

Board of Fire Commissioners  
Regular Monthly Meeting  
November 12, 2025

Draft Minutes

Subject to Board review, amendment and approval.

The meeting was called to order at 7:04 p.m. by Chairman Magerle.

In attendance:

- Chairman Andrew Magerle
- Commissioner Brad Gaito
- Commissioner Kurt Martin
- Commissioner Rick Oh
- Commissioner Jeffrey Schondebare
- Chief Erik Weber
- District Manager James Magerle
- District Secretary/Treasurer Denise Spada

Salute to the Flag and a moment of silence.

New Member Application:

Commissioner Martin put forth a motion to approve Luca Triolo for membership in the Hose Rescue Company as an out-of-district member. Motion was seconded by Commissioner Schondebare and unanimous. Luca Triolo was not in attendance at the meeting but was sworn into the Hose Rescue Company by Chairman Magerle on Tuesday, November 18, 2025.

Chief's Report:

- Chief Weber reported the following:
  - Training is going well, there will be an EPCR Refresher course in the next few weeks.
  - Approval requested for the following Department activities:
    - Five and Under Drill on November 20, 2025
    - Holiday Decorations on November 23, 2025
    - Juniors Meetings and Drills – Ongoing
    - Stonybrook Children's Hospital visit on December 2, 2025
    - Christmas Tree Sale on Dec. 5 – 7<sup>th</sup>, 2025 and annually
    - Rescue Drill / Pram and Stair-chair Use on Dec. 14, 2025
    - Santa's Ride on December 20, 2025

Commissioner Schondebare put forth a motion to approve all, seconded by Commissioner Oh and unanimous.

- Commissioner Oh put forth a motion to surplus the Stairmaster from the gym. Motion was seconded by Schondebare and unanimous.

District Manager's Report:

- Fire District Manager Magerle presented his report and highlighted the following:
  - Apparatus:
    - 2-2-3 - a battery was replaced at the nozzle
    - 2-2-10 - white striping was repaired by Vittorio's
    - 2-2-11 - has been covered and plugged in at 10 N NY Ave. property
    - 2-2-12 - body work was repaired at Vittorio's
    - 2-2-18 - idle timer has been re-programmed
  - Equipment:
    - New bunker gear was delivered and given to the members that were fitted
    - Genserve conducted a semiannual test/inspection of the generator
  - Communications:
    - SCM updated the Ready Room finger reader
  - Building & Grounds:
    - Anderson Fire Equipment conducted a semi-annual inspection of the kitchen hood
    - All Weather repaired an electrical issue with the HVAC over the District Office
    - NY Glass ordered the parts and windows for repairs that are needed
    - Harbor irrigation is scheduled to winterize the sprinkler system
  - Personnel:
    - 36 hours of overtime were reported for the month of October

District Secretary/Treasurer Spada presented her report:

- The minutes from the previous meeting were approved on a motion by Commissioner Oh, seconded by Commissioner Schondebare; unanimous.
- Correspondence:
  - Commissioner Schondebare put forth a motion to order flowers for the memorial service for FHA Balletta's mother. Motion seconded by Commissioner Gaito and unanimous.
  - A discussion took place on moving payroll processing services, it was ultimately decided to remain with ADP and revisit at a later date. Commissioner Oh put forth a motion to move forward with the Timekeeping add-on to ADP. Motion was seconded by Commissioner Martin and unanimous.
  - Commissioner Oh put forth a motion to accept the engagement letter for 2026 auditing services for \$14,500.00 from Cullen and Danowski, LLP. Motion was seconded by Commissioner Schondebare and unanimous.
  - Secretary Treasurer Spada informed the Board that Sean Flanagan would be attending the December meeting.
  - Notice of Hearing from the Town of Huntington Environmental Waste Management Dept. regarding a public hearing that was held on Nov. 6, 2025 regarding the adoption of the 2025-2026 assessment roll for the Huntington Sewer District.
  - Notification from Anthony Hill/Firefly Admin Inc. that he has been unsuccessful in getting the required LOSAP paperwork from both Julia Wallin and Robert

Berry. The Board was in full agreement to start their payments as per his recommendations.

- The 2025 Year-End Meeting was scheduled for December 30, 2025 at 9:00 a.m. and the 2026 Organizational Meeting was scheduled to be held on January 14, 2026 at 7:00 p.m.

- Bills:

**PAID BEFORE THE MEETING:**

ADP	\$ 249.14
Ameritas Life Insurance Co. of NY	\$ 163.36
Ameritas Life Insurance Co. of NY	\$ 1,114.36
National Grid	\$ 387.91
NYSHIP	\$23,141.18
Optimum	\$ 431.79
PSEG LI	\$ 3,448.24
PSEG Long Island	\$ 24.66
Verizon	\$ 900.73
Verizon	\$ 6,300.56
Wex Bank/Exxon Mobil	\$ 76.47
Wex Bank/Shell	\$ 162.30
Wex Bank/Sunoco	\$ 259.86

**Medicare Part B Reimbursements**

Bonnie Sammis	\$ 185.00
Doug Anthonsen	\$ 370.00
Judy McKenna	\$ 185.00
Laurence Northcote	\$ 370.00
Toni Riegel	\$ 185.00
William Kaiser	\$ 185.00

**PAID AFTER THE MEETING:**

Adept Technology	\$ 1,296.60
Bill Peer Painting	\$ 1,075.00
Chase/INK	\$ 1,388.04
Corporate Coffee Systems	\$ 393.97
Corporate Coffee Systems	\$ 115.42
Edmer Sanitary Supply	\$ 175.10
Electronix Systems	\$ 124.80
Erik Weber	\$ 67.65
Hartford Steam Boiler	\$ 110.00
Home Depot	\$ 60.40
Integrated Wireless Technology	\$ 1,060.00
Jack Geffken	\$ 3,000.00
James Costanzo	\$ 100.00
James Magerle	\$ 55.92
Konica Minolta	\$ 53.88
Morris-Croker LLC	\$45,921.60
National Fire Protection Assoc.(NFPA)	\$ 225.00
New Era Technology	\$ 72.83
New Era Technology	\$ 98.32

Primo Brands	\$ 177.79
Savasta Medical Services	\$ 6,670.00
SCM Products	\$ 255.89
Terminix	\$ 64.95
William F. Glass	\$ 644.11

The bills were approved as read on a motion by Commissioner Oh, seconded by Commissioner Schondebare; unanimous. Secretary-Treasurer Spada informed the Board that the Permissive Referendum for the 2025 Chevrolet Pick-Up has been closed out and there is still an open invoice on the Permissive Referendum for the 2025 Chevrolet Tahoe.

- Chairman Magerle:
  - No report.
- Apparatus:
  - Commissioner Martin reported that we are still awaiting delivery of the plow dolly and sleeve for the 2025 Chevrolet Pick-Up Truck.
- Buildings and Grounds:
  - Commissioner Schondebare put forth a motion to purchase shelving units for the District storage closet to organize the files into a Records Room. Motion was seconded by Commissioner Martin and unanimous.
  - Commissioner Schondebare asked for feedback on the Facility Request Form and asked everyone to review it and consider additional changes.
  - Commissioner Martin asked about moving the extra chair rack into the Dept. Sec. and District EMT area; after a brief discussion it was decided to leave the chair rack where it is.
  - Chairman Magerle raised a discussion on continuing to have the Board of Elections use the fire house as a voting location; during the most recent election it was very disruptive to the day to day operations of the Fire Department. The Board was in full agreement to discontinue hosting elections and asked that a letter be drafted to notify the Board of Elections.
- Communications:
  - Commissioner Oh asked for feedback on how members feel about the tablets and suggested that the Surface Pro might be the best option.
- Personnel:
  - Commissioner Gaito initiated a discussion on the hiring process and stated he would like to have the following in place when hiring part-time EMTs:
    - a. A list of minimum qualifications such as a minimum of one year of experience for part-time EMTs
    - b. An interview committee with a formal interview
    - c. Postings/advertisement for the position
    - d. A review of the ambulances with the full-time EMT prior to employment

Commissioner Gaito put forth a motion to move forward with these items as the process to hiring part-time EMTs. The motion was seconded by Commissioner Martin and unanimous.

- Commissioner Gaito reviewed the 2026 Secretary/Treasurer's contract and raised a discussion on Section A regarding number of hours worked per week. The Board was in full agreement that the District Secretary/Treasurer may work three hours about the standard thirty when needed.

There being no further business, a motion to adjourn the meeting was made at 8:54 p.m. by Commissioner Schondebare, seconded by Commissioner Oh; unanimous.

Respectfully submitted,

Denise Spada  
District Secretary/Treasurer