



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 Board of Fire Commissioner Meeting Minutes for April 16, 2025

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

Chief John Paffie
Assistant Chief Chuck Paffie
Assistant Chief Bill Stout
Assistant Chief Steve Langeland
President Andy Eaton
Lt Justin Petcosky
2 from the Public

1. Commissioner McCartney to present the rules of engagement for Public Meetings, a copy is available for the public to view.

2. Meeting was called to order at 6:02pm

3. Commissioner McCartney led the Pledge of Allegiance to those present.

4. Approval of the Previous Meeting Minutes

4.1 Correction to the 2/19 meeting minutes: The motion to approve the BCS Facilities Group for Janitorial Services was omitted from the meeting minutes.

18.8 Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to award Janitorial Services at an estimated cost \$13,814 (Cleaning & Strip & Wax floors), this does not include other services they may offer, to BCS Facilities Group, 201 Pheasant Run, Newtown, PA 18940 contingent to them submitting the non-collusion form to the Fire District Secretary. All in Favor: 5 Opposed: 0 Absent: 0

4.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to approve March 19, 2025 meeting minutes.

All in Favor 5 Opposed 0 Absent 0. Motion Carried

5. Bid Openings - None

6. Correspondence Report

6.1 Received a letter from Big R&J Exterminating stating that there has been a service price increase from \$67.27 to \$71.00 effective May 1, 2025.

7. Scheduled Appointments (Guests)

7.1 Lt Justin Petcosky presented to the Board of Fire Commissioners a PowerPoint for Tank Farm Response Planning: Fire/Flow Application Recommendations. The general



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task was to evaluate VFD resources for an operational response to a flammable liquids event. There are 4 goals that need to be completed for this to be accomplished. They are the following: A review tank farm foam and water flow demands, a review of water supplies, a review apparatus, equipment and other resources to determine if the VFD can meet the required flow and foam demand of the largest tank, and to establish a comprehensive Pre-Plan to respond to an incident.

The first two goals have been completed with the assistance of Haines Fire & Risk Consulting Services. (See PowerPoint documentation at the end of the minutes.) The next step is to determine if Foam Chambers can be installed at Buckeye Tank #5. After that is completed, work can begin on determining the requirements for foam apparatus. Once the specification for the foam apparatus has been put together, the development of Pre-Plans can begin. For an estimated time to complete a comprehensive pre-plan could take 6-8 months.

Discussion on foam/water flow, various types of apparatus, training, and pre-planning.

Commissioner McCartney and Chief Paffie thanked Lt Petcosky, Assistant Chief Paffie and the committee for their time and hard work on gathering information, working with Haines Fire & Risk Consulting Services and working with the tank farms. We are off to a great start with a lot more work that needs to be done.

8. Resolutions - None

9. Secretary Report

9.1 Previous Phone Extension 383, 384, and 386 have been terminated with the Town.

9.2 Advise Commissioners of PERMA Refund Check

9.3 Advise Commissioners of Yearly Contract for Secretary's Salary

9.4 Reminder all FOIL Request must go through the Fire District Secretary's Office to be recognized and processed according to Public Officers Law, Article 6. Policy will be forth coming.

9.5 Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to approve the Revision of Policy 203 Code of Ethics with the addition of the Code of Ethics Committee Suzanne Messina, Walt Schlundt and Marj Baldwin.
All in Favor 5 Opposed 0 Absent 0 Motion Carried.

9.6 Motion by Commissioner Birdsall, seconded by Tomko to approve the Revision of Policy 101 Purchasing Policy with the updated name of purchasers and adding the



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paragraph "District Fire Chief is responsible for notifying the Fire District Secretary changes of Staff Positions, the Department President and Station Presidents by January 1st of each year for the policy to be updated prior to the Fire District Organizational Meeting"

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

9.7 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to approve Secretary Bowen to attend the PERMA Annual Conference on May 15th and 16th at Turning Stone Casino and Resort. The conference is at no cost to attend, meals included. The only cost is for the one-night stay at \$290.00

All in Favor ____ Opposed ____ Absent ____ Motion Carried.

9.8 Discussion regarding Fire Commissioner and Fire District Officers Training for the year 2025.

10. Elections (Annual or Special) - None

11. Director of Purchasing Report

11.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to approve payment to NFPA (National Fire Protection Association) annual subscription for 15 licenses with a contract term of 1 year in the amount of \$1,845.00.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

11.2 Motion by Commissioner Tomko, seconded by Commissioner Birdsall to approve payment to Orrick, Herrington & Sutcliffe LLP for services rendered for \$1,200,000 BOND for Midi Pumpers in the amount of \$3,650.00.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

11.3 Motion by Commissioner Harrington, seconded by Commissioner Tomko to approve payment to Fiscal Advisors & Marketing, Inc. for services rendered in connection with the \$1,200,000 BOND in the amount of \$2,351.00.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

11.4 Motion by Commissioner Harrington, seconded by Commissioner Birdsall to approve payment to Premier Printing, Inc. for services rendered in connection with the printing, electronic posting, electronic dissemination and web-based bidding platform for the \$1,200,000 BOND in the amount of \$1,155.00.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.



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11.5 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to accept the lease for (5) Avive AED equipment which consists of Avive LIFESaver Plan which includes AED, REALConnect Services, (5) Semi-Rigid Carrying Cases and (4) Training Cartridges in the total amount of \$3,515.75 per year, for the next 5 years. All in Favor 5 Opposed 0 Absent 0 Motion Carried.

11.6 Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to approve rental agreement with Culligan Water for bottom load hot/cold dispenser and delivery of (3) 5-gallon jugs of water per month at yearly estimated cost of \$600.00 for the Fire District Office.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

Reported out more in her report to those present. Details of such report are in Addendum.

12. Treasurer Report

12.1 Motion by Commissioner Harrington, seconded by Commissioner Tomko to approve February 2025 Balance Sheet, Profit & Loss, and Budget vs. Actual report. All reports and bank reconciliations were reviewed by Commissioner McCartney. All in Favor 5 Opposed 0 Absent 0 Motion Carried.

12.2 Motion by Commissioner Harrington, seconded by Commissioner Tomko to retroactively approve \$300 cash for the sale of radios deposited in the General MM account and posted to A2665 Sales of Equipment. All in Favor 5 Opposed 0 Absent 0 Motion Carried.

13. Approval of Properly Audit and Pay Claims as Submitted

13.1 Motion Commissioner Tomko, seconded by Commissioner Kirchheimer to approve the Audit of Claims for 2025 Expenses dated for April 3, 2025, and April 17, 2025, in total amount of \$94,290.51
All in Favor 5 Opposed 0 Absent 0 Motion Carried.

13.2 Motion by Tomko, seconded Commissioner Birdsall to correct total amount of audit of claims from March 19, 2025, Fire District Meeting. This is due to vouchers missing in the voucher list which calculates the total amount to be \$173,249.74. All in Favor 5 Opposed 0 Absent 0 Motion Carried.

14. Director of Fleet Report

14.1 Motion by Commissioner Birdsall, seconded by Commissioner Tomko to advertise for bids on Rescue 32-2 on April 23rd to be opened on May 21st at 6pm. All in Favor 5 Opposed 0 Absent 0 Motion Carried.



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Commissioner Birdsall reported on Director Purdy's report to those present.
Details of such report are in Addendum.

15. Director of Training and Safety

15.1 Motion by Commissioner Kirchheimer, seconded Tomko to approved Firefighter Becca Cetta to attend FF: SELF RESCUE April 30th to May 5th at the Cortland County Regional Training Center as approved FAB 3/17/25
All in Favor 5 Opposed 0 Absent 0 Motion Carried.

Safety Officer/Department President Andy Eaton went over the LODD: Taking Care of Our Own class in Walton Fire Department. Commissioner McCartney and 2nd Lt Frisbie was also in attendance for the class.

16. Association(s) Report - None

17. Old Business - None

18. New Business

18.1 Motion by Commissioner Kirchheimer, seconded Commissioner Tomko to award Lawn Care Services to Coleman Lawncare for a Total Season cost of \$14,976.00.
All in Favor 5 Opposed 0 Absent 0 Motion Carried.

Lawn Care Analysis is filed with the Fire District Secretary.

18.2 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to send one piece of apparatus from each station to participate in the Vestal Little League Parade on May 3, 2025.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

18.3 Motion by Tomko, seconded Commissioner Birdsall to approve Chief Kintner of the Vestal Police Department the use of Station 4 's meeting room for exercise planning meetings on May 2nd, June 13th, July 11th, August 8th and September 12th.

All in Favor 5 Opposed 0 Absent 0 Motion Carried.

18.4 Commissioner Harrington brought up a letter that was given to him regarding the use of Station #3's Rear Parking lot for a motorcycle Safety Training School. The commissioners felt that the parking lot would not be ideal for this due to it being tarred and chipped instead of paved. No action was taken at this time. Commissioner Harrington will reach out to the individual.



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19. LOSAP Report

Commissioner Harrington gave a summary of LOSAP of what will be happening over the next several months with the program and the changes that will occur, which includes by-laws and policies.

20. Department Business Report – President Eaton (or Designee)

20.1 Planning at sit down chat with each 2025 Presidents individually in the next week and half.

20.2 Planning a sit down with the 2025 table officers to get caught up and put plans together for 2025.

20.3 Plan a sit down with commissioner #4 to start plans for 2025 awards dinner.

21. Operations Report – Chief Paffie (or Designee)

Fire Department ran 57 calls that included building fire at Texas Road House, House fire in the Town that contained to the kitchen, and brush fire that burned 6 acres. Of those 57 calls, 28 were to Binghamton University that included a small fire in Science 2 and small fire in a pizza oven in the UU.

Dispatched and cancelled for a mutual aid incident for an automatic fire alarm in Susquehanna County.

Received mutual aid from Endwell, Town of Binghamton, Apalachin, West Corners for the brush fire.

Received mutual aid from Endicott and West Corners for the house fire.

Five firefighters attended Flammable Liquid Foam Training in Texas A & M

Information from Broome County Office of Emergency Services

- Mike Bender has been named the Dep Director of Emerg Services
- Jeff Crane has been named to replace Mike Ballard as Communication Supervisor
- Looking to see if anyone has reached out on the use of inmates?
- Office had a meeting with Guthrie Lourdes regarding OSHA vs NFPA physicals, and some of their concerns and the impact it could have on the Fire service. Broome County Fire Advisory Board also aware.

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

a. Station 1

22a.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to accept the resignation of Firefighter Lauren Eaton and Firefighter Mike Eaton from Station 1. All in Favor 5 Opposed 0 Absent 0 Motion Carried.



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22a.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Birdsall to approve Station 1's Chicken Barbecue on Saturday, June 14, 2025, in the Tractor Supply Parking from 11am to 3pm. Coverage for members are from 8am to 6pm for VFBL Coverage.

All in Favor 5 Opposed 0 Absent 0. Motion Carried.

- b. Station 2 - None
- c. Station 3 - None
- d. Station 4 - None

23. Commissioner Report

- a. Commissioner McCartney - Reported out his report to those present. Details of such report are in Addendum.
- b. Commissioner Harrington - Reported out his report to those present. Details of such report are in Addendum.
- c. Commissioner Tomko - Reported out on Physicals and how the process is going. Also reiterating that physical must be completed by July 1st.
- d. Commissioner Kirchheimer - Reported out his report to those present. Details of such report are in Addendum.
- e. Commissioner Birdsall - Reported out his report to those present. Details of such report are in Addendum.

24. Other Business

24.1 Discussion on Emergency Contact forms for all members and employees will be completed. A new form will be available 5/1/25. This especially apply to a situation involving a serious injury or line of duty death incident. The district shall develop a Line of Duty Death policy for managing the situation. This policy will be developed in concert with BOFC, Presidents and Fire Chiefs.

24.2 Discussion on Membership application committee to be formed to review the current application and review other Fire District applications for revision and improvement. Representation from all four stations and the Fire Commissioners shall be on the committee. To be completed by 8/1/25.

24.3 Discussion on May 2025 Fleet meeting (work session) 5/14/25, 6:30 pm. Purpose to update 5/20 yr. apparatus replacement plan.

24.4 Discussion on June 2025 round table meeting (work session) with Fire Chiefs and Fire Commissioners. Date 6/11/25, 6:30 pm. Purpose is to review operational priorities and functional areas supporting the fire department. Feedback from the Fire Chiefs is expected.



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24.5 Discussion on Staffing / Response statistics report to be developed by the District Fire Chief. Report to be provided to the BOFC on a quarterly basis beginning of the third quarter (July) of 2025. Alarms by zone, type, time of day, staffing (green tag and others).

25. Announcements

The New York State Department of Environmental Conservation (DEC) annual statewide ban prohibiting residential brush burning is now in effect, which began on March 16th and runs through May 14th.

Recruit NY is April 26th from 12 Noon to 3pm at all the Stations.

26. Public Input Session – Members of the public may speak on meeting items only.
None at this time

27. Executive Session (if needed) - None

28. Motion by Commissioner Harrington, seconded by Commissioner Tomko to adjourn the meeting at 8:56pm. All in Favor 5 Opposed 0 Absent 0. Motion Carried.

Respectfully submitted,

Susan Bowen
Fire District Secretary

Vestal Fire District

Abstract of Audited Voucher List

2025 Expenses			
Vendor	Comments	Amount	Line
To be Paid on March 6, 2025.			
Big R&J Exterminating	Quarterly Pest Control for Station 3	\$67.27	A3410.413
Charter Communications	Fiber Internet & Spectrum Business Internet for Station 2	\$719.98	A3410.411
	Phone Lines for All Stations	\$149.95	A3410.408
Gannett-LocalIQ	Resolution for MIDI Pumpers and Legal Notice (BIDS)	\$165.76	A3410.417
Grey Goose Graphics	Video Services, Domain & Hosting Mgmt & Web Development	\$330.00	A3410.401
Quadient Finance USA, Inc.	Postage for District Office	\$700.00	A3410.403
Taylor Garbage	All Stations & New Fire District Office	\$628.16	A3410.413
Verizon Wireless	Monthly Cell Charges	\$92.17	A3410.409
Warner Brothers Real Estate	Rental Services for 1136 Front St for March 2025	\$1,000.00	A3410.418
TOTAL		\$3,853.29	
Vendor	Comments	Amount	Line
To be Approved on March 19, 2025 and To be Paid on March 20, 2025.			
Allan Kirchheimer	Election Day- Poll Worker	\$70.00	A3410.401
AT&T Mobility	Monthly Cell Charges	\$354.33	A3410.409
CFI Sales & Service, Inc.	Combustible XCELL Replacement Sensors for Chief 32, Engine 4, & Chief 32-1	\$1,222.20	A3410.410
CIT-First Citizens Bank	Copier Lease for February, Late Charge, Copier Lease for March	\$697.96	A3410.422
Cooper Electric	(4) Milwaukee M18 Rocket Tower Light Charger 6000 Lumens	\$1,596.00	A3410.410
	(4) Milwaukee M18 Red Lithium Forge Battery Pack	\$996.00	A3410.410
Cora Walter	Election Day- Poll Worker	\$70.00	A3410.401
EBE Officesource	BPNT70CA Toner & Shipping	\$194.00	A3410.422
Empire Access	Internet Access for Station 3	\$250.00	A3410.411
	Internet Access for Station 4	\$185.00	A3410.411
Empire Access	Internet Access for Fire District Office	\$185.00	A3410.411
Federal Safety Equipment	Labor & Parts- Utility 2, Sm.Vehicle Chassis Service, Labor, Parts & Service for Utility32-4	\$7,659.22	A3410.407
Federal Safety Equipment	Analyze wheels, under carriage, structure holding box to chassis, engine issues for Command Vehicle	\$1,050.00	A3410.407

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Abstract of Audited Voucher List

Federal Safety Equipment	Labor, Parts, & Service for Foam 4	\$2,075.32	A3410.407
Federal Safety Equipment	Standard Chassis Service, Labor, Parts & Service for Rescue 1	\$8,417.48	A3410.407
Federal Safety Equipment	Sm.Vehicle Chassis Service, Labor, Parts, Service, NYS Inspection on Utility 32-3	\$1,444.62	A3410.407
FirstLight Fiber	Fiber Internet for Station 3	\$440.00	A3410.411
HINDS Energy	4 cases of (2- 2.5 gallon containers of DEF Fluid) 1 per Station	\$65.44	A3410.407
Home Central	Supplies for Ceremonial Flag for Funeral Services	\$68.15	A3410.410
Home Central	(1) GT Ergo Fireman Nozzle & (1) GT 5/8 x 75 Neverkink Hose for Station 2	\$71.88	A3410.410
Home Central	(1) 3/8C x 7/8BC x 20 Connector & (1) ADJ Tank Repair Kit for Station 2	\$23.98	A3410.413
Home Central	(10) 8x2 P.H. Sheet Metal Screws	\$2.50	A3410.410
Joyce M. Ellis	Election Day- Poll Worker	\$70.00	A3410.401
J.P. B Fire Sales, LLC	Emergency Repair for Homlatro Tools for Station 1	\$1,180.50	A3410.410
Mairin Kirchheimer	Election Day- Poll Worker	\$70.00	A3410.401
Millertown Garage	Preventative Maintenance, Oil, Oil Filter, Tran. Fluid, Fuel Filter for Engine 2 and Engine 3	\$2,384.48	A3410.407
Mirabito Energy Products	Gasoline & Diesel Fuel	\$1,374.86	A3410.419
Moore's Tire Sales	(4) 265/65R18XL Cooper Discover Tires for Chief 32-4	\$708.00	A3410.407
Morris-Croker LLC	(10) pairs of LION QR14 Boots-VariouS Sizes	\$3,587.50	A3410.410
Petcosky & Sons	Repair for Coravac Heater for Station 4	\$155.00	A3410.407
Postler & Jaeckle	Q Burner Replacement on Coray Vac Unit-Quoted Amount for Station 1	\$3,100.00	A3410.413
Pritchard Development	Salting and Plowing Services for All Locations on Various Dates	\$12,310.00	A3410.413
Schultz's Vestal Service Center	Lube, Oil, Filter, NYS Inspection, replace front wheel bearings, brake pads, rotors for C32-3	\$448.50	A3410.407
SHI International Corp	Win Server CAL 2025 SLng UCAL: Multiple Windows Platform Single Language ESD Software	\$2,178.84	A3410.401
	Win Server Standard Core 2025 SLng 16L: Multiple Windows Platform Single, Language ESD Software	\$1,530.84	A3410.401
Smith Brothers	Insurance	\$95,428.93	A3410.412
START Rescue Training	(1) Teufelberger KM III 1/2" Rope, White (300ft.), (2) Teufelberger KM III 1/2" Rope, Green (150ft.)	\$816.00	A3410.410
START Rescue Training	(1) Petzl Maestro, Decesender, Large, Shipping & Handling Charge	\$498.00	A3410.410
Town of Vestal	Reimbursement for Warrant-2025-04F	\$2,508.00	A917
Tri-County Communications	(12) G3 Dual Band P25 Voice Pagers, (14) G2-G5 Standard Desk Charger, (12) Pager Programming	\$9,584.92	A3410.420
Union Center Fire Company, Inc.	Purchase of (2) Seek Revealpro Thermal Imagers	\$499.99	A3410.02
United Auto Supply	Disc Brake Rotor, Raybestos Disc Brake Pad Set, Disc Brake Caliper and Bracket Assembly and Core Charge for Chief 32-4	\$233.66	A3410.407
	Credit for Core Charge (\$84.00)		
Wirsig Electronics	Reconfiguration of Radio for Chief 32-4	\$829.85	A3410.420
	Radio not working with ignition control for Brush 32-2	\$251.50	A3410.420
TOTAL		\$166,888.45	
Grand Total of 2025 Expenses		\$170,741.74	

Vestal Fire District
Abstract of Audited Voucher List

District Expenses for 03/19/2025 Meeting	
Accounts Payable	\$0.00
Encumbrance	\$0.00
2025 Expenses	\$170,741.74
TOV Reimbursement	\$2,508.00
Total Audit of Claims Amount	\$173,249.74

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2025 Expenses			
Vendor	Comments	Amount	Line
To be Paid on April 3, 2025.			
Charter Communications	Fiber Internet & Spectrum Business Internet for Station 2	\$719.99	A3410.411
	Phone Lines for All Stations	\$149.95	A3410.408
LocaliQ-Gannett	Legal Notices	\$175.21	A3410.417
Taylor Garbage	All Stations & New Fire District Office	\$628.16	A3410.413
UHS Sports Performance	Training Fee for April 2025	\$200.00	A3410.410
Verizon Wireless	Monthly Cell Charges	\$92.17	A3410.409
Warner Brothers Real Estate	Rental Services for 1136 Front St. for April 2025	\$1,000.00	A3410.418
TOTAL		\$2,965.48	
Vendor	Comments	Amount	Line
To be Approved on April 16, 2025 and To be Paid on April 17, 2025.			
All-Mode Communications	AMC Voice- Onboarding	\$750.00	A3410.410
	Progressive Billing	\$5,735.43	A3410.410
	Bundle, Connect SBE 100: Analog trunking w/o serve, ST100A		
	Bundle, Connect SBE 100: Software, 25 Users		
	Additional Site License		
	ThinkMate Server		
	Mitel Support		
	Labor		
All-Mode Communications	Mitel IP 480G- Refurbished	\$2,683.00	A3410.410
	License, Courtesy OnSite		
	Mitel Support		
	Labor		
	Polycom RealPresence Trio 8500 Conference Room		
All-Mode Communications	Phone Lines for Station 1, 2, 3, 4 & Fire District Office	\$439.41	A3410.408

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AT&T Mobility	Monthly Cell Charges	\$364.32	A3410.409
BatesTroy	Laundry, Dry Cleaning, Alterations for Fire Dept.	\$604.82	A3410.410
Battery World	(4) UB645/D5733 Batteries	\$60.00	A3410.410
CIT (First Citizens Bank)	Copier Lease	\$337.18	A3410.422
Cooper Electric	(4) Milwaukee M18 Rocket Tower Light Charger 6000 Lumens	\$1,596.00	A3410.410
	(4) Milwaukee M18 Red Lithium Forge HD12.0 Battery	\$996.00	A3410.410
	(4) Milwaukee M18 Fuel Sawzall-1 Battery XC5.0 Kit	\$329.00	A3410.410
	(1) 100 pk. Milwaukee Sawzall Blades	\$202.00	A3410.410
DnD Sanitation	Handicapp Rental for February & March-Training Site	\$300.00	A3410.426
Douglas Rose	Students DD 6 hour Course	\$540.00	A3410.404
Empire Access	Fire District Office Internet Access	\$185.00	A3410.411
Federal Safety Equipment	Sm.Veh.Chassis, Labor, Parts, Service, NYS Inspection on Chief 32 Training Vehicle	\$4,687.60	A3410.407
Federal Safety Equipment	Labor & Service for Rescue 32-1	\$860.92	A3410.407
FedEx Shipping	FedEx Shipping for Bond Paperwork	\$31.21	A3410.403
FirstLight Fiber	Fiber Internet for Station 3	\$440.00	A3410.411
Fiscal Advisors & Marketing, Inc.	For services rendered in connection with the \$1,200,000 Bond Anticipation Notes, 2025.	\$2,351.00	A3410.401
Grey Goose Graphics	Hosting & Web Development Updates	\$112.50	A3410.401
Joe Signs Power Equipment	(4) 26RM3 67E Chain Loops, (2) 26RS 74E Chain Loops	\$191.94	A3410.410
Matco Electric Corp.	Work Completed on Station 3 Generator	\$4,000.00	A3410.209
Matco Electric Corp.	Work Completed on Station 1 Generator	\$45,195.00	A3410.209
Maximum Security Systems	Quarterly Monitoring Service for 3 Months for New Station 4	\$99.00	A3410.413
Mirabito Fuel Group	Gasoline & Diesel Fuel	\$1,835.52	A3410.419
Morris-Croker LLC	SuperVac Battery Saw Kit	\$483.00	A3410.202
Morris-Croker LLC	(6) LION Legend Helmets	\$2,154.12	A3410.410
Orrick, Herrington & Sutcliffe LLP	Services rendered for \$1,200,000 BOND for Midi Pumpers	\$3,650.00	A3410.401
Premier Printing, Inc.	For services rendered in connection with the printing, electronic posting, electronic dissemination and web based bidding platform for the \$1,200,000 Bond Anticipation Notes, 2025	\$1,155.00	A3410.401
Pyramid Films Corporation	(3) HSI New Instructor Registration Fee	\$45.00	A3410.404
Pyramid Business Systems, Inc.	(1) Ubiquiti UniFi Cloudkey+, (1) Ubiquiti 5YR Extended Warranty Support, Shipping	\$364.00	A3410.401
Pyramid Business Systems, Inc.	(4) Windows Servers	\$156.00	A3410.401
	(36) Windows Workstations	\$144.00	A3410.401
	(4) Sophos MDR Essentials Server	\$57.60	A3410.401

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	(1) Datto Automatic Off-site Disaster Recovery Backup to Cloud	\$495.00	A3410.401
	(5) Pyramid Duo Security- 2FA/Two Factor Authentication	\$22.50	A3410.401
	(1) "PYRAAlert" Enhanced Security Monitoring	\$99.00	A3410.401
	(24) Sophos MDR Essentials- Workstations	\$178.80	A3410.401
	(24) App River Microsoft Office 365 E3	\$498.00	A3410.401
	(1) App River Microsoft Office 365 E5	\$54.75	A3410.401
	(24) Microsoft Entra ID P1	\$168.00	A3410.401
	(27) App River Email Risk Management Bundle	\$108.00	A3410.401
Pyramid Business Systems, Inc.	(26) Migration Licenses	\$494.00	A3410.401
Southern Tier Occupational Health	Physical Exams from January, February, & March	\$5,467.40	A3410.410
The Computer Shop	(1) Ubiquiti U7 Lite- Wifi Access Point, On-Site Labor	\$249.99	A3410.401
Tri-County Communications	Facory Pager Repair	\$189.00	A3410.420
Tri-County Communications	(10) Clips for Unication Pager G1	\$81.50	A3410.420
Vestal Fire Department, Inc.	Station 2 Auxilary-Tracy Brown: Reimbursement for Refreshments for Meeker Rd Brush Fire	\$83.52	A3410.410
	TOTAL	\$91,325.03	
	Grand Total of 2025 Expenses	\$94,290.51	

Vestal Fire District

Abstract of Audited Voucher List

04/16/2025 Fire District Meeting
Operational Expenses

Vendor	Comments	Amount	Line
To be Paid on			
LocaliQ-Gannett	Legal Notices	\$175.21	A3410.417
UHS Sports Performance	Training Fee for April 2025	\$200.00	A3410.410
Verizon Wireless	Monthly Cell Charges	\$92.17	A3410.409
TOTAL		\$467.38	

Vendor	Comments	Amount	Line
To be Approved on April 16, 2025 and To be Paid on April 17, 2025.			

2025 Expenses

BatesTroy	Laundry, Dry Cleaning, Alterations for Fire Dept.	\$604.82	A3410.410
Battery World	(4) UB645/D5733 Batteries	\$60.00	A3410.410
CIT (First Citizens Bank)	Copier Lease	\$337.18	A3410.422
Cooper Electric	(4) Milwaukee M18 Rocket Tower Light Charger 6000 Lumens	\$1,596.00	A3410.410
	(4) Milwaukee M18 Red Lithium Forge HD12.0 Battery	\$996.00	A3410.410
	(4) Milwaukee M18 Fuel Sawzall-1 Battery XC5.0 Kit	\$329.00	A3410.410
	(1) 100 pk. Milwaukee Sawzall Blades	\$202.00	A3410.410
Douglas Rose	Students DD 6 Hour Course	\$540.00	A3410.404
FedEx Shipping	FedEx Shipping for Bond Paperwork	\$31.21	A3410.403
Fiscal Advisors & Marketing, Inc.	For services rendered in connection with the \$1,200,000 Bond Anticipation Notes, 2025.	\$2,351.00	A3410.401
Joe Signs Power Equipment	(4) 26RM3 67E Chain Loops, (2) 26RS 74E Chain Loops	\$191.94	A3410.410
Morris-Crocker LLC	SuperVac Battery Saw Kit	\$483.00	A3410.202
Orrick, Herrington & Sutcliffe LLP	Services rendered for \$1,200,000 BOND for Midi Pumpers	\$3,650.00	A3410.401
Premier Printing, Inc.	For services rendered in connection with the printing, electronic	\$1,155.00	A3410.401

Vestal Fire District
Abstract of Audited Voucher List

posting, electronic dissemination and web based bidding platform
for the \$1,2000,000 Bond Anticipation Notes, 2025

Pyramid Films Corporation	(3) HSI New Instructor Registration Fee	\$45.00	A3410.404
Tri-County Communications	Factory Pager Repair	\$189.00	A3410.420
Tri-County Communications	(10) Clips for Unication Pager G1	\$81.50	A3410.420
Vestal Fire Department, Inc.	Station 2 Auxilary-Tracy Brown: Reimbursement for Refreshments for Meeker Rd Brush Fire	\$83.52	A3410.410

TOTAL	\$12,926.17
Grand Total of Claims for 2025 Expenses	\$13,393.55

Vestal Fire District

Abstract of Audited Voucher List

04/16/2025 Fire District Meeting
Buildings & Grounds-IT Expenses

Vendor	Comments	Amount	Line
To be Paid on April 3, 2025.			
Charter Communications	Fiber Internet & Spectrum Business Internet for Station 2	\$719.99	A3410.411
	Phone Lines for All Stations	\$149.95	A3410.408
Taylor Garbage	All Stations & Fire District Office	\$628.16	A3410.413
Warner Brothers Real Estate	Rental Services for 1136 Front St. for April 2025	\$1,000.00	A3410.418
TOTAL		\$2,498.10	

Vendor	Comments	Amount	Line
To be Approved on April 16, 2025 and To be Paid on April 17, 2025.			

2025 Expenses

All-Mode Communications	AMC Voice- Onboarding	\$750.00	A3410.410
	Progressive Billing	\$5,735.43	A3410.410
	Bundle, Connect SBE 100: Analog trunking w/o serve, ST100A		
	Bundle, Connect SBE 100: Software, 25 Users		
	Additional Site License		
	ThinkMate Server		
	Mitel Support		
	Labor		
All-Mode Communications	Mitel IP 480G- Refurbished	\$2,683.00	A3410.410
	License, Courtesy OnSite		
	Mitel Support		
	Labor		
	Polycom RealPresence Trio 8500 Conference Room		
All-Mode Communications	Phone Lines for Station 1,2, 3, 4 & Fire District Office	\$439.41	A3410.408

Vestal Fire District
Abstract of Audited Voucher List

AT&T Mobility	Monthly Cell Charges	\$364.32	A3410.409
Empire Access	Fire District Office Internet Access	\$185.00	A3410.411
FirstLight Fiber	Fiber Internet for Station 3	\$440.00	A3410.411
Grey Goose Graphics	Hosting & Web Development Updates	\$112.50	A3410.401
Matco Electric Corp.	Work Completed on Station 3 Generator	\$4,000.00	A3410.209
Matco Electric Corp.	Work Completed on Station 1 Generator	\$45,195.00	A3410.209
Maximum Security Systems	Quarterly Monitoring Service for 3 Months for New Station 4	\$99.00	A3410.413
Pyramid Business Systems, Inc.	(1) Ubiquiti UniFi Cloudkey+, (1) Ubiquiti 5YR Extended Warranty Support, Shipping	\$364.00	A3410.401
Pyramid Business Systems, Inc.	(4) Windows Servers	\$156.00	A3410.401
	(36) Windows Workstations	\$144.00	A3410.401
	(4) Sophos MDR Essentials Server	\$57.60	A3410.401
	(1) Datto Automatic Off-site Disaster Recovery Backup to Cloud	\$495.00	A3410.401
	(5) Pyramid Duo Security- 2FA/Two Factor Authentication	\$22.50	A3410.401
	(1) "PYRAAlert" Enhanced Security Monitoring	\$99.00	A3410.401
	(24) Sophos MDR Essentials- Workstations	\$178.80	A3410.401
	(24) App River Microsoft Office 365 E3	\$498.00	A3410.401
	(1) App River Microsoft Office 365 E5	\$54.75	A3410.401
	(24) Microsoft Entra ID P1	\$168.00	A3410.401
	(27) App River Email Risk Management Bundle	\$108.00	A3410.401
Pyramid Business Systems, Inc.	(26) Migration Licenses	\$494.00	A3410.401
The Computer Shop	(1) Ubiquiti U7 Lite- Wifi Access Point, On-Site Labor	\$249.99	A3410.401
	TOTAL	\$63,093.30	
	Grand Total of Claims for Buildings & Grounds-IT	\$65,591.40	

Vestal Fire District

Abstract of Audited Voucher List

04/16/2025 Fire District Meeting
Fleet Maintenance Expenses



Vendor	Comments	Amount	Line
To be Approved on April 16, 2025 and To be Paid on April 17,2025.			

2025 Expenses

Federal Safety Equipment	Sm.Veh.Chassis, Labor, Parts, Service, NYS Inspection on Chief 32 Training Vehicle	\$4,687.60	A3410.407
Federal Safety Equipment	Labor & Service for Rescue 32-1	\$860.92	A3410.407
Mirabito Fuel Group	Gasoline & Diesel Fuel	\$1,835.52	
TOTAL		\$7,384.04	

Central Storage Expenses

2025 Expenses

Morris-Croker LLC	(6) LION Legend Helmets	\$2,154.12	A3410.410
TOTAL		\$2,154.12	

Grand Total of Claims for Fleet Maintenance & Central Storage **\$9,538.16**

**Vestal Fire District
Abstract of Audited Voucher List**

**04/16/2025 Fire District Meeting
Training & Safety Expenses**



Vendor	Comments	Amount	Line
To be Approved on April 16, 2025 and To be Paid on April 17, 2025 .			
2025 Expenses			
DnD Sanitation	Hanicapp Rental for February & March-Training Site	\$300.00	A3410.426
Southern Tier Occupational Health	Physical Exams from January, February & March	\$5,467.40	A3410.410
		TOTAL	\$5,767.40
		Grand Total of Claims for 2025 Expenses	\$5,767.40

Vestal Fire District
Abstract of Audited Voucher List

Fire District Expenses for 04/16/2025 Meeting	
Accounts Payable	\$0.00
Encumbrance	\$0.00
2025 Expenses	\$94,290.51
TOV Reimbursement	\$0.00
Total Audit of Claims Amount	\$94,290.51

From: [Andrew Eaton](#)
To: [Sue Bowen](#)
Subject: Re: Reports submitted for BOFC meeting on 1/15/25
Date: Monday, January 13, 2025 3:41:25 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact our IT Department

Commissioners.

I am back from my vacation. My report is as follows:

Planning at sit down chat with each 2025 Presidents individually in the next week and half.

Planning a sit down with the 2025 table officers to get caught up, and put plans together for 2025.

Plan a sit down with commissioner #4 to start plans for 2025 awards dinner.

Respectfully
Department President
Andy Eaton

[Sent from Yahoo Mail for iPhone](#)

From: [Thomas McCartney](#)
To: [Susan Bowen](#)
Subject: Fire Commissioner 1 report 4/16/25:
Date: Monday, April 14, 2025 1:20:16 PM

Fire Commissioner 1 report

4/16/25:

3/18 Brush truck platform review at Sta. 3. Jutland body builder.

3/27 Voucher review and sign off at the district office.

3/27 R2 committee meeting and design review.

3/13 Personnel matter discussion with Chief 32.

4/3 Sign off on BAN documents for mini pumpers.

4/4 District office Google call canceled.

4/4 LOSAP investment discussion with LOSAP investor. Meeting/briefing planned for June 25.

4/4 Laptop update and credential set up.

4/6 Budget owner discussion with FC2.

4/6 March financial report review for Treasurer.

4/7 Meeting with vendors regarding training site project delivered.

4/7 Verify transfer of funds to pay for new mini pumpers.

4/7 Accept delivery of new mini pumpers at Sta. 2.

4/7 Department meeting presentation on BOFC activities for past 2 months.

4/8 Quotes on training site project delivered to Bill Fletcher.

4/8 Meeting with Clay Ellis regarding fire district communication involving community relations.

4/9 Fire District work session - finance, purchasing policy, LOSAP policy,

4/9 Discussion from Vestal Rotary Club regarding donation in memory of Hugh Reynolds.

4/12 Review of tank farm preplan with Sta. 4 officers.

4/12 Google video call regarding Verizon GPS tracking units for Chief cars.

4/13 8 hr. class on line of duty death and role of fire district leadership.

4/14 Teams meeting regarding 5/20 yr. plan; staff job task analysis. Planning for meetings with staff and chiefs.

4/14 Discussion with Sue Messina regarding 2024 budget encumbrance and budget files.

4/15 Teams meeting with FC2 regarding Financial / Budget Planning Policy.

4/15 Teams meeting with FC2 regarding reports.

Thomas E. McCartney II, Chairman

Board of Fire Commissioners
Vestal Fire District

tmccartney@vestalfiredistrict.org

1136 Front St., Suite 1
Vestal, NY 13850

vestalfiredistrict.org
607-761-4430 (mobile)
607-797-2756 x380 (District Office)

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From: [John Paffie](#)
To: [Susan Bowen](#)
Cc: [Thomas McCartney](#); [David Harrington](#)
Subject: BOFC meeting
Date: Monday, April 14, 2025 6:34:04 PM

Since the last meeting we ran approx 57 calls

- building fire at Texas Road House
- 1 House fire in the Town-contained to kitchen
- 1 brush fire that burned approx 6.0 acres

28 calls to Binghamton University

- small fire in Science 2
- Small fire in a pizza oven in the UU

Dispatched and cancelled for mutual aid call to Susquehanna County-AFA

Received mutual aid from several departments for the brush fire

- Endwell, TOB, Apalachin, West Corners

For the house fire we received mutual aid from Endicott and West Corners

Foam- 5 went and attended to Flammable Liquid Foam Training in Texas A&M

- Foam Presentation by Lt Petcosky
- Discussions of where we VFD needs to be in the future
- Need to have a much needed discussion with the tank farms still remaining in the Town

All classes approved by FAB and sent to District secretary for approval by the board

Broome County OES

- Mike Bender has been named the Dep Director of Emerg Services
- Jeff Crane has been named to replace Mike Ballard as Communication Supervisor
- Has anyone from the Board reached out on the use of inmates?
- Office had a meeting with Guthrie Lourdes in regards to OSHA vs NFPA physicals, and some of their concerns and the impact it could have on the Fire service. Broome County FAB also aware.

To: Vestal Fire District Secretary Susan Bowen
From: Fire Commissioner David Harrington
Date: Monday 04/14/2025
Subject: Vestal Fire District Report for 04/16/2025 Meeting

Finances:

1. Looking into the Length Of Service Awards Program (LOSAP) Committee of the Fire Department being removed from the By-Laws due to Fire Commissioners increased support in finances of the district; would appoint a LOSAP Liaison from the Fire Dept for the Fire Commissioners.
2. Fleet Director Purdy is working on the annual update of the Fleet Replace Schedule; which is direct input to the Fire District Treasurer for the 5 Year / 20 Year Finance Plan; reviewed initial updates and provided clarifications needed from the Fleet Director.
3. Updated and Prepared various financial documents for the Fire Commissioners and Fire District staff.
4. Virtual Meeting Sun 4/6 with Fire Commissioner McCartney on the 2026 Budget Owners roster; further developed the new expanded list of fire department and fire district responsible participants.
5. During Fire Commissioners Work Session Wed 4/9 reviewed financial materials related to the preparation of the upcoming 2026 fiscal budget including: 2026 Budget Timeline, 2026 Budget Owners, 5Y/20Y Financial Forecast, Fleet Replacement Schedule, Fiscal Budget Policy, and Budget Submittal template.
6. Virtual Meeting held Mon 4/14 with Fire District Treasurer, Director of Purchasing, and Fire Commissioner McCartney on 2026 Budget action items needing to be worked on and completed per the 2026 Budget timeline; discussed Fire District Policy needed for the Annual Fire District Budget Process and submittal template.
7. Established recurring weekly Monday 30 minute virtual meeting with District Treasurer, Director of Purchasing, and Fire Commissioner McCarney

Grants & Funding:

1. Grants & Funding Coordinator Fletcher along with several contributing members completed and successfully submitted an application for the Broome County Community Improvement Grant for the Fred Singer Training Facility, related to the current burn building at the training facility getting improvements per NFPA (National Fire Protection Association(National Fire Protection Association) 1403 standards (Standard on Live Fire Training Evolutions).
2. Working with the Fire Department Financial Secretary to get the Fred Singer Training Facility registered as a charitable organization.
3. Reviewing a prepared list of funding opportunities for identifying which ones should be pursued with the best benefit for us.
4. With the local community grant submitted, effort will resume towards federal grant funding for the Fred Singer Training Facility, goal in the next month is complete the registration process for the U.S. Government's System for Award Management (SAM.gov) and the Federal Emergency Management Agency (FEMAGO) which allows users to apply for, track, and manage FEMA grants; this goes along with our SAM.gov account as they are all tied together

Records Management:

- Records Management Coordinator Rose had no specifics to report, lengthy downtime of system access due to the IT changeover from the Town to Pyramid.

Process Review & Efficiency Improvements:

1. Virtual Meeting Sun 4/13 with Fire Commissioner McCartney to finalize the Fire District Duties/Tasks Matrix for the Fire District Staff which includes Secretary, Treasurer, and Director of Purchasing; additional review will occur for time estimations per task with the individual staff members.
2. Virtual Meeting Mon 4/14 on Reporting Scorecard with Records Management Coordinator, Fire District Secretary Bowen, and Commissioner McCartney on process revisions for improving the monitoring of timely reporting to NYS and posting to the station boards.
3. Established recurring weekly Monday 30 minute virtual meeting with Fire Commissioner McCartney and identified participants for discussing pressing matters.

**Board of Fire Commissioners–Facilities, IT, Security, Member Relations
Report
April 16, 2025
Dan Kirchheimer**



1. Buildings and Grounds
 - a. Tree down in Station 3 Parking Lot: Cook's Tree Service has been called.
 - b. Tickets/Maintenance
 - i. Station 2 refrigerator not cooling properly
 - ii. Station 1 pedestrian door near brush truck bay not closing properly
 - iii. Station 2 Floor
 1. Endwell Rug recommends a core sample to assess asbestos risk.
 2. Will obtain estimates for this
 - iv. Station 2 Boiler: P&J is working an estimate to repair/retrofit zone valves stuck on above kitchen
 - v. Station 3 Drain in women's room: P&J still needs to assess
 - vi. Leak from skylight at Station 1: occasional drip, still assessing, roof may be under warranty
 - c. Station HVAC preventive maintenance schedule–Meeting with facilities rep to discuss
 - d. Sale of old Station 4
 - i. Officially accepted offer of \$1m
 - ii. On track but no official closing date yet
 - e. Generators
 - i. Station 1 generator has been installed
 - ii. Obtaining fuel (kerosene) and will then be commissioned
 - iii. Still awaiting additional quote for service to move forward with PM's
 - f. Cleaning Services
 - i. Delay stemming from access during IT change
 - ii. Services will start the weekend of 4/25-4/27
 - g. Snow removal–Very likely finished for the season, generally happy with service.
 - h. Landscaping contractor–Award bid–recommend Coleman–See separate analysis
 - i. Coleman was second lowest bid
 - ii. Low bidder neglected weeding quote
 - iii. Low bidder requires 50% down payment
 - iv. Other landscaping can be added to services as needed
2. Physical Security–See separate report from Colin White who is doing an excellent job. There were a couple delays on access due to the system being affected by IT transition.
3. Information Technology–Thanks again to Dave Foland who has transitioned from district IT rep to Station 2 IT rep. Also thanks to Josh Fiscbeck for taking over for the district. Lastly Ron Eubank has done an excellent job and has been spending large amounts of time seeing we are well served. See separate Report.
 - a. Videos from Grey Goose Graphics
 - i. Second video for recruitment is in the works but needs more footage of training, waiting for good weather.
 - ii. First video is completed, more informational, and is currently on the district website.
 - iii. Third video about the Fred Singer Training Site in the works.
4. Member Relations

- a. EAP—have drafted mental health EAP, will be meeting with Dr. Mazzeo to implement a program
 - b. Banquet—Tioga Downs October 18, 2025, October 17, 2026
 - i. DJ has been booked
 - ii. Working on awards revamp, a list has been drafted, discussed with commissioners at a work session.
5. Minor Property Damage issue
- a. During a fire call on Marion Street Engine 3 damaged the end of a driveway.
 - b. Reached out to homeowner and discussed, friendly conversation
 - c. Pritchard is assessing to fix, will take a few weeks as blacktop production increases—touched base with Jerry Launt today and says it will likely be early May and he will put together an estimate.

Commissioner Ron Birdsall

Fleet Summary Report

4/16/2025

All, Sorry for late response things change by the day with fleet

As everyone knows M-2,3 have been delivered and are waiting on paint and tool mounting.

The fleet director and I have received tool/equipment layout from station2, haven't received anything from sta3 at this time.

B-3 is at paint shop at this time; we are waiting on for B-3 paint to be completed before sending the minis.

Also, on B-3 while in paint the body has been ordered, still waiting on final quotes for skid plate and pump, possibility delivery date this July or august time frame

B-1 waiting on 2nd chassis to be ordered, as this truck will be sent out for custom lift kit and super single tires delivery date TBD. Reason for this is for sta1 will have a truck with better ground clearance for storm response

R-2 Specs are at the attorney waiting on his legal cover page, I don't believe he needs to go over the specs item by item since we are fortunate enough to have our own professional spec/designer just my thoughts because this possibly time delay in the process, just my thoughts

Chiefs vehicles GPS update for install is as follows per Verizon two dates and times so chiefs can make arrangements to drop off vehicles off at district office. Dates and time as following Aril 21st@ 12:30 pm and April 22nd @ 10;30 am it will be two cars on one date and the others on the 2nd date and time

F-4 it was brought to our attention in the last couple of days according to a report done for us on the tank farm/water supply and going with the new type of foam we may need to look into a new foam pumper industrial stye , instead of what we starting looking in for new foam 4 the flatbed on a commercial chassis , this could be a huge price and longer delivery date . We are just looking into this since we do not have a copy of the said report