



# GATES FIRE DISTRICT



2355 Chili Avenue, Rochester, New York 14624

Phone: 585-426-2720 Fax: 585-426-7444

[www.gatesfd.org](http://www.gatesfd.org)

*Serving Territory in the Towns of Gates and Chili, N. Y.*

**Gates Fire District  
Board of Fire Commissioners  
Organizational and Regular Commission Meeting  
Thursday, January 12, 2023  
6:30 PM**

## UNAPPROVED MINUTES

### Attendance

Louis Comenale, Jr., Chairman  
Daniel Cox, Vice Chairman  
James Werth, Commissioner  
David DiCaro, Commissioner  
Alan R. Bubel, District Fire Chief  
Timothy D. Goole, District Assistant Fire Chief  
Brittany Gould-Treasurer  
Julie Spencer, Deputy District Treasurer  
Donna Capone, District Secretary  
Mark C. Butler, Esq., Legal Counsel

### Guests

\*\*See sign-in sheets

### Absent

Mark C. Butler, Esq., Legal Counsel-Excused  
David Hancock, Commissioner

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**Chairman Comenale called the Organizational/Commission Meeting of the Gates Fire District to order at 6:30 p.m. Regular Meeting following the break.**

**Pledge of Allegiance was led by Assistant Chief Goole.**

**Chairman Comenale identified all the emergency exits within the building.**

Motion made by Commissioner Comenale to appoint Commissioner Cox Chairman for 2023.

Second by: Commissioner Werth.

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-abstained.

*\*\*Commissioner Cox abstains from voting for the Chairman appointment.*

Introduction and Oath of Office administered to newly elected Commissioner David DiCaro by Chairman Cox.

Introduction and Oath of Office administered to newly elected Commissioner Louis Comenale by Chairman Cox.

Motion made by Commissioner Werth to appoint Commissioner Comenale as Vice Chairman for 2023.

Second by: Commissioner DiCaro.

Roll Call Vote: Commissioner Comenale-abstained, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

*\*\*Commissioner Comenale abstains from voting for the Vice Chairman Appointment.*

Statement by the Board of Fire Commissioners: Since agendas are available to the audience, the Board will go through each item and on to the next, unless there is a need for discussion. A roll call vote will be taken.

**1. Resolution 2023.1.12.1:**

(Read by Chairman Cox: Motion made by Commissioner Comenale)

Resolved, that Donna Capone be and is hereby appointed to the position of District Secretary to the Board of Fire Commissioners and the Fire Chief and is to perform such duties as assigned for 2023.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Introduction and Oath of Office administered to newly appointed District Secretary Donna Capone by Chairman Cox.

**2. Resolution 2023.1.12.2:**

(Read by Chairman Cox: Motion made by Commissioner Comenale)

Resolved, that Brittany Gould be and is hereby appointed as District Treasurer of the Gates Fire District for the Board of Fire Commissioners and the Fire Chief and is to perform such duties as assigned for 2023. Security bonds to be secured by Treasurer Gould and presented to the Board of Fire Commissioners.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Introduction and Oath of Office administered to newly appointed District Treasurer Brittany Gould by Chairman Cox.

**3. Resolution 2023.1.12.3:**

(Read by Chairman Cox: Motion made by Commissioner Comenale)

Resolved, that Mark C. Butler, Esq. be and is hereby appointed as General Counsel Attorney for the Gates Fire District for the year 2023 and is to serve at the pleasure of the Board of Fire Commissioners.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**4. Resolution 2023.1.12.4:**

(Read by Chairman Cox: Motion made by Commissioner Comenale)

Resolved, that Joshua Steele of Harris Beach PLLC, Attorneys at Law, be and is hereby appointed as Labor Relations Attorney for the Board of Fire Commissioners for the year 2023.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**5. Resolution 2023.1.12.5:**

(Read by Chairman Cox: Motion made by Commissioner Comenale)

Resolved, that Coughlin & Gerhart LLP, Attorneys at Law, be and is hereby appointed as Labor Relations Attorney (207-a matters) for the Board of Fire Commissioners for the year 2023.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**6. Resolution 2023.1.12.6:**

(Read by Chairman Cox: Motion made by Commissioner Comenale)

Resolved, that the following people:

Adam Rossi: Communications and Technology Coordinator  
Joseph Wainwright: Laborer  
Jack Hill: Laborer  
MaryBeth Dambra: Per diem Administrative Assistant

Be hereby appointed to the listed position above for the year 2023 and are to serve at the pleasure of the District Fire Chief and Board of Fire Commissioners and to perform such duties as assigned.

Second by: Commissioner Werth  
Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

District Secretary Donna Capone to read the following Resolutions:

**7. Resolution 2023.1.12.7:** Motion by Commissioner Comenale.

Resolved, that the following be and is hereby appointed as Line Officer for the Gates-Chili Fire Department for the year 2023 and is to serve at the pleasure of the District Fire Chief and the Board of Fire Commissioners.

**Safety Officer:** David Sanza

Second by: Commissioner Werth  
Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**8. Resolution 2023.1.12.8:** Motion by Commissioner Cox.

Resolved, that the Gates Fire District Records Retention Committee be appointed as follows: District Secretary Capone, Commissioner Comenale, Commissioner Werth for the year 2023 and is to serve at the pleasure of the Board of Fire Commissioners and to perform such duties as assigned.

Second by: Commissioner Werth  
Roll Call Vote: **Motion did not pass**

*\*\*Commissioner Comenale and Commissioner Werth abstain from voting for the Records Retention Committee Appointment.*

**9. Resolution 2023.1.12.9:** Motion by Commissioner Comenale.

Resolved, that the salary structure for the administrative employees of the Gates Fire District for the year 2023 has been approved and have commenced on January 1, 2023.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

*(The salary for career firefighters in 2023 will follow the current Collective Bargaining Agreement.)*

**10. Resolution 2023.1.12.10:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners for the Gates Fire District approves of the attached voucher.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**11. Resolution 2023.1.12.11:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners for the Gates Fire District authorizes the payment of mileage for the use of private vehicles in the course of official duties at the rate set by the Internal Revenue Service, and further resolved, that a claim for payment of mileage is to be made on a proper Gates Fire District voucher and submitted to the Treasurer.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**12. Resolution 2023.1.12.12:** Motion by Commissioner Comenale.

Resolved, that the Official Newspapers for the Gates Fire District for the year 2023 be and are hereby designated as the Rochester Business Journal and the Rochester Democrat & Chronicle.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**13. Resolution 2023.1.12.13:** Motion by Commissioner Comenale.

Resolved, that the Official Depositor Banks for the Gates Fire District for the year 2023 be designed as follows: Tompkins Community Bank and Comerica Bank. Let it be also resolved, that the Treasurer be the authorized signer along with Commissioner Comenale and Commissioner Werth on the above designated banks.

Second by: Commissioner Werth  
Roll Call Vote: **Motion did not pass**

*\*\*Commissioner Comenale and Commissioner Werth abstain from voting for the Authorized Signer Appointment.*

**14. Resolution 2023.1.12.14:** Motion by Commissioner Comenale.

Resolved, that the official investment managers and administrators for the Length of Service Awards Program (LOSAP) funds are the Royal Bank of Canada (RBC) Wealth Management and Penflex, Inc.

Second by: Commissioner Werth  
Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**15. Resolution 2023.1.12.15:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners, Fire Chief, Assistant Fire Chief, Treasurer, District Secretary, and the Attorney are authorized to attend all meetings for official business and quarterly meetings.

Second by: Commissioner Werth  
Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**16. Resolution 2023.1.12.16:** Motion by Commissioner Comenale.

Resolved, that the meetings of the Gates Fire District be designated per the attached meeting schedule, the second and fourth Thursday of each month unless otherwise noted, convening at 6:30 p.m. All meetings are to be held at the Gates Fire District Administration Office, 2365 Chili Avenue, Rochester, New

York 14624, unless the location and time is to be changed by the Board of Fire Commissioners. Postings for the public will be posted at all three Fire Stations and the Administration Building. Special meetings may be held pursuant to the law.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**17. Resolution 2023.1.12.17:** Motion by Commissioner Comenale.

Resolved, the Gates Fire District will maintain memberships in the following associations:

-Association of Fire Districts of the State of New York

-Monroe County Fire Districts

-Firemen's Association of the State of New York

-Monroe County Volunteer Firemen's Association

-Gates Chili Chamber of Commerce

-The District will continue to sponsor members (Chiefs, Battalion Chiefs, Staff Officers and Board members) in the New York State Association of Fire Chiefs and International Association of Fire Chiefs.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**18. Resolution 2023.1.12.18:** Motion by Commissioner Comenale.

Resolved, that the Gates Fire District will utilize the following as preferred vendors and contracts for the year 2023, as reviewed and approved by the Board.

Alliance Door & Hardware, Inc.

Alpine Software

American Test Center (Natham Ireland)

BRYX

Casella

Churchville Agency Inc.  
Churchville Fire Equipment  
Code 4 Hurst  
Comerica Bank  
Complete Payroll  
Cummins NE  
Coughlin & Gerhart, LLP  
Democrat & Chronicle  
Dival  
Empire Fire Protection Services, Inc.  
Employee Assistance Program (UR Medicine)  
Emergency Power Systems  
Fire Service Safety Testing  
Fire Due Services  
Floyd Truck Maintenance  
Frontier Communications  
General Security  
G&G Fitness Equipment  
Greenlight  
Harris Beach, PLLC  
H.R. Works  
Just Solutions  
Kenworth Northeast Group  
Kruger's Professional Services  
Laserfiche  
Law Offices of Mark C. Butler, Esq.  
L.E.P.A.



Lewis General Tires, Inc.  
Lifetime Benefit Solutions  
Monroe County Water Authority  
Motorola Solutions  
Municipal Emergency Services, Inc. (MES)  
NOCO  
Outback Truck  
Passero Associates  
Paul Shad (Henrietta)  
Penflex, Inc.  
Penn DDA  
Premier Fire Equip (Emergency-1)  
Postler & Jaeckle Corp.  
RadioMax Communications  
RBC Wealth Management  
Rochester Business Journal (RBJ)  
Regional Distributors, Inc.  
Rochester Gas and Electric  
Sentinel Security (General Security)  
Skywave Communications  
Staples  
Spectrum  
Tompkins Community Bank  
Target Solutions  
Thru-Way Spring  
Toshiba Business Solutions  
Town of Gates

Uniform Express  
U.S. Employee Benefits Services Group  
Vertiv Corp.  
V.P. Supply  
W.B. Mason Co.  
Wegmans  
Windstream for Fiber infrastructure  
Wolf Mechanical Service  
Workfit Medical, LLC  
Wright Express Fleet Services (WEX)  
Xpress Yourself Screen Printing

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**19. Resolution 2023.1.12.19:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby adopts Stokes, Visca, Hucko, Barone, CPA's LLC as the Fire District Accounting Firm for the year 2023.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**20. Resolution 2023.1.12.20:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby re-adopts and re-approves the Rules and Regulations, policies, procedures, operational guidelines, handbook, and other documents as listed and set forth in the attached Schedule A to these minutes as the Rules and Regulations, policies, procedures, operational guidelines, and handbook of the Gates Fire District.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**21. Resolutions 2023.1.12.21:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby approves and re-approves leases and recurring contracts.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**22. Resolution 2023.1.12.22:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby designates Station 1 (2355 Chili Avenue, Rochester, NY 14624), Station 2 (2215 Long Pond Road, Rochester, NY 14624), Station 3 (22 Coldwater Road, Rochester, NY 14624) and the Administration Building (2365 Chili Avenue, Rochester, NY 14624) as the official locations for posting notices for the public.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**23. Resolution 2023.1.12.23:** Motion by Commissioner Comenale.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby adopts the Budget Hearing date for the year 2023 as October 17<sup>th</sup>, 2023.

Second by: Commissioner Werth

Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Chairman Cox thanked the Chief's Office, Administrative Staff and Career Staff for their involvement in assisting with the Organizational Meeting.

Brief pause.

**Would any of the guests like to address the Board at this time?**

**Kathleen Johnson addressed the Board  
Charles Johnson addressed the Board  
Scott Bubel addressed the Board**

**Approval of Prior Meeting Minutes:**

Motion to approve the December 8th, 2022, Commission meeting minutes made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Motion to approve the December 22<sup>nd</sup>, 2022, Commission meeting minutes made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Motion to approve the December 29<sup>th</sup>, 2022, Commission meeting minutes made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**Treasurer's Report – presented by Brittany Gould:**

Treasurer's Report presented.

Motion to approve the Treasurer's Report as December 31st, 2022, made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Monthly Check List Report presented.

Motion to approve the Monthly Check List Report made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$77,477.17 were presented by the Treasurer and were audited by the Board of Fire Commissioners. All Commissioners in attendance signed the attachment to the Treasurer's Office list of vouchers approved to be paid.

Motion and Resolution to approve the Accounts Payable Report for the January 12th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$77,477.17 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner

Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Tax Levy issue-there was a clerical error in the 2023 Gates Fire District tax levy. We became aware of this error when a Gates Fire District resident inquired of the rate seeming incorrect. We immediately contacted the County to determine where the number went wrong and how we can resolve it. As part of our budget process, we submit a budget certification with each Town and the Town submits the budget to the County. We do not have any direct communication with Monroe County. This process is done back in October/November, we do not see the amount of tax levy in regard to the Gates Fire District taxes to be collected until the tax bills come out. We will be working with Monroe County to establish a verification process to ensure that this does not happen again.

Fund balance-we have a budget surplus from the 2022 budget of an amount of about \$180,000.00, the Treasurer would like to put \$100,000.00 into an unappropriated fund (an interest-bearing checking account) to only be used to reduce future tax levies.

Motion to approve putting \$100,000.00 of budget surplus from the 2022 budget into an unappropriated fund account to reduce the 2024 tax levy made by Commissioner DiCaro and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**District Secretary's Report – Donna Capone:**

Correspondence:

A Legal Notice was received from the Chili Planning Board on January 3<sup>rd</sup>.

Assistant Chief Goole distributed General Order 23-001 to All Personnel regarding Notices and Callbacks for Maintenance Personnel.

We received correspondence from Landmark Dividend regarding lease of the cell tower.

A FOIL was received.

We received a listing of dangerous dogs in the Town of Chili from the Town.

Girl Scout Troup 60030 leader has reached out and would like to put up a tent for cookie sales outside in the parking lot of the Administration Building on a Saturday and Sunday in March from 10:00 a.m. until 4:00 p.m. Request approval.

Motion to approve Girl Scout Troop 60030 to put up a tent outside the administration building on a Saturday and Sunday in March from 10:00 a.m. until

4:00 p.m. for cookie sales made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**Chief's Report – Alan R. Bubel:**

December 2022-529 calls for service with 1,461 members attending.

Total Calls for 2022, 5,584 (up 458 from 2021)

2022 Year-End Summary for entry into official record for this meeting.

Our building and safety inspectors received correspondence from the Town of Gates from both the Director of Public Works and the Fire Marshal stating that last year the Town passed a law that requires all rental properties be permitted. Currently there are 625 single- and two-family homes where the owner is not an occupant. Each unit will need to be inspected and they are requesting our personnel help with those inspections.

Group Organizational Meetings: January 17 at 1030 hours, January 18 at 0900, January 19 at 1330, January 20 at 0900, January 21 at 1000 hours. Commission normally presents in those meetings. Which Commissioners would like to attend what meetings.

Training Budget requests:

Request one member to attend Haz-Mat Technician Module 1 in Montour Falls, at a cost of \$216.00 from budget line 541-800. Start date February 20<sup>th</sup> and finish date February 24<sup>th</sup>, travel dates February 19<sup>th</sup> and February 24<sup>th</sup> and request for use of district vehicle.

Motion to approve one member to attend Haz-Mat Technician Module 1 in Montour Falls at a cost of \$216.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request one member to attend Confined Space Rescue Technician training in Montour Falls at a cost of \$176.00 from budget line 541-800 and request for use of a district vehicle. Start date April 3<sup>rd</sup>, finish date April 6<sup>th</sup>, travel dates April 2<sup>nd</sup> and April 6<sup>th</sup>.

Motion to approve one member to attend Confined Space Rescue Technician training in Montour Falls at a cost of \$176.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner

Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request one member to attend Ice/Cold Water Rescue Technician training in Montour Falls at a cost of \$76.00 from budget line 541-800 and request use of district vehicle. Start date February 9<sup>th</sup>, finish date February 10<sup>th</sup>, travel dates February 8<sup>th</sup> and February 10<sup>th</sup>.

Motion to approve one member to attend Ice/Cold Water Rescue Technician training in Montour Falls at a cost of \$76.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request one member to attend ICISF Advanced Assisting Individuals in Crisis class in Erie County at a cost of \$150.00 from budget line 518-200 \$150.00 and request use of a district vehicle. Start date February 24<sup>th</sup>, finish date February 25<sup>th</sup>, travel dates February 24<sup>th</sup> and February 25<sup>th</sup>.

Motion to approve one member to attend ICISF Advanced Assisting Individuals in Crisis class in Erie County at a cost of \$150.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request from the Community Risk Reduction Specialist for 6 of our car seat technicians to attend the New York State 2023 Child Passenger Safety Technical Conference the cost for registration at \$200.00 each is \$ 1200.00, hotel is covered by the New York State Association of Traffic Safety Boards is no cost, request to use 4517 vehicle for transportation, per diem per person is \$198.00 for a total of \$1,188.00.

The \$1,200.00 registration fee is reimbursable through the car seat grant, so it is an upfront cost, but we will be reimbursed for the registration. The total cost to the district is \$1,188.00.

Motion to approve 6 car seat technicians to attend the New York State 2023 Child Passenger Safety Technical Conference and use of district vehicle 4517, per diem of \$198.00 for a total cost of \$1,188.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request from Community Risk Reduction professionals (Kalli and Laurie) to attend Community Risk Reduction Leadership Conference in Murfreesboro, Tennessee, May 9<sup>th</sup> through May 11<sup>th</sup> of 2023 at a cost for two individuals is \$850.00, flights down and back for two individuals \$1,050.00, per diem for two individuals is \$1,157.00 request not to exceed \$5,000.00 out of the Community Risk Reduction budget line which does have sufficient funds.

Motion to approve the Community Risk Reduction professionals (Kalli and Laurie) to attend the Community Risk Reduction Leadership Conference in Murfreesboro, Tennessee at a cost not to exceed \$5,000.00 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request that the Board approve the Chief's attendance to the Center for Public Safety Excellence 2023 Conference. The total cost not to exceed \$3,100.00 to come from our conferences and meetings budget line item.

Motion to approve the Chief's attendance to the Center for Public Safety Excellence 2023 Conference at a cost not to exceed \$3,100.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

FF Alton, Lt. Statt and Chief Bubel attend the Erie County Deployment Recognition event at the County Fleet Center. We received a plaque and members that deployed received recognition certificates.

2023 Winter Classic Hockey Game on February 4, 2023, at Lakeshore at 2:30 p.m. Monroe County Police vs Monroe County Fire. \$5.00 donation at the door and 100% of the proceeds to go to the Breast Cancer Coalition.

Worlds largest snowball fight to be held in Chili on February 18<sup>th</sup>, advanced registration required.

Boy Scouts of America is hosting a Camporee on April 29, 2023, at First Responders Park for a Fire Safety Merit Badge.

Thank you from Spencerport Fire District for mutual assistance for our response to 155 Paragon Drive.

Administrative Offices will be closed on Monday in observance of Martin Luther King Day.



**Assistant Chief's Report – Timothy D. Goole:**

Grants-when we submitted for the Safer and AFG grants last year, our grant writers it was understood that if we did not get approved they would resubmit. The enrollment period has opened and would like to know if the board would like to resubmit. Not sure if there is a cost.

Motion to approve to resubmit for the Safer and AFG grants at no cost to the district made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

**Chairman Cox's Report:**

Please feel free to work with the District Secretary if you would like to speak with anyone on the Board.

**Vice Chairman Comenale's Report:**

If anyone would like to speak with Vice Chairman Comenale please make an appointment with Donna, the District Secretary.

**Commissioner Hancock's Report:**

Excused

**Commissioner Werth's Report:**

Monroe County Fire District Officers Association meeting will be held on February 16<sup>th</sup> at the Double Tree on Jefferson Road. It is being hosted by Henrietta Fire District. Anyone attending?

**Commissioner DiCaro's Report:**

General comments-thanked those that attended.

Commissioner DiCaro would have the Board consider allowing people to ask a question at any time during the meeting.

We provide a great service, and Commissioner DiCaro doesn't think we need additional people to provide that service.

**Mark C. Butler, Esq.**

Excused

**Executive Session:**

The Board did not enter into Executive Session.

**Adjournment:**

Motion to adjourn the January 12th, 2023, Organizational and Regular Commission Meeting at 7:35 p.m. made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-excused, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Respectfully submitted,

Donna Capone  
District Secretary



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## 2023 Gates Fire District Board of Fire Commissioners Meeting Dates

All meetings start at 6:30 p.m. (unless otherwise noted)

All meetings will be held at 2365 Chili Ave, Rochester, NY 14624.

Any questions, please call (585) 426-2720.

All Meetings are Thursday unless otherwise listed.

Public comment is subject to the Fire District's Rules Pertaining to Public Comment.

January: 12 (Organizational Meeting and first Commission meeting following)

January: 26

February: 9, 23

March: 9, 23

April: 13, 27

May: 11, 25

June: 8, 22

July: 13, 27

August: 10, 24

September: 14, 28

October: 12, 26

November: 9, Mon-20

December: 14, 28

Tuesday, December 12, 2023 (District Election)

Thursday, December 28, 2023 (Final Financials)

Respectfully submitted,

Donna Capone  
District Secretary

Unapproved





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## Schedule A

-Handbook  
-Operational Guidelines  
-General Orders  
-Informational Bulletins  
Bidding Policy  
Code of Ethics  
Computer, Internet & Email Policy  
Credit Card Use Policy  
Electronic Document Access Policy  
F.O.I.L. Policy  
Investment Policy  
Non-Party Witness to legal proceedings  
Online and Internet Financial Use and Banking Policy  
Operations Plan in the Event of Certain Declared Public Health Emergencies  
Pictures and Audio-Video Recordings Policy  
Public Comment Policy  
Procurement Policy  
Record Retention and Destruction Policy  
Religious Accommodation Policy  
Sexual Harassment Policy  
Travel Expenses and Procedures  
Workplace Violence Policy  
Alcohol Policy  
Partial Property Tax Exemption pursuant to real property tax law 466(k) cert policy

**\*\* All can be found in Teams under Organization (Public) General Folder\*\***