

MINUTES OF THE MEETING  
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS  
MONDAY MARCH 9, 2026

The meeting of the St. James Board of Fire Commissioners was held on Monday March 9, 2026, at 7:00pm. Those present were Commissioners Thomas Donohue, John Young, John Scomillio. Also present was, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman. Chiefs Daniel Keegan, James O’Connell, and Eric Orth were also in attendance. Commissioner Gabrielsen arrived at 7:18pm, District Manager, Laurent Barbou arrived at 7:39pm. Not present was Commissioner William Theobalt.

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

- **PUBLIC COMMENT/GUESTS: none**
- **AGGREGATE REPORT: received and attached to these minutes**
- **FACILITIES USE REQUESTS:**
  - J. Fischler - R&R meetings last Thursday of every month, S2, 7-10pm.
  - J. Kern/P. Mueller- 6.27.26, Graduation Party, S2 picnic area 12-7pm.
  - K. Keegan – St. James Little League CPR, S2 meeting room
  - 3.9.26, 3.10.26, 6pm-10pm, 3.15.26 12pm-4pm.
  - K. Keegan – 3.27.26, Brownie troop first aid class, S2, 5pm-630pm.
  - T. Donohue – 6.20.26, Graduation Party, S2, 10am-11:30pm
  - D. Wasserman – 3.11.26, OSHA S3 Maze, 7pm-8pm
  - K. Keegan – 4.21.26, CPR Class, S2, 5pm-10pm
  - B. Smith – 3.10.26, 3.30.26, Juniors/Explorers, S2 6:30pm-9pm
  - K. Gabrielsen – 4.11.26, 5.9.26, 6.13.26, 8.8.26, 9.12.26, 10.17.26, 11.7.26, Defensive Driving Course

**Motion to approve made by Commissioner Scomillio, seconded by Commissioner Young, all in favor.**

- **INTENT TO FUNRAISE: none**
- **CORRESPONDENCE:**
  - Invitation Nesconset Installation Dinner – Sat April 18, 2026, 6pm at Watermill
  - Invitation Hauppauge Installation Dinner – Sat May 9, 2026, 6pm at Flowerfields
  - Invitation Stony Brook Installation Dinner – Sat March 7, 2026 7pm at Flowerfields
  - Invitation Smithtown Installation Dinner – Sat May 2, 2026 6pm at Flowerfields
- **REQUEST TO BORROW DISTRICT PROPERTY: none**
- **LEGAL:**
  - Foil request of PCR Report for M. Intintoli. – HIPPA release form received, sent 02.27.26 – **requests appeal**
  - Notice of Claim – 178 Fifty Acre Rd. S. – sent to lawyer and insurance company – **to discuss in executive session**

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- **CHIEF’S REPORT: received and attached to these minutes**
  - Fire/EMS Issues: **see attached**
  - Medical Review: none
  - Department Concerns: 12. Glenn Clay **returned gear**. B. Kern **returned gear**.
  - Apparatus/Equipment Requests: **see attached**
    - 1. FLIR K85 Cameras – **previous order to be delivered in May**
    - 3. Helmet for incoming 32 – **not to exceed \$500**
    - 8. Request to purchase Muscle Milk – **DM to order 1 of each flavor**
    - 9-11. New Helmet shields - **approved**
    - 13. IT Support - \$1,500/yr - **approved**
    - 15. New Vehicle for incoming 32 – **to get Bids/Quotes**
      - Additional Items: C.I./Hauppauge requests Ambulance standby on April 11
      - Class A uniform for Chief Keegan – **not to exceed \$1,000**

Discussion was held regarding department cameras and preferred models. It was determined that a demonstration camera will be issued for evaluation prior to making a final decision. Discussion was also held regarding badges for the department. It was determined that blank badges will be ordered in the interim. The Board discussed possible ways to increase department participation percentages.

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

- **DISTRICT MANAGER’S REPORT: received and attached to these minutes**
  - Boundtree -\$409.94
  - March Supply List - \$830.03
  - Temperature Control Systems - \$625.00Additional Requests: to get new tires for 89

Discussion over excess report and donating items. Programming radios to be programmed in-house. Commissioner Donohue requests that packing slip be inventoried and initialed upon receiving.

**Motion to approve District Managers report, excess report and requests made by Commissioner Donohue, seconded by Commissioner Scomillio, and unanimously approved.**

- **DISTRICT SECRETARY’S REPORT: received and attached to these minutes**
  - Request to clarify a Policy & Procedure for Facility Usage
  - Notary Licensing Exam Course - \$77 - **approved**
  - Office Furniture to be installed on Monday March 23, 2026 – **notify contractor**
  - Police Report & finding for the missing radio from 11/30/25 was obtained for insurance – given to Treasurer to submit – **hold on to report for now**
  - Contacted St. James Water and Suffolk County Water for hydrant markings – **still awaiting reply from Suffolk County about price and installation**
  - Policy & Procedure binder for each office

Discussion on having the 4<sup>th</sup> precinct to make a final attempt to get back district property from ex-employees.

**Motion to approve District Secretary’s report and requests made by Commissioner Scomillio, seconded by Commissioner Young, and unanimously approved.**

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- **TREASURERS REPORT: received and attached to these minutes**
  - RFP for Auditors-Mailed 02/26/26- Received interest from 1 firm RF Abrahams -emailed response-3/2/26, Letter of interest received from Cullen & Danowski
  - Installation Invitations ordered
    - Additional items: Budget transfers 2025
    - LOSAP report received – **Commissioners to review**
    - Update on a quote for the glass – **Commissioner Gabrielsen to follow up**
    - NYS Legal Guide for EMS book - \$66
    - Renew NFPA membership for Chief Keegan
    - Update on number of white gloves to be ordered
    - 2025 Surplus – **to be reviewed by Commissioners**

Commissioners request the Treasurer provide a separate report for M&T Bank indicating balance funds. The Treasurer advised the Board that expenditures related to the lounge project appear to exceed the amount authorized under the permissive referendum. The Commissioners directed that a permissive referendum be prepared for the purchase of a utility truck, District Secretary will handle.

**Motion to approve 2025 Budget Transfers made by Commissioner Young, seconded by Commissioner Scomillio and all in favor.**

**Motion to pay bills and accept District Treasurer’s report and requests made by Commissioner Donohue, seconded by Commissioner Gabrielsen and all in favor.**

**MEETING MINUTES: received and attached to these minutes**

**Motion to approve February 9, 2026 made by Commissioner Scomillio, seconded by Commissioner Young**

**COMMISSIONER REPORTS:**

- **Commissioner Gabrielsen- no report**
- **Commissioner Young**

**Discussion regarding the possibility of contracting out a company to snowplow. District Manager directed to make sure there is personnel on duty to snowplow for future storms. Discussion over employee matters. Discussion over onboarding policy to be reviewed. Discussion on overtime policy.**

- **Commissioner Donohue**

**Requests that all packing slips be signed by the receiving party. The District Manager was directed to clarify the custodial workers’ schedule, organize the cat house, and obtain quotes for gear racks. A Building and Grounds walkthrough will be conducted with the Chiefs to review operational efficiency. Updates were provided regarding the downstairs project and the Station 2 renovation. Discussion was held regarding dismantling the maze at Station 3. Advised that the existing generator grant has been extended through 2027 and will explore a grant opportunity for the elevator. The Chiefs were directed to review calls with the County and FRES. Discussion was also held regarding potential invitees for the 2026 Installation Dinner. Commissioner Gabrielsen to get the door stickers.**

**Motion to add walls at Station 2, not to exceed \$4,000 made by Commissioner Donohue, seconded by Commissioner Scomillio**

**Motion to update flooring to polished concrete, not to exceed \$4,000 made by Commissioner Donohue, seconded by Commissioner Scomillio**

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- **Commissioner Scomillio**  
**Requests a date for foam drill, chiefs suggested to wait until its warmer. Review of facilities use policy, personnel activity recording policy, lock-out/tag out policy, EMS tuition reimbursement policy.**

**Motion to approve purchase of utility truck and send out permissive referendum made by Commissioner Scomillio, seconded by Commissioner Gabrielsen**

**Motion to go out for bid for door access made by Commissioner Scomillio, seconded by Commissioner Gabrielsen**

- **Commissioner Theobalt – not present**

**Motion to enter executive session made by Commissioner Scomillio, seconded by Commissioner Young**

- EXECUTIVE SESSION 9:02pm – to go over legal matters, analysis report and employee concerns  
EXECUTIVE SESSION ENDS: 10:00pm

**Motion to end meeting at 10:00pm was made by Commissioner Scomillio and seconded by Commissioner Young.**

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Sharlene Wasserman  
*District Secretary*