



**VESTAL FIRE DISTRICT
BOARD OF FIRE COMMISSIONER
ORGANIZATIONAL & REGULAR MEETING
AGENDA**

Date: January 10, 2024

Present: Commissioners:

Other Present:

Governance Committee:

The meeting was called to order at 5:00 pm by Chairwoman M. Sexton.

Pledge to the Flag

Oath of Office for all Fire District Officers

RESOLUTION 1F- 2024 Regular Meetings of the Fire District

RESOLUTION 2F- 2024 Appointment of the Fire District Secretary, Records Management Officer and Records Access Officer for FOIL Requests

RESOLUTION 3F – 2024 Appointment of Fire District Attorney

RESOLUTION 4F – 2024 Appointment of the Director of Purchasing

RESOLUTION 5F – 2024 Appointment of the Fire District Treasurer

Motion to appoint Nicholas Angeline as Deputy Treasurer for the Fire District for the year 2024,
by _____ Seconded By _____

RESOLUTION 6F – 2024 Designation of Newspaper

RESOLUTION 7F – 2024 Organization Memberships – District Supported

RESOLUTION 8F – 2024 Organization Memberships – Department Supported

RESOLUTION 9F - 2024

RESOLUTION 10F – 2024 Authorize Pay in Advance Claims

RESOLUTION 11F – 2024 Adoption of Other Organizational Appointments, Authorizations

- a) **Motion to Approve** the designated Depositories for Fire District Funds
- b) **Motion to Approve** to designate with authority to sign checks to Maria Sexton, Jessica Farley and Nicholas Angeline.

- c) **Motion to Approve** the form, manner and sufficiency of the Employee Surety Bond (See Town of Vestal Organizational Meeting Minutes)
- d) **Motion to Approve** Keith Purdy, Independent Apparatus Consultant, to Director of Fleet
- e) **Acknowledgement and acceptance** by the Board of Fire Commissioners of the following station representatives to the LOSAP committee:
 - Station 1 – Eugene Wagner
 - Station 2 – Vincent Colling
 - Station 3 – Ronald Birdsall
 - Station 4 – Edward Hildebrand
 - Member at Large – Robert Warner
- f) **Acknowledgement and acceptance** by the Board of Fire Commissioners of the following members of the Governance Committee as assigned by the Vestal Town Board:
 - Chairman Thomas McCartney
 - Vice Chairman David Harrington
 - Member Ronald Birdsall
 - Member Michael Petcosky
 - Member Mark Tomko
- g) **Motion to Approve** the 2024 District Chief and Assistant Chiefs for the Vestal Fire Department
 - District Chief John Paffie
 - Assistant Chief for Station 1 Stephen Langeland
 - Assistant Chief for Station 2 William Stout
 - Assistant Chief for Station 3 Kahl Miller
 - Assistant Chief for Station 4 Charles Paffie
- h) Reviewed District policies:
Motion to approve the following Policies and Procedures of the Vestal Fire District
 - 100.00 Procurement Policy
 - 101.00 Purchasing Policy
 - 101.01 Purchasing Policy Appendix
 - 101.02 Procurement Form
 - 102.00 Yearly Budget Submittal for Fire Department
 - 102.01 Budget Submittal Form
 - 103.00 Receiving of Invoices Policy
 - 200.00 Fraud Policy
 - 300.00 Fund Raising

* More policies will be added as they are written and approved.
- i) Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2024 as follows:

Parade	Location	Month	Station Apparatus
<i>St. Patrick's</i>	<i>Binghamton</i>	<i>March</i>	<i>Station 4</i>
<i>Memorial Day</i>	<i>Endicott</i>	<i>May</i>	<i>Station 1</i>
<i>Memorial Day</i>	<i>Binghamton</i>	<i>May</i>	<i>Station 4</i>
<i>Owego Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>
<i>Veteran's Day</i>	<i>Endicott</i>	<i>November</i>	<i>Station 1</i>
<i>Veteran's Day</i>	<i>Binghamton</i>	<i>November</i>	<i>Station 4</i>
<i>Johnson City Holiday</i>	<i>Johnson City</i>	<i>December</i>	<i>Station 4</i>
<i>Endicott Holiday</i>	<i>Endicott</i>	<i>December</i>	<i>Station 1</i>

On a **motion to approve** the above items in Resolution 11F – 2024 by _____ seconded by _____

Motion to approve the minutes of the December 13, 2023 Meeting.

Treasurer's Report:

Motion to approve the attached list of Vouchers dating 12/29/2023, 01/05/2024 and 01/10/2024.

New Business

- 1) **Motion to approve** the Provident Insurance Policy through Smith Brothers at a 3-year Installment Premium rate of \$4,628 per year.
- 2) A reprint and posting of Notice of Special Election due to Location error in the original Notice

Correspondence:

- Received and file Warrants 2023-50F, 2023-52F, 2024-01F and 2024-01F-AP