



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 27, 2023
6:30 PM**

APPROVED MINUTES

Attendance

Daniel Cox Chairman
Louis Comenale, Jr., Vice Chairman
David Hancock, Commissioner
James Werth, Commissioner *via zoom*
David DiCaro, Commissioner
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

Alan R. Bubel, District Fire Chief
Mark C. Butler Esq., Legal Counsel

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 Hancock.

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)**

Scott Bubel addressed the Board.

Commissioner DiCaro made the motion to amend the FOIL policy for those items we are certain that would be released to the public, that we would release those things to the public, without having them go through the FOIL process. Commissioner DiCaro withdrew his motion.

Approval of Prior Meeting Minutes:

Motion to approve the April 13th, 2023, Commission Meeting Minutes made by Commissioner DiCaro and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-abstained, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Treasurer's Report – presented by Brittany Gould:

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$162,676.92 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 27th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$162,676.92 made by Commissioner Comenale and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

District Secretary's Report – Donna Capone:

Received two requests for use of the pavilion.

Received electronic version of the Association of the Fire Districts of the State of New York Fire District Affairs April/May Bulletin.

Chief's Report – Alan R. Bubel presented by Assistant Chief Goole:

4 Prospective volunteer candidates are in process; currently working on a 5th.

Recruit NY Open House held this past Saturday; no prospective new candidates; I have reached out to MCFB to ascertain results from other participating districts in the County.

Monroe County Recruit Firefighter Training Program-Academy is going well; our recruits are performing exceptionally well.

Chief's Office worked with the Gates Fire Marshal, Director of Public Works, and Zoning Board of Appeals to accommodate a sprinkler system variance for new Dunkin' Donuts on Spencerport Road.

What is the Commission's pleasure with regard to conducting the 2023 District Inspections? Usually done in June. House Captains to reach out to the House Commissioners.

Health and Safety Officer has completed the Association of Fire Districts of the State of New York Cancer Coverage Report.

HR Consultant and Municipal Training Officer working to update our Sexual Harassment Policy and Training to comply with newest New York State requirements that were issued this year.

Received Bond Benefits Consulting inquiry; forwarded to Chairman. Looking for direction on that from the Commission.

District is working with the Department to place the order for the new rescue boat and trailer upgrades; financing secured by the Department through Wegmans. Order to be placed sometime next week.

Monroe County confirmed the Gates Fire District has been awarded the full grant amount requested for the dispatch radio project, the total amount awarded is \$407,926.21. We have not gotten a check for that yet. Additional information to be forthcoming.

FEMA COVID projects update; we submitted for three separate projects, one has been approved, a check was cut and we have received those funds, notification that our second project was approved, our third project was tentatively approved. There was an issue with the paperwork, it was incorrectly filled out by a State representative. Total for all three reimbursements is about \$19,000.00.

Health and Safety Expenditures:
Request to purchase accountability tags from Eagle Engraving at a cost of \$150.00. There are funds to cover the expense.

Motion to approve the purchase of accountability tags from Eagle Engraving at a cost of \$150.00 made by Commissioner Comenale and seconded by Commissioner Hancock. Commission polled: All approved.

CRR Expenditures:
Permission for per diems for travel to attend the conference in Lake Placid for six participants and the cost of registration, total amount \$1,185.00 and request use of a district vehicle.

Motion to approve the registration, per diem and use of a district vehicle for six members to attend a conference in Lake Placid at a total cost of \$1,185.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Per diems and conference registrations for the two Community Risk Reduction Specialists at a total cost of \$553.00.

Motion to approve per diems and conference registrations for the two Community Risk Reduction Specialists, at a cost of \$553.00 made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Training Expenditures:

Supplies from Home Depot for the training facility \$171.80.

Motion to approve the purchase of supplies from Home Depot for the training facility at a cost of \$171.80 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Car for extrication training and demonstration for the Citizens Fire Academy at a cost of \$200.00.

Motion to approve the purchase of a demo car for the Citizens Fire Academy at a cost of \$200.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Request permission to participate in the Spencerport Fire Department Parade on June 8th at 1900 hours.

Motion to approve the participation in the Spencerport Fire Department Parade on June 8 at 1900 hours made by Commissioner Hancock and seconded by Commissioner DiCaro. Commission polled: All approved.

Citizens Fire Academy-April 29th held at Station 2.

Boy Scouts of America Camporee-April 29th at First Responders Park.

National Fallen Firefighters Light the Night for Fallen Firefighters-May 4-May 7th.

Sound the Alarm-May 6th we have a neighborhood targeted. We will be doing smoke installations and carbon monoxide detector installations.

We will be participating in Gates Chili High School DWI Simulation on May 12th.

We will be participating in Candlelight vigil for Fallen Police Officers on May 13th.

We will be participating in Gates Recreation Kids Fest at Westgate Park on June 3rd.

The National Fallen Firefighters Golf Tournament is being held on June 4th and June 5th.

Gates-Chili Fire Department and Barnard Exempts hosting the 124th Western NY Volunteer Fireman's Association Convention-July 28th and July 29th.

Request Executive Session for two matters involving litigation.

Assistant Chief's Report – Timothy D. Goole:

Purchase Requests:

Looking for permission to spend \$1,698.00 HD Turbo to purchase two VGT Turbo Actuators to repair 4530 and 4562. There are funds to cover the expense.

Motion to approve the purchase of two VGT Turbo Actuators to repair 4530 and 4562, at a cost of \$1,698.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$882.00 with Cummings Diesel to purchase two Crankcase Housing Assemblies to repair 4530 and 4562. There are funds to cover the expense.

Motion to approve the purchase of two Crankcase Housing Assemblies to repair 4530 and 4562 at a cost of \$882.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$392.47 with Grainger to purchase one battery powered grease gun for the aerials. There are funds to cover the expense.

Motion to approve the purchase of one battery powered grease gun for the aerials, at a cost of \$392.47 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$1,824.00 with Witmer Public Safety Group to purchase replacement RIC Pack Bags. This is a budgeted request and below the budgeted amount.

Motion to approve the purchase replacement RIC Pack Bags, at a cost of \$1,824.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$1,316.98 with Home Depot for purchase of two free standing cabinets, one five-tier shelving unit and two four-tier shelving units. These are budgeted items and below the budgeted amount. To be purchased with the visa card.

Motion to approve the purchase of two free standing cabinets, one five-tier and two four-tier shelving units from Home Depot at a cost of \$1,316.98 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$600.00 with Alpine Software to complete a software update for report set-up. There are funds to cover the expense.

Motion to approve spending up to \$600.00 with Alpine Software to complete a software update made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend up to \$1,800.00 with Amazon to purchase three replacement iPads. There are funds to cover the expense.

Motion to approve the purchase of three iPads from Amazon at a cost of \$1,800.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$387.60 with Contractor Resource to purchase two sets of NYS Code Books for our BSIs. There are funds to cover the expense.

Motion to approve the purchase of two sets of NYS Code Books from Contractor Resource at a cost of \$387.60 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$315.00 with Churchville Fire Equipment to purchase one 5"-6" hose adapter. There are funds to cover the expense.

Motion to approve the purchase of one 5"-6" hose adapter from Churchville Fire Equipment, at a cost of \$315.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Apparatus changes and pricing: I attended the Fire Districts Officers meeting last week and met our Sutphen salesman to discuss upcoming apparatus changes. Cummings I9 motor is no longer in production, it has been replaced with a 10 L motor; quarterly price increases continue, but they are expected to slow; 4510 is 2 years old, if we were to purchase today the cost would be \$500-\$600k more; 4522, which went into service this year, if purchased now the cost would be \$200-\$300k more; we are working on a spec and pricing for 4512 replacement; working on adjusting the replacement schedule and plan on meeting with the equipment Commissioners once Commissioner Werth returns.

Request for Executive Session for a personnel matter.

Chairman Cox's Report:

Station 1 Roof-bid results. One bid received.

Motion to award Elmer Davis to replace the flat roof at Station 1 at cost of \$116,900.00.

Motion to award Elmer Davis to replace the flat roof at Station 1 at a cost of \$116,900.00 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Energy Solutions agreement renewal. Natural Gas 24-month offer is .4533 per therm at a fixed rate. Electric-Blend for 2 years, 50% fixed and 50% variable.

Motion to approve the Energy Solutions agreement renewal made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Casella agreement renewal, price increase in January of 2024. Going to shop around. More information to follow.

Request for executive session regarding a personnel matter.

Vice Chairman Comenale's Report:

No Report

Commissioner Hancock's Report

Station 3 washer replacement approved via email, formal request for approval for replacement washer from Charlotte Appliance at a cost of \$722.52.

Motion to approve the purchase of a washing machine for Station 3 from Charlotte Appliance at a cost of \$722.52 made by Commissioner Hancock and seconded by Commissioner Cox. Commission polled: All approved.

Meetings via zoom-I will be attending the meetings from the 2nd meeting in May until October via zoom.

Commissioner Werth's Report:

Record Retention update and additional monies for project completion. Use money out of contingency reserve for completion. Add \$25,000.00 for the purchase order to get the scanning done.

Motion to approve the additional monies, not to exceed \$25,000.00, to be added to the P.O. for NYSID to complete the scanning project made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Commissioner DiCaro's Report:

Suggest additional meetings for business discussions a couple of times a month.

Mark C. Butler, Esq.

Excused

Executive Session:

Motion made at 7:39 p.m. by Commissioner Hancock 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-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

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

The Board exited Executive Session and returned to Open Session at 7:55 pm. **The Board took no action in Executive Session.**

Open Session:

Note: Commissioner Werth did not join the meeting after executive session.

Motion to authorize the Chief's Office to move forward with the hiring process made by Commissioner Hancock and seconded by Commissioner Comenale. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-excused, Commissioner DiCaro-opposed, Commissioner Cox-approved.

Adjournment:

Motion to adjourn the April 27th, 2023, Regular Commission Meeting at 7:56 p.m. made by Commissioner Comenale and seconded by Commissioner Hancock. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary