

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. *1st Assistant Chief Donald E. Schaaf*
 - c. *2nd Assistant Chief Edward Kress*
11. *PUBLIC*
12. *EXECUTIVE SESSION*
13. *MOTION TO ADJOURN*

BOARD OF FIRE COMMISSIONERS

REGULAR WEDNESDAY MEETING

May 21, 2025

MINUTES

The regular meeting of the Board of Fire Commissioners of the Yaphank Fire District was called to order at 7:05 PM by Chairman Thebold.

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

Absent: Chief Schaaf & Chief Kress

Public: None

Motion by Commissioner Austin to accept the minutes from the Tuesday District meeting April 16, 2025, seconded by Commissioner Peters. All in favor.

Motion to accept the Treasurers Report made by Commissioner Austin and seconded by Commissioner Skidmore. All in favor. Commissioner Peters has made a motion to accept and pay Warrant #5 which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Seconded 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:

MOTION was made to approve Riverhead Building Supply to use the meeting room on June 4, 2025, for a meeting by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.

A thank you letter was received and read from Cathy Hoeffner regarding member John Hoeffner's passing.

MOTION was made to deny St. Andrew's Episcopal Church the use of the Fire Department for a fundraiser by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.

MOTION was made to allow Rich Loggia the use of the pavilion on July 12, 2025, from 4pm to 9pm Commissioner Schaaf, seconded by Commissioner Peters. All in favor

Secretary Paulamarie reported to the board that John Hoeffner's group life insurance was paid out to his beneficiary after the funeral home was paid. We are still waiting on the cancer benefit death benefit to finalize.

MOTION was made to remove the Department Secretary from the list of recipients for flowers at the installation dinner and to add the medical director as an invited attendee by Commissioner Peters, seconded by Commissioner Schaaf. All in favor.

MOTION was made to purchase a new laptop for Paulamarie for \$1485.00 by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

A brief discussion was made as to the protocol for full time employees to be entitled to medical benefits. There will be a 6-month waiting period whether the employee is a new hire or an existing part time employee.

MOTION was made to approve the new logo for the Ladies Auxiliary class c shirts by Commissioner Peters, seconded by Commissioner Austin. All in favor.

MOTION was made to upgrade our background check package from Essential Criminal to Complete Criminal with Checkr by Commissioner Peters, seconded by Commissioner Austin. All in favor.

MOTION was made to approve the letter that Paulamarie wrote to Mr. Lombardi on behalf of the board to be sent out by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.

District Manager Report:

MOTION was made to approve Mechanic Speizio to install lighting on the side by side by Commissioner Peters, seconded by Commissioner Austin. All in favor.

MOTION was made to approve a permissive referendum for \$40,000 for the asphalt on front ramp by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

MOTION was made to approve a permissive referendum for \$30,000 for opticoms in 5-30-5, 5-30-7, 5-30-9, 5-30-11, 5-30-15 & 5-30-23 by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

MOTION was made to approve a permissive referendum for \$40,000 for new radios in 5-30-5, 5-30-10 & 5-30-15 by Commissioner Schaaf, seconded by Commissioner Peters. All in favor

MOTION was made to approve painting the truck bay and trim around the new bay doors for \$6000 by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

MOTION was made to install a job on the EMS closet door and the electrical room in the basement for \$4600 by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

MOTION was made to install an 8' fence around the container in the back for \$3550 by Commissioner Austin, seconded by Commissioner Peters. All in favor.

A brief discussion was made regarding tinting the new bay door windows. DM Quinn to get prices.

EMS Supervisor Report:

MOTION was made to approve the medical supplies, utility & equipment supplies and hospital medication for \$3666.28 by Commissioner Thebold, seconded by Commissioner Austin. All in favor.

MOTION was made to purchase one LifePak 15 by Commissioner Skidmore, seconded by Commissioner Austin. All in favor.

Commissioner Schaaf:

NOTHING

Commissioner Austin:

Requested that DM Quinn have the leak repaired in the new bay.

MOTION was made to purchase four 2 1/2" female to 1 3/4" male adapters for 5-30-5 & 5-30-9 by Commissioner Austin, seconded by Commissioner Peters. All in favor.

Commissioner Skidmore:

MOTION was made to approve the purchase of the CPR healthcare manuals and books for \$500 by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

Commissioner Peters:

Informed DM Quinn that we need plaques for the graves of the firemen and Ex-Chief badges as well. Reminded Chiefs that James Powers needs to be added to the deceased members in the installation dinner program.

MOTION was made to approve 5-30-8 to be detailed for \$1450 as well as having DM Quinn get stickers for the truck that matches 5-30-7 & 5-30-9 by Commissioner Skidmore, seconded by Commissioner Thebold. All in favor.

Chairman Thebold:

A brief discussion was made about dedicating 5-30-7 to John Hoeffner. It was decided by the board that John's name would be added to the plaque in the vestibule as well at the monument in front of the firehouse.

Inquired to the Chiefs if we are utilizing our safety officers.

Requested that DM Quinn let the Board know when there is a vendor in the firehouse.

Chief's Report:

Chief Donlon-

MOTION was made to approve the May calendar by Commissioner Peters, seconded by Commissioner Schaaf. All in favor

MOTION was made to purchase the Chief's requests as submitted by Commissioner Schaaf, seconded by Commissioner Peters. All in favor.

EXECUTIVE SESSION CALLED: 8:38 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: 8:58 pm

MOTION was made to have the District Secretary send Employee # 9023 a letter regarding the inability for him to return for employment by Commissioner Schaaf, seconded by Commissioner Skidmore. All in favor.

MOTION was made that the Board of Fire Commissioners recommend there be no changes to the department bylaws in reference to the qualifications for a position as Chief. Only members of the fire department who reside within the fire district can run for the chief position by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

MOTION was made to adjourn at 9:15 pm by Commissioner Schaaf, seconded by Commissioner Peters. All in favor

Respectfully submitted,

Paulamarie Rosso-Thompson
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District Secretary