

**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  
September 18, 2024**

**MINUTES**

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:10 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: District Secretary Rosso-Thompson & District Manager Quinn

EMS SUPERVISOR: Rich Tvelia

CHIEF'S OFFICE: Chief Schaaf

As the first order of business, the Chairman asked for a motion on the approval of the minutes of the meeting on September 3, 2024. A motion to accept the minutes as published was made by Commissioner Austin, seconded by Commissioner Skidmore, 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 Austin. Approved 5-0.

Commissioner Skidmore has made a motion to accept and pay Warrant # 9. 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 Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the proposed 2025 budget by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

## **SECRETARIES REPORT:**

**Paulamarie Rosso-Thompson: NOT IN ATTENDANCE**

Read by Treasurer Hamilton:

**MOTION** was made to approve Andrea Price the use of the large meeting room for her daughter's baptism on October 27, 2024, from 7a-7p by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve a deposit to Island Construction of \$14,826.25 for the record room 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.

## **DISTRICT MANAGERS REPORT**

**Matthew Quinn: NOT IN ATTENDANCE**

**See Report:**

**MOTION** was made to approve Dan DiPinto from Brookhaven FD the use of the hall on November 2, 2024, from 5p-10p by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 5-0.

Garage at other property will be tabled until the October meeting.

A discussion was made regarding installing a stair lift. The Board would prefer an elevator. DM Quinn will get prices and bring them back to the board.

## **EMS SUPERVISOR REPORT**

**Rich Tvelia: NOT IN ATTENDANCE**

Read by Anthony Farrell

Rich Tvelia is currently at the REMSCO meeting. He wanted to remind the board when doing the 2025 budget to include the purchase of two LifePaks.

As per the Board of Fire Commissioners, 80 operator should be carrying the cellphone associated with 5-30-80. If there is no 80 operator on, then 81 will carry the 80 phone. 81 to monitor phone in ambulance to see who is responding to the call.

Report Attached:

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

**Commissioner Schaaf:**

New recliners are not to be purchased for EMS. They have been broken and replaced more than enough times.

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

**Commissioner Peters:**

**MOTION** was made to approve Giorgio's for the 2026 installation dinner on June 6, 2026, this would include a full seafood display including king crab legs and lobster as well as a full cocktail hour, 5 hours, full sit-down dinner, full Viennese tables with a guarantee of 250 people will be \$250pp. After party would be an additional \$3500 for 2 hours and would include wings, mozzarella sticks, chicken fingers, French fries, open bar and DJ. Deposit of \$2500 by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

### **COMMITTEE REPORTS**

#### **Building and Grounds, LOSAP, Ambulance, Financial Review**

##### **Commissioner Thebold:**

OSHA 1910.156 was given more time for an extension.

Requesting that DM Quinn give a full report to the Board of all meetings that he attends. If they have minutes they should be submitted to the board. If there aren't any minutes, then DM Quinn should be writing a report to the Board on what the topics of discussion were.

HR on the move. Commissioner Thebold to get more information and bring it back to the Board.

### **COMMITTEE REPORTS**

#### **Physicals, Badges, Uniforms & Ambulance**

**Commissioner Skidmore:**

DM Quinn to notify the mechanic that the seatbelt needs to be repaired in the captain's seat of 5-30-17.

CAD system is not connecting once you leave the building. DM Quinn to investigate.

**COMMITTEE REPORTS**

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

**Commissioner Austin:**

**MOTION** was made to approve Will Maldonado and the Navy Seals to do the smokehouse/kitchen area in rear of the firehouse once permits have been finalized with the Town of Brookhaven by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin.  
Approved 5-0.

**CHIEF'S REPORT**

**Kieran Donlon, Chief of the Department**

NOTHING

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

NOT IN ATTENDANCE

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

Inquired about the Medic 70 response. The Board will discuss.

**PUBLIC**

Gordon Reickoff

**EXECUTIVE SESSION CALLED: 7:45 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: 8:24 PM**

**MOTION** was made to require a Chief to reside within the Yaphank Fire District by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made that Rich Tvelia has full access of EMS including Medic 70. Any EMS issues will go through Rich. If Rich cannot be reached, a Board Member is to be reached by Commissioner Austin, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to approve the new response rules as follows by Commissioner Austin, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.

#### **Medic 70:**

Tone out Medic 70 to handle. 80 will respond to the scene. Ambulance crew in-house will monitor the radio. All Echo calls should be dual response.

#### **Fire Calls:**

80 will respond with 1<sup>st</sup> due apparatus leaving firehouse unless requested by officer in charge, Chief or Commissioner.

The Ambulance will go on a signal 9, if they get a crew they will respond.

81/Volunteer, 81/Houseman, 2 Volunteers, unless officer in charge or Chief gives a different order.

#### **Chief Investigations:**

80/81 will monitor the radio and will advise the Chief when they come up on the air that they signal 9 and await further instruction.

**MOTION** was made to remove access to the cameras from their phones for the District Manager and the three Chief's. If the cameras need to be reviewed for any reason, a written request must be given to the Board of Fire Commissioners 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 Skidmore. Approved 5-0. The meeting adjourned at 8:35 pm.