

**BREWSTER-SOUTHEAST JOINT FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
March 10, 2021**

ATTENDANCE:

COMMISSIONERS:

John Klosowski
A. Gerald Schramek
Steven Kaufman.
Martin P. Miller via telephone
Kenneth Clair

District Secretary, Mia Tagliaferro
District Treasurer Margaret (Meg) Miller
Chief Michael Bizzaro
2nd Assistant Chief Michael Miller
James DeLawder, Treasurer of Brewster Fire Department

MEETING CALLED TO ORDER

Meeting commenced at 7:00PM

PUBLIC COMMENT

James DeLawder asked how the Commissioners control credit card usage. Each card has a limit and the receipt goes to the Treasurer immediately.

APPROVAL OF MEETING MINUTES

A Motion was made to approve the minutes of February 10, 2021 by Commissioner Schramek, 2nd by Commissioner Kaufman.
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 Clair, 2nd by Commissioner Miller.

Motion carried unanimously.

The Board is no longer responsible for the oxygen bills from Airgas. Those bills are being paid by EMstar. They will be paying for the oxygen and tank rentals for the Fire Department and its ambulances.

CORRESPONDENCE

All correspondence was read by Mia Tagliaferro, District Secretary.

APPROVAL OF DISTRICT'S INSURANCE POLICIES FOR 2021

Commissioner Schramek reports that the District's insurance policy has only increased \$350 from last year's policy. The policy has been presented for the annual premium of \$58,524.00 for the liability insurance for the buildings and equipment.

A motion to award the District Insurance policy to World Insurance was made by Commissioner Schramek, 2nd by Commissioner Miller.

Motion carried.

DISCUSSION/POSSIBLE ACTION ACQUIRING EMS/FIRE RESCUE VEHICLE

Commissioner Schramek has put in a grant for \$50,000 for several years for a rescue vehicle. The Grant has had a hold put on since last April by the Governor. Commissioner Schramek believes that with the money that was budgeted for the insurance the District is able to buy the rescue vehicle outright. After speaking with Polaris, Commissioner Schramek reported that the quoted cost is to be around the \$50,000 range for a 2021 ranger 1000xp. The cost included installation of lights, slide mount, sirens, air conditioning/heat, spot lights, etc. Chief Bizarro says we are coming into the season where you will need to utilize this vehicle.

A Motion to purchase the 2021 Ranger 1000xp emergency medical service rescue vehicle and to put out for competitive bid if there is no state contract available was made by Commissioner Schramek, 2nd by Commissioner Kaufman. It will be advertised and bids will be opened at the next meeting.

APPROVAL OF DISTRICT VEHICLE OPERATION POLICY

Commissioner Miller presented the District Vehicle Policy that was drafted several months ago. For the sake of the policy he amended the definitions paragraph to reflect that a fire apparatus is any vehicle owned and maintained by the Brewster Southeast Joint Fire District for use by BFD/District Members during both emergency and non-emergency situations.

A motion to adopt the District Vehicle Policy was made by Commissioner Miller 2nd by Commissioner Clair. Motion carried 5-0.

NAMING DEPARTMENT MUSEUM “CHIEF EDWARD T. SCHNEIDER MEMORIAL LIBRARY AND FIREFIGHTING MUSEUM”

In honor of the 70 year member, Edward T. Schneider, Department President Beshears and Commissioner Miller, and Commissioner Schramek proposed to name the library and museum the “Chief Edward T. Schneider Memorial Library and Firefighting Museum”. A motion was made by Commissioner Schramek, 2nd by Commissioner Miller. Motion carried.

APPROVAL FOR COMMISSIONERS, DISTRICT SECRETARY AND TREASURER TO ATTEND AFDSNY CONFERENCE ON MAY 5- MAY 8, 2021

The annual conference for the Association of Fire Districts of the State of New York is May 5, 2021 – May 8, 2021 at Turning Stone in Verona, New York. Commissioner Schramek proposed the Board make a motion to expend district funds for those who wish to attend the conference.

A motion to expend money for Commissioners, District Secretary and District Treasurer to attend the AFDSNY Conference & Training May 5 – May 8, 2021 was made by Commissioner Schramek, 2nd by Commissioner Kaufman. Motion carried.

AUTHORIZATION TO CREATE CAPITAL BUILDINGS RESERVE ACCOUNT

A motion to create a Capital Buildings Reserve account was made by Commissioner Klosowski, 2nd by Commissioner Clair. Motion carried 5-0.

COMPUTER/COMMUNICATIONS/RADIOS

Commissioner Miller reports that the hub has been installed and the only thing to do is pick up computer desk from staples. Commissioner Miller says that a review of the Districts IT infrastructure has shown that the equipment is outdated which could lead to data security issues. A report with suggestions on how to proceed will be presented at a future meeting.

Commissioner Miller will contact the company used to purchase the Samsung tablets and purchase an additional tablet for the President.

Assistant Chief Miller was able to get red alert system up and running.

IPads for district should be coming this week.

FACILITIES

The bolts in the bottom of the washing machine downstairs at main station ripped out and the washing machine moved. It will be refastened to the floor.

Lyons Development will start on the air conditioners next week.

Discussion regarding re-epoxying floors at Station One after drain repair.

A motion to purchase 5 thermometers at \$80/thermometer for entry doors at both stations was made by Commissioner Clair, 2nd by Commissioner Kaufman. Motion carried.

FIRE AND EMS EQUIPMENT

Harnesses and helmets were ordered.

10 Harnesses - \$ 3,024.00

10 Harnesses \$2,452.00

Gear rental paperwork was signed. Chief asked if we can purchase new gear for members off probation but keep members in Fire 1 in rental gear. He will get a list and give it to Commissioner Klosowski.

FIRE ROADS

Nothing to report.

FIRE PREVENTION

Nothing to report.

INSURANCE CLAIMS/VFBL

Commissioner Schramek reports that the claim was settled at \$8,332.65 less the \$500 deductible for the 11-6-1 repair. The Insurance Company is paying \$7,832.65. 11-6-1 will be sent in for repair on March 29, 2021 at 7am. The repair will take about 1-2 ½ weeks.

Commissioner Schramek reports that a firefighter was injured in line of duty and he is waiting for the incident report.

LEGAL CONTACT/REPORTS

Attorney Liguori contacted Pine Street re: Milltown Property. There are no updates but he will advise when he has more information.

The Secretary received a FOIL request for the first and last name, position title, department, phone number (office and direct) and office addresses and email addresses for all current employees. This request was directed to counsel before releasing any information and the board was advised that we do not have to provide information for commercial purposes.

A motion to adopt the COVID policy was made by Commissioner Klosowski, 2nd by Commissioner Miller. Motion carried.

LOSAP

Commissioner Kaufman reports that because of the delays in getting LOSAP in, everyone got the same pay in the beginning of the month. The only issues he had was that he needed 2 social security numbers and one date of birth.

OSHA MANDATES

Nothing to report.

VEHICLE MAINTENANCE

Vehicle	Beginning Mileage	Ending Mileage	Total Monthly Mileage	Work Performed
11-1-1	66,869	67,097	228	
11-1-2	43,214	43,868	628.6	
11-1-3	44,274	44,513	239	

RECRUITMENT AND RETENTION

Nothing to report

CHIEF'S REPORT

Chief received a phone call from a resident on Carriage Hill. Her daughter is a participant in American Ninja Warrior and placed 5th place last year. She is participating again this year and needs to submit a 10-20 second clip, and asked for permission to film the clip at the Fire Department. The Board has no issues. .

Discussion re: Revamping shed. A Putnam handy man/resident will be doing the work and found that the shed is actually rotted. He quoted \$2,650 for all repairs and refitting shed for training. Will get certificate of insurance.

A Motion to expend up to \$3,000 for shed repair and refitted for training was made by Commissioner Clair, 2nd by Commissioner Kaufman. Motion carried 5-0

A few members had reached out to firehouse fabricators to purchase metal emblems that can be placed on the grills of the rigs. Since Members purchased them before getting board approval, Chief Bizarro presented the emblems to the Board to make sure there were no issues before putting them on the District Equipment. All members approved.

Chief mentioned that the Department has taken on quite a few members and they are now running out of room for gear racks and he would like to purchase 2 more gear racks. He will present cost at next meeting.

FUTURE CAPITAL PROJECTS

Nothing to report.

TRAVEL AND TRAINING

Nothing to report.

ADP PAYROLL

Payroll was corrected.

TREASURERY REPORTS

Audit is 75% complete. Annual update report went to state comptroller's office. M&T documents were signed. Money needs to be moved from Key.

OLD BUSINESS

NEW BUSINESS

Commissioner Clair said members were going up to TEK Occupational in Hopewell Junction for physicals without appointments. Commissioner Clair says there needs to be a form or process because she does not want people going right to her office.

After the last Department meeting the members realized they needed more microphones. Commissioner Clair said he would purchase the current system for Fire Prevention for \$373 so the department can upgrade theirs.

MEETING ADJOURNED

A Motion to adjourn was made by Commissioner Schramek, 2nd by Commissioner Kaufman. Motion carried 5-0. Meeting adjourned at 8:34PM.

Respectfully submitted:

Mia Tagliaferro
District Secretary