



GATES FIRE DISTRICT

2355 Chili Avenue, Rochester, New York 14624

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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, November 9, 2023
6:30 PM**

UNAPPROVED MINUTES

Attendance

Daniel Cox, Chairman
Louis Comenale, Jr., Vice Chairman
James Werth, Commissioner
Alan R. Bubel, District Fire Chief via zoom
Timothy D. Goole, District Assistant Fire Chief via zoom
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-Excused
David Hancock, Commissioner-Excused
David DiCaro, Commissioner-Excused

Chairman Cox called the Regular Commission Meeting of the Gates Fire District to order at 6:30 p.m.

The Pledge of Allegiance was led by Chairman Cox.

Chairman Cox identified all the emergency exits within the building.

**Guests-would any of the guests like to address the Board at this time?
(Please state your name and address)**

Charles Johnson addressed the Board.

Approval of Prior Meeting Minutes:

Motion to approve the October 26, 2023, Commission Meeting Minutes made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Treasurer's Report – presented by Brittany Gould:

Treasurer's Report presented.

Motion to approve the Treasurer's Report as October 31st, 2023, made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, 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 Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Profit and Loss Report presented.

Request to make budget adjustments to the accounts that are going to be over from accounts that have remaining funds in them.

Motion to approve the budget adjustments as presented by the Treasurer made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

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

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$36,349.39 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 November 9th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$36,349.39 made by Commissioner Comenale and seconded by Commissioner Cox. Commissioner Comenale-approved, Commissioner Werth-

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

October LOSAP Summary Report presented.

Motion to approve the October LOSAP Summary Report made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Hucko financial statement audit preliminary work to be scheduled.

District Secretary's Report –Donna Capone:

Fire Safety Trailer bid published in the Rochester Business Journal on October 27, 2023.

Received the hard copy of the Association of Fire Districts of the State of New York October/November Fire Districts Affairs Bulletin.

Assistant Chief Goole distributed Informational Bulletin 23-044 to All Personnel regarding him being Out of Town.

Chief's Report – Alan R. Bubel:

398 calls for service for the month of October with 1,110 members attending.

One working fire on 26 Mercury Drive.

Recruits all passed the Candidate Physical Agility Test (CPAT).

Recruit Graduation will be held on November 17th, at 1800 hours at Roth Middle School. It is a Class A event. Commissioners are welcome to attend.

Civil Service sent notification that the open competitive exam for public dispatcher, will be held on January 27, 2024.

Memorial Service for Past Chief Jim Kurycki will be held at Churchville Volunteer Fire Department at 1000 hours on November 18th. We are being asked for use of our bus and a driver to assist with transportation. Request permission for use of our bus and a driver.

Motion to approve the use of our bus and a driver to support the funeral detail in Churchville made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Thank you to the Board of Fire Commissioners for their continued support for Medal Day.

ARPA Funding is in process of being sent to us, Chairman Cox has signed the necessary paperwork after legal counsel's review and approval.

Gates Town Supervisor's secretary sent over the fully executed Intermunicipal Agreement for Snowplowing and Inspection between the Town of Gates and Gates Fire District.

Health and Safety:

From account 518-200, request to spend \$125.00 to attend the 2023 Genesee Valley & Finger Lakes Region Health and Safety Conference.

Motion to approve the Health and Safety Officer to attend the 2023 Genesee Valley & Finger Lakes Region Health and Safety Conference at a cost of \$125.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Training:

Out of account 541-800 permission to spend \$96.00 and use of a district vehicle to send one member to Ice/Cold Water Rescue Technician Training February 7 through February 9th of 2024.

Motion to approve one member to attend Ice/Cold Water Rescue Technician Training at a cost of \$96.00 and use of a district vehicle made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Out of account 541-800 request to spend \$800.00 to send four members to Company Line Officer Training being put on by the New York Association of Fire Chiefs February 16 and February 17th, 2024.

Motion to approve sending four members to Company Line Officer Training at a cost of \$800.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Out of account 541-800 request to spend \$342.00 for two members to attend Live Fire Instructor Training and request use of a district vehicle, to be held on April 19th through April 21st, 2024.

Motion to approve to send two members to Live Fire Instructor Training at a cost of \$342.00 and use of a district vehicle made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Permission to have three members to attend Terrorism Reporting Training on December 4th, there is no cost to the district, request use of district vehicle.

Motion to approve to send three members to Terrorism Reporting Training, and use of a district vehicle made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Out of account 541-980 request to spend \$1,600.00 on hose load simulator materials for our training grounds at Station 2.

Motion to approve the purchase of hose load simulator materials at a cost of \$1,600.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Channel 8 shadowed Kalli and Laurie and crew of 4522 as they gave a fourth grader from Neil Armstrong a ride to school for winning the operation EDITH plan.

Community Risk Reduction and some of our people are at the Fall Family Fest over at the High School tonight.

Veterans Day Ceremony for the Town of Gates will be held tomorrow at 1030 hours at the Town Hall. The Battalion Chief and the crew of 4522 were detailed to that event.

Veterans Day Parade for the County will be held Saturday downtown, 4522 has been assigned the detail.

The Chief attended the Saint Pius the Tenth Field of Honor opening ceremony. The closing ceremony will be held on Sunday at 1100 hours.

2023 Lights for Life Motorcade (stop DWI initiative) will be held on December 2nd. Permission to send one piece of fire apparatus in the motorcade.

Motion to approve one piece of fire apparatus to the 2023 Lights for Life Motorcade made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved,

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

Permission to participate in the Good Night Lights Program at Golisano Children's Hospital. The dates are December 13th and 20th. Permission to detail apparatus for both of those dates.

Motion to approve participation in the Good Night Lights Program made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-excused, Commissioner DiCaro-excused, Commissioner Cox-approved.

Chief would like to personally thank Ken Cubiotti and Paul Smith for representing the Gates Fire District at the Veterans breakfast at the Chili Recreation facility.

A thank you letter received from Frank Colavecchia in his capacity at Wegmans for our partnership with Wegmans.

A thank you from the residents at 26 Mercury Drive, our quick response stopped the loss and allowed them to remain in their home.

Assistant Chief's Report –Timothy D. Goole:

Purchase Requests

Looking for meeting approval to spend up to \$200.00 for freight to ship our 5" hose. This was previously approved via email and there are funds to cover the expense.

Motion to approve to spend up to \$200.00 for freight to ship our 5" hose made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Looking for permission to purchase nine SCBA face pieces from Firematic for \$3,865.50. There are funds to cover the expense.

Motion to approve the purchase of nine SCBA face pieces from Firematic at a cost of \$3,865.50 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

4512 Bid Update: We did receive one bid. The contract and a portion of the bid have been sent to legal counsel for review. He is out of the office until November 14th and I should have more information for the November 20th meeting.

Chairman Cox's Report:

Request to use 4C15 out of County for family emergency.

Motion to approve 4C15 vehicle out of County for family emergency made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Penflex Service Award Program 2023-2024 Service Fee Agreement. Permission to move forward with the Agreement subject to legal counsel approval and clarifications on cost.

Motion to approve the 2023-2024 Service Fee Agreement subject to legal counsel approval and with clarifications made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Project Updates reviewed.

Monroe County Reimbursement-I approved, process continues.

Request for Executive Session for Personnel Matter.

Vice Chairman Comenale's Report:

No Report

Commissioner Hancock's Report:

Excused

Commissioner Werth's Report:

2023 Snowplowing Season, Station 1 parking. Permission issue the letter.

Motion to approve the distribution of the 2023 snowplowing season letter made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Station 1 water leak needs to be fixed.

The rubber flooring is down at Station 2 and needs to rest to straighten it.

Station 2 Greenlight update.

Truck update: compartment lights and a bedliner is being put on at Thruway Spring. It is scheduled November 13th for the plow and liftgate.

Spanish Interpreter for the district elections, we will have to pay for it.

Motion to approve paying for a Spanish interpreter for the district election made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Permission to buy dinner for the election tellers working the polls, not to exceed \$140.00.

Motion to approve the purchase of dinner for the election tellers, not to exceed \$140.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Commissioner DiCaro's Report:

Excused

Mark C. Butler, Esq.

Excused

Executive Session:

Motion made at 7:11 p.m. by Commissioner Comenale and seconded by Commissioner Cox 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-excused, Commissioner Werth-Aye, Commissioner DiCaro-excused, Commissioner Cox-Aye.

A motion to exit Executive Session made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

The Board exited Executive Session and returned to Open Session at 7:18 pm. **The Board took no action in Executive Session.**

Open Session:

No motions were made.

Adjournment:

Motion to adjourn the November 9th, 2023, Regular Commission Meeting at 7:19 p.m. made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-Excused, Commissioner Werth-approved, Commissioner DiCaro-excused, Commissioner Cox-approved.

Respectfully submitted,

Donna Capone
District Secretary

Unapproved