



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, May 11, 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-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 Werth.

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)**

Guests declined to address the Board.

Approval of Prior Meeting Minutes:

Motion to approve the April 27th, 2023, Commission Meeting Minutes made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Treasurer's Report – presented by Brittany Gould:

Treasurer's Report presented.

Motion to approve the Treasurer's Report as April 30th, 2023, made by Commissioner Comenale and seconded by Commissioner Hancock. Commission polled: All approved.

Monthly Check List Report presented.

Motion to approve the Monthly Check List Report made by Commissioner Comenale and seconded by Commissioner Hancock. Commission polled: All approved.

Profit and Loss Report presented.

Motion to approve the Profit and Loss Report made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$46,965.46 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 May 11th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$46,965.46 made by Commissioner Comenale and seconded by Commissioner Werth. Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Hancock-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

April LOSAP Summary Report presented.

Motion to approve the April LOSAP Summary Report made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

District Secretary's Report –Donna Capone:

We received the paper copy of the Association of Fire Districts of the State of New York Fire District Affairs April/May Bulletin on May 1, 2023.

We received a Legal Notice from the Chili Planning Board on May 1, 2023, for an application of TAOUK Development P.O. Box 52, Spencerport, NY 14559 for a

recommendation to rezone from RA to RA with incentive zoning at property located at 296 Fisher Road in RA district.

Public Notice posted at all three Stations and to our website on May 2, 2023. Sent to the media on May 10, 2023.

Assistant Chief Goole distributed Informational Bulletin 23-014 to All Personnel regarding False Incidents.

Chief Bubel distributed Informational Bulletin 23-015 to All Personnel regarding State Disaster Emergency Declaration.

Legal Notice was received from the Chili Zoning Board of Appeals an application of Kenworth Northeast Group to erect a second wall sign to be 60 sq. ft. at property located at 25 Airline Drive in LI/ATATOD district.

Chief's Report – Alan R. Bubel:

April 2023-418 Calls for Service; 1,176 members attending.

One Working Fire-68 Battle Green Drive on April 9.

4 prospective volunteer candidates are in process. 2 have gone through the interview stage and are ready for orientation and the other 2 are just about ready for the interview process and orientation to follow. Would like all of them to go to FF1 at the same time.

COVID-19 masking policies we received from direction on what the local health care systems are doing regarding masking. The Federal Government has ended the COVID Public Health Emergency. We are working with our medical director to make sure that we are consistent with the change in the guidelines.

NYS Disaster Emergency Declaration. Changes in Federal Government which put some restrictions on immigration into the United States, that order has expired and there may be an impact to the Public Health System, the Emergency Medical Systems, housing and shelter systems and may pose a potential threat to the public health and safety. We could see an influx of people coming to the area. More information to follow.

FASNY Recruitment and Retention Grant. Gates Chili Fire Department was granted \$1,000.00 towards recruitment and retention.

FEMA Covid Reimbursement Project #2. We submitted \$5,625.00 for COVID diagnosis testing; we will be receiving those funds from FEMA with their approval through New York State.

It was previously reported that we were receiving monies for the radio room project in the amount of \$407,926.21 through the Monroe County ARPA Grants. Communication from the County Executive's office reported that of the 25 proposals received only half

were selected to receive grant monies. Chief would like to thank on record Assistant Chief Goole, Battalion Chief Cooper and the Administrative team for their hard work on securing those funds.

2023 Station and Gear Inspections. Forms were distributed on Tuesday and are due back at the end of business on June 2nd. Coordination with the Commissioners to complete the walk throughs at the Stations will be done during the month of June.

The new Rescue Boat was ordered on Tuesday.

Mass Shooting Lessons learned after actions report after the Texas Mall Shooting. Emphasis on the Stop the Bleed training and emphasis on our community's ability to respond to emergencies. Our department has been on the forefront of the Rescue Task Force Initiative in cooperation with the County but also in teaching the Stop the Bleed program. National Stop the Bleed to be held on May 25th 4-6 pm at the Gates Public library; the ambulance is taking the lead on it, we will be providing instructors.

Citizens Fire Academy was very well received.

Boy Scouts of America Camporee over at the First Responders Park. Well done to our Community Risk Reduction team and Lt. Nardone.

Sound the Alarm Detail May 6th, we went to 80 homes. 127 smoke detectors and 116 CO alarms. Good job by all that participated.

Training Expenditures:

Request to purchase Flash Drives for the Recruit Firefighter Training Program, to be taken from budget line 541-650.

1 member to Hazmat Tech Module 4 Training and request use of a district vehicle.

1 member to attend Lithium-Ion Battery Emergency Training, there is no cost for the class. The class is out of the County. To be taken from budget line 541-800.

2 members to attend Alternative Fuels Vehicle training, there is no cost for the class. The class is out of the County. To be taken from budget line 541-800.

1 member to attend Boat Operator Course at the State Preparedness Center in Oriskany, the cost for the class is \$206.50 and request use of a district vehicle. To be taken from budget line 541-800.

1 member to attend Swift/Floodwater Rescue at the State Preparedness Center in Oriskany, the cost for the class is \$265.50 and request us of a district vehicle. To be taken from budget line 541-800.

1 member to attend Fire Officer 3, the cost for the class is \$407.00 and request use of a district vehicle.

Total cost for training is \$1,145.00.

Motion to approve the training as requested for a total cost of \$1,145.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Health and Safety Expenditures:

These requests will come from budget line 518-200.

Request permission for the Health and Safety Officer to attend meetings and training given by the Association of the Fire Districts of the State of New York in Verona, NY at a cost of \$150.00 and request use of his district vehicle.

Request permission for the Health and Safety Officer to attend Fire Department Safety Officers Association membership renewal at a cost of \$100.00.

Total cost is \$250.00.

Motion to approve the Health and Safety Officer to attend the Association of the Fire Districts of the State of New York in Verona, NY and use of his district vehicle and to attend the Fire Department Safety Officers Association membership renewal, total cost of \$250.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

CRR Expenditures:

Request to purchase a new digital sign for Station 1, to be taken from budget line 531-100.

Request to purchase a new digital sign for Station 2, to be taken from budget line 531-200.

Total cost is \$51,000.00.

Motion to approve the purchase of a replacement sign for Station 1 and Station 2 for a total cost of \$51,000.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Gates Chili High School DWI Simulation will be held on May 12th.

Candlelight Vigil for Fallen Police Officers to be held on May 13th at the Town Hall.

Town of Gates Memorial Day Service May 29th at 9:00 am.

We will be helping with the Gates Recreation Kids Fest at Westgate Park June 3rd.

National Fallen Firefighters Golf Tournament June 4th & 5th.

Recruit Firefighter Training Program graduation is June 16th at the Wegmans Conference Center at 10:00 am. This will be a Class A event.

2023 Rochester International Airshow August 11th, 12th & 13 US Air Force Thunderbirds will be coming to town. We will be participating in the emergency coverage detail for all three of those days.

2023 International Association of Fire Chiefs (IAFC) Fire Rescue International (FRI) annual conference will be held on August 16th through August 18th, in Kansas City, Missouri. Offer for the Commissioners to attend the conference.

Citizen Thank Yous from Mike Kelly from the Citizens Fire Academy. Kristine Titus from Citizens Fire Academy. We received a thank you from a citizen that lives on Blue Ridge Trail, concerned about Carbon Monoxide in his house.

Thank you to the community members for participation in "Light up the Night" operation campaign.

Request Executive Session for a matter pertaining to a Law Enforcement Investigation.

Commissioner DiCaro asked how many active firefighters we have currently. Chief Bubel clarified and wanted to know if we should include those in the academy. We have 76 firefighters in total in the organization. Commissioner DiCaro inquired about vacancies due to retirement. We have one vacancy as a result of retirement. Commissioner DiCaro inquired about also inquired about obtaining another vehicle to send to EMS calls instead of sending a fire truck. Commissioner DiCaro would like to discuss this in the future.

Assistant Chief's Report – Timothy D. Goole:

Purchase Requests:

Looking for permission to purchase two large area search kits from the Whitmer Public Safety Group for \$3,758.00. This is a budgeted request and below the budgeted amount.

Motion to approve the purchase of two large area search kits from Whitmer Public Safety Group at a cost of \$3,758.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase a 5" Stortz Hydrant Gate from Whitmer Public Safety Group for \$877.00. This is a budgeted request and below the budgeted amount.

Motion to approve the purchase of a 5" Stortz Hydrant Gate from Whitmer Public Safety Group at a cost of \$877.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase one 8' folding attic ladder from the Whitmer Public Safety Group for \$550.00. This is a budgeted request and due to freight costs, it is over budget by \$40.00. There are funds to cover the expense.

Motion to approve the purchase of one 8' folding attic ladder from the Whitmer Public Safety Group at a cost of \$550.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase 3 desktop computers and supporting hardware from Amazon not to exceed \$3,000.00. Two of these are scheduled replacements and one is for an added workstation at Station 2 as requested by Commissioner Werth. There are funds to cover the expense.

Motion to approve the purchase of 3 desktop computers and supporting hardware from Amazon as a cost not to exceed \$3,000.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to replace 2 front tires on 4530 from Lewis General Tire for \$1,984.24. There are funds to cover the expense.

Motion to approve the purchase of 2 front tires on 4530 from Lewis General Tire at a cost of \$1,984.24 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase one pair of replacement bunker boots from MES for \$579.00. There are funds to cover the expense.

Motion to approve the purchase of one pair of replacement bunker boots from MES at a cost of \$579.00 made by Commissioner Hancock and seconded by Commissioner Cox. Commission polled: All approved.

Looking for permission to purchase three sets of bunker gear for \$10,174.41. This is a budgeted request and there are funds to cover the expense.

Motion to approve the purchase of three sets of bunker gear for \$10,174.41 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase three Unication desktop chargers from PMC Associates for \$408.81. There are funds to cover the expense.

Motion to approve the purchase of three Unication desktop chargers from PMC Associates at a cost of \$408.81 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Looking for permission to purchase 17 bollard covers for Station 3 from Uline for \$842.26. This is a budgeted request; due to a price increase and freight costs it is over budgeted amount by \$92.26. There are funds to cover the expense.

Motion to approve the purchase of 17 bollard covers for Station 3 from Uline at a cost of \$842.26 made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase one stack washer and dryer from Orvilles for \$1,497.00. This is a budgeted request and below the budgeted amount. Commissioner Werth elaborated; we have to put a 30-amp breaker on it. VP Supply can do the electrical. Total cost \$2,100.00 Stackable Washers for Station 2.

Motion to approve the purchase and installation of a stack washer and dryer for a total cost of \$2,100.00 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Looking for permission to purchase lumber and hardware from Home Depot not to exceed \$290.00. This is a budgeted request and below the budgeted amount.

Motion to approve the purchase of lumber and hardware from Home Depot at a cost not to exceed \$290.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase assorted tools for \$90.00 from Home Depot for \$90.00. This is a budgeted request and below the budgeted amount.

Motion to approve the purchase of assorted tools from Home Depot at a cost of \$90.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase one hose adapter from Grainger for \$50.00. This is a budgeted request.

Motion to approve the purchase of one hose adapter from Grainger at a cost of \$50.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Looking for permission to purchase two J-tool thumb turn bypass tools from Amazon for \$60.00. This is a budgeted request.

Motion to approve the purchase of two J-tool thumb turn bypass tools from Amazon at a cost of \$60.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Looking for permission to purchase shove knives and under the door tools from lockpicktools.com for \$68.00. This is a budgeted request and below the budgeted amount.

Motion to approve the purchase of shove knives and under the door tools from lockpicktools.com at a cost of \$68.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Looking for permission to purchase a one-year subscription with whitepages.com for \$30.00/yr. This would be a reoccurring cost and would be used by all dispatchers to locate contact info for property owners. It can access cell information as well. There are funds to cover the expense.

Motion to approve the purchase of a one-year subscription to whitepages.com at a cost of \$30.00/yr. annually made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Looking for permission to purchase a ring relay hardware and install said hardware from Just Solutions for \$458.00 to repair the dispatch night bell. There are funds to cover the expense.

Motion to approve the purchase of ring relay hardware and install said hardware from Just Solutions at a cost of \$458.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Request for executive session for a personnel matter.

Chairman Cox's Report:

Station 2-yard hydrant project update. The hydrant is installed, however, the ground is very wet and we need to wait a couple of weeks for the ground to settle before they can add the bollards and proper crusher stone and then the cement work will be done.

Station 2 North side of building drainage issue, met with the Town Highway Superintendent and the Fire Marshal to discuss tying into a catch basin on the other side of fence. More to follow.

Station 2 catch basin installation project, the north side of the building has 4-inch drain pipes we are looking to tie those drain pipes into the catch basin and have it run right out into the road.

Trash and Recycle Agreement approval-we currently are in contract with Casella, however our contract is up for renewal. Casella has told us that if we sign another contract in 6 months (January) there will be a 6-7% increase. Quoted monthly costs for Casella is \$575.00, Suburban is \$780.00, and Waste Management is \$545.00. Recommend that we go with Waste Management.

Motion to approve contracting with Waste Management for refuse pickup for all three Stations and the Administration Building made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Station 2 truck room ceiling light sensors, we have three that don't work. Request to replace them from Maynards Electric at a cost not to exceed \$1,500.00.

Motion to approve the purchase of three light sensors for the truck room ceiling at Station 2 from Maynards Electric at a cost not to exceed \$1,500.00 made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: All approved.

Elmer Davis regarding Station 1 roof replacement Riley Curran reached out and we should be getting a schedule in the next couple of weeks for a start date.

Traveling to NYSAFDC Meeting at Turning Stone on Friday, May 19th to the annual meeting and voting. Request use of a fire district vehicle and cover the cost of expenses.

Motion to approve the use of a district vehicle to attend the NYSAFDC meeting at Turning Stone on Friday, May 19th and cover expenses made by Commissioner DiCaro and seconded by Commissioner Cox. Commission polled: All approved.

Request to provide district maintenance mechanic a district work phone at a cost of \$39.95 per month.

Motion to approve the purchase of a district work phone for the district maintenance mechanic at a cost of \$39.95 per month made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Vice Chairman Comenale's Report:

No Report

Commissioner Hancock's Report:

Riding lawnmower parts are in and it should be back up and running either Monday or Tuesday.

Vehicles and dumpster behind Station 3-removal is being worked on.

Commissioner Werth's Report:

Permission to buy spring flowers, fertilizer and mulch for all three stations at a cost not to exceed \$1,400.00.

Motion to approve the purchase of spring flowers, fertilizer and mulch for all three stations at a cost not to exceed \$1,400.00 made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Permission to accept electronic bids and followed by hardcopy for any bids going forward.

Motion to approve accepting electronic bids followed by a hardcopy going forward made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Company 3 cracked wall-Passero did a structural assessment back in October of 2021 on Station 3 south masonry wall, where cracks were observed. Passero suggested that we put gauges on the wall and monitor them. They have been monitored over the last year and the crack got a bit smaller. Per Passero's report, if it did not move a significant amount, it could just be from settling of the building. We will continue to monitor the gauges going forward. As far as the brick veneer, some of the veneer shows more cracks.

Commissioner DiCaro's Report:

Loosening up on the FOIL requests by not requiring the public to have to use the FOIL process.

Consider having an additional meeting during the course of the month. Commission discussed.

Motion to approve having additional meetings during the month made by Commissioner DiCaro and seconded by Commissioner Hancock seconded. Commission polled: Commissioner Comenale-opposed, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Mark C. Butler, Esq.

Excused

Executive Session:

Motion made at 7:47 p.m. by Commissioner Hancock and seconded by Commissioner Werth 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 Cox and seconded by Commissioner Hancock. Commission polled: All approved.

The Board exited Executive Session and returned to Open Session at 8:00 pm. **The Board took no action in Executive Session.**

Open Session:

Motion to pull a civil service list for promotion and offer a promotion off of that list made by Commissioner Hancock and seconded by Commissioner Comenale. Commission polled: All approved.

Adjournment:

Motion to adjourn the May 11th, 2023, Regular Commission Meeting at 8:01 p.m. made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary

Approved