



VESTAL FIRE DISTRICT BOARD OF FIRE COMMISSIONER REGULAR MEETING MINUTES

Date: March 27, 2024

Present:

Commissioner Maria Sexton
Commissioner Sue Messina
Commissioner Stephen Donnelly
Commissioner Robert Greene, Jr – Arrived 5:09
Commissioner Glenn Miller

Other Present:

Susan Bowen, Fire District Secretary
Paige Willes, Director of Purchasing
John Paffie, District Fire Chief
Charles Paffie, Assistant Fire Chief
Daniel Kirchheimer, Dept President
1 from the Public

Governance Committee:

Chairman Thomas McCartney
Vice Chairman David Harrington
Member Ronald Birdsall

The meeting was called to order at 5:00 pm by Chairwoman M. Sexton.

At this time Chairwomen M. Sexton turn the meeting over to Governance Committee Chairman McCartney to run the meeting.

Governance Committee Chairman McCartney led the Pledge to the Flag to those present.

Motion by Commissioner Messina, seconded by Commissioner Donnelly to Approval of Minutes of the Fire District Meeting of February 24, 2024 All in Favor: 4, Opposed: None, Absent: 1.

Correspondence:

- Fire Advisory Board Meeting Minutes for February 19, 2024
- Association of Fire Districts of the State of New York Newsletter for FEB 24 – March 24

Treasurer's Report:

Received Warrants 2024-10F (03/08/24), 2024-10P (03/08/24), 2024-11F (03/15/24), 2024-11P (03/15/24) and 2024-12F (03/22/24)

Resolution 40F-2024: Presented the Abstract of Vouchers that were paid on 03/08/2024, 03/15/2024, 03/22/2024 and to be paid on 03/29/2024

Motion by Commissioner Miller, seconded by Commissioner Donnelly to approve Vouchers for payment. All in Favor: 4, Opposed: None, Absent: 1.

Resolution 41F-2024: Motion by Commissioner Messina, seconded by Commissioner Miller to approve the following receipt of checks:

McNeil and Company in the amount of \$130,442.88 to repair Station 1 roof.
Broome County Chiefs in the Amount of \$400.00 for annual Lease of the Fred Singer Training Facility.
West Corners Fire District in the Amount of \$800.00 for annual Lease of the Fred Singer Training Facility.

West Endicott Fire District in the Amount of \$800.00 for annual Lease of the Fred Singer Training Facility.

Town of Owego Fire District in the Amount of \$800.00 for annual Lease of the Fred Singer Training Facility.

Brady Corp. (pdc) in the amount of \$6.00 refund of overage on account.

Commissioner Donnelly questioned the last time the lease for the training facility was updated and was it always \$800?

Fire District Secretary Bowen advised that the Lease is done every three-years and the price is done in increments of \$25 each year of the three-year lease.

Governance Committee Chairman McCartney advised the they are constantly assessing the amount of the lease payments. One of the considerations is removing the fire district from funding that training facility and have it funded by those department that use it. The Vestal Fire Department also uses it and should be paying to use it. The fire district should not have to support it. The training facility should be self-supporting.

Governance Committee Vice Chairman Harrington advised that they are looking at other revenue streams, in addition to just the fire district tax line, but also looking for grants and funding for the Fred Singer Incorporation and looking for external government agencies at a larger level to contribute to support the multi-agency fire training center.

Governance Committee Chairman McCartney advised that the center has received grants from NYSEG Corp and have approached the County Legislature and Broome County. There is only one other in the county and that is in the City of Binghamton. The burn building gets used and has been rebuilt multiple times. It is a critical element, but also needs to be self-sustaining.

All in Favor: 4, Opposed: None, Absent: 1.

Monthly Treasurer's Report: Completed Income & Expense Reports for January 2023 through October 2023 was received on 2/16/24 by Deputy Treasurer Angeline. November 2023 to January 2024 Income & Expense Reports are incomplete due to missing Income Reports. No report for February.

Resolution 42F-2024: Motion by Commissioner Donnelly, seconded by Commissioner Miller to approve the completed Income & Expense Reports from January 2023 through October 2023.

All in Favor: 4, Opposed: None, Absent: 1.

Resolution 43F – 2024 Authorize Pay in Advance Claims

BE IT RESOLVED that the Treasurer of the Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Vestal Fire District the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the Vestal Fire District for audit. Items xv through xix is an update to RESOLUTION 10F-2024 from 01/10/2024

Organizational Meeting:

- i. Utility payments to NYSEG for Electric and Natural Gas, NRG for Natural Gas and Constellation for Electric
- ii. Telephone payment to Spectrum Charter One;

- iii. Cell Phone payments to AT & T and Verizon Wireless;
- iv. Water and Sewer payment to Town of Vestal Utility Fund;
- v. Garbage and Recycling payments to Taylor Garbage Services Inc.
- vi. Internet Services payments to Spectrum and Empire Access;
- vii. Gas and Diesel payments to Mirabito Fuel
- viii. Extermination Service payments to Big R & J Exterminating, Inc.
- ix. Payments for U.S Postage
- x. Payments to United Parcel Service for Shipping Charges
- xi. Contracts in progress
- xii. Payroll and LOSAP Entitlement;
- xiii. Debt Services;
- xiv. Certain special check or wire requests
- xv. Publication in Local Newspaper to Gannett New York-New Jersey LocaliQ
- xvi. C-Box Monthly Rental on Contract to Rogers Service Group
- xvii. Monthly Website Maintenance and Updates to Grey Goose Graphics
- xviii. Sports Performance and Fitness to UHS Sports Performance
- xix. Annual Physical to Southern Tier Occupational Health (Guthrie)

Motion by Commissioner Messina, seconded by Commissioner Donnelly All in Favor: 4, Opposed: None, Absent: 1.

Bid Openings

Sealed Bids were opened on March 13th at 1pm in the Fire District Office for National Foam Universal Green 3/3% ARSFFF

- 1) MES, 66 Firemen's Way, Poughkeepsie, NY 12603 – No Bid
- 2) Jerome Fire Equipment, 8721 Caughdenoy Rd, Clay, NY 1341 - \$57,212.16
- 3) Foam Technology, 1 Rossmoor Dr., Monroe Township, NJ 08831 - \$42,650.00
- 4) Deltek, Inc, 2291 Wood Oak, Dr., Herdon, VA 20171 – No Bid

Bid were then turned over to the Governance Committee for review.

Secretary Report:

The Fire Advisory Board Officers of Company 3 have reviewed the Vestal Fire Department Applications and conducted interviews with the applicants below. Each has been voted on and have been accepted by the members of Company 3 at their recent company meetings. The Fire District Administration Office conducts a thorough review with the Broome County Sheriff's Office - Volunteer Firefighter Inquiry Form for Arson and Sex Offender for each proposed member listed below with no arson or sex offender records found.

Resolution 44F-2024: Motion by Commissioner Miller, seconded by Commissioner Donnelly to approve Ryan Mess and Daniel Coleman to join Station 3.

All in Favor: 4, Opposed: None, Absent: 1.

Resolution 45F- 2024: Motion by Commissioner Donnelly, seconded by Commissioner Miller to approve the 2023 Length of Service Awards as Corrected due to tabulation errors. The following members achieved 50 points or more during this correction: Ramona Mazzeo, Tyler Waddell, George Allen and Joseph Gallagher. Chairwoman Sexton to sign off on the submission memo to Firefly Admin Inc.

All in Favor: 4, Opposed: None, Absent: 1.

At this time, Commissioner Greene Jr. arrived at 05:09

Management, Oversight & Policy:

Meeting held 3/6/24 by Governance Committee with District Fire Chief and President of the Fire Department. The Governance Committee activity is currently focused on the separation of the Fire District and the Town, and no new projects will be undertaken until the separation is completed. The workload for the committee is at maximum effective performance at this time. This has been communicated to the District Chief, Department President, Town Supervisor, and the Chief of Staff of Binghamton University. Various topics were discussed including proposed new District Chief's car, breathing air compressor for Station. 4, department Stop the Bleed program, continuous communications improvements, compliance to Department By-Laws for station finance activity and audit readiness. Public Service Announcements (PSA) are being followed up with WBNG- TV for development on communication for a recruitment and retention message to the public. We have been contacted by a local business (Funky Beez) to sponsor a public safety awareness (touch a truck) event during the summer; all town public safety agencies will be asked to participate in the event. Multiple Federal and state grant applications have been submitted. Property deeds and vehicle titles are being processed for correctness "Vestal Fire District" ownership. The Fire District has filed an application for a stipend for members who attend state training courses. A transition process list document titled: "Establishing a New Fire District According to Statute" will be presented to the Town Supervisor and Town attorney for reference as to this process of separation. Presentation for the 5/8/24 public hearing has been developed and will be reviewed by the committee.

Finance / Records Management:

A draft Financial Audit of the 5 Year / 20 Year Financial Plan document has been prepared. The committee intends to discuss this with the chair of the town board financial committee. The committee is working to identify a person to fill the position as a dedicated Treasurer for the Fire District. Financial bookkeeping software packages are being investigated. The committee recommends that an audit of all accounts (including LOSAP) to be initiated to ensure all Fire District funds are accounted for. As soon as new Fire District EIN is acquired. Transfer of Fire District funds to be made to new bank accounts. The committee would like to consider hiring a dedicated Treasurer by May 2024. Updates to the REDNMX program continue and all fire reports for 2023 are complete and loaded into the program.

As stated in previous meetings regarding the Foam Mitigation plan: Due to the high priority to remove the foam containing PFAS from the trucks and premises of the Fire District

Resolution 46F- 2024: Motion by Commissioner Messina, seconded by Commission Green Jr., to advertise for bids for Mitigation of all foam containing PFAS from the apparatus and premises of the Fire District. Publication will be placed in the Binghamton Press and Sun Bulletin and online on April 8th and will be open on April 22nd in the Fire District Office at 11am.

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 47F-2024: Motion by Commissioner Miller, seconded by Commissioner Greene Jr. to accept the bid from Foam Technology, 1 Rossmoor Dr., Monroe Township, NJ 08831 in the amount \$42,650.00 to purchase four (4) 275-gallon totes of National Foam Universal Green 3/3% ARSFFF. All in Favor: 5, Opposed: None, Absent: 0.

Resolution 48F-2024: Motion by Commissioner Donnelly, seconded by Commissioner Miller to approve the purchase of Celox First Aid Z-Fold Hemostatic Dressing for the Stop the Bleed Kits on the Apparatus in the total amount of \$2,835.00.

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 49F-2024: Motion by Commissioner Miller, seconded by Commissioner Greene Jr. to approve the purchase of two-hundred and twelve (212) “AAA” Pager Batteries in the total amount of \$848.00.

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 50F-2024: Motion by Commissioner Messina, seconded by Commissioner Donnelly to approve Fire Prevention Program Coordinator Carle Truman to purchase up to \$5,000 (2024 Budget) of Fire Prevention supplies for the 2024 Fiscal Year.

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 51F-2024: Motion by Commissioner Greene Jr., seconded by Commissioner Miller to approve the purchase of twenty (20) Redline CO2 Ansul Cartridges for a total cost of \$1000.

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 52F- 2024: Motion by Commissioner Donnelly, seconded Commissioner Messina to advertise for bids for the purchase of one (1) Breathing Air Compressor for Station 4. Publication will be placed in the Binghamton Press and Sun Bulletin and online on April 8th and will be open on April 22nd in the Fire District Office at 1pm.

All in Favor: 5, Opposed: None, Absent: 0.

Assistant Fire Chief Paffie will have the Bid Specification to the Fire District Office by April 4th for the Fire District Office to put all necessary paperwork with the Bids.

Governance Committee Chairman McCartney explained that it was analyzed and was determined that the existing air compressor is 30 years old. It's coming to the end of life and will need to move forward with the purchase of the new compressor. This was proposed last November.

Resolution 53F-2024: Station 1 Standby Generator and Electrical Upgrade was approved on November 15, 2023 for a total cost \$105,249. During a walk-through the work to be completed it was found that the Generator must be located at the Southeast Corner of the Property. This is a change to the original quote and has additional cost. It was also found that additional electrical panel was found that was not included in the original quote along with additional lighting. Total cost of the additional items needing for the Standby Generator and Electrical Upgrade is \$80,967. This amount will come from the Capital Reserves for Building and Grounds Improvement. If approved, Permissive Referendum is needed to spend the funds from the account.

BE IT RESOLVED, that the Board of Fire Commissioners of the Vestal Fire District, in the Town of Vestal, pursuant to the provisions of Section 64 of the Town Law, hereby to spend from the Fire District's Capital Building and Grounds Reserve Fund in the amount of \$80,967 for additional work needed for the Standby Generators and Electrical Upgrade, and all associated costs with installation for Vestal Fire Department Station 1.

BE IT FURTHER RESOLVED that this Resolution is subject to a Permissive Referendum, notice of which shall be posted and published in accordance with Section 90 of the Town Law.

A vote was then taken upon the motion for adoption with the following results:

<u>MARIA SEXTON, Chairman</u>	<u>VOTING</u>	<u>AYE</u>
<u>SUE MESSINA, Fire Commissioner</u>	<u>VOTING</u>	<u>AYE</u>
<u>STEPHEN DONNELLY, Fire Commissioner</u>	<u>VOTING</u>	<u>AYE</u>
<u>ROBERT GREENE JR., Fire Commissioner</u>	<u>VOTING</u>	<u>AYE</u>
<u>GLENN MILLER, Fire Commissioner</u>	<u>VOTING</u>	<u>AYE</u>

Publication of the Legal Notice for Permissive Referendum will be advertised on Wednesday, April 3, 2024 in the Binghamton Press and Sun Bulletin.

Training / Safety:

Annual fire officer training was conducted on Saturday 3/9/24, for 5 hours, with all fire officers and staff in attendance. We appreciate Councilwoman Messina stopping in to speak the participants. A recent break in at the Training Site on 3/25/24 is being reviewed and security enhancements are being implemented. We are working with the Vestal Police Department on this matter. Repairs to the security fence are being communicated to the Water and Engineering Department. There is a concern regarding people seeking refuge in the training site facilities. 2024 fire fighter medical physical program with Guthrie - Lourdes has been initiated.

Resolution 54F-2024: Motion by Commissioner Messina, seconded by Commissioner Greene Jr. to approve the following Fire Department Members to attend NYS OFPC Outreach Courses and NYS OEM as listed below:

Retroactive approval for Lt. Sacha Sigelman-Schwartz **to attend ICS-300: Intermediate All-Hazard NIMS ICS Review for Expanding Incidents Refresher at the State Preparedness Training Center on January 24th**

Assistant Fire Chief Charles Paffie for **Fire Officer I – Firefighter Health and Safety at Chenango Fire Department # 1 from April 9th to April 17th**

Assistant Fire Chief Charles Paffie for **Fire Officer I – Company Training & Community Risk Reduction at Town of Binghamton #2 from April 30th to May 21st**

Assistant Fire Chief Charles Paffie for **Fire and Life Safety Educators Conference at East Syracuse Fire Station #2 on May 10th**

Assistant Foreman Don Albrecht, Assistant Foreman Alex Eaton and Assistant Foreman Mike Eaton for **Basic Passenger Vehicle Rescue at Vestal Station #3 from June 10th to June 15th**

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 55F-2024: Motion by Commissioner Donnelly, seconded by Commissioner Greene Jr. to approve Susan Bowen and Paige Willes to attend Association of Fire Districts State of NY Mini Summit in White Plains, NY. The breakdown is as follows:

Course Fees: \$200.00 each

Lodging: \$179.00 per person per night for 2 nights plus parking for \$20 per night.

Transportation: Rental \$150.00 includes toll invoice (to be charged 2 weeks after trip)

All meals are included for Friday. Meals for Thursday and Saturday is per diem rate of \$55.50 for First and last day of travel.

For 2 people total cost would be estimated \$1500.00

Courses that are being covered are Records Retention, Panel Discussion with Q & A for Secretaries and Treasurers, Ask the Experts Insurance & LOSAP Panel, Treasurer Best Practice and Secretary – Treasurer Round Table.

All in Favor: 5, Opposed: None, Absent: 0.

Resolution 56F-2024: Motion by Commissioner Miller, seconded by Commissioner Greene Jr. to approve Susan Bowen and Paige Willes and possibly a third person (New Treasurer) to attend Association of Fire Districts State of NY Mini Summit in Cheektowaga, NY. The breakdown is as follows:

Course Fees: \$45.00 each

Lodging: \$117.00 per person per night for 2 nights

Transportation: Rental \$150.00

All meals are included for Friday. Meals for Thursday and Saturday is per diem rate of \$51.50 for First and last day of travel.

For 3 people total cost would be estimated \$1300.00

Courses that are being covered are Common Audit Pitfalls, A Year in the Life of a Fire District Secretary Panel Discussion with Q & A for Secretaries and Treasurers, Professionalism, Passion & Pride in our Volunteer Fire Service, Ask the Experts Insurance Panel, and Fit For Duty.

All in Favor: 5, Opposed: None, Absent: 0.

Building & Grounds / Quartermaster / IT:

MOU from the Town of Vestal Highway Department for grounds maintenance, snow and ice mitigation has been reviewed. Contract signed for Station 1 roof repair and 20-year warranty. Quotes for facility services for 2025 and IT systems service for 2025 have been received and are being reviewed. Implementation of Fire District computer use policy and training for all users. This is in line with the town's IT policy. Fire protection system inspections are in progress for Fire District buildings. Inventory updated continue for fire department central storage. Updates into REDNMX continue.

Fleet Management:

New Engine 2 and 3 in service. Brush Truck 1 & 3 committee meetings active and timeline for replacement established. Rescue 2, Midi 2 and Midi 3 replacement planning in place and committees being formed. Fleet maintenance and inspection on track. Fleet strategy continues to be reviewed. Meeting planned for 4/11/24 to discuss Governance Committee strategies with all five Fire Chiefs.

Resolution 57F-2024: Motion by Commissioner Messina, seconded by Commissioner Greene Jr. to approve the advertisement of sealed bids for the sale of Old Engine 32-3, an AMERICAN

LAFRANCE J2i Pumper with VIN # 4Z36ESEB7XRA35715. Advertisement will begin on the social media pages for 30 to 45 days once the bid specification is complete and posted.
All in Favor: 5, Opposed: None, Absent: 0.

Chief's Report

Chief Paffie gave his report.

The fire department respond to approximately 70 fire calls already this month with a couple of days still remaining. 13 of the 70 were at Binghamton University. But remember that they were on break for a short period of time in the beginning of the month, need to take that into consideration. There was one building fire, it was a stove fire with slight extension into the walls on Clubhouse Rd.

The department marched in the St. Patrick's Day parade on March 2nd with about 40 members in attendance.

An Engine stood by for Endwell Fire this past Saturday while they attended their dinner dance for six hours from 6pm to midnight.

Training which was already covered earlier. The Officer Training was on March 9th for approximately 5 hours. There's 35 officers and staff personnel in attendance. The monthly water rescue training was held. Two personnel from Station 4 attend the flammable liquid foam training school in Texas A&M last week.

Fire Department personnel are continuing to work on their annual OSHA training online.

Last minute request from FF Rose to host a Defensive Driving course on Saturday, April 20th at Station 1.

Talked about the totes of foam and the foam mitigation. So just so everybody's aware of. The totals of for the totes of foam, one company was \$57,000 in change and the other one was \$42,000. It's a huge savings and we have to thank Buckeye for putting us in contact with this company, saving us \$15,000. There will be an ordered of four (4) 275 gallons totes to replace some of the bad foam. We're getting ready to offload the bad foam off the apparatus and into 275-gallon totes that we've purchased already. Assistant Chief Paffie, will be taking care of that.

Governance Committee Chairman McCartney, some of the Officers and himself have joined in on several webinars in regards to new OSHA, regarding 1910.156. It's a new standard throughout the state. What they're trying to implement in these standards, started from after the attacks of 911 and they are starting to put all this information together, so there'll be more to follow, but just to give the board awareness. Most of the items we're already doing as a department and a district, so, but there be more information in the upcoming month.

Talked about the break in at the Training site. Working on getting some padlocks for all the buildings. One door has to be fixed for because it has warped so bad due to the weather down there takes out water so. Individuals They removed stuff from the second floor of the tower building, the tall building that you can see from the highway. Removed a magnetic, that goes along the grass to pick up nails so the Parks Department can go down in mow with no issues. They moved a box of

lights that was supposed to be installed. The items were found underneath a Nelson tree cutting truck that was parked, just outside the gate on the dirt road that as you come up over the hill to the right. The items that were moved there, with anticipation that they were probably going to take the next night. The water department had called the Police Department. Officer Mabee went over and took the report. Bruce Willis is looking into industrial style padlocks for all the buildings over there and there's a lock box already on the gate. The key will be placed into it and most of the agencies already have that code, so it should be good. There is a camera up there's one over there, but if Captain Devine does not know what time it happened, it's very hard to research. Advised the Training Site Coordinator and Captain Fletcher to possibly add security items for the V-fire Grant that is due at the end of April.

Governance Committee Chairman McCartney also stated the other consideration with the surveillance that if somebody gets hurt over there, there is video of it, if we have to defend ourselves because of injury on our property, it may be beneficial to have that video surveillance.

Chief Paffie brought up about the sealed bids for engine 3, that they had a subject from Firehouse Subs made an offer of \$6500 for Old Engine 3.

New Engines 2 and 3 are in service.

We were contacted by Apalachin Fire and EMS with the lane closures of Route 17 between exit 66 and the county line. Their concern is they won't be able to respond up there. Due to the ramp being closed. They were advised the Vestal Fire does not respond on motor vehicle accidents with injury, unless there's entrapment or there's a fire hazard like the vehicle is on fire, that's the only way Vestal Fire will respond. They were advised of that so through the Fire Coordinators for each county. Fire Coordinator Buckler is also going to advise that Vestal Ambulance will cover the EMS portion of the call and for Vestal police to shut down Route 17 westbound at Exit 67 and then for the Broome County to contact DOT for them to assist with traffic. Chief Paffie sent an email to Assistant Chief Luker and have not heard back.

Commissioner Miller asked what happens with the old foam? How is it disposed of?

Assistant Chief Paffie advised that the foam is incinerate it 1200° for very few seconds.

Chief Paffie advised that Buckeye West is taking some it just unsure of the total amount. They are not only picking up Vestal Fire's and dropping it off, they are taking it from locations too.

Governance Committee Chairman McCartney advised that the fire department and district is working with Buckeye and is hoping that they'll come through with their proposal. If they do, it's going to save lot of money. We have no choice but to move forward with a plan that if Buckeye doesn't come through, we got to get rid of the foam. Our insurance company is asking us to get it out of here.

Old Business:

None

New Business:

Resolution 58F-2024: Motion by Commissioner Messina, seconded by Commissioner Donnelly. to approve Firefighter Doug Rose Sr. to host Defensive Driving Course at Station 1 from 8:30am to 3:30pm on Saturday, April 20, 2024. Fire district to cover the cost for members and auxiliary at \$30 each and Family, Friends and general public at \$35 each.

All in Favor: 5, Opposed: None, Absent: 0.

Public Comments:

Assistant Fire Chief Paffie, recently had an issue with being reimbursed by the town. He had submitted the reimbursement back in January. As of the end of March, he hadn't received the reimbursement. He had spoken to Director Willes about it. He had submitted a separate individual voucher being repaid back to him but somehow it got added to the station 4 reimbursement. It takes too long to be reimbursed, that's \$3200 bucks out of his pocket. How did it get added to Station 4's reimbursement when it should have been picked directly to him? He doesn't want to hear the excuse of being short-handed.

Fire District Secretary Bowen answered that when Director Willes did the voucher, she even though she had your name on listed on it, it was sent to Station 4 Treasurer and for two in our procurement or purchasing policy, we're not reimbursing individuals to save on time in reimbursements. It is easier to go through the Station to be reimbursed faster than to wait on the district. The district in turns reimburses the station.

Governance Committee Chairman McCartney ask if there was a delay in the paperwork getting into the Business office and the Business Office taking action on it to get the money?

Fire District Secretary Bowen advised that it was submitted on February 28th and don't believe it was paid it until week or two after because she was out.

Governance Committee Chairman McCartney advised this is not the only slow pay that we've had. We've had at least six vendors call in and say that our bills are being paid slow or are not being paid. This is part of why we want to separate our finances from the town and this is why one of the things that we want to talk about is to hire the person we propose as a treasurer. We would hire them as a consultant until we separate so we don't have to put them on the town payroll as an employee, pay them as a vendor or contractor. However, we want to call it and when we transition to the new district, the first person that is appointed of the new district is the Treasurer. The Treasurer actually conducts the first meeting. Then the interim fire Commissioners are appointed.

We have beat the bushes trying to find a person that has the right credentials and has the capability to do this. We've asked several many have denied or we're down to a point where we do have a person who is very interested. They're currently working as a CPA and they will end their employment potentially on April 16th with their current employer. The person is retiring and is interested in working part-time We have their credentials, we're going to talk about it at the Governance Committee and I would like to bring that name forward in a meeting with the town board to discuss appointing this person. What I would like to consider is have this person come in and go through an audit, the fire district finance and start to establish those lines that are necessary to put us in a posture that are all of our funds are accounted for, line up the new bank accounts, prepare the new EIN, and then when we separate.

We opened the new accounts, all of our money is completely separated from the town as the state Comptroller wants it, and we are ready to hit the ground running with a person using an accounting software because we won't be using MUNIS, we'll probably use QuickBooks and we are ready to hit the ground running day one. The finance is super critical. We can't be late paying our bills. It opens up subject to audit in the state comptroller's office. We think we have a resolution to the problem and I believe this person is interested in starting May 1st, but we would likely have to put them on as a contractor for a few months, so I think there's more that we need to discuss and kind of spell things out. I have been talking to the finance section chair about this, but we got to make sure our bills are getting paid and apologize for your payment, Assistant Fire Chief Paffie.

Chief Paffie inquired that moving forward as a fire department personnel like Assistant Fire Chief Paffie submitted something, should they be submitting it to their stations and their stations pay him back and...

Fire District Secretary Bowen advised the stations then submit the invoice to us.

Governance Committee Chairman McCartney stated that they will have to create a policy on that because I don't think a district policy exists.

Fire District Secretary Bowen stated there it, it's in procurement policy or the purchasing policy, but it's in there as a section that reimbursement to individuals goes through the stations.

Governance Committee Chairman McCartney So we'll have to readdress that.

Commissioner Sexton advised speaking to the town end of it. She did speak to Jessica in regards because she received his e-mail and that's a long time to wait and especially for the amount of money for sure. So she hears that they're going to be trying to make it more expedient process within the fire department, but at the same time Commissioner Messina and Commissioner Sexton are planning a meeting with the controller, which we're going to be discussing that, and hope Governance Committee Chairman McCartney will join them so that they can get everybody's aspect on doing exactly what he said. But it absolutely has to be addressed. It's part of a bigger conversation with our controller to make sure that we're doing everything in the way that we're supposed to be doing it as well and make sure that everybody gets paid timely fashion. Thank you and I'm sorry.

Commissioner Donnelly also advised that the Fire Department are not the only ones. That's every department.

Governance Committee Chairman McCartney inquired to Assistant Fire Chief Paffie, if he incurs any interest charges on your money being tied up? Assistant Fire Chief Paffie advised he did not.

Commissioner Sexton advised there was a delay here. I know that they're dealing with that. But on our end, we're going to be working on that as well.

Commissioners Comments:

Commissioner Messina did get to visit on March 9th and it was really great that everybody showed up at 7:30 in the morning for five hours of training on a Saturday and really proud to work with the

fire department. You guys do a nice job. That was a prime example of the great job that you do. So thank you very much.

Commissioner Donnelly just like to say a good job. You guys always do great protecting us. And we appreciate the service and you guys putting your life on the line everyday. So thank you to you and all the Members.

Announcements

NYS DEC annual Open Burn Ban will be in effect from March 16, 2024 through May 14, 2024.

Reference: DEC Reminds New Yorkers: Annual Residential Brush Burning Prohibition Starts March 16 – NYSDEC website: dec.ny.gov

This information is posted on the Fire Department website: vestalfire.com.

Next meeting of the Fire District will be April 24, 2024 at 5pm

Motion to by Commissioner Messina, seconded by Commissioner Greene Jr. to adjourn the meeting.

All in Favor: 5, Opposed: None, Absent: 0

Meeting was adjourned at 5:44pm

Respectively Submitted,

A handwritten signature in black ink that reads "Susan Bowen". The signature is written in a cursive, flowing style.

Susan Bowen
Fire District Secretary