MINUTES OF THE MEETING
OF THE ST. JAMES BOARD OF FIRE COMMISSIONERS
MONDAY AUGUST 10, 2026

The meeting of the St. James Board of Fire Commissioners was held on Monday August 10, 2026, at 7:00pm. Those present were Commissioners Thomas Donohue, John Young and John Scomillio. Also present was, District Treasurer Donna Gruner and District Secretary Sharlene Wasserman. Chiefs Daniel Keegan and James O'Connell were also in attendance. Commissioner Kit Gabrielsen arrived at 7:20pm. Not present was Commissioner Theobalt.

Chairman Thomas Donahue called the meeting to order at 7:00pm.
The meeting opened with a pledge of allegiance.

- **PUBLIC COMMENT/GUESTS: none**
- **AGGREGATE REPORT: received and attached to these minutes**
- **FACILITIES USE REQUESTS:**
    - Fundraising Committee, Tuesday 08.19.26, S2, 7:30pm-9pm
    - B. Kearney – Smithtown HSE Car Wash, 08.15.26, S1, 9am-1pm

  Motion to approve made by Commissioner Donohue, seconded by Commissioner Young, all in favor.
- **INTENT TO FUNRAISE: none**
- **CORRESPONDENCE:**
    - Board of Directors & EMS training – sent to Chiefs
- **REQUEST TO BORROW DISTRICT PROPERTY: none**
- **LEGAL:**
    - D. Gruner- Foil Req received 7.31.26
- **OLD BUSINESS- reviewed and attached to these minutes**
- **CHIEF'S REPORT: received and attached to these minutes**

  Discussion was held regarding trainings and join drills with neighboring departments. Discussion on RedAlert bridge over, Chief is working with IT to generate a report for duty crews.
    - 3 Slishman Traction Splints - $772.11
    - Firewrap HRD - $225.00
    - 4 Castor Wheels - $152.24
    - 7 Members to attend Vital Signs 2026 – $8,207.00
    - Vehicle Phone Holder for 4-3-32 - $70.00
    - EMS Expo Pre Conference – not to exceed $3,500.00

  Motion to approve Chiefs report and the following requests, made by Commissioner Donohue, seconded by Commissioner Scomillio, all in favor
- **DISTRICT MANAGER'S REPORT: received and attached to these minutes**.

  New Hires: Per Diem cleaner B. Wier for $25/hr

  A discussion was held on retiring old 4-3-81 Tahoe, strip it and sell it as it. DM to send pack testing report to the board and Chiefs.
    - Boundtree - $794.95
    - Cleaning Supplies - $533.00
    - Excess Report – signed

  Motion to approve Boundtree & cleaning supplies made by Commissioner Young, seconded by Commissioner Donohue, all in favor.

  Quotes:
    - **Nevill- $7,094.74**
    - **Fire Matic - $29,951.45**
    - **Rescue Vehicles - $20,650.88**

- **D&K Locksmith - $922.00**
- **WeatherGuard HVAC - $20,500**
- **Flex Air HVAC - $28,860.00**
- **Flynn-Air HVAC - $25,975.00**

Motion to approve D&K Locksmith Window kit for $922.00 made by Commissioner Young, seconded by Commissioner Gabrielsen, all in favor
Motion to approve WeatherGuard HVAC for $20,500 made by Commissioner Gabrielsen, seconded by Commissioner Young, all in favor

- **TREASURERS REPORT: received and attached to these minutes**
  Motion to pay the bills and approve Treasurers report made by Commissioner Donohue, seconded by Commissioner Scomillio.

- **DISTRICT SECRETARY'S REPORT:**
  - 2027 Budget Schedules provided
  - 2027 Budget Hearing – October 19, 2026 @ 6:30pm, Station 1
  - September 29th is the last day to adopt proposed budget for 2026
  - October BOFC Meeting rescheduled for October 19, 2026
  - Dec 8th Election Meeting Room request sent to Fairfield and HOH- COI's received
  - Thank you letter to Rosies/Chubs sent

MEETING MINUTES: received and attached to these minutes
Motion to approve July 20, 2026 minutes and post online, made by Commissioner Donohue, seconded by Commissioner Scomillio.

COMMISSIONER REPORTS:

- **Commissioner Theobalt: not present**
- **Commissioner Gabrielsen:**

Motion to restore the ready room at S1, not to exceed $5,000.00, seconded by Commissioner Donohue, all in favor

- **Commissioner Young: inquired on hiring an outside company to oversee the narcotics.**
- **Commissioner Donohue**
  Directed DM to caulk all the bay doors to eliminate light. Awaiting window quotes from Lowes. Generator repair completed. Discussion on missing halogen, directed DM to file a police report. Discussion on gear that hasn't been returned, directed Chiefs to work with District Secretary on sending out letters.

Motion for Architectural surveys for S1 for $4,800.00 and S2 & S3 for $6,800.00, seconded by Commissioner Scomillio, all in favor
Motion for an Emergency repair of the burner at substation, seconded by Commissioner Scomillio, all in favor
Motion for a Connex box, not to exceed $4,000.00, seconded by Commissioner Gabrielsen, all in favor

- **Commissioner Scomillio**
  Policies to review: EMS Tuition policy, Lockout Policy, Social Media Policy, Installation & Inspection Policy.
  Awaiting policies from legal: Procurement Policy, Lease Accounting Policy, EMS Funds Policy

Motion to enter executive session to discuss hiring personnel, narcotics agent and District Policies made by Commissioner Donohue and seconded by Commissioner Scomillio, all in favor.

- **EXECUTIVE SESSION:** 8:20pm
  EXECUTIVE SESSION ENDS: 8:37pm
  Motion to hire an outside narcotics agent, not to exceed $12,000/year, made by Commissioner Young, seconded by Commissioner Donohue, all in favor

Motion to end meeting at 8:37pm was made by Commissioner Scomillio and seconded by Commissioner Donohue.

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Sharlene Wasserman
District Secretary