



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, April 13, 2023
6:30 PM**

APPROVED MINUTES

Attendance

Daniel Cox, Chairman
David Hancock, Commissioner
James Werth, Commissioner *via zoom*
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

Louis Comenale, Jr., Vice Chairman-Excused
Mark C. Butler, Esq., Legal Counsel-Excused

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

Pledge of Allegiance was led by Commissioner DiCaro.

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.

Nelson Rodriguez addressed the Board.

Commissioner DiCaro addressed Charles Johnson.

Approval of Prior Meeting Minutes:

Motion to approve the March 23rd, 2023, Commission Meeting Minutes made by Commissioner Hancock and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-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 March 31st, 2023, made by Commissioner Hancock and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Monthly Check List Report presented.

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

First quarter 3- year Profit and Loss Report presented.

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

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$83,334.39 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 April 13th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$83,334.39 made by Commissioner Cox and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

February and March LOSAP Summary Report presented.

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

District Secretary's Report –Donna Capone:

One member requesting two dates for the use of the Pavilion.

Chief Bubel distributed Informational Bulletin 23-011 to All Personnel regarding his being out of town.

We received a letter from the Town of Chili Building Department regarding an Application of Forest Creek Equity Corp., 89 Beaver Road, Rochester, NY 14624 for final approval of a 40-lot residential subdivision to be known as Rose Hill at property located at 89 Beaver Road.

The public notice for both of April's Commission meetings were posted to social media and our electronic sign board on March 31st. In addition, it was sent to the media via fax on March 31st.

We received Notice of New Subdivision from the Town of Chili regarding Sonbyrne-Paul Road Subdivision. It includes a subdivision sheet with lot numbers, street address, tax account numbers and acreage for same.

Resolution 2023.3.23.1 Transfer of Funds was published in the Rochester Business Journal on March 31, 2023.

I received an email from Kelly Lucyszyn, Troop 60030 who wanted to extend her thanks for allowing us to host a drive-up cookie booth sale in March. She appreciates the support.

Chief Bubel distributed Informational Bulletin 23-013 to All Personnel regarding his being out of town.

Chief Bubel distributed Informational Bulletin 23-012 to All Personnel regarding a Personnel Matter.

Bid for Station 1 Roof Replacement was published in the Rochester Business Journal on April 7, 2023.

Chief's Report – Alan R. Bubel:

Make sure the Commission is aware of the two Funeral Notices that have been put out. Class A uniform and no formal code F for either one of those.

March 2023-449 calls for service with 1,230 members attending.

Working fire-16 Shadywood Drive on March 22, 2023.

Received resignation from recruit firefighter Charles Moesch.

2 prospective volunteer candidates are in process; received a third application, needs to be fully completed.

Recruit NY open house at Headquarters on April 22, Membership Secretary Mahns is coordinating that effort.

State Fire Mobilization and Mutual Aid Plan reimbursement claim update- our claim was denied as a result of the inconsistent information of who the claim should be submitted to; we were outside the 60-day window for reimbursement that we filed first with the State and then with the two Erie County departments (Hy-View and Bellevue Fire District). Would like to reach out to our legal counsel for what we can and can't do in order to obtain reimbursement.

Motion to approve reaching out to legal counsel for advise for reimbursement made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Safe Place intake at Headquarters on April 2nd. Mother came in and turned in her 8-year-old son and said she could not handle him anymore.

Gates Fire District Community Risk Reduction Program along with Assistant Community Risk Reduction Specialist were highlighted in the National Fire Protection Association "Safety Source" publication on March 24th.

U of R Medical Center Residency Program letter of agreement. We have participated in this program for the last 12 years.

Motion to approve Chief Bubel to sign the U of R Medical Center Residency Program Agreement made by Commissioner Hancock and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Gates Fire District hosting Monroe County Safety Officers Association meeting at Headquarters on May 24th.

We received an invitation to Hilton Fire Department parade on July 13th at 7:00 p.m.

Motion to approve the participation in the Hilton Fire Department parade made by Commissioner Cox and seconded by Commissioner Werth. Commission polled:

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

Training Expenditures:

Permission to send six members to Fire Instructor 2 Training at the PSTF on Scottsville Road, there is no cost to the district.

Permission to send two members to attend Leadership in Supervision training being given by National Fire Academy outreach class at the PSTF, there is no cost to the district. To be held in May.

Permission to send one member to Rope Rescue Technician in Livingston County on April 29th, April 30th, May 6th and May 7th, there is no cost to the district.

Permission to send one member to NFPA 1403 Live Fire Training in Bushnell's Basin Fire Station on April 29th, there is no cost to the district.

Permission to send two members to Rope Rescue Operations to the New York State Preparedness Training Facility in Oriskany, New York on July 16th through July 20th there is no cost to the district, however, requesting \$531.00 for per diems and request use of a district vehicle.

Permission to send one member to attend NYS Hazmat Seminar in Montour Falls on April 21st through April 23rd, cost to the district is \$109.00 and request use of a district vehicle.

The total cost for the training is \$640.00, all from account 541-800, there are sufficient funds.

Motion to approve the training and also use of a district vehicle made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

CRR Expenditures

Requesting permission to spend \$221.00 for a Gates Community Connections Group (GC3) table throw. We will be reimbursed for this expenditure.

Requesting permission to spend no more than \$500.00 for replacement Smoke alarms for the hearing impaired.

Requesting permission to spend \$326.00 for door hangers for the Sound the Alarm Event on May 6th.

Total cost for the purchases is \$1,047.00 from account 548-000, there are sufficient funds.

Motion to approve the CRR expenditures in the amount of \$1,047.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Gates Conservation Board Earth Day event at the Library on April 22nd.

Citizens Fire Academy on April 29th at Station 2.

Boy Scouts of America Camporee on April 29th at First Responders Park. Thank you to Lt. Nardone for putting the program together.

National Fallen Fire Fighter Light the Night for Fallen Firefighters May 4th through May 7th. Firehouses will be lit up Red.

Gates Chili High School DWI Simulation on May 12th.

Candlelight vigil for Fallen Police Officers on May 13th.

Gates Recreation kids Fest at Westgate Park on June 3rd.

National Fallen Fire Fighters Golf Tournament on June 4th and June 5th.

Sound The Alarm event with the Red Cross to be held on May 6th.

Monroe County Sheriff's Office thank you.

Community thank you from an individual that lives on Battlegreen Drive.

Assistant Chief's Report –Timothy D. Goole:

Purchase Requests

Looking for permission to spend up to \$1,500.00 with Cook Brothers to purchase brake parts for 4530. This request was previously approved via email, there are funds to cover the expense.

Motion to approve spending up to \$1,500.00 with Cook Brothers for the purchase of brake parts for 4530 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Looking for permission to spend \$400.00 with Churchville Fire Equipment for acceptance hose testing. There are funds to cover the expense.

Motion to approve spending \$400.00 with Churchville Fire Equipment for acceptance hose testing made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Looking for permission to spend \$16,597.30 with MES to purchase 8 sets of bunker gear. This is a budgeted item and there are funds to cover the expense.

Motion to approve the purchase of 8 sets of bunker gear from MES at a cost of \$16,597.30 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Looking for permission to spend \$335.00 with Churchville Fire Equipment to purchase a replacement lens kit for TIC. There are funds to cover the expense.

Motion to approve the purchase of a replacement lens kit for a TIC from Churchville Fire Equipment at a cost of \$335.00 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Looking for permission to spend up to \$600.00 for a replacement laptop from Amazon, there are funds to cover the expense.

Motion to approve the purchase of a replacement laptop from Amazon at a cost not to exceed \$600.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Surplus Request

Looking for permission to surplus and dispose of 4 reclining chairs from Station 2, the chairs have already been replaced and have no value to the district.

Motion to approve the surplus and disposal of 4 reclining chairs from Station 2 made by Commissioner Hancock and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

4512-windshield was cracked by a rock that was kicked up by a dump truck while traveling on 390. Windshield has been replaced and the claim has been submitted to the insurance company for reimbursement.

Looking for approval for a revision to Operational Guideline Revision 02-001.

Motion to approve the revision of Operational Guideline 02-001 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-abstained, Commissioner Cox-approved.

Chairman Cox's Report:

District Secretary and Treasurer meeting Gates Fire District hosting meeting, request district to cover the cost of food not to exceed \$250.00.

Motion to approve the purchase of food for area District Secretary and Treasurer meeting made by Commissioner Cox and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

April Monroe County Fire District Officers Association meeting on April 19th at the Brookhouse, Gates Fire District is providing the presenter (Tim Norris from Stuphen). Request to have 6 people attend and dinners paid for.

Motion to approve the purchase of 6 dinners to attend the Monroe County Fire District Officers Association April meeting made by Commissioner Cox and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Letter received from the Secretary of the Fire Department turning the new Fire Prevention Trailer over to the Fire District. Insurance, etc have been appropriately updated.

Deregulations for utilities allowing for savings with local supplier. Energy Solutions Agreement is getting ready to expire. We are actively pursuing another contract.

Replacement of the dishwasher at Station 3, preapproved via email.

Motion to approve the replacement of the dishwasher at Station 3 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Monroe County Civil Service website-to access job descriptions: Monroe County, click on menu, go to human resources, then job specifications on the left-hand side. Jobs listed alphabetically.

Vice Chairman Comenale's Report:

Excused.

Commissioner Hancock's Report:

No Report.

Commissioner Werth's Report:

Quotes on landscaping work in process.

Commissioner DiCaro's Report:

Stove replacement at Station 1 was already approved via email.

Motion to approve the purchase of Station 1 stove from Charlotte Appliance made by Commissioner DiCaro and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request from Joe Wainwright to purchase a gate for the back fence installation at Station 1, at a cost of \$600.00.

Motion to approve the purchase of a gate for the back fence installation at a cost of \$600.00 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Rebuild kits (3) for showers at Station 1 at a cost not to exceed \$625.00.

Motion to approve the purchase of 3 rebuild kits for showers at Station 1 at a cost not to exceed \$625.00 made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Station 1 exterior door repairs; would like to purchase 3 kits at a cost not to exceed \$650.00.

Motion to approve the purchase of 3 door kits for door repairs at Station 1, at a cost not to exceed \$650.00 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Mark C. Butler, Esq.

Excused

Executive Session:

The Board did not enter into Executive Session.

Adjournment:

Motion to adjourn the April 13th, 2023, Regular Commission Meeting at 7:24 p.m. made by Commissioner Hancock and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-excused, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Respectfully submitted,

Donna Capone
District Secretary

Approved