

**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**

**April 1, 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.*

*Present: Commissioners S. Thebold, W. Peters Jr. C. Austin, S. Skidmore & D. Schaaf. Chiefs K. Donlon & E. Kress. Treasurer M. Hamilton, Secretary P. Rosso-Thompson, District Manager M. Quinn, Attorney C. Devane & EMS Supervisor C. Gryciuk.*

*Absent:*

*Public: No one*

*Motion by Commissioner Skidmore to accept the minutes from the Wednesday District meeting on 19, 2025, seconded by Commissioner Austin. All in favor.*

**Fund Balances:**

Capital Reserve	\$688,995.16
Truck Reserve	\$930,481.00
Ambulance Billing	\$78,941.19
Savings	\$421,164.48
Checking Balance	\$233,715.80

*Motion to accept the Treasurers Report made by Commissioner Austin and seconded by Commissioner Peters. All in favor. 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 Schaaf. All in favor.*

- 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. 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, seconded by Commissioner Schaaf. All in favor.

**Secretary Report:**

Secretary Rosso-Thompson asked the Board if anyone would be attending the Middle Island Installation dinner. It was passed down to the Chiefs and Officers.

**MOTION** was made to approve Daniel Tomaszewski the use of the pavilion on June 6, 2025, from 2pm-7:30pm and if inclement weather the use of the meeting room by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

Made the Board aware that the Groups Sales Manager from the Hyatt wanted to meet with us to discuss possibly booking the 2027 installation dinner with them.

Made the Board aware that the sales manager at Villa Lombardi's was asking to meet on the phone or in person to go over the menu selections.

Secretary Rosso-Thompson inquired with the Board if members/employees are still entitled to the 2 points even if they completed the mandated classes after the deadline. The board was all in favor of giving the points.

**Attorney's Report:**

Attorney Devane reviewed the EMS Supervisors procedural memo for the GroupMe chat but reminded the EMS Supervisor that he should be monitoring all conversations and reminding the employees that this chat would be able to be foiled and he should nip any inappropriate conversations. Attorney Devane requested an executive session.

**District Manager Report:**

**MOTION** was made to approve a permissive referendum for \$34,000.00 for APX 6000 portable Motorola radios for 5-30-9 by Commissioner Peters, seconded by Commissioner Schaaf. All in favor.

**MOTION** was made to sealcoat and restripe the commissioner parking lot for \$ 1550.00 by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to move the fire prevention supplies into the old EMS Supervisor office and to leave the quartermaster for gear and department uniforms etc. only by Commissioner Thebold, seconded by Commissioner Schaaf. Approved 5-0.

**MOTION** was made to approve the air conditioning contract \$4800.00 annually to clean the units by Commissioner Schaaf, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to approve the repair of the crack on 5-30-15 for \$2300.00 by Commissioner Thebold, seconded by Commissioner Skidmore. All in favor.

DM Quinn made the board aware that the building inspector was coming to the firehouse on April 7, 2025.

5-30-25 has a recall that is getting fixed tomorrow 4-2-25.

DM Quinn to get more prices on repaving the front ramp.

DM Quinn inquired as per the board about a Boaters Safety Course. The Chief will ask membership if anyone would be interested in attending a class.

DM Quinn received the lease agreement for the tower on Bellport Ave. He will send to Attorney Devane to review.

DM Quinn to get a price from Raymond Brothers to cut and trim trees on the Mill Road property for the next meeting.

DM Quinn to get some demo ambulances for the board to look at.

**EMS Supervisor Report:**

**MOTION** was made to approve the purchase of the utility & equipment requests for \$162.64 and the medical requests for \$522.39 by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to approve the purchase of two sleep chairs totaling \$5,188.38 by Commissioner Schaaf, seconded by Commissioner Peters. All in favor.

EMS Supervisor Gryciuk made the board aware of a procedural memo that he would be giving to the employees concerning his GroupMe chat group.

**MOTION** was made to purchase an additional phoneline and phone for EMS Supervisor Gryciuk by Commissioner Austin, 2<sup>nd</sup> by Commissioner Skidmore. All in favor.

**Commissioner Schaaf:**

Asked the Chief to review our driving policy and make sure all drivers are aware that we require them to follow all traffic rules and laws.

**Commissioner Austin:**

Requested for DM Quinn to see if County has 60 cones that we can borrow for the ATV/UTV class.

**Commissioner Skidmore:**

Requested that DM Quinn have the door fixed going into the EMS bay and for Supervisor Gryciuk to remind the employees that they should not be ripping the door open. Their key fob should be used.

**Commissioner Peters:**

Reminded the Chiefs that if one of our ambulances is out of service, our ambulance stays here in district. We have Medic 70 for a reason.

**Chairman Thebold:**

Requested that the Chief make sure that all our drivers are up to date with their EVOC, driver qualifications and go over the procedures with all the drivers.

Inquired about the status of the new bay doors. DM Quinn advised that we are still waiting.

**Chiefs Report:**

**Chief Donlon-**

**MOTION** on the April calendar by Commissioner Peters, seconded by Commissioner Schaaf. All in favor.

Requested a list of access for the fireman to kitchen etc. Chief will get a list to Paulamarie so she can give appropriate access.

Saint Andrews Church is requesting to use the pavilion, kitchen and meeting room for a fundraiser on October 4, 2025, from 2-4. The Board asked that they meet with them to explain the particulars.

Requested to get a quote on gear cleaning company to clean the gear. Board will review the quote.

**Chief Schaaf-**

Inquired who the master of ceremonies will be. Decision was Chairman Thebold.

**Chief Kress:**

Presented the Board with the information they requested on percentages for the purpose of purchasing gear. This was tabled until the next meeting on April 16, 2025.

**Public:** no one present

EXECUTIVE SESSION CALLED: 8:31 pm.

**MOTION** made by Commissioner Schaaf, seconded by Commissioner Peters. All in favor.

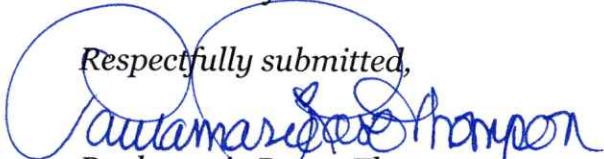
Addressing the issue of:

- 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: 8:45 pm

**MOTION** was made to adjourn at 8:47 pm by Commissioner Austin, seconded by Commissioner Peters. All in favor

Respectfully submitted,



Paulamarie Rosso-Thompson  
District Secretary