

**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  
June 4, 2024**

**MINUTES**

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:35 PM by Chairman Peters.

**DISTRICT:**

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

**EMS SUPERVISOR:** Bloodborne Pathogens

**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:	Attorney Devane
EMS SUPERVISOR:	Rich Tvelia
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 May 7, 2024. A motion to accept the minutes as published was made by Commissioner Austin, seconded by Commissioner Thebold, and was approved 5-0.

**Treasurer's Report**

**Michael Hamilton:**

Fund Balances:	
Capital Reserve	\$615,144.85
Truck Reserve	\$774,532.28
Ambulance Billing	\$143,517.65
Savings	\$543,063.70
Checking Balance	\$ 28,739.99

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

Treasurer Hamilton presented Warrant 6, \$112,725.10.

Commissioner Skidmore has made a motion to accept and pay Warrant # 6. Which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Second by Commissioner Austin. 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, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

### **SECRETARIES REPORT**

Paulamarie Rosso-Thompson:

**MOTION** was made to approve the Ladies Auxiliary the use of the firehouse on Sunday, September 22, 2024, or Sunday, November 3, 2024, for the Boozy Brunch by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

Commissioner Peters requested that the Ladies Auxiliary obtain a liquor license for the day of the event.

**MOTION** was made to approve the Ladies Auxiliary the use of the firehouse for the annual Christmas Parade on Saturday, December 7, 2024, with a rain date of Sunday, December 8, 2024, by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

**MOTION** was made to approve District Secretary Paulamarie to attend the Fire Fusion conference in Charleston, SC from November 4, 2024, through November 8, 2024, with an approximate cost for lodging, airfare and conference registration of \$2100.00 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

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: See Report**

**MOTION** was made to approve to donate the boy scout trailer to Troop 560 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to approve the repair of the wood peaks for \$6000 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

**MOTION** was made to approve a permissive referendum for new garage doors for \$110,000.00 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

### **EMS SUPERVISOR REPORT**

**Rich Tvelia:**

**NOT IN ATTENDANCE**

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

**Commissioner Schaaf:**

Requested executive session.

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

**Commissioner Peters:**

Inquired about the status of the grants with DM Quinn.

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

**Commissioner Thebold:**

**MOTION** was made to approve the Suffolk County Fire Districts meeting and dinner to be held at the firehouse on February 20, 2025 by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

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

**Commissioner Skidmore:**

**NOTHING**

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

**Commissioner Austin:**

Requested that the Attorney review the Department ByLaws.

Inquired about the response protocol for Medic 70.

Meeting at Firematic Thursday, June 27, 2024, at 6:30 pm.

Inquired if Junior members are allowed to respond in apparatus. A brief discussion was made and it was determined that the Juniors would have to ride back to the firehouse in the event of an alarm in an out of service apparatus.

**MOTION** was made to have DM Quinn open an account for the district at REVCO by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

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

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

**MOTION** was made to approve the purchase of seat covers for 5-30-11 by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve the purchase of 20 carabiners by Commissioner Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve the purchase of a bridal for the stokes basket on 5-30-10 by Commissioner Austin, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to approve the purchase of new caps for the cooler by Commissioner Austin, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to purchase a new dart board cabinet by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve the purchase of a new monitor for 5-30-61 by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to approve the purchase of remote holders for the rec room by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

**MOTION** was made to purchase a dry erase board for the Assistant Chief's office by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

District Secretary Paulamarie to speak with Attorney Devane about a waiver of responsibility for Yaphank for the refrigeration trailer.

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

**NOTHING**

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

**MOTION** was made to approve Longwood Soccer Club car wash fundraiser on August 3, 2024, with a rain date of August 4, 2024 from 8:30 am – 12:30 pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**PUBLIC**

**NO ONE**

**EXECUTIVE SESSION CALLED: 8:47 PM.**

**MOTION made by Commissioner Schaaf, 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: 9:30 pm**

Commissioner Peters and Commissioner Skidmore left the meeting to respond to an alarm. Commissioner Austin, Commissioner Thebold and Commissioner Schaaf remained.

**MOTION** was made to remove driving privileges from the employee # 9080 until further training has been completed and the employee is approved by the Board of Fire Commissioners and District Manager to resume driving again by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 3-0.

**MOTION** was made to approve and adopt the use of the Workplace Violence Incident Report form by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 3-0.

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 3-0.  
The meeting adjourned at 9:45 pm.

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