



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 Minutes for February 5, 2025

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

Others Present: Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
2 members of the public

Chairman McCartney opened the Work Session at 6:00pm.

1. Guest Speakers: Introductions were made by Chris Hutchings and Nick Spencer from Smith Brothers Insurance and Pat Quinn and Tim Cappellett from McNeil & Co. Inc.

-Chairman McCartney led the meeting by explaining the history of the Fire District. Pat Quinn from McNeil & Co. Inc. explains that for ESIP Training Courses in 2024, there were 2,571 classes for 134 students completed which is the best of the class. He advises more classes that might be useful to use including Insurance 101. The class speaks to the membership of what insurance is and what it does and what it doesn't do.

A member of the public states that he runs the day training for the department and he uses ESIP training heavily due to having more senior firefighters. They are not interior firefighters but are drivers of the apparatus.

-Pat Quinn also mentioned total number of claims the District has filed through insurance and what they were for. As of now, the Fire District claim rate is at 0 percent.

-Nick Spencer from Smith Brothers Insurance reviews our current policies for the Fire District including property coverage, general liability coverage, cyber security, auto coverage, physical damage coverage, towing coverage, apparatus coverage, directors and officer's liability and the umbrella which is the access liability limits.

-Susan Bowen, Fire District Secretary reviewed questions on the insurance application before submitting to Smith Brothers insurance.



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2. Policies and Procedures under Review:

The ABC's of the District Fire Chief and Assistant Chief

Policy Number:

Area of Interest: Administration

Owner: Fire Commissioner 1

Audience: Fire Chiefs

The ABC's of the Powers and Duties of Fire District Commissioners

Policy Number:

Area of Interest: Administration

Owner: Fire Commissioner 1

Audience: All Commissioners

3. KPI

-Ran out of time to review.

Motion by Commissioner Tomko, seconded by Commissioner Tomko to exit Work Session and go into Executive Session at 8:30pm.

4. Executive Session

a) The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Motion by Commissioner Harrington, seconded by Commissioner Tomko to exit the Executive Session to go back into Work Session at 9:47pm.

Motion by Commissioner Tomko, seconded by Commissioner Harrington to adjourn the meeting at 9:47pm.