



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, July 13, 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 6:36 p.m.

The Pledge of Allegiance was led by Commissioner Werth.

Chairman Cox identified all the emergency exits within the building.

Motion to approve the appointment of Ryan Bubel, Brett Gorton and Benjamin Smith for the position of civil service firefighter with a one-year probationary period for the Gates Fire District made by Commissioner Werth and seconded by

Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-opposed, Commissioner Cox-approved.

Motion to approve the promotion of Lieutenant Jason Harris to the rank of Captain for the Gates Fire District made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-abstained, Commissioner Cox-approved.

Motion to approve the temporary appointment of Captain Thomas Minns to the rank of Battalion Chief for the Gates Fire District made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro abstained, Commissioner Cox-approved.

The swearing in ceremony will be held at Station 1 at 6:30 p.m. on July 25th, 2023.

**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 June 22nd, 2023, Commission Meeting Minutes made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Treasurer's Report – presented by Brittany Gould:

Revision to Accounts Payable Report for June 23rd, 2023: Bills to be paid since the last meeting in the total amount of \$123,421.47 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 reapprove the Accounts Payable Report for the June 23rd, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in corrected the amount of \$123,421.47 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Treasurer's Report presented.

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

Monthly Check List Report presented.

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

Profit and Loss Report presented.

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

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$438,584.28 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 July 13th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$438,584.28 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

June LOSAP Summary Report presented.

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

Special Budget meeting request. Request to hold a meeting on Tuesday, August 29th at 6:30 p.m. here at the Administration Building.

District Secretary's Report –Donna Capone:

Four FOIL requests were received.

I have an appointment scheduled with DMV on Friday to register the trailer.

Assistant Chief Goole distributed Informational Bulletin 23-023 to All Personnel regarding his being Out of Town.

A Legal Notice was received from the Chili Planning Board for an application of Cook Properties, 90 Air Park Drive, Suite 400, Rochester, NY 14624, Superior Homes CP-LLC for a recommendation for Incentive Zoning from GB to LI with Incentive Zoning at property located at 50 Air Park Drive, Rochester, NY 14624 in GB district.

Chief Bubel distributed Informational Bulletin 23-024 to All Personnel regarding Promotions.

Member request to use the Pavilion has been received.

Association of the Fire Districts of the State of New York Fire District Affairs Bulletin for June/July was received via email on June 30th.

Chief's Report – Alan R. Bubel:

June 2023-444 Calls for service with 1,362 members attending.

1 working fire-90 Lori Lane on June 16th.

2 Volunteer candidates Firefighters have cleared their physicals and will move forward with second reading and the third orientation session.

Firefighter Jeff West from Group 5 received recognition from the Gates Town Board Monday evening for his actions, while riding down the street, at a house fire on Foxshire Lane on May 17th.

Promotions-Effective July 17th Battalion Chief Tom Minns will take Command of Group 2, Effective July 19th Captain Harris will take charge of Station 2 as the house Captain.

Municipal Training Officer (MTO) designation was written to the state. His official date with the State will be July 15th. Operationally he will be taking over the duties this evening due to Lieutenant Harris being off the next few weeks.

Open Enrollment period for employee benefits ends tomorrow.

Union is requesting to wear their Breast Cancer Awareness T-Shirts while on duty for the month of October. We are allowing to let them wear them again this year in honor of Breast Cancer Awareness. Any minimal profits that are made by the Union are donated to the Breast Cancer Coalition.

This past Sunday evening we had an SO9 deployment to the City of Canandaigua for flash flooding. The following day on the 10th we were asked through the mutual aid system for a Storm Emergency Fire Unit (SEFU), we dispatched 4537 with 4 members to Canandaigua. They were reporting to the Canandaigua Fire House at 0700 hours and returned about 2:00 a.m. Pictures were taken with the governor.

Rescue Boat Trailer Retrofitting for our Swift Water Type III Team. You will be advised when the boat does go in service.

New York State Department of Homeland Security and Emergency Services are working to streamline the process for uploads of information for (FFATA) Federal Funding Accountability and Transparency Act. Which is a reporting requirement anytime there is a state public assistance project or grant we will need to use this new process.

2023 Monroe County Fire Chiefs Association Equipment show is canceled. It is usually held in August.

Health and Safety purchase requests:

Request to spend \$1,000.00 from account 581-300 for a used Jacobs Ladder Fitness machine. If purchased new it would be \$6,000.00 and request to spend \$200.00 from account 518-300 for maintenance on the machine, which will be done by G&G Fitness.

Motion to approve the purchase of a used Jacobs Ladder Fitness machine and do the maintenance on it from G&G Fitness made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Request to spend up to \$450.00 from account 518-400 on three 5-gallon pails of personal protective equipment gear wash.

Motion to approve the purchase of three 5-gallon pails of gear wash made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Out of account 518-400 request to spend \$50.00 for the purchase of one portable decibel meter.

Motion to approve the purchase of one portable decibel meter made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend \$400.00 from account 518-400 on the purchase of Hydration supplements.

Motion to approve the purchase of hydration supplements made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: All approved.

Permission to spend \$40.00 out of account 518-400 for the purchase of X-hose Pro Expandable 5/8" hose.

Motion to approve the purchase of X-hose Pro Expandable 5/8" hose, in the amount of \$40.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend \$25.00 from account 518-400 to purchase one 5/8" spray nozzle.

Motion to approve the purchase of one 5/8" spray nozzle at a cost of \$25.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend \$60.00 from account 518-400 for the purchase of a stencil kit to mark our equipment.

Motion to approve the purchase of a stencil kit, in the amount of \$60.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend \$3,000.00 out of account 532-700 for Plymovent parts.

Motion to approve the purchase of Plymovent parts, in the amount of \$3,000.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

The Health and Safety Officer is requesting permission to surplus the following:
6 Minitor 2 voice pagers with base chargers. These are no longer used and have no value to the district.

1 2.5 watering can, it has a damaged pull-up tube and cannot be repaired. It has no value to the district.

1 Quasar VHS video recorder, this item has no value to the district.

1 Polaroid Camera and accessories, this item has no value to the district.

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

Training Requests:

From account 541-800 two members to attend Swift Water Flood Rescue Technician training at a cost of \$531.00 and request use of a district vehicle.

Motion to approve two members to attend Swift Water Flood Rescue Technician training at a cost of \$531.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend from account 541-800 to send one member to Advanced Swift Water Flood Rescue Technician, total cost \$206.50 and request use of a district vehicle.

Motion to approve one member to attend Advances Swift Water Flood Rescue Technician, total cost \$206.50 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend from account 541-800 \$176.00 to send one member to Rope Rescue Technician training and request use of a district vehicle.

Motion to approve one member to attend Rope Rescue Technician training, at a cost of \$176.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend from account 541-800 \$176.00 to send one member Rope Rescue Operations training and request use of a district vehicle.

Motion to approve one member to attend Rope Rescue Operations training at a cost of \$176.00 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend from account 541-800 \$265.50 to send one member to attend Rope Rescue Technician training and request use of a district vehicle.

Motion to approve one member to attend Rope Rescue Technician training at a cost of \$265.50 and use of a district vehicle made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Permission to spend from account 541-980 \$375.00 for a replacement part for forceable entry prop.

Motion to approve the purchase of a replacement part for the forceable entry prop at a cost of \$375.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Community Risk Reduction purchase requests:

Out of account 548-000 permission to spend \$450.00 for the purchase of a Fire Prevention Week Kit from NFPA.

Motion to approve the purchase of a Fire Prevention Week Kit from NFPA at a cost of \$450.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Out of account 548-000 permission to spend \$800.00 on the purchase of car seats and car seat program supplies this amount will be reimbursed through the grant process.

Motion to approve the purchase of car seats which will be reimbursed through the grant, at a cost of \$800.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Out of account 555-000 permission to renew the NFPA (National Fire Protection Association) subscription at a cost of \$175.00 for the Gates Fire District.

Motion to approve the renewal of the NFPA (National Fire Protection Association) subscription at a cost of \$175.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Junior Fire Academy is being held July 17th through the 21st. Cookout on Friday on the 21st for graduation and awards.

2023 Rochester International Airshow is being held on August 11, 12, & 13.

Community Thank you's from our work down in Canandaigua. City of Canandaigua recognized us in their press release.

Request for Executive Session for Matter involving the hiring of personnel.

Assistant Chief's Report –Timothy D. Goole:

Purchase Requests:

Looking for official approval that was approved via email to have the two Sensit Gold meters sent out for repair to Dival for \$602.66.

Motion to approve Dival to repair two Sensit Gold meters at a cost of \$602.66 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase a replacement winch controller for 4510 from Warn.com for \$119.26. There are funds to cover the expense.

Motion to approve the purchase of a replacement winch controller for 4510 from Warn.com at a cost of \$119.26 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Looking for permission to purchase a replacement winch rope and protective sleeve for 4510 from Zips.com for \$381.84. There are funds to cover the expense.

Motion to approve the purchase of a replacement winch rope and protective sleeve for 4510 from Zips.com at a cost of \$381.84 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase replacement firefighting gloves and safety vests from Dival Safety for \$1,036.00. These are budgeted items and there are funds to cover the expense.

Motion to approve the purchase of replacement firefighting gloves and safety vests from Dival Safety for \$1,036.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Looking for permission to purchase replacement helmets and bailout ropes with carabiners from MES for \$6,982.00. These are budgeted items and there are funds to cover the expense.

Motion to approve the purchase of replacement helmets and bailout ropes with carabiners from MES at a cost of \$6,982.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase 3 Unication Amplified pager chargers from PMC Associates for \$425.25. There are funds to cover the expense.

Motion to approve the purchase of 3 Unication Amplified pager chargers from PMC Associates at a cost of \$425.25 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase one DVRS MSU activation software and license package from Motorola Solutions for \$237.00. This is for mobile radio on 4530. There are funds to cover the expense.

Motion to approve the purchase of one DVRS MSU activation software and license package from Motorola Solutions at a cost of \$237.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to attend the International Association of Fire Chiefs Symposium in the Sun November 8th through the 12th and looking to spend \$3,500.00 for registration, lodging, travel and per diem. There are funds to cover the expense.

Motion to approve Assistant Chief to attend the International Association of Fire Chiefs Symposium in the Sun November 8th through the 12th, at a cost of \$3,500.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase one air charge cooler for 4518 from Churchville Fire Equipment for \$1,513.78. There are funds to cover the expense.

Motion to approve the purchase of one air charge cooler from Churchville Fire Equipment at a cost of \$1,513.78 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

The microwave at Headquarters stopped working this afternoon, looking for permission to spend up to \$400.00 with Home Depot or Orville's to replace it.

Motion to approve spending up to \$400.00 with either Home Depot or Orville's for the purchase of a new microwave for Headquarters made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend \$1,222.00 with Fire Service Safety Testing, Inc. for our annual ladder testing. This is a budgeted item and below the budgeted amount.

Motion to approve annual ladder testing with Fire Service Safety Testing, Inc. at a cost of \$1,222.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Surplus Requests:

Looking for permission to dispose of 1 SCBA cylinder that was condemned during testing. It has no value to the district.

Looking for permission to dispose of 1 kitchen cabinet from the career lounge at Headquarters. It has no value to the district.

Motion to approve the surplus of 1 SCBA cylinder and one kitchen cabinet made by Commissioner Comenale and Commissioner Werth. Commission polled: All approved.

We have a large abundance of 4" hose, we have approximately 1700 feet of it. PSTF has reached out to see if anyone has hose for the academy. Would like to donate 1000 feet.

Motion to approve the donation of 1000 feet of 4-inch hose to the PSTF made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Chairman Cox's Report:

Approval to hire an HVAC consultant via recommendation of Passero to review Station 1's entire system. Budget line 553-000 consultant account. Currently we have 3 Roof Top Units at Station 1 and we have already replaced two of them. The third one is leaking, and before we replace it would like to hire an HVAC consultant to review Station 1's entire system to try and eliminate the problems we are encountering.

Motion to approve hiring an HVAC consultant to review our entire systems at each Station made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Commission project list reviewed.

Station Inspection report, plan forward. Chief's Office to work with the house Captains and Commissioner Werth for pricing.

Letter received from Fire Department turning over the recently purchased boat to the Fire District.

The district website update has been completed.

Vice Chairman Comenale's Report:

No Report

Commissioner Hancock's Report:

No Report

Commissioner Werth's Report:

Fire Alarm systems in all three Stations inspection 5-year contract -we received quotes from All State Fire and Security, Davis-Ulmer Fire Protection and Empire Fire Protection Services Inc. Want to go with the higher bid (All State for \$6,899.00), as they do a more complete and thorough inspection and record all findings.

Motion to approve All State Fire and Security for inspections at all three Stations at a cost of \$6,899.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

We received floor cleaning quotes for all three Stations and the Administration Building from GP Flooring Solutions, Service King, and Krugers Professional Service. The lowest quote was GP Flooring Solutions at a cost of \$6,518.46. There is a new product to put on the floor that is better and should not have to be redone for three years.

Motion to approve GP Flooring Solutions to clean all the floors at all three Stations and the Administration Building made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Parking lot sealing at Station 1 and Station 3. Quotes were received from Magic Seal, Ol' Smokey Trucking & Excavating, LLC, and BLP Sealcoat. The lowest quote is BPL Sealcoat at a cost of \$15,215.00.

Motion to approve parking lot sealing at Station 1 and Station 3 to be done by BPL Sealcoat at a cost of \$15,215.00 made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Mattress replacement for water damage at Station 1. Looking to purchase 2 mattresses and one box spring at a cost of \$875.00 from Sleep City.

Motion to approve the purchase of 2 mattresses and one box spring from Sleep City at a cost of \$875.00 made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Final truck sale report. Sold the pumper 4522 (\$75,000.00) and Rescue 4528 (\$20,000.00) for the total amount of \$95,000.00. Commissioner Werth called the other Commissioners for verbal approval. Requesting formal approval.

Motion to approve the sale of 4522 and 4528 in the amount of \$95,000.00 to Williams Emergency Vehicles made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Commissioner DiCaro's Report:

Update on Recruitment and Retention-things have slowed down for the summer. Spoke with BOD J. Merklinger about doing additional advertising, video advertising, signage and that kind of thing. We continue to monitor it and looking to expand.

Commissioner DiCaro wanted to note that he met with the Auditors from the State.

Mark C. Butler, Esq.

Excused

Executive Session:

Motion made at 7:57 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 DiCaro. Commission polled: All approved.

The Board exited Executive Session and returned to Open Session at 8:12 pm. **The Board took no action in Executive Session.**

Open Session:

Chief Bubel requested permission to extend offers of employment to the nine individuals that were recommended by the hiring committee.

Motion to approve extending offers of employment to the nine individuals recommended by the hiring committee made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-opposed, Commission Cox-approved.

Adjournment:

Motion to adjourn the July 13th, 2023, Regular Commission Meeting at 8:16 p.m. made by Commissioner Werth and seconded by Commissioner Hancock. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary