

VESTAL FIRE DISTRICT

Purchasing Policy

Adopted: October 9, 2024

Revised: September 23, 2026

Policy #:	101.00
Policy:	Purchasing Policy
Effective Date:	October 9, 2024
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:

<u>NAME</u>	<u>TITLE</u>
Paige Willes	Director of Purchasing
Marisa Butler	Fire District Treasurer
Susan Bowen	Fire District Secretary
Erika Pereira	Assistant Fire District Secretary
Keith Purdy	Fire Commissioner
David Harrington	Fire Commissioner
Daniel Kirchheimer	Fire Commissioner
Thomas McCartney II	Fire Commissioner
Mark Tomko	Fire Commissioner
Charles 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
Justin Petcosky	Assistant Fire Chief – Station 4
Andy Eaton	Department President
Sean Fitzpatrick	Station 1 President
Dale Frisbie	Station 2 President
Devan Hansen	Station 3 President
Rebecca Cetta	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
Robert Warner	Fire Police Lieutenant
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 \$1000 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 reference in the PO/Reference box, the 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 a thousand dollars (\$1000) purchases shall be made by authorized personnel, upon verbal quotations at the approval by the District Fire Chief or a Fire Commissioner. The purchases shall be reviewed, signed off and approved at the next Fire District Meeting.
 - b. Where the estimated cost does not exceed four thousand dollars (\$4,000), the Board of Fire Commissioners shall authorize the Director of Purchasing, Director of Facilities, Director of Information Technology, and Fleet Chief to expend funds in their respective area of budget and finance. The purchases shall be reviewed, signed off by a commissioner and approved at the next Fire District Meeting.
 - c. Where the estimated cost is over four thousand dollars (\$4000) 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.
 - d. 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.
 - e. Purchases may be made from a federal, state or county contract.

- f. "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: The Commissioner responsible for Fleet and Equipment will report required vehicle maintenance or repairs to the Board of Fire Commissioners.
- 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 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. Auxiliary purchases can be reimbursed to the individual member or the Auxiliary Treasurer's 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 a New York State approved vendor, 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.

*Note Approved vendors can be found here <https://dmv.ny.gov/points-and-penalties/pirp-and-ipirp>

Most popular, straightforward online options with competitive pricing are **I Drive Safely**, **New York Safety Council**, and **American Safety Institute**.

- 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

Reviewed and Approved: January 8, 2025

Revised and Approved: April 16, 2025

Revised and Approved: June 18, 2025

Revised and Approved: October 29, 2025

Revised and Approved: January 7, 2026

Revised and Approved: January 28, 2026

Revised and Approved: September 23, 2026

VESTAL FIRE DISTRICT
PURCHASE REQUISITION FORM

Requisition # _____

Name : _____

Area of the Budget: _____ Requisition Date: _____

Product / Service
Requested

Descriptive Details _____

	<u>QTY</u>	<u>Amount</u>
Purchase Cost	_____	_____

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

- | <u>Dollar Limit</u> | <u>Procedure</u> |
|----------------------------|--|
| _____ Up to \$1,000 | Approval by a Commissioner or the District Fire Chief is required. |
| _____ Up to \$4,000 | Approval for Director of Purchasing, Director of Facilities, Director of Information Technology, Fleet Chief to spend on Maintenance Repairs to expend funds in their respective area of budget and finance. With amounts from \$2,000 to \$4,000, documented verbal quotes from at least two (2) separate vendors are needed. The purchases shall be reviewed, signed off by a commissioner and approved at the next Fire District Meeting. |
| _____ \$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**

_____ 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 \$1,000 Check Here: _____ Approved by: _____

No Approval Needed by BOFC Under \$4,000 Check Here: _____ Approved by: _____

Approved by BOFC on _____ Resolution Number # _____