

**MINUTES OF THE MEETING  
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS  
MONDAY December 15, 2025**

The meeting of the St. James Board of Fire Commissioners was held on Monday December 15, 2025, at 7:30pm. Those present were Commissioners Thomas Donohue, Kit Gabrielsen, John Scomillio and William Theobalt. EMS Coordinator Laurent Barbou, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman were also in attendance. Chiefs Daniel Keegan, and James O'Connell were present. Chief Eric Orth and Commissioner John Young attended videoconference. Chief Frank Sapienza and District Manager Ed Hope were not in attendance.

Chairman Thomas Donahue called the meeting to order at 7:32pm.  
The meeting opened with a pledge of allegiance.

**New Members Sworn in:** Mike Gaine and Matt O'Brien

**FACILITIES USE REQUESTS:**

- Juniors are having their holiday party on 12.16.25 at station 2 at 7pm

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

**CORRESPONDENCE:**

- Christmas Cards: Hauppauge FD, Munistat Services, Drum Industrial, South Shore Fire & Safety, Specialty Fleet Services
- Smithtown Fire Department Engine Co. 1 Raffle to support funding a scholarship for college students.
- Bill Edwards – Has a 55<sup>th</sup> anniversary plate that his father got at our parade in 1977. Was wondering if we wanted it for our displays. – **see photo**
- Comment Newsday – Janon Fisher (646) 591-8732, emailed chiefs
- Comment WCBS – Ajhada Gabriel (347) 205-5122, emailed chiefs
- New Address assignment- 8 Timothy Lane, emailed chiefs **-signed by Tom Donohue**
- Variance – 220 Jefferson Ave, installing shed, emailed chiefs
- Allison Marvelli – FT Paramedic Employment opportunity
- Compliance Recall Notice 25C42- effects trailer tow device on 2025 Ford Explorer (not in possession yet)
- Make-A-Wish Foundation is holding a Polar Bear Plunge in Long Beach on 02.08.26
- Fill -A-Boot Fundraiser – asking for donations
- Suffolk County Fire District Officers Association 2026 – **to be completed at the Org Meeting**

**REQUEST TO BORROW DISTRICT PROPERTY: NONE**

**INTENT TO FUNDRAISE:**

- Ed Springer Jr. – 12.01.25 until 02.08.26, Superbowl Box Fundraiser
- Daniel Jordan – 12.01.25 – 04.11.26 10am-1pm, Engine 2 Clothing Drive

Motion to approve fundraising requests by Commissioner Donohue, seconded by Commissioner Scomillio and unanimously adopted.

**LEGAL:**

- Foil Request from Hicksville Fire Department, completed and sent 12.10.25
- Subpoena- Suffolk County District Attorney's Office Docket# CR-025688-25SU – completed and sent 12.10.25
- Foil Request for 178 Fifty Acre Rd. S – working with Chiefs
- John Young was re-elected as Commissioner, results were sent to Smithtown News, Head of the Harbor and Suffolk County

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- Controlled Substance License #03C0580 received exp: November 30, 2027
- NY General Municipal Law Section 300 – update to .GOV Domain. – Lawyer contacted

Public Comment/Guests: None

**CHIEF’S REPORT: received and attached to these minutes**

- Fire/EMS Issues: none reported
- Department Concerns: Department concerns were presented and taken under advisement by the Board.
- Medical Review: presented
- Apparatus/Equipment Requests: presented
  - All Hands Fire – Quick Release Fold Up Straps \$35.00 x 4 = ..... \$140.00
  - Kochek Barrel Strainer size 55 \$312.99 x 1 = ..... \$312.99
  - Total = ..... \$452.99
  - Elkhart X86 Gate Valve \$1,386.27 x 2 = ..... \$2,772.54
  - Hendrickson – Holmatro T1 Forcible Entry Tool \$2,861.00 x 2 = ..... \$5,722.00
  - SSD - Thermal Imaging Cameras \$6,069 x 3 ..... \$18,208.65
  - Sensible Products Inc. – Double Can Holder \$68 x 6 = ..... \$408.00
  - 911 ERP – 343 Fire SCBA ID Bands \$24.50 x 34 = ..... \$833.00
  - Chiefs apparel ..... \$2,068.60

Discussion over gear racks ensues. Commissioner Theobalt will follow up.

Motion to approve the Chief’s reports and equipment requests by Commissioner Donohue, seconded by Commissioner Scomillio. Motion carried by majority vote, with Commissioner Gabrielsen opposed.

TRAINING REQUESTS: All trainings for 2026 were presented. No conflicts with the department were noted. No motion was made.

**DISTRICT MANAGERS REPORT- received and attached to these minutes**

- Strategic Safety Diagnostics Quote (Nov) -..... \$1,828.08
- Drum Industrials – ..... \$657.47

Motion to pay SSD made by Commissioner Theobalt, seconded by Commissioner Donohue and unanimously adopted.

Motion to pay bill by Commissioner Theobalt and seconded by Commissioner Scomillio, unanimously adopted.

**EMS COORDINATORS REPORT- received and attached to these minutes**

Discussion over alert radio in the gym. There is a crack in the shower at Station 3. Commissioner Young to reroute the gutter to the grass to prevent water from building up. Discussion over BLS eye gel. Discussion over PSTRA ensues. David W. was suggested to provide training. Discussion over cot systems ensues. Trainings were presented and discussed.

- Miranda Shipsey was sent a certified termination notice on 11.11.25. It was returned as undeliverable on 12.09.25. She still has not returned her uniform, keys or ID – Lawyer will be contacting her.
- Bound Tree - \$2,319.85
- Stryker Power Systems – 3 cots - \$217,872.26, Financing available for \$48,326.13 including 6% interest (**see proposals**)

Motion to use ambulance funds to cover replacing 2 cot systems by Commissioner Young and seconded by Commissioner Donohue and unanimously adopted.

Motion to approve EMS Coordinators report and trainings by Commissioner Gabrielson, seconded by Commissioner Scomillio and unanimously adopted.

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**DISTRICT SECRETARY'S REPORT- received and attached to these minutes**

- Set date for organizational meeting -**Set for January 5, 2026**
- Request to revise the submission timeline for meeting materials to seven (7) days prior to scheduled meetings

Motion to approve District Secretary's submission request by Commissioner Donohue and seconded by Commissioner Theobalt.

**TRESURERS REPORT- received and attached to these minutes**

Discussion over adding District Secretary as an access officer for NYBEAS, Department of Civil Service Systems. Discussion regarding audit to be finalized. Commissioner Scmillio to work on a district vehicle use policy.

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

**APPROVAL OF NOVEMBER 10 MEETING MINUTES** – No motion was made to approve the November 10 meeting minutes. It was noted that a revision regarding a salary adjustment will be reflected in the December meeting minutes.

**COMMISSIONERS REPORTS:**

Commissioner Gabrielsen:

Discussion over bids for scrubbers, 4 missing trophies, site plan for new heating unit and LOD policy, which Commissioner Theobalt will handle. Requests for equipment return policy. No motions were made.

Commissioner Donahue:

Discussion over heating system, extrication tools and draining system ensued.

Motion to approve purchase of extrication tools and not to exceed \$110,000 made by Commissioner Donohue, seconded by Commissioner Scmillio. The motion carried with a majority approval. Commissioner Theobalt opposed.

Commissioner Scmillio:

Discussion over hoses, HIPPA and VFIS Trainings. No motions were made.

Commissioner Theobalt:

Discussion over payroll audit. Discussion ensues over snow removal policy. Maintenance personnel to be called next time. No motions were made.

Commissioner Young:

Discussion over why there aren't any cameras in the CAT house. Discussion over EMS salaries.

Discussion over replacing showers in station 3. Requests a water filling station in the gym. Commissioner Gabrielsen will install a mini fridge.

**EXECUTIVE SESSION:** Opened at 9:08pm to discuss employee positions, salaries and benefits.

**EXECUTIVE SESSION ENDED:** 9:51pm

Motion to adjust salary and benefits for the following employees: Per Diem Medics - \$38/hr, 2<sup>nd</sup> year \$39/hr, 3<sup>rd</sup> year \$40/hr. Rachel Bentrone - \$39/hr, Edmund Platt - \$40/hr with a 13k stipend, was made by Commissioner Young and seconded by Commissioner Scmillio, all in favor.

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ADDITIONAL ITEMS: Discussion ensues over enforcing chain of command

END MEETING: 10:01pm

Motion to close the meeting made by Commissioner Scmillio and seconded by Commissioner Young, all in favor.

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