



# 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

**SUBJECT TO CHANGE PRIOR TO THE MEETING**

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## Regular Board of Fire Commissioner Meeting Agenda

February 25, 2026.

1. Present: Thomas McCartney, Chairman  
David Harrington, Commissioner  
Mark Tomko, Commissioner  
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 at 6:30 pm
3. Pledge of Allegiance
4. Approval of the Previous Meeting Minutes
- 4.1 Motion to approve the Regular Meeting Minutes from January 28, 2026
  - 4.2 Motion to approve the Special Meeting Minutes from February 11, 2026
5. Correspondence Report
- 5.1 Received and Filed Email from the AFDSNY Fire District Affairs for February/March 2026.
  - 5.2 Received and Filed Broome County Fire News January 2026
  - 5.3 Received and Filed the Fire Advisory Board Meeting Minutes from January 19, 2026
  - 5.4 Received Communication from Capital Area Fire District Association regarding Financial Training for Commissioner & Treasurers being held in Cortland at The Hub, McNeil & Company. Cost is \$125 per person, and Hotel accommodations are \$110.
  - 5.5 Receive Communication from Patrick Harnan, Recreation Dept Director for the Town of Vestal, requesting use of Station 3 for their Annual Summer Employee training on June 19, 2026, from 9 a.m. to 3:30 p.m. Station 3 President Devin Hansen approved the use.
6. Bid Openings - None
7. Scheduled Appointments (Guests) - None



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### 8. Operations Report – Chief Paffie (or Designee)

#### **Incidents**

There were approximately 62 total calls with 14 to Binghamton University  
Responded to 3 Mutual aid calls

- 2nd alarm house fire in Endicott
- 2nd alarm house fire in Endwell
- AFA in Silver Lake- False Alarm

Response for a small fire on a stove top caused by a dog and a pizza box and an MVA with entrapment on Route 26

#### **Education**

There were several of members that have completed the Fire Officer 1 modules  
Some members continuing onto Fire Officer 2 starting this weekend  
Names were submitted for 2026 Foam Training at TEEX  
Vestal hosted an Ice Rescue Class - 1 attendee from VFD  
Chief/Officer class hosted by BCOES at Aswad facility completed with 5 attendees

#### **Foam**

Discussion still ongoing for replacement of Foam Pumper

#### **Other**

Meeting with FAB and BOFC - good open discussions about several topics with another one to occur on Monday the 23rd regarding physicals.

### 9. Department Business Report – President Eaton (or Designee)

### 10. Station Reports (Fund Raiser/Special Events/Member Requests)

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

### 11. Membership (New and Current)

11.1 Request from Station 3 to terminate Daniel Coleman for failure to complete the required trainings and paperwork.

### 12. Commissioner Report

#### **a. Commissioner McCartney – Administrative/Policy**

- Commissioner Report

a) Activities include weekly review of vouchers and purchasing documents, review of financial documents for January 2026, discussions with commissioners and secretary on Physical Program, discussions with the fire district attorney, various meetings. Review of updated insurance quote.



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

- Commissioner Report

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

- Commissioner Report
  - Update on the Physical Program
  - Discussion on the AED Program
  - Updated regarding EMS coverage for Live Burns
  - Continuing working on QR code for the Training site check list.
- Director of Training & Safety Report
- Fred Singer Training Facility Report

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

- Commissioner Report
  - Finishing with cleaning quotes
  - Station 1 truck room lights–fixtures are all being changed out now.
  - Station 4 Sale–Still under contract.
  - Facilities–Weber’s Plumbing and Heating helping with general maintenance tasks
    - Toilets
    - Air reels
  - Plowing company doing well–cleared training site for state class
  - Member Relations–See presidents report a. Decorum training Saturday 2/21
- Director of Facilities
  - Work orders: 5 open and 7 closed
  - Boiler issue at Station 2 was repaired
  - Heating Failures at Station 2 were repaired
  - Ansul Hood Maintenance can Sprinkler inspection completed
  - Station 3’s dishwasher and sink arrived. Installation will be completed in-house
  - Ice Jam on Station 3’s roof causing water to enter the ceiling. Replacement of insulation and drywall in the spring. Look at heat tape on the roof to prevent future occurrences.
  - Station 1’s TV power installation along with lighting upgrades to be completed in the next 30 days
- Director of Physical Security
  - Lists of cardholders and their respective access levels will be sent to station FAB members to confirm accuracy. – In Progress
- Information Technology / Director of IT Services Josh Fischbeck
  - Laptop Project for apparatus–Dell Toughbooks are on backorder via the Computer Shop
  - Working on assessing ESIP computer use class/policy
  - Suggest purchasing cyber security insurance through Smith Brothers at the recommendation of Pyramid.



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### **e. Commissioner Purdy – Asset/Equipment/Fleet Management**

#### - Quartermaster Report

- a) Inventory completed – all items signed out
- b) No update regarding missing boots from November
- c) Began purchasing from the 2026 Budget
- d) Working with Director of Physical Security for pricing for keyless entry lock for Central Storage in the 2027 budget
- e) New Unication pagers and chargers are secured. Stations to contact the Quartermaster to receive items. Motorola and Watchdog have been turned over to Bob Hamilton.
- f) Flammable cabinet has been moved, and cage has been turned over to Water Rescue.
- g) Notification is needed to the Quartermaster on deliveries to Central Storage if it is not going through the Director of Purchasing/
- h) Wildland Shirts follow the 10-year expiration similar to the turnout gear. Any that were bought in 2015 would have expired in 2025.

#### - Commissioner Report

- a) Report on Apparatus out of service and returned to in-service status.
- b) Summary of open repair tickets from 2025
- c) Summary of 2026 repair tickets
- d) Summary of Tire Replacement Campaign

13. Director of Communications-Clay Ellis

14. Secretary Report

14.1 Motion to approve the License Agreement between Vestal Fire District and Conklin Fire Department to use the Fred Singer Training Facility on March 28, 2026.

15. Elections (Annual or Special) - None

16. Treasurer Report

16.1 Motion to approve January 2026 Balance Sheet, Profit & Loss, and Budget vs. Actual report. All reports and bank reconciliations were reviewed by Commissioner McCartney.

16.2 Request to accept and deposit a check from West Endicott Fire District in the amount of \$1,000 for the purchase of (10) 100ft lengths of Surplus LDH Hose.

17. Approval to Properly Audit and Pay Claims as Submitted

17.1 Motion to approve the Audit of Claims for 2026 Expenses & Encumbrances dated February 26, 2026, in total amount of \$58,912.96.



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17.2 Motion to approve the following changes made to January 28, 2026, Meeting Audit of Claims:

- Accounts Payable: \$20,709.64
  - 2025 Encumbrances: 17,779.39
  - 2026 Expenses: 37,109.16
- Claims Overall Total: \$75,598.19

### 18. Director of Purchasing Report

18.1 Request to approve to purchase (2) Super Vac 20” PPV Fans with (2) 12 Ah Batteries, Dual Ac Charger, Shore Power in the amount of \$6,157.50 each for a total amount of \$12,315.00. These items are budgeted items for Station 1 and Station 4.

18.2 Request to approve to purchase (2) Super Vac 16” PPV Fans with (2) 12 Ah Batteries, Dual AC Charger, Shore Power-Wheel and Handle Version the amount of \$5,737.50 each for a total amount of \$11,475.00 These items are budgeted items for Station 2 and Station 3.

18.3 Request to approve to purchase (1) Res Q Jack Kit (2 Car Strut Deluxe Kit) for an estimated cost of \$25,873.00 from Jerome Fire Equipment Co., Inc. This item is a budgeted item for Station 2.

18.4 Request to approve the following budget transfer:

From Line Item	To Line Item	Amount Requested	Explanation
A3410.410- Operations	A3410.202- Operational Fire Equipment	\$ 88,000.00	Cover Reclassification of Prior Encumbrances

18.5 Motion to approve debit card expenses from January 2026 in the amount of \$15,230.60.

18.6 Motion to approve all Chief’s Monthly Mileage Reports from January 28, 2026, to February 25,2026.

### 19. Resolutions

19.1 Resolution 2026-004 Expend from Capital Reserve Fund for Vehicle Equipment Acquisition  
**WHEREAS**, pursuant to General Municipal Law § 6-g, the Vestal Fire District in the Town of Vestal, County of Broome, State of New York, established the “Apparatus Capital Reserve Fund” to pay for the cost of fire fighting vehicles of the Vestal Fire District, including, but not limited to, ladder trucks, pumpers, tankers, rescue vehicles, squads and vans; or modification and improvement pertaining to such vehicles; and **WHEREAS**, at a duly noticed public meeting held on Wednesday, February 11, 2026, the Board of Fire Commissioners of the Vestal Fire District authorized and approved the expenditure of an amount not to exceed \$125,000 from the Apparatus Capital Reserve Fund to purchase (1) new Chief Response Vehicle to replace a current Chief Response Vehicle as determined to be necessary for the Fire District pursuant to



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Section 6-g of the General Municipal Law; and

**BE IT FURTHER RESOLVED THAT** this resolution is subject to permissive referendum.

**MOTION TO ADOPT** the Resolution made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_.

A vote was then taken upon the motion for adoption with the following results:

THOMAS MCCARTNEY, CHAIRMAN	VOTING
DAVID HARRINGTON, COMMISSIONER	VOTING
MARK TOMKO, COMMISSIONER	VOTING
DANIEL KIRCHHEIMER, COMMISSIONER	VOTING
KEITH PURDY, COMMISSIONER	VOTING

The Chairman then declared said Resolution adopted by the majority of the permanent vote of the total voting power of the Board of Fire Commissioners of the Vestal Fire District in the Town of Vestal.

Secretary to place legal notice in the Press and Sun-Bulletin on March 2, 2026.

19.2 Resolution 2026-005 Expend from Capital Reserve Fund for Vehicle Equipment Acquisition

**WHEREAS**, pursuant to General Municipal Law § 6-g, the Vestal Fire District in the Town of Vestal, County of Broome, State of New York, established the “Apparatus Capital Reserve Fund” to pay for the cost of fire fighting vehicles of the Vestal Fire District, including, but not limited to, ladder trucks, pumpers, tankers, rescue vehicles, squads and vans; or modification and improvement pertaining to such vehicles; and

**WHEREAS**, at a duly noticed public meeting held on Wednesday, February 11, 2026, the Board of Fire Commissioners of the Vestal Fire District authorized and approved the expenditure of an amount not to exceed \$120,000 from the Apparatus Capital Reserve Fund to purchase new UTV(s) Crew Cab Vehicle as determined to be necessary for the Fire District pursuant to Section 6-g of the General Municipal Law; and

**BE IT FURTHER RESOLVED THAT** this resolution is subject to permissive referendum.

**MOTION TO ADOPT** the Resolution made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_.

A vote was then taken upon the motion for adoption with the following results:

THOMAS MCCARTNEY, CHAIRMAN	VOTING
DAVID HARRINGTON, COMMISSIONER	VOTING
MARK TOMKO, COMMISSIONER	VOTING
DANIEL KIRCHHEIMER, COMMISSIONER	VOTING
KEITH PURDY, COMMISSIONER	VOTING

The Chairman then declared said Resolution adopted by the majority of the permanent vote of the total voting power of the Board of Fire Commissioners of the Vestal Fire District in the Town of Vestal.

Secretary to place legal notice in the Press and Sun-Bulletin on March 2, 2026.

20. Policies and Procedures

21. Unfinished Business

21.1 Review proposal for the Sale of Midi Pumper 32-3



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21.2 Clarification on Motion 22.1 from December 17, 2025, meeting that approved 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.

21.3 Discussion on Station 4 siren activation – Letter to Broome County Office of Emergency Services

### 22. New Business

22.1 Discussion to advertise for part-time assistant secretary.

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

### 24. Announcements

24.1 New York State Department of Environmental Conservation annual statewide ban prohibiting residential brush burning begins March 16 and runs through May 14.

24.2 Next Board of Fire Commissioner meeting will be on March 25, 2026, at 6:30 p.m. at Vestal Fire Department, Station #3.

25. Executive Session (if needed)

26. Motion to Adjourn