

MINUTES OF THE MEETING
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS
MONDAY JANUARAY 12, 2026

The meeting of the St. James Board of Fire Commissioners was held on Monday January 12, 2026, at 7:00pm. Those present were Commissioners Thomas Donohue, John Young, John Scmillio. District Manager Laurent Barbou, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman. Chief Daniel Keegan was also in attendance. Commissioner Theobalt arrived at 7:10pm, Commissioner Kit Gabrielsen arrived at 7:33pm and Chief Eric Orth arrived at 7:39pm.

Chairman Thomas Donahue called the meeting to order at 7:02pm.
The meeting opened with a pledge of allegiance.

- **PUBLIC COMMENT/GUESTS: none**
- **Audience Application: An application for an audience at the Board meeting was received from Bill Edsell.**
- **AGGREGATE REPORT: received and attached to these minutes**

- **FACILITIES USE REQUESTS:**

- Daniel Jordan – Company 2 Meetings at Station 2, 2nd Wednesday of each month for 2026
- Daniel Jordan – Board of Directors meetings at S2, Monday prior to the first Wednesday of each month for 2026
- Chief Keegan – 01.27.26 EMS Training, S2, 7pm-9pm
- Chief Keegan – 03.07.26 EMS Training, S2, 8:30am-4:30pm
- Ed Springer Sr. – 01.22.26 Fraternal Order of Police Meeting 6p-8p

Motion to approve made by Commissioner Donohue, seconded by Commissioner Scmillio, all in favor.

- **INTENT TO FUNRAISE: none**

- **CORRESPONDENCE:**

- District Manager submitted his resignation 12.22.25

Motion to accept District Managers resignation made by Commissioner Donohue, seconded by Commissioner Scmillio and unanimously adopted.

- Christmas Cards from Alden group, Firefly
- Joseph Montagna – Fatal Fire, is asking if anyone found their dog during overhaul. – **responded 01.13.26**

- **REQUEST TO BORROW DISTRICT PROPERTY: none**

- **LEGAL:**

- Letters went out to the 11 employees who are no longer with us that still have district property on 01.05.26 – **5 have returned gear**
- Suffolk County Sheriff Civil Enforcement Section, wage garnishment for a Kristen Alfano– responded 01.07.26 – **not an employee**
- Legal Notice of District Meetings were sent out to Smithtown News 01.07.26
- Required LOSAP Disclosure Form- **each Commissioner signed**
- Russo Consultants FOIL- 178 Fifty Acre Rd. S –asking for signed statements, videos, pictures etc.– sent to Chiefs – **will work with Chiefs for a response**

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

- Fire/EMS Issues: **Updated radio programming for Smithtown FD fireground channel to include Kings Park repeater + fire frequency**
- Department Concerns: **Standby requests for Centereach FD and Commack Ambulance Co.**
- Medical Review: see attached
- Apparatus/Equipment Requests:
 - #4) Request to have thermal imaging camera, portable radio, and SCBA mounted in one of the spare vehicles as on officer’s car. – **Chiefs to come back with which car and how pricing**
 - #5) 4-3-7 request for a 35ft section of 5” supply line – **Laurent to get back with pricing**
 - #9) 4-3-9 one (1) HURST E-Draulic Battery – Alex Air Apparatus - \$854.00 – quote attached
 - Firematic sole source for all related Hurst tools - \$879.81

Discussions over gear racks, which Commissioner Theobalt will look into. SCBA batteries to be changed by the District Manager. Discussion over thermal imaging cameras ensues. District Manager to look for cameras that have already been delivered.

- New Training/Conferences/Seminars:
 - #3) 2026 International Fire Chiefs Association Conference Nov 12th – 15th in Clearwater, FL – Not to exceed \$3,500 – **Chiefs Sapienza and Keegan to attend**

Motion to approve Chiefs requests and report made by Commissioner Donohue, seconded by Commissioner Young, and unanimously approved

• **DISTRICT MANAGER’S REPORT: received and attached to these minutes**

Discussion was held regarding the use of Bambino for radios; Commissioner Theobalt will follow up on obtaining the appropriate frequencies. Discussion was held regarding the heat detector activating during cooking activities at Station 2. Discussion was held regarding the source of a leak within the facility. Discussion was held regarding combining ESO and EMS into a single platform; the District Manager and Chief will work together on this matter. PIPs was recommended for use as a time clock system. Discussion was also held regarding raising credit limits on District credit cards.

- Boundtree - \$2,683.95

Motion to approve Boundtree quote made by Commissioner Theobalt, seconded by Commissioner Young, all in favor

- Drum - \$1,304.25

Motion to approve Drum quote made by Commissioner Theobalt, seconded by Commissioner Scomillio, all in favor

Motion was made by Commissioner Donohue to purchase 3 iPads for \$299 on Amazon and not to exceed \$600, seconded by Commissioner Young, all in favor

(iPads went up in price the very next day to \$319 each. Email was sent out to the board for approval)

Motion was made by Commissioner Donohue to raise E. Platt and S. Sackman’s c.c. limit to \$2,500, seconded by Commissioner Theobalt, must include receipts. All in favor

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- **DISTRICT SECRETARY’S REPORT: received and attached to these minutes**
 - Commissioners Training 2026 – **2 certificates for Chief O’Connell and Commissioner Young**
 - Request to have LPL Financial monthly statements sent electronically to reduce the need for storing large volumes of paper records.

Motion to rescind previously obtained door access quotes by Commissioner Scomillio, seconded by Commissioner Theobalt and all in favor

- Received the anniversary plate from Bill Edwards – **given to Commissioner Gabrielsen**

Motion to choose stjamesfiredistrictny.gov as the new domain by Commissioner Theobalt, seconded by Commissioner Scomillio and all in favor

- **TREASURERS REPORT: received and attached to these minutes**
 - DAO Paperwork for NYBEAS- **signed**
 - Audit findings – Management letter – **District Treasurer to send out and RFP. Commissioner Donohue to respond to Auditors.**
 - Universal Fitness Consultants Contract- **signed**

Discussion was held regarding missing receipts from Home Depot. Discussion was held regarding scheduling physicals with NDI, with possible dates of March 19 and May 3. The District Manager will coordinate setting up the substation for the physicals. OSHA training information will be sent to employees.

Motion to pay bills and accept District Treasurer’s report and requests made by Commissioner Theobalt, seconded by Commissioner Scomillio and all in favor

MEETING MINUTES: received and attached to these minutes

Motion to approve November, December, and January organizational minutes made by Commissioner Theobalt and seconded by Commissioner Scomillio, all in favor.

COMMISSIONER REPORTS:

- **Commissioner Gabrielsen- none**
- **Commissioner Young**

Discussion was held regarding the request to obtain copies of all EMT and CPR certification cards. Discussion was held regarding EMS employees dressing appropriately while on duty. It was noted that the gym has been updated. A request was made to purchase pots and pans, not to exceed \$1,000. **No motion was made.**
- **Commissioner Donohue**

The Board thanked all office staff for their hard work throughout 2025. The Board also thanked the department for lowering the flag in recognition of a death. It was agreed that former employees will be given one month to return issued gear before the matter is referred to legal counsel. The drains at Station 2 will be reviewed for repair to prevent water pooling. Discussion was held regarding labeling all gear with sizes. It was noted that felt pens were ordered. The second floor at Station 3 will be cleared out. OSHA Sundays with Chief Keegan are to begin in 2027. **No motion was made.**

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- **Commissioner Scomillio**
 - Review of Code of Ethics Policy
 - Review of Sexual Harassment Policy
 - Review of Work Place Violence
 - To write Credit Card Policy
 - To write DM/EMS Vehicle Policy

No motions were made

- **Commissioner Theobalt**

A request was made to have leaves blown out from behind all stations. Fire pit ashes are to be cooled and discarded in the woods. Discussion was held regarding EMS personnel performing maintenance duties. It was noted that Bambino will handle all radio programming. Discussion was held regarding a bill from the Alden Group. It was noted that a shower was installed at Station 3. **No motions were made.**

➤ EXECUTIVE SESSION 8:15pm – to discuss employee salaries for 2026 and department matters
EXECUTIVE SESSION ENDS: 8:50pm

Motion to increase 2026 salaries for District Staff as set forth on salary schedule attached hereto, made by Commissioner Scomillio, seconded by Commissioner Donohue, unanimously approved.

- **Items may be added at the discretion of the Board**
 - **Application for an audience: Mr. Edsell spoke about his concerns about the missing trophies.**

Motion to end meeting at 8:55pm made by Commissioner Theobalt and seconded by Commissioner Scomillio

Sharlene Wasserman
District Secretary