



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

Organizational Meeting of the Fire District Agenda

- 1. Present: Thomas McCartney, Commissioner
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

Temporary Chairperson Commissioner Kirchheimer to the start meeting pending Election of Chairman.

2. Call the meeting to order

3. Pledge to the Flag

4. Organization Items

4.1 The following Commissioners will take office under the following terms:

- Commissioner Daniel Kirchheimer: January 1, 2026, to December 31, 2030
- Commissioner David Harrington: January 1, 2026, to December 31, 2029
- Commissioner Keith Purdy: January 1, 2026, to December 31, 2028
- Commissioner Thomas McCartney: January 1, 2026, to December 31, 2027
- Commissioner Mark Tomko: January 1, 2026, to December 31, 2026

Oath of office for each Commissioner was completed prior to the meeting. Secretary Bowen to file the Oath of Offices of the Commissioners with the Town Clerk's office on the next business day

4.2 Nominations for the position of Chairman of the Board for 2026

Commissioner _____ nominates Commissioner _____ to the position of Chairman with a second to the nomination being offer by Commissioner _____.

Motion by _____ seconded by _____ to approve Commissioner _____ to be the Chairman for 2026.

All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.3 Nominations for the position of Vice-Chairman of the Board for 2026

Commissioner _____ nominates Commissioner _____ to the position of Vice-Chairman, with a second to the nomination being offer by Commissioner _____.



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 _____ seconded by _____ to approve Commissioner _____ to be the Vice-Chairman for 2026
All in Favor _____ Opposed _____ Abstained _____ Absent _____

Commissioner Kirchheimer now turns the meeting over to the newly elected Chairman.

4.4 Secretary Bowen confirms notification was made on December 30, 2025, to the media of the Organizational Meeting with the publication of Legal Notice to the Binghamton Press and Sun-Bulletin online and in the paper on January 2, 2026.

4.5 Motion to approve the appointment of Susan Bowen to the office of Fire District Secretary with the provision for salary as budget at \$67,840 plus \$1675 for longevity.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

Oath of office was completed prior to the meeting. Secretary Bowen to file the Oath of Office with the Town Clerk’s office on the next business day.

4.6 Motion to approve the appointment of Paige Willes-Brown to the Office of Director of Purchasing with the provision for salary as budget at \$43,285.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

Oath of office was completed prior to the meeting. Secretary Bowen to file the Oath of Office with the Town Clerk’s office on the next business day.

4.7 Motion to approve the appointment of Marisa Butler to the office of Fire District Treasurer at a rate of \$85 per hour working up to 776 hours per year.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

Oath of office was completed prior to the meeting. Secretary Bowen to file the Oath of Office with the Town Clerk’s office on the next business day.

4.8 Motion to approve the form, manner and sufficiency of the Employee Surety Bond for the Treasurer and Director of Purchasing for the Bond amount of \$250,000 each, from CNA Surety through the Smith Brothers Insurance.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____



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

4.9 Motion to approve Hannigan Law Firm LLC as the appointed Law Firm for the Vestal Fire District for the year 2026 at the retainer rate of \$12,750. Meetings and intensive projects beyond the scope of work included in the flat fee, such as litigation, bid specifications, building construction, or disciplinary actions, would be charged at \$375.00 per hour.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.10 Motion to approve the designation of Official Newspaper to be the Binghamton Press and Sun-Bulletin for both print and digital (Online) of the Vestal Fire District. This publication is in general circulation within the Fire District.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.11 Motion to approve Vestal Fire Department Station #3 as the designated public location to be used for the posting of Open Meeting Law Notices.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.12 Motion to approve the following dates for the official regular monthly meetings of the Fire District’s Board of Fire Commissioners for 2026:

- January 28, 2026
- February 25, 2026
- March 25, 2026
- April 22, 2026
- May 20, 2026 ** Third Wednesday
- June 24, 2026
- July 22, 2026
- August 26, 2026
- September 23, 2026 ** Third Wednesday
- October 28, 2026
- November 18, 2026 ** Third Wednesday
- December 16, 2026 ** Third Wednesday

All meeting will begin at 6:30 p.m. and will be held at Vestal Fire Station #3 at 2164 Owego Road, Vestal NY 13850.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.13 Motion to approve the 2027 Fire District Budget Hearing on Tuesday, October 20, 2026, at 6:30 p.m. at Vestal Fire Station #3.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____



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

4.14 Motion to approve the 2026 Annual Fire District Election on Tuesday, December 8, 2026, from 6pm to 9pm at Vestal Fire Station #3, 2164 Owego Road, Vestal NY.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.15 Motion to approve the designated Depositories for Fire District Funds

Tioga State Bank	\$10,000,000
New York Class	\$10,000,000

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.16 Motion to approve the 2026 mileage reimbursement at IRS Rate of \$0.725 per mile.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.17 Authorize Pay in Advance Claims

Motion to approve the Treasurer of the Fire District to pay in advance of an audit by this Board of Fire Commissioners of the Vestal Fire District the following claims. Such claims must be presented at the next meeting of the Board of Fire Commissioners of the Vestal Fire District for audit:

- i. Utility payments to NYSEG for Electric and Natural Gas
- ii. Telephone payment to All Mode.
- iii. Cell Phone payments to AT & T and Verizon Wireless.
- iv. Water and Sewer payment to Town of Vestal Utility Fund.
- v. Garbage and Recycling payments to Casella Waste Systems, Inc.
- vi. Internet Services payments to Spectrum, Empire Access and First Light Fiber.
- vii. Gas and Diesel payments to Mirabito Fuel
- viii. Extermination Service payments to Big R & J Exterminating, Inc.
- ix. Payments for U.S Postage
- x. Payments to United Parcel Service and FedEx for Shipping Charges
- xi. Contracts in progress
- xii. Payroll.
- xiii. Debt Services.
- xiv. Any special check or wire requests
- xv. Publication in Local Newspaper to Gannett New York-New Jersey LocalIQ
- xvi. Monthly Website Maintenance and Updates to Grey Goose Graphics
- xvii. Medical Services

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____



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

4.18 BE IT RESOLVED that the fire district treasurer is hereby authorized, within 60 days after the end of the fiscal, to submit to this Board of Fire Commissioners a copy of the annual report required by General Municipal Law §30, in lieu of a written statement showing her receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect from year to year until rescinded by this Board of Fire Commissioners.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.19 Motion to approve the appointment of the Fire District Secretary as Records Management Officer and the Records Access Officer for FOIL Requests.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.20 BE IT RESOLVED that the Official Records of the Fire District will be maintained in Paper Format

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.21 Motion to adopt the New York State Archives LGS-1 as modified as the Record Retention Policy of the Fire District.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.22 Motion to approve the appointment of the Fire Chief and Assistant Fire Chiefs for the Vestal Fire Department for 2026 as nominated by the Fire Department Membership.

- Fire Chief John Paffie
- Assistant Chief for Station 1 Stephen Langeland
- Assistant Chief for Station 2 William Stout
- Assistant Chief for Station 3 Kahl Miller
- Assistant Chief for Station 4 Charles Paffie

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

Administer the Oath of Office to Chief Officers to those present.

4.23 Motion to appoint Clay Ellis as Director of Communications.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.24 Motion to appoint Edward Hildebrand as Property Control Officer for the Vestal Fire District

Motion by _____, seconded by _____



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

All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.25 Motion to approve the appointment of Douglas Rose Sr. to Fire Department Records officer.

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.26 Motion to approve the appointment of Derek Waddell to Director of Training and Safety.

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.27 Motion to approve the appointment of Andrew Eaton to Assistant Director of Training and Safety.

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.28 Motion to approve the appointment of Bruce Willis to Fred Singer Training Site Facility Coordinator.

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.29 Motion to approve the appointment of Dustin McCartney to Director of Facilities

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.30 Motion to approve the appointment of Colin White to Director of Physical Security

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.31 Motion to approve the appointment of Joshua Fischbeck to Director of Information Technology

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.32 Motion to approve the appointment of David Bowen to the Office of Quartermaster

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____

4.33 Motion to approve the active members of Vestal Fire Department, Inc from Station #1, Station #2, Station #3 and Station #4 are designated as the firefighting force for the Vestal Fire District.

Motion by ____, seconded by ____
All in Favor ____ Opposed ____ Abstained ____ Absent ____



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

4.34 Motion to approve Organization Memberships

BE IT RESOLVED THAT the Fire District will maintain membership in the following organizations:

- Association of Fire District of the State of New York (AFDSNY)
- Fireman's Association of the State of New York (FASNY)
- National Fire Protection Association (NFPA)
- New York State Association of Fire Chiefs
- Broome County Firefighter's Association
- Broome County Fire Chief's Association
- Western Broome County Fire Chief's Association
- Fire Department Training Network
- Volunteer Fire Police Association of the State of New York
- South Central Fire Police Association
- Susquehanna Fire Police Association
- Pennsylvania Fire Police Association

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.35 Motion to approve Commissioners and District Officers to attend the following trainings in 2026:

- Fire Commissioner Training, place to be determined
- PERMA Annual Conference, at Turning Stone in Verona, NY on May 14 - 15, 2026
- NYALGRO (New York Association of Local Government Records Officers) Annual Conference at High Peaks Resort, Lake Placid, NY, June 7 – 9, 2026
- NYS AFC 120th Annual Conference and Fire 2026 Expo at the Oncenter in Syracuse, NY, June 10 – 13, 2026
- AFDSNY 2026 Annual Meeting and Vendor Expo, at the Saratoga Hilton & City Center, Saratoga Springs, NY, October 8 – 10, 2026

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.36 Motion to approve Contract and Lease Agreement

BE IT RESOLVED that upon review, the Fire District approves the following yearly contracts and leases:

- Lease with the First -Citizens Bank & Trust for the copy machine.
- Service contract EBE Office Source for copier
- Lease for 1136 Front Street Building for Fire District Offices
- Lease for Quadient Postage Machine

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____



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

4.37 Motion to approve \$1000.00 per year for two-year lease agreement and \$500.00 per day lease agreement to the Fred Singer Training Facility.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.38 Reviewed and Approve District policies:

Motion to approve the following Policies and Procedures of the Vestal Fire District

- Policy 100 – Procurement Policy and Procedure
- Policy 101 – Purchasing Policy
- Policy 102 – Audit of Claims
- Policy 103 – Budget and Fund Balance Policy
- Policy 104 – Fire District Annual Fiscal Budget
- Policy 105 – Credit Card Use Policy
- Policy 106 – Investment Policy
- Policy 107 – Capital Assets Policy
- Policy 200 – Sexual and Other Harassment Policy
- Policy 201 – Workplace Violence Policy
- Policy 202 – Drug and Alcohol Abuse Policy
- Policy 203 – Code of Ethics
- Policy 204 – Public Comments at Meetings
- Policy 205 – District Elections
- Policy 206 – ABCs of the Powers and Duties of the Commissioners
- Policy 207 – The ABCs of the Fire Chief and Assistant Chiefs
- Policy 300 – Chief Vehicle Use Policy
- Policy 301 – Hazard Communication Plan
- Policy 400 – Disciplinary Policy

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.39 Motion to approve the authorization to send one piece of fire apparatus and personnel to parades in 2026 as follows:

<u>Parade</u>	<u>Location</u>	<u>Month</u>	<u>Station</u>
<i>St. Patrick's</i>	<i>Binghamton</i>	<i>March</i>	<i>Station 4</i>
<i>Memorial Day</i>	<i>Endicott</i>	<i>May</i>	<i>Station 1</i>
<i>Memorial Day</i>	<i>Binghamton</i>	<i>May</i>	<i>Station 4</i>
<i>Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>
<i>Veteran's Day</i>	<i>Endicott</i>	<i>November</i>	<i>Station 1</i>
<i>Veteran's Day</i>	<i>Binghamton</i>	<i>November</i>	<i>Station 4</i>
<i>Johnson City Holiday</i>	<i>Johnson City</i>	<i>December</i>	<i>Station 4</i>
<i>Endicott Holiday</i>	<i>Endicott</i>	<i>December</i>	<i>Station 1</i>



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 _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.40 Motion to authorize the Fire District to collaborate with the Fire Department to assist with payment of the Firefighter’s Annual Inspection Dinner in October.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.41 Motion to approve designation Commissioner committee assignments as follows:

- Commissioner McCartney - Administrative Management / Policy
- Commissioner Harrington - Financial / Records Management / Quality Assurance / LOSAP
- Commissioner Tomko - Training / Safety Programs
- Commissioner Kirchheimer - Facilities / Information Technology / Physical Security / Human Resources
- Commissioner Purdy- Asset / Equipment and Fleet Management

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.42 Defense and Indemnification of Commissioners, District Employees and District Volunteers pursuant to Public Officers Law § 18 and District Volunteer Firefighters pursuant to General Municipal Law § 205-g is covered under ESIP Insurance through the Smith Brothers Insurance.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.43 Acknowledgement by the Board of Fire Commissioner, that the Vestal Fire District has obtained Hartford Life and Accident Insurance Company to provide an Enhanced Plan for Cancer Insurance for eligible Firefighters.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

4.44 Motion to adopt Resolution 2026-001 to Designate the Fire District Board of Electors for 2026

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

5. Approval of Audit of Claims to be Paid

5.1 Motion to approve the Audit of Claims for 2025 Accounts Payable and 2026 Expenses dated for December, January and January in the total amount of \$

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

6. New Business



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

6.1 Motion to approve payment to the Board of Electors \$100 each instead of the \$70 for the December 9th Annual Election due to additional duties and time spent in preparation for the election.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

6.2 Discussion on Purchasing Audio Equipment and Transcription Software.

6.3 Request from Company 4 Past President Albrecht to approve new member Avery Palumbo to Station 4 roster.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

6.4 Request from Company 3 Past President D Bowen to approve new member James Talbert to Station 3 roster.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

6.5 Motion to approve Vestal Fire Department Firefighters to attend “The Coordinated Attack” training program hosted by West Corners Fire District on January 9, 2026, from 6:30-10:00 p.m. and January 10, 2026, from 8:30am-4:00pm in the amount of \$325.00. The cost is per department.

Motion by _____, seconded by _____
All in Favor _____ Opposed _____ Abstained _____ Absent _____

7. Motion to adjourn at _____.