

ORDER OF BUSINESS FOR
YAPHANK FIRE DISTRICT MEETINGS

1. CALL TO ORDER
2. MOTION ON MINUTES
3. MOTION ON TREASURER'S REPORT
4. MOTION ON WARRANT
5. MOTION ON LATE STARTERS
6. SECRETARIES REPORT
7. ATTORNEYS REPORT
8. DISTRICT MANAGERS REPORT
9. EMS SUPERVISOR REPORT
10. COMMISSIONERS REPORTS
 - a. Computers, Insurance & Records (Schaaf)
 - b. Apparatus, Maintenance, New Equipment & Computers (Peters)
 - c. Building and Grounds, LOSAP, Ambulance, Financial Review (Thebold)
 - d. Physicals, Badges, Uniforms, & Ambulance (Skidmore)
 - e. Personnel, Training, PPE, Radios & Pagers (Austin)
11. CHIEF'S REPORT
 - a. Chief Kieran Donlon
 - b. 1st Assistant Chief Donald E. Schaaf
 - c. 2nd Assistant Chief Edward Kress
12. PUBLIC
13. EXECUTIVE SESSION
14. MOTION TO ADJOURN

**BOARD OF FIRE COMMISSIONERS
REGULAR TUESDAY MEETING
January 2, 2024**

MINUTES

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:41 PM by Commissioner Skidmore.

DISTRICT:

Commissioners; Skidmore; Schaaf; Peters; Thebold and Austin; Secretary Rosso-Thompson; Treasurer Hamilton; Attorney Devane; and District Manager Quinn

CHIEF'S OFFICE:

Chief	Kieran Donlon
1 st Asst Chief:	Donald E. Schaaf
2 nd Asst Chief:	Edward Kress

ABSENT WERE:

DISTRICT: Commissioner Peters, District Secretary Rosso-Thompson, Attorney Devane

CHIEF'S OFFICE:

As the first order of business, the Chairman asked for a review of the minutes of the Tuesday meeting on December 5, 2023. A motion to accept the minutes as published was made by Commissioner Schaaf, seconded by Commissioner Austin, and was approved 4-0.

Treasurer's Report

Michael Hamilton:

Fund Balances:

Capital Reserve	\$396,967.69
Truck Reserve	\$555,475.35
Ambulance Billing	\$ 74,371.42
Savings	\$369,219.27
Checking Balance	\$ 45,948.60

Motion to Accept the Treasurer's Report: Commissioner Austin, 2nd by Commissioner Thebold. Approved -0.

Treasurer Hamilton presented Warrant 1, \$ 32,058.56.

Commissioner Austin has made a motion to accept and pay Warrant # 1. Which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Second by Commissioner Schaaf. Approved 4-0.

1. Incurred by an authorized official.
2. The goods or commodities have been received and the services have been rendered.
3. The obligation does not exceed the available appropriation.
4. The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include charges for taxes; it includes any discounts; it does not include charges previously claimed and paid; and is agreement with the attached invoice(s).

The proposed payment is for a valid and legal purpose.

Late Starters were presented by Treasurer Hamilton.

Motion to accept Late Starters by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 4-0.

SECRETARIES REPORT

Paulamarie Rosso-Thompson: **NOT IN ATTENDANCE**

This is the end of the secretaries' report to be included in these minutes.

Attorney's Report

Chris Devane:

NOT IN ATTENDANCE

DISTRICT MANAGERS REPORT

Matthew Quinn:

MOTION was made to approve the purchase of a Keurig machine by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 4-0.

EMS SUPERVISOR REPORT

Rich Tvelia: See Report:

Commissioner Schaaf requesting a breakdown from Bloodborne Services of how we did last year:

- The number of calls
- How many were mutual aid
- How many did we have to mutual aid
- How many shifts went uncovered
- What was the breakdown between ALS and BLS calls
- How many ALS calls required narcotics to be administered
- How many calls were handled by Stony Brook

COMMITTEE REPORTS Computers Insurance & Records

Commissioner Schaaf:

NOTHING

COMMITTEE REPORTS
Apparatus Maintenance Personnel & Computers

Commissioner Peters:

NOT IN ATTENDANCE

COMMITTEE REPORTS
Building and Grounds, LOSAP, Ambulance, Financial Review

Commissioner Thebold:

Inquired about the snow plowing in the event of a snowstorm.

Requested DM Quinn to look into a Health & Safety Officer. Commissioner Thebold to get more information on this.

MOTION was made to approve Commissioner Thebold to attend Suffolk County Fire Districts Installation Dinner and the State Chiefs convention by Commissioner Schaaf & Commissioner Austin. Approved 4-0.

MOTION was made to approve Commissioner Thebold and District Secretary Paulamarie to attend the Association of Fire Districts Mini Summit in White Plains as well as the Turning Stone convention by Commissioner Schaaf, 2nd by Commissioner Austin. Approved 4-0.

COMMITTEE REPORTS
Physicals, Badges, Uniforms & Ambulance

Commissioner Skidmore:

NOTHING

COMMITTEE REPORTS
New Equipment, Training, PPE, Radios & Pagers

Commissioner Austin:

Requested that the scouts be contacted to see if they are done because we have that trailer in the back.

Requested that DM Quinn contact the insurance company to see about us insuring the juniors for the Suffolk County Juniors.

CHIEF'S REPORT
Kieran Donlon, Chief of the Department

MOTION on the January calendar by Commissioner Skidmore, 2nd by Commissioner Thebold. Approved 4-0.

Chief Donlon requested badges for the Company 2 officers as well as three sets of Ex-Captain badges.

MOTION was made to swear in Chief Kieran Donlon as Chief of the Yaphank Fire Department, Chief Donald E. Schaaf as the 1st Assistant Chief and Edward Kress as the 2nd Assistant Chief of the Yaphank Fire Department. Michael Hamilton to be sworn in

as the Treasurer of the Yaphank Fire District, Paulamarie Rosso-Thompson sworn in as the District Secretary and Sheila Skidmore as Commissioner of the Yaphank Fire District. All parties were sworn into office.

Commissioner Schaaf requested that the Chief's come back with a wish list of equipment for the 2024 year and beyond. He also requested a duty roster for the board to know who will be left in charge in the event of Chief absence.

Commissioner Thebold requested to come up with a plan for EMS recruitment.

CHIEF'S REPORT
Donald E. Schaaf, 1st Assistant Chief

NOTHING

CHIEF'S REPORT
Edward Kress, 2nd Assistant Chief

MOTION was made to approve the usage of the meeting room for Edward Kress on March 23, 2024, from 12 pm to 4 pm by Commissioner Austin, 2nd by Commissioner Schaaf. Approved 4-0.

PUBLIC

NOTHING

EXECUTIVE SESSION CALLED: 8:41 PM.

MOTION made by Commissioner Schaaf, 2ND by Commissioner Thebold. Approved 4-0.

ADDRESSING THE ISSUE OF:

- ☐ Matters which will imperil the public safety disclosed;
- ☐ Any matter which may disclose the identity of a law enforcement agent or informer;
- ☐ Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- ☐ Discussions regarding proposed, pending or current litigation;
- ☐ Collective negotiations pursuant to article 14 of the Civil Service Law;

- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The preparation, grading or administration of examinations;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

RETURN FROM EXECUTIVE SESSION: 9:30 PM

There being no further business to come before this meeting, a **MOTION** was made to adjourn by Commissioner Thebold, 2nd by Commissioner Austin. Approved 4-0.
The meeting adjourned at pm.