

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT
ORGANIZATIONAL MEETING 01-03-24**

ATTENDANCE:

Commissioner John Klosowski
Commissioner A. Gerald Schramek
Commissioner Kenneth Clair Jr.
Commissioner Martin Miller
Commissioner George Durmer
Chief Michael Miller
1st Asst Chief Steven Miller
District Treasurer Donald Goodwin
District Secretary Maurice DeSantis

CALL TO ORDER: Meeting Called to Order at 18:06hrs. by Treasurer Goodwin

PLEDGE OF ALLEGIANCE:

A Motion to appoint Commissioner Klosowski the 2024 Chairman of the Board of Fire Commissioners was made by Commissioner Durmer – Seconded by Commissioner Schramek
Motion Passed 5-0

A Motion to appoint Commissioner Schramek the 2024 Co-Chairman of the Board of Fire Commissioners was made by Commissioner Klosowski – Seconded by Commissioner Clair
Motion Passed 5-0

A Motion to approve the following organizational activities/appointments:

1. Don Goodwin be appointed Treasurer for a one-year term.
2. Maurice DeSantis be appointed Secretary for a one-year term.
3. Michael Liguori of Hogan, Rossi & Liguori to be appointed legal counsel for the District for the year 2024.
4. Brad Pinsky to be appointed Special Counsel, on an ad hoc basis.
5. The Putnam County Press be the official paper with the Putnam County Courier to serve as the back-up paper.
6. The official bulletin board for the display of relevant administrative information shall be located at the Brewster Fire Department headquarters, 501 N. Main Street.
7. The official website for the District shall be www.brewstersoutheastjfd.com
8. The official depositories be JP Morgan Chase, M&T Bank and Tomkins Mahopac National Bank as well as authorized for bank accounts, loans, and related matters.
9. All Commissioners, Secretary and Treasurer will be bonded.
10. The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.

11. Commissioner Klosowski will be the contact person for the attorney for legal matters with Commissioner Schramek as backup.
12. Commissioner Schramek be the contact person for insurance matters.
13. Commissioner Miller and Commissioner Durmer will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program
14. All contracts will be signed by the Chairman and/or Co-Chairman and District Secretary
15. The monthly meeting of the Brewster-Southeast Joint Fire District will be held at 7:00pm on the second Wednesday of every month, with the year-end to be held on December 26th. A Notice of the same to be published on the District website as well as the bulletin board.
16. World Insurance and VFIS are the District insurance companies.
17. The District physician is TEK Occupational.
18. Frank Beccera is the District PIO/Photographer (as noted in District Social Media Policy)
19. The Board authorizes the membership into the Association of Fire Districts, FASNY and NFPA.
20. The District financial services and audit review for 2024 shall be conducted by PKF O'Connor Davies
21. The District appraisal services shall be conducted by Appraisal Affiliates Incorporation
22. The Board set the following salaries:
 - Mechanic/Maintenance: \$50/hr
 - District Secretary: \$4,500/year
 - Treasurer: 15,000/year
 - Chief's Secretary: \$20/hr

The motion was made by Commissioner Miller – Seconded by Commissioner Clair
Motion Passed 5-0

A Motion to increase salaries for the District Secretary from \$4,500 to \$5,000/year and the District Treasurer from \$15,000 to \$20,000/year was made by Commissioner Clair – Seconded by Commissioner Durmer
Motion Passed 5-0

Chairman Klosowski reviewed the following appointments made to the standing committees of the District:

Committee	Primary	Backup
Computer/Communications/Radios	Commissioner Clair	Commissioner Miller
Facilities	Commissioner Klosowski	Commissioner Clair
Fire and EMS Equipment	Commissioner Klosowski	Commissioner Clair
Fire Roads	Commissioner Durmer	Commissioner Miller
Fire Preventions	Commissioner Miller	Commissioner Clair
Insurance Claims/VFBL	Commissioner Schramek	Commissioner Klosowski
Legal Contact/Reports	Commissioner Klosowski	Commissioner Klosowski
LOSAP	Commissioner Miller	Commissioner Durmer
OSHA Mandates	Commissioner Clair	Commissioner Miller
Vehicle Maintenance	Commissioner Clair	Commissioner Klosowski
Recruitment and Retention	Commissioner Miller	Commissioner Durmer
Chief's Reports	Chief Michael Miller	1st Asst. Chief Steven Miller
EMS (Paid)	Commissioner Miller	Commissioner Klosowski
Future Capital Projects	Commissioner Schramek	Commissioner Durmer
New Apparatus	All Commissioners	
Training and Travel	Commissioner Schramek	Commissioner Klosowski
ADP Payroll	Commissioner Clair	Commissioner Miller
Treasurer Reports	Treasurer Goodwin	
Food	Commissioner Durmer	
Grants	Commissioner Miller	Commissioner Clair
Planning	Commissioner Miller	Commissioner Clair
Liasson to Legislature	Commissioner Schramek	Commissioner Klosowski

A Motion was made to approve the standing committees was made by Commissioner Durmer –
 Seconded by Commissioner Clair
 Motion Passed 5-0

A Motion was made to approve the following meeting dates for the Fire District:

- January 3, 2024 (Organizational Meeting)
- February 13, 2024
- March 20, 2024
- April 17, 2024
- May 8, 2024
- June 12, 2024
- July 10, 2024
- August 14, 2024
- September 18, 2024
- October 9, 2024
- November 13, 2024
- December 11, 2024
- December 26, 2024 (End of Year Meeting)

The Motion was made by Commissioner Clair – Seconded by Commissioner Durmer
Motion Passed 5-0

CHIEF'S REPORT: Chief Miller reports an issue when one of the Deputy Chiefs was pulled over while responding to a call, will refer to Counsel. Inquired about rotating duty Commissioners for issues during the overnights. 1st Assistant Chief Miller inquired about putting showers in at the sub-station.

Commissioner Klosowski states he wants to schedule a meeting with KG&D.

CORRESPONDANCE: A letter from Jeff Shaver of PKF O'Connor Davies confirming financial services and audit review for 2024.

Commissioner Schramek presented an inspection report from the town of the sub-station.

A letter with updated proposed specs on refurbishment of 11-4-1 from Gowans & Knight.
Commissioner Klosowski will reach out to Eric to schedule a meeting to review the proposal.

Next meeting 2/13 at 19:00hrs.

ADJOURNMENT: A Motion was made by Commissioner Klosowski – Seconded by Commissioner Clair to adjourn the meeting
Motion Passed 5-0

Meeting Adjourned at 19:13hrs.

Respectfully submitted:
District Secretary DeSantis