



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

Work Session of the Board of Fire Commissioners Meeting Agenda for January 8, 2025

Present: Commissioner Thomas McCartney
Commissioner David Harrington
Commissioner Ronald Birdsall
Commissioner Daniel Kirchheimer
Commissioner Mark Tomko
Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
Marisa Butler, Fire District Treasurer
LOSAP Committee Members Bob Warner, David Bowen and Edward Hildbrand
1 member from the public

Commissioner McCartney opens the meeting at 5pm

1. LOSAP

- Discussion on the CUP (Census Update Process) for end of year review and added a timeline to better follow the CUP Process.
- Brief discussion on new process for entering in Fire Incidents and Non-Incidents to keep up with the point reports.

2. Physicals

- Discussion over all bid submittal from Guthrie and UHS with process flow.
- Reiterated the deadline will be June 30th for all physicals.
- Physicals should begin on February 1st after meeting with the approved vendor.
- Discussion on policy for Physicals and Workman's Comp Claims.
- Discussion on Drug Use Policy, District Secretary to contact Hannigan Law Firm to see if they have a policy to be approved for February meeting.

3. District Uniforms

- Discussion on purchasing apparel for district officers

4. Capital Reserves Funds

- Discussion on what is in the Capital Reserve funds now and how and what will go into the new reserves fund lines.

5. Workplace Violence and Sexual Harassment Policy

- Discussion on the new policies that need to be approved soon. Check list audit can be performed by Vestal Police.



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6. Other Topics not Listed

- District Cleaning Bid Specification will be advertised on January 20th, return to the office by noon to be open at 6pm at the fire district meeting.

Meeting was adjourned at 6:56pm to prepare to go into the Organizational meeting.