

**MINUTES OF THE MEETING
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS
MONDAY NOVEMBER 10, 2025**

The meeting of the St. James Board of Fire Commissioners was held on Monday November 10, 2025, at 7:30pm. Those present were Commissioners Thomas Donohue, John Young, Kit Gabrielsen, John Scomillio. District Manager Ed Hope, EMS Coordinator Laurent Barbou, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman. Chief Daniel Keegan was also in attendance. Not in attendance were Commissioner William Theobalt, and Chiefs Frank Sapienza, Eric Orth and James O'Connell.

Chairman Thomas Donahue called the meeting to order at 7:35pm.
The meeting opened with a pledge of allegiance.

New Members Sworn in: Ryan McGuire

FACILITIES USE REQUESTS:

- Jay Fischler – 11.19.25 Recruitment and Retention, Station 1, 7:30-9:30, no conflicts.
- Mike Stencle – 11.14.25 Cub Scout Den Meeting, Station 1, 6:30-8:00pm, no conflicts. Request EMT or Medic. Request sent to Chiefs. Awaiting confirmation.
- Mike Stencle – 11.21.25 Cub Scout Pack Meeting, at VFW, FD Representative with Fire Truck. Awaiting a call back.

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

CORRESPONDENCE:

- FCC- Purchase of the 2026 Rules and Regulations book for \$119.00, for 5 years, to ensure compliance. – *see attached*
- Suffolk County FD Officers Association – Director position available
- AFSFNY 2026 Membership Dues & Continued Member Benefits – *see attached*

Motion to approve FCC request by Commissioner Donohue, seconded by Commissioner Scomillio and unanimously adopted.

REQUEST TO BORROW DISTRICT PROPERTY: NONE

INTENT TO FUNDRAISE:

- Danny Jordan – 8.4.26 – 10.4.26, Lake Ave, Wheelbarrow of Fun, All Engine 2 Members

Motion to approve fundraiser request by Commissioner Young, seconded by Commissioner Donohue and unanimously adopted.

LEGAL:

- Foil request for Toni A. Vanderber for services on 9.06.25. Resolved 10.31.25
- COI's received for upcoming election for Head of the Harbor and Fairfield 10.27.25
- COI sent to HOH and the Trustees 10.27.25
- HoH approved SJFD to use Board Room for Election 11.05.25
- 2026 Budget has been adopted \$3,685,575.00, filed and sent to Town Clerk 10.30.25
- Sent Annual Notice of Election to paper 11.07.25

PUBLIC COMMENT/GUESTS: None

CHIEF'S REPORT: received

- Fire/EMS Issues: **none**
- Department Concerns: **none**

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- Medical Review – **no updates**
- Apparatus/Equipment Requests
 - Past Chief Mike Grayson (Rescue Company) needs size XL extrication gloves
 - FF John Boyzok (Ladder Company) needs a new uniform
- Training/Conferences/Seminars
 - Private Dwelling Search 11.15.25

Motion to approve equipment requests, not to exceed \$1,000 made by Commissioner Donohue, seconded by Commissioner Scmillio and unanimously adopted.

DISTRICT MANAGERS REPORT - received

- Grainger Quote - \$1,142.51
- MES Quote - \$1,100.00
- South Shore Fire & Safety - \$970.00

Motion to South Shore Fire & Safety quote made by Commissioner Scmillio, seconded by Commissioner Donohue and unanimously adopted.

EMS COORDINATORS REPORT – received

- Bound Tree - \$1,208.59
- Toughbook Replacement Batteries - \$1,080

Motion to approve all EMS Coordinators requests by Commissioner Donohue, seconded by Commissioner Scmillio.

DISTRICT SECRETARY’S REPORT: - received

- Andrew Foy employment has been approved by civil service and offer letter was issued- signed 10.29.25
- SLSecurity Pros Door Access Control Quote - \$62,319.30
- Flexible Systems Door Access Control Quote - \$39,643.74
- Intelli Tec – No response

Motion to approve Flexible Business Systems quote for Door Access Control by Commissioner Donohue, seconded by Commissioner Young.

- Aquarian Tile Inc. Epoxy of Ambulance House Quote - \$34,700.00
- Aquarian Tile Inc. Epoxy of Engine Bays Quote- \$46,435.00

Motion to approve Long Island Epoxy quotes, hallway not to exceed \$12,000.00 by Commissioner Donohue, seconded by Commissioner Young.

TRESURERS REPORT – received

Motion to pay bills made by Commissioner Donahue and seconded by Commissioner Scmillio and unanimously adopted.

Motion to approve Treasurers requests made by Commissioner Scmillio and seconded by Commissioner Young and unanimously adopted.

MEETING MINUTES:

- REVISION: Re-Approve Sept 8, 2025 meeting minutes: Showing Appointment of Sharlene Wasserman as District Secretary
- REVISION: Re-Approve Aug 11, 2025 meeting minutes: Approving QAQI committee of Commissioner John Young, EMS Coordinator Laurent Barbou, Chief Frank Sapienza, and Chief Dan Keegan. – *agreed to have quarterly meetings*

Motion to approve meeting minutes made by Commissioner Scmillio and seconded by Commissioner Donohue and unanimously adopted.

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COMMISSIONERS REPORTS:

Commissioner Gabrielsen:

- Requests Cat House to have heat and a/c
- Request all employees follow the chain of command and any complaints or requests should be made to the supervisor

Motion to approve heat and a/c, not to exceed \$20,000.00 made by Commissioner Gabrielsen, seconded by Commissioner Young and unanimously adopted.

Commissioner Young:

- Create SOP form for EMS Gear
- Maze upstairs in station 3 to be cleared

Commissioner Scomillio:

- Add HIPPA and Cyber training to the calendar
- Update on uniform badges- Danny Keegan to contact

Commissioner Donohue:

- Adding fire hydrants by the Grist Mill, Saddle and Rhododendron Rd.
- Cabinets arriving 11.11.25
- Appliance World of Huntington Quote- \$9,548.00
- Generator update: parts will arrive next week
- Flu shots- Commissioner Young to distribute next year
- EMS pants arrived – to be distributed by Ed Hope
- Wayne to give quote on dormer for station 3

Motion to approve quote for appliances made by Commissioner Donohue, seconded by Commissioner Scomillio and unanimously adopted.

Commissioner Theobalt: not present

Motion to enter executive session to discuss employment terms, including salary and benefits package of a Fire District employee made by Commissioner Young, seconded by Commissioner Scomillio, and unanimously adopted.

EXECUTIVE SESSION: 8:47

EXECUTIVE SESSION ENDED: 9:40

ADDITIONAL ITEMS: none

Motion to adjourn meeting made by Commissioner Donohue, seconded by Commissioner Young and unanimously adopted.

END MEETING: 9:40

Respectfully,

Sharlene Wasserman
St. James FD District Secretary