



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

Regular Commissioner Meeting Minutes for November 13, 2024

Meeting Begin at 6:00PM

Present:
Commissioner Thomas McCartney
Commissioner David Harrington
Commissioner Ronald Harrington
Commissioner Daniel Kirchheimer
Commissioner Mark Tomko

Others Present: Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
Marisa Butler, Fire District Treasurer
John Paffie, District Chief
Stephen Langeland, Assistant Fire Chief
Kahl Miller, Assistant Fire Chief
William Stout, Assistant Fire Chief
Keith Purdy, Fleet Director
11 members from the Public

The meeting was called to order at 6:01pm by Chairman T. McCartney.

Chairman T. McCartney led the Pledge to the Flag to those present.

3. Approval of the Previous Meeting Minutes

- October 9th Organizational Meeting
- October 9th Regular Meeting of the Board of Fire Commissioners
- October 15th Board of Fire Commissioner Meeting – 2025 Budget Public Hearing
- October 30th Special Meeting of the Board of Fire Commissioners

Motion by Commissioner Tomko, seconded by Commissioner Harrington to approve meeting minutes from October 9th, October 15th, and October 30th.
All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

4. Bid Openings

None

5. Correspondence Report

Receive and File: Warrant 2024 – 38F (09/20/24)
Warrant 2024 – 38S (09/20/24)
Warrant 2024 – 40F (10/04/24)
Warrant 2024 – 42F (10/18/24)
Warrant 2024 – 44F (11/04/24)
Warrant 2024 – 45F (11/08/24)



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6. Scheduled Appointments (Guests)

Keith Purdy – Director of Fleet

Chairman McCartney asks Keith Purdy to give an update on the Midi 2 and Midi 3 Pumper Replacement project.

Keith Purdy explains as of right now, there has been review done of the original mission goals and objectives. Station 2 and Station 3 committees have studied the decisions and it is well publicized that some preliminary pricing was addressed to make sure budget requirements are being met. There is an issue with Midi 3 being over the budget amount. For that specific design, revaluation is being done to be able to continue the process.

Mr. Purdy went into detail on similarities and differences between what Station 2 and what Station 3 would like in their build of the Midi-Pumper and the concerns that are out there.

Chairman McCartney asks are we in any position to go out to bid for Midi 2? What about M3? Keith Purdy replies yes, he believes that Midi 2 is ready to go out to bid. As for Midi 3, the folks at Station 3 bring their legitimate concerns about design and layout for functional use, and it is believed that the best way to resolve it is to get eyes and hands on one of the vehicles to determine if it will work and validate all concerns before moving forward.

Keith Purdy then did a brief report out on Fleet. The foam tote trailers were weighed at Station 4 this morning. New York State Police Troop C Road Division came in and weighed them. All trailers passed as they were all underweight. They did advise under NFPA, fire apparatus is to be weighted every year. NYS State Police is willing to come back next year at no cost.

Chairman McCartney asks any indication of issues on the foam trailer. K. Purdy explains he did advise on that. It was flagged because the tires needed air.

Lastly, K. Purdy wanted to advise that the end of year budget remains with about a little over \$6,000 dollars left.

Dr. Anthony Grippo and Guests – Guthrie Medical Group

Chairman McCartney went in to explain that currently Guthrie Medical Lourdes is handling the Fire Department's physical program. Over the summer there was a situation where firefighters were exposed to a fire suppression agent, which caused four of them to go into the hospital, one of them had an extended stay due to it, and



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we are recommending those firefighters to have an additional physical in December because of the exposure. One of the things that came up is that the District does not have a medical director. One of the concerns that the commissioners would like to hear if that is a service that Guthrie-Lourdes could provide as part of the contract in providing with the physicals and what would that entail as part of a medical director to give guidance medical questions arise?

Dr. Anthony Grippo states yes. The service of having a medical director could be provided to the district. He thinks it's very important that the district has a medical director to rely on when there are situations like that so that they can give you their medical expertise and provide guidance. They are very knowledgeable with respect to not only the NFPA guidelines but as well as the OSHA Fire Brigade, Hazmat, and the respiratory standards that OSHA has. They are very much equipped to deal with situations with firefighters and exposures especially when it comes to medical toxicology.

Chairman McCartney asks if the level of service for a medical director is there, will there be additional charges on top of the cost of the physical program that is in place?

Guest Speaker, Greg Johnston, states that the charge is based on usage. You will be billed based on when the expertise is needed.

Commissioner Harrington questioned on a second medical person such as a medical officer and where does that come into play with the medical director.

Chairman McCartney explain the difference between the two positions and the rolls each would play regarding medical direction. Similar to the need for a Medical Director for the AED Program which for Broome County is Dr. Tang. The Fire Department also has the Stop the Bleed Program where all the apparatus carries these kits. Broome County Health Department has also offered to come in and provide Narcan Training to the firefighters.

Commissioner Harrington commented the struggles to write protocols for a pandemic and the need to keep the information fresh not knowing when it would be needed again. His second comment if the flow of information from the Clinic office, to the district, to the department of the status of a member based on the medical documentation when the needs to be provided or when status changes i.e. Interior to Exterior.

Chief J. Paffie brought up a question as to why members are advised to go to their primary or specialist by the provider when the primary or specialist advises there is no need. How would those scenarios be handled?



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Dr. Anthony Grippo advised that in situations as such he would contact the personal physician and have a discussion on what their level of thinking is, what they are facing with the individual and to negotiate on where the firefighter would fall. However, Dr. Grippo would recommend the individual to see a specialist instead of the primary to lessen any possible of confusion of requested documentation. Confusion can be due different guideline that the specialist follow which in turn would require a medical director to follow up with the specialist.

There is a recognizable gap in communication on information being sent to the Physical Provider vs Fire District vs the Firefighter. Further discuss will help close those gaps.

Dr. Ann Tang and Guests – United Health Services

Dr. Ann Tang over sees the EMS program, and thanked Commissioner Tomko for inviting them to the meeting tonight. Dr. Tang is passionate about EMS and Fire which is where she came from. She spent 16 years in the EMS and Fire field and after 9/11 she decided to retire as she felt no one was taking care of the Firefighters and that's why she came to night.

Dr. Tang is a medical director for UHS. She would have no problem answering any of call for concern if the fire district chose to go with UHS. More importantly she advised that if they were to follow the NFPA guidelines today, none of the department's firefighters will be firefighting. That's the reality. So, for anyone who advised that they follow NFPA, it's truly not the case.

Dr. Tang gave an example if someone were to have asthma and they take a cortical steroid, that firefighter is out for two years based on the NFPA Guideline. NFPA is a guideline and know protocols, but also know that they have to be using the judicious judgement every day as a firefighter to do their job. The reality is if you follow the NFPA guidelines, know what's going to be whatever that means, especially if you're overweight, if your blood pressure is over 160/100, you should not be a firefighter. If a blood pressure reading is 160/100, a firefighter has to wait 30 days with three different good readings to come back to active firefighter. That's not realistic.

The District and the providers need to be realistic in finding the right group to make sure that your firefighters have the right care. There will be times where a firefighter will need to go to their primary care to get information to help the providers understand the firefighter health needs. Dr. Tang advised that she not going to pull firefighters because they have something going on. It's not realistic. These are volunteers. They have the career firefighters that come in for physicals. Her thoughts are essentially to let them help the district get to where they need be.



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Chairman McCartney asked the same question to Dr. Tang, if the level of service for a medical director is there, will there be additional charges on top of the cost of the physical program?

Dr. Tang advised that it is built into the physical program. The district would not be billed for the use of her services as a medical director.

Question was raised on workman's comp services. Currently UHS is one of 4 in New York Station that handles PPO service for Workman's Comp and works directly with PERMA. Level of service that the PPO provides is to make sure that the injuries are followed through for the 1st 30 days and subsequently after that, a firefighter can go see his or her preferred provider.

Chairman McCartney thanked both providers for coming in to give insight on their programs and an idea of what we are looking for. Tacy Begley and Patty Brundage will return on December 4th to go over the RFP with the Commissioners in a work session.

7. Secretary Report

7.1 The 2025 Approved Fire District Budget was turned into the Town's Budget Officer Nicholas Angeline and Jessica Farley on November 6th at 3:31pm. Both signed the District copy acknowledging they had received the budget from the fire district.

7.2 Legal Notice for the Annual Election was published on November 12th online and in the Press and Sun Bulletin. Posting of said election will take place between November 20th and November 25th and will remain in place until December 11th.

7.3 Secretary S Bowen read Resolution No 2024-166F: Establish a Capital Reserve Fund for Capital Improvements.

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to approve Resolution No 2024-166F.

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

7.4 Secretary S Bowen read Resolution No 2024-167F: Establish a Capital Reserve Fund for Equipment Replacement.

Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to approve Resolution No 2024-167F.

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

7.5 Secretary S Bowen read Resolution No 2024-168F: Establish a Capital Reserve Fund for Apparatus Replacement.

Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to



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approve Resolution No 2024-168F.

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

7.6 Secretary S Bowen read Resolution No 2024-169F: Establish a Repair Reserve Fund

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to approve Resolution No 2024-169F.

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

7.7 Secretary S Bowen read Resolution No 2024-170F: To make the Office of the Fire District Treasure an Appointive Position

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to approve Resolution No 2024-170F.

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

7.8 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to approve National Safety Council Defensive Driving Course being taught on December 7, 2024 at Vestal Fire Station #1 from 8:30am to 3:30pm.

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

7.9 Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to approve Chairman T. McCartney to sign the Letter of Engagement and Payment Services Agreement with Firefly Admin Inc to provide Administration, Actuarial and Consulting Services to the Vestal Fire District's Length of Service Awards Program.

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

7.10 Motion by Commissioner R. Birdsall, Seconded by Commissioner Tomko to approve accept the proposal from Hartford Life and Accident Insurance Company to provide The Enhanced Plan for Cancer Insurance in that amount of \$10,478.98 for eligible Firefighters.

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

8. Director of Purchasing Report

8.1 Motion by Commissioner Tomko, seconded by Commissioner Birdsall to approve the request from Vestal Fire Department Station #2 to be reimbursed for the purchase of an Audio Receiver/Amplifier for their meeting room in the amount of \$519.00.

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

8.2 Motion by Commissioner Tomko, seconded by Commissioner Birdsall to approve the request from Captain W. Fletcher to purchase Wildland Firefighting PPE in the amount of \$5,374.20 to meet requirements of the NYS DEC Wildland Grant. This consists of a variety of shirts and helmets.



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

9. Treasurer Report

9.1 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to approve the Memorandum of Understanding Financial Transition Plan between the Town of Vestal and the Vestal Fire District

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

9.2 Motion by Commissioner Tomko, seconded Commissioner Kirchheimer to approve Fire District Treasurer Marisa Butler and Director of Purchasing Paige Willes-Brown to be signatories for the Vestal Fire District for district banking.

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

9.3 Motion by Commissioner Birdsall, seconded by Commissioner Tomko to accept the Check from Vestal Fire Department Station #3 in the amount of \$242.32 to reimburse the Fire District for a purchase at Lowes.

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

9.4 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to accept the Check from LeRaysville Pike Volunteer Fire Company in the amount of \$12,600 and to be deposited into the Capital Reserve Fund for Apparatus Replacement.

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

9.5 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to accept the check from Vestal Fire Department on behalf of Russell A. Boelhauf and Glen Chase for Simpson Recall Refund in the amount of \$1,039.60 to be deposited in the General Fund Account.

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

9.6 Motion by Commissioner Tomko, seconded by Commissioner Harrington to accept the check from Glen Miller of Miller Fire Equipment & Collectibles in the amount of \$7,500 to be deposited in the Capital Reserve Fund for Equipment Replacement.

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

9.7 Motion Commissioner Birdsall, seconded by Commissioner Kirchheimer to accept the check from the Town of Vestal in the amount of \$1,000 to be deposited into the General Fund Account.

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

9.8 Treasure M. Butler create an account with NYS Office of the Comptroller to be able



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to file the annual financial report for 2025 which would be due in 2026. She inquired with the Office of the Comptroller on the filing the 2% tax cap form and since there was no data filed for 2024, the district did not need to file fore 2025. She submitted over the phone the 2025 tax levy amount which will establishes the 2026 tax cap. The Town of Vestal will have to file the 2024 annual financial report in 2025.

9.9 Treasurer M. Butler did not receive the Income-Expense report from the Town prior to the meeting but will have them for the next meeting

10. Approval to Audit of Claims to be Paid

10.1 Motion Commissioner Harrington, seconded by Commissioner Kirchheimer to approve the Audit of Claims dated for November 8, 2024 and November 15, 2024 in the total amount of \$43,419.27

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

11. Association(s) Report

None.

12. Department Business Report – President Starr (or Designee)

Public outreach and community events

Halloween Trunk or Treats:

Fire Department brought firefighters, trucks and candy to a variety of Trunk or Treats at locations across Vestal including UHS, Grace Point Church, WSKG, and Glenwood Elementary School

Halloween Candy Run:

The Companies drove trucks around to many Vestal neighborhoods on Halloween and handed out candy to trick or treaters

Town of Vestal Monster Mash:

Company 2 brought fire apparatus (engine, Rescue, Brush truck) to Arnold Park during the Town of Vestal Monster Mash event so that kids could get on the trucks, see what equipment we had, and meet firefighters in full gear. It was also an opportunity to talk to the public about the Vestal Fire Department (many of whom are not aware that we are an all-volunteer service) and recruit new members

Fire prevention and fire safety:

Basic fire prevention and fire safety skills were taught to elementary school children across Vestal. Children learned how to prevent the most common types of fires, what to do in case there was a fire in their home, and were able to gain some familiarity with firefighters in full gear with SCBA on, so that they would not be frightened if they encountered firefighters during an emergency



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13. Operations Report – Chief Paffie (or Designee)

There were 110 fire incidents since the last district meeting. Mutual Aid to West Corners for a second alarm garage fire, Silver Lake for a second alarm house fire and a brush fire. Out of the 110 fire incident there were 38 were to Binghamton University. The Fire Department responded two incidents regard charcoal, one being a charcoal grill fell over on a deck and the other being a hot charcoal stoker that was laid on the deck railing. Vestal Fire responded to a working vehicle fire on Burris Rd.

Broome County Office of Emergency Services request mutual aid assistance to the brush fire in Orange County. Chief Paffie decline the request due to the department having only one atv.

Working on completing the 2023 Fire Incident reports to be submitted to OFPC. Few are missing details which are being worked on. Moving forward each zone will be approve by the assistant chief of that zone. Training Classes through OFPC are continuing with BEFO, IFO and Office Courses.

Station activity similar to President Starr’s report of Halloween Trunk or Treats, Candy Runs and Fire Prevention Classes.

Chief Paffie wanted to give a big thank you to every members for the time they put in to make the community activities such as Touch-a-Truck, Trunk-or-Treats, The Fire Expo, Fire Prevention Class but all the time spent that doesn’t go unnoticed by us but the public it does and the members are doing it for free to help the district and the community out.

Company 4 is working with Harpur’s Ferry November 16th for a Landing Zone for an EMS training that is being conducted.

December will possibly have an extrication training with Company 1 & 4 along with Harpur’s Ferry on the Binghamton University Campus. More information will be forth coming.

Between the Fire Expo and Fire Prevention in the schools, approximately 700 to 800 kids participated. Outstanding job to all the members that go into the schools during the day time to teach the kids. The stories that come back of the kids taking the message home and putting it to use is a very good feeling.

Foam Mitigation is complete with all the bad foam being moved from old Station 3 to the Buckeye East terminal on Old Vestal Road. Chief Paffie inquired the time frame when that will be removed from the Buckeye East terminal. Chairman McCartney nor Secretary Bowen has heard from Waste Management or Buckeye on a removal date.



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Those companies will contact either Chairman McCartney or the Fire District Office when the operation will commence. Secretary Bowen will contact the insurance company that the PFAS foam has been removed the Fire District Property.

Haines Fire & Risk Consulting Corporation has completed the work of assessing the Foam District and has forward those results to Chief Paffie. He will be sitting down with Assistant Chief Paffie and Lt. J. Petcosky to go over the information and will report back to the Board of Fire Commissioners at work session in January 2025 meeting.

14. Station Reports (New Members/Membership Changes/Fund Raiser/Special Events)

a. Station 1

a-1 Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to approve New Member Brenden Horn at Station 1.
All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

b. Station 2

b-1 Vestal Fire Station 2 is seeking approval to host their annual Breakfast with Santa at Vestal Fire Station 2, 2517 Route 26S on Sunday, December 8, 2024 from 0730 to 1100.

This dates and times requested for approval/coverage are as follows:
Thursday, Dec. 5, 2024 from 1730-2030 for the setting up of the dining area.
Sunday, Dec. 8, 2024 from 0400 to 1400, to include preparation of food, breakfast event and clean-up of the station.

Motion by Commissioner Tomko, seconded by Commissioner Birdsall to approve Vestal Fire Department Station 2's Breakfast with Santa on Sunday, December 8, 2024 from 7:30am to 11:00am.

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

b-2 Motion by Commissioner Birdsall, seconded by Commissioner Tomko to approve Returning/New Member Jerry Stout at Station 2.

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

c. Station 3

c-1 Retroactively Approve local Girl Scout Troops sell chocolates at Station 3 and 1 during the presidential elections from 5-8. Approval from station 3 and 1 president's and officers was received.

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to Retroactively Approve local Girl Scout Troops sell chocolates at Station 3 and 1 during the presidential elections from 5-8.

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



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c-2 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to approve Returning/New Member Joshua Toussaint at Station 3.
All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

c-3 Motion by Commissioner Harrington, seconded by Commissioner Birdsall to approve New Member Tyler Beekmen at Station 3.
All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

d. Station 4

d-1 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to terminate the membership of Jacob Malik from Station 4 for failure to complete their probationary period in accordance of the Vestal Fire Department By-Laws Article 2, Section 4.
All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

d-2 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to terminate the membership of Michelle Garrett from Station 4 for failure to complete their probationary period in accordance of the Vestal Fire Department By-Laws Article 2, Section 4.
All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

15. Commissioner Report

a. Commissioner McCartney

Voucher review and sign off on multiple dates. Handled Various telephone calls 11/1 & 11/12, Finance meetings with Town Supervisor, Public Safety Chair, FD Treasurer, Director of Purchasing, Town Comptroller's office. Transition plan developed.

11/2: Snow and ice mitigation 2024-25 contract bid review.

11/6: Meeting with Vice President and Dist. Chief regarding banquet presentations.

11/8: FD Attorney training participation, multiple topics. 2 hrs.

11/8: FD office set up continues (work on conference room).

11/12: Meeting with Town Supervisor and Public Safety Chair regarding MOU on payment of bills. Development of contract for S. Bowen.

11/12: Discuss with Town Highway Superintendent, No interest in handling the FD plowing on a routine basis. Emergency assistance only.

b. Commissioner Harrington

Grants & Funding:

1. AFG grant: 2024 AFG Grant cycle is open Nov 11th and runs for five weeks.

a. If we submit a grant application this cycle our cost will be 50% as we were denied last time around.



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- b. Grant Coordinator to discuss with Captains and training officers what we wish to ask for this time around.
- c. In previous discussions we had decided to focus on the Fred Singer Training Facility and not Vestal Fire as our chances are greater at securing funding.
2. Procurement forms have been submitted to the District Office and the Board of Fire Commissioners will vote on purchase of Wildland PPE with NYSDEC Grant on 11/13.
3. Awaiting Tioga Downs Regional Community Foundation Grant period to open for the Fred Singer Training Site.
4. Will need to set up new login information for FEMAGo.
 - a. They have changed the login procedure and this needs to be updated.
 - b. Fire District has now taken over the grant process which we need to take on additional admin tasks.
5. Meeting scheduled with Grants & Funding Coordinator on Tue 11/26 at Fire District office to discuss Efforts Achieved in 2024, Efforts in Progress, Vendor Achievements, and Forward Strategy.

Records Management:

1. Work Shops to review and assess Fire District Office staff assignments on Thu 10/24 and Wed 10/30
 2. Work Session held Monday 10/14 and Monday 10/28 with Records Management Coordinator and performing Process Review of the Fire Reporting tasks.
 - a. Process Flow Diagram created of responsibilities and goals regarding reports processing, streamlining the issue and shortening the time to completion and filing significantly.
 - b. Working on an updated and more user friendly on scene info sheet for gathering data.
 3. Fire Reports YTD have been reviewed by Records Management and QA performed.
 - a. Couple reports are pending missing info from respective report submitters or Admin Sec.
 - b. Still an issue with some reports not being scanned properly, need to flip on long edge of 2-sided report.
 4. Still trying to get Station reps to input inventory and personnel info in Red NMX database; very slow going, the fire reporting meeting will include this topic as an objective with the station reps.
 5. Records Management Coordinator will be working on SOG/AOG listing to ensure consistent versions are available online and in SOG notebooks.
- c. Commissioner Tomko

Training

- Department Training in November will be at Station 2. It will be a Carnival type training where members will learn the use of various tools.
- Director of Training is working on Trainings for 2025 to come up with a variety of topics.
- FF Rick Allen is looking into securing an acquired structure for more



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training. More information will be forth coming.

- The Chiefs should reach out to Director of Training C. S. Lupold or FF Allen with any training ideas that are realistic and prudent.

Fred Singer Training Facility

- There has been a soft inquiry regard the inspection of the Burn Building by State Fire Instructors from OFPC. Contact has been made with Delta Engineers and they were in on November 8th to look at the training facility. One item being built into the proposal is the removal of the thermal panels to inspect behind them as this task can be difficult moving the tiles around.
- The cracked ceiling tiles on the first floor in the B/C has been repaired.
- Broome County IFO Training will be at the Training site December 3rd, 12th, 17th, 21st.

Discussions regarding funding, leasing of and use of the training facility on how the district moves of from there as the expenses out weighs the number of users.

Commissioner Harrington inquired about the training program for 2025 if the NYS Best practices are being tied in as it takes 16 months to cover all topics. He would like to see a full plan for 2025. Secondly, as the burn building is being assessed, need to know the conditions of the rest of the training facility and also to know if the policy and procedures are being followed and if they need to be updated.

d. Commissioner Kirchheimer

Buildings and Grounds:

- Snow Plowing–3 bids, analysis, suggest moving forward with Prichard. Also interacted with the town highway department that doesn't have the ability/interest to consider snow removal for the stations at this time.
- Exterior lighting project at Station 2 is complete.
- Station one has an issue with its radiant heat system, P&J is working to retrofit an igniter system to resolve.
- Station 1 is having generator installed
- Station 1 is having new lighting installed
- Station 1 had a water main leak fixed
- Station 1 has an exterior door with a hinge issue which is currently being addressed.
- Station 3 generator has been installed and is awaiting fuel so it can be tested and put into service.



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Vestal • New York • 13850
Phone: 607-321-6033
www.vestalfiredistrict.org

Board of
Fire Commissioners
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-
- Station 4 has 3-4 trees that are dead and threatening to fall on the station, Cook's Tree Service has been called to view/estimate/care for the issue.
 - Sale of the old Station 4 property is waiting on rezoning to commercial as it is currently zoned residential. It will be easier to sell and also benefit the town tax base to take care of this before officially putting it on the market. A proposal has been put together by Pyramid Brokerage for a national marketing campaign to maximize sale price.
 - In the early stages of obtaining bids for cleaning for after the new year.
 - In the very early stages for assessing groundskeeping in the spring as the Highway/Parks department has declined on this also.

Information/Technology

- Fiber internet has been/is currently being installed at the stations.
- SOPHOS Firewalls are plugged in and ready to be configured.
- The new server is in place at Station 4 and nearing ready to configure Microsoft Office 365 for all needing access.
- Pyramid will be working with the town to transfer all necessary files over to the district server.
- Once the hardware is in place the network will be configured by Pyramid to be user friendly and on its own VPN.
- Discussed domain on Email addresses and it was highly suggested that we have one encompassing the department and district which will be “At Vestal Fire dot com”

Security

- Discussed with liaison Doug Rose
- Server room at Station 4 should be secured, exploring what level of security and method makes the most sense. Will be fairly expensive to install another key fob system, so it may make more sense to use a physical key on that particular door.
- New office keyless and cameras are operational.
- Levels of access have been established and will be updated as needed. These changes should go through Doug Rose or Sue Bowen and not through the vendor as we can track them more easily.

Website and Media

- Worked with Grey Goose to collect some video interviews with members at the last department meeting. Will be putting more together over the next few weeks to include recruitment, district information, and the training site.
- Grey Goose is currently in the process of building our district website which is nearing completion. This will be the home for district meeting agendas and minutes among other useful resources.



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Member Relations

- The Department Banquet was held on November 9 at Tioga Downs, everyone seemed to have a good time.
- Planning has started for next year, tentatively set on October 18 at Tioga Downs. This will be a collaborative effort between the department and the district.
- Would like the members to know what's going on with the fire district. All of these projects are ultimately being pursued to make the job of our volunteer firefighters easier and safer. We are all on team Vestal Fire.

Further discussion regarding secure access to the server room door at Station 4.

15d.1 Motion by Chairman McCartney seconded by Commissioner Harrington to add a keyless entry access to the server room door at Station 4.

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

e. Commissioner Birdsall

Fleet

1. Engine 32-1 will receive in-station electrical system node replacement and electronic updates from an HME Field Service Technician next week. (11/18)
2. Pre-bidding Mini-Pumper (M-2 and M-3) evaluation and validations have been completed.
3. Mini-Pumper M-2 and M-3 funding approval needs to be secured to proceed to the bid process.
4. Mini-Pumper M-3 has been identified as being over budget in the committee stage. We are working to complete a design that can move forward.
5. Mini-Pumper M-2 is completed and ready to move forward.
6. Rescue-2 draft specifications are completed.
7. We will have multiple service vendors for vehicles based on warranty, product specific authorizations, service qualifications, and certifications.
8. Tire inflation (illuminated) monitors are suggested for all high-pressure tires.
9. Tickets for all HME Apparatus to Millertown Garage for processing at HME.
10. All other tickets sent to respective agencies.
11. Truck Check Sheet and Training will be reviewed to enhance fleet service information.

More discussion was had regarding the Mini-Pumper project between Mini 2 and Mini 3.

Quartermaster

- Inventory completed for the month ending October. All items signed out.



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- Orders have been placed for more yellow helmets due to the increase in new members. Email sent to the Captains to see if any Red, Black and White helmets needed for 2025.
- Orders have been placed for Hoods Fire Gloves and boots to finish off budget purchase for 2024.
- Pallet of Speedi-dri and rock salt moved closer to entrance to central storage for easier access.
- Service hours for October was 10 hours for tasks completed.

16. Public Input Session - NONE

17. Old Business - NONE

18. New Business

18.1 Request Zoning change of the Old Station 4 Property from RA-1 Single Family Residential to General Shopping C-1

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to approve Chairman T. McCartney to complete and sign the application for rezoning the Old Station 4 Property from RA-1 Single Family Residential to General Shopping C-1 to turn in to Vern Myers, Town Engineer.

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

18.2 Motion Commissioner Harrington, seconded by Commissioner Kirchheimer to approve to advertise for bids to purchase New Mini Pumper to advertise on Wednesday, November 20, 2024 and to open on December 11, 2024 at 6pm. Bids must be received by 12:00pm on December 11, 2024 at the Vestal Fire District Office. All in Favor: 5. Opposed: None. Absent: None. Motion Carried.

18.3 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to accept the bid from Pritchard Development Corp of 618 Conklin Rd, Binghamton, NY 13903 for Snow and Ice Removal as follows:

Plowing 1" to 4" = \$735 per plow, 4" plus assessed off the Base of 4" @ \$735

Salting is \$610 per application if in conjunction with snow plowing

Salting on non-Storm Event \$85 call-in fee

Sidewalk Clearing 1" to 4" = \$295 per removal, 4" plus assessed off the Base of 4" rate

Seasonal Contractual Price - \$53,110 per year

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

18.4 Chairman McCartney spoke to Assistant Chief Langeland and Assistant Chief Miller regarding their probationary members that were allowed to grieve their points



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while still on probation. Discussion ensued regarding how to proceed with the 5 members on probation and steps to be removed from probation to active non-voting in time for elections.

Motion by Commissioner Kirchheimer, Seconded by Commissioner Birdsall to approve the grievance list as submitted to the Fire District Secretary pending action of the 5 probationary members.

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

19. Executive Session (if needed) - NONE

20. Announcements

DEC has issued as of November 12th at 1:01pm, that a Statewide Burn Ban is now in effect until November 30th

Motion by Commissioner Tomko, seconded by Commissioner Harrington to adjourn the meeting at 9:00pm.

Respectfully Submitted,

Susan Bowen
Fire District Secretary.



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VESTAL FIRE DISTRICT RESOLUTION TO ESTABLISH A CAPITAL RESERVE FUND FOR CAPITAL IMPROVEMENTS

Resolution No.: 2024-166F

BE IT RESOLVED, that pursuant to Section 6-g of the General Municipal Law the Board of Fire Commissioners of the Vestal Fire District (“Board”) does hereby establish a capital improvement capital reserve fund for the purpose of accumulating capital reserves for acquiring, maintaining, improving, and replacing the buildings and land of the Vestal Fire District (“Fire District”); and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is hereby directed to establish a separate bank account to be known as the “**Capital Improvement Capital Reserve Fund**” and to deposit moneys designated for such fund in that account and withdraw such moneys from that account upon the direction of the Board as permitted by law; and

BE IT FURTHER RESOLVED, that the Capital Improvement Capital Reserve Fund is a “type” fund as described by Paragraph 2.b of General Municipal Law Section 6-g. No expenditure shall be made from this fund, except upon resolution of the Board subject to a permissive referendum.; and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is authorized to invest the moneys from this fund and to otherwise comply with General Municipal Law Section 10 and with Paragraph 9 of General Municipal Law Section 6-g; and

BE IT FURTHER RESOLVED, that this resolution is subject to the affirmative vote of a majority of the electors of the Vestal Fire District, qualified to vote at the annual election of the Fire District, which will be held on Tuesday, December 10, 2024 between the hours of 12:00 p.m. and 9:00 p.m. at the Vestal Fire Station #3 located at 2164 Owego Road, Vestal, NY 13850.

Dated: November 13, 2024

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VESTAL FIRE DISTRICT RESOLUTION TO ESTABLISH A CAPITAL RESERVE FUND FOR EQUIPMENT REPLACEMENT

Resolution No.: 2024-167F

BE IT RESOLVED, that pursuant to Section 6-g of the General Municipal Law the Board of Fire Commissioners of the Vestal Fire District (“Board”) does hereby establish an equipment repair and replacement capital reserve fund for the purpose of accumulating capital reserves for acquiring, maintaining, improving, and replacing the equipment of the Vestal Fire District (“Fire District”); and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is hereby directed to establish a separate bank account for this reserve fund to be known as the “**Equipment Capital Reserve Fund**” and to deposit moneys designated for such Fund in that account and withdraw such moneys from that account upon the direction of the Board as permitted by law; and

BE IT FURTHER RESOLVED, that the Equipment Capital Reserve Fund is a “type” fund as described by Paragraph 2.b of General Municipal Law Section 6-g. No expenditure shall be made from this fund, except upon resolution of the Board subject to a permissive referendum; and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is authorized to invest the moneys from this fund and to otherwise comply with General Municipal Law Section 10 and with Paragraph 9 of General Municipal Law Section 6-g; and

BE IT FURTHER RESOLVED, that this resolution is subject to the affirmative vote of a majority of the electors of the Vestal Fire District, qualified to vote at the annual election of the Fire District, which will be held on Tuesday, December 10, 2024 between the hours of 12:00 p.m. and 9:00 p.m. at the Vestal Fire Station #3 located at 2164 Owego Road, Vestal, NY 13850.

Dated: November 13, 2024

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VESTAL FIRE DISTRICT RESOLUTION TO ESTABLISH A CAPITAL RESERVE FUND FOR APPARATUS REPLACEMENT

Resolution No.: 2024-168F

BE IT RESOLVED, that pursuant to Section 6-g of the General Municipal Law the Board of Fire Commissioners of the Vestal Fire District (“Board”) does hereby establish an apparatus repair and replacement capital reserve fund for the purpose of accumulating capital reserves for acquiring, maintaining, improving, and replacing the fire apparatus of the Vestal Fire District (“Fire District”); and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is hereby directed to establish a separate bank account to be known as the “**Apparatus Capital Reserve Fund**” and to deposit moneys designated for such fund in that account and withdraw such moneys from that account upon the direction of the Board as permitted by law; and

BE IT FURTHER RESOLVED, that the Apparatus Capital Reserve Fund is a “type” fund as described by Paragraph 2.b of General Municipal Law Section 6-g. No expenditure shall be made from this fund, except upon resolution of the Board subject to a permissive referendum; and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is authorized to invest the moneys from this fund and to otherwise comply with General Municipal Law Section 10 and with Paragraph 9 of General Municipal Law Section 6-g; and

BE IT FURTHER RESOLVED, that this resolution is subject to the affirmative vote of a majority of the electors of the Vestal Fire District, qualified to vote at the annual election of the Fire District, which will be held on Tuesday, December 10, 2024 between the hours of 12:00 p.m. and 9:00 p.m. at the Vestal Fire Station #3 located at 2164 Owego Road, Vestal, NY 13850.

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VESTAL FIRE DISTRICT RESOLUTION TO ESTABLISH A REPAIR RESERVE FUND

Resolution No.: 2024-169F

BE IT RESOLVED, that pursuant to Section 6-d of the General Municipal Law the Board of Fire Commissioners of the Vestal Fire District (“Board”) does hereby establish a repair reserve fund to provide funds for the cost of non-routine or emergency repairs to property, equipment, and apparatus owned, operated or leased by the Vestal Fire District (“Fire District”); and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is hereby directed to establish this reserve fund in a separate bank account to be known as the “**Repair Reserve Fund**” and to deposit moneys designated for such fund in that account and withdraw moneys from that account upon the direction of the Board as permitted by law; and

BE IT FURTHER RESOLVED, that the Fire District Treasurer is authorized to invest the moneys of this fund and otherwise comply with Section 10 of the General Municipal Law and Paragraph 4 of General Municipal Law Section 6-d; and

BE IT FURTHER RESOLVED, that pursuant to Paragraph 2 of General Municipal Law Section 6-d, no expenditure shall be made from this fund, except upon either: 1. resolution of a majority of the Board to expend such funds following a hearing on at least five-day’s notice or, 2. resolution of a two-thirds majority of the Board to expend such funds on an emergent basis. If moneys are authorized to be expended from the Repair Reserve Fund on an emergent basis, one-half the total amount of any moneys so expended must be repaid to the Repair Reserve Fund by December 31 of the fiscal year immediately following the year in which the expenditure is made and the total amount expended shall be repaid to the fund no later the December 31 of the second fiscal year following the year in which the expenditure is made; and

BE IT FURTHER RESOLVED, that this resolution is subject to the affirmative vote of a majority of the electors of the Vestal Fire District, qualified to vote at the annual election of the Fire District, which will be held on Tuesday, December 10, 2024 between the hours of 12:00 p.m. and 9:00 p.m. at the Vestal Fire Station #3 located at 2164 Owego Road, Vestal, NY 13850.

Dated: November 13, 2024

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VESTAL FIRE DISTRICT RESOLUTION TO MAKE THE OFFICE OF THE FIRE DISTRICT TREASURER AN APPOINTIVE POSITION

By this Resolution of the Board of Fire Commissioners of the Vestal Fire District in the Town of Vestal, County of Broome, State of New York brought forth and approved at a Regular Meeting of the Board held on the 13th day of November 2024, the Board of Fire Commissioners does hereby determine that:

WHEREAS, Town Law Section 174 provides for the establishment of the office of treasurer of a fire district as a fire district officer and that in the first instance, such office shall be an elective office pursuant to Town Law Section 174(2); and

WHEREAS, the statutory procedure of electing a treasurer that has traditionally been followed by Vestal Fire District could result in the election of a person who is not suitably qualified to manage the Fire District's accounts and financial matters, and

WHEREAS, Town Law Section 176(2-a) authorizes a board of fire commissioners by resolution to make the office of fire district treasurer an appointive position provided that such resolution be submitted for approval by the electors of the fire district at any annual fire district election, other than one at which a fire district treasurer is required to be elected, by determining in the affirmative that the office of fire district treasurer shall be an appointive office for a term of one year and shall be appointed annually by the Board of Fire Commissioners to serve at the pleasure of the Board; and

WHEREAS, a treasurer is not required to be elected at the upcoming annual fire district election to be held on December 10, 2024.

NOW THEREFORE, BE IT RESOLVED, that the question "Shall the office of treasurer of the Vestal Fire District be appointive?" shall be submitted to the voters qualified to vote upon such proposition at the annual election of the fire district to be held on December 10, 2024; and

BE IT FURTHER RESOLVED, that, if such proposition is approved, the office of Treasurer of the Vestal Fire District shall become an appointive office commencing on January 1, 2025 or upon the current elective Treasurer vacating the office, and the Treasurer's office shall continue to be appointive in each succeeding year. 2.

MOTION TO APPROVE THE RESOLUTION Made by Commissioner Tomko and Seconded by Commissioner Kirchheimer.

Chairman McCartney	<u> X </u>	Aye	___	Nay
Commissioner Harrington	<u> X </u>	Aye	___	Nay
Commissioner Tomko	<u> X </u>	Aye	___	Nay
Commissioner Kirchheimer	<u> X </u>	Aye	___	Nay
Commissioner Birdsall	<u> X </u>	Aye	___	Nay

The Motion PASSED
November 13, 2024

Susan M. Bowen, Secretary Vestal Fire District