITMENT AND RETENTION

Nothing to report.

## CHIEF'S REPORT

As per Commissioner Schramek's request, Assistant Chief Miller reported that 11-7-2 responded to 5 calls, 11-7-1 responded to 2 calls and that is in total of 163 ambulance calls for last month.

Chief Bizzaro reported that the Department has been asked by 24 residents if the Department would do a birthday drive-by for their child since they are in isolation. The Chief requested use of one or two apparatuses to do these birthday drive-by's, and possibly hand out fire prevention

materials. The materials would be dropped off at the end of the driveway to keep a safe distance from the public. All members have been issued masks and will be wearing them.

COVID response notice has been posted at both stations. The Chief reported that if there is an EMS assist and there is a full engine crew, the engine can respond but only the officer and one firefighter get off the rig. If there are only two members that show up, they are to take a utility vehicle. Commissioner Schramek has concerns about fire engines going on an EMS call and suggested that the Chief adopt a policy/protocol to respond if they request a fire engine, but not to respond with engine if it is not requested. Lengthy discussion regarding same.

## **EMS**

Nothing to report

## **FUTURE CAPITAL PROJECTS**

Nothing to report

## **NEW APPARATUS 11-8-1**

Nothing to report

## **TRAVEL AND TRAINING**

Nothing to report

## **ADP PAYROLL**

The District Secretary and District Treasurer were overpaid in 2019. Discussion regarding how it will be repaid.

## **OLD BUSINESS**

3 uniform coats came in and patches also came in. Brief discussion regarding Installation Dinner. Invoice from VFIS for 193,920 and another \$3,000 for auditing fees.

## **NEW BUSINESS**

Nothing to report.

**MEETING ADJOURNED**

A Motion to adjourn was made by Commissioner Clair, 2<sup>nd</sup> by Commissioner Kaufman. Motion carried 5-0. Meeting adjourned at 8:44PM.

Respectfully submitted:

Mia Tagliaferro  
District Secretary