



# VESTAL FIRE DISTRICT

1136 Front Street, Suite 01  
Vestal • New York • 13850  
Phone: 607-321-6033  
www.vestalfiredistrict.org

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

---

## Organizational Meeting of the Fire District Meeting Minutes

October 9, 2024 @ 6pm

Present:

Commissioner Thomas McCartney  
Commissioner David Harrington  
Commissioner Ronald Birdsall  
Commissioner Daniel Kirchheimer  
Commissioner Mark Tomko

Other Present: Susan Bowen, Fire District Secretary  
Paige Willes-Brown, Director of Purchasing  
Marisa Butler, Fire District Treasurer  
John Paffie, District Chief  
Charles Paffie, Assistant Fire Chief  
Stephen Langeland, Assistant Fire Chief  
William Stout, Assistant Fire Chief  
9 from the public

The meeting was called to order at 6:00pm by Treasurer, Marisa Butler.

M. Butler led the Pledge to the Flag to those present.

M. Butler explains the Administration of Oath of Office of Newly Elected Members of the Board of Fire Commissioners was completed on October 2<sup>nd</sup> with the Vestal Town Board.

Secretary S. Bowen confirmed notification to media of Organizational Meeting

At this time, the Commissioners step out to discuss the nominees for Chairman and Vice Chairman.

It was determined that Thomas McCartney is officially Chairman of the Board of Fire Commissioners and David Harrington is the Vice-Chairman.

M. Butler turns the meeting over to Chairman Thomas McCartney.

Oath of Office was given to the Fire District Officers on October 2<sup>nd</sup> with the Vestal Town Board and submitted to the Town Clerk.

Chairman T. McCartney notes that the Appointment of the Fire District Secretary- Oath of Office was completed on October 2<sup>nd</sup> with the Vestal Town Board and submitted to the Town Clerk which is Susan Bowen.

Also, the Appointment of the Director of Purchasing - Oath of Office was completed on October 2<sup>nd</sup> with the Vestal Town Board and submitted to the Town Clerk which is Paige Willes-Brown.



# VESTAL FIRE DISTRICT

1136 Front Street, Suite 01  
Vestal • New York • 13850  
Phone: 607-321-6033  
www.vestalfiredistrict.org

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

Next, the Appointment of the Fire District Treasurer – Oath of Office and Appointment was completed on October 2nd with the Vestal Town Board which is Marisa Butler.

Lastly, the Appointment of Director of Fleet will be Keith Purdy.

The Meeting Schedule for 2024 is as follows:

- Public Hearing for 2025 Budget is set for October 15, 2024.
- Regular Fire District Meeting and Adoption of the 2025 Proposed Budget on October 30, 2024
- Regular Fire District Meeting on November 13, 2024
- Regular Fire District Meeting on December 11, 2024.
- Annual Election for the Fire District being held on December 10, 2024 for Establishment of Capital Reserves for Apparatus, Buildings & Grounds, & Repairs. Also need to add on the ballot to make the Treasurer position appointed not elected.

Chairman T. McCartney wanted to note that there will not be an Election for the Board of Fire Commissioners until December of 2025.

### 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;



# VESTAL FIRE DISTRICT

1136 Front Street, Suite 01  
Vestal • New York • 13850  
Phone: 607-321-6033  
[www.vestalfiredistrict.org](http://www.vestalfiredistrict.org)

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

- 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 *Commissioner T. McCartney*
- Financial / Records Management *Commissioner D. Harrington*
- Training / Safety Programs *Commissioner M. Tomko*
- Facilities / Information Technology / Security *Commissioner D. Kirchheimer*
- Asset/Equipment and Fleet Management *Commissioner R. Birdsall*

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, Susan Bowen 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.



# VESTAL FIRE DISTRICT

1136 Front Street, Suite 01  
Vestal • New York • 13850  
Phone: 607-321-6033  
[www.vestalfiredistrict.org](http://www.vestalfiredistrict.org)

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

## 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



# VESTAL FIRE DISTRICT

1136 Front Street, Suite 01  
Vestal • New York • 13850  
Phone: 607-321-6033  
www.vestalfiredistrict.org

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

\* 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>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>

Motion by Commissioner McCartney, seconded by Commissioner Kirchheimer to approve all of the above as stated.

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

Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to adjourn the organizational meeting at 6:15 pm.

Respectfully Submitted,

Susan Bowen  
Fire District Secretary