



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

Special Meeting of Board of Fire Commissioner - Agenda December 3, 2025 @ 6:30pm

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 - None
5. Correspondence Report - None
6. Bid Openings - None
7. Scheduled Appointments (Guests) - None
8. Operations Report – Chief Paffie (or Designee) - None
9. Department Business Report – President Eaton (or Designee) - None
10. Station Reports (Fund Raiser/Special Events/Member Requests)
 - a. Station 1 - None
 - b. Station 2 - None
 - c. Station 3 - None
 - d. Station 4 - None
11. Membership (New and Current)
 - 11.2 Motion to approve the request from Station 4 to approve new member Anthony Bibbo.
 - 11.3 Motion to approve the request from Station 2 to approve new member Connor Adams



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12. Commissioner Report

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

13. Director of Communications-Clay Ellis

14. Secretary Report

15. Elections (Annual or Special)

16. Treasurer Report

16.1 Review and Approve Budget Transfers to cover any overage in Budget

16.2 Review 2025 Budget of lines underspent and reallocation to priority projects.

17. Approval of Audit and Pay Claims as Submitted

18. Director of Purchasing Report

19. Resolutions

20. Policies and Procedures

20.1 Discussions on the Respiratory Protection Plan (Policy # 302.00).

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)

20.5 Discussion on Yearly Fire Department Fiscal Budget (Policy # 104.00)

20.6 Discussion on Fire District Employee Handbook

21. Unfinished Business



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22. New Business

21.1 Inflatable boat discussion purchase

23. Announcements - None

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

25. Executive Session (if needed)

26. Motion to Adjourn