



VESTAL FIRE DISTRICT

1136 Front Street, Suite 01
Vestal • New York • 13850

**Board of
Fire Commissioners**
Ronald Birdsall
David Harrington
Daniel Kirchheimer
Thomas McCartney II
Mark Tomko

Organizational Meeting of the Fire District Agenda

Start time to be 6:00pm

Board Designate a Temporary Chairperson pending Election of Chairman.

Call the meeting to order

Pledge to the Flag

Administration of Oath of Office of Newly Elected Members of the Board of Fire Commissioner – This was completed on October 2nd with the Vestal Town Board.

Secretary to confirm notification to media of Organizational Meeting

Board Elects Chairman

Board Elects Vice-Chairman

Appointment of the Fire District Secretary- Oath of Office was completed on October 2nd with the Vestal Town Board and submitted to the Town Clerk.

Appointment of the Director of Purchasing - Oath of Office was completed on October 2nd with the Vestal Town Board and submitted to the Town Clerk.

Appointment of the Fire District Treasurer – Oath of Office and Appointment was completed on October 2nd with the Vestal Town Board.

Appointment of Director of Fleet

Set the Regular Meetings Schedule for 2024

Designation of Official Newspaper

BE IT RESOLVED that the Binghamton Press and Sun-Bulletin is the designated Official Newspaper of the Vestal Fire District. This publication is in general circulation within the Fire District.

Approve the form, manner and sufficiency of the Employee Surety Bond for the Treasurer and Director of Purchasing for the Bond amount of \$250,000 each, Hanover Insurance Group through the Smith Brothers.

Approve the designated Depositories for Fire District Funds – To be completed by 12/31/2024

Tioga State Bank	\$10,000,000
New York Class	\$10,000,000

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:

- i. Utility payments to NYSEG for Electric and Natural Gas, NGR 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. Any special check or wire requests
- xv. Publication in Local Newspaper to Gannett New York-New Jersey LocaliQ
- xvi. Monthly Website Maintenance and Updates to Grey Goose Graphics
- xvii. Sports Performance and Fitness to UHS Sports Performance
- xviii. Annual Physical to Southern Tier Occupational Health (Guthrie)

Designate the Following Commissioner Committee Assignments:

- Administrative Management / Policy
- Financial / Records Management
- Training / Safety Programs
- Facilities / Information Technology / Security
- Asset/Equipment and Fleet Management

Appointment of Fire District Attorney

BE IT RESOLVED that Hannigan Law Firm LLC is hereby appointed attorney for the Vestal Fire District for the year 2024.

Retainer rate will be \$10,500 for 2024. Meetings and intensive projects beyond the scope of work included in the flat-fee, such as litigation, bid specifications, building construction, or disciplinary actions, would be charged at \$325.00 per hour.

Appoint Fire District Secretary as Records Management Officer and Records Access Officer for FOIL Requests.

BE IT RESOLVED that the Official Records of the Fire District will be maintained in Paper Format.

Adopt the New York State Archives LGS-1 as modified as the Record Retention Policy of the Fire District.

Approve Organization Memberships – District Supported

BE IT RESOLVED that the Fire District will maintain membership in the following organizations:

- Association of Fire District of the State of New York (AFDSNY)
- Southern Tier Association of Fire Districts and Emergency Services (STAFDES)
- Fireman's Association of the State of New York (FASNY)
- National Fire Protection Association (NFPA)

Approve Organization Memberships – Department Supported

BE IT RESOLVED that the Fire District will maintain membership in the following organizations:

- New York State Association of Fire Chiefs
- Broome County Firefighter's Association
- Broome County Fire Chief's Association
- Western Broome County Fire Chief's Association
- Fire Department Training Network
- Volunteer Fire Police Association of the State of New York
- South Central Fire Police Association
- Susquehanna Fire Police Association
- Pennsylvania Fire Police Association

Approve Contract and Lease Agreement

BE IT RESOLVED that upon review, the Fire District approves the following yearly contracts and leases:

- Lease with the First -Citizens Bank & Trust for the copy machine;
- Service contract EBE Office Source for copier
- Lease for 1136 Front Street Building for Fire District Offices

Reviewed and Approve District policies:

Motion to approve the following Policies and Procedures of the Vestal Fire District

Procurement Policy and Procedure
Purchasing Policy
Audit of Claims
Budget and Fund Balance Policy
Investment Policy
Fraud Prevention and Detection Policy
Fundraising Activity Policy
Public Comments at Meetings
Sexual Harassment Prevention Policy

* More policies will be added as they are written and approved.

Acknowledgement and acceptance by the Board of Fire Commissioners of the following station representatives to the LOSAP committee:

Station 1 – Eugene Wagner
Station 2 – Vincent Colling
Station 3 – Ronald Birdsall
Station 4 – Edward Hildebrand

Member at Large – Robert Warner

Approve the 2024 District Chief and Assistant Chiefs for the Vestal Fire Department

District Chief John Paffie

Assistant Chief for Station 1 Stephen Langeland

Assistant Chief for Station 2 William Stout

Assistant Chief for Station 3 Kahl Miller

Assistant Chief for Station 4 Charles Paffie

Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2024 as follows:

<i>Parade</i>	<i>Location</i>	<i>Month</i>	<i>Station Apparatus</i>
<i>St. Patrick's Memorial Day</i>	<i>Binghamton</i>	<i>March</i>	<i>Station 4</i>
<i>Memorial Day</i>	<i>Endicott</i>	<i>May</i>	<i>Station 1</i>
<i>Memorial Day</i>	<i>Binghamton</i>	<i>May</i>	<i>Station 4</i>
<i>Owego Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>
<i>Veteran's Day</i>	<i>Endicott</i>	<i>November</i>	<i>Station 1</i>
<i>Veteran's Day</i>	<i>Binghamton</i>	<i>November</i>	<i>Station 4</i>
<i>Johnson City Holiday</i>	<i>Johnson City</i>	<i>December</i>	<i>Station 4</i>
<i>Endicott Holiday</i>	<i>Endicott</i>	<i>December</i>	<i>Station 1</i>