



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:
- District Staff: Susan Bowen, Fire District Secretary
Paige Willes-Brown, Director of Purchasing
Marisa Butler, Fire District Treasurer
Clay Ellis, Director of Communications
2. Call to Order
3. Pledge of Allegiance
4. Approval of the Previous Meeting Minutes
 - 4.1 Motion to approve December 17, 2025 and January 7, 2026 meeting minutes
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. (Discussion under New Business)
- 6.. Public Input Session 1– Members of the public may speak on meeting items only
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
 - b. Report on Training Class
 - c. Foam discussions continue for a new foam pumper
 - d. Names for Flammable Liquid School will be submitted in February.
 - e. Meeting with Training and Safety



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

- a. Department Meeting on 2/2
- b. Creating a “Ceremonial Unit”
- 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
- b. Station 2
- c. Station 3
- d. Station 4

12. Membership

12.1 Request to accept the resignation of Timothy Zimmer from Station 1.

12.2 Request to accept the resignation of Dominick Gleeson from Station 1.

12.3 Request approval for Firefighter Brendan Horn to continue Solvay Fire Department’s Ride-A-Long program into 2026. Signatures from Firefighter Horn, Chief Langeland, and Commissioner McCartney.

12.4 Recommendation from Station 2 to terminate Firefighter Josue Pacheco from Vestal Fire Department

12.5 Request approval to accept Station2’s recommendation to move Robert Brocious to Life Membership

12.6 Request to accept the resignation of Victoria Madej from Station 4.

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



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

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
- 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.

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.



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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 - Clay Ellis

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) Go over CUPS process for 2025 points

15.3 NERIS/REDNXM

- a) Review progress

15.4 AFDSNY Training

16. Elections (Annual or Special) – No Report

17. Treasurer Report

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

17.2 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



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18. Approval to Properly Audit and Pay Claims as Submitted

18.1 Motion 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.

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

19. Director of Purchasing Report

19.1 Motion 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
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



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		Total Amount:	\$ 167,027.62
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19.2 Motion to approve the following budget transfers:

From Line Item	To Line Item	Amount Requested	Explanation
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

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

19.4 Motion 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 does not include installation & shipping costs.

19.5 Motion to approve all Chief's Monthly Mileage Reports from December 17, 2025, to January 28, 2026. See Reports in Addendum.

19.6 Motion 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).



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20. Resolutions

21. Policies and Procedures

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

21.2 Discuss and approve Policy #104 Fire District Annual Fiscal Budget

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

Motion to document the annual review of 2025 Workplace Violence Reports.

23.2 Request from Lt Chris Lupold for NYS OFPC to approve the usage of Station #3 for a class on February 12, 2026 and February 13, 2026 for 8 am to 4 pm.

23.3 Discussion to establish a committee for the UTV Project

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

23.5 Discussion on District Clothing Vendor

23.6 Discussion regarding Station 4 Siren

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 – Members of the public may speak on meeting items only.

26. Executive Session

27. Motion to Adjourn