

**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  
March 4, 2025**

**MINUTES**

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:32 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:** Christopher Gryciuk

**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:

EMS SUPERVISOR:

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 February 19, 2025. A motion to accept the minutes as published was made by Commissioner Austin, seconded by Commissioner Peters, and was approved 5-0.

**Treasurer's Report**

**Michael Hamilton:**

Fund Balances:

Capital Reserve	\$685,552.10
Truck Reserve	\$786,336.60
Ambulance Billing	\$42,496.07
Savings	\$304,250.10
Checking Balance	\$31,911.21

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

Treasurer Hamilton presented Warrant 3, \$235,490.56.

Commissioner Peters 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 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 Austin, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

**MOTION** was made to transfer \$12,000.00 to the new line item 100<sup>th</sup> Anniversary Uniforms by Commissioner Peters, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**SECRETARIES REPORT**

Paulamarie Rosso-Thompson:

**MOTION** was made to approve CEW's 4<sup>th</sup> grade to have a car wash fundraiser on May 4<sup>th</sup>, 2025, by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to NOT approve the Yaphank Civics to hold an easter egg hunt on fire department grounds due to hazards on property by Commissioner Peters, 2<sup>nd</sup> by Commissioner Schaaf. Denied 5-0.

**MOTION** was made to change the physical policy and the mandated courses for 2026 to state that all members & employees will have the months of February, March & April to complete their physicals and mandated courses. There will no longer be a 30-day window by Commissioner Peters, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to approve the usage of the meeting room to the Teamsters 1205 to have a contract meeting on March 27, 2025, from 6-8 pm by Commissioner Peters, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

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

### **Attorney's Report**

#### **Chris Devane:**

Several weeks ago, Attorney Devane attended a Coffee with Commissioners webinar concerning cyber security. There is a part two of that scheduled for March 6, 2025, that he will be attending. He will report back to the board at his next scheduled meeting.

### **DISTRICT MANAGERS REPORT**

#### **Matthew Quinn:**

Head gasket on 5-30-17 needs to be replaced. The mechanic recommended that it be sent to Ford for repair.

**MOTION** was made to approve Commissioners Schaaf, Peters, Austin & Skidmore to go to Wisconsin to inspect the new truck on April 2-3, 2025, by Commissioner Thebold, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the purchase of a Polaris ATV for \$50,000.00 and to have the mechanic install the lights by Commissioner Austin, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.

## **EMS SUPERVISOR REPORT**

### **Christopher Gryciuk:**

**MOTION** was made to approve Christopher Gryciuk as the narcotics officer and Sheila Skidmore as the alternate by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.

**MOTION** was made to approve the requests of the EMS Supervisor in total of \$1411.86 by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.

## **COMMITTEE REPORTS**

### **Computers Insurance & Records**

### **Commissioner Schaaf:**

**NOTHING**

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

**Commissioner Peters:**

Requested an Executive Session.

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

**Commissioner Thebold:**

Inquired about the stress cracks on 5-30-15. DM Quinn handling it.

Inquired about the ladder truck.

Recommended that DM Quin have the rugs cleaned.

Thanked the Board of Fire Commissioners for the help & support during his election into President Suffolk County Districts.

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

**Commissioner Skidmore:**

Long Island Community Hospital is now NYU Langone as of 3-1-25.

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

**Commissioner Austin:**

Trying to schedule a UTV ATV training. Waiting for dates.

The webbing came in. Waiting for dates to start training.

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

**MOTION** on the March Calendar by Commissioner Skidmore, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the purchase of Batteries and 12 LED collars by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made that the spare vehicle usage for trainings, shopping etc. will be the use of 5-30-22 by Commissioner Peters, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve the district to pay for 2 teams at \$400.00 per team to attend the extrication tournament by Commissioner Peters, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to approve 7 tickets for the Fire Police Association Dinner by Commissioner Peters, 2<sup>nd</sup> by Commissioner Skidmore. Approved 5-0.

**MOTION** was made to revise the Youth Member EMS policy by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.

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

**NOTHING**

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

Summary from the Governors changes

**PUBLIC**

Gordon Reickoff-nothing

**EXECUTIVE SESSION CALLED: 8:44 pm.**

**MOTION** made by Commissioner Schaaf, 2<sup>ND</sup> by Commissioner Austin. 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: 9:57 pm**

**MOTION** was made for a mandatory referendum to change the Length of Service Award Program from 40 to 50 years and to have the election with the district elections in December 2025 by Commissioner Schaaf, 2<sup>nd</sup> by Commissioner Austin. Approved 5-0.

**MOTION** was made to invite Chief Kress's Aunt to the installation dinner with a guest by Commissioner Peters, 2<sup>nd</sup> by Commissioner Schaaf. Approved 5-0.

There being no further business to come before this meeting, a **MOTION** was made to adjourn by Commissioner Austin, 2<sup>nd</sup> by Commissioner Peters. Approved 5-0.  
The meeting adjourned at 10:03 pm.

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