

**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 (Rieckhoff)*
  - d. *Physicals, Badges, Uniforms, Ambulance & Financial Review (Skidmore)*
  - e. *Personnel, Training, PPE, Radios & Pagers & Ambulance (Austin)*
11. *CHIEF'S REPORT*
  - a. *Chief Donald Schaaf*
  - b. *1<sup>st</sup> Assistant Chief Edward Kress*
  - c. *2<sup>nd</sup> Assistant Chief Michael Smith*
12. *PUBLIC*
13. *EXECUTIVE SESSION*
14. *MOTION TO ADJOURN*

**BOARD OF FIRE COMMISSIONERS**  
**REGULAR TUESDAY MEETING**

**April 7, 2026**

**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 Schaaf.*

*Present: Commissioners D. Schaaf, W. Peters Jr. C. Austin, S. Skidmore & G. Rieckhoff. Chief's D.E. Schaaf, E. Kress & M. Smith. Treasurer M. Hamilton, Secretary P. Rosso-Thompson, District Manager M. Quinn, Attorney C. Devane & EMS Supervisor S. Colgan.*

*Absent:*

*Public:*

*Motion by Commissioner Skidmore to accept the minutes from the Wednesday District meeting on March 3, 2026, seconded by Commissioner Schaaf. All in favor.*

**Fund Balances:**

<i>Capital Reserve</i>	<i>\$667,344.51</i>
<i>Truck Reserve</i>	<i>\$207,960.44</i>
<i>Ambulance Billing</i>	<i>\$107,143.16</i>
<i>Savings</i>	<i>\$663,272.83</i>
<i>Checking Balance</i>	<i>\$ 85,643.78</i>

*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 #4. 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.*

**MOTION** *was made to approve the budget amendments of a refund from workers compensation insurance of \$18,475.53 & \$12,199.62 and PILOT came in \$30,000.00 over budget. \$30,675.15 was put into the workers compensation line item and out of the \$30,000.00 from PILOT, \$17,389.00 was put into the NYS Retirement System line item, \$2,611.00 was put into the installation dinner line item and \$10,000.00 was put into the employee uniform line item by Commissioner Skidmore, seconded by Commissioner Peters. All in favor.*

*Late Starters were presented by Treasurer Hamilton.*

**MOTION** *to accept Late Starters by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.*

*MOTION was made to approve Treasurer Hamilton to attend training for accounting by Commissioner Schaaf, seconded by Commissioner Skidmore. All in favor.*

Secretary Report:

***MOTION** was made to approve Firehouse Solutions as our web design and hosting company for the district website for \$2,179.40 for the first year and \$1,384.40 annually thereafter by Commissioner Peters, seconded by Commissioner Austin. All in favor.*

*A brief discussion was made on replacing the copier in the small meeting room. Paulamarie to get a quote for the next meeting.*

Attorney's Report:

*Discussed with the Board of Fire Commissioners about insurance companies dropping clients or raising prices substantially. Attorney Devane reminded the Board to be mindful of following all policies that they put in place.*

*A discussion was made on prevailing wage and adhering to it.*

District Manager Report:

*Reminded the Board that the meeting room floors will be refinished on Monday, April 20<sup>th</sup> and will be off limits until May 3, 2026.*

***MOTION** was made to approve ProClaim to raise the billing for EMS. We will bill \$1960 BLS, \$2440 ALS, \$3400 ALS2 by Commissioner Skidmore, seconded by Commissioner Peters. All in favor.*

***MOTION** was made to approve an enclosed trailer for 5-30-12 for \$10,000.00 by Commissioner Peters, seconded by Commissioner Schaaf. All in favor.*

***MOTION** was made to approve Celtic Construction to renovate the large meeting room for \$17,500.00 by Commissioner Skidmore, seconded by Commissioner Schaaf. All in favor.*

EMS Supervisor Report:

***MOTION** was made to approve Medications totaling \$396.60 by Commissioner Skidmore, seconded by Commissioner Austin. All in favor.*

***MOTION** was made to subscribe to When to work annually with the first year being \$300.00 by Commissioner Austin, seconded by Commissioner Rieckhoff. All in favor.*

*Received a resignation letter from EMT-P John O'Brien and EMT-B Amanda Coffey has changed her status from full-time to per diem.*

Chairman Schaaf:

*Executive Session*

Commissioner Austin:

*Requested to have the red flame bulbs put back in the monument.*

Commissioner Skidmore:

*Requested that DM Quinn check the fascia in front of building*

Commissioner Peters:

*NOTHING*

Commissioner Rieckhoff:

*Inquired when the insurance company was coming in to speak with the board.*

Chief's Report:

*Chief Schaaf-*

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

***MOTION** was made to approve ten helmet shields for the Juniors for \$556.55 by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.*

*Junior nameplates requested for the gear rack.*

***MOTION** was made to approve a rearview mirror (\$139.99) Six helmets (\$906.90) & short shovel (\$29.98) an AED and a stokes basket for 5-30-12 by Commissioner Schaaf, seconded by Commissioner Peters. All in favor.*

*Requested two 15' links of 5" hose. This was denied by all.*

***MOTION** was made to approve a coach bus for the installation dinner for no more than \$2400.00 and North Patchogue's bus for \$500.00 by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.*

*Chief Kress-*

*Supplied the board with our mutual aid report*

*Chief Smith:*  
*Nothing*

*Public:*  
*Cher Stinton- Nothing*

*EXECUTIVE SESSION CALLED: 9:15 pm.*

*MOTION made by Commissioner Peters, seconded by Commissioner Austin. 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: 11:00 pm

**MOTION** was made to postpone the next meeting until Thursday, April 23, 2026, by Commissioner Peters, seconded by Commissioner Schaaf. All in favor.

**MOTION** was made to approve five porta potties for the spaghetti dinner (3 female and 2 male) by Commissioner Peters, seconded by Commissioner Skidmore. All in favor.

**MOTION** was made to approve an additional EMT and an additional Custodian to work the spaghetti dinner by Commissioner Peters, seconded by Commissioner Schaaf. All in favor.

**MOTION** was made to adjourn at 11:10 pm by Commissioner Schaaf, seconded by Commissioner Peters. All in favor

Respectfully submitted,

*Paulamarie Rosso-Thompson*  
Paulamarie Rosso-Thompson  
District Secretary