



# VESTAL FIRE DISTRICT

1136 Front Street, Suite 01  
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Phone: 607-797-2756  
[www.vestalfiredistrict.org](http://www.vestalfiredistrict.org)

**Board of  
Fire Commissioners**  
David Harrington  
Daniel Kirchheimer  
Thomas McCartney  
Keith Purdy  
Mark Tomko

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## **Work Session of the Board of Fire Commissioners Meeting Agenda for September 3, 2025 at 6:30pm.**

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

1. The work session was called to order at 6:54 p.m. at the con
2. Discussion on 2026 Budget
  - Treasurer Butler initiated a review of changes made to the budget packet since the last work session
  - The addition of Verizon Connect cameras to chief's vehicles was discussed, with a consensus to adopt a phased implementation approach.
  - Several line-item adjustments were detailed, including additions, increases, and decreases across multiple budget pages.
  - To offset a budget increase of \$31,550 and maintain the current tax rate, a corresponding reduction was made to the apparatus reserve contribution.
  - The board discussed the legal procedures required to spend funds from various reserve lines.
  - The board briefly reviewed future projections for the apparatus, equipment, and capital improvement lines.
3. Topics not listed – If needed
  - The First Responder Assistance Program is rolling out on Monday.
  - Sealcoating was completed at stations one and four yesterday. Sealcoating for station three will occur later this week or next week.
  - Commissioner Purdy briefly discussed the trailers in the fleet which represents 33% of the fleet.
  - Director of Purchasing Paige Willes-Brown raises significant issues with the procurement process, leading to a decision to enforce the policy more strictly.
    - o The Core Problem: Requesters are not providing the necessary information (item description, purpose, budget line item) for Paige to



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complete the requisition forms, which she has been filling out on their behalf.

- This has led to a backlog of unsigned forms, and according to policy, purchases cannot be made without a completed form. This is a direct violation of the established procurement policy.
- Key Decision: Moving forward, the policy will be strictly enforced. Requesters will be required to complete the requisition forms themselves, and Paige will cease filling them out on their behalf. Incomplete requests will not be processed.
- A review of member compliance with required physicals identified 14 individuals who are not yet cleared.
- The language agreement with Murphy LLC has been finalized and has been signed by both parties.
- A discussion regarding station access for new cleaning staff.

4. Motion by Commissioner Harrington, seconded by Commissioner Tomko to adjourn the work session at 7:45 p.m.