



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

January 28, 2026 @ 6:30 p.m.

1. Present: Thomas McCartney, Chairman
David Harrington, Commissioner
Mark Tomko, Commissioner – Absent
Daniel Kirchheimer, Commissioner
Keith Purdy, Commissioner
- Others: John Paffie, Fire Chief
Chuck Paffie, Assistant Fire Chief
Andrew Eaton, Dept. President
4 members from the Fire Dept
4 members from the General Public
- District Staff: Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
Marisa Butler, Fire District Treasurer
Clay Ellis, Director of Communications – Absent
2. Meeting was called to call to order at 6:30 pm by Commissioner McCartney
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 Purdy to approve the meeting minutes from December 17, 2025, and the organizational meeting minutes from January 7, 2026.
All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried
5. Correspondence Report
5.1 Received and Filed Fire Advisory Board Minutes from December 1, 2025
5.2 Received and Filed Letter from Anthony Hill of Firefly Admin Inc regarding Lump Sum payout of pre-Entitlement and Permanent Disability Benefit.
5.3 Received and Filed Letter from Town of Vestal Supervisor Maria Sexton regarding the activation of Station 4 Siren.
- 6.. Public Input Session 1
- Resident thanked officials for prior deactivation during spouse's terminal illness; acknowledged noise-reduction measures (chandelier off, parking lot light adjustments underway, delaying truck sirens until South Jensen Road, training noise curtailed).
Asked if siren use is mandated or discretionary; noted siren off ~15 months and overnight (8 p.m.–8 a.m); observed trucks do not roll with every siren, indicating electronic alerts exist.
Requested compromise: siren only for major emergencies/natural disasters; raised health, disturbance, and property value concerns.
- Additional residents echoed similar concerns; requested siren remain off except emergencies; asked for reasons if use must continue.



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- Station 4 member and past president, read a letter citing safety concerns when siren is off; noted missed calls due to reliance on siren as backup to pagers/texts. Cited NFPA 1221 recognition of outside audible alerting devices; argued reactivation supports mission to protect life and property; requested siren be turned on.
 - Conclusion: Board will analyze facts, consult the fire chief, and develop a resolution.

7. Bid Openings - None

8. Scheduled Appointments (Guests) - None

9. Operations Report – Chief Paffie (or Designee)

- a. Report on Fire Incidents for the Month of January
 - 67 incidents including 15 to Binghamton University
- b. Report on Training Class
 - 6 members continuing their education with Fire Officer 1
 - Some members will continue with Fire Officer 2
- c. Foam discussions continue for a new foam pumper
- d. Names for Flammable Liquid School will be submitted in February.
- e. Met with Training and Safety for a productive meeting, everyone is on the page on the direction they would like to go.

Chief Paffie want to go on record that with the assistant chiefs out of town looking at the boat in Greene and himself returning from Newark, New Jersey, Lieutenant Weber and Lieutenant Petcosky at the initial stage of the Lynnhurst fire, did an awesome job with command. It's a good feeling seeing that the mentoring is working.

10. Department Business Report – President Eaton (or Designee)

- a. Department Meeting on 2/2 at Station 2
- b. Meeting on creating a “Ceremonial Unit” for parades and funerals. Also discussed about uniforms, new banner and possibly new flags.
- c. SOG/AOG's returned from the insurance company and are under review with Fire Advisory Board
- d. By-laws have been through Fire Advisory Board Review and will be read at the next Department Meeting
- e. A verbal reminder to the Station Presidents at the Department Meeting getting Fire Commissioners approval for station events.
- f. Discussion regarding Office Space for Fire Department Officers

11. Station Reports (Fund Raising/Special Events)

- a. Station 1 – No Report
- b. Station 2 – No Report
- c. Station 3 – Lieutenant Lupold advised no events for station 3. He mention there are issues with icing at the pedestrian door going into the apparatus bay from the melting snow off the roof and that the roof is



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leaking into the communication room.
d. Station 4 – No Report

12. Membership

12.1 Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to accept the resignation of Timothy Zimmer from Station 1.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

12.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to accept the resignation of Dominick Gleeson from Station 1.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

12.3 Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to approve Firefighter Brendan Horn to continue Solvay Fire Department's Ride-A-Long program into 2026. Signatures from Firefighter Horn, Chief Langeland, and Commissioner McCartney.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

12.4 Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to accept the recommendation from Station 2 to terminate Firefighter Josue Pacheco from Vestal Fire Department

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

12.5 Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to accept Station 2's recommendation to move Robert Brocius to Life Membership

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

12.6 Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to accept the resignation of Victoria Madej from Station 4.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

13. Commissioner Report

a. Commissioner McCartney – Administrative/Policy

- Commissioner Report

a) Activities include, reviewed proposed boat purchase from Green Fire Department, assisted with the Lynnhurst Fire, meetings with various people and discussion with the fire district attorney.

b. Commissioner Harrington – Financial/Records Management/Quality Assurance/LOSAP

- Commissioner Report

a) Reviewed December Financials and Bank Reconciliations

b) Reviewed Fire District Policy #104

c) Discussion on budget timeline and budget owners for 2026

d) Review of Grant and Funding activities for 2026

e) Review of Department Records Management activity from December and January.



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c. Commissioner Tomko – Training/Safety Programs/Fred Singer Training Facility

- Commissioner Report
 - a) Review of 2026 Physicals (Secretary Bowen to go over)
 - b) Review of EMS Coverage for Live Burns
 - c) Updating Checklist for training site for online use
 - d) Contract for training use will go out in February
- Director of Training and Safety
 - a) No Line of Duty Deaths, no injuries, and no accidents to report.
 - b) Working on an audit of Defensive Driving Certs
 - c) The new gloves for all things NON-structural firefighting are here and being examined
 - d) January and February training are at Broome County Communications and VVES.
 - e) Waiting to hear how to move forward on EMS coverage for live burns.
 - f) First collaborative meeting for Training and Safety and thoughts on how it could look moving towards an MTO and Training and Safety Bureaus.
 - g). Will be reporting monthly on all tasks that fall under the scope of Safety officer and Director of Training meet the target for reporting and goals for 2026
- Fred Singer Training Facility Coordinator
 - a) Report on estimates of metal siding for the Maze/Tower building
 - b) Replacement wooden patch for the Tower Building.

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

- Commissioner Report
 - a) Obtaining quotes on Cleaning
 - b) Station 1 Truck Room light fixture have been changed
 - c) Boiler issue at Station 2 is under repair
 - d) Briefing on the Sale of Station 4
 - e) Discussion on of handling various Facilities Projects
 - f) Discussion on Laptop Project for apparatus.
- Director of Securities Report
 - a) Security Improvements were completed at Station #3
 - b) Lists of cardholders and their respective access levels will be sent to station FAB members to confirm accuracy.
 - c) Discussions are in progress to establish policies and procedures for managing security events and changes to key access.
- Director of Informational Technology
 - a) Reviewed full support ticket list for 2025
 - b) Requested Usernames and password for new officers
 - c) Requested Laptop replacement for Chief Paffie
 - d) Planning meeting with Commissioner Kirchheimer to roll out plans for 2026
 - e) The wireless HDMI connectors that were purchased did not work as expected for Station 1, will have to find another solution.
 - f) Working with Station 1 Refresh Committee on equipment for the meeting room.



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e. Commissioner Purdy – Asset/Equipment/Fleet Management

- Quartermaster Report

- a) Inventory completed for December
- b) Still missing 8W structural fire boots from November
- c) Radio Equipment placed in secured central storage without notification to quartermaster.
- d) Janitorial/Covid supplies have been moved to the unsecure area of central storage as water rescue needed a secure area for storage. Will be ready for water rescue once the flammable cabinet is moved.
- e) Found containers of bleach empty and/or leaking from the seams. Found no hazard at this time. The bleach is from Covid and has a 12 to 18 month shelf life. Will need to dispose of any containers that are left.
- f) Basement is getting cluttered again with pallets of new and old hose and 1 pallet of the new dishwasher equipment for station 3.

- Fleet Report

- a) Summary of the Fleet and Fleet Maintenance in 2025
- b) Summary of the Fleet Status of apparatus as of January 28, 2026
- c) Summary of the Fleet Maintenance Budget for 2026

14. Director of Communications

No Report

15. Secretary Report

15.1 F.O.I.L Requests

- a) Request received on 12/29/25 from the Homeowner for fire incident report for on Green Briar Court. Process completed on 1/13/26.
- b) Request received on 12/30/25 from the Homeowner for fire incident report for Lynnhurst Drive. Process completed on 1/13/26.
- c) Request received on 1/21, 1/27 and 1/28/26 from Ron DeHaas, Data Collector for the Town of Vestal Assessor's Office for Structure Fire Reports in 2025. Process completed on 1/28/26
- d) Request received on 1/27/26 from Ken Tomko for the sale of old Station 4 Property. Process completed on 1/28/26.

15.2 LOSAP

- a) LOSAP census to update 2025 points; department submits to district for review/approval; certification required by Department Chief or President; goal to post for 30 days after commissioner review.
 - Timeline: points to commissioners by next week; outreach to John; include Andy for education; chief to certify.
 - Member advocate role discussed for point appeals; potential advocate Bobby Warner; members should consult station officers/captain first to resolve discrepancies.
 - Historical appeals: zero last year; a few in 2022 due to electronic data errors.



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- Station 4 ran over 600 calls; adjustments for 7.5% rule and 25-point minimum applied; two cases noted without impact.
 - December points pending due to Q&A; goal to have data ready before February department meeting; posting awaits commissioner review.

15.3 NERIS/REDNXM

a) Review progress

- Secretary Bowen has started the Quality Assurance (Q&A) process on the new system and will coordinate with those who submit reports.
- Chiefs can review and approve reports once they are in "pending review" status, after which Secretary Bowen can submit them to the USFA.
- One report has already been successfully submitted and approved.
- A reminder was issued to stations to enter data in a timely, real-time manner, as reports must be submitted individually, not in batches.
- An email was sent out granting access to all fire officers, station presidents, and secretaries.
 - New users should have received an email with a temporary password.
 - Existing users who have forgotten their passwords should contact Susan Bowen for a reset.

15.4 AFDSNY Training

- Commissioner Training in Endwell on March 28th, 8am to 3pm
- Mini Summit March 27th & 28th in White Plains with Commissioner Training on March 26th
- Mini Summit May 15th & 16th in Cheektowaga
- Annual Meeting & Vendor Expo October 8th to 10th in Saratoga Springs

16. Elections (Annual or Special) – No Report

17. Treasurer Report

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

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

- Treasurer Butler posted wire transfer in the amount of \$18,976.81 to be sent on 1/30/26 for a bond interest payment that is due 2/1/26 for the "Ladder 4 & Fire Station 4 Land" \$946,081.00 Serial Bond
- The 2025 Forms 1099 for vendors were compiled and completed on January 20th.
- The 2025 audit is in progress but will not be completed by the initial February 28th deadline. The delay is caused by a dependency chain: the audit cannot be finished until the LOSAP (Length of Service Award Program) report is issued, and the LOSAP report cannot be completed until the census is committed. Secretary Bowen noted that this is a common issue for districts with a LOSAP. Treasurer Butler to file for an automatic extension for the AFR (Annual Financial Report) on the OC website, moving the due date to April 30th with no penalty.



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- A reconciliation issue exists between the district's fund balance and the town's ending fund balance following the town's 2024 audit. Treasurer Butler is working with the town comptroller to understand the reason for the adjustment and its effect on cash transfers. Currently, the amount is being booked as "due from the town," but this is pending confirmation.

18. Approval to Properly Audit and Pay Claims as Submitted

18.1 Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to approve the Audit and Claims for 2025 Expenses (Accounts Payable/Encumbrances) dated January 8, 2026, and January 29, 2026, in total amount of \$41,271.57.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

18.2 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the Audit of Claims for 2026 Expenses dated January 29, 2026, in the total amount of \$35,423.97.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19. Director of Purchasing Report

19.1 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve following Encumbrances from 2025:

Code	Vendor	Description	Actual Amount
A3410.201	Silvertown Trailers	Spill Trailer	\$ 10,449.00
A3410.410	MES (Municipal Emergency Services)	SCBA Cylinders	\$ 3,630.24
A3410.410	MES (Municipal Emergency Services)	SCBA Facemasks	\$ 9,028.00
A3410.410	Petcosky Fire Protection	Fire Extinguishers	\$ 3,764.00
A3410.410	Witmer Associates (theFireStore)	Majestic Fire Gloves	\$ 692.95
A3410.410	Morris-Croker LLC	LION Thorogood QR14 Boots	\$ 722.66
A3410.410	Morris-Croker LLC	Snug Fit Extrication Gloves	\$ 527.70
A3410.410	J.P.B Fire Sales, LLC	Holmatro Tools for (New) Rescue 32-2	\$ 73,716.00
A3410.413	R.E Michel Company, LLC	Reznor Hanging Gas Fire Heaters (ST1)	\$ 3,453.28
A3410.410	Morris-Croker LLC	Super Vac 20" Fan (Station 4)	\$ 6,157.00



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A3410.410	Morris-Croker LLC	Misc. Items for New Midi 32-3	\$	5,582.56
A3410.410	START Rescue Training, Inc.	Teufelberger KMIII 1/2" Rope, Green	\$	640.00
A3410.410	START Rescue Training, Inc.	CMC Rope Bag, Red	\$	118.75
A3410.410	START Rescue Training, Inc.	(3) Rock Exotica Omni-Block 2.6", Single Pulleys	\$	576.00
A3410.401	The Computer Shop	(13) Dell Tablets for Chief's Vehicles & Apparatus	\$	47,969.48
Total Amount:			\$	167,027.62

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19.2 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the following budget transfers with a correction to A3410.413 to A3410.410 to increase the line from \$1,000 to \$2,500:

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount Requested</u>	<u>Explanation</u>
A3410.202-Operational Fire Equip	A3410.207- New Vehicle Reserve	\$ 5,000.00	Boat/Trailer Purchase from Village of Greene
A3410.202-Operational Fire Equip	A3410.207- New Vehicle Reserve	\$ 5,816.00	Purchase of ATV Trailer from Silvertown Motors
A3410.103-Treasurer	A3410.102-Director of Purchasing	\$ 1,000.00	Cover Overage In Line
A3410.202-Operational Fire Equip	A3410.209- Building Capital Improvement	\$ 2,000.00	Cover Overage In Line
A3410.413-Buildings & Grounds	A3410.411-Internet Services	\$ 1,000.00	Cover Overage In Line
A3410.401-Contract & Prof. Services	A3410.410-Operations	\$ 15,000.00	Cover Encumbrances
A3410.407- Vehicle Maintenance	A3410.410-Operations	\$ 15,000.00	Cover Encumbrances



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All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19.3 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve debit card expenses from December 2025 in the amount of \$21,341.86.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19.4 Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to approve to spend up to \$1,300 per vehicle to upgrade the rear liftgates with micro-LED rear facing warning lights for the Chief's vehicles in the estimated amount of \$6,500.00. Estimate received did not include installation & shipping costs.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19.5 Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to approve all Chief's Monthly Mileage Reports minus Chief 32-2's report from December 17, 2025, to January 28, 2026. See Reports in Addendum.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19.6 Motion by Commissioner Harrington, seconded by Commissioner Kirchheimer to approve reimbursement to Paige Willes-Brown for travel to DMV in Owego, NY in the amount of \$18.05 for 24.9 miles. (\$0.725 per mile).

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

19.7 Motion by Commissioner Purdy, seconded by Commissioner Harrington for Weber Plumbing & Heating to install the hanging heaters at Station 1 for \$4,900.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

20. Resolutions - None

21. Policies and Procedures

21.1 Request to approve Policy #101 Purchasing Policy with the title correction for Fire Police member Robert Warner

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

21.2 Discuss and approve Policy #104 Fire District Annual Fiscal Budget pending further updates.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

22. Unfinished Business

23. New Business

23.1 WORKPLACE VIOLENCE REPORTS ANNUAL REVIEW

Per the requirement contained in the regulations [12 NYCRR 800.6(f)] for the Workplace Violence prevention statute contained in Labor Law §27-a The Vestal Fire District Board of Fire Commissioners found and



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documenting that there were no reports filed of any workplace violence that took place in 2025.

Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to document the annual review of 2025 Workplace Violence Reports.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

23.2 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the usage of Station #3 for a OFPC class on February 12, 2026, and February 13, 2026, for 8 am to 4 pm.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

23.3 Discussion to establish a committee for the UTV Project

- Chief Langeland to put together a committee for the project.

23.4 Discussion to establish a committee for the command car replacement.

- Chief Langeland to put together a committee for the project.

23.5 A discussion was held regarding sourcing an apparel vendor for embroidered logos.

- Would like to seek a vendor to embroider their logo on items like dress shirts, in line with their branding efforts as an alternative to sublimation. Pricing would be the key factor in the decision.

Commissioner McCartney to inquire with the current district clothing vendor about their embroidery services and pricing

23.6 Discussion on the storage of old Midi Pumper 32-3.

Motion by Commissioner Purdy, seconded by Commissioner Kirchheimer to store old Midi Pumper 32-3 at Warner Brother's Conklin facility should it not sell before the old station 4 sale closes in the amount of \$300 per month.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

23.7 Contingency plan to secure EMS coverage for live burn training.

Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to pre-authorize to engage Vestal Emergency Squad for EMS coverage at live burns, at a rate of \$300/hr (ALS ambulance) or \$200/hr (fly car), to prevent training cancellations. A 30-day notice is required to engage their services.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

24. Announcements

24.1 Special Board of Fire Commissioner Meeting on February 11, 2026, at 6:30 pm to review insurance coverage for the fire district and other district business.

25. Public Input Session 2

- The status of the old Engine 2 was briefly updated.

- It was confirmed that PESH accident and injury reports for 2025 will be completed and posted by January 31st deadline.



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26. Executive Session

26.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Purdy to enter into executive session at 8:53 p.m. for discussion of a membership discipline issue under GML §209 (l)

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to exit the executive session at 9:12 p.m. and reconvene the regular meeting.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

There was no decisions were made from the Executive session.

27. Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington to adjourn the regular meeting at 9:13 p.m.

All in favor: McCartney, Harrington, Kirchheimer, Purdy Opposed: None Absent: Tomko. Motion Carried

Respectfully Submitted,

Susan Bowen
Fire District Secretary