



**VESTAL FIRE DISTRICT
BOARD OF FIRE COMMISSIONER
REGULAR MEETING – MEETING MINUTES**

Date: June 26, 2024

Present:

Commissioner Maria Sexton
Commissioner Sue Messina
Commissioner Robert Greene Jr.
Commissioner Glen Miller
Commissioner Stephen Donnelly: Absent.

Others Present: Susan Bowen, Fire District Secretary
Paige Willes, Director of Purchasing
Charles Paffie, Assistant Fire Chief
Marisa Butler, Fire District Financial Consultant
1 member from the public

Governance Committee:

Chairman: Tom McCartney
Member: Mike Petcosky
Member: Ron Birdsall

The meeting was called to order at 5:01pm by Chairwoman Maria Sexton.

Chairwoman M. Sexton led the Pledge to the Flag to those present.

Chairwoman M. Sexton defers to Governance Committee Chairman T. McCartney to proceed with the meeting.

01 – Motion by Commissioner Messina, seconded by Commissioner Greene to Approval of Minutes of the Fire District Meeting of May 22, 2024. All in Favor: 4, Opposed: None. Absent: 1

02 - Correspondence:

- Fire Advisory Board Meeting Minutes for April 15, 2024
- Fire Advisory Board Meeting Minutes for May 20, 2024

03 - Treasurer's Report:

Received Warrants 2024-21F (05/24/2024), Warrant 2024-22F (05/31/2024), Warrant 2024-23F (06/07/2024), Warrant 2024-24F (06/14/2024), and Warrant 2024-25F (06/21/2024)

Resolution 99F-2024: Presented the Abstract of Vouchers that were paid on 05/31/2024, 06/07/2024, 06/14/2024, 06/21/2024 and to be paid on 06/28/2024

Motioned by Commissioner Miller, seconded by Commissioner Greene to approve vouchers for payment. All in Favor: 4, Opposed: None. Absent: 1

Monthly Treasurer's Report: Received November 2023 to December 2023 Income Reports.

Received January 2024 to April 2024 Income Reports and May's Expense Report

Motioned by Commissioner Messina, seconded by Commissioner Greene to approve the Monthly Treasurer's Report. All in Favor: 4, Opposed: None, Absent: 1

04 - Bid Openings

Bids were received on June 26th at 2pm in the Fire District Office for (2) Brush Trucks, Bid Specification requests were sent to:

- 1) Federal Safety Equipment, 23 Kinney Street, P.O. Box 73, Candor, NY 13743
- 2) Firehouse Apparatus, Inc., 13219 State Route 90, Locke, NY 13092
- 3) J.P.B Fire Sales, LLC, 4675 Burr Drive, Liverpool, NY 13088
- 4) Ward Apparatus, 1250 Schweizer Rd, Horseheads, NY 14845
- 5) THL Fire Equipment, 6638 Walters Rd., Hagerstown, IN 47346

The Following Bids were received, Pricing is for total of Both Trucks:

- 1) J.P.B Fire Sales, LLC, 4675 Burr Drive, Liverpool, NY 13088 - \$359,884.00
- 2) Federal Safety Equipment, 23 Kinney Street, P.O. Box 73, Candor, NY 13743 - \$308,680.00
- 3) Firehouse Apparatus, Inc., 13219 State Route 90, Locke, NY 13092 - \$462,028.00
- 4) Ward Apparatus, 1250 Schweizer Rd, Horseheads, NY 14845 – NO BID
- 5) THL Fire Equipment, 6638 Walters Rd., Hagerstown, IN 47346 – NO BID

-Commissioner Messina raises a question regarding Debra, Town Clerk receiving bids in the mail today. Secretary, S. Bowen explains she received the bids at the Fire District Office and K. Purdy, Director of Fleet, traveled next door to the Town Hall Building & asked Debra if she had received any bids today for the Bid Opening being held in the Fire District Office.

All Bids will be turned over to the Director of Fleet, K. Purdy for further review.

-Chairman T. McCartney explains K. Purdy will review the Bids, then forward the Bids to the Committee, and lastly come back to the Board of Fire Commissioners with any recommendations.

05 - Secretary Report:

- Secretary S. Bowen attended the leadership meeting and luncheon for the Southern Tier Association of Fire District and Emergency Services. The organization is affiliated with the Association of Fire Districts of the State of New York as Region 4. To give a brief overview of what it is about; The object of the organization is for the mutual advancement of educational matters affecting the duties of Fire District Officers and their districts. There will more information coming out in the coming months. There will be a Eat, Greet and Meet Networking Mini Summit on November 9th for all Commissioners, Line Officers, Secretaries and Treasurers.

-Chairman T. McCartney explains Region 4 encompasses the Central New York Area so it would be much easier to attend their meetings and trainings instead of sending people to White Plains, New York or Buffalo, New York.

The Fire Advisory Board Officers of Company 1, and 4 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 1, and Company 4 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 100F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve Adam Norovich – Co 1, Carter Wasley – Co 1, and Jonah Carlton – Co 4 to join the Vestal Fire Department. All in Favor: 4, Opposed: None, Absent: 1

Resolution 101F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve to accept the resignation of Station 2 member, Luigino (Gino) Tranelli. All in Favor: 4, Opposed: None, Absent: 1

06 - Management, Oversight & Policy:

Governance Committee Update:

- June 2, 2024 – Presentation to fire department members on the update of the fire district separation.
- June 12 – 13, 2024 – Fire Commissioner training in Syracuse, NY attended by the Governance Committee Chairman. Review and discussion with Councilwoman Messina on employee work history and tentative plan for transition of full-time employees.
- June 20, 2024 – Meeting between town and fire district to discuss timeline of separation process and LOSAP fiduciary requirements according to the NYS OSC.
- Foam mitigation status update from Buckeye and Waste Management contractor. Hazardous waste profiles have been created and packaging guidance of old foam to be disposed has been disseminated. Old Engine 2 and 3, Foam Truck still need PFAS foam removed. Foam tank replacement for new Engine 1 and 4 is being addressed.

07 - Finance / Records Management:

Governance Committee Update:

- 2025 budget preparation meeting conducted on 6/5/24 and 6/18/24. Participation by Governance Committee, Fire Chief, Financial Consultant and Secretary. Next meeting set for July 9, 2024 to review a draft 2025 fire district budget.
- Ron Birdsall, Member of the Governance Committee wanted to make sure the date for the meeting to review a draft of the 2025 fire district budget was corrected. The date is July 9, 2024, not July 7, 2024.
- June 4, 2024 - Meeting with the LOSAP actuary regarding the program financial report. Guidance provided regarding the 2025 plan for budget requirements.
 - June 19, 2024 - Meeting with Fiscal Advisors & Marketing to discuss 2024 bond anticipation notes in process and bonding planned for 2024 – 2025. Assistance received from town comptroller and Laura McKane.

Financial Consultant Activity for June:

- Training - OSC Governmental Accounting Principles & Procedures. AFDSNY Fire District Treasurer Trainings online among various other free webinars online.
- Accounting – downloaded the OSC Chart of Accounts, received the COA from the town Comptroller (currently used) for the Fire District (General Fund only) and merged them together so in the future all of the Fire District accounts will be using the same account numbers as the OSC COA
- Reporting – familiarization with the preparation and filing of the Annual Financial Report with OSC, reviewed prior years' AFR reported by the town.

- Budgeting – attended the budget meeting, reviewed prior years’ budgets and familiarized with the budgeting process.
- LOSAP – attended the LOSAP meeting to better understand LOSAP, researched and reached out to OSC on how to report LOSAP - (LOSAP needs to be reported in the General Fund, NOT a Fiduciary Fund as the town is currently doing)
- Currently waiting on the COA from Town Comptroller for the Capital Projects Fund and Fixed Assets Fund. Once received, can set up a COA for those funds for set up in Quickbooks. Working on setting up the General Fund for Quickbooks.
- Waiting on the town to separate Fire District cash from the town and transfer the cash into a separate bank account.

Resolution 102F-2024: Motioned by Commissioner Messina, seconded by Greene to approve the use of Special District (Foam) Fund Balance in the amount not to exceed \$20,000 be transferred to Line F3410 4034R for the cost of hiring a Consultant for the Special District.

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

-Chairman T. McCartney wanted to explain the purpose of hiring a Consultant for the Special District because from 1983 to current, we have been using theory and foam that had properties that we fought tank fires in a certain way. The New Foam does not act like the Old Foam. The New Foam will likely take more concentrate or water and a different technique. Fighting a tank farm fire is a liability upon the district. People will be sent for training and Assistant C. Paffie attended training this year at Texas A& M. T. McCartney proceeds to ask Asst. C. Paffie if he would agree that the foam was different from the previous that was being used. Asst. C Paffie agrees that things have changed. It would be beneficial to hire a consultant to come in and provide some guidance on the amount of water, the amount of foam concentrate, and the application techniques to properly fight fires at the tank farms.

Resolution 103F- 2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve to accept the proposal from Haines Fire & Risk Consulting Corporation in the amount of \$19,900, to develop water supply plans for several oil terminals located within Vestal, NY for the Vestal Fire Department (VFD). Additionally, this proposal includes consultation time to assist Vestal Fire Department with the purchase of a new Foam engine and Subject Matter Expert consultation time. All in Favor: 4, Opposed: None, Absent: 1

-Chairman T. McCartney states the current foam truck is up for replacement. As of right now, receiving advice is crucial to make sure correct decisions are being made on the new foam truck because it may require additional fire flow to fight fires.

Resolution 104F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve the use of Unallocated Unrestricted General Fund Balance in the amount of \$22,200 to Cover the expense of a new phone system in the amount \$9,600 and \$12,600 to replace the Class B Foam System on Engine 32-1 and Engine 32-4.

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount Requested</u>	<u>Explanation</u>
Unallocated Fund Balance	F3410 4050	\$9,600.00	Purchase of New Phone System Fire Stations

Unallocated Fund Balance F3410 4040 \$12,600.00 Repair Engine 1 & 4
All in Favor: 4, Opposed: None, Absent: 1

Resolution 105F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve the purchase Phone System with Server and Licenses through All-Mode Communications in the amount of \$9,600. All in Favor: 4, Opposed: None, Absent: 1

Resolution 106F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to retroactively approve for Chairwoman M. Sexton to sign the Broome County Small Community Fund Grant payment request form for \$11,700 for the Roof Repair of the Training Tower at the Fred Singer Training Facility. All in Favor: 4, Opposed: None, Absent: 1

Resolution 107F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to retroactively approve to purchase (22) 5-gal pails of National Foam Class A Knockdown in the amount of \$3,567.06. This is to cover (5) Pails going to Station 4 for use at the Tracy Creek Road fire, (5) pails to have on-hand in Central Storage and (12) pails to complete Engine 32-2 and Engine 32-3 Project. All in Favor: 4, Opposed: None, Absent: 1

Resolution 108F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve the purchase of (4) Pairs of Lion Thorogood QR14 Structural Firefighting Boots in the amount of \$358.75 each for a total of \$1435.00. All in Favor: 4, Opposed: None, Absent: 1

Resolution 109F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve the purchase of (2) GE Dehumidifiers for Central Storage in the amount of \$289.99 each for a total of \$579.98. All in Favor: 4, Opposed: None, Absent: 1

Resolution 110F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve the repair of (2) pairs of Lion Turnout Gear Pants for a total of \$674.
All in Favor: 4, Opposed: None, Absent: 1

- A purchase of (5) Calibration Gas for the Calibration Stations for the MSA Meters in the amount of \$1848.00 was made as the purchase is under Broome County Contract.

-Chairman T. McCartney briefly mentions this purchase is a budgeted item. He explains that there are oxygen, combustible gas, and carbon monoxide meters throughout the fire department with the Chief's and the apparatus. The Meters have to be calibrated every month.

08 - Training / Safety:

Governance Committee Update:

- Updated training documentation report for fire department implemented. New member orientation program has started.
- Training site repairs continue. Repair work to the smoke tower roof is in progress. Grant assistance from Broome County in progress. The Fire Department has fronted the funds for repairs and will be reimbursed when the grant form Broome County comes in. Heat tile repair in progress for the burn building.

Resolution 111F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to retroactively approve the Water Rescue Team to go out of town on Sunday, June 8th for joint training with the Metro Water Rescue Group in Chenango Forks for Swift Water Rescue Training on Tioughnioga River. All in Favor: 4, Opposed: None, Absent: 1

Resolution 112F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to retroactively approve for Rescue 32-1 to go to Gary's U Pull It on Colesville Road in Binghamton, New York, to support the State Basic Vehicle Rescue class on Sunday, June 23rd at 8am. All in Favor: 4, Opposed: None, Absent: 1

09 - Building & Grounds / Quartermaster / IT:

Governance Committee Update:

Building and Grounds:

- Various facility maintenance items are being addressed with repair being handled by town maintenance or contractors. 2025 cleaning services quote received and being evaluated. NYSEG Smart meters have been installed in all fire stations. Work continues for the planning for the installation of the emergency generator for Station 3.
- Review of capital plan for Station 3 addition and vestibule. Station 2 UTV storage building relocation. Station 2 and 3 apron replacement planning.
- Update to insurance policy for revised building values.

-Chairman T. McCartney noted that prior, The Vestal Fire Stations were severely underrated for their value against insurance. Mike Petcosky, Member of the Governance Committee chimes in and states that this is correct, he believes it hasn't changed in 30 years. So, the values are up where they should be. There was a risk that if there was an incident and a building was lost, we would not have had adequate insurance.

- No report received in June from Asst. Chief Stout on building and grounds issues.
- Training site repairs continue. Repair work to the smoke tower is in progress. Grant assistance from Broome County in progress.

Information Technology Systems:

- REDNMX update and review of tickets.
- Quotes for 2025 IT system review and assessment by the IT committee. System access updates for fire offices for REDNMX and fire department e-mail.

Quartermaster:

- June inventory updated. REDNMX updates to begin. Sign out of goods being addressed to the fire officers. Repair of protective clothing being addressed and processed.

10 - Fleet Management:

Governance Committee Update:

- Update to insurance policy on current vehicle replacement values.
- Review of current spending for fleet maintenance. *on track for the current year*
- Projection for 2025 budget planning.
- Brush Truck 1 and 3 project status and review.
- M3 and M2 committee update.
- Rescue 2 planning in progress.

- Tire replacement for NFPA compliance continues.
- Pump testing and annual preventive maintenance is in progress.
- Foam tank replacement for new Engine 1 and 4 is being addressed.

-Chairman T. McCartney mentions Engine 1 and Engine 4 are brand new vehicles, but PFAS foam was added to them, but an order to remove the PFAS foam was in place by the State. The foam tanks were contaminated so they would need to be replaced which is being addressed.

Resolution 113F-2024: Motioned by Commissioner Messina, seconded by Commissioner Greene to approve to spend estimated cost of \$12,400 to replace the Class B Foam System on Engine 32-1 and Engine 32-4. This consists of 30-gal Foam Tank, Pump, Foam Refill Hose and Fittings.
All in Favor: 4, Opposed: None, Absent: 1

Chief's Report

Assistant C. Paffie gives the Chief's report in Fire Chief John Paffie's absence.

-The Fire Department responded to approximately 55 calls this month, 3 being at Binghamton University. They went on 4 mutual aid calls, and received mutual aid 2 times, 1 for the Tracy Creek Road house fire and Broome County Fire Investigators at Willow Point Nursing Home.

-The SCBA Compressor will be in town at New Station 4 in the September time frame.

-The Foam Mitigation is a slow work in progress. It should be done by the end of the summer. Chairman T. McCartney appreciates Asst. C Paffie in all of the work being done with the foam.

Old Business:

None.

New Business:

None.

Public Comments:

-Asst. C Paffie expresses his opinion on being able to accept applicants from outside of the area.

-Chairman T. McCartney states that this issue should be addressed to the Fire Department President, Dan Kirchheimer, and the By-Laws Committee for review. Although, it's good to be brought to the Districts attention.

Commissioners Comments:

-Chairwoman Maria Sexton wants to thank everyone for their hard work and she is amazed at how everything is being sorted out and taken care of. She also wanted to thank all of the volunteers for everything they do.

-Chairman T. McCartney states it's a tremendous amount of work and he would like to thank the Governance Committee, the Financial Advisor, and the Staff in the Admin Office. He would not be able to do this alone. He believes that by Fall, we should be separated. Every possible thing in the Vestal Fire District has been looked at and reviewed.

Announcements

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

Motion by Commissioner Messina, seconded by Commissioner Greene to adjourn the meeting at 5:29pm.

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