

Stony Brook Fire District
Board of Fire Commissioners
Minutes of Regular Meeting

Date: January 8, 2026

Present: Commissioner's Holsberg, McAllister, Roberts, D'Agostino, District Manager Schwenker, District EMS Coord. Fealey, Chief Simonsen, Chief McNeil, Chief Seelin, Chief Trapani, Attorney, Ring, Treasurer Mejia.

Public Attendees': Lynann. Trapani, Paul Degen

Quorum: Four (4) Commissioners

Commissioner Holsberg called the meeting to order at 7:00pm

The BOFC discussed appointing Paul Degen as District Secretary Former Fire Commissioner (19 years) and Department Secretary (16 years) Paul Degen submitted Life Membership request to Chief Simonsen for Department review (SBFD member for 41 years).

M/M Roberts/McAllister to appoint Paul Degen as District Secretary immediately per Life Membership request.
AIF-Motion carried

Minutes: Minutes of December 18, 2025, (Regular) meetings were read silently. M/M McAllister/Roberts to accept all the reviewed minutes as read. AIF-Motion carried

Bills: M/M McAllister/Roberts to pay all bills listed and reviewed all bills paid prior to meeting all were found to be acceptable. – AIF-Motion carried

Correspondence:

No Correspondence .

Chief's Reports:

Chief Simonsen (In Attendance – Report Submitted Electronically)

Happy New Year to all!

As the incoming Chief, I am committed to maintaining the department's high standards of service, safety, and professionalism. I look forward to working collaboratively with you, the department members and the community to ensure operation readiness, support our personnel, and uphold the mission and values of the department. I appreciate the Board's confidence and guidance as I assume this responsibility.

Documents/Report

- Attached within:
 - Copy of the 2026 Chief's Assignments/Department Officers
 - Submitted a copy of 2026 Safety Officers:
 - i. Ex Capt. Jimmy Cornell
 - Submitted all Firematic and Administrative Officers 2026.
 - i. Request that any and all fire station boards be updated and key fob access adjusted accordingly.
 - A letter of intent to continue service as Infection Control Officer.
 - i. 1st Asst. Chief Paul McNeil
 - ii. EMS Coordinator Tom Fealey
 - A letter of intent to continue service as Medical Director
 - i. Dr. Richard Scriven, MD
 - A letter of intent to continue service as Chaplain of the Stony Brook FD
 - i. Chaplain William Wolf
- Submitted the current Stony Brook Fire Department Alcohol Policy and Fundraising Alcohol Policy
 - Along with request that this be adopted as a policy of the Fire District
- Alarm Dispatch Policy
 - To remain as it currently stands.
- Probationary Firefighter Requirements
- Chief Directives - None pending A/T/T

- Mutual Aid Plans
 - Submitted accordingly
- FF/EMT J. Saggio
 - letter of resignation
- 2025 Installation Dinner Award Recipients
 - To be sent to 96 by Monday 01/12

Requests for consideration:

- Request an extension on submitting the Department Committee List until the next BoFC meeting.
- Request permission to utilize the buildings and grounds at station 2 for the following:
 - Engine Company 5K Date on Oct. 31, 2026
 - Annual Explorers Rose Sale Fundraiser Feb. 12-14, 2026
 - Department Country Nite Fundraiser on Aug. 1, 2026
- Request the Department use building and grounds for the following events:
 - Super Bowl Party at Station 1 is TBD
 - Turkey Bowl location is TBD on Nov. 26, 2026
 - Holiday Party at Station 1 is TBD
 - Lloyd Gates Party at Station 1 on Dec. 24, 2026
- Permission for Department members to attend local lectures/trainings/conferences that require registration and/or payment with prior Fire District authorization via the Chiefs office. Once received, all certificates of completion will be forwarded to the Fire District.
- Request for consideration of the Seminars/ Conferences for 2026.
 - The chief will notify the Department of the Seminars/ Conferences requiring travel and overnight accommodations. A request and justification must be submitted to the Chief of Department no later than 4 months prior to anticipated travel.
 - All will be I/A/W current Fire District policy.
- Request the District to approve meals for Probationary Training and Department drills as approved by the Chief's Office
 - King Kullen Approved Member Purchase List
- Request a list of members who have outstanding physicals pending and a list of physical restrictions placed on each member from annual physicals.
 - Received and all members have been notified, per Ex-Chief Smith.

- District approval granting the Chief to make recommendations on what vehicles attend parades within the SOP/SOG of the Fire District.
- Request to renew Training Agreement for Mankuski Training Center (cost \$100 per session)
- Request to attend the Greenport Parade on Feb. 14, 2026
 - Apparatus to attend at TBD A/T/T
- Request the Explorer Post be able to train at the Port Jefferson FD Training Facility on Jan. 21, 2026, during their normal meeting/training hours.
- Chief's Office Apparel Request
- Request to update award plaques (see attached), BOFC approved
- Request Executive Session - Personnel - No Attorney necessary.
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Chief McNeil (In Attendance – Report Submitted Electronically)

Annual OSHA and state mandates updated

- We will continue utilizing VFIS University for required OSHA modules, specifically:
 - Sexual Harassment Prevention
 - HIPAA Compliance
 - Bloodborne Pathogens
- The annual Hazardous Materials refresher will be administered via the Fire Academy platform.
- A memo has been drafted for the membership outlining these requirements. Members will be granted a 6-month window to complete these courses.

2026 Operational Duties

As we transition into the 2026 operational year, I been assigned the following chief officer assignments:

- I will continue to serve as the primary liaison to the St. James Chief's Office.
- Departmental communications, fire prevention, station 1 chief, marine division, EMS training
- The proposed Duty Night schedule for Chiefs has been finalized and is attached to the Google Calendar

EMS Training

On Tuesday, I met with Tom, EMS Coordinator, and Paramedic Kate to strategize our 2026 medical training curriculum.

- Requesting permission to use Station 1 and invite Setauket FD for training
 - MSU, LVO recognition and treatment as well as a summary on the blood products available via aviation.
 - 2/17 at 1930
- In the early stages of planning Child Abuse & Neglect for EMS class in the fall
 - If SBUMC can accommodate, this would likely be advertised throughout the County

Procurement & Uniform Requests

I am requesting Board approval for the following items to improve safety visibility and morale:

- Chiefs' Personal Protective Equipment (PPE):
 - Current Chiefs are utilizing 3 "hand-me-down" jackets with missing components and fit.
 - Request to purchase four (4) Galls Liberty Uniform ANSI 3-Season Jackets (Soft shell with liner).
 - Cost: \$124.99 per unit, plus costs for the Department uniform patch and reflective "SBFD CHIEF" lettering on the back.
 - These jackets provide DOT/ANSI compliant visibility for roadway operations while maintaining a professional uniform appearance.
- Service Recognition (EMS Pins):
 - I request approval to reinstate the distribution of EMS Years of Service Pins to be worn on the Class A uniform. This mirrors our existing tradition of service stars.
 - Pins would be awarded at the installation dinner in 5-year increments (5, 10, 15 years).
 - Current Inventory: We currently stock roughly 30 EMT pins, 4 - 10-year pins, and 7- 15-year pins.
 - Action Item: I seek Board consensus to contact the County to request official Suffolk County EMS (SCEMS) pins to

supplement our stock, ensuring all eligible members are recognized.

- 18 Total volunteer EMTS

Chief Seelin (In Attendance – Report Submitted Electronically)

- Good evening all congrats to all the commissioner on moving up and welcome the new commissioner Richie D.
- Thank you for swearing me in as the 2nd assistant Chief of the Stony Brook Fire Department
- Responsibilities
 - Department Training
 - Station 2 Chief
 - 4-04 Liaison
 - New Member Enrollment
 - Annual Mandatory Refresher
 - Bailout Refresher/SCBA
- Nem Member James Phitzer I Received Resignation Letter from Nissequogue and can forward the email i also printed out two copies.
- Department Training ice/water rescue training.1/27/2026 at 1930 looking for permission bring apparatus rescue 6, squad 5, an ambulance and any spare vehicle that will be needed. Training will be at ward Melville high school pool.
- Retrieved fire alarm keys for Edward's fire alarms system 8 keys for inventory and to be handed out.

Chief Trapani (In Attendance – Report Submitted Electronically)

Good evening 2 things from me tonight:

1. I look forward to working with everyone this upcoming year.
2. I would like to start having the probationary members cooking at probationary training.
 - a. My first question is what is the weekly budget?
 - i. we have 7 probationary members and have about 5-6 officers/members come down weekly to help out. 32 went to King Kullen for the probationary training on 12/22 and there

was some difficulty with the list of members on file as it may require some updating.

- b. Is there a way to update the list or an alternative means to make purchases on account?
3. Is there a possibility to create an account at Stop and Shop as prices seem to be more competitive?

Thank you for your consideration

Commissioner's Reports:

Commissioner McAllister:

- Discussed lighting replacement and State bid probably within a month.

Commissioner D'Agostino:

No Report.

Commissioner Roberts:

- 5A3-26: looking for pump. Possible Darby connection at SSD. Discuss S-256 potential purchase.
- Grants: Gear order being placed on Friday. 2 sets of Morning Pride for each Interior. One set for each Exterior member. Boots. Nine extra sets for future members. We are to be reimbursed afterwards.
- New Rescue Truck: We looked at new extrication tools again. We are tabulating a list of equipment for the new vehicle and 5A3-6. Looking to arrange for a Permissive Referendum in May.
- Radio System: Houghton Blvd being worked on this week.
- Discussed Smithtown's 2019 Safe Boat and they were looking to get rid of it. Wanted to see if the BOFC's had interest in purchasing. Estimated net worth between 250K-300K. Boat is very modern with all the updates and is very user friendly. Safe boat is the Cadillac of boats and has a cabin (fitting at least 6 people). Commissioner Roberts states it's a huge opportunity. Commissioner's Holsberg & McAllister were interested to discuss further in

the future. Chief Simonsen stated he will get back to the board after discussion.

- Policies: As discussed with the Chief.

Commissioner Holsberg:

- Congratulations to all the chiefs. We have an Executive session for the chiefs tonight.

District Manager Report:

District Manager Schwenker(In Attendance)

Discussed and approved the fueling dock MOU in Smithtown at Long Beach Marina.

M/M D'Agostino/McAllister to approve. AIF-Motion carried
Commissioner Roberts abstained

District EMS Coord. Report:

District EMS Coord. Fealey(In Attendance – Report Submitted Electronically)

2026 Organization Meeting - EMS Related Motions

- Re-Appoint Dr. Richard Scriven as EMS Medical Director
- Designate Tom Fealey as Primary Point-of-Contact for State DOH & County EMS regarding EMS Operations and Administration.
- Utilize and Follow NYS Statewide Basic Life Support Adult and Pediatric Treatment Protocols

- Utilize and Follow NYS Collaborative Advanced Life Support Adult and Pediatric Patient Care Protocols

- Utilize and Follow Policy Statements of the NYSDOH Bureau of Emergency Medical Services and Trauma Systems

- Utilize and Follow the Suffolk County ALS & BLS Policy Manual

- Designate Tom Fealey as EMS Quality Assurance Officer and EMS Health & Safety Officer

- County Updates:
 -
- Personnel:
 - Annual Training Requirements distributed
 -
- CME Program:
 - 1 EMT Completed (A. Jones)
 - 1 EMT in-process awaiting NYS approval. (E. McCabe)
 - Chiefs - When creating the Rescue Trainings on the Red Alert Calendar - please create each individually and do not duplicate - creates conflicts when using to track CME topics/instructors.
- EMT Courses:
 -
- Controlled Substances
 - Semi-Annual report in-process.
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- Received contract renewal documentation from Suffolk County for our Ambulance Services Agreement
- CLIA waiver for Blood Glucometry received

Attorney's Report:

Christopher P. Ring Esq. (In Attendance)

Thank you for retainer.

Looking forward to my 25th year serving the Fire District (August 2001 was his 1st meeting).

Discussed Henrietta Fire Company Inc. Board oversight (see document attached).

Discussed FASNY Report "The concept of providing nominal compensation for Volunteer firefighters (see document attached).

Treasurer's Report:

Treasurer Mario Mejia

Discussed Moving from Capital One Bank to Flushing, as Flushing has higher interest rates and Capital One has no online access. Commissioner Roberts stated he will take the treasurers recommendation and make a motion to move account to Flushing Bank.

M/M Roberts/McAllister/ to move the account as submitted as submitted. - AIF-Motion carried.

- Presented the BoFC with the monthly Treasurers report (see attached)..

M/M McAllister/ Roberts to accept the report as submitted. - AIF-Motion carried.

Public Comments:

No Public Comments were noted.

M/M Roberts/ McAllister to go into Exec Session at 8:09 PM. AIF-Motion carried.

Out of Exec. Session at 9:11 PM.

At this time, 9:15pm, having no further business to discuss, M/M Roberts/
McAllister adjourned the meeting. - AIF-Motion carried.

Respectfully Submitted,

Paul Degen
District Secretary