

**MINUTES OF THE MEETING  
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS  
MONDAY October 6, 2025**

The meeting of the St. James Board of Fire Commissioners was held on Monday Oct 6, 2025, at 7:30pm. Those present were Commissioners Thomas Donohue, John Young, Kit Gabrielsen, John Scomillio and William Theobalt. District Manager Ed Hope, EMS Coordinator Laurent Barbou, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman. Chiefs Daniel Keegan, Frank Sapienza and James O'Connell. Not in attendance was Chief Eric Orth.

Chairman Thomas Donahue called the meeting to order at 7:33pm.  
The meeting opened with a pledge of allegiance.

**New Members Sworn in:** Zaina Qasaimeh

**FACILITIES USE REQUESTS:**

- Bill Edsell – Grand Daughters 1<sup>st</sup> Birthday Party, Station 2 Picnic Grounds 8/1/26 12pm -8pm, 35-45ppl. No conflicts on the calendar.
- Sean Fredrickson- Twins Birthday Party, Station 2 Picnic Grounds, Sunday 10/19/25 11am-7pm 30ppl. No Conflicts.
- David Wasserman- Cub Scout Movie Night Fundraiser, Station 2 Picnic Grounds, 10/24/25 5pm-10pm 40ppl. COI Received. No Conflicts.
- Thomas Donahue- Smithtown Lacross, Station 1, Tuesdays Sept 30, Oct 14,21,28, and Nov 4. Conflicts with EMT-B. Different date proposed. Awaiting response.
- Laurent Barbou- EMS Protocol Update Training, Station 2, Oct 7,2025 6pm-9pm.
- NYS EMT-B Training- This class is registered at Station 1 with the State of New York. Every Tuesday & Thursday 7pm-10pm. No classes Nov 4, Nov 11, Nov 27, Dec 25, Jan 1, Feb 17 and Feb 19. Classes end May 7, 2026.
- Thomas Donahue- Football meeting, Station 1 Meeting Room, 3pm-8pm. No Conflicts

Motion to approve all facilities use requests by Commissioner Scomillio, seconded by Commissioner Gabrielsen and unanimously adopted.

**CORRESPONDENCE:**

- FCC License renewal application sent 9/18/25- Call Sign WQW311 approved 9.28.25 Commissioner Theobalt has admin access. Still working on Donna's.
- Purchase of 2009 Ford/PL Custom Type III Ambulance 9/19/25 by Ambulance Service of Bristol. Title mailed 9/26/25.
- AFDSNY Conference in Saratoga, Oct 2 – Oct 4.
- Volunteer Firefighter Alliance- received 50 postcards from residents saying “Thank You”
- Cub Scout Pack 326 “Thank you for letting us use the facilities for the car wash”

**REQUEST TO BORROW DISTRICT PROPERTY:** NONE

**INTENT TO FUNDRAISE:** NONE

**LEGAL:**

- Published Legal Notice of Budget Hearing on 9.30.25 and sent to Smithtown News and published on website
- Plan for Annual District Election
  - Resolution for absentee ballots – 60 days before, by Oct 9<sup>th</sup> (yes or no)

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- Request to Appoint BOE staff – 40 days before, by Oct 30<sup>th</sup>
  - Jefferson 4 ppl (Sharlene- Chair, Nick & Carrol Agentari, Amita Tank)
  - HOH 2ppl (Lisa Davidson, Matthew Noschese)
  - Fairfield 2ppl (Michelle Landa, Gloria Maher)

The above appointees agree to work the Commissioners Election on Dec 9, 3:00pm – 9:00pm, pay will be \$100 for the day with dinner included.

- Last day to adopt resolution permitting Absentee Ballots for the Fire District elections {Town Law 175-b(1) “*resolution shall take effect at the first such election held more than sixty days after its adoption.*”}
  1. Resolution: NO
- Budget Hearing Oct 21<sup>th</sup>
- Proposed Budget sent to Smithtown and posted to website on 10.1.25

Motion to approve all legal requests by Commissioner Theobalt, seconded by Commissioner Scmillio and unanimously adopted.

Public Comment/Guests: None

**CHIEF’S REPORT:**

Medical Review

- David Wasserman off Medical as of 9.14.25
- Lorraine Gari moved to non-line of duty as of 9.30.25. Medical note received.
- Chris Wrenn moved to exterior fire fighter status
- Rav Rizzo on non-LOD effective 10.1.25

Motion to approve all Chief’s reports and medical review by Commissioner Theobalt, seconded by Commissioner Scmillio and unanimously adopted.

Nassau County Firefighters Pipes & Drums – Donation of \$1,750.00

Motion to approve band for St. Patrick’s Day Parade by Commissioner Scmillio, seconded by Commissioner Theobalt and unanimously adopted.

TRAINING/EQUIPMENT REQUESTS: NONE

DEPARTMENT CONCERNS: NONE

**DISTRICT MANAGERS REPORT**

Motorola Quote- \$8,024.94

Firefighters Equipment (Gear repair) – \$5,305.62

Montion to approve District Managers requests by Commissioner Theobalt, seconded by John Scmillio and unanimously adopted.

Drum Supply - \$515.70

Montion to approve Drum supply bill by Commissioner Scmillio, seconded by Commissioner Theobalt and unanimously adopted.

**EMS COORDINATORS REPORT**

- New Hires – Christian Caballero – Per Diem Medic
- Bound Tree- \$1,024.29

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Motion to approve all EMS Coordinators requests by Commissioner Theobalt, seconded by Commissioner Donahue.

**TRESURERS REPORT**

Motion to pay bills and approve all requests by Commissioner Donahue and seconded by Commissioner Scmillio and unanimously adopted.

**APPROVAL OF SEPT 8, 2025 MEETING MINUTES** by Commissioner Theobalt and seconded by Commissioner Scmillio and unanimously adopted.

**COMMISSIONERS REPORTS:**

Commissioner Gabrielsen:

- Head of the Harbor is having a ‘Fire Trucks Don’t Fly’ event on Oct 11 and request a Fire Truck presence. – Put them into contact with the Chiefs.
- Gear distribution policy given

Motion to approve all Commissioner Gabrielsen’s requests by Thomas Donahue, seconded by William Theobalt and unanimously adopted.

Commissioner Donahue:

- Requested all flags at station 2 to be replaced
- Thanked all District and Department personnel for getting the grounds ready for the Department Picnic and St. James Day.
- Installation Dinner to be held on Nov 29<sup>th</sup>
- Epoxy at station 2 to start next week
- Requests a quote for radiation detector
- Ceremony for EMS save on Aug 20, 2025 at South Country Ambulance in Bellport on Nov 1, 2025.

Motion to approve all Commissioner Donahue’s requests by Commissioner Theobalt, seconded by Commissioner Scmillio and unanimously adopted.

Commissioner Scmillio:

- Requests Ambulance driver to receive additional training
- Request for Flu shots for the Department. Nadine contacted.
- Members to receive new badges- Chief Keegan to follow up

Motion to approve all Commissioner Scmillio’s requests by Commissioner Young, seconded by Commissioner Theobalt and unanimously adopted.

William Theobalt:

- Discussion ensued regarding overtime
- Requests to purchase radios, not to exceed 35K

Commissioner Theobalt made a motion to approve purchase of radios. Commissioner Tom Donahue seconded the motion. All were in favor; motion carried.

EXECUTIVE SESSION: none

EXECUTIVE SESSION ENDED: none

ADDITIONAL ITEMS: none

END MEETING: 8:37

Respectfully,  
Sharlene Wasserman  
*St. James FD District Secretary*