



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

Regular Board of Fire Commissioner Meeting Agenda for July 16, 2025

1. Present:
2. Call to Order
3. Pledge of Allegiance
4. Approval of the Previous Meeting Minutes
 - 4.1 Request to approve the Draft Meeting Minutes from June 18th Regular Meeting and June 25th Special Meeting.
5. Correspondence Report
6. Bid Openings - None
7. Scheduled Appointments (Guests) – Emil Bielecki - LOSAP Investing
8. Operations Report – Chief Paffie (or Designee)
 - 8.1 Request to approve 2nd LT Sacha Sigelman-Schwartz to attend Foundations of Emergency Management at State Preparedness Training Center (SPTC) in Oriskany, NY, from 09/08/2025 - 09/12/2025.
9. Department Business Report – President Eaton (or Designee)
10. Station Reports (Fund Raiser/Special Events/Member Requests)
 - a. Station 1
 - b. Station 2
 - c. Station 3
 - 10c.1 Request from Station President Bowen like to dispose of the old electric stove by taking it to Weitsman’s Recycling if a buyer cannot be found.
 - d. Station 4
11. Membership (New and Current)
 - 11.1 Request to approve new member Alexa Chadwick to Station 1
 - 11.2 Request to terminate Linda Carpenter as a member of Station 3
 - 11.3 Request to terminate Nathaniel Shugars as a member of Station 3
 - 11.4 Notification of members Ronald Birdsall, Chris E. Lupold and Gordon Gardner of Station 3 have stepped down to Life Membership.
 - 11.5 Notification of Life Member Keith Lupole of Station 3 passed away on April 7,



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2025

12. Commissioner Report

- a. Commissioner McCartney – Administrative/Policy
Report Received and will be attached to these minutes
- b. Commissioner Harrington – Financial/Records Management/Quality Assurance/LOSAP
- c. Commissioner Tomko – Training/Safety Programs
Report Received and will be attached to these minutes
 1. Director of Training and Safety - Report Received
 2. Fred Singer Training Facility Coordinator - Report Received
- d. Commissioner Kirchheimer – Facilities/Information Technology/Physical Security/Human Resources
Report Received and will be attached to these minutes
 1. Director of Facilities – Report Received
 2. Physical Security Coordinator - Report Received
 3. Director of Information Technology
- e. Commissioner Birdsall – Asset/Equipment/Fleet Management
 1. Director of Fleet
 2. Quartermaster - Report Received

13. Director of Communications-Clay Ellis

14. Secretary Report

- 14.1 Report of 2025 Physicals
- 14.2 Report on NERIS Update
- 14.3 Report on 2025 Reporting
- 14.4 Request to approve to purchase HazMat Management Subscription for RedAlert by Alpine Software at a cost of \$465 a year.
- 14.5 Advertise for July 23rd work session on July 14th in the Press & Sun Bulletin
- 14.6 Advertising for the Special Election will be published on July 16th in the Press & Sun Bulletin in pursuant to Section 38.00 of the Local Finance Law and Section 179 of the Town Law.
- 14.7 Notice of the Special Election will be posted on July 30th, 20 days prior to the election. This will be on the district Webpage, Station 3's Glass Door, and in the lobby of the district office. Notice will also be given to the Town Clerk's office.

15. Elections (Annual or Special)



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16. Treasurer Report

16.1 Request to approve June 2025 Balance Sheet, Profit & Loss, and Budget vs. Actual report. All reports and bank reconciliations were reviewed by Commissioner Harrington.

16.2 Check deposit from Empire Telephone Company for credit on Station 4 Internet Account in the amount of \$105.97.

16.3 Check deposit from Pharsalia Fire Company for the purchase of Old Midi 2 Pumper in the amount of \$40,000.

17. Approval to Properly Audit and Pay Claims as Submitted

17.1 Request to approve the Audit and Claims for 2025 Expenses dated July 3, 2025, July 17, 2025, in the total amount of \$142,469.85.

18. Director of Purchasing Report

18.1 Request to approve the purchase of Custom Hosebed Covers for New Midi 32-2 and Midi 32-3 in the amount of \$3,950.00 from J&R Auto Upholstery & Accessories.

18.2 Request to approve the purchase of (1) QuickBooks Enterprise Silver Edition subscription for Treasurer Marisa Butler in the amount of \$1,703.00 for Intuit QuickBooks.

18.3 Request to approve upgrade for Enterprise Licenses for 2 users for Limble Solutions in the amount of \$245.44, for a total amount of \$1,901.44.

18.4 Request to approve the purchase of (76) Reflective Helmet Crescents (Titled) and (301) Junior Crescents for SCBA in Green for an estimated cost of \$1,055.00.

18.5 Request to approve the purchase of (1) 20ft. Used Storage Container to be used as a training prop for CAFS training in the amount of \$3,900 from Abbey Service Group.

18.6 Request to approve the purchase of (3) Adobe Acrobat Pro Software Licenses for Secretary S. Bowen, Director of Purchasing P. Willes-Brown, and Treasurer M. Butler for an estimated amount of \$1,050.00.

18.7 Request to approve Chief Langeland, William Fletcher and Keith Purdy to travel to Sutphen Towers in Hilliard, Ohio for Inspection of New Tower 32-1 using Chief 32-1 Vehicle.

18.7.1 Request to approve Chief Langeland to be the designated debit card holder for



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purchase of Meals at the GSA per Diem Rate & Fuel from August 5th -August 7th for purpose of Trip to Sutphen Towers in Hilliard, Ohio for New Tower 32-1 Inspection.

GSA Per Diem Rate- Meals & Incidental Expenses

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First/last day of travel
Columbus	Franklin	\$80	\$20	\$22	\$33	\$5	\$60.00

18.8 Request to approve (3) Hotel Rooms for Chief Langeland, William Fletcher, and Keith Purdy at _____ from August 5th- August 7th for 2 nights, 3 days at the GSA per Diem Rate of \$131 a night, not to exceed \$1,000.

GSA Per Diem Rate- Daily Lodging Rates

Primary destination	County	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Columbus	Franklin	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131

18.9 Request to approve payment for Gas Valve, Labor & Additional Parts for Station 3's Stove in the amount of \$1,300 to Cintas Fire Protection.

18.10 Request to approve the purchase of (3) LION Thorogood QR-14 Boots in various sizes in the amount of \$1,083.99 from Fire-End & Croker.

18.11 Request to approve Cintas to perform Station 4's Fire Sprinkler Testing. (\$350 Annually, \$125 Quarterly, \$85 Service Fee)

18.12 Request to approve Air Cleaning Systems Inc. for Plymovent Preventative Maintenance for All Stations in the amount of \$3,335.00. This is a sole source vendor.

18.13 Request to approve the change order for bi-directional slide tray and adjustable shelves for Brush 32-3 to be performed by Jutland Truck Bodies in the amount of \$6,050.00.

19. Policies and Procedures

20. Unfinished Business

21. New Business

21.1 Request to approve the Bid for Sealing and Striping of the Station parking lots.

21.2 Request to approve to move forward with a land use agreement with Murphy LLC to develop a training site to hold CAFS training.



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21.3 Request to approve Cold Fire, a CAFS fire suppression agent, to be used in Midi 32-2 and Midi 32-3.

21.4 Request to approve to advertise for bids for Fire Hose in sizes of 5", 3", 2.5" and 1.75" on July 23rd and to be opened on August 8th at 1pm

22. Resolutions

23. Announcements

24. Public Input Session – Members of the public may speak on meeting items only.

25. Executive Session (if needed)

26. Request to Adjourn