



# 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

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## 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 – Arrived at 6:59 p.m.  
Keith Purdy, Commissioner  
Susan Bowen, Fire District Secretary  
Paige Willes-Brown, Director of Purchasing  
Marisa Butler, Fire District Treasurer - Absent  
Clay Ellis, Director of Communications  
  
Others: Assistant Chief Charles Paffie  
President Andrew Eaton  
Station President Donald Albrecht  
Foreman Robert Hamilton
2. Call to Order at 6:30 p.m. by Commissioner McCartney
3. Pledge of Allegiance was led by Commissioner McCartney
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 by Commissioner Purdy, seconded by Commissioner Tomko to approve new member of Station #4, Anthony Bibbo.  
All in Favor: 4 (McCartney, Harrington, Tomko, Purdy) Opposed: 0 Absent: 1 (Kirchheimer)



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11.3 Motion by Commissioner Tomko, seconded by Commissioner Purdy to approve new member of Station #2, Connor Adams

All in Favor: 4 (McCartney, Harrington, Tomko, Purdy) Opposed: 0 Absent: 1 (Kirchheimer)

12. Commissioner Report – No reports were received or given

- 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

- Media release on the Annual Election next week was sent to local news agencies and has started appearing on social media pages.

14. Secretary Report - None

15. Elections (Annual or Special) - None

- Commissioner Kirchheimer arrived at 6:59 p.m.

16. Treasurer Report

16.1 Review of various budget lines for surplus to cover coverage in Internet, software maintenance, machine maintenance, special district and training aids. Those Budget transfers will be brought forth at the next meeting.

16.2 Review 2025 Budget to identify lines that were underspent and to reallocate those funds to cover projects of priority such as Buildings & Grounds, Operational Equipment, and Operations which also included funds for the Midi 32-3 project.

17. Approval of Audit and Pay Claims as Submitted

17.1 Motion to approve the Audit and Claims for 2025 Expenses dated December 4, 2025, 2 in the total amount of \$22,129.65.

All in Favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0

18. Director of Purchasing Report

18.1 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to approve the purchase of (1) Holmatro Telescopic Battery Small Ram 15/31 weight 34lbs in the amount of \$15,814.00, (1) Small 9/12-inch Ram Extension in the amount of \$1,095.00 and (1) Large 17 inch. Ram Extension in the amount of \$1,293.00, in the total amount of \$18,202.00 with shipping to be determined from J.P.B Fire Sales, LLC. The



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order for these items will be placed in 2025 to be invoiced in 2026. This is due to increased cost in 2026.

All in Favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0

## 18.2 Discussion on Purchase of Port-A-Count Machine

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to purchase the new PortaCount Respirator Fit Tester from TSI model # 8040-T in the amount of \$13,010.

All in Favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0

## 18.3 Discussion on Purchase of Fire Extinguishers

Motion by Commissioner Harrington, seconded by Commissioner Tomko to approve the removal and replacement of cartridge Ansul extinguishers with stored pressure extinguishers by purchasing 53 of various sizes in for total cost of \$13,413.75.

All in Favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0

18.4 Notification of Camera Installation for Chief's Vehicles- December 22<sup>nd</sup> at 11am, December 23<sup>rd</sup> at 11am

## 19. Resolutions - None

## 20. Policies and Procedures

20.1 Discussions on the Respiratory Protection Plan (Policy # 302.00). This was tabled until the Fire Department's SOG's and AOG's return from ESIP.

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 - None

## 22. New Business

21.1 Discussion on possibly purchasing an inflatable boat from Green Fire Department in the amount of \$5,000

Motion by Commissioner Purdy, seconded by Commissioner Tomko to purchase the 14 ft inflatable rescue boat from Greene Fire Department for \$5,000 pending approval from Village Board.

All in Favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0



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21.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to approve the purchase of (20) 3M SCOTT AV-3000 HT masks to replace the 2007 3M SCOTT AV-3000 HT masks at a total cost of \$9,028.00.

All in Favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0

21.3 Discussion on purchasing a 5ft Utility Trailer for ATV 32

21.4 Discussion on possibly purchasing the Holmatro tools for the New Rescue 32-2 out of the budget instead of the bonded project that cost approximately \$75,000.

21.5 Discussion on completing the Midi Pumper 32-3 Project with funds from the budget.

21.6 Discussion on possibly purchasing (8) Akon Revolution intake valves to replace the current intake valves on the apparatus.

21.7 Discussion on possibly purchasing Dell tablets with keyboard attachments for the Chief vehicles and apparatus.

21.8 Discussion on possibly purchasing Fire Officer training books for upcoming Fire Office 1 classes.

21.9 Discussion on possible purchasing 1700 feet more of the Mercedes hose. Commissioner McCartney to request an opinion from the Attorney Hannigan.

21.10 Discussion on possibly purchasing a Super Vac Fan for Station 4.

21.11 Current Brush 32-1 is out of service due to transmission issues and will need to be towed from Williams Ford to Federal Safety Equipment for equipment removal. Once Brush 32-3 is in service, Utility 32-3 will become the temporary Brush/Utility 32-1 until new Brush truck is placed in service.

23. Announcements - None

24. Public Input Session – None.

25. Executive Session (if needed) - None

26. Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to adjourn the meeting at 9:15 p.m.



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## ABSTRACT OF AUDITED VOUCHERS

**Vestal Fire District**

**Town of Vestal**

See List of Claims Attached

Claims Overall Total: \$22,129.65.

To the Treasurer:

I certify that the vouchers listed above were audited by the Board of Fire Commissioners of the Vestal Fire District on December 3, 2025, and allowed in the amount shown. You are hereby authorized and directed to pay to each of the claimants the amount as listed.

12/3/25  
Date

Rusan M Bowen  
Secretary

Vestal Fire District

12/3/25  
Date

Paig Wilkerson  
Director of Purchasing

Vestal Fire District

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

**2025 Expenses**

Vendor	Comments	Amount	Line
<b>2025 Expenses</b>			
<b>To be Approved on December 3, 2025 and To be Paid on December 4, 2025.</b>			
All Mode Communications, Inc.	Phone Lines for All Stations & District Office	\$325.31	A3410.408
Culligan-Endicott-Scranton	Rental for BWC at District Office	\$17.95	A3410.410
FirePenny Fire Equipment	(2) PAC Tool 1004 Handlelok Adjustable Mounting Bracket	\$90.64	H3410.2C
Grey Goose Graphics	Web Development Site Updates & Hosting for District & Department	\$568.75	A3410.401
Jerome Fire Equipment	Air Quality Test, Hrs Travel for Onsite Service for Station 4 Compressor	\$412.50	A3410.410
LocaliQ-Gannett	Legal Notices	\$253.96	A3410.417
Morris-Crocker LLC	(1) Akron 2.5" NH Line Gauge 0-160 PSI, (1) Akron 1.5" NH Line Gauge, Freight	\$1,152.44	A3410.410
Schultz's Vestal Services Center	Labor for Tire Leak Repair for Chief 32	\$60.00	A3410.407
	Lube, Oil, Filter & Labor for Chief 32-1	\$130.00	A3410.407
	NYS Inspection for Brush 32-1	\$26.00	A3410.407
	NYS Inspection, Lube, Oil, Filter & Parts for Chief 32-2	\$90.00	A3410.407
	Install New Battery-Test Alternator, Labor, Service Call to Jump Start for Chief 32-2	\$120.00	A3410.407
Southern Tier Occupational Health	(2) Physical Exams	\$648.50	A3410.410
The Computer Shop	Remote Access for C.White	\$32.94	A3410.401
Town of Vestal	Reimbursement payment for deeds for Station 1 and Station 2	\$320.00	A3410.410
United Auto Supply	(2) Batteries and Core Charges for Chief 32-2	\$260.90	A3410.407
Verizon Connect	Monthly Vehicle Tracking Subscriptions	\$94.75	A3410.407
Vestal Fire Department, Inc.	Reimbursement for portion of Annual Banquet Dinner	\$15,000.00	A3410.410
Warner Brother Real Estate	Rental Services for 1136 Front Street for December 2025	\$1,000.00	A3410.418
Weber's Plumbing & Heating	Materials & Labor for Station 2 Boiler	\$1,379.50	A3410.413
Witmer Associates (theFireStore)	(3) Adjustable Water Can Harnesses	\$145.51	H3410.2C
	<b>TOTAL</b>	<b>\$22,129.65</b>	
	<b>Grand Total of 2025 Expenses</b>	<b>\$22,129.65</b>	

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

**12/3/2025 Fire District Meeting  
Operational Expenses**

Vendor	Comments	Amount	Line
<b>2025 Expenses</b>			
<b>To be Approved on December 3, 2025 and To be Paid on December 4, 2025.</b>			
Culligan-Endicott-Scranton	Rental for BWC at District Office	\$17.95	A3410.410
Jerome Fire Equipment	Air Quality Test, Hrs Travel for Onsite Service for Station 4 Compressor	\$412.50	A3410.410
LocaliQ-Gannett	Legal Notices	\$253.96	A3410.417
Morris-Croker LLC	(1) Akron 2.5" NH Line Gauge 0-160 PSI, (1) Akron 1.5" NH Line Gauge, Freight	\$1,152.44	A3410.410
Vestal Fire Department, Inc.	Reimbursement for portion of Annual Banquet Dinner	\$15,000.00	A3410.410
	<b>TOTAL</b>	<b>\$16,836.85</b>	
	<b>Grand Total of Claims for 2025 Expenses</b>	<b>\$16,836.85</b>	

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

**12/3/2025 Fire District Meeting  
Buildings & Grounds-IT Expenses**

Vendor	Comments	Amount	Line
<b>2025 Expenses</b>			
<b>To be Approved on December 13, 2025 and To be Paid on December 4, 2025.</b>			
All Mode Communications, Inc.	Phone Lines for All Stations & District Office	\$325.31	A3410.408
Grey Goose Graphics	Web Development Site Updates & Hosting for District & Department	\$568.75	A3410.401
The Computer Shop	Remote Access for C.White	\$32.94	A3410.401
Warner Brothers Real Estate	Rental Services for 1136 Front St for December 2025	\$1,000.00	A3410.413
Weber's Plumbing & Heating	Materials & Labor for Station 2 Boiler	\$1,379.50	A3410.413
		<b>TOTAL</b>	
		<b>\$3,306.50</b>	
<b>Grand Total of Claims for Buildings &amp; Grounds-IT</b>		<b>\$3,306.50</b>	

**Vestal Fire District**  
**Abstract of Audited Voucher List**  
**12/3/2025 Fire District Meeting**  
**Fleet Maintenance Expenses**

Vendor	Comments	Amount	Line
<b>2025 Expenses</b>			
To be Approved on <b>December 3, 2025</b> and To be Paid on <b>December 4, 2025</b> .			
FirePenny Fire Equipment	(2) PAC Tool 1004 Handlelok Adjustable Mounting Bracket	\$90.64	H3410.2C
Schultz's Vestal Services Center	Labor for Tire Leak Repair for Chief 32	\$60.00	A3410.407
	Lube, Oil, Filter & Labor for Chief 32-1	\$130.00	A3410.407
	NYS Inspection for Brush 32-1	\$26.00	A3410.407
	NYS Inspection, Lube, Oil, Filter & Parts for Chief 32-2	\$90.00	A3410.407
	Install New Battery-Test Alternator, Labor, Service Call to Jump Start for Chief 32-2	\$120.00	A3410.407
United Auto Supply	(2) Batteries and Core Charges for Chief 32-2	\$260.90	A3410.407
Verizon Connect	Monthly Vehicle Tracking Subscriptions	\$94.75	A3410.407
Witmer Associates (theFireStore)	(3) Adjustable Water Can Harnesses	\$145.51	H3410.2C
	<b>TOTAL</b>	<b>\$1,017.80</b>	

**Central Storage Expenses**

**2025 Expenses**

	<b>TOTAL</b>	<b>\$0.00</b>
<b>Grand Total of Claims for Fleet Maintenance &amp; Central Storage</b>		<b>\$1,017.80</b>

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

12/3/2025 Fire District Meeting  
Training & Safety Expenses

Vendor	Comments	Amount	Line
<b>2025 Expenses</b>			
<b>To be Approved on Decemeber 3, 2025 to be Paid on December 4, 2025.</b>			
Southern Tier Occupational Health	(2) Physical Exams	\$648.50	A3410.410
		<b>TOTAL</b>	<b>\$648.50</b>
		<b>Grand Total of Claims for 2025 Expenses</b>	<b>\$648.50</b>

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

12/3/2025 Fire District Meeting  
Town of Vestal Reimbursement

Vendor	Comments	Amount	Line
To be Approved on <b>December 3, 2025</b> and To be Paid on <b>December 4, 2025</b> .			
Town of Vestal	Reimbursement payment for deeds for Station 1 and Station 2	\$320.00	A3410.410
<b>TOTAL</b>		<b>\$320.00</b>	
<b>Grand Total of Claims Town of Vestal Reimbursements</b>		<b>\$320.00</b>	

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

<b>Fire District Expenses for 12/3/2025 Meeting</b>	
<b>12 03 2025 Operations</b>	<b>\$16,836.85</b>
<b>12 03 2025 B&amp;G-IT Services</b>	<b>\$3,306.50</b>
<b>12 03 2025 Fleet Maintenance-CS</b>	<b>\$1,017.80</b>
<b>12 03 2025 Training &amp; Safety</b>	<b>\$648.50</b>
<b>12 03 2025 TOV Reimbursement</b>	<b>\$320.00</b>
<b>Total Audit of Claims Amount</b>	<b>\$22,129.65</b>