



**VESTAL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONER  
REGULAR MEETING – MINUTES**

**Date: December 13, 2023**

The meeting was called to order at the conclusion of the Town Board Meeting at 5:26pm by Chairman J. Schaffer.

**Present: Commissioners:**

J. Schaffer-Chairman  
P. Fitzgerald  
S. Messina  
S. Donnelly  
J. Fletcher

**Other Present:**

S. Bowen- Fire District Secretary  
P. Willes- Director of Purchasing  
J. Paffie – Fire Chief  
N. Angeline- Deputy Treasurer/Town Comptroller  
6 members of the Public

**Governance Committee:**

T. McCartney- Chair

Pledge to the Flag was conducted during the Town Board Meeting.

Motioned by P. Fitzgerald, seconded by J. Fletcher to approve the minutes of the December 6, 2023 Meeting. All ayes. Carried.

**Correspondence:**

- Received and file Warrant 2023-49F

**Bid Openings**

None

**Chief's Report**

J. Paffie:

- 1) Equipment
- 2) Apparatus- Fire Chief J. Paffie mentioned awaiting arrival on the Tank for Tower 1. The last tank that was received was the wrong part so they are waiting for the new part. Other than that, the Apparatus is up and running. The 2 New Engines will hopefully arrive in the next 2 weeks. Once they arrive, Graphics & Tool Mounting will begin. By then, the Engines should be in service by the end of the year or close to.
- 3) Radio Communications
- 4) Stations
- 5) Training
- 6) Special Events- Fire Chief J. Paffie wanted to thank everyone for their support with Breakfast with Santa. It was a great turnout. He wanted his statement to be on record & to be posted in the minutes for the public to see how thankful the department is. He appreciates everyone showing up & coming out.
- 7) Miscellaneous

### **Treasurer's Report:**

Presented Vouchers to be paid on 12/15 and 12/22.

Motioned by P. Fitzgerald, seconded by J. Fletcher to approve Vouchers for payment. All ayes. Carried.

### **Budget & Finance:**

- 1) **R57F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to approve the purchase of (5) new Dell Latitude 3540 Laptops for the Governance Committee in the total amount of \$4,250.35 to come from Line F3410 2220. Carrying case will also be purchased for the Laptops. All ayes. Carried.
- 2) **R58F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to retro actively approve the GearGrid Hose Drying Rack in the amount \$1,977 for the New Station 4 Project. Purchase was previously approved by Chairman Schaffer. All ayes. Carried.
- 3) Discussion on the purchase of CCTV Camera System in the amount of \$12,558.79 and the Network Installation in the amount of \$4,950 for the New Station 4. Procurement policy was not followed prior to the purchase and work.

-Chairman J. Schaffer asked Susan Bowen, Fire District Secretary to explain. She discussed the office received an invoice from the Computer Shop for the purchase of a CCTV Camera System and Network Installation for the New Station 4. There were no quotes attached and its requested to receive quotes to follow the Procurement Policy.

-Chairman J. Schaffer asked Fire Chief J. Paffie if he has taken care of it.

-Fire Chief J. Paffie replied that Asst. C Paffie was working on it and was getting the other quotes.

**R59F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to retro actively approve the payment of CCTV Camera System in the amount of \$12,558.79 and the Network Installation in the amount of \$4,950 out of the new Station 4 Project once proper documentation is received. All ayes. Carried.

- 4) **R60F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to retro actively approve the payment of \$2,980 to the Computer Shop to move the existing Keyless Entry Door system from the Old Station 4 to the New Station 4. This system was originally purchased through the Computer Shop in 2022. All ayes. Carried.
  - 5) **R61F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to approve the authorization to pay a total of \$1,436,418 which is \$718,209 for each Engine to the HME Inc. All ayes. Carried.
- R62F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to approve the authorization to pay a total of \$30,840 which is \$15,420 for each Engine to HME Inc. This amount for items that will be done locally once the Engine arrive from the factory.

All items to be paid out of the Engine 32-2 & Engine 32-3 Bond Project. All ayes. Carried.

**Personnel:**

- 1) **R63F-2023** Motioned by P. Fitzgerald, seconded by J. Fletcher to approve allowing Susan Bowen to carryover any remaining vacation hours for 2023 as of 12/31/2023. This is due to training a new employee in the Administration office that started at the end of July and the transition of creating a new fire district that will happen during the month of December. All ayes. Carried.

**Old Business:**

None

**New Business:**

None

**Public Comments:**

-Fire Chief J. Paffie on behalf of the Vestal Fire Department and Vestal Fire District, he thanks J. Schaffer as Chairman /Supervisor and Commissioner/Councilwoman P. Fitzgerald for stepping in when anyone stepped away and for supporting the department and district with achieving their goals, sticking with the 5-year plan and 20-year plan, and the 2023 Budget. All around, just making sure the public knows that in every meeting that is held. All of the talk about Emergency Services, he says you can't beat the town. You can't be what we have in this town.

-Fire Chief J. Paffie also wanted to thank all of the Town of Vestal Board Members for everything that they do but especially the ones that will not be on the Board next year. It is much appreciated. Lastly, he wished everyone a Merry Christmas and a Happy New Year.

**Commissioners Comments:**

-Commissioner S. Messina explained the Breakfast with Santa was a great turnout, as what Fire Chief J. Paffie had said. There were lots of people there and lots of pictures with Santa were taken. She said it was a great community event.

- Commissioner J. Fletcher thanked Fire Chief J. Paffie, stating it was an honor and a privilege from prior chieftom. Fletcher also wishes Tom McCartney best of luck with the new committee responsibilities for the next year. With the new committee members, he states he has no fear whatsoever that everything will be handled well and states it's in good hands.

-Commissioner S. Donnelly also added that Breakfast with Santa was a very nice event & there were lots of people in and out. It's always nice to have events like that in Vestal. He appreciates everyone that volunteered including Commissioner S. Messina and helped out with the event.

**Future Meeting Dates:**

Motioned by P. Fitzgerald, seconded by J. Fletcher to adjourn the meeting at 5:38pm.

Respectfully Submitted,

Paige Willes  
Director of Purchasing

Susan Bowen  
Fire District Secretary