VESTAL FIRE DISTRICT

Purchasing Policy
Adopted: October 9,2024
Revised: October 29, 2025

Policy #:	101.00
Policy:	Purchasing Policy
Effective Date:	October 9, 2025
Authority:	General Municipal Law § 104-b (2) (f) – For Authorized Individuals are responsible for purchasing.
Cross-reference:	

Purpose:

To establish a clear procedure for district staff and fire department members to make necessary purchases on behalf of the fire district.

Procedure:

1. All purchases on behalf of the fire district shall be conducted in accordance with the Procurement Policy and Procedures and the Purchasing Policy within the amounts appropriated in the annual budget.

2. Pursuant to General Municipal Law Section 104-b (2) (f), the following authorized individuals are responsible for purchasing for the Vestal Fire District:

NAME	TITLE
Paige Willes-Brown	Director of Purchasing
Marisa Butler	Fire District Treasurer
Susan Bowen	Fire District Secretary
Keith Purdy	Director of Fleet
Ronald Birdsall	Fire Commissioner
David Harrington	Fire Commissioner
Daniel Kirchheimer	Fire Commissioner
Thomas McCartney II	Fire Commissioner
Mark Tomko	Fire Commissioner
John Paffie	District Fire Chief
Stephen Langeland	Assistant Fire Chief – Station 1
William Stout	Assistant Fire Chief – Station 2
Kahl Miller	Assistant Fire Chief – Station 3
Charles Paffie	Assistant Fire Chief – Station 4
Andy Eaton	Department President
Sean Fitzpatrick	Station 1 President
Dale Frisbie	Station 2 President
David Bowen	Station 3 President
Donald Albrecht	Station 4 President
Robert Hamilton	Radio Communications
Walter Rochester	Water Rescue Team Lead
Derek Waddell	Training Director

Andy Eaton	Safety Officer
David Bowen	Quartermaster
Dusty McCartney	Facilities Coordinator
Josh Fischbeck	Information Technology
Jerry Stout	Fire Police Captain
Carle Truman	Fire Prevention Educator

Those holding the titles of Captain, 1st Lieutenant, 2nd Lieutenant, Foreman and Assistant Foreman will be allowed to make purchases at local businesses under the direction of the District Fire Chief and Assistant Fire Chiefs (Station Chiefs).

District Fire Chief is responsible for notifying the Fire District Secretary changes of Staff Positions, the Department President and Station Presidents by January 1st of each year for the policy to be updated prior to the Fire District Organizational Meeting.

3. All authorized personnel shall follow the process for local purchases under $500 for the Vestal Fire District.

    a. All authorized personnel should be using VFD Issued ID to identify the member when making purchases for the Vestal Fire District in local businesses when necessary.

    b. All invoices shall have for reference in the PO/Reference, Station Number, and purchaser's last name.

4. The approval prior to purchase of equipment, supplies, material and non-professional services shall be authorized as follows:

    a. Where the estimated cost does not exceed five hundred dollars ($500) purchases shall be made by authorized personnel, upon verbal quotations at the approval by the District Fire Chief or a Fire Commissioner.

    b. Where the estimated cost does not exceed one thousand two hundred dollars ($1,200), the Board of Fire Commissioners shall authorize the Director of Facilities to expend funds for Facility Maintenance and Repairs. The purchases shall be reviewed, signed off by a commissioner and approved at the next Fire District Meeting.

    c. Where the estimated cost does not exceed two thousand dollars ($2,000), the Board of Fire Commissioners shall authorize the Director of Purchasing to expend funds for budgeted purchases. The purchases shall be reviewed, signed off by a commissioner and approved at the next Fire District Meeting.

    d. Where the estimated cost is over five hundred dollars ($500) and does not exceed nineteen thousand nine hundred and ninety-nine dollars and ninety cents ($19,999.99), the purchase is required to receive approval from the Board of Fire Commissioners at the next Fire District Meeting.

    e. Where the estimated cost is over twenty thousand dollars ($20,000), the purchase shall be made using a competitive bidding process and shall be authorized by the Board of Fire Commissioners.

f. Purchases may be made from a federal, state or county contract.

g. “Piggyback” or similar programs will need to be vetted and approved by the Fire District Attorney, the Treasurer, and the Board of the Fire Commissioners prior to use of such program.

5. Contracts for public works, and services shall be authorized as follows:

   a. Where the estimated cost does not exceed five hundred dollars ($500) purchases shall be made by authorized personnel, upon verbal quotations at the approval by the District Fire Chief or a Fire Commissioner.

   b. Where the estimated cost is over five hundred dollars ($500) and that does not exceed thirty-four thousand, nine hundred and ninety-nine dollars and ninety-nine cents ($34,999.99) the public works and services is required to receive approval from the Board of Fire Commissioners at the next Fire District Meeting.

   c. Where the estimated cost is over thirty-five thousand dollars ($35,000), the public works and services shall be made using a competitive bidding process and shall be authorized by the Board of Fire Commissioners.

   d. Purchases may be made from a federal, state or county contract.

   e. “Piggyback” or similar programs will need to be vetted and approved by the Fire District Attorney, the Treasurer, and the Board of the Fire Commissioners prior to use of such program.

6. Exception of approvals prior to purchasing or services being rendered:

   a. Vehicle Maintenance and Repairs, notification shall be made from the Director of Fleet to the Board of Fire Commissioners of any necessary repairs.

   b. Service of Utilities and Professional Services such as Electric, Natural Gas, Propane, Telephone (Hardlines and Cell Phones), Garbage Collection, Water and Sewer, Extermination, Internet Service, Fuel (Gasoline and Diesel), to name a few. Other services may apply that are not listed here.

7. Requisition Form.

   a. Requisition forms must be completed by an authorized buyer in order to process the requested purchase or service.

   b. A request to purchase items must be accompanied by a requisition form and a generalized document stating what the item is, including all specifications for that item. The Director of Purchasing will research quotes for a particular item to assure the price is cost effective and in the best interest of the Fire District.

c. In the event of requested items to be purchased by any authorized buyer at a local vendor, and as long as it is in the Fire Department budget for Fire District purchase, it is to be approved by the Station Chief and/or District Fire Chief prior to the purchase being made. In the absence of the Station Chief, would result in the District Fire Chief approving said item to be purchased. A receipt should be accompanied by a completed requisition form and must be turned into the Director of Purchasing.

d. The Director of Purchasing will approve the requisition form and finish the process by sending the form to the Fire Chief, Station Chief or Commissioner depending on who requests the purchase for approval before the purchase is made.

8. Procurement Form

   a. Procurement Form is completed by the Director of Purchasing once all necessary documentation is gathered and present the form and its documentation to the Board of Fire Commissioner at the next Fire District Meeting.

9. The District Fire Chief is deemed overall responsible for reviewing the Vestal Fire District Requisition Form as follows:

   a. The District Chief, Assistant Chiefs and Captains shall review all requisitions pertaining to the Fire Department's District Budget.

   b. The requisition form shall be attached to all receipts and invoices that are approved by the District Fire Chief for purchases under $500.

10. Reimbursement of Fund to an Individual or Station.

   a. Mileage will be reimbursed at the federal rate and only if a fire department vehicle was not available at the time of travel.

   b. Meal or refreshments in association of a Full Department tone out for a major incident lasting 2 hours or longer in duration shall be reimbursable to the Station upon the Fire District receiving the receipt.

   ** It will be at the District Fire Chief or the Chief's Delegate discretion on type of incident with less than a Full Department tone out and the duration of the incident.

   c. Individual purchases paid in full by an individual at a business the Fire District does not have an account at, shall be reimbursed by the Station Treasurer and be reimbursable to the Station upon the Fire District receiving said receipt minus any taxes.

   d. Individual purchases paid in full at a business the Fire District does have an account at will be reimbursed at the discretion of the Fire Chief prior to being reimbursed by the Station Treasurer and to be reimbursable to the Station upon the Fire District receiving said receipt minus any taxes.

e. Online Defensive Driving will be reimbursed up to $40.00 as long as a valid receipt is turned in showing the Course from National Safety Council, the amount paid and the date of the class. This will be reimbursed by the Station Treasurer and be reimbursable to the Station upon the Fire District receiving said receipt.

11. The Fire District shall develop such forms and processes as necessary to carry out this policy and to document that the policy has been complied with.

By Order of the Board of Fire Commissioners
Vestal Fire District
Date approved: October 9, 2024
Revised and Approved: October 30, 2024
Revised and Approved: April 16, 2025
Revised and Approved: June 18, 2025
Revised and Approved: October 29, 2025

VESTAL FIRE DISTRICT

Requisition # ___________

PURCHASE REQUISITION FORM

Name : ______________________________

Area of the Budget: ______________________ Requisition Date: ______________

Product / Service Requested

Descriptive Details ______________________________

Purchase Cost

QTY __________ Amount __________

Reasons for Requisitions ______________________________

____

Requestor's Signature / Date

Chief or Commissioner Signature / Date

Purchasing Department (Accept or Reject) : ______________

Reason for Rejection: ______________________________

Received Date: __________ Budgeted (Yes or No): __________

Purchase Order No: __________ Purchase Order Date: __________

Vendor Name: ______________________________

Est Date of Arrival: __________ Amount: __________

Fixed Asset (Yes or No): __________

Remarks: ______________________________

______________________ ______________________

Director of Purchasing

Date

VESTAL FIRE DISTRICT PROCUREMENT FORM

PROCUREMENT OF GOODS

Section A

1. _______ Determine procurement is not for purchase exceeding $20,000

2. _______ Item(s) to be procured ____
Use additional sheets if necessary and attach catalog cut, if available

3. _______ Estimated Cost $______________________________

4. _______ Is this a purchase through Federal or State contract, "piggyback", or similar program?

Yes_______ No_______

If 'Yes', identify: contract _________________

and vendor _____________________Proceed to **Section C**

If 'No' proceed to #5

5. **Dollar Limit** **Procedure**

Dollar Limit	Procedure
______ Up to $500	Approval by a Commissioner or the District Fire Chief is required.
______ Up to $1,200	Approval for Director of Facilities to spend on Maintenance Repairs
______ Up to $2,000	Approval for Director of Purchasing to spend on all purchases
______ $501 to $1,999	Approval by the Board of Fire Commissioners at their next meeting is required.
______ $2,000 to $3,999	Documented verbal quotes from at least two (2) separate vendors, if available (Attach quotes to this form. Email and fax are acceptable). Approval by the Board of Fire Commissioner at their next meeting is required.
______ $4,000 to $19,999	Formal written quotes from at least three (3) separate vendors (Attach written quotes to this form. Email and fax are acceptable). Approval by the Board of Fire Commissioner at their next meeting is required.

6. _______ Unable to obtain the required number of quotes. Provide explanation on separate sheet and attach to this form.

- Purchases will be procured from lowest responsible vendor. If purchase is not made upon lowest quote, provide detailed explanation for selecting vendor on separate sheet and attach to this form.

CONTRACTS FOR PUBLIC WORK AND SERVICES

Section B

1. _______ Determine procurement is not for work or services exceeding $35,000

2. _______ Service(s) to be procured ____
   Use additional sheets if necessary and attach proposal, if available

3. _______ Estimated Cost $________________________________

4. **Dollar Limit** / **Procedure**

Dollar Limit	Procedure
______ up to $14,999	Formal written quotes from at least two (2) separate vendors, if available. (Attach written quotes to this form. Email and fax are acceptable). Approval by the Board of Fire Commissioner at their next meeting is required.
______ $15,000 to $34,999	Formal written quotes from at least three (3) separate vendors, if available. (Attach written quotes to this form. Email and fax are acceptable). Approval by the Board of Fire Commissioner at their next meeting is required.

5. ______ Unable to obtain the required number of quotes. Provide explanation on separate sheet and attach to this form.

- Services will be procured from lowest responsible vendor. If procurement is not made upon lowest quote, provide detailed explanation for selecting vendor on separate sheet and attach to this form.

Section C

THIS SECTION MUST BE COMPLETED FOR ALL PURCHASES OR PROCUREMENTS.

I certify that the information provided above is in conformance with and in furtherance of the Vestal Fire District Procurement Policy.

Name: __________________________ Signature: __________________________

Dated: __________________________

No Approval Needed by BOFC Under $500 Check Here: ______ Approved by: _____________

No Approval Needed by BOFC Under $1,200 Check Here: ______ Approved by: _____________

No Approval Needed by BOFC Under $2,000 Check Here: ______ Approved by: _____________

Approved by BOFC on _______________ Resolution Number #_________________