

**VESTAL BOARD OF FIRE COMMISSIONERS WORK SESSION MINUTES**  
**WEDNESDAY, SEPTEMBER 2, 2015**

In Attendance: Town Board members acting as the Board of Fire Commissioners - Schaffer, Fitzgerald, Majewski, Messina and Agneshwar

Also Attending: Comptroller Laura McKane, Fire Chief David Harrington, Fire Department Secretary Susan Bowen, Fire Station Chiefs Rose, Birdsall and Stout, Town Clerk Emil Bielecki, 2 reporters from local media outlets and several members of the general public.

Fire Commissioner Schaffer **convened the meeting at 6:00 PM.**

**Review of the 2016 Fire District Budget**

Comptroller Laura McKane distributed the 2016 Fire District budget as submitted by the Fire Department. She noted that this is the initial stage of the budget review process. The preparation and adoption of the Fire District budget is on a schedule that is separate from the overall Town budget process. A separate public hearing on the proposed 2016 Fire District budget will be held on October 20, 2016 and the final budget must be adopted on or before November 4, 2016.

The Board engaged Fire Chief Harrington, Administrative Assistant Sue Bowen and Comptroller Laura McKane in a line by line review of the initial 2016 Fire District budget. Some of the major topics of discussion and commentary included the following:

- The budget includes additions to capital reserves. This is a desirable action in anticipation of future capital expenses.
- The line for refund of prior year's taxes will probably need to be adjusted as the information becomes available from the County.
- The Foam District is a separate entity which is funded 100% by an assessment on the tank farms.
- The Fire Department has a person focusing on grant applications and will pursue grant funding for hoses, turnout gear and other needs.
- Vehicle maintenance costs keep rising and represent an ongoing challenge to the Department particularly in view of the fact that we have an aging fleet.
- Travel and Education expenses are up due to increased fees at the Fire Academy and other training venues.
- The Fire Department is asking for supplemental disability insurance coverage for lost wages for the volunteer firefighters and the ladies' auxiliary.
- The Fire Department is working with the Town's IT Department to determine if the new internet service can be used by the Fire Department to reduce the costs.
- The Fire Department is asking to upgrade the database management software to assist the Department secretary in filing mandatory reports and improve productivity.
- The Fred Singer Training Site is slated to undergo various operational improvements in 2016, the cost of which will be mostly covered by outside user fees.

Due to the need to act on certain items prior to the adoption of the Fire District budget, Fire Commissioner Schaffer asked the Board of Fire Commissioners to consider passage of two resolutions as follows:

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**Extension of Services with Hueber-Breuer**

**R202-15** On a motion of Fire Commissioner Majewski, seconded by Fire Commissioner Messina, the following resolution was

**ADOPTED** Ayes 5 Majewski, Fitzgerald, Agneshwar, Messina, Schaffer  
Nays 0

Resolved to authorize the extension of services from Hueber-Breuer Construction Co., Inc. in the amount of 8,800.00 for the following:

1. Conduct a series of 5 meetings.
2. Fully demonstrate the projects financial, contractual, and code requirements to the Committee, Department and Town Board/ Fire Commissioners.
3. Update the existing Feasibility Study to reflect 2015-2016 pricing.
4. Work with Bivens Architects to review project scope and program.
5. Prepare a series of power points summarizing the project for the Departments use.
6. Create a Critical Path that would facilitate construction in summer of 2016.

\*Exclusions: Mass printing of Feasibility Study will be billed at \$35 per copy\*

**Use of Fire District Capital Reserve Fund to Refurbish Parking Lots at Stations 1, 2 and 3**

**R203-15** On a motion of Fire Commissioner Messina, seconded by Fire Commissioner Fitzgerald, the following resolution was

**ADOPTED** Ayes 5 Majewski, Fitzgerald, Agneshwar, Messina, Schaffer  
Nays 0

Resolved, that the Board of Fire Commissioners of the Town of Vestal, pursuant to the provisions of Section 6-g of the Town Law, hereby authorizes the Fire District to use money in the Vestal Fire District Capital Reserve Fund to cover the cost of refurbishing the parking lots at Fire Stations # 1, 2 and 3 in an amount not to exceed \$175,000.00. This resolution is subject to permissive referendum.

**Adjournment**

On a motion of Fire Commissioner Messina, seconded by Fire Commissioner Fitzgerald, the **Work Session was adjourned at 7:57 PM.** Carried unanimously.

Respectfully submitted,  
Emil Bielecki  
Town Clerk & Fire District Secretary