MINUTES OF THE MEETING
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS
MONDAY APRIL 13, 2026

The meeting of the St. James Board of Fire Commissioners was held on Monday April 13, 2026, at 7:00pm. Those present were Commissioners Thomas Donohue, John Young, John Scomillio and William Theobalt. Also present was, District Manager, Laurent Barbou, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman. Chiefs Daniel Keegan, James O'Connell, Eric Orth and Edward Springer Jr. were also in attendance. Not present was Commissioner Kit Gabrielsen.

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

It was upon motion to approve CFM as our Audit firm for 2026-2029 (price sheet attached to these minutes), by Commissioner Donohue, seconded by Commissioner Scomillio.

- **PUBLIC COMMENT/GUESTS: new member swear in, Frank Paone.**
- **AGGREGATE REPORT: received and attached to these minutes**
- **FACILITIES USE REQUESTS:**
  - R. Zizzo – Fundraising Committee, May 19th, S2, 7:30p-9:00pm
  - J. Kern – Boy Scouts Fire Prevention, April 19, S2 9:30am-10:30am
  - K, Keegan – Fundraiser Car Wash, May 17, S1, 11am-4pm
  - K. Keegan – Ambulance Co. Meeting, April 29, S2, 6pm-10pm

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

- **INTENT TO FUNRAISE: none**
- **CORRESPONDENCE:**
  - M. McAllister – Cleaning Services – **to give to DM**
  - Cullen & Danowski LLP – Letter of Intent
  - Sheehan & Co, CPA – Letter of Intent
  - Craig Fitzsimmons & Meyer – Proposal

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

- **REQUEST TO BORROW DISTRICT PROPERTY:**
  - D. Keegan- Tables & Chairs for St. Patricks Day Parade, 3.13.26, 3.14.26
  - B. Edsell – 2 voting booths and 1 ballot box, Department Election 4.9.26

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

- **LEGAL:**
  - FOIL - Russo Consultants 426-428 Lake Ave fire – due 4.22.26 – **working with Chiefs**
  - Supreme Court of NYS – Subpoena for files – received 3.24.26, sent 4/6/26
  - Horn Wright LLP – FOIL 178 Fifty Acre S. – received 4.6.26 – **working with Chiefs and lawyer**

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- **CHIEF'S REPORT: received and attached to these minutes**
  - Fire/EMS Issues: **see attached**
  - Medical Review: none
  - Department Concerns: none
  - Apparatus/Equipment Requests: **see attached**

Motion to approve new helmet for $683.39 made by Commissioner Donohue, seconded by Commissioner Scomillio, all in favor.
Motion to approve mounting bracket and accessories for $94.98 plus shipping, made by Commissioner Donohue and seconded by Commissioner Theobalt, all in favor.

Discussion over BLS supply lockers and changing locks to be coordinated with District Manager. Chiefs request new Chiefs vehicle, to be reviewed at a later date.

- **DISTRICT MANAGER'S REPORT: received and attached to these minutes**.
  - Boundtree- $488.87
  - Drum- $664.54

Motion to approve Boundtree and Drum quotes, made by Commissioner Scomillio and seconded by Commissioner Theobalt, all in favor.

  - Huntington Blinds- $3,251.84
  - Creative Windows- $5,213.91, $8,456.40
  - East End Blinds- $4,840.50

Motion to approve purchase of blinds, not to exceed $3,500 made by Commissioner Donohue, seconded by Commissioner Young, all in favor.

  - Strategic- $1,548.50

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

  - Revised PO Strategic (gear racks) - $16,907.36

Motion to approve Gear Rack quote made by Commissioner Theobalt, seconded by Commissioner Young, all in favor.

  - Temperature Control Systems - $940.00

Motion to approve TCS quote made by Commissioner Theobalt, seconded by Commissioner Donohue, all in favor.

  - Fire Fighters Equipment- $19.25

Motion to approve Fire Fighters Equipment quote, made by Commissioner Donohue, seconded by Commissioner Theobalt, all in favor.
Motion to purchase 3 sets of Stryker straps for $519.84, approved by Commissioner Theobalt, seconded by Commissioner Young, all in favor.
Motion to approve excess report, made by Commissioner Theobalt, seconded by Commissioner Scomillio, all in favor.
Motion to approve Extrication gloves and holders made by Commissioner Donohue, seconded by Commissioner Theobalt, all in favor.

Distirict Manager directed to contact FF M. Grayson to dispose of old hoses. Discussion over what company to fertilize the properties.

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- **DISTRICT SECRETARY'S REPORT:**
    - Move in date April 17, 2026

- **TREASURERS REPORT: received and attached to these minutes**
  Motion to approve cyber policy quote for $1,326 made by Commissioner Donohue, seconded by Commissioner Scomillio, all in favor.
  Motion to approve LOSAP Resolution made by Commissioner Donohue, seconded by Commissioner Theobalt, all in favor.

  Motion to pay the bills made by Commissioner Theobalt, seconded by Commissioner Young, 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- not present**
    - **Commissioner Young- no report**

    - **Commissioner Donohue**

  Updated board on the construction.
  Motion to put up walls at station 2, not to exceed $4,000, seconded by Commissioner Theobalt, all in favor.
  Motion to install tv in lounge at station 1, seconded by Commissioner Scomillio, all in favor.
  Motion to install 55" tv in office, not to exceed $1,000, seconded by Commissioner Theobalt, all in favor.

    - **Commissioner Scomillio**

  Review of facilities use policy, personnel activity recording policy, lock-out/tag out policy, EMS tuition reimbursement policy. Transition to .GOV is in progress. Updated the board on our server which is near end of life.

  Motion to approve the purchase of 45 hydrant flags, not to exceed $1500, seconded by Commissioner, all in favor.
  Commissioner Scomillio made a motion to approve an emergency repair of the siren in the amount of $1,800. The motion was seconded by Commissioner Donohue, all in favor.
  Motion to renew Adobe platform for $1,151.52, seconded by Commissioner Donohue.
  Motion to approve installing security cameras on the TV for $319, seconded by Commissioner Theobalt.
  Motion to approve landline phones in each station for $1990, seconded by Commissioner Donohue, all in favor.
  Motion to approve headset for $149, seconded by Commissioner Theobalt.

    - **Commissioner Theobalt**

  Discussion ensues over hiring procedures and that there are 5 people on the board of Fire Commissioners.

  Motion to enter executive session made by Commissioner Scomillio and seconded by Commissioner Theobalt.

- EXECUTIVE SESSION 8:05pm – to go over scheduling and disciplinary actions
  EXECUTIVE SESSION ENDS: 8:45pm

Motion to end meeting at 8:45pm was made by Commissioner Scomillio and seconded by Commissioner Young.

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Sharlene Wasserman
District Secretary