



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: Foreman Robert Hamilton
President Andy Eaton
Deputy Fire Marshal Carle Truman
Dusty McCartney, Dir of Facilities
Chief John Paffie
Dave Bowen, Quartermaster
Asst. Fire Chief Chuck Paffie
Derek Waddell, Dir of Training
Station President Don Albrecht
2. Meeting was call to order at 6:05 p.m.
3. Pledge of Allegiance was led by Commissioner McCartney.
4. Approval of the Previous Meeting Minutes
 - 4.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to approve the meeting minutes from November 19, 2025, and December 3, 2025.
All in favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent: 0
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.
 - Commissioner Purdy to work with Foreman Hamilton to market the sale of the Midi Pumper through other avenues.
7. Scheduled Appointments (Guests) - None
8. Operations Report – Chief Paffie (or Designee)
 - Report Received and attached in the Addendums
 - 8.1 Motion by Commissioner Kirchheimer, seconded by 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.
All in favor: 5 (McCartney, Harrington, Tomko, Kirchheimer, Purdy) Opposed: 0 Absent:
 - Chief Paffie and Director of Training Waddell will be working on bringing EV/AFV Incident



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

Management course to Vestal in the future.

8.2 Brief discussion regarding the 2026 F3 Global Firefighting School.

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer to send five firefighters to the 2026 F3 Global Firefighting School in College Station, Texas, March 31, 2026 to April 2, 2026. Class registration is \$2,599 per individual participant. Hotel rate at the Hilton Conference Center is \$149 per room, per night. Per diem rate will be followed for meals.

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

9. Department Business Report – President Eaton (or Designee) - None

10. Station Reports (Fund Raiser/Special Events)

a. Station 1 – None

b. Station 2 – None

c. Station 3 – Santa Run will be conducted in the Ross Corners and Castle Gardens area December 22.

d. Station 4 – Santa Run will be conducted in Zone 4 area on December 22.

11. Membership (New and Current)

11.1 Motion by Commissioner Tomko, seconded by Commissioner Purdy to approve the request from Station 4 to discharge Matthew Howard due to non-completion of probationary requirements.

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

11.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to approve the request from Station 4 to discharge Joseph Driggs due to living out of the district.

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

- There was a discussion regarding the requests for termination from the station being vague. Commissioner Kirchheimer will investigate the possibly of conducting exit interviews with the individuals prior to approval.

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

- Discussion on EMS Coverage for live burns at the training facility. Commissioner Tomko to investigate it further for a solution.

- Brief discussion on creating a Training/Safety Bureau for 2026. Commissioner Tomko, Commissioner McCartney, Chief Paffie, Director Waddell and Safety Eaton will meet to review



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

this concept.

- Discussion on newer physical paperwork and upcoming meetings to kick off 2026.
- Dr. Grippo and Dr. Khan will be attending the February 3, 2026, Department meeting to go over the why they conduct occupational physicals and the benefit from it.

d. Commissioner Kirchheimer – Facilities/Information Technology/Physical Security/Human Resources

- Report Received and attached in the Addendums
- Director of Securities report received and attached in the addendums
- Director of IT Services received and attached in the addendums
- Director of Facilities report received and attached in the addendum
- Discussion on purchasing and installing laptop/tablets on the apparatus.

12d.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to purchase thirteen Dell Latitude 7230 Extreme Rugged Tablets, Dell Havis Mounts and on-site labor for installation not to exceed \$50,000.

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

e. Commissioner Purdy – Asset/Equipment/Fleet Management

- Report received and attached in the addendums
- Quartermaster report received and attached in the addendums
- Discussion on the additional electrical load on five Chief Vehicles.

13. Director of Communications Clay Ellis

- Reported that all is caught up for 2025

14. Secretary Report

- Present the Calendar of Meetings for 2026 to the commissioners for review for the Organizational meeting
- Brief discussion on NERIS with Broome County and Alpine.

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



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

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

16. Treasurer Report

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

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

17. Approval to Properly Audit and Pay Claims as Submitted

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

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

18. Director of Purchasing Report

18.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to sign Short Form Contract Agreement from Delta for purpose of adding an egress stairway to Burn Building in the amount of \$2,000.

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

18.2 Motion by Commissioner Kirchheimer, seconded by Commissioner McCartney 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.

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

18.3 Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington 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.

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

18.4 Motion by Commissioner Kirchheimer, seconded by Commissioner McCartney 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).

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

18.5 Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to approve the purchase of (1) Dishwasher/ 3 bay Sink in the amount of \$11,200 for Station 3 from Welsh Equipment.

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

18.6 Motion by Commissioner Kirchheimer, seconded by Commissioner McCartney 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.

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



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

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

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

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

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

18.9 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the following budget transfers:

From Line Item	To Line Item	Amount Requested	Explanation
A3410.405-Foam District Expense	A3410.201-Foam District Equipment	\$800.00	Cover Coverage in Line
A3410.401-Professional Services	A3410.411- Internet Services	\$15,000.00	Cover Coverage in Line
A3410.421-Printer Maint. & Supplies	A3410.423-Software Maintenance	\$1,855.00	Cover Coverage in Line
A3410.425-Software	A3410.423-Software Maintenance	\$1,855.00	Cover Coverage in Line
A3410.410-Operations	A3410.428-Training & Education Aids	\$34.00	Cover Coverage in Line
A3410.410-Operations	A1930.4-Judgements & Claims	\$5,060.00	Cover Coverage for Tax Refund
A3410.404-Mileage, Travel & Education	A3410.422-Machine Maintenance & Leases	\$400.00	Cover Coverage in Line
A3410.413-Buildings & Grounds	A3410.209-Building Capital Improvement	\$1,300.00	Cover Coverage in Line

19. Resolutions - None

20. Policies and Procedures

20.1 Discussion on New Capital Assets Policy (Policy # 107.00). Question was raised on Property Control Officer. It was determined that Edward Hildebrand will be the Property Control Officer for the fire district as he handled the fixed assets for the fire district/department under the Town of Vestal. Add Property Control Officers to the organizational meeting agenda.



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

Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to approve the Capital Assets Policy, Policy #107.00

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

20.2 Discussion on Fire District Employee Handbook.

Motion by Commissioner Purdy, seconded by Commissioner Tomko to approve the Vestal Fire District Handbook.

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

21. Unfinished Business

21.1 Discussion on turning the siren on at New Station #4

Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to turn the siren on at Station 4 and to turn off the siren at Old Station 4.

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

21.2 Discussion on awarding bid for components for New Brush 32-1. The committee members for Brush 32-1 support both the design and the 4x4 Conversion that Nuthouse Industries has to offer.

Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to award the bid for the 4X4 Conversion in the amount of \$45,910.53 and the Brush truck flatbed and compartments in the amount of \$33,700.36. to Nuthouse Industries LLC of 3480 E US 22-3, Morrow, Ohio 451152.

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

22. New Business

22.1 Motion by Commissioner Tomko, seconded by Commissioner Purdy to approve the purchase of (8) Akron Revolution 6" NH Long Handle x 5" Storz w/30-degree Intake Valve- with Cap & Chain not to exceed \$18,000 from Fire-End & Croker.

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

22.2 Motion by Commissioner Purdy, seconded by Commissioner Tomko 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



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

10. (2) PAC SCBA Mount (K5046-Y) \$333.76

(Shipping)- 2-week Lead Time \$240.00

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

22.3 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to approve the purchase of 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

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

22.4 Motion by Commissioner Tomko, seconded by Commissioner Purdy 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.

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

22.5 Motion by Commissioner Tomko, seconded by Commissioner Purdy to approve the purchase of (1) 2026 Black Rhino LST714A, utility trailer for ATV32 in the amount of \$5,800 from Silvertown Motors

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

22.6 Motion by Commissioner Tomko, seconded by Commissioner Purdy to approve the purchase of ten (10) 5-gallon pails of Ansul Silv-Ex Plus Class A Foam at \$180.00 each not to exceed \$2,000.

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

22.7 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to approve the pay out of accumulated compensation time with the last paycheck of the 2025 for Director of Purchasing Paige Willes-Brown and District Secretary Susan Bowen.

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

23. Announcements - None

24. Public Input Session – None



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

25. Executive Session –

25.1 Motion by Commissioner Harrington, seconded by Commissioner Tomko to exit the regular meeting and go into Executive Session for matters regarding commissioner(s) conduct.

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

Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko to exit the executive session and to return to the regular meeting with no action taken.

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

26. Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to adjourn the meeting at 8:50 p.m.

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

Respectfully Submitted,

Susan Bowen
Fire District Secretary