

ORGANIZATIONAL MEETING January 2, 2023.

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 7:25PM.

Commissioner Schramek asked for a moment of silence for Robert Burns.

A MOTION to appoint John Klosowski the 2023 Chairman of the Board of Fire Commissioners was made by Commissioner Schramek  
seconded by Commissioner Durmer  
A roll call was taken and all approved.

A MOTION to appoint Gerald Schramek the 2023 Co-Chairman of the Board of Fire Commissioners was made by Commissioner Klosowski  
seconded by Commissioner Miller  
A roll call was taken and all approved.

A MOTION to approve the following organizational activities/appointments was made by Commissioner Clair, Seconded by Commissioner Durmer

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, Rossi & Liguori to be appointed legal counsel for the District for the year 2023.
4. The Putnam County Press be the official paper with the Putnam County Press to serve as back-up paper.
5. 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.
6. The official website for the District shall be [www.brewstersoutheastjfd.com](http://www.brewstersoutheastjfd.com)
7. The official depositories be Key Bank, JP Morgan Chase, M&T Bank and Tompkins Community Bank as well as authorized for bank accounts, loans and related matters

8. All Commissioners, Secretary and Treasurer will be bonded.
9. The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.
10. Commissioner Klosowski will be the contact person for the attorney for legal matters with Commissioner Schramek as backup.
11. Commissioner Schramek be the contact person for insurance matters.
12. Commissioner Durmer and Commissioner Miller will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program.
13. All contracts will be signed by the Chairman and/or Co-Chairman and District Secretary.
14. Meg Miller and Frank Beccera to serve as the Public Information Officer for the District for 2023.
15. The monthly meeting of the Brewster-Southeast Joint Fire District will be held at 7:00 pm on the second Wednesday of every month at the main station unless otherwise noted with the year-end meeting to be held on December 26, 2022. 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 Medical Services.
18. The Board authorizes membership in association of Fire Districts, FASNY and NFPA and VFIS University.
19. 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 Chiefs' Secretary's salary from \$18.00 to \$20.00 made by Commissioner Durmer  
seconded by Commissioner Clair.

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.

<b>Committee</b>	<b>Primary</b>	<b>Back-Up</b>
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 Durmer
Chief's Reports	Chief Giammatisto, 1 <sup>st</sup> Asst. Chief Michael Miller, 2 <sup>nd</sup> 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 Miller	Commissioner Durmer
ADP Payroll	Commissioner Clair	Commissioner Miller
Treasurer Reports	Meg Miller, Treasurer	
Food	Commissioner Durmer	
Legislative Liaison	Commissioner Schramek	
Planning Board Representative	Commissioner Miller	Commissioner Clair

A motion to accept committees was made by Commissioner Durmer, 2<sup>nd</sup> by Commissioner Miller. Motion carried.

A MOTION was made to adjourn the meeting was made by Commissioner Schramek  
Seconded by Commissioner Durmer,  
All commissioners present approved.

Meeting adjourned at 7:44PM.

Respectfully submitted,  
Mia Tagliaferro