

YAPHANK FIRE DISTRICT

ORGANIZATIONAL MEETING

DATE: 1/2/24

Place: Yaphank Fire Department

Time: 7:00 PM

Commissioners Present: Sheila Skidmore Chairwoman X

William Peters Jr. NP, Scott Thebold X, Donald J. Schaaf X, Christopher Austin X.

Treasurer Present:	Michael Hamilton X
Manager Present:	Matthew Quinn X
District Secretary:	Paulamarie Rosso-Thompson NP
Attorney Present:	Chris Devane NP

*****ORGANIZATIONAL MEETING*****

Temporary Chairwoman of the Board Elected – Sheila Skidmore.

MOTION was made by Commissioner Austin to nominate Commissioner Peters, second by Commissioner Schaaf. Motion carries 4-0.

MOTION made to nominate William Peters Jr. as Chairman of the Board by Commissioner Austin, second by Commissioner Schaaf.

MOTION made to close nominations by Commissioner Schaaf, second by Commissioner Thebold, **MOTION** carries 4-0. Nominations Closed.

VOTE Taken on Chairman of The Board Nominations, Vote is 4-0, Commissioner Peters now Chairman of the Board and will preside over meetings.

MOTION to appoint Chris Devane as Fire District Attorney made by Commissioner Austin, Second by Commissioner Schaaf. **MOTION** Carries 4-0.

MOTION to appoint Matthew Quinn as Fire District Manager at an annual stipend of **TBD**. By Commissioner Schaaf, Second by Commissioner Austin, **MOTION** Carries 4-0.

MOTION to appoint Michael Hamilton as Fire District Treasurer at an annual stipend of **TBD**, Commissioner Schaaf, second by Commissioner Austin.
MOTION Carries 4-0.

MOTION to appoint Paulamarie Rosso-Thompson as Fire District Secretary at an annual stipend of **TBD**, Commissioner Thebold, second by Commissioner Austin.
MOTION Carries 4-0.

MOTION to appoint District Secretary Paulamarie Rosso-Thompson as the RMO (Records Management Officer) for the Yaphank Fire District by Commissioner Austin, Second by Commissioner Thebold. **MOTION** carries 4-0.

MOTION to reaffirm the new LGS-1 Records Retention and Disposition Schedule by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to appoint Commissioners Schaaf and Peters as co-signer of all checks by Commissioner Thebold, Second by Commissioner Austin. **MOTION** Carries 4-0.

MOTION to approve Long Island Advance and Newsday as the District Newspaper by Commissioner Schaaf, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to approve First National Bank of LI and NY Class as our banks of record for the district made by Commissioner Schaaf, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to set the meeting dates for the year 2024 as follows: The first Tuesday of the month commencing at 7:30 PM and the third Wednesday of the month, commencing at 7:00 PM. Location Fire District Headquarters, Commissioners Meeting Room by Commissioner Austin, Second by Commissioner Schaaf. **MOTION** Carries 4-0.

MOTION that the district shall belong to the Fire Districts State of New York, Brookhaven Town Fire District Officers, Suffolk County Fire District Officers Association, Suffolk County Association of Fire District Secretaries and Treasurers, Suffolk County Fire District Managers Association by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to appointment Craig, Fitzsimmons & Meyers as the District Auditor by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to use the Suffolk County bid and pumping stations for gas and diesel, and in emergency situations Shell, Speedway, by Commissioner Thebold, Second by Commissioner Austin. **MOTION** Carries 4-0.

MOTION to use Consolidated Fuel for heating oil, as per the bid price of .18 above rack price by Commissioner Thebold, Second by Commissioner Austin. **MOTION** Carries 4-0.

MOTION to allow representatives of the Yaphank Fire District to attend the conventions for the NY State Chiefs Assoc., the NYS Fire District Assoc., The Pinsky Law Group by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to accept the three Chiefs that were nominated by the members of the Yaphank Fire Department: Chief Kieran Donlon, 1st Asst. Chief Donald E. Schaaf, 2nd Asst. Chief Edward Kress by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

Review Reserve Fund purpose: see attachment

Truck Reserve was created for purchasing new and replacement vehicles including but not limited to pumpers, ladder trucks, rescue, ambulances, chief vehicles etc....

Capital Reserve was created for future purchases and repairs including but not limited to firefighting equipment, building repairs, building additions, office equipment, radios etc. Items with a service life more than one year.

MOTION to accept the stated reserve fund purposes as written by Commissioner Schaaf, Second by Commissioner Austin. **MOTION** Carries 4-0.

MOTION to continue to use Hometown Insurance Co. to service the LOSAP program and provide Life Insurance by Commissioner Schaaf, Second by Commissioner Austin. **MOTION** Carries 4-0.

MOTION to continue to use Industrial Coverage Corp. to service the Accident/Sickness and Workers Compensation Insurance, Auto and General Liability Insurance by Commissioner Schaaf, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to set salary changes by the next scheduled meeting by Commissioner Austin, Second by Commissioner Schaaf. **MOTION** Carries 4-0.

MOTION to distribute 2023 surplus General Fund monies as follows:

Percentage	Destination
_____	Truck Reserve
_____	Capital Reserve
_____	Offset 2025 Budget

Total amount will be reported at the February meeting by Commissioner Austin, Second by Commissioner Schaaf. **MOTION** Carries 4-0.

MOTION to approve District Manager Matthew Quinn, District Secretary Paulamarie Rosso-Thompson and District Treasurer Michael Hamilton the ability to work from home if need be, with full salary due to Covid or any other situation deemed reasonable by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

MOTION to accept the Commissioner assignments as presented at the Organizational Meeting by Commissioner Austin, Second by Commissioner Thebold. **MOTION** Carries 4-0.

Building and Grounds, LOSAP, & Financial Review will be assigned to Commissioner Thebold.

Apparatus, Maintenance, New Equipment & Computers will be assigned to Commissioner Peters Jr.

Computers, Insurance & Records will be assigned to Commissioner Schaaf.

Physicals, Badges, Uniforms & Ambulance will be assigned to Commissioner Skidmore.

Personnel, Training, PPE, Radios, Pagers & Ambulance will be assigned to Commissioner Austin.

Domain Name of yaphankfd.org still registered to the Department.

MOTION to pay bills for normal ongoing monthly charges that will not require approval of the Board at each meeting, to include PSEG, Verizon, SCWA, Postal Fees, Optimum, Heating Oil, Gas & Diesel. All bills paid prior to the monthly meeting shall be post audited for accuracy.

MOTION to appoint Sound Medical Care as Physician of Record and to approve them for member Physicals. Physicals are conducted at Fire District Headquarters on a date determined by the Fire District, physical must be taken at that time and location or within 30 days after that date at the SMC office. Mask Fit Test will also be part of the Physical and should be completed with individual mask.

MOTION made by Commissioner Austin, Second by Commissioner Thebold, **MOTION** Carries 4-0.

Payments shall only be made on certified claims.

MOTION to re-adopt the Fire District policies Cellular Telephone Use, Time Off Request, Social Media, Sexual Harassment, Physical Paid Personnel, Physical Volunteer Firefighters, Fixed Assets, Tool Usage & Repair, Houseman Response on EMS Calls, Procurement, Credit Card Use, Whistleblower, Payment of Monthly Contracts, Investment, Cash Disbursement, Gas & Diesel, Capital Reserve Fund, ACH, Workplace Violence Prevention, Code of Ethics, Records Retention, Travel Expense, Bereavement, Public Employer Health Emergency Plan, Equal Employment Opportunity, Signal 8, Installation Dinner, Recreational & Medical Marijuana/Cannabis Use and The Workplace, Social Event Equipment, Personal, Medical, Military and Educational Leave, Youth EMS Member, Respiratory Protection Program, Exposure Control Plan and Controlled Substances Operational Plan.

MOTION made by Commissioner Austin, Second by Commissioner Schaaf. **MOTION** Carries 4-0.

MOTION to authorize the following persons to use Fire District credit cards as per the policy: Home Depot issued to Matthew Quinn & Paulamarie Rosso-Thompson. First National Visa cards issued to Matthew Quinn, Paulamarie Rosso-Thompson, Donald J. Schaaf, William Peters Jr., Christopher Austin, Scott Thebold, Sheila Skidmore, Edward Kress, Kieran Donlon, Donald E. Schaaf and Victor Mendoza. Lowes cards issued to Paulamarie Rosso-Thompson and Matthew Quinn.

Chief Donlon, Chief Schaaf, Chief Kress, 5-30-80, Captain Farrell 5-30-7, Captain Smith 5-30-15, 5-30-16 & 5-30-17, 5-30-24, 5-30-11, Commissioner Peters Jr., Commissioner Skidmore, Commissioner Schaaf, Commissioner Thebold, Commissioner Austin and Matthew Quinn hold WEX fuel cards.

MOTION made by Commissioner Schaaf, Second by Commissioner Austin. **MOTION** Carries 4-0.

MOTION to Close the Organizational Meeting by Commissioner Austin, Second by Commissioner Schaaf, **MOTION** Carries 4-0.

END of ORGANIZATIONAL MEETING.

TIME: 7:40 PM

Commissioner Term Expirations

Peters Jr.: 12/31/2024
Thebold: 12/31/2025
Schaaf: 12/31/2026
Austin: 12/31/2027
Skidmore: 12/31/2028