



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

December 17, 2025 @ 6:00 p.m.

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
Others:
2. Call to Order
3. Pledge of Allegiance
4. Approval of the Previous Meeting Minutes
 - 4.1 Request to approve the meeting minutes from November 19, 2025, and December 3, 2025.
5. Correspondence Report
 - 5.1 Received and File Fire Advisory Board Minutes from October 20, 2025
6. Bid Openings – None received for the Sale of retired Midi Pumper 32-3.
7. Scheduled Appointments (Guests) - None
8. Operations Report – Chief Paffie (or Designee)
 - Report Received and attached in the Addendums
 - 8.1 Request approval to send up to 4 officers/members to Susquehanna County Public Safety Building in New Milford, PA for EV/AFV Incident Management: Safety and Response Techniques on Saturday, February 7, 2026 from 9 a.m. to 1 p.m.
 - 8.2 Discussion on 2026 F3 Global Firefighting School. Class registration is \$2,599 per individual participant. Hotel rate at the Hilton Conference Center is \$149 per night.
9. Department Business Report – President Eaton (or Designee)
10. Station Reports (Fund Raiser/Special Events)



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-
- a. Station 1
 - b. Station 2
 - c. Station 3
 - d. Station 4

11. Membership (New and Current)

11.1 Request from Station 4 to discharge Matthew Howard due to non-completion of probationary requirements.

11.2 Request from Station 4 to discharge Joseph Driggs due to living out of the district.

12. Commissioner Report

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

13. Director of Communications-Clay Ellis

14. Secretary Report

15. Elections (Annual or Special)

The Annual Election of the Vestal Fire District was held on Tuesday, December 9, 2025, at Vestal Fire Department, Station 3, 2164 Owego Road in Vestal.

The results are as follows:

For 5-year Term: Daniel Kirchheimer with 166 Votes

For 4-year Term: David Harrington with 152 votes

For 3-year Term: Keith Purdy with 133 votes

For 2-year Term: Thomas McCartney with 129 votes

For 1-year Term: Mark Tomko with 123 votes

Robert Hamilton received 94 votes and Donald Albrecht received 83 votes.

Received 10 writes with each casting 1 vote

The proposition for the sale of retired Tower 32-1 was approved 194 for 6

There was 204 votes casted with one voided ballot

Certified results was dropped off to the Town Clerk's office at 8:05 a.m. on December 10, 2025.



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16. Treasurer Report

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

17. Approval to Properly Audit and Pay Claims as Submitted

17.1 Motion to approve the Audit and Claims for 2025 Expenses dated December 17, 2025, in total amount of \$68,510.60.

18. Director of Purchasing Report

18.1 Request to sign Short Form Contract Agreement from Delta for purpose of adding an egress stairway to Burn Building in the amount of \$2,000.

18.2 Request to approve the hardware and installation of 2 additional HID Key Readers needed for Station 3 security improvements when being used for public events in the amount of \$4,950.00 to be completed by the Computer Shop.

18.3 Request to approve the purchase of pumps, valves, zoning issues, expansion tank, spare parts and equipment needed for heating repairs at Station 1, 2 & 3 not to exceed \$4,000.

18.4 Request to approve the purchase of (2) Hanging gas fire heaters to be installed at a later date for Station 1 not to exceed \$5,500. (3 out of 8 Co. Ray Vac burners have failed and are obsolete).

18.5 Request to approve the purchase of (1) Dishwasher/ 3 bay Sink in the amount of \$11,200 for Station 3 from Welsh Equipment.

18.6 Request to approve the purchase of (1) Stove for Station 2 not to exceed \$3,500. The current stove is too big for vent hood and has failed inspections since it has been installed.

18.7 Motion to approve debit card expenses from November 2025 in the amount of \$14,671.90.

18.8 Motion to approve all Chief's Monthly Mileage Reports from November 19, 2025, to December 17, 2025. See Reports in Addendum.

19. Resolutions

20. Policies and Procedures

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

20.2 Discussion on Fire District Employee Handbook



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21. Unfinished Business

21.1 Discussion on turning siren on at New Station #4

21.2 Discussion on awarding bid for components for New Brush 32-1

22. New Business

22.1 Request to approve the purchase of (8) Akron Revolution 6" NH Long Handle x 5" Storz w/30-degree Intake Valve- with Cap & Chain in the amount of \$17,575.60 from Fire-End & Croker.

22.2 Request to approve the purchase of additional items listed below that are needed for completion of New Midi 32-3 in the amount of \$10, 682.56 from Fire-End & Croker:

1. (1) 6" Floating Barrel Strainer with 6" NH Female Long Handle Swivel \$742.50 (HTBS-60NHLH)
2. (1) 6" Barrel Strainer with 6" Female Rigid (HTBS-60NH) \$205.00 (Shipping) \$60.00
3. (1) Akron Revolution 6" NH Long Handle x 5" Storz Straight Intake \$2,306.67 Valve- with Cap (7983) (Shipping) \$41.00
4. (4) PAC Handlelok (1004-B) \$168.52
5. (2) PAC Jumbo Lok (1070-B) \$133.00
6. (2) PAC Hookloks (sold in Paris) (1001) \$69.26
7. (1) PAC Bolt Cutter Kit (K5029-1) \$52.50
8. (1) PAC 5 Sec Swing Out Tool Board 32.50" H x 30.1-40" (SO94-530) \$1,071.00
9. (1) PAC Top Rail & Support (PMF) \$159.35
10. (2) PAC SCBA Mount (K5046-Y) \$333.76
(Shipping)- 2-week Lead Time \$240.00
11. (2) Hen Force 175 Special Package 1.5" NH (FORCE175) \$3,100.00
12. (1) Hen Force 250 Special Package 2.5" NH (FORCE 250) \$2,000.00 (Free Shipping)

22.3 Request to approve the purchase the following Holmatro Tools needed for New Rescue 32-2:

- (1) Holmatro battery operated 28.5 inch Spreader with (2) lithium ion batteries, 12V charger, ontool charging cord- \$21,751.00
- (1) Holmatro battery operated 7 1/2 inch Cutter with (2) lithium ion batteries, 12V charger and ontool and daisy chain cords- \$20,024.00
- (1) Holmatro battery operated 53 inch telescopic Ram, 17 inch extension, (2) lithium ion batteries, 12V charger and daisy and on tool cords- \$19,437.00
- (3) Holmatro 174PSI 12BAR lifting bags, with accessory kit, triple controller, carry case and regulator- \$12,404.00

Total amount of \$73,616.00

22.4 Request to approve purchase of (1) Super Vac 20" battery PPV Fan, Milwaukee M18 , (2) 12Ah Batteries, (2) Chargers Shore Power for Station 4 in the amount of \$6,157.00 from Fire-End & Croker Corp.



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22.5 Request to approve the purchase of (1) 2024 Sport Haven AUT714TD GVW, 7x14 Deluxe- New with NYS Inspection in the amount of \$5,806 from Ashley Enterprises, LLC.

23. Announcements

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

25. Executive Session –

25.1 Matters leading to the appointment of a particular person(s)

26. Motion to Adjourn