

ORGANIZATIONAL MEETING January 3, 2022.

PRESENT:

Commissioners:

John Klosowski
A. Gerald Schramek
Martin P. Miller
George Durmer
Kenneth Clair

M. Miller, Treasurer
Mia Tagliaferro, District Secretary

Meg Miller called the meeting to order at 7:04pm.

A MOTION to appoint John Klosowski the 2022 Chairman of the Board of Fire Commissioners was made by Commissioner Schramek
seconded by Commissioner Clair
A roll call was taken and all approved.

A MOTION to appoint Gerald Schramek the 2022 Co-Chairman of the Board of Fire Commissioners was made by Commissioner Klosowski
seconded by Commissioner Clair
A roll call was taken and all approved.

A MOTION to approve the following organizational activities/appointments was made by Commissioner
seconded by Commissioner Miller.

1. Meg Miller be appointed Treasurer for a one-year term.
2. Mia Tagliaferro be appointed Secretary for a one-year term.
3. Michael Liguori of Hogan and Rossi to be appointed legal counsel for the District for the year 2022.
4. Frank Simeone to be appointed Special Counsel, retainer agreements to be submitted.
5. The Putnam County Courier be the official paper with the Putnam County Press to serve as back-up paper.
6. 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.
7. The official website for the District shall be www.brewstersoutheastjfd.com
8. 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

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 Durmer and Commissioner Miller 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. Meg Miller to serve as the Public Information Officer for the District for 2022.
16. 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 28th, 2022. A Notice of the same to be published on the District website as well as the bulletin board.
17. World Insurance and VFIS are the District insurance companies.
18. The District physician is TEK Occupational.
19. Frank Beccera is the District PIO/Photographer (as noted in District Social Media policy).
20. The Board authorizes membership in association of Fire Districts, FASNY and NFPA.

A MOTION to accept all of the above was made by Commissioner Klosowski, seconded by Commissioner Clair. Motion carried.

21. The Board set the following salaries:

Mechanic/Maintenance: \$50/hr

District Secretary: \$4,500/year

Treasurer: \$15,000 per year.

Chiefs' Secretary wage \$18.00 per hour.

A Motion to increase salaries for the District Secretary from \$4,000 to \$4,500/year, District Treasurer from \$13,000 to \$15,000/ year and Chief's Secretary from \$15/hr to \$18/hr was made by Commissioner Schramek, seconded by Commissioner Durmer. Motion carried.

A roll call was taken and all present approved.

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

A motion to increase the gym membership reimbursement for members to up to \$40 was made by Commissioner Clair, seconded by Commissioner Durmer. 5-0.

Committee	Primary	Back-Up
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 Schramek
LOSAP	Commissioner Miller	Commissioner Durmer
OSHA Mandates	Commissioner Clair	Commissioner Miller
Vehicle Maintenance	Commissioner Clair	Commissioner Klosowski
Recruitment and Retention	Commissioner Miller	Commissioner
Chief's Reports	Chief Giammatisto, 1 st Asst. Chief Michael Miller, 2 nd Asst. Chief Miller	
EMS (Paid)	Commissioner Schramek	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	Meg Miller, Treasurer	
Food	Commissioner Durmer	

A motion to accept committees was made by Commissioner Schramek, 2nd by Commissioner Durmer. Motion carried.

A motion to suspend regular meeting and move into executive session to discuss salary negotiations was made by Commissioner Schramek, 2nd by Commissioner Clair. Executive session began at 7:20PM.

A Motion to return to regular meeting was made by Commissioner Schramek, 2nd by Commissioner Clair; Regular meeting returned at 7:28PM.

Brief discussion regarding EMS. State policies are being researched by Michael Liguori. Esq. to see how we can proceed with EMS.

Commissioner Schramek noted that the IRS mileage rate is \$0.585/mi beginning January 1, 2022.

A MOTION to authorize the transfer of the following money from the M & T Operating Account to the JP Morgan Chase Capital Reserve Fund was made by Commissioner Klosowski, seconded by Commissioner Schramek:

\$935,404.00

\$160,000.00

\$42,000.00

A MOTION was made to adjourn the meeting was made by Commissioner Clair, seconded by Commissioner Durmer. All commissioners present approved.
Meeting adjourned at 7:59PM.

Respectfully submitted,
Mia Tagliaferro