

**YAPHANK FIRE DISTRICT**  
**ORGANIZATIONAL MEETING**

DATE: 1/6/26

Place: Yaphank Fire Department

Time: 7:00 PM

Commissioners Present: Vice Chairman Donald J. Schaaf, Christopher Austin, Sheila Skidmore, William Peters Jr. and Gordon Rieckhoff.

Treasurer: Michael Hamilton  
Manager: Matthew Quinn  
District Secretary: Paulamarie Rosso-Thompson  
Attorney: Chris Devane

**\*\*\*ORGANIZATIONAL MEETING\*\*\***

Temporary Chairman of the Board – Donald J. Schaaf

**MOTION** was made by Commissioner Austin to nominate Commissioner Schaaf seconded by Commissioner Skidmore. Motion carries 5-0.

**MOTION** made to nominate Commissioner Schaaf as Chairman of the Board by Commissioner Austin, seconded by Commissioner Skidmore.

**MOTION** made to close nominations by Commissioner Skidmore, seconded by Commissioner Austin. Motion carries 5-0. Nominations Closed.

VOTE Taken on Chairman of The Board Nominations, Vote is 5-0, Commissioner Schaaf is now Chairman of the Board and will preside over meetings.

**MOTION** to appoint Chris Devane as Fire District Attorney made by Commissioner Peters, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to appoint Matthew Quinn as Fire District Manager with an annual stipend of \$85,232.77 by Commissioner Schaaf, Seconded by Commissioner Austin, Motion Carries 5-0.

**MOTION** to appoint Michael Hamilton as Fire District Treasurer with an annual stipend of \$24,502.90 by Commissioner Skidmore, seconded by Commissioner Austin. **MOTION** Carries 5-0.

**MOTION** to appoint Paulamarie Rosso-Thompson as Fire District Secretary with an

annual stipend of \$70,000.00 by Commissioner Peters, seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to appoint District Secretary Paulamarie Rosso-Thompson as the RMO (Records Management Officer) for the Yaphank Fire District by Commissioner Austin, Seconded by Commissioner Skidmore. Motion carries 5-0.

**MOTION** to reaffirm the new LGS-1 Records Retention and Disposition Schedule by Commissioner Austin, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to appoint Christopher Gryciuk as the Controlled Substance Agent and Sean Colgan as the Alternate Controlled Substance Agent by Commissioner Skidmore, seconded by Commissioner Austin. Motion carries 5-0.

**MOTION** to appoint Commissioners Schaaf and Commissioner Peters as co-signers of all checks by Commissioner Skidmore, Seconded by Commissioner Austin. Motion Carries 5-0.

**MOTION** to approve Long Island Advance as the District Newspaper by Commissioner Skidmore, Seconded by Commissioner Peters. Motion Carries 5-0.

**MOTION** to approve Connect One as our bank of record for the district made by Commissioner Schaaf, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to set the meeting dates for the year 2026 as follows: The first Tuesday of the month commencing at 7:30 PM and the third Wednesday of the even numbered months commencing at 7:00 pm. The location will be at fire district headquarters in the district office by Commissioner Austin, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** that the district shall belong to the Firefighters Association of the State of New York, Association of Fire Districts State of New York, Suffolk County Volunteer Firefighters Association, Suffolk County Association of Fire Districts of the State of New York, Long Island Antique Fire Apparatus Association, New York State Association of Fire Chiefs, Brookhaven Town Fire District Officers, Suffolk County Fire District Officers Association, Suffolk County Association of Fire District Secretaries and Treasurers, Suffolk County Fire District Managers Association, Brookhaven Town Volunteer Firefighter Museum, Brookhaven Town Fire Police Association, New York State Association of Fire Chiefs, Fire Chiefs Council of Suffolk County, Brookhaven Town Fire Chiefs Council, Suffolk County Fire Educators Association Long Island Association of Emergency Vehicles, Fire Department Safety Officers Association and Suffolk County Volunteer Juniors Firefighters Association by Commissioner Schaaf, Seconded by Commissioner Austin. Motion Carries 5-0.

**MOTION** to appointment Craig, Fitzsimmons & Meyer as the District Auditor by Commissioner Austin, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to use the Suffolk County bid and pumping stations for gas and Shell Speedway and Conoco for diesel, by Commissioner Peters, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to use Consolidated Fuel for heating oil, as per the bid price of .18 above rack price by Commissioner Austin, Seconded by Commissioner Skidmore. Motion Carries 5-0.

**MOTION** to allow representatives of the Yaphank Fire District to attend the conventions for the NY State Chiefs Assoc., the NYS Fire District Assoc., The Pinsky Law Group by Commissioner Austin, Seconded by Commissioner Schaaf. Motion Carries 5-0.

**MOTION** to accept the three Chiefs that were nominated by the members of the Yaphank Fire Department: Chief Donald E. Schaaf, 1<sup>st</sup> Asst. Chief Edward Kress, 2<sup>nd</sup> Asst. Chief Michael Smith by Commissioner Peters, Seconded by Commissioner Austin. Motion Carries 5-0.

**Review Reserve Fund purpose: see attachment**

Truck Reserve was created for purchasing new and replacement vehicles including but not limited to puffers, ladder trucks, rescue, ambulances, chief vehicles etc.

Capital Reserve was created for future purchases and repairs including but not limited to firefighting equipment, building repairs, building additions, office equipment, radios etc. Items with a service life more than one year.

**MOTION** to accept the stated reserve fund purposes as written by Commissioner Peters, Seconded by Commissioner Austin. Motion Carries 5-0.

**MOTION** to continue to use Hometown Insurance Co. to service the LOSAP program by Commissioner Skidmore, Seconded by Commissioner Peters. **MOTION** Carries 5-0.

**MOTION** to continue to use Industrial Coverage Corp. to service Life Insurance as well as the Accident/Sickness and Workers Compensation Insurance, Auto and General Liability Insurance by Commissioner Austin, Seconded by Commissioner Skidmore. **MOTION** Carries 5-0.

**MOTION** to set salary changes by the next scheduled meeting by Commissioner Peters, Seconded by Commissioner Austin. Motion Carries 5-0.

**MOTION** to distribute total amount of 2026 surplus General Fund money once reported at the February meeting by Commissioner Austin, Seconded by Commissioner Peters. Motion Carries 5-0.

**MOTION** to accept the Commissioner assignments as presented at the Organizational Meeting by Commissioner Peters, Seconded by Commissioner Austin. **MOTION** Carries 5-0.

Building and Grounds, LOSAP, & Financial Review will be assigned to Commissioner Rieckhoff.

Apparatus, Maintenance, New Equipment & Computers will be assigned to Commissioner Peters Jr.

Computers, Insurance & Records will be assigned to Commissioner Schaaf.

Physicals, Badges, Uniforms & Ambulance will be assigned to Commissioner Skidmore.

Personnel, Training, PPE, Radios, Pagers & Ambulance will be assigned to Commissioner Austin.

Domain Name of yaphankfd.org is still registered to the district.

**MOTION** to pay bills for normal ongoing monthly charges that will not require approval of the Board at each meeting, to include PSEG, Verizon, SCWA, Postal Fees, Optimum, Heating Oil, Gas & Diesel, Visa with appropriate receipts attached. All bills paid prior to the monthly meeting shall be post audited for accuracy.

Payments shall only be made on certified claims.

**MOTION** to appoint Sound Medical Care as Physician of Record and to approve them for member Physicals. Physicals are conducted at Fire District Headquarters which will be on April 11, 2026, and April 12, 2026; physicals must be taken during the months of February, March or April at the Sound Medical Office or else at the Fire District Headquarters on the designated dates. Mask Fit Test will also be part of the Physical and should be completed with individual mask.

**MOTION** made by Commissioner Peters, Seconded by Commissioner Austin, Motion Carries 5-0.

**MOTION** to re-adopt the Fire District policies Cellular Telephone Use, Time Off Request, Social Media, Sexual Harassment, Physical Paid Personnel, Physical Volunteer Firefighters, Fixed Assets, Tool Usage & Repair, Hall Usage, Pavilion Usage, Houseman Response on EMS Calls, Procurement, Credit Card Use, Whistleblower, Payment of Monthly Contracts, Investment, Cash Disbursement, Gas & Diesel, Capital Reserve Fund, ACH, Workplace Violence Prevention, Code of Ethics, Records Retention, Travel Expense, Bereavement, Public Employer Health Emergency Plan, Equal Employment Opportunity, Signal 8, Installation Dinner, Recreational & Medical Marijuana/Cannabis Use and The Workplace, Social Event Equipment, Personal, Medical, Military and Educational Leave, Youth EMS Member, Respiratory Protection Program, Exposure

Control Plan, Controlled Substances Operational Plan, Hazardous Communications Plan, Fire Prevention Plan, Emergency Action Plan, Police Officer Gym Use, Fire Department Member Gym Use, and Notification to Employees of a Request for Access to Disciplinary Records.

**MOTION** made by Commissioner Skidmore, Seconded by Commissioner Austin. Motion Carries 5-0.

**MOTION** to authorize the following people to use Fire District credit cards as per the policy: Home Depot issued to Matthew Quinn, Paulamarie Rosso-Thompson and Joseph Speizio. First National Visa cards were issued to Matthew Quinn, Paulamarie Rosso-Thompson, Donald J. Schaaf, William Peters Jr., Christopher Austin, Gordon Rieckhoff, Sheila Skidmore, Donald E. Schaaf, Edward Kress, Michael Smith and Joseph Speizio.

Chief Schaaf, Chief Kress, Chief Smith, Commissioner Peters Jr., Commissioner Skidmore, Commissioner Schaaf, Commissioner Rieckhoff, Commissioner Austin, Matthew Quinn, Matthew Weeks, District Office, 5-30-16, 5-30-17, 5-30-80, 5-30-7, 5-30-9, 5-30-11, 5-30-15 hold WEX fuel cards.

**MOTION** made by Commissioner Peters, Seconded by Commissioner Austin. Motion Carries 5-0.

Subject: LOSAP Disclosure

This communication is submitted to the Board of Fire Commissioners according to the requirements of Section 216 of the General Municipal Law as it relates to my participation in the Length of Service Award Program (LOSAP) maintained by the Yaphank Fire District. Under this statute, I am required to provide a written disclosure because I may be called upon to vote on resolutions or motions related to LOSAP. Any member of the Board who might vote on a resolution or motion about the Program who also serves as a member of our volunteer fire company or department is required to publicly disclose in writing to the Board of Fire Commissioners that he or she is a member of the volunteer fire company or department and is entitled to receive benefits under the Program should specific eligibility requirements be met.

Currently, I wish to disclose that I am a volunteer member of the Yaphank Fire Department.

I ask that this disclosure be read off at the next meeting of the Board of Fire Commissioners and the district's annual reorganization meeting thereafter, so long as I am a member of the Board of Fire Commissioners. Further, this disclosure is to be formally documented as part of, and outlined in, the official minutes/record of the meeting.

**MOTION** to Close the Organizational Meeting by Commissioner Peters, Seconded by Commissioner Austin, Motion Carries 5-0.

**END of ORGANIZATIONAL MEETING.**

**TIME: 7:25 pm**

**Commissioner Term Expirations**

Schaaf: 12/31/2026

Austin: 12/31/2027

Skidmore: 12/31/2028

Peters Jr.: 12/31/2029

Rieckhoff: 12/31/2030