

**MINUTES OF THE MEETING  
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS  
MONDAY AUGUST 11, 2025**

The meeting of the St. James Board of Fire Commissioners was held on Monday August 11, 2025, at 7:30pm. Those present were Commissioners Thomas Donohue, John Young, Kit Gabrielsen, and John Scomillio. District Manager Ed Hope, EMS Coordinator Laurent Barbou, and District Treasurer Donna Gruner. Chiefs Daniel Keegan and Jame O'Connell. Not in attendance were Chiefs Frank Sapienza, Eric Orth and Commissioner William Theobalt.

Chairman Thomas Donohue called the meeting to order at **7:30pm.**

The meeting opened with the Pledge of Allegiance

**New Members Sworn in:** Kristina Restifo, Gianna Byrne and Hailee Rannazzisi (8/5/25)

**Guest:** Jay Fischler

**FACILITIES USE REQUESTS:**

- 7/30/2025: Station 2 Rec Room - Captain K. Keegan/Company 6 meeting – 7pm -emailed BOFC, Chiefs, & DM on 6/30/2025. No conflicts on the calendar.
- 8/8/2025: Station 2 Training Room – J. Kern Fire Prevention – 10:30am – 11:30am – emailed BOFC, Chiefs, & DM on 8/7/2025. No conflicts on the calendar.
- 8/24/2025: Main House parking lot – Christine Amato/HSE Car wash 8am – 3pm emailed BOFC, Chief & DM on 6/18/2025. No Conflicts on the calendar.
- 8/20/2025: Station 2 training room – Chief's Office/Mental Health training for first responders 7pm – emailed BOFC, Chiefs, DM, EMS Coordinator on 6/30/2025. No conflicts on the calendar.
- 8/11/2025: Station 2 Training Room – Blood Drive 11:30am-10:00pm - emailed BOFC, Chiefs and DM. No conflicts on the calendar.
- 10/5/2025: Station 2 Training Room Billy Edsell/Suffolk County Drill Officials-Meeting & Lunch 10am-2pm – emailed BOCF, Chiefs, DM on 6/11/2025. No conflicts on the calendar.
- 10/25/2025: Main House meeting room floor – R. Corvasce/birthday party 12pm -10 pm. – emailed BOFC, Chiefs, & DM on 6/15/2025. No conflicts on the calendar.
- 11/22/2025: Station 1 Meeting room - BSA Troop 7 - emailed BOFC, Chiefs and DM. No conflicts on the calendar.
- 11/28/2025: Station 1 Meeting room - BSA Troop 7 - emailed BOFC, Chiefs and DM. No conflicts on the calendar.

All facilities use requests were **APPROVED** on a motion by Commissioner Donohue, Seconded by Commissioner Scomillio, and unanimously adopted.

**CORRESPONDENCE:**

- TOS – Back Flow Prevention test – 6/11/2025. Ed handled.
- O. Marshall – Medical classification – email BOFC & Chiefs on 6/13/2025
- O. Shortell – Medical classification – email BOFC & Chiefs on 6/18/2025
- Quote – Safety & Environmental Solutions, Inc. for full time Fit testing – emailed BOCF on 6/18/2025
- TOS – Inspection result Station 1 – emailed BOFC on 6/23/2025
- J. Stein - Certificate of Property Insurance for party – emailed BOFC on 6/23/2025
- K. Restifo – Medical classification – emailed BOFC & Chiefs on 6/27/2025
- K. Cassidy – Letter of resignation – emailed BOFC on 6/27/2025
- TOS – Inspection Station 2 – emailed BOFC & DM on 7/7/2025
- B. Keese - fit test results - emailed Chiefs and BOFC 7/23/2025
- J. Coughlin - Medical classification - emailed Chiefs and BOFC 7/23/2025
- J. Fassler - St. Philip & James - Christmas tree lighting - emailed Chief Sapienza on 7/25/2025

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- TOS - Inspection Station 2 – emailed BOFC & DM on 8/4/2025

**REQUEST TO BORROW DISTRICT PROPERTY:**

- Head of the Harbor – Microphone system for the week of 6/9 - emailed BOFC and Ed 6/4/2025.
- Commissioner Scomillio – 4 tables & 24 chairs on 6/28/2025 & return 6/29/2025
- B. O’Connell - 1 table for 8/9/2025 - will return 8/10/2025.
- J. Duddleston - 3 tables & 20 chairs. Will pick up on Friday 8/22/25 and return on Sunday 8/24/25

All requests borrow District property were **APPROVED** on a motion by Commissioner Scomillio, Seconded by Commissioner Young, and unanimously adopted.

**LEGAL:**

- Foil request for records related to East End Court subdivision was sent to S. Bondi on 8/1/2025
- Foil request for K. Maggio – video footage in front of Main House on 7/22/2025. Video footage emailed on 7/25/2025
- Foil request for a PCR for C. Villalta was sent to Devitt Spellman Barrett LLP on 8/1/2025.
- First request for a PCR for C. Villalta was sent to Chesney, Nicholas & Brower on 5/23/2025.
- Foil request for a PCR for G. Goldman was sent to Kaufman, Borgeest & Ryan LLP on 8/1/2025.

**Public Comment/Guests: None**

**Chief’s Report**

- **Fire/EMS Issues**
  1. Update on siren at station one
- **Department Concerns**
  1. Approve sign in sheet from D. Tambasco for July 8<sup>th</sup>, 2024
  2. Dennis Wouters military leave
  3. Request for the Ladies Auxiliary to use vehicle 101 for State Parade in Buffalo August 14<sup>th</sup> through August 18<sup>th</sup>, 2025
- **Apparatus/Equipment Requests**
  1. Request to mount a married set of irons on 4-3-10 – Will order 2 sets not to exceed \$1,200.00
  2. Two (2) Council Halligan tool (4-3-1 & 4-3-3)  $223.99 \times 2 = \$449.98$
  3. Name tags for gear racks (4-3-7) – need item and price
  4. Update on 4-3-7 front bumper eagle/bell – DM will contact Fully Involved
  5. Update on salvage cover order (4-3-1) – Ordered
  6. Prestan CPR mannequins  $742.00 \times 4 = \$2,968$
  7. 8 Adult and 8 Pediatric Philips HeartStart FRx AED trainers (A) $2,920.00 + (P) \$688.00 = \$3,608.00$
  8. New front suction hose 25ft (4-3-1) – Complete & on rig
  9. Pagers (20) on back order
  10. 9 WESTWARD Adjustable Operating Wrench’s  $50.28 \times 9 = \$453.52$
  11. Wood and diamond tip/multipurpose blades for K12 saws (439 & 437)
  12. Size 14 structural firefighting boots (F.F. M. Thompson)
  13. Responder R/A (red flashlights) & Blue flashlights (EMS) 20 – Not to exceed \$1,000.00
- **Training/Conferences/Seminars**
  1. EMS World Expo (Chiefs Sapienza & Keegan) – Not to exceed \$6,500.00
  2. NYS Chiefs (Chief Keegan) \$278.00

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- Medical Review
  1. None

All equipment and training requests with modifications were **APPROVED** on a motion by Commissioner Scomillio, Second by Commission Donohue, and unanimously adopted.

Sign in sheet (7/8/2024) for FF Tambasco was **APPROVED** on a motion by Commissioner Scomillio, seconded by Commissioner Donohue, and unanimously adopted.

**District Manager's Report**

- **Equipment Requests**
  1. Request to replace Hydro Ram (rabbit tool) on 437, not to exceed \$3,000.00All equipment requests with modifications were **APPROVED** on a motion by Commissioner Young, Seconded by Commission Young, and unanimously adopted.

**EMS Coordinator's Report**

- **Staff**
  1. **Resignations:** J. DiGeatano, Z. Harrington
  2. **Terminations:** None
  3. **New Hires:** Kevin DeLuca (medic)
  4. **Change in Status:** E. Platt will take over role as lead medic. A. Pirone has become certified as an AEMT and would like to upgrade him with compensation to reflect on his new higher level of care.
- **Calls:** June 89 calls/ July 83 calls
- **Vehicles:**
  1. 81- PM and inspection done.
  2. 80- PM performed, new tires.
  3. 436A- PM performed and bumper guides installed.
  4. 436B- PM scheduled for the first week of August.
  5. 436C – no report
- **Supplies:**
  1. Bound Tree- \$2,632.12
  2. Teleflex- \$665 plus possible shipping calculated at checkout.
- **Training:**
  1. Training proposal: \$1,500
  2. EMS World Conference- \$2,907

All supply and training requests with modifications were **APPROVED** on a motion by Commissioner Donohue, Seconded by Commission Gabrielsen, and unanimously adopted.

**Treasurer's Report**

1. Costco Membership – only need memberships for Treasurer and Chief's office.
2. Hendrickson Invoices-outcome on questions on Invoice 16993-\$11,669.29-4-3-1-received revised invoice 07/11/25-**PAID**
3. Maintenance & EMS over on hours-06/16/25 and 6/30, 7/14 and 7/28 payroll-some FT EMS employees working holidays
4. Overages on Permissive Referendums-Station 1 Generator & Interior Alteration projects
5. Records room in basement-found door wide open 06/30/25

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6. Transfer of allocated funds from General Fund to Reserve Funds
  - Apparatus Reserve- \$120,000.00
  - Building Reserve- \$220,000.00
  - Radio Reserve- \$18,000.00
7. High Energy Entertainment Contract for Installation Dinner-\$2,695.00
8. Schedule a Budget Meeting – scheduled for 8/25/2025 @ 6 pm
9. Touch of Class Car Wash Receipt-06/05/25-what vehicle?
10. Gas Purchase-06/27/25-MK Gas-What vehicle?
11. Key for Server Closet that was in office is missing
12. Request for a personal day on 8/29/2025

Transfer requests were **APPROVED** on a motion by Commissioner Scomillio, seconded by Commission Young, and unanimously adopted.

Contract for installation dinner was **APPROVED** on a motion by Commissioner Scomillio, seconded by Commissioner Young, and unanimously adopted.

- **Motion to pay bills**

Commissioner Scomillio motions to pay the bills, seconded by Commissioner Young, and unanimously adopted.

- **May 12, 2025 & June 9, 2025, meeting minutes: Motion to accept and post online.**

The May and June meeting minutes **APPROVED** following a motion by Commissioner Young, Second by Commissioner Scomillio, and unanimously adopted.

### **Commissioner Reports**

#### **Commissioner Gabrielsen**

- Motion **APPROVED** by Commissioner Gabrielsen, seconded by Commissioner Young, to hire a temporary secretary at a rate of \$26 per hour for 20 hours per week. The temp agency will receive \$12 per hour.
- Motion **APPROVED** by Commissioner Gabrielsen, seconded by Commissioner Young, to build an overhang for the Cathouse door, with a cost not to exceed \$3,000."

#### **Commissioner Young**

- Provided update on replacement for Dr. Mantia, new district physician should be in place by next meeting.

#### **Commissioner Donohue**

- Questioned the Chief's office on members not meeting their EMS duty crew responsibilities.
- Update on 4-3-82 car. Will be a BLS car. Commissioners Gabrielsen and Young to handle.

#### **Construction update.**

- Concrete work should be finished this week. Asphalt work to follow.
- Epoxy floor work will follow concrete work. Temporary tent for gear to be installed behind Main House
- Epoxy floor work for stations 2 & 3 will work at Main House.

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- Buildings and grounds walkthrough scheduled for 8/18/25 @ 6pm.

**Commissioner Scomillio**

- The sign-in sheet for FF Tambasco (dated 7/8/2024) was **APPROVED** following a motion by Commissioner Scomillio, seconded by Commissioner Donohue, and unanimously adopted.
- Will email gear washing policy
- Provided update on Know Be 4 Training. 16 employees need to complete.
- Open bids for 2007 Ford Explorer. Winning bid was \$701.00 from Tom Amoia. He will be notified.

Motion by Commissioner Scomillio, seconded by Commissioner Donohue to enter executive session to discuss personnel matters, was unanimously adopted.

9:35 back in session

9:35 meeting was adjourned by Commissioner Donohue, seconded by Commissioner Scomillio, and unanimously adopted

**Expenditures:**

<b>General equipment/training</b>	<b>EMS supplies/training</b>
Two (2) Council Halligan tool (4-3-1 & 4-3-3) \$223.99x2= \$449.98	Bound Tree- \$2,632.12
Prestan CPR mannequins \$742.00x4= \$2,9688)	Teleflex- \$665 plus possible shipping calculated at checkout
8 Adult and 8 Pediatric Philips HeartStart FRx AED trainers (A)\$2,920.00+(P)\$688.00= \$3,608.00	Training proposal: \$1,500
Pagers (20)	EMS World Conference- \$2,907
9 WESTWARD Adjustable Operating Wrench's \$50.28 x 9 = \$453.52	
Wood and diamond tip/multipurpose blades for K12 saws (4-3-9 & 4-3-7)	
Size 14 structural firefighting boots (F.F. M. Thompson)	
EMS World Expo (Chiefs Sapienza & Keegan) – Not to exceed \$6,500.00 NYS Chiefs (Chief Keegan) \$278.00	
Hydro Ram (rabbit tool) NTE \$3,00.00) - 437	

Respectfully,

Sharlene Wasserman  
*District Secretary*