

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
February 4, 2025**

MINUTES

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:30 PM by Chairman Thebold.

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 st Asst Chief:	Donald E. Schaaf
2 nd Asst Chief:	Edward Kress

ABSENT WERE:

DISTRICT:

EMS SUPERVISOR:

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 January 7, 2025. A motion to accept the minutes as published was made by Commissioner Austin, seconded by Commissioner Skidmore, and was approved 5-0.

New members 450 & 451 were sworn into the department by Commissioner Skidmore.

Treasurer's Report

Michael Hamilton:

Fund Balances:

Capital Reserve	\$590,346.73
Truck Reserve	\$685,428.61
Ambulance Billing	\$19,897.27
Savings	\$474,756.51
Checking Balance	\$394,534.65

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

Treasurer Hamilton presented Warrant 2, \$493,996.80.

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

MOTION was made to approve the closing of each referendum (2023 AC Upgrade Meeting Room, 2023 Truck Bay Heat, 2024 Chief Vehicle, 2023 Parking Lot Repaving, Chevy 2500 HD) and to disencumber the funds by Commissioner Peters, 2nd by Commissioner Skidmore. Approved 5-0.

MOTION was made to split the 2024 surplus of \$193,454.66 between the Capital Reserve and the Truck Reserve by Commissioner Peters, 2nd by Commissioner Skidmore. Approved 5-0.

SECRETARIES REPORT

Paulamarie Rosso-Thompson:

MOTION was made to approve the usage of the meeting room for Amanda Coffey on March 21, 2025, from 3pm-10pm by Commissioner Skidmore, 2nd by Commissioner Austin. Approved 5-0.

MOTION was made to approve to switch the Ladies Auxiliary Blood Drive from March 1st to March 8, 2025, by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 5-0

MOTION was made to approve the purchase of new Class C shirts for the Ladies Auxiliary members by Commissioner Peters, 2nd by Commissioner Thebold. Approved 5-0.

MOTION was made to increase the Signal 8 policy from \$350 to \$500 by Commissioner Peters, 2nd by Commissioner Austin. Approved 5-0.

Members who are classified as inactive in any capacity are not eligible for a key fob as per the Board of Fire Commissioners.

MOTION was made to revise the Installation Dinner policy to add an age restriction of any member under the age of 18 must be accompanied by one parent by Commissioner Austin, 2nd by Commissioner Schaaf. Approved 5-0.

District Secretary Paulamarie made the Board aware that she will no longer be attending the Pinsky Law Group conference at the end of March and has since received a refund but will now attend the Mini Summit for the Association the same time.

MOTION was made to approve the LOSAP as submitted to the Board of Fire Commissioners as of February 6, 2025, by Commissioner Schaaf, 2nd 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:

Attorney Devane attended the New York Conference of Mayors this past weekend in Albany almost unanimously in support of renewing the ambulance billing for 2026.

Also, informed the Board that he would like to have a discussion in executive session.

DISTRICT MANAGERS REPORT

Matthew Quinn:

MOTION was made by Commissioner Schaaf and 2nd by Commissioner Peters to start the process of preparing for plans and permits for the building out back and elevator. Approved 5-0.

MOTION was made to purchase a new air compressor for \$1500.00 by Commissioner Austin, 2nd by Commissioner Skidmore. Approved 5-0.

MOTION was made to approve the purchase of a laptop scanner for the mechanic for up to \$3000 by Commissioner Peters, 2nd by Commissioner Skidmore. Approved 5-0.

EMS SUPERVISOR REPORT

Rich Tvelia: SEE REPORT:

COMMITTEE REPORTS
Computers Insurance & Records

Commissioner Schaaf:

NOTHING

COMMITTEE REPORTS
Apparatus Maintenance Personnel & Computers

Commissioner Peters:

MOTION was made to not allow the cooler trailer to be used by other departments.

MOTION was made to have the district pay for the dinner for the Suffolk County Districts meeting by Commissioner Skidmore, 2nd by Commissioner Schaaf. Approved 5-0.

Requested that DM Quinn gets the soap dispenser working in the kitchen.

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

Commissioner Thebold:

NOTHING

COMMITTEE REPORTS
Physicals, Badges, Uniforms & Ambulance

Commissioner Skidmore:

Recommended that next year use a QR code for the 2026 Installation Dinner invitations.

Reminder to the Chiefs, March 13th at 7pm is the sex trafficking meeting.

Inquired and priced permanent Christmas lights for the building and the board unanimously voted no.

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

Commissioner Austin:

Inquired about the future of the Mill Rd property. Possibly sell the back property or 10 acres. DM Quinn was asked to reach out to a real estate agent to see what the options are financially.

Requested a set of triage tarps.

MOTION was made to purchase 25 new webbings at \$85 each by Commissioner Austin, 2nd by Commissioner Skidmore. 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 February calendar by Commissioner Peters, 2nd by Commissioner Skidmore. Approved 5-0.

MOTION was made to approve the revision of the EMS Youth Policy to make their response availability from 8am-10pm on NON SCHOOL DAYS and not to have points charged against them during the hours of 6am-3pm during school hours by Commissioner Schaaf, 2nd by Commissioner Austin. Approved 5-0.

MOTION was made to purchase 3 Ben Franklin helmets along with fire wipes by Commissioner Schaaf, 2nd by Commissioner Peters. Approved 5-0.

MOTION was made to make 5-30-25 the fly car for Co. 4 but if a Chiefs car goes down, they are to use that vehicle. Probies are to use the van, by Commissioner Schaaf, 2nd by Commissioner Peters. Approved 5-0.

CHIEF'S REPORT
Edward Kress, 2nd Assistant Chief

MOTION was made to allow Edward Kress the usage of the meeting room for 2nd birthday on March 22, 2025, from 2-5pm by Commissioner Schaaf, 2nd by Commissioner Thebold. Approved 5-0.

PUBLIC

William Maldonado was approved to set up the night before his party on February 15, 2025.

Smitty- Ready to come back to work.

EXECUTIVE SESSION CALLED: 8:16 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: 9:30pm

MOTION was made as to avoid a conflict of interest to not allow employees to join the fire department by Commissioner Schaaf, 2nd by Commissioner Austin. Approved 5-0.

MOTION was made to purchase three iPads for the trucks by Commissioner Schaaf, 2nd by Commissioner Austin. Approved 5-0.

There being no further business to come before this meeting, a **MOTION** was made to adjourn by Commissioner Thebold, 2nd by Commissioner Schaaf. Approved 5-0.
The meeting adjourned at 9:45 pm.