

**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. DISTRICT MANAGERS REPORT
8. EMS SUPERVISOR REPORT
9. 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)
10. 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
11. PUBLIC
12. EXECUTIVE SESSION
13. MOTION TO ADJOURN

**BOARD OF FIRE COMMISSIONERS  
REGULAR WEDNESDAY MEETING  
January 17, 2024**

**MINUTES**

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:18 PM by Chairman Peters.

**DISTRICT:**

Commissioners; Skidmore; Schaaf; Peters; Thebold and Austin; Secretary Rosso-Thompson; Treasurer Hamilton; 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: Chief Donlon

As the first order of business, the Chairman asked for a review of the minutes of the Workshop Meeting on January 2, 2024. A motion to accept the minutes as published was made by Commissioner Schaaf, seconded by Commissioner Thebold, and was approved 5-0.

## **Treasurer's Report**

### **Michael Hamilton:**

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

Commissioner Skidmore 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 Austin. 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, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

A resolution was passed to disencumber funds for the following expenditures. MOTION was made by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

Please see documentation attached.

Kitchen Referb & Tile work	\$218.87
Network Computer	\$1,737.00
2021 Radio Room Radios	\$6,117.50
Storage Building	\$318.00

## **SECRETARIES REPORT:**

### **Paulamarie Rosso-Thompson:**

**MOTION** was made to upgrade Paulamarie's District cellphone, Matthew Quinn and William Peters Jr. for \$49.99 each by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to adopt the Hazardous Communications Plan by Commissioner Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve Ginger Peters to use the meeting room on January 28, 2024, from 11 am to 3 pm by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

**MOTION** was made to approve Tommy Wood to use the meeting room on June 22, 2024, from 5 pm to 11:30 pm for his nieces Sweet 16 by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the Ladies Auxiliary to use the meeting room for a blood drive on March 2, 2024, from 8 am to 6 pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve Ridge Fire Department the use of our rectangle tables and chairs on Friday, March 1, at 6pm and return on March 3 at 11am by Commissioner Austin, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

Medford Volunteer Ambulance installation dinner Saturday, February 10<sup>th</sup> at 7pm at Flowerfield.

DS Paulamarie asked if anyone else wanted to attend the Suffolk County Fire District Officers Association dinner other than Commissioner Thebold. No one else to attend.

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

## **DISTRICT MANAGERS REPORT**

### **Matthew Quinn:**

DM Quinn notified the board that the new truck is not going to start being built until January of 2025 and should be completed by March 2025. Commissioner Peters asked that DM Quinn make sure the warranty covers that.

DM Quinn made the BOFC's aware that employees are sleeping in the ready room during the day and when membership comes in to use the computer or get a cup of coffee people are sleeping. The Board instructed DM Quinn to speak to Rich Tvelia to have him speak with the first responders about not sleeping during the day and not in the ready room.

William Coco gave his 2 weeks' notice of resignation. His last day will be January 24, 2024.

DM Quinn spoke to Matthew Visser regarding the Boy Scouts. The troop dissolved but Matthew Visser requested to keep the books open while they try to get new membership. Commissioner Schaaf requested a final accounting of the books for the Department.

Mechanic Mendoza found a dent and scratch on 5-30-21 when it returned from repair at Chevrolet. DM Quinn is in contact with the service manager to have it repaired at Chevrolet's expense.

The BOFC's requested that DM Quinn contact Christian from IWT to discuss our signal strength and lack thereof.

## **EMS SUPERVISOR REPORT**

**Rich Tvelia:**

**NOT IN ATTENDANCE**

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

**Commissioner Schaaf:**

**NOTHING**

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

**Commissioner Peters:**

Requested DM Quinn make sure that everything for the meeting be placed on dropbox.

Requested that the Chiefs bring paper reports to all meetings and an updated list of members on medical, leave etc. to the Tuesday meetings.

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

**Commissioner Thebold:**

Inquired about the starting time of the mandated classes. Paulamarie spoke with PESH and they suggested we hold off until we meet with them on February 1 so they can give us guidance on being in compliance.

Inquired about the new bay being emptied and trucks going in. Ex-Chief Zeruto to remove the refrigerator from the bay.

Inquired if DM Quinn got a price to activate Signal 19 on the radio. The Chief's office is trying to decide how they want to proceed. They will let the Board know.

Inquired about requalifications on trucks. Commissioner Thebold's recommendation is every three years to be requalified. The Chief's office and officers are working on a plan and will report back to the board.

Inquired what Chief Wood's status is. Chief Schaaf let Commissioner Thebold know that Chief Wood is in active status.

Inquired about members on leave. Member 352 is currently on leave but will be off on February 1, 2024.

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

**Commissioner Skidmore:**

Inquired if DM Quinn ordered a new projector remote control. A new one has been ordered and received. It is by the projector.

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

**Commissioner Austin:**

Notified Chief's that if a Captain is taking 5-30-23 while covering for a Chief, they will have to put an Out of Service sign because it is State Certified. Use discretion in taking all three chiefs out of district for a mutual aid. Keep one back if possible.

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

**NOT IN ATTENDANCE**

**CHIEF'S REPORT**  
**Donald E. Schaaf, 1<sup>st</sup> Assistant Chief**

**MOTION** was made to approve Christopher Fetherston and Keith Klein to attend the Ice Rescue course on January 27 & 28, 2024, \$390.00 and to use 5-30-22 to and from Bayport for the class by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin.  
Approved 5-0.

Requested that DM Quinn order a 2XL driver jacket for Ex-Chief Zeruto.

As requested by the Board, a list of officers and phone numbers was submitted.

Chiefs stated that if 2 chiefs remain in district then nothing changes. If 2 chiefs are away, then the captains will rotate.

Requested Chief's to have remote access from home. Paulamarie will speak with Island Tech to facilitate this after all the annual switching is completed.

Requested that the houseman stop taking food and drinks from the recroom.

**MOTION** was made to approve the Brookhaven Town Fire Police brunch 6 people at \$360.00 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

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

Commissioner Schaaf asked for a report of the breakdown of calls at the last meeting. Chief Kress supplied this report to Commissioner Schaaf.

**MOTION** was made to purchase a phone for Chief Kress at \$49.99 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

Chief Kress requested a letter from the Board authorizing him to be a part of the USAR team for 2024. Commissioner Schaaf reminded Chief Kress that now that he is a Chief, Yaphank must be priority.

**PUBLIC**

**NO ONE**

**EXECUTIVE SESSION CALLED: 8:06 PM.**

**MOTION** made by Commissioner Peters, 2<sup>ND</sup> by Commissioner Schaaf. 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: 9:00 PM**

**MOTION** was made to approve Ashley Duff to be paid out for her remaining time accruals upon resignation of \$1480.00 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.

Chief Donlon to look into ISO report.

**MOTION** was made for Chief Kress to have access to the training records.

**MOTION** was made to allow the Chiefs to bring up the three applicants at the next department meeting by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Peters. 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 9:15 pm.