

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
March 5, 2024**

MINUTES

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:38 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 st Asst Chief: | Donald E. Schaaf |
| 2 nd Asst Chief: | Edward Kress |

ABSENT WERE:

DISTRICT:

CHIEF'S OFFICE: Chief Donlon

As the first order of business, the Chairman asked for a motion on the approval of the minutes of the meeting on February 21, 2024. A motion to accept the minutes as published was made by Commissioner Skidmore, seconded by Commissioner Schaaf, and was approved 5-0.

Treasurer's Report

Michael Hamilton:

Fund Balances:

| | |
|-------------------|--------------|
| Capital Reserve | \$732,165.48 |
| Truck Reserve | \$729,330.22 |
| Ambulance Billing | \$140,142.18 |
| Savings | \$511,221.47 |
| Checking Balance | \$ 3,313.83 |

Motion to Accept the Treasurer's Report: Commissioner Austin, 2nd by Commissioner Thebold. Approved 5-0.

Treasurer Hamilton presented Warrant 3, \$ 202,822.84.

Commissioner Skidmore has made a motion to accept and pay Warrant # 3. 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 Thebold, 2nd by Commissioner Austin. Approved 5-0.

SECRETARIES REPORT

Paulamarie Rosso-Thompson:

Attorney Sapienza thanked the board for the invitation to the installation dinner but regretfully cannot attend.

MOTION was made to approve the DaShan J. Briggs Foundation the use of the pavilion, the rear parking lot and porta potties will be supplied for use by Commissioner Austin, 2nd by Commissioner Skidmore. Approved 5-0.

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

Attorney's Report

Chris Devane:

1. Made the board aware of the Coffee with Commissioners webinar that he was on regarding OSHA changes.
2. Requesting an executive session

DISTRICT MANAGERS REPORT

Matthew Quinn: See Report

MOTION was made to approve the Grant Guy to do two grants for packs and radios for \$3500.00 by Commissioner Austin, 2nd by Commissioner Skidmore. Approved 5-0.

EMS SUPERVISOR REPORT

Rich Tvelia:

One ALS packet 2 BLS packets were given out to potential employees that were interviewed. More to potentially follow this week.

DM Quinn made Anthony Farrell aware that he sent Rich Tvelia information regarding the Life Paks no longer being on the service plan.

Commissioner Schaaf requested that Supervisor Tvelia and DM Quinn work together to put together a list of EMS capital equipment valued above \$1000 that indicates when we purchased it, what the life expectancy is etc.

COMMITTEE REPORTS
Computers Insurance & Records

Commissioner Schaaf:

Reminded DM Quinn and the Chief's that the bay doors are to remain closed at all times for security purposes. Asked the Chief to remind the drivers to shut the doors when leaving on a call.

Suggested that the Chief's Office come up with a list of qualified drivers for the Buffalo and a list of who can become qualified to drive the Buffalo.

COMMITTEE REPORTS
Apparatus Maintenance Personnel & Computers

Commissioner Peters:

Mastic dinner send back if no one is attending.

MOTION was made to make the following changes to the employee accruals, upon separation the district will pay for up to three weeks accrued vacation. The employees are able to carry over 3 weeks (120 hours) of vacation time. The employees are entitled to 5 personal and 5 sick days. Three weeks (120 hours) of sick days can be carried over. No carry over for personal days. Additionally, the Bereavement policy has been revised to 5 days paid for Mother, Father, Son, Daughter, Sister, Brother or Grandparents & 1 paid day off for Aunts, Uncle, or any other family member by Commissioner Austin, 2nd by Commissioner Thebold. Approved 5-0.

MOTION was made to adjust the Custodians salary to \$25.00 an hour by Commissioner Austin, 2nd by Commissioner Thebold. Approved 5-0.

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

Commissioner Thebold:

Requested to have the new building cleaned out and trucks put in there.

Requesting to have the trophy case doors locked.

Commissioner Thebold, Commissioner Skidmore and Chief Kress attended the South Country Ambulance meeting for ambulance billing etc.

COMMITTEE REPORTS
Physicals, Badges, Uniforms & Ambulance

Commissioner Skidmore:

Requested to have 5 regulators purchased for the O2 bottles.

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

Commissioner Austin:

Requesting the DM to look into a stronger magnet for the front door by the radio room as well as the EMS building.

Requesting hooks to be hung for kitchen for jackets.

MOTION was made to approve the purchase of 2 sets of gear for Travis Accardi & Alexander Zeruto by Commissioner Austin, 2nd by Commissioner Schaaf. Approved 5-0.

CHIEF'S REPORT
Kieran Donlon, Chief of the Department

NOT IN ATTENDANCE

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

MOTION was made to approve the March calendar by Commissioner Skidmore, 2nd by Commissioner Austin. Approved 5-0.

MOTION was made to approve the Ladies Auxiliary the use of the firehouse for a craft fair on Saturday, June 8 with a rain date of Sunday, June 9 from 8a-6p by Commissioner Austin, 2nd by Commissioner Thebold. Approved 5-0.

MOTION was made to approve the Ladies Auxiliary to use the meeting room on Monday, June 24, 2024, for a blood drive from 11:45a – 10pm by Commissioner Austin, 2nd by Commissioner Thebold. Approved 5-0.

MOTION was made to approve Ladder 10 to be used at Blessings of the Bikes from 12p-3p on April 14, 2024, by Commissioner Austin, 2nd by Commissioner Skidmore. Approved 5-0.

MOTION was made to approve the purchase of 10 retractable lanyards for Fire Police by Commissioner Schaaf, 2nd by Commissioner Skidmore. Approved 5-0.

MOTION was made to table the Scouts until further discussion has been made by Commissioner Austin, 2nd by Commissioner Schaaf. Approved 5-0.

MOTION was made to approve the Emerald Society the use of the meeting room on Friday, May 17, 2024, from 5pm to 10pm by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 5-0.

MOTION was made to approve a recruitment open house in the bays on April 14 from 10-1 by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 5-0.

MOTION was made to approve Commissioner Peters to purchase storage containers for the kitchen by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 5-0.

Master of Ceremonies for the installation dinner will be Commissioner Schaaf.

CHIEF'S REPORT
Edward Kress, 2nd Assistant Chief

Reported to the board the current monthly alarms. Report attached.

PUBLIC

Gordon Reickoff- NOTHING
Edward Walsh- NOTHING
Anthony Farrell- NOTHING

EXECUTIVE SESSION CALLED: 8:33 PM.

MOTION made by Commissioner Schaaf, 2ND 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: 9:17 pm

MOTION was made to approve the purchase of one Life Pak 15 by Commissioner Skidmore, 2nd by Commissioner Austin. Approved 5-0.

MOTION was made to approve the salary that was projected in the budget for Treasurer Hamilton by Commissioner Schaaf, 2nd by Commissioner Austin. Approved 5-0.

MOTION was made to approve bereavement pay for employee # 9080 by Commissioner Austin, and by Commissioner Schaaf. Approved 5-0.

MOTION was made to have the payroll company track and document accrued time on paystubs by Commissioner Austin, 2nd by Commissioner Schaaf. Approved 5-0.

There being no further business to come before this meeting, a **MOTION** was made to adjourn by Commissioner Schaaf, 2nd by Commissioner Austin. Approved 5-0.
The meeting adjourned at 9:20 pm.
