

**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**

**December 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, C. Austin, S. Skidmore & D. Schaaf. Chief's D. E. Schaaf & E. Kress. Treasurer M. Hamilton, Secretary P. Rosso-Thompson, Attorney C. Devane & EMS Supervisor C. Gryciuk.*

*Absent: Commissioner Peters, DM Quinn & Chief K. Donlon*

*Public: Gordon Rieckhoff*

*Motion by Commissioner Austin to accept the minutes from the district meeting on November 4, 2025, seconded by Commissioner Schaaf. All in favor.*

**MOTION** was made by Commissioner Schaaf to pass two resolutions to disencumber funds from the Capital Reserve. One for the tarmac for \$2600.00 and the other for the bay doors for \$704.00, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made by Commissioner Schaaf, seconded by Commissioner Skidmore to pass a resolution to disencumber funds from the Truck Reserve for Unit 10 repair of \$3,784.14. All in favor.

**Fund Balances:**

Capital Reserve	\$641,938.57
Truck Reserve	\$131,589.99
Ambulance Billing	\$ 83,918.94
Savings	\$362,064.89
Checking Balance	\$ 83,810.88

*Motion to accept the Treasurers Report made by Commissioner Austin and seconded by Commissioner Schaaf. All in favor. Commissioner Austin has made a motion to accept and pay Warrant #12. Which has been audited by the Board of Commissioners and found to comply with the conditions listed below. Second by Commissioner Skidmore. 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 Austin, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to approve the budget amendments by Commissioner Thebold, seconded by Commissioner Skidmore. All in favor.

New member Jessica Cruz badge #452 was sworn in by Commissioner Skidmore. **MOTION** was made to approve her membership by Commissioner Skidmore, seconded by Commissioner Thebold. All in favor.

Secretary Report:

**MOTION** was made by Commissioner Schaaf, seconded by Commissioner Thebold to approve the enhanced cancer plan for \$9,140.58. All in favor.

**MOTION** was made to approve the Ladies Auxiliary the use of the recreational room on December 9, 2025, for candy bag preparation by Commissioner Skidmore, seconded by Commissioner Schaaf. All in favor.

**MOTION** was made to approve the Ladies Auxiliary the use of the Recreational Room on January 4, 2026, for their holiday brunch by Commissioner Skidmore, seconded by Commissioner Schaaf. All in favor.

**MOTION** was made to only allow the Commissioners and Chiefs along with DM Quinn and DS Rosso-Thompson to be the only people to have access to change and control the permanent lighting on the firehouse by Commissioner Austin, seconded by Commissioner Thebold. All in favor.

**MOTION** was made to approve the publishing of the organizational meeting on January 6, 2026, at 7pm at 31 Main Street in Yaphank, NY by Commissioner Schaaf, seconded by Commissioner Austin. All in favor.

Attorney's Report:

Attorney Devane reminded the board that the National Emergency Response Information System (NERIS) will be effective as of January 1, 2026, and is recommending that more than one administrator have access to the NERIS system.

FASNY is doing a webinar December 3, 2025, at 7pm, the topic of the Art of Sizing Up. Recommendation for the Chiefs.

Attorney Devane wished everyone a happy and healthy holiday season.

District Manager Report:

**NOT IN ATTENDANCE**

EMS Supervisor Report:

**MOTION** was made to approve the purchase of an apartment size refrigerator by Commissioner Skidmore, seconded by Commissioner Austin. All in favor.

**MOTION** was made by Commissioner Schaaf, seconded by Commissioner Skidmore to approve the purchase of the EMS supplies. All in favor.

**MOTION** was made by Commissioner Austin, seconded by Commissioner Schaaf to approve the EMS Staff Response Policy. All in favor.

Commissioner Schaaf:

NOTHING

Commissioner Austin:

Recommendation to the board to no longer hold regular meetings on Wednesday meetings.

Commissioner Skidmore:

Made the board aware of upcoming policies coming into effect that require cameras on the dash of the ambulances as well as anti-theft ignition switch on the vehicles.

Commissioner Peters:

NOT IN ATTENDANCE

Chairman Thebold:

Informed the board that the State Chiefs, Districts and FASNY, as well as the coordinators will be meeting this week to go over united concerns.

The President of the Association is looking into the “paid per call.” The Attorney informed the board that the general census was it has to be passed by state legislation, the volunteer would have to opt out of LOSAP and would not be eligible for VFBL. Commissioner Thebold also let the board know that a lot of districts are looking into the insurance rates and the high deductibles.

Chief's Report:

Chief Donlon-

NOT IN ATTENDANCE

Chief Schaaf-

**MOTION** was made to approve the December calendar by Commissioner Skidmore, seconded by Commissioner Austin. All in favor.

**MOTION** was made to approve the purchase of 100 black beanies with YFD on them for \$1756.00 by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to approve the purchase of 24-month CO meters by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to approve the purchase of fire rack name tags for 2 members by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

Chief Kress:

Spoke about Meadowbrook Pointe HOA safety meeting as well as Meadow Brooke Pointe veteran's plaza build summary.

Public:

NOTHING

EXECUTIVE SESSION CALLED: 8:12 pm.

**MOTION** made by Commissioner Schaaf, seconded by Commissioner Skidmore. 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: 9:10 pm

**MOTION** was made to purchase new Class A uniforms for members 226, 363, and 382 by Commissioner Austin, seconded by Commissioner Skidmore. All in favor.

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

Respectfully submitted,

Paulamarie Rosso-Thompson  
District Secretary