



# 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

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## Regular Board of Fire Commissioner Meeting Minutes April 22, 2026

1. Present: Thomas McCartney, Chairman  
David Harrington, Commissioner  
Mark Tomko, Commissioner  
Daniel Kirchheimer, Commissioner  
Keith Purdy, Commissioner - Absent
- Others: John Paffie, Fire Chief  
Charles Paffie, Assistant Chief  
Bill Stout, Assistant Chief  
Andrew Eaton, Department President  
Jon Weber, Station 1 Captain  
Steve Gallo, Station 3 Captain  
Shelby Frisbie, 1<sup>st</sup> Lieutenant  
Bob Hamilton, 2<sup>nd</sup> Lieutenant  
Josh Fischbeck, Director of IT
- District Staff: Susan Bowen, Fire District Secretary  
Erika Pereira, Assistant Fire District Secretary  
Paige Willes-Brown, Director of Purchasing - Absent  
Marisa Butler, Fire District Treasurer  
Clay Ellis, Director of Communications
- 3 members of the public
2. The meeting was called to order at 6:30 p.m. by Commissioner McCartney
3. Pledge of Allegiance was led by Commissioner McCartney
4. Approval of the Previous Meeting Minutes
- 4.1 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve the meeting minutes from March 25, 2026, regular meeting.  
All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.
- 4.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington, to approve the meeting minutes from April 8, 2026, special meeting.  
All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.
5. Correspondence Report
- 5.1 Received and filed the meeting minutes from the March 16, 2026, Fire Advisory Board meeting
- 5.2 Received a card of condolence from Mitch Goldberg of J.P.B Fire Sales, LLC, due to Past Chief Douglas Rose Sr.'s passing
- 5.3 Received a card of condolence and a \$100 donation in honor of Past Chief Douglas Rose Sr., to the Fred Singer Training Facility from the Camp Family.



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Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to accept the donation of \$100 in honor of Douglas Rose Sr to the Fred Singer Training Facility.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

5.4 Received a request from NYS DOT to hold a meeting for first responders to discuss the work zone and closures that will be required on Route 17 in Vestal and Union. They would like to use Station 4 on Monday, June 15, or Tuesday, June 16, at 2 p.m. The request was sent to Station 4 Assistant Chief Paffie and President Cetta.

Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to allow NYS DOT Planning Dept to use Station 4 for their first responders meeting regarding work on Route 17 in the Town of Vestal and Town of Union on June 15 or June 16 at 2 p.m.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

5.5 Email sent to the Fire Commissioners and District Staff regarding an upcoming Webinar on Nominal Compensation for the NYS Fire Service.

6. Bid Openings - None

7. Scheduled Appointments (Guests) - None

8. Operations Report – Chief Paffie (or Designee)

Vestal Fire responded to 58 calls since the last District meeting

- 22 to Binghamton University
- Three Mutual aid calls
  - Two to Susquehanna County for working structure fires
  - Stand by for a water rescue call in Johnson City

Training

- 6 members completed the Flammable Liquid Foam Training at TEEX
- Working with VPD for their in-service training for the next couple of months on the dangers of EV incidents
- Ryan Scarangella      Firefighter 2: Crew Leadership on June 9 at Chenango Bridge
- Jason Chernyak      EVOC on April 23 at Port Crane  
Apparatus Operator Pump Ops on June 1 at Maine  
Firefighter 2: Crew Leadership on June 9 at Chenango Bridge
- Josh Jaso      Apparatus Operator - Pump Ops on June 1 at Maine  
Water Rescue Awareness May 5 Union Center
- Scott Orcutt      Water Rescue Awareness May 5 Union Center
- Don Albrecht      Firefighter 2: Crew Leadership on June 9 at Chenango Bridge



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## BC OES-

- Spring/summer classes are out for training
- Broome County Chiefs are working on a policy for standardizing green tags across the County. Possibly working on an "RIT" class that would be required. Early discussions and more to follow in the upcoming months.
- VFD participating in High School recruitment day
- VFD participating in State recruitment day 4/18 12-3
- Letters sent to BC OES/ Departments for their Assistance during Chief Rose's funeral

## Foam

- Have inquired how to dispose of foam barrels and pails, with negative results. Currently have (3) 55-gallon barrels and (3) 5-gallon pails to dispose of.
- Existing Foam 32 - What are our plans with that? Are we cleaning out the tank and pump, then recalibrating the foam system
- Email sent to BOFC Purdy on where we stand moving forward with the New Foam Truck Industrial Pumper

## General

- Where do we stand with the Station 4 siren?
- Working on receiving 27 budgets from budget owners

In closing, to say the last month was taxing would be an understatement. The passing of Chief Rose will forever leave a huge hole in our department/lives. Even in the sadness of two funerals on the same day, the membership of this GREAT Department stepped up and knocked it out of the park! Great showing and so deserved to a man that dedicated his life to this Department and the members who served in it. Godspeed, Chief Rose. We will take it from here.

There was an inquiry about gym memberships. Commissioner Tomko stated that, as of now, the district has not committed to anything. The district needs to finalize the associated budgeting and policy. Once the policy is finalized, it will be sent to the Fire Chief for review to ensure it meets the needs of firefighters.

There was an inquiry about who should send a letter to Codes to ensure that all emails regarding operational building issues are sent to the Fire Chief, not the District Office. Commissioner McCartney stated that the letter should be sent directly by the Fire Chief, with himself copied.

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

- Praised funeral service performance; SOGs in early stages; meetings planned to finalize and route to Chief Miller.
- Standardizing ceremonial unit; organizing Class A/D uniforms.
- Requested filing cabinet for district office lobby; existing cabinets are outdated/missing keys.
- Discussion on cabinet inventory, possible key location, possible replacement; coordinate with Sue.



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

### a. Station 1

10a.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to allow Station 1 to set a recruitment table up at the high school during the Running of the Bears on Saturday, April 25, and to host a 5K fundraiser on May 9, 2026, from 7:30 a.m. until 4 p.m. on the Rail Trail. The request includes coverage for working both events. The Station will not be used during these times.

All in Favor 4 Opposed: 0 Absent: 1. Motion Carried.

### b. Station 2 - None

c. Station 3 – Membership is having a chicken barbecue fundraiser on May 9, at Station 3 (11 a.m. until sold out); approval was at the March 25 meeting.

### d. Station 4 - None

## 11. Membership (New and Current)

- Chief Paffie reported on recruitment activities, including participation in high school and state recruitment days. Results noted five or six potential interests at the school event. On Saturday's recruitment day, Station One had no leads, Station Two had one application, Station Three had one possibility, and Station Four had two possibilities.

## 12. Commissioner Report

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

#### ➤ Administrative updates and operations

- Significant effort is underway on the line-of-duty death paperwork, ensuring notarization and proper processing, and coordinating with insurance and Workmen's Comp (PERMA).
- Equipment deliveries, facility support, and assistant secretary interviews occurred; a recommendation was provided, and a new assistant secretary (Bob Hamilton) was onboarded.
- Variance report developed to support the 2026 budget review; intent is to complete spending by September and assess remaining funds in October to avoid last-minute spending pressures.
- Addressed responsibilities of the assistant secretary and PO issues. Pritchard Development will remove scaffolding at the training site using a small crane; a scrap metal dumpster is in place.
- Work on an intermunicipal agreement regarding Engine 5 is progressing; signage is up, and paperwork is in process.
- A vehicle tracking camera system was presented by one vendor; the team is considering pursuing a different vendor due to dissatisfaction with Horizon's work. This ties into tentative 2027 budget planning.
- Meetings held on 5- and 20-year fleet plans, Station 1 media release, PFAS mitigation with the hazardous waste vendor, station tours with Bethel's public safety chair, and legal training via Zoom.

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

#### ➤ Finance and budget planning (2025–2027)

- Continued review of the 2025 end-of-year version of the five-year financial forecast. Reminder



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- issued on the 2027 budget timeline; a “headline” was due on April 20, with only “maybe three sections” submitted as of the meeting.
- Explicit dates:
    - May 14: Fire district budget files prepared in draft and submitted to the district chief.
    - May 15: Commissioners submit district budgets to the treasurer.
    - May 29: District chief/assistant chiefs review drafts and provide revisions to the director.
    - April 15: Annual replacement review with Commissioner Purdy (preparation noted).
  - Replacement plan work: detailed review, strategy modifications, and draft plan submitted to the treasurer; reserves to be reshot for apparatus, equipment, facilities, and emergency repair. After the reserve updates and budgets are finalized, Marisa will create a draft budget using last year’s protocol with updated dates.
  - Grants and fundraising (Fred Singer Training Facility)
    - The grants coordinator reviewed current grant lists and identified several new grants but noted ineligibility due to factors like population size. The DEC grant reimbursement of \$3,500 is being finalized.
    - Several grant applications require internal decisions; a monthly grants communications meeting took place on April 7 to finalize a marketing brochure/handout for the Fred Singer site (participants included Grants Coordinator Fletcher, Communications Director Ellis, district and department treasurers, and the district secretary).
    - Fundraising approach: handout to include “Send us a check,” a QR code, and a phone-based app link (e.g., Venmo-type). Department Treasurer Sasha Sigelman-Schwartz will be the nominee to route funds to the Fred Singer bank account; legal review with the district attorney is in progress/was met.
    - Reminder: the Fred Singer site is now listed in local benevolence programs via the New York State OEG Charities Bureau. Members are encouraged to use employer matching; for example, a \$100 donation with a \$50 company match yields \$150.
  - Records management and documentation standards
    - Monthly records management meeting scheduled for Wednesday, May 6. Documentation for hiring workflows is being created.
    - Lessons learned from the line-of-duty death claim: PERMA required service records going back to joining. Records prior to 2000 are missing (previously at station level and likely destroyed in a flood). Tally sheets exist from 2000 to 2015, and RETA Max records from 2016 to 2025 were accepted.
    - Emphasis was placed on the importance of robust recordkeeping to avoid denial of claims. Public Safety Officer Benefit requirements may prompt additional documentation; awaiting information from Officer Tompkins.
  - Project/points tracking and district office workload
    - Targeting completion of a bill to New York State by the end of April. February points were distributed to stations on Monday, April 20. February and March points are targeted for station distribution by May 8.



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- District office is catching up on paperwork transferred from records management; training materials are being prepared to clarify required documentation and “raise the bar,” partly driven by the LODD documentation experience.
- Communications and donor outreach expansion
  - Agreed to produce posters with QR codes for stations and consider additional handouts for private donations.
  - Discussion of engaging partner agencies using the training center, a group newsletter, website, and social media, and a potential news release to local stations to reach donors (including high-value donors).
  - Ensure handouts are available at all stations for those who prefer physical materials.

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

Commissioner Tomko reported that work is ongoing regarding gym memberships and the development of a related policy, and he thanked Commissioner Kirchheimer for distributing the membership survey.

Physical packets have been distributed to members, and the submission deadline has been extended to August 1. Efforts are underway to improve the process, making it more efficient and easier for members to complete.

An update was provided on the training site, with work expected to begin shortly. Jerry Loft will coordinate the removal and disposal of the scaffolding currently on site.

Two clinics for the advanced lift are scheduled for June 22 and July 13, to be held from 4 p.m. to 7 p.m., accommodating approximately five participants per hour. The location is to be determined, and Fire District Secretary Susan Bowen will coordinate scheduling. Additional clinics are anticipated in the fall.

A firefighter physical clinic had been scheduled for Saturday, June 20, from 8 a.m. to 2 p.m. with Dr. Khan to accommodate members unable to attend weekday appointments; however, due to a scheduling conflict with the Strawberry Parade, the clinic will be rescheduled. Susan Bowen will coordinate with officers to ensure members are notified of updated clinic information.

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

The Board was advised that a new cleaning vendor, *Kelian's Cleaning Service*, has begun services, with positive feedback reported. Generator preventative maintenance services are underway, with Stations 1, 2, and 3 passing inspections without issue; Station 4 is currently undergoing oil sample analysis.

The sale of Station 4 has been finalized, with funds received and no further obligations remaining for the district. *Coleman Landscaping* has commenced spring cleanup and mowing services.

The facilities team, including Director Dusty McCartney and staff, has begun reviewing operational needs and identifying action items. Planned initiatives include conducting station walkthroughs, exploring the use of a volunteer to assist with obtaining project quotes, and evaluating the formation of small station-based committees to assist with facility oversight and project efficiency. The team will also review and update the district's capital improvement plan to better reflect current needs.

Physical security operations remain stable, with Director Colin White reporting no notable incidents or



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access issues. Information Technology operations continue to function effectively under Director Josh Fishback, including timely response to service tickets, mitigation of attempted cybersecurity activity, user account support, and ongoing improvements to communications systems. Work is underway to enhance connectivity at Station 1 and implement speaker systems for Zello integration, with coordination through the Director of Purchasing.

An after-action review of recent events has been scheduled with command staff and leadership to evaluate operations and identify improvements to future procedures. The Board acknowledged the collective effort of members during recent activities.

An inquiry was made regarding the LED signboard at Station 3. No updates were available at this time. The Board discussed pursuing external funding opportunities, including the Broome County Small Community Fund and potential State funding through Assemblymember Donna Lupardo's office. Consideration for inclusion in the 2027 budget will also be evaluated.

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

Commissioner Purdy was absent. Commissioner McCartney read his report.

### — Commissioner Report

- Quartermaster Report
  - Inventory completed through the end of March. All items signed out
  - Only one yellow helmet left in stock. Placed an order in February, waiting on delivery. They should be shipped on May 4.
  - 2027 Budget has been submitted
  - Holding off on ordering more carbon hoods as they are not NFPA compliant. Per NFPA, hoods must be particulate blocking. Did not put in the proposed 2027 budget.
- Fleet Management
  - Vehicles Out of Service (OOS) as of March 24, 2026:
    - Brush 32-1, Midi 32-2, Engine 32-4, Engine 32-5 (loaned out)
  - Vehicles Returned to Service:
    - Several units have been returned to service as of March 24, 2026.
  - Pending Service in 2026:
    - Boat 32-4 (engine tune-up), Brush 32-1 (June), Spill Trailer 32-4 (up-fitting)
  - Active Maintenance and Repair Tickets (Jan 1 – Apr 21, 2026)
    - Volume: 17-18 maintenance tickets processed year-to-date.
    - Notable Repairs:
      - Air horn, SCBA pack holder, rear step bumper, Q siren, battery issues, light tower alignment, power steering, tire replacements, electrical issues, and more.
      - Multiple vehicles required NYS inspections, collision repairs, and component replacements (e.g., seat belts, lights, compressors).
  - Process Note:



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- The department aims to minimize the use of VFD firefighters for moving apparatus for maintenance/testing.
- Budget and Expenses
  - 2026 Fleet Budget: \$131,000 total (\$125,000 for fleet, \$6,000 for annual aerial testing)
  - Expenses (Jan–Apr 2026):
    - Total spent: \$29,021.40
    - Remaining: \$101,978.60
    - Ladder inspection budget remaining: \$6,000
  - Major Expense Categories:
    - Repairs (labor, parts), towing, tire service, graphics, tracking subscriptions, collision repairs, and equipment upgrades.
- Projects and Campaigns
  - Tires Campaign 2025/2026:
    - Several trailers and vehicles required tire replacements due to age (some completed, some due in 2026).
    - Notable: Air Trailer 32-4, Boat Trailer 32-1, Brush 32-2, Traffic Trailer 32-2, Foam Trailer 32-4, and others.
    - Some trailers also identified for wheel replacements due to rust.
- Special Items:
  - Certain projects may require commissioner approval and additional funding.
- Key Opportunities and Risks
  - Opportunities:
    - Proactive tire and wheel replacement campaigns improve safety and reliability.
    - Budget tracking allows for responsive allocation to urgent repairs.
- Risks:
  - Aging equipment and deferred maintenance could lead to increased out-of-service time or safety issues if not addressed promptly.

## 13. Director of Communications

- A brief news release to the media regarding the sale of the old Station 4 stated that we closed on the sale and that the Board of Fire Commissioners would determine how best to use the proceeds to benefit the taxpayers.
- The fire department's Facebook post about Doug Rose was condensed and rewritten, will be sent to a publication called Fire News New York, and they will publish it along with a couple of photos.

Commissioner Kirchheimer thanked Director of Communication Clay Ellis for everything he did throughout the sale of the station and during Doug's passing. It was stated that he could not be thanked enough for all the work.



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## 14. Secretary Report

14.1 Resolution 2026-004 - On February 25, 2026, the Vestal Fire District Board of Fire Commissioners adopted a resolution authorizing the expenditure of funds from the Capital Reserve Fund for Vehicle Equipment Acquisition. On March 2, 2026, notice of the adoption of such resolution, with an abstract of its terms and a notice that such resolution is subject to a permissive referendum, was published in the official newspaper of the Vestal Fire District. The deadline to file a petition for a permissive referendum was March 31, 2026, and no petition has been filed as of that date.

14.2 Resolution 2026-005 - On February 25, 2026, the Vestal Fire District Board of Fire Commissioners adopted a resolution authorizing the expenditure of funds from the Capital Reserve Fund for Vehicle Equipment Acquisition. On March 2, 2026, notice of the adoption of such resolution, with an abstract of its terms and a notice that such resolution is subject to a permissive referendum, was published in the official newspaper of the Vestal Fire District. The deadline to file a petition for a permissive referendum was March 31, 2026, and no petition has been filed.

14.3 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to accept payment from Union Center Fire Company, Broome County Fire Chiefs Inc, Town of Owego Fire District, and Endwell Fire District in the amount of \$1,000 each for the Annual License for Use of the Fred Singer Training Facility. Commissioner McCartney to sign each c agreement.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

14.4 Motion by Commissioner Tomko Seconded by Commissioner Kirchheimer to approve for Commissioner McCartney to sign the License Agreement with Chenango Bridge Fire Department for one day rental for Saturday, May 2, in the amount of \$500.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

Secretary Susan Bowen stated that Conklin was scheduled to use the training facility on March 28, but did not, in honor of Past Chief Rose. They moved it to April 11, but no one signed up. Secretary Bowen advised Conklin that the contract will still be honored if they can agree on a date during the year. Payment will be received upon completion of the training.

14.5 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to approve the attendance of Commissioners McCartney, Harrington, Tomko, and Purdy at the “New York State Fire Commissioner Training” on June 10 at The OnCenter in Syracuse at a cost of \$200.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

14.6 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve Secretary Bowen renting a vehicle from Enterprise in the amount of \$420.00 for May 12 to May 16 to Verona, NY,



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for the PERMA Annual Member Conference, and \$515.00 for June 7 to June 10 to Lake Placid, NY, for the records management officers training.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

#### 14.7 Special Meeting dates for Work Session for 2027 Budget

June 11, 6:30 p.m.

June 16, 6:30 p.m.

July 15, 6:30 p.m.

August 12, 6:30 p.m.

September 02, 6:30 p.m.

Motion by Commissioner Kirchheimer, seconded by Commissioner Harrington, to approve the special meeting dates listed for the 2027 Budget.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

14.7 2025 Annual Length of Service Awards Program has been completed. Statements are being sent to the membership. Most members will need to update their beneficiary forms in FireFly: either complete the form online in FireFly Admin or complete the form included with the statement.

Secretary Bowen will send the information to the President to distribute to the membership. Increases went out in March.

#### 14.9 2026 Physical Update.

There are two clinics scheduled for the advanced lift on June 22 and July 13. The clinics will run from 4 p.m. to 7 p.m., with five people seen per hour. Secretary Susan Bowen will need to know which Station to hold the clinics at. There will be another clinic or two in the fall.

There will be a physical clinic on Saturday, June 20, with Dr. Khan from 8 a.m. to 2 p.m. for members who cannot complete their physicals during the week. The clinic can accommodate about twelve people. Secretary Susan Bowen will work with the officers to make sure members are aware of the upcoming clinics.

It was mentioned that the Strawberry Festival Parade is also on Saturday, June 20, and many members are planning to march. A new date will be set for the physical clinic.

#### 14.10 Update on the LODD Benefits Process.

The Board received an update on the line-of-duty death benefits process, including available benefit pathways and administrative requirements. It was noted that LOSAP benefits must be reviewed based on whether the death occurred pre-entitlement or post-entitlement, with options for a lump sum or continued monthly payments to the surviving spouse, with monthly payments potentially exceeding the lump sum over time.

The district is assisting the family with submission of applicable claims, including Hartford Insurance



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benefits, which may include \$25,000 for an initial cancer diagnosis, an additional \$25,000 for a second occurrence, approximately \$6,000 for long-term disability, and a \$50,000 death benefit. Benefits under the Volunteer Firefighters' Benefit Law (VFBL) were also discussed, which include a \$50,000 death benefit, subject to family election and claim requirements.

The federal Public Safety Officer Benefit is also being coordinated through the Office of Fire Prevention and Control (OFPC); it was noted that this benefit has increased significantly from prior levels (historically \$50,000) and is now substantially higher, though the application and approval process may take a year or more.

The Board acknowledged the complexity of certain claims, including workers' compensation, and indicated further discussion would occur in executive session as needed. Additional considerations discussed included exploring group life insurance coverage for members as part of future budget planning, and updating the district's emergency contact forms to ensure accurate beneficiary and notification information is on file. The Board emphasized the importance of ensuring all available benefits are secured for the family.

#### Member Benefits & Family Support – Discussion:

The Board discussed the importance of ensuring members complete required annual physicals and maintain accurate tax status documentation, with all information properly submitted through the District Office to ensure eligibility for applicable benefits. This information will be reinforced with the membership at an upcoming department meeting.

A discussion was also held regarding potential support for the Rose family while benefit claims are being processed. It was noted that, given the extended timelines associated with certain benefits, it may be appropriate for the Department to have a direct conversation with the family to assess any immediate needs. While the District continues to process all applicable benefits and ensure compliance, any additional financial or support considerations were identified as a department-level matter. The Board acknowledged that no formal policy currently exists regarding supplemental support and indicated this may be considered for future development.

15. Elections (Annual or Special): None

#### 16. Treasurer Report

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

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

16.2 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to accept the wire transfer dated April 1, 2026, in the amount of \$834,602.76 for the sale of Old Station 4. Funds were placed in a separate NYCLASS account per the Fiscal Advisor's suggestion to earn interest until they can be used to pay down debt.



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All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

16.3 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to approve budget transfer of \$63,000 from A9025.8 Local Pension Fund to A9901.9LS Transfer to LOSAP for the Reclasse contributions to LOSAP.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

## 17. Approval to Properly Audit and Pay Claims as Submitted

17.1 18.1 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to approve the Audit of Claims for 2026 Expenses dated April 23, 2026, in the total amount of \$178,797.49.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

## 18. Director of Purchasing Report

18.1 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve the purchase of Knox Box replacements for New Tower 32-1 and Chief 32-4 Vehicle in the amount of \$4,798.00 from Knox Company, a single-source vendor. This will come out of the Radio Communications Budget.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

18.2 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve debit card expenses from March 2026 in the amount of \$29,195.65.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

18.3 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve all Chief's Monthly Mileage Reports from March 25, 2026, to April 22, 2026.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

18.4 Motion by Commissioner Tomko, seconded by Commissioner Harrington, to approve reimbursement to Commissioner Dan Kirchheimer for payment on personal card for Event Registration-Commissioner Training in Sullivan County in the amount of \$125.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

18.5 Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to purchase additional radios for Engine 5 (Reserve Engine) and New Brush 32-1 to come out of the P25 Radio Project Fund. The estimated cost is \$10,500. Amount remaining is \$14,536.58.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.



# VESTAL FIRE DISTRICT

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**Board of  
Fire Commissioners**  
David Harrington  
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18.6 The Board discussed a critical infrastructure failure at Station 3 involving a utility pole that was determined to be structurally compromised and in immediate need of replacement. Due to safety concerns and the utility provider's direction that service could be terminated if not addressed, emergency repairs were scheduled for the following morning. The station will operate on generator power during the outage, and coordination with Station 3 officers has been completed.

It was noted that the work is being performed under an emergency purchase due to the urgent nature of the failure, with an estimated cost of approximately \$25,000. The Board discussed funding options and determined that utilizing unallocated fund balance was appropriate given the circumstances.

Motion by Commissioner Kirchheimer, seconded by Commissioner Tomko, to authorize the transfer of up to \$30,000 from unallocated fund balance to cover the cost of the emergency repair, pending receipt of the invoice.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

18.7 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve Quarterly Budget Report from January 2026-April 2026 prepared by Director of Purchasing Paige Willes-Brown. The report has been reviewed by Commissioner McCartney.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion Carried.

## 19. Policies and Procedures – None

## 20. Unfinished Business

20.1 Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to enter an Intermunicipal Agreement for the temporary use of the 1999 American LaFrance Engine, also known as Engine 32-5, between Vestal Fire District and Endwell Fire District to begin on April 17, 2026, and to end on December 31, 2026. Exhibit A of the agreement will need to be signed by the Vestal Fire Department.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

### 20.2 Discussion on the use of Station 4 Siren

The Board received an update regarding prior discussions with the County and the Director of Emergency Services concerning siren activations. The district had requested a reduction in activation for certain calls; however it was clarified that calls classified as fire alarms will continue to result in siren activation. The County advised that, due to liability concerns, they will not assume responsibility for failing to sound the siren during fire alarm activations and will continue with the current procedures.

The matter was reviewed with legal counsel who concurred with the County's position. Based on guidance received from both the County Attorney and District counsel, no changes to the current activation protocol are anticipated at this time.

Commissioner McCartney and Commissioner Kirchheimer will schedule a meeting with neighboring



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residents to discuss the situation and provide clarification. The Board will be updated on the outcome of that meeting at a future session.

20.3 Open item regarding old Tower 32-1: An update on Tower 32-1 was provided earlier in the meeting. Commissioner Purdy and the project are moving forward.

20.4 Open item regarding new Brush Truck 32-1: Discussion was also held regarding Brush Truck 32-1, with Station 1 confirming acceptance of the current design configuration from Jutland.

20.5 Open item regarding the sale of old Station 4 building: The Board acknowledges that matters related to the sale of Station 4 and associated funds have been addressed with transfers in progress as needed.

20.6 Open item regarding Brush Truck 32-3: Captain Steve Gallo provided a status update. It was clarified that two items originally believed to be included in the base bid were not: a slide-out hose tray and a tool board with mounting hardware. The slide-out tray, intended to improve deployment and repacking of forestry hose, was quoted at approximately \$2,200, while the tool board and mounting hardware were quoted at \$1,325.96. It was noted that multiple quotes for these items have been obtained and reviewed through the Director of Purchasing.

Further discussion addressed the overall brush truck projects (Brush 32-1 and Brush 32-3), noting that costs remain fluid due to ongoing design considerations, and a final project total has not yet been established. As a result, it was determined that no excess project funds are currently available to cover these additional items.

A proposal was made to utilize available funds within the Station 3 operational budget, including miscellaneous tools and under-budget line items, to cover the cost of the equipment. The Board will continue to evaluate funding options and overall project costs as the apparatus projects progress.

The total cost for both items was confirmed at \$3,525.96. It was noted that purchasing the equipment within the current timeframe would result in approximately \$600 in savings due to delivery arrangements.

The Board discussed funding options and agreed that the purchase would be made using Station 3 operational budget funds, rather than allocating costs to the Brush truck project. A budget transfer will be required to move funds from various Station 3 budget lines into fleet maintenance to complete the purchase.

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to approve the purchase of the slide-out tray and mounting hardware for Brush 32-3 in the amount of \$3,525.96, to be funded from the Station 3 operational budget with a corresponding budget transfer.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

Staff was directed to coordinate with the Director of Purchasing to proceed with procurement and the Treasurer to complete the necessary budget transfer.

20.7 Open item regarding change order for new Rescue 32-2: There is no change order at the moment. Commissioner Purdy is working on it. The new drawings were received on Monday. The committee reviewed them and agreed they were good to go. It was stated that there might be a problem with the allocation of chassis from the Vendor.



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## 21. New Business

### 21.1 Give Oath of Office to Erika Pereira for the position of Assistant Secretary

Erika Pereira was welcomed and sworn in as the new Assistant Fire District Secretary. Leadership highlighted the benefits of the role for continuity, cross-training, and operational resilience, allowing staff time off without disruption and creating backups to primary positions. The position also addresses prior concerns about paperwork and workload management at the district level.

## 22. Resolutions: None

23. Announcements: The burn ban remains in effect until May 16. The next commissioner's meeting is scheduled for May 20.

24. Public Input Session: Important bylaw changes have been approved by the membership and introduced to the Fire Department Board of Directors, with more to come; noting alignment with policy will be essential.

25. Executive Session: Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to enter into executive session pursuant to Public Officer Law Section §105(1)(f) to discuss employment history-related legal matters tied to a line-of-duty death (LODD) benefit claim at 8:08 pm.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried.

Motion by Commissioner Tomko, seconded by Commissioner Kirchheimer, to return to open session at 8:44 pm.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion carried

26. Motion by Commissioner Harrington, seconded by Commissioner Tomko, to adjourn the meeting at 8:45 pm.

All in Favor: 4 (McCartney, Kirchheimer, Harrington, Tomko) Opposed: None Absent: 1 (Purdy). Motion Carried.

Respectfully Submitted,

Susan Bowen  
Fire District Secretary