



GATES FIRE DISTRICT

2355 Chili Avenue, Rochester, New York 14624

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

www.gatesfd.org

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



**Gates Fire District
Board of Fire Commissioners
Regular Commission Meeting
Thursday, October 26, 2023
6:30 PM**

APPROVED MINUTES

Attendance

Daniel Cox Chairman
Louis Comenale, Jr., Vice Chairman
David Hancock, Commissioner
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

Guests

**See attached sign-in sheet

Absent

Mark C. Butler Esq., Legal Counsel

Chairman Cox called the Regular Commission Meeting of the Gates Fire District to order at 6:31 p.m.

Pledge of Allegiance was led by Chairman Cox.

Chairman Cox identified all the emergency exits within the building.

**Would any of the guests like to address the Board at this time?
(please state your name and address)**

Charles Johnson, 150 Rowley Drive addressed the Board.

Approval of Prior Meeting Minutes:

Motion to approve the October 12th, 2023, Commission Meeting Minutes made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Motion to approve the October 17, 2023, Budget Hearing Meeting minutes made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Motion to approve the October 17, 2023, Special Meeting minutes made by Commissioner Hancock and seconded by Commissioner Cox. Commission polled: All approved.

Treasurer's Report – presented by Brittany Gould:

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$241,460.17 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 October 26th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$241,460.17 made by Commissioner Comenale and seconded by Commissioner Hancock. Roll Call Vote: Commissioner Comenale-Aye, Commissioner Hancock-Aye, Commissioner Werth-Aye, Commissioner DiCaro-Aye, Commissioner Cox-Aye.

Update on the audit being done by Office of State Comptroller-Things are moving along a slower than anticipated as they are short staffed. They are hoping to have things wrapped up at the end of this year. They will meet with us when the audit comes to a close.

District Secretary's Report – Donna Capone:

Fire Apparatus Bid Published in the Rochester Business Journal on October 13, 2023.

Adopted Budget delivered in person to both the Town of Gates and the Town of Chili on October 19, 2023.

Review 2024 Commission meeting dates.

Motion to approve the 2024 Commission meeting dates made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Review the Notice of Election. Commission discussed.

Motion to approve the Notice of Election made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-Aye, Commissioner Hancock-Aye, Commissioner Werth-Aye, Commissioner DiCaro-Nay, Commissioner Cox-Aye.

Review the Election Petition.

Motion to approve the Election Petition made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Received via email the October/November Association of the Fire Districts of the State of New York Fire District Affairs Bulletin.

Chief Bubel distributed Information Bulletin 23-043 to All Personnel regarding Out of Town.

Chief's Report – Alan R. Bubel:

1 Volunteer Candidate in Process; 12 additional applications sent out.

We were notified by Civil Service that the Firefighter Exam will be held on January 13, 2024, and the Public Safety Dispatcher Exam will be held on January 27, 2024. We are participating in both of those exams.

Hose and Appliance test results. Test results will be turned over to the secretary for filing in our records.

District/Town Snowplow and Inspection IMA. Language has been vetted by our Legal Counsel and the Town's Legal Counsel. Request approval and for the Chairman to sign it.

Motion to approve the Gates Fire District enter into the Intermunicipal Agreement with the Town of Gates for Snowplowing and Building Inspections and the Chairman to execute made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Community Risk Reduction Safety Trailer Grant update. Chief spoke with Assemblyman Meeks Office and Senator Cooney's Office. The Safety Trailer grant is going to supported in total by Assemblyman Meeks. Senator Cooney's Office is willing to support through grants additional projects discussed during the budget discussions.

Expense requests.

Training:

Request from account 541-100 to hold four registration and two rooms to attend FDIC International 2024 Conference, at a cost of \$7,492.60.

Motion to approve spending \$7,492.60 to hold four spots and two rooms to attend the FDIC International 2024 conference made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Request from account 541-800 to send one member to Leadership and Management Conference at a cost of \$96.00 and request use of a district vehicle.

Motion to approve to send one member to Leadership and Management Conference at a cost of \$96.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Request use of 4506 and 4C85 vehicles for transportation to Utica for the RFFT CPAT. There is no cost to the district for that test.

Motion to approve to use 4506 and 4C85 vehicles for transportation to Utica for the RFFT CPAT made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Community Risk Reduction:

Out of account 548-000 requesting to spend \$9,000.00 for our annual residential and commercial mailings.

Motion to approve spending \$9,000.00 for our annual residential and commercial mailings made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Community Risk Reduction staff and our personnel are at Walt Disney School Fall Fest and Neil Armstrong School Trunk or Treat currently.

The Town of Gates Trunk or Treat will be held on October 29th, that event has been moved inside due to the weather being forecasted.

Town of Chili Veterans breakfast will be held on November 4th. We have been asked to participate in the Line of Honor for the Veterans attending that ceremony.

Gates Fire District Medal Day will be held at the Wegmans Conference Center on November 4th.

St. Pius Tenth School Field of Honor Opening Ceremony on November 9th, the closing ceremony November 12th.

Gates Chili Central School District Fall Family Fest is scheduled for November 9th, we will be participating in this event.

Gates Town Veterans Day celebration is scheduled for November 10th, we will be participating in this event.

Monroe County Veterans Day Parade is scheduled for November 11th, we will be participating in this event.

Constable Dix Remembrance Ceremony is scheduled for November 14th.

Town of Gates Santa Runs are scheduled for December 17th & 18th, we will be participating in this event.

Thank you from the Supervisor for the use of our bus for the historical tour.

Request for Executive Session for several Personnel Matters.

Assistant Chief's Report –Timothy D. Goole:

Purchase Requests:

Looking for permission to purchase one replacement picket from tentandtable.com for \$45.14. There are funds to cover the expense.

Motion to approve the purchase of a replacement picket from tentandtable.com at a cost of \$45.14 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase additional helmet fronts from MES for \$1,148.00. There are funds to cover the expense.

Motion to approve the purchase of additional helmet fronts from MES at a cost of \$1,148.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase five replacement CPI folding steps from Premier Fire for \$619.75. There are funds to cover the expense.

Motion to approve the purchase of five replacement CPI folding steps from Premier Fire at a cost of \$619.75 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

During our Annual Ladder Testing on October 17th, we had one extension ladder fail testing. The ladder is unrepairable and must be replaced. Looking for permission to purchase one 28' 2-section extension ladder from Fire Service Safety Testing, Inc. for a price not to exceed \$1,650.00.

Motion to approve the purchase of one 28' 2-section ladder from Fire Service Safety Testing, Inc. at a cost not to exceed \$1,650.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Chairman Cox's Report:

HVAC Preventative Maintenance Agreement.

Permission to move forward with MicroClimate Mechanical Services for the Preventative Maintenance of our HVAC Systems at a cost of \$7,620.00.

Motion to approve to move forward with MicroClimate Mechanical Services for the Preventative Maintenance of our HVAC Systems at a cost of \$7,620.00 made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: All approved.

Looking into putting a "Commissioner Corner" on our website. Would like to work on getting more information out there as to what is required to be a commissioner, some of the rules we follow and NYS laws. More to follow on that.

Gates Chili Fire Department Fund Drive letter approval. This won't be officially approved until we see the letter on letterhead. Move forward with the letter with or without the change as agreed upon by the Fire Department.

Request for Executive Session for Personnel Matters.

Vice Chairman Comenale's Report:

No Report.

Great job to the Finance Office and the Commission on putting the budget together, working diligently from July through October.

Commissioner Hancock's Report:

A meeting was held with David Rogers from RBC Wealth Management. We want to do our due diligence into looking for other options for managing our investments for the LOSAP program. More to follow.

A quote was received from ProCarpet for carpet replacement at Station 3 and the District Mechanics office at a cost of \$1,200.00.

Motion to approve the purchase of carpet from ProCarpet for Station 3 and the District Mechanics office for a cost of \$1,200.00 made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Commissioner Werth's Report:

Greenlight Station 2 update and purchase requests. Request to spend up to \$1,500.00 to create a 5 x 5 room to house the Greenlight distribution rack at Station 2. Room to be put into the current exercise room; and move the exercise room to the lounge area.

Motion to approve spending up to \$1,500.00 to create a 5 x 5 room to house the Greenlight distribution rack at Station 2 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Quote received from G&G Fitness for rubber flooring for the exercise room at a cost of \$2,425.59 plus freight for a total of \$3,000.00. This is without labor, Joe will be putting the floor in.

Motion to approve the purchase of rubber flooring from G&G Fitness at a cost of \$2,425.59 plus freight for a total cost of \$3,000.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Mechanic service truck purchase update. We were able to find a cancelled order from a dealer in Syracuse who will give us the State Bid pricing. Requesting to spend up to \$80,000.00 for the purchase of the truck, plow and lift gate. We are replacing the oldest district vehicle.

Motion to approve the purchase of a mechanic service truck, plow and lift gate from a dealer in Syracuse with State Bid pricing, at a cost of up to \$80,000.00 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Out of budget line 545-700 request to purchase vehicle hardware (lights, license plate brackets) for the mechanic service truck to be put in service at a cost of \$1,000.00.

Motion to approve the purchase of vehicle hardware for the mechanic's service truck at a cost of \$1,000.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

The treasurer noted that this will have zero net impact on our 2024 budget. Monies coming from surplus funds.

Motion to approve Resolution 2023.10.26.1 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Roll Call vote.

Gate Chili Fire Department Company 1 Firefighters Association is donating \$2,000.00 to purchase smoke detectors to be distributed within our community.

The work orders have gone from 64 open orders to 27 open orders.

Commissioner DiCaro's Report:

No Report.

Great job to the Finance Office for the work on the Budget.

Commissioner DiCaro stated that the people of the Town feel that they have little to no impact on the Board regarding the budget process and the budget. The Chairman and other Board members invited the public to call and speak with them personally.

Mark C. Butler, Esq.

Excused

Executive Session:

Motion made at 7:19 p.m. by Commissioner Cox and seconded by Commissioner DiCaro to enter Executive Session for the purpose of discussion regarding *the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and for potential litigation.* Roll Call Vote: Commissioner Comenale-Aye, Commissioner Hancock-Aye, Commissioner Werth-Aye, Commissioner DiCaro-Aye, Commissioner Cox-Aye.

A motion to exit Executive Session made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

The Board exited Executive Session and returned to Open Session at 7:45 pm. **The Board took no action in Executive Session.**

Open Session:

No motions were made in open session.

Adjournment:

Motion to adjourn the October 26th, 2023, Regular Commission Meeting at 7:45 p.m. made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary



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Resolution 2023.10.26.1 Authorization Appointment of Election Officials

Whereas, Section 175-1 (b) of the Town Law provides for a system of registration for Fire District Elections; and

Whereas, of register of eligible Fire District voters must be prepared prior to the Fire District Elections; and

Whereas, such registration shall be presented from names of persons who registered with the County Board of Elections:

NOW THEREFORE, BE IT RESOLVED that the following resident electors of the Gates Fire District are hereby appointed to constitute the Gates Fire District Board of Elections for the 2023 Annual Fire District Election:

*Chairman: Neil Krautwurst
Election Inspector: Carol Wachtman
Election Inspector: Gina DeCoursey
Election Inspector: Elizabeth Nardone
Alternate: Andrea Capone
Alternate: Deneene Pfeiffer*

This resolution 2023.10.26.1 includes the use of a paper ballot for the election with the option of a write in ballot, the salary of \$100.00 for five hours worked for the election, which are from 4:00 p.m. to 9:00 p.m. on December 12, 2023.

Commissioner Werth moved, Commissioner Comenale seconded, and the Board of Fire Commissioners voted as follows:

**Action by the Gates Fire District
Board of Fire Commissioners**

Name	Voting AYE or NAY
Daniel Cox, Chairman	Aye
Louis Comenale, Jr., Vice Chairman	Aye
David Hancock	Aye
James Werth	Aye
David DiCaro	Aye

The foregoing resolution was thereupon declared duly adopted and approved by 100 percent of the total voting power of such Board of Fire Commissioners.

October 26, 2023

Donna Capone

District Secretary
Gates Fire District