



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

Special Board of Fire Commissioner Meeting Minutes April 8, 2026

1. Present: Thomas McCartney, Chairman
David Harrington, Commissioner
Mark Tomko, Commissioner - Absent
Daniel Kirchheimer, Commissioner- Absent
Keith Purdy, Commissioner

Others: Chuck Paffie, Assistant Fire Chief
Bill Stout, Assistant Fire Chief
Bob Hamilton, 2nd Lieutenant – Station 2

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. Commissioner McCartney called the meeting to order at 6:37 p.m.

3. Commissioner McCartney led the Pledge of Allegiance

4. Executive Session (if needed)

4.1 Motion by Commissioner Purdy, seconded by Commissioner Harrington to move to enter executive session to discuss the resume and employment history of individual(s) which may lead to his or her employment under Public Officers Law Section 105 (f).

All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko). Motion Carried.

Entered Executive Session at 6:38 p.m.

Motion by Commissioner Harrington, seconded by Commissioner Purdy, move to exit executive session.
All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko). Motion Carried.

4.2 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the hiring of Erika Pereira to the position of Assistant Secretary to work up to 20 hours per week at \$23.50 per hour starting April 11, 2026.

All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko).
Motion Carried.

5. Approval of the Previous Meeting Minutes - None

6. Correspondence Report - None



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7. Bid Openings - None
 8. Scheduled Appointments (Guests) - None
 9. Operations Report – Chief Paffie (or Designee) - None
 10. Department Business Report – President Eaton (or Designee) - None
 11. Station Reports (Fund Raiser/Special Events/Member Requests - None
 - a. Station 1
 - b. Station 2
 - c. Station 3
 - d. Station 4
 12. Membership (New and Current) - None
 13. Commissioner Report - None
 - a. Commissioner McCartney – Administrative/Policy
 - b. Commissioner Harrington – Financial/Records Management/Quality Assurance/LOSAP
 - c. Commissioner Tomko – Training/Safety Programs/Fred Singer Training Facility
 - d. Commissioner Kirchheimer – Facilities/Information Technology/Physical Security/Human Resources
 - e. Commissioner Purdy – Asset/Equipment/Fleet Management
 14. Director of Communications - None
 15. Secretary Report - None
 16. Elections (Annual or Special) - None
 17. Treasurer Report – None
 18. Approval to Properly Audit and Pay Claims as Submitted
 - 18.1 Motion by Commissioner Purdy, seconded by Commissioner Harrington to approve the Audit of Claims for 2026 Expenses dated April 9, 2026, in total amount of \$61,416.52.
All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko).
Motion Carried.
 19. Director of Purchasing Report
 - 19.1 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the reimbursement of mileage for Paige Willes-Brown for travel with personal vehicle to DMV in Owego for a total of 57 miles @ 72.5 cents per mile (GSA per diem rate) in the total amount of \$41.33.
All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko).



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Motion Carried.

19.2 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the reimbursement to Assistant Chief Charles Paffie for use of personal vehicle and personal card during travel to Foam School in College Station, Texas in the amount of \$293.52. The expenses include:

- Mileage: 179 @ 72.5 per mile = \$129.78
 - Airport Parking: \$110.00
 - Food & Drink Expenses: \$35.92
 - Luggage Tags- (6) @ \$2.97= \$17.82
- Total: \$293.52.

All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko). Motion Carried.

19.3 Motion by Commissioner Harrington, seconded by Commissioner Purdy to approve the reimbursement to Station #3 in the amount of \$125.30 for purchases made at Walmart (Apparatus Cleaning Supplies and a scale)

All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko). Motion Carried.

20. Policies and Procedures - None

21. Unfinished Business

21.1 The need to replace obsolete Knox boxes and a related console description were discussed.

- 2nd Lieutenant Robert Hamilton has been in contact with a regional sales manager about new Knox boxes. The manager will visit the following week.
- The current Knox boxes are obsolete and cannot be repaired. The new models feature an IT-driven security system.
- An initial purchase of boxes for Assistant Chief Paffie's vehicle and Tower 32-1 could be made from existing funds.
- A future purchase of eleven more boxes is anticipated for next year, with an estimated non-formal cost of around \$18,000.

22. New Business - None

23. Resolutions - None

24. Announcements

24.1 The next regular meeting is scheduled for April 22 at 6:30 p.m.

25. Public Input Session

- Feedback on the recent Foam School was positive, with five first-time attendees reportedly enjoying the experience.



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- 2nd Lieutenant Robert Hamilton is working on a project with the school district as they move to P25 radios. The school district's radios will not have public safety channels programmed into them. Instead, all school district channels will be placed in a special talk group in the fire district's radios. The school's new radio system will include:
 - Tactical channels for each school.
 - Four repeated P25 channels: High School, African Road, District Wide, and Transportation.

26. Motion by Commissioner Harrington, seconded by Commissioner Purdy to adjourn the meeting at 7:00 p.m. All in Favor: 3 (McCartney, Harrington, Purdy) Opposed: None Absent: 2 (Kirchheimer, Tomko). Motion Carried.

Respectfully Submitted,

Susan M Bowen
Fire District Secretary