

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

September 2, 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. Chief's K. Donlon & E. Kress. Treasurer M. Hamilton, District Manager M. Quinn, Attorney C. Devane & EMS Supervisor C. Gryciuk.

Absent: Secretary Rosso-Thompson

Public: Gordon Reickhoff

Motion by Commissioner Peters to accept the minutes from the Wednesday District meeting on August 5, 2025, seconded by Commissioner Skidmore. All in favor.

Fund Balances:

<i>Capital Reserve</i>	<i>\$630,173.75</i>
<i>Truck Reserve</i>	<i>\$227,076.18</i>
<i>Ambulance Billing</i>	<i>\$155,654.81</i>
<i>Savings</i>	<i>\$411,191.75</i>
<i>Checking Balance</i>	<i>\$ 56,180.23</i>

Motion to accept the Treasurers Report made by Commissioner Peters and seconded by Commissioner Skidmore. All in favor. Commissioner Schaaf has made a motion to accept and pay Warrant # 9. Which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Second by Commissioner Peters. 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 Schaaf, seconded by Commissioner Skidmore. All in favor.

Secretary Report: NOT IN ATTENDANCE

Attorney's Report:

He attended the FASNY conference. His advice to the Chief's office is to assume you are being videotaped and if you lose your cool, walk away. Some talk of consolidation but mostly in Nassau County. The next fire district conference is October 2nd to the 4th in Saratoga.

District Manager Report:

Notified the board that he is switching phone systems in the firehouse to save the district \$700 annually. **MOTION** was made to approve the new phone service by Commissioner Austin, Commissioner Skidmore, Commissioner Peters and Commissioner Thebold. Commissioner Schaaf was not in favor.

District Manager meeting on September 16th. **MOTION** was made to supply breakfast for the meeting by Commissioner Schaaf, seconded by Commissioner Peters. All in favor.

Commissioner Thebold inquired about the painting being done in the district office. He also asked that the board be notified if the district manager or Secretary are not in the office.

EMS Supervisor Report:

MOTION was made to approve the following by Commissioner Austin, Seconded by Commissioner Skidmore. All in favor.

1. Approval & adoption of the Controlled Substance Plan
2. Approval of medical supplies \$4,557.94
3. Approval of hospital medication \$99.22
4. Approval of strong hold cabinet \$2,139.62
5. Approval of iOps360 \$990.00

MOTION was made to approve & appoint Christopher Gryciuk as the Controlled Substance Agent and Sean Colgan as the Controlled Substance Alternate Agent by Commissioner Skidmore, seconded by Commissioner Peters. All in favor.

MOTION was made to approve the controlled substance QA/QI plan by Commissioner Austin, seconded by Commissioner Peters. All in favor.

MOTION was made to participate in the BLS Glucagon pilot program by Commissioner Skidmore, seconded by Commissioner Austin. All in favor.

Commissioner Schaaf:

NOTHING

Commissioner Austin:

MOTION for Daniel Tomaszewski to order the fire prevention materials for Open House by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.

Commissioner Austin inquired about the status of the lights on the UTV. DM Quinn stated we are waiting for the mechanic to be available.

EMS billing has been signed until 2031.

Commissioner Skidmore:

Requested that the Chiefs set up a mandatory EMS drill in October for Glucagon. The Chiefs informed her that they already have four drills scheduled. Those are, ESO EPCR by SBU, Narcotics Substance Training, Glucagon, and LHS Football Pad Removal Training.

Commissioner Peters:

NOTHING

Chairman Thebold:

Wanted to make the Board aware that a lot of districts are getting dropped from their insurance carriers because of the claims being submitted.

Chief's Report:

Chief Donlon-

MOTION was made to approve the September calendar by Commissioner PETERS, seconded by Commissioner Skidmore. All in favor.

MOTION was made by Commissioner Schaaf and Seconded by Commissioner Skidmore to approve the Company 1 Comedy Show on November 8, 2025, from 6pm-12am. All in favor.

MOTION was made to approve the donation of 10 cases of water to the Shirley Ambulance by Commissioner Skidmore, seconded by Commissioner Austin. All in favor.

Chief Schaaf-

NOTHING

Chief Kress:

Submitted the mutual aid report

Public:

NOTHING

EXECUTIVE SESSION CALLED: 8:25 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 9:00 pm

MOTION was made to adjourn at 9:01pm pm by Commissioner Peters, seconded by Commissioner Austin. All in favor

Respectfully submitted,

Paulamarie Rosso-Thompson
District Secretary