

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

MEETING CALLED TO ORDER

Meeting called to order at 7:02PM

PUBLIC COMMENT

James DeLawder mentioned people of the village have asked for siren to be fixed since it is going off in the middle of the night.

James DeLawder asked how many signatures are needed for commissioners to sign a check; the answer is 2 commissioners are needed to sign a check. He also asked if all commissioners can view the accounts online, Commissioner Klosowski said no.

PKF O'CONNOR DAVIES ACCOUNTANTS AND ADVISORS

PKF O'Connor Davies Accountant representatives attended the Board of Commissioners meeting to discuss and present the financial statements and supplementary information as of and for the year ended December 31, 2019 as a result of their audit.

The general fund/schedule of expenditures original budget of \$1,422,801 was increased by \$646,525 for the purchase of a firetruck. Additionally, the original budget was overspent by about \$70,000, totaling the final budget at \$1,952,260. The overspending was mainly attributed to the roof repair at the Main Station and the purchase of air packs.

The comparative schedule of revenues, expenditures and changes in fund balance was explained and discussed. The fund balance was decreased by \$520,955, mainly for the purchase of the firetruck from the capital reserve fund, ending the year at \$825,597.

The draft management letter was reviewed and explained, containing criticisms and recommendations based on their findings during the audit.

APPROVAL OF MEETING MINUTES

A Motion was made to approve the minutes of July 8th, 2020 by Commissioner Clair, 2nd by Commissioner Miller. Motion carried unanimously.

ACCEPTANCE OF BILLS/VOUCHERS

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

CORRESPONDENCE

All correspondence was read by Mia Tagliafierro, District Secretary. Commissioner Schramek received a letter of resignation that was delivered to him from the Department President, Commissioner Schramek also received a phone call from Assemblyman Kevin Byrne. His staff inadvertently put out a notice for a “shed the meds” program, to be held at the Main Station, parking lot August 24, 2020 from 10am to 1pm. It was mailed throughout Brewster and Patterson, and it was his staff’s oversight, they would only be using the parking lot to do a drive by drop off of the medications. The Board is all in agreement to authorize Assemblyman Kevin Byrne to use the parking lot on August 24, 2020 from 10am to 1pm for the “Shed the Meds” program.

COMPUTER/COMMUNICATIONS/RADIOS

Comcast issues continue at Station One. Commissioner Miller tried to have the modem updated at the main station but A-1 said the issue is only at Station One. Commissioner Schramek said that Supervisor Hay assured him that when the contract is expired, he will voice our concerns with the service when it is time to renegotiate.

FACILITIES

The generator at the Main Station was in need of repair right before the storm hit, the battery blew since it was overcharged, but it has been replaced. The issue with the air conditioner at the main house is out of the 4 units in the main meeting room, 2 units need new compressors. Service is going to come out to analyze.

FIRE AND EMS EQUIPMENT

Bail outs are in and being inventoried.

Face pieces also came in but they sent all mediums, not larges. They will be sent back to MES. Brief discussion regarding using different vendors due to incorrect orders.

FIRE ROADS

No progress has been made.

FIRE PREVENTION

Nothing to report.

INSURANCE CLAIMS/VFBL

Nothing to report

LEGAL CONTACT/REPORTS

Attorney Liguori has drafted the Action to Quiet Title regarding Milltown property and will circulate a copy for Commissioners’ review and signatures.

LOSAP

Commissioner Kaufman reports everything is going well.

OSHA MANDATES

Nothing to report.

VEHICLE MAINTENANCE

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	64,888	65,125	237	
11-1-2	40,292	40,893	601	
11-1-3				

11-2-3 is out of service for antifreeze and overheating, scheduled for repair next Tuesday;
11-6-1 is out of service. Scheduled for repair next Tuesday;
11-2-5 is back in service; and
11-8-3 needs an inspection.

All insurance cards have been updated and put into the vehicles.

RECRUITMENT AND RETENTION

Discussion regarding Hispanic members that have enrolled in certain programs, but due to language barrier they are unable to complete the exams. Discussion regarding same.

CHIEF'S REPORT

Chief had a request from Lieutenant for use of truck (most likely 11-4-2) for his wedding photos. All commissioners approved.

The Chief reported that some members have been coming to cover calls, but a lot have been afraid to come in due to covid-19. The Chief is trying to come up with an incentive to try to get more members to come down and maybe bring in new members. Commissioner Miller suggests reaching out to members who have been inactive/unresponsive during the pandemic.

The Chief stated that he a member had a request regarding a face piece that has corrective lenses in it.

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

Nothing to report.

OLD BUSINESS

Lyons Development finished the floor drain at Station One. Hoffman Floors will present 3 quotes for the floor.

Discussion regarding 2021 budget.

LOSAP audit is nearly complete, will most likely be another 3 weeks.

TREASURERY REPORTS

Nothing new to report. Commissioner Klosowski and Meg Miller, Treasurer will work together to get credit card applications completed and make an appointment with the bank to move money.

NEW BUSINESS

A motion was made by Commissioner Schramek to authorize Assembly Byrne to use the parking lot on August 24, 2020 from 10am to 1pm for a “Shed the Meds” program, 2nd by Commissioner Clair. Motion carried 5-0.

Commissioner Clair mentioned that when a Chief is away, they should be put out of service. Commissioner Clair also suggested reimplementing Deputy Chiefs. Discussion regarding same.

MEETING ADJOURNED

A Motion to adjourn was made by Commissioner Miller, 2nd by Commissioner Schramek. Motion carried 5-0. Meeting adjourned at 8:39 PM.

Respectfully submitted:

Mia Tagliaferro
District Secretary