



VESTAL FIRE DISTRICT

1136 Front Street, Suite 01
Vestal • New York • 13850
Phone: 607-797-2756
www.vestalfiredistrict.org

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

Regular Board of Fire Commissioner Meeting Agenda for November 19, 2025.

Meetings begin at 6:00pm unless otherwise noted.

1. Present: Thomas McCartney, Chairman
David Harrington, Commissioner
Mark Tomko, Commissioner
Daniel Kirchheimer, Commissioner
Keith Purdy, Commissioner
Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
Marisa Butler, Fire District Treasurer
Clay Ellis – Director of Communications
2. Call to Order
3. Pledge of Allegiance
4. Approval of the Previous Meeting Minutes
 - 4.1 Motion to approve the minutes from October 29, 2025
5. Correspondence Report
6. Bid Openings
 - 6.1 One (1) New and Unused Flat Bed Brush Body
Tom Isaacs Jr.
Nuthouse Industries LLC
3480 E US 22-3
Morrow, Ohio 451152

Nathaniel Stoltzfus
Jutland Truck Bodies
5140 Martin Drive
Gap, PA 17527

Amy Price



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CET Fire Pumps
2 Rue Industrielle
Pierreville, Quebec J0G 1J0

Les Swartz
Federal Safety Equipment
23 Kinney Street
Candor, NY 13743

Bob Liberatore
Premier Fire Apparatus, Inc.
108 Anderson Avenue
Syracuse, NY 13208

Dan Ford
J.P.B Fire Sales and Service
4675 Burr Drive
Liverpool, New York 13088

Hal Kolba
Halo First Responder Products
703 Erie Street
Elmira, New York 14904

6.2 Cab and Chassis Conversion and Up-fit for Brush 32-1

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Nuthouse Industries LLC
3480 E US 22-3
Morrow, Ohio 451152

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7. Scheduled Appointments (Guests) - None

8. Operations Report – Chief J. Paffie (or Designee) – Received and in the Addendum
- Discussion on Station 4 Siren
- Discussion on Selling surplus 5” Hose to a local fire department.

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

10. Station Reports (Fund Raiser/Special Events/Member Requests)

a. Station 1

b. Station 2

10b.1 Request from Lt Tyler VanDervort approval for high school seniors to assist with Station 2’s Breakfast with Santa by helping on in the Dining Room by serving and cleaning tables to earn volunteer hours for their Participation in Government Class.

c. Station 3

d. Station 4

11. Membership (New and Current)



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12. Commissioners Report

- a. Commissioner McCartney – Administrative/Policy
Received and in the Addendum
- b. Commissioner Harrington – Financial/Records Management/Quality Assurance/LOSAP
Received and in the Addendum
- c. Commissioner Tomko – Training/Safety Programs/Fred Singer Training Facility
Received and in the Addendum
- d. Commissioner Kirchheimer – Facilities/Information Technology/Physical Security/Human Resources
Received and in the Addendum
- e. Commissioner Purdy – Asset/Equipment/Fleet Management
Received and in the Addendum

13. Director of Communications-Clay Ellis

14. Secretary Report

14.1 New York State Volunteer Firefighter Cancer Benefit Program

Request to approve the Enhance Plan through Hartford Life and Accident Insurance Company at an estimated cost of \$11,080.02. This is for 59 firefighters at a cost of \$187.80 per firefighter.

14.2 Request to approve the renewal of the Public Officials Bond for Director of Purchasing Paige Willes-Brown and Treasurer Marisa Butler in a total cost of \$1070.00.

15. Elections (Annual or Special)

- Petitions for Fire Commissioner

16. Treasurer Report

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

16.2 Request to deposit a reissued check from West Endicott Fire District in the amount of \$800 for Fred Singer Training Facility Lease Agreement.

16.3 Request to accept and deposit a check from Chenango Bridge Fire Company, Inc. in the amount of \$200 for 1 day use of the Fred Singer Training Facility Lease Agreement.

16.4 Request to approve to pay the Town of Vestal Invoices for Secretary Bowen and Director of Purchasing Willes-Brown Payroll, Benefits and Taxes for 2025 in total amount of \$98,076.65.

17. Approval to Properly Audit and Pay Claims as Submitted



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17.1 Motion to approve the Audit and Claims for 2025 Expenses dated November 13, 2025, November 20, 2025, in total amount of \$178,591.02.

18. Director of Purchasing Report

18.1 Motion to approve corrections made to the following Audit of Claims amounts from January 2025-October 2025.

- January 8th: \$155,356.91 (includes Accounts Payable)
- January 15th: \$38,565.32 (includes Accounts Payable)
- February 19th: \$376,547.88 (includes Accounts Payable)
- March 19th: \$173,249.74
- April 16th: \$94,286.51
- May 21st: \$172,193.53
- June 18th: \$139,739.85
- July 16th: \$144,977.23
- August 20th: \$1,982,007.64
- September 3rd: \$62,554.17
- September 24th: \$111,805.27
- October 29th: \$224,916.65

18.2 Motion to approve debit card expenses from September 2025 and October 2025 in the amounts shown:

- September: \$10,836.11
- October: \$14,813.63

18.3 Motion to retroactively approve the purchase of (1) Hydra Ram II Forcible Entry Tool in the amount of \$3,025.00 from Fire-End. This was previously approved to purchase but the amount increased due to shipping cost. This will come out of the New Tower 32-1 Project.

18.4 Motion to retroactively approve the following budget transfer:

From Line Item	To Line Item	Amount Requested	Explanation
A3410.207	A3410.407	\$ 5,077.59	Cover Expenses for MIDI Project
New Vehicle Reserve	Vehicle Maintenance		



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18.5 Motion to approve the following budget transfer:

From Line Item	To Line Item	Amount Requested	Explanation
A3410.207	A3410.407	\$ 4,054.00	Cover Expenses for MIDI Project
New Vehicle Reserve	Vehicle Maintenance		

18.6 Motion to approve an increase in cost for previously requested purchase of design, printing & mailing of approximately 8,800 postcards not to exceed \$3,400 from Curcio Printing.

18.7 Motion to retroactively approve payment to U.S Postal Service in the amount of \$1,989.66 for the purpose of postage cost to mail out 8,765 postcards. Check was written on 11/14/2025.

18.8 Motion to approve all Chief’s Monthly Mileage Reports from October 29, 2025, to November 24, 2025. See Reports in Addendum.

19. Resolutions

20. Policies and Procedures

20.1 Discussions on the Respiratory Protection Plan. It was to be reviewed by the Director of Training, Safety Officer and Department Chief to update and bring back for the Commissioners to approve.

20.2 Discussion on New Capital Assets Policy (Policy # 107.00)

20.3 Discussion on New ABCs of the Powers and Duties of the Fire Commissioners (Policy # 206.00)

20.4 Discussion on New ABCs of the Fire Chief and Assistant Chiefs (Policy # 207.00)

21. Unfinished Business

21.1 Installation of water meters in the stations 1, 2, 3.

22. New Business

22.1 Town will be approving at their 11/19 meeting the transfer of Station 1 and Station 2 properties to the Fire District.

Request Treasurer Butler to write a check for \$340 to the Broome County Clerk for the transfer of the property deeds.

22.2 Discussion on Old Radio Equipment



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23. Announcements

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

25. Executive Session (if needed)

26. Motion to Adjourn