

**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  
December 3, 2024**

**MINUTES**

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 8:16 PM by Commissioner Schaaf.

**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: Chairman Peters  
EMS SUPERVISOR: Rich Tvelia  
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 November 5, 2024. A motion to accept the minutes as published was made by Commissioner Thebold, seconded by Commissioner Austin and was approved 4-0.

**Treasurer's Report**

**Michael Hamilton:**

Fund Balances:	
Capital Reserve	\$633,376.36
Truck Reserve	\$721,196.56
Ambulance Billing	\$116,053.65
Savings	\$156,668.91
Checking Balance	\$157,012.51

Motion to Accept the Treasurer's Report: Commissioner Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

Treasurer Hamilton presented Warrant 12, \$.153,595.43

Commissioner Austin has made a motion to accept and pay Warrant #12. Which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Second by Commissioner Thebold. 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 Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

### **SECRETARIES REPORT**

Paulamarie Rosso-Thompson:

**MOTION** was made to approve the destruction of inactive records according to the LGS-1 schedule via shredding by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 4-0.

**MOTION** was made to approve a few hundred dollars to offset the grant monies for the shredding allowance by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 4-0.

**MOTION** was made to approve the organizational meeting for January 7, 2025, at 7pm by Commissioner Austin, 2<sup>nd</sup> by Commissioner Schaaf. Approved 4-0.

**MOTION** was made to approve District Secretary Paulamarie to attend the Pinsky Law Group conference at Turning Stone from March 26-March 30, 2025, by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

New Employee probation period for medical benefits will be 6 months.

**MOTION** was made to approve the Ladies Auxiliary to use the basement for their holiday brunch on January 19, 2025, from 9am-2pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

**MOTION** was made to approve the Venture Crew 360 the use of the meeting room on March 30, 2025, from 12pm-6pm as well as May 31, 2025, from 12pm-7pm by Commissioner Austin, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

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

### **Attorney's Report**

#### **Chris Devane:**

Wanted to wish the Board of Fire Commissioners, Chiefs and all in attendance a happy & healthy holiday season.

### **DISTRICT MANAGERS REPORT**

**Matthew Quinn: See Report**

## **EMS SUPERVISOR REPORT**

**Rich Tvelia: Read by Anthony Farrell**

**See Report**

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

### **Commissioner Schaaf:**

Requested to have Commissioner Austin & Commissioner Skidmore to have the ability to enroll members into the finger reader.

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

### **Commissioner Peters:**

**NOT IN ATTENDANCE**

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

### **Commissioner Thebold:**

Inquired about the picnic area to DM Quinn.

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

**Commissioner Skidmore:**

NOTHING

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

**Commissioner Austin:**

Requested to have an EMS jacket ordered for EMT Coffey.

**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 December 2024 calendar by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

**MOTION** was made to approve the purchase of 4 hose adapters and a hose drying rack by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Thebold. Approved 4-0.

**MOTION** was made to approve the Ladies Aux the use of the meeting room for a blood drive on December 28, 2024, from 10am-4pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Skidmore. Approved 4-0.

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

Requested to have the Chief's notified by EMS Supervisor Rich Tvelia, as well as the Board, when EMT shifts go uncovered.

**PUBLIC**

**NO ONE**

**EXECUTIVE SESSION CALLED: 9:28 PM.**

**MOTION** made by Commissioner Austin 2<sup>ND</sup> by Commissioner Skidmore. Approved 4-0.

**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: 10:00 pm**

**MOTION** was made to approve the use of the meeting room for a safety officers meeting on January 23, 2025, at 7:30 pm by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Skidmore. Approved 4-0.

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 4-0.  
The meeting adjourned at 10:05 pm.

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