



VESTAL FIRE DISTRICT BOARD OF FIRE COMMISSIONER REGULAR MEETING MINUTES

Date: August 28, 2024

Present:

Commissioner Maria Sexton
Commissioner Sue Messina
Commissioner Glenn Miller

Others Present:

Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
Kahl Miller, Assistant Fire Chief
Steve Langeland, Assistant Fire Chief
John Paffie, Fire Chief
Daniel Kirchheimer, Dept. President

Absent:

Commissioner Stephen Donnelly
Commissioner Robert Greene, Jr.

Governance Committee:

Chairman Thomas McCartney
Member- Mark Tomko

The meeting was called to order at 5:02pm by Chairwoman Maria Sexton.

Chairwoman M. Sexton let the Pledge to the Flag for those present.

01 – Approval of Minutes

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the minutes of the Fire District Meeting Minutes from July 24, 2024.

All in Favor: 3 Opposed: None. Absent: 2.

02 – Correspondence:

- Fire Advisory Board Minutes from July 15, 2024
- Association of Fire District August-September 2024 Newsletter

03 – Secretary Report:

- On July 30th, Maria McCashion from NYS Archives came back to finish the record assessment of the Fire District Records. At the end of her visit, she took (9) file boxes for shredding that was no longer needed in the district files. We received a 16-page detailed report on how to improve records retention and destruction in both paper format and electronic.
- **RESOLUTION 139F-2024**
Motion by Commissioner Messina, seconded by Commissioner Miller to approve the request from Station #3 to host a Chicken BBQ fundraiser on Saturday, September 21, 2024 starting at 11:00 am. Coverage for Fire Department Members for the purpose of VFBL coverage time would be 6am to 5pm.
All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 140F-2024**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve to send a stand by crew with Engine 32-1 to the Endwell Fire District to cover for Endwell Fire Department while their members attend their Company Dinner Dance on September 28, 2024 from 17:30 to 00:00.

All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 141F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to terminate Station 4 Member Nathan Kennedy based on Vestal Fire Department By-laws Article 2 Section 4 Probationary Period.

All in Favor: 3. Opposed: None. Absent: 2.

- The Fire Advisory Board Officers of Company 4 have reviewed the Vestal Fire Department Application and conducted interview with the applicant listed below. The applicant has been accepted by the members of the station at a recent company meeting. The Fire District Administration Office conducted a review with the Broome County Sheriff's Office -DCJS Volunteer Firefighter Inquiry Form for Arson and Sex Offender for each proposed member with no arson or sex offender records found.

- **RESOLUTION 142F-2024**

Motion by Commissioner Messina, seconded by Commissioner Miller to accept Victoria Hackert of Co 4 to join the Vestal Fire Department.

All in Favor: 3. Opposed: None. Absent: 2.

04 – Chief's Report

-The Fire Department responded to approximately 55 calls this month, 10-12 calls being at Binghamton University. There was no mutual aid calls this month. There was a lot of weather-related calls in the areas with tree and wires being down and dealt with the Choconut river rising. He explains there is a pre-plan in place when it happens to monitor and execute the plan and it works flawlessly. Town agencies like Highway Dept. and Police Dept. tend to chip in and help.

-There are several classes going on right now like BEFO and IFO that several members are attending.

-The Annual Open House for the Fire Department will be Saturday October 5, 2024 from 10am-2pm at the Town Square Mall in the parking lot next to Barnes and Noble. State Police, Broome County Swat Team, and Safety Trailers will also be there.

-Chief Paffie expresses on the topic of foam mitigation that there is only 1 fire truck left that still needs the foam removed which is Foam 4. It is in the process to be completed in the next couple of days. The disposal of the foam will be picked up at Old Station 4.

05 – Director of Purchasing Report:

- **RESOLUTION 143F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve to spend up to \$1,891 to purchase for Tool Mounting Equipment for New Engine 32-3.
All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 144F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve to spend up to \$4,700 to purchase Water Rescue Equipment (Dry Suits (2), Skedco Sken Stretcher System, Boots and Shipping Costs).
All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 145F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve to purchase the following for the New Office Location:
(2) 4-packs of Office Reception Chairs for \$418 each, total \$836.00
(9) Keypad Entry Door locks for All Door in Office Area for \$149 each, total \$1341.00
(5) Glass Dry Erase White Boards for \$196 each, total \$980.00
(3) Large Office Desks for \$300 each, total \$900.00
(4) Dell Docking Stations for \$190 each, total \$760.00
(6) Dell Monitors for Offices for \$120 each, total \$720.00
(1) 15 cubic Ft Refrigerator up to \$700.00
(1) Conference Table and 10 Chairs set for \$1000.00
(5) Office Desk Chairs for \$300 each, total \$1500.00
All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 146F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve to Holmatro Preventative Maintenance service by Mitch Goldberg of J.P.B. Fire Sales, LLC at the cost \$3,075.00. This is to service all the Vestal Fire Department's Holmatro rescue tools. J.P.B. Fire Sales, LLC is a sole source provider for Holmatro Sales and Service.
All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 147F-2024:**

Motion by Commissioner Messina, seconded Commissioner Miller to approve to Waste Management Invoice in the amount of \$1080.00 from F3410.4034R for ADEM Profile Fees for setting up Profile for the Foam disposal.
All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 148F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the purchase of (8) GLX M14 Helmets for the ATV for Station #2 in the amount of \$62.95 each for a total of \$503.60.
All in Favor: 3. Opposed: None. Absent: 2.

06 – Treasurer’s Report:

- Received Warrant 2024-30F (07/26/2024), Warrant 2024-30S (07/26/2024), Warrant 2024-32F (08/09/2024), Warrant 2024-33F (08/16/2024) and Warrant 2024-34F.
- **RESOLUTION 149F-2024:**
Presented the Abstract of Vouchers that were paid on 08/09/2024, 08/16/2024, 08/23/2024, and to be paid on 08/30/2024
Motion by Commissioner Messina, seconded by Commissioner Miller to approve the Abstract of Vouchers.
All in Favor: 3. Opposed: None. Absent: 2.
- **RESOLUTION 150F-2024:**
Motion by Commissioner Messina, seconded by Commissioner Miller to accept July’s Monthly Expense Report from the Treasurer.
All in Favor: 3. Opposed: None. Absent: 2.

07 – Bid Openings (Sale of Old Engine 32-3)

- There were three bids that came in to purchase the truck.
The following Bids were received and opened at 2pm yesterday,
Bonnie Vale, Inc, Twin Tier Fire & Safety Service, Montrose, PA - \$6,600
Firehouse Concessions, Athens, PA - \$6,500
Greater Valley Properties & Services, Sayre, PA - \$5,600

Bids will be turned over to the Fire District’s Governance Committee for further review.

08 – Management, Oversight & Policy:

Governance Committee Report:

- One GC member will be stepping down in October 2024. We will be replacing this person on the committee with a person from the public or fire department. We are reviewing candidates at this time.
- Governance Committee met with the Fire Chiefs to go over Budget, Fleet and various policies.
- Review of a proposed member physical fitness plan that the Fire department will be administering.
- Continued discussion on chief vehicle usage policy. The use of GPS tracking and documentation is a solution for accountability.
- Various district policy documents were discussed and will be worked on by the Governance Committee in preparation for the new district formation.
- Awaiting notification from Buckeye / Waste Management on the disposal of PFAS foam. The PFAS foam still needs to be removed from Foam 4.
- Lease on new office has been approved by the fire district attorney and processed with the owner. The Chair of the Board of Fire Commissioners has signed the lease. We will begin the installation of office equipment and moving of files. IT systems and network connectivity will need to be established prior to taking occupancy. Projected office occupancy will occur once the new fire district is finalized.

09 – Finance / Records Management:

Governance Committee Report:

- The Governance Committee, Fire District Secretary and our Financial Consultant completed multiple reviews of the 2025 budget plan. The Fire Chiefs are aware and accepted the 2025 plan including any changes and items included in the plan. The budget was reviewed with the Town Chair of Public Safety Committee and the Town Supervisor.
- 5/10/20 year capital plan review completed including the projected costs to the plan. This was reviewed with the Chair of the Public Safety Committee and Town Supervisor.
- Financial advisor and administrative staff are developing policy related to financial matters in compliance with the NYSOSC.
- Reviewing projected savings in the future financial plan from not borrowing money for fire apparatus. This information will be available in October for the public hearing on the 2025 budget.

Financial Consulting Activity for August:

- Accounting: Set up the Fire District's new chart of accounts in QuickBooks. Formatted the monthly financial statements and budget to actual reports.
- Budgeting: Prepared the 2025 Proposed Budget and updated the Capital Long Term Plan.
- Policies: Drafted the Investment Policy, Credit Card Use Policy, Budget & Fund Balance Policy and Audit of Claims Policy.

- **RESOLUTION 151F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the following Budget Transfers:

F3410 1010 to F3410 4000 in the amount of \$26,880.00 to cover the expenses of the Financial Consultant till December 31st 2024

F3410 4030 to F3410 2255 in the amount of \$500.00 to cover expense of the Insurance Deductible for Station #1's Roof.

F3410 4030 to F3410 4140 in the amount of \$1,000.00 to cover the additional expenses for Legal Notices

All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 152F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the advertisement of sealed bids for the sale of 72 paks/masks pressure demand self-contained breathing apparatus for an asking price of \$275.00 each. There are (137) 30-minute fiberglass wrapped aluminum EXPIRED bottles that are valued at \$0.00 available for scrap.

Advertisement will begin on the social media pages for 29 Days beginning September 3rd and running until October 1st.

All in Favor: 3. Opposed: None. Absent: 2.

10 – Training / Safety:

Governance Committee Report:

From the Training Site Coordinator

August 2024:

- The Alpine Company used 20 sheets of plywood to replace decking on the maze and tower roof. This will be paid from funds received from a Broome Co. grant. There was an additional \$300.00 in repairs, will be submitted under the Broome Co. grant.
- Damaged thermal protection ceiling tiles on the 2nd floor south east corner of the burn building have been replaced.
- The floor in the back of the maze has been repaired. Four window coverings have been replaced. This work was done by our volunteers. Additional repairs are ongoing to the burn and maze/tower buildings.
- Quotes are being obtained for painting the tower. This will require a 60' lift. We are seeking donations to assist with renting a lift.

- **RESOLUTION 153F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the following members to attend the following NYS Outreach Courses:

- a) Firefighter Andrew Eaton, Asst Foreman Michael Eaton and Asst Foreman Alexander Eaton to attend Modern Fire Behavior at Prospect Terrace Fire Department, October 7th and 8th.
- b) Asst Foreman Thomas Bowen and Asst Fire Chief Charles Paffie to attend Fire Office I Module Series: Fireground Strategies & Tactics for First Arriving Companies at Vestal Fire Station #4, September 18th through October 2nd.
- c) Asst Foreman Donald Albrecht to attend Apparatus Operator Aerial Operations at Endwell Fire Department Station #1, September 9th through October 2nd.
- d) Asst Foreman Donald Albrecht to attend Fire Sprinkler Systems for the Fire Service at West Corners Fire Department, November 9th.

All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 154F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the following member to attend the following NYSAFC Regional Hands-On Training:

- a) Firefighter Keelin Kistner to attend Flashover at Chenango Fire Company Station #2, September 28th and 29th. Courses fees of \$150 to be reimbursed back to the individual.

All in Favor: 3. Opposed: None. Absent: 2.

- **RESOLUTION 155F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the following members to attend the following NYS Office of Emergency Management Course:

- a) Asst Chief Stephen Langeland and Asst Foreman Donald Albrecht to attend Intermediate ICS for Expanding Incidents (I-300) at Binghamton University, September 16th through September 18th.

All in Favor: 3. Opposed: None. Absent: 2.

11 – Building & Grounds / Quartermaster / IT:

Governance Committee Report:

Building and Grounds:

- Installed Pressure Reducing Valve on Station#1 water supply

- Wired New SCBA air compressor, which Matco Electric donated supplies for the air compressor project approx. \$500.00 dollars.
- Will need MOU with TOV Water Department for training site for water and electric usage
- Station 2 needs to refrain from opening the hydrant on property due to dirty water issues.
- Will need to install water meters in Station 1, 2, 3 once the new fire district is formed.
- Review conducted of insurance coverage for flooding impact to fire stations. It was determined that we have \$1 million coverage per event with a \$1K deductible. This is not FEMA flood insurance.
- Review of the kitchen duct and exhaust fan cleaning for each fire station. Action may need to be taken once the review is completed.
- Working on New Station 4 punch list items
- New air compressor for station 4 has been installed. Discussion on payment needs to occur due to the decision to bond the new building project for \$7.2 million dollars. A commitment made on 12/15/2021 by the Board of Fire Commissioners authorized a maximum of \$7.5 million dollars for the project. The decision to only bond for \$7.2 million does not cover the remaining expenses. At this point there are additional charges that will need funds from the unallocated fund balance to cover. This funding proposal will be brought forward in the next 30 days to be addressed.

Major Projects:

- Station # 3 Vestibule issues, truck bay addition, addition to meeting room.
- Station # 2 Storage Building relocation.
- Station # 2 & # 3 apron replacements.
- Station # 2 addition.

IT Division:

- Computer Policy, we will continue to use the current TOV policy and once we hire an IT service provider we will institute a new policy with new providers input.
- Pyramid will need approx. 3 Months to complete their work to be ready Jan 1 for turnover.
- All Mode will need 1 month to complete their work to be ready for Jan 1 for turnover.

Quartermaster Division:

- Continuing Red NMX inventory control program.
- Working with Quartermaster and Chief Paffie and Assistant Chief Miller on helmet issues.

-Governance Committee Chairman T. McCartney wanted to mention a complete inventory of all 4 Fire Stations is being conducted. Inventory of all items valued less then \$1000.00. Chief Paffie is spearheading that and the documentation will be available in the Secretary's office.

-Quartermaster is working with Chief Paffie and Asst. Chief Miller on helmet issues. Apparently, there are issues with the integrated face shields on the helmets not being NFPA compliant. They are working on it.

- **RESOLUTION 156F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the Grey Goose Graphics to develop and build the Fire District web page into the Vestal Fire Department Website. Approximate cost to develop and build would be approximately \$3,300. All in Favor: 3. Opposed: None. Absent: 2.

12 – Fleet Management:

Governance Committee Report:

- Discussion regarding report on fleet repairs and warranty work involving HME apparatus. The Fire Chief was satisfied with the fleet director’s report. Continued high level review of warranty issues with the HME company vice president. HME is working to correct issues satisfactorily. This matter will be re-addressed for progress next month.
- Discussion on the Midi-pumper project and the diversity in chassis application for the project. It was agreed that the two pumpers will have different chassis to meet the diversity of geographic mission.

13 – Old Business:

None.

14 – New Business:

- New Fire District Formation – At the August 14th Town Board Meeting, the Vestal Town Board unanimously approved the resolution to Form the New Vestal Fire District.
- Dissolution Plan of the Town of Vestal Fire District – To go over the updated details in the Plan from the Town Board Work Session on Monday August 26th. If all present has agreed to the plan as written move forward to approve the plan and present to the Town Board for their Meeting at the conclusion of the Fire District Meeting.

Secretary S. Bowen went over the changes that were made to the document based on Town Attorney D. Reynolds review from Monday Night. The changes to the Resolution were by replacing WHEREAS with BE IT RESOLVED AND ORDERED and BE IT FURTHER RESOLVED AND ORDERED on paragraph 3 and 4. A Scheduled C was added with the description of the BANS and Bond Note with their amounts. Publication dates were changed from Monday to Sunday of each week starting with Sept 1st, then Sept 8th, then Sept 15th and ending on Sept 22nd. Public Hearing can be published from on Sept 22nd (same as the 4th publication) for it to be on October 2nd.

- **RESOLUTION 157F-2024:**

Motion by Commissioner Messina, seconded by Commissioner Miller to approve the Dissolution Plan of the Town of Vestal Fire District as written and present it to the Town Board for their endorsement to dissolve the current fire district. All in Favor: 3. Opposed: None. Absent: 2.

15 – Public Comments:

None.

16 – Commissioners Comments:

-Commissioner M. Sexton wanted to thank Governance Committee Chairman T. McCartney and everyone on the Committee for their hard work. She also wanted to thank all of the firefighters for being out there in the floods and the threatened floods. They go above and beyond as usual but it is very much appreciated by the Town Board and the residents of Vestal. As the separation is becoming more real, M. Sexton wanted to express how much the Town Board still values and respects everything the firefighters do on a daily basis including time and effort, especially the time away from their families and both to train, meet and be prepared. In addition, for them for always being available.

- Governance Committee Chairman T. McCartney states it is an incredible partnership between the fire department, the town and the town agencies. It really doesn't matter what the identification is, what color the vehicles are, what hat they're wearing. They are here to serve this community. This is home. It matters that we are taking care of the people. As members of the Fire Department, they are family. It is like a brotherhood and sisterhood between the membership. A lot of them have spent a lot of time doing this and there's fidelity in what we do, and it's all for the greater good of this town.

17 – Announcements

Next meeting of the Fire District will be September 11th 2024 at 5pm in the Town Board Room. Will be advertised with a legal notice in the Binghamton, Press and Sun-Bulletin noting the meeting date change.

Motion by Commissioner Messina, seconded by Commissioner Miller to adjourn the meeting at 5:32pm.

Respectfully Submitted,



Susan Bowen
Fire District Secretary