



VESTAL FIRE DISTRICT

1136 Front Street, Suite 01
Vestal • New York • 13850
Phone: 607-797-2756
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 April 9, 2025.

Present: Thomas McCartney, Chairman
David Harrington, Commissioner
Mark Tomko, Commissioner
Daniel Kirchheimer, Commissioner
Ronald Birdsall, Commissioner
Paige Willes-Brown, Director of Purchasing
Susan Bowen, Fire District Secretary
Marisa Butler, Fire District Treasurer
1 from the public

Call to Order: Commissioner McCartney brought the meeting to at 6:30 pm.

1. Financial Planning for Budget

- Commissioner Harrington went over the 2026 Budget timeline with those present. Further discussion was had involving the timeline, how it will be used, and the benefits of it.
The timeline will be added to 104 - YEARLY FIRE DEPARTMENT FISCAL BUDGET.
- Commissioner Harrington then went over in dept who the Budget Owners are and what they are responsible for. Captain Fletcher is covering Hose Purchasing along with testing of hose. External Communications was added to the Budget along with a Bunk House Program.
- Commissioner Harrington went over the Capital reserves between the Apparatus, Building and Grounds, Equipment and Repairs. Equipment and Repairs are new reserves under the formation of the Fire District. There was also a discussion on Vehicle 5 year – 20 year Project Plan, where we are at and what the district is looking forward in the future.
- Discussion on adding Cost Savings vs Bond to the policy 103 - Budget and Fund Balance Policy
- Reviewed the 2025 budget as a variance report to know how much is spent per quarter. Director of Purchasing Willes-Brown to report out each quarter.



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2. Banquet Planning

- Discussion was had on the upcoming banquet October. Location was set for Tioga Down Resort and Casino. Cost, DJ and Awards were also discussed.

3. Policy Review

- Updated Policy 101- Purchasing to reflex the duties of the District Chief to notify the District Secretary of changes in staff by January 1st.
- LOSAP: Reviewed the AOG which needs to be converted from a Fire Department Policy to a Fire District Policy. Only change needed is the approval procedure.

4. District Officer Training – June 4th and 5th at the Fire District Administrators' Training: NYS Fire Commissioner Training and Fire Chief and Fire Commissioners – Who's Really in Charge at the Oncenter in Syracuse for the 119th Annual Conference & Fire 2025 Expo for NYSAFC.

5. Inventory

- Brief discussion on the hose inventory where 2022 to present has not been entered into the database to determine how much hose is on hand.
- Discussion on missing inventory from central storage due to items not being signed out properly.

6. Purchasing

- Discussion on items being purchased without going through the proper procedures.
- Discussion on the online store for district apparel.
- Discussion to purchasing a water cooler for the District Office

7. Miscellaneous/Other Topics Not Listed here

- Discussion on Fire District Website content regarding previous budgets under the Town of Vestal.
- Clay Ellis will be the Community Relations PIO for the Fire District.
- Commissioner McCartney sent Commissioner Birdsall and Director of Fleet Purdy a cut sheet to advertise the soon to be retired Midi Pumpers for sale.
- Discussion on allowing the Fire Department Secretary and possibly all stations to use the postage machine. Item to be placed on the agenda for action.
- Discussion on ethics and added a third member to the ethics board.

Meeting was adjourned at 9:07pm