

**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. 1<sup>st</sup> Assistant Chief Donald E. Schaaf
  - c. 2<sup>nd</sup> Assistant Chief Edward Kress
12. PUBLIC
13. EXECUTIVE SESSION
14. MOTION TO ADJOURN

**BOARD OF FIRE COMMISSIONERS  
REGULAR TUESDAY MEETING  
February 6, 2024**

**MINUTES**

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:30 PM by Chairman Peters.

**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 <sup>st</sup> Asst Chief:	Donald E. Schaaf
2 <sup>nd</sup> Asst Chief:	Edward Kress

**ABSENT WERE:**

DISTRICT:

CHIEF'S OFFICE:

As the first order of business, the Chairman asked for a motion on the approval of the minutes of the meeting on January 17, 2024. A motion to accept the minutes as published was made by Commissioner Austin, seconded by Commissioner Schaaf, and was approved 5-0.

**Treasurer's Report**

**Michael Hamilton:**

**Fund Balances:**

Capital Reserve	\$405,812.14
Truck Reserve	\$556,071.13
Ambulance Billing	\$107,559.59
Savings	\$700,357.23
Checking Balance	\$ 6,136.67

**MOTION** to Accept the Treasurer's Report: Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

Treasurer Hamilton presented Warrant 2, \$ 539,811.93.

Commissioner Skidmore has made a motion to accept and pay Warrant # 2. Which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Second by Commissioner Thebold. Approved 5-0.

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 \_\_\_\_\_, 2<sup>nd</sup> by Commissioner \_\_\_\_\_. Approved \_\_\_\_-0.

**MOTION** was made to disencumber the balance of \$1,058.00 from the 2024 district vehicle by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0. Resolution attached.  
**MOTION** was made to move \$200,000 into the capital reserve fund and \$171,230.84 into the truck reserve fund by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**SECRETARIES REPORT**

**Paulamarie Rosso-Thompson:**

**MOTION** was made to approve Sean Jermyn the use of the meeting room on Saturday, February 10<sup>th</sup> from 6-9pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve Michael Smith the use of the meeting room on Saturday, March 16<sup>th</sup> from 12-4pm by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve Company 1 the use of the firehouse for their comedy show on Saturday, April 13 from 6p-12a by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the Ladies Auxiliary the use of the firehouse grounds for a craft fair on Saturday, June 8 (fair hours 10a-4p) with a rain date of Sunday, June 9 by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

The question came up on who's name must be on the application and homeowners' policy. Attorney Devane highly recommended to the Board to have the member be the one who is responsible for the insurance and the application. The TIPS certification can be anyone attending the event who is TIPS certified as long as they make the district aware that they are taking responsibility for the event and they will remain at the event for the duration along with the member. If the member does not have a homeowners insurance policy, then they would be required to purchase a rider for that day. The board agreed.

Mandated classes will be offered on 3/13 & 3/24 at the firehouse.

TIPS class will be at the firehouse on February 15, 7a-9p.

**MOTION** was made to have the centerpiece committee create the centerpieces for the installation dinner by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to allow DS Paulamarie to attend the Pinsky Law Group convention April 3-7 the total cost of convention attendance and lodging is \$990.13 as well as to use 5-30-24 and split the cost of the gas, tolls, and mileage with Manorville FD by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

Commissioner Thebold suggested that a separate table be reserved for the politicians at the installation dinner.

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

### **Attorney's Report**

**Chris Devane:**

1. Reiterated that the meeting room/pavilion usage, the member themselves is the one who should be requesting the room, who should have the insurance in their name, who should be staying for the duration of the party and who should have the TIPS certification.

Commissioner Peters reminded that if the member is not at the event for the duration and the Board is made aware of this, they will be prohibited from using the room/pavilion in the future.

### **DISTRICT MANAGERS REPORT**

**Matthew Quinn:**

**See report-**

### **EMS SUPERVISOR REPORT**

**Rich Tvelia:**

Requested an executive session.

**COMMITTEE REPORTS**  
**Computers Insurance & Records**

**Commissioner Schaaf:**

Recommended that DM Quinn attend the department meeting to update the membership of any updates relating to the membership.

**COMMITTEE REPORTS**  
**Apparatus Maintenance Personnel & Computers**

**Commissioner Peters:**

Inquired about the record room grant to Paulamarie. The grant is in the final stages of being written and will be submitted very soon.

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

**Commissioner Thebold:**

Gave all of the Commissioners a NIOSH/PESH report to review.

There will be insurance advisors coming around to all the firehouses checking ISO ratings.

Requested an executive session-

Thanked the Board for all their support during the difficult time of his moms passing.

**COMMITTEE REPORTS**  
**Physicals, Badges, Uniforms & Ambulance**

**Commissioner Skidmore:**

Nicholas Iglio and Eliezer Gomez-Vasquez were sworn into the Yaphank Fire Department at 7:40 pm by Commissioner Skidmore.

Asked DM Quinn to look into blind spot indicators for 5-30-24.

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

**Commissioner Austin:**

Asked the Chiefs if incident reports were created for 5-30-5 & 5-30-7.

Asked the Chiefs office to brainstorm a way to have a possible driving duty night for the ambulance alternating companies so we always have a driver at night. The chiefs will discuss and come back to the board with their recommendation.

**CHIEF'S REPORT**  
**Kieran Donlon, Chief of the Department**

**MOTION** was made to approve the February calendar by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to approve the Pine Barrens Commission to host a meeting on Wednesday, June 26 from 7-9pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to purchase a frame for the picture that was donated by the Sheridan Family by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve Company 2 the use of the parking lot for the car show and to allow the Roller Girls to attend the cars shows by volunteering their time from Thursday, May 30<sup>th</sup> through September 12<sup>th</sup> every Thursday by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve members 372, 427 & 440 to attend the Level 2 Ice Rescue Class on February 27 & 28 and to use 5-30-22 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve the purchase six 3" female by 1 1/4" male adaptors by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve Longwood School District to use the ladder truck to restring the flagpole at the high school by Commissioner Austin, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

**MOTION** was made to approve the purchase of 5 new pagers and 4 charging wires for bases by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the junior fire gear be placed on the wall in the back building by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve the purchase of 20 batteries \$497.60 by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

Member 432 was granted a personal leave effective February 1, 2024.  
Member 362 was granted a personal leave effective 2/6/24.

### **CHIEF'S REPORT**

**Donald E. Schaaf, 1st Assistant Chief**

Asked the board if a member was invited to the installation dinner along with their spouse who is also a member and the spouse cannot attend, are they allowed to bring a different guest. The answer was yes, one guest.



**CHIEF'S REPORT**  
**Edward Kress, 2<sup>nd</sup> Assistant Chief**

Requesting to put money aside to start replacing the radios in the trucks to Motorola's.

**PUBLIC**

Gordon Reickoff-Nothing  
William Maldonado- Nothing

**EXECUTIVE SESSION CALLED: 8:27 PM.**

**MOTION** made by Commissioner Austin, 2<sup>ND</sup> by Commissioner Thebold. Approved 5-  
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: 9:40pm**

**MOTION** was made to approve the employee salaries as discussed by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

There being no further business to come before this meeting, a **MOTION** was made to adjourn by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.  
The meeting adjourned at 9:43 pm.