



# GATES FIRE DISTRICT



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[www.gatesfd.org](http://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 27, 2023  
6:30 PM**

**APPROVED MINUTES**

**Attendance**

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

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**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 Comenale.**

**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)**

**The guests declined to address the Board.**

**Approval of Prior Meeting Minutes:**

Motion to approve the July 13th, 2023, Commission Meeting Minutes made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

**Treasurer's Report – presented by Brittany Gould:**

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of \$204,980.80 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 27th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$204,980.80 made by Commissioner Comenale and seconded by Commissioner Hancock. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

Request for Executive Session to discuss personnel.

**District Secretary's Report – Donna Capone:**

Received a member request to use the Pavilion.

We received correspondence from Legal Counsel, he provided the 2024 Budget Process, copies have been provided.

We received a FOIL request.

Note: That the District Secretary is the records officer for the Gates Fire District and any FOIL requests should be directed to me.

Association of Fire Districts of the State of New York Fire District Affairs Bulletin paper copy was received.

Chief Bubel distributed Informational Bulletin 23-025 to All Personnel regarding Swearing-in Ceremony.

Chief Bubel distributed Informational Bulletin 23-026 to All Personnel regarding a Personnel Matter.

Legal Notice was received by the Chili Zoning Board of Appeals an application of Maribell Bermudez, 25 Minute Man Trail, Rochester, NY 14624, for a variance to erect a front deck 57.9' from front yard setback (60' req.) at property located at 25 Minute Man Trail in R-1-15 district.

Chief Bubel distributed Informational Bulletin 23-027 to All Personnel regarding him being Out of Town.

Chief Bubel distributed Informational Bulletin 23-028 to All Personnel regarding him being Out of Town.

Public Notice for the additional Budget meeting was posted at all three Stations and the Administration Building, posted to our website, and sent to the Media on July 25<sup>th</sup>, 2023.

Chief Bubel distributed Informational Bulletin 23-029 to All Personnel regarding his being Out of Town.

I will not be in attendance for the September 28<sup>th</sup> meeting, Mary Beth as agreed to fill in as District Secretary.

Motion to approve Mary Beth to act as District Secretary for the September 28, 2023, Commission meeting made by Commissioner Comenale and seconded by Commissioner DiCaro. Commission polled: All approved.

**Chief's Report – Alan R. Bubel:**

Received resignation from Firefighter David Sanza (Group 5), as he was just hired on the career side.

Career recruit orientation begins August 7, the fire academy begins August 21<sup>st</sup>.

Expense and Surplus requests:

Municipal Training Officer has requested to spend \$10,000.00 on eight members to attend Peer Fitness Class from account 541-975. There are sufficient funds. Having eight members attend will result in a \$2,000.00 refund, we will also get to keep the equipment that the IAFF brings to teach the class.

Motion to approve eight members to attend Peer Fitness Class, in the amount of \$10,000.00 made by Commissioner Hancock and seconded by Commissioner Comenale. Commission polled: All approved.

Request to spend up to \$2,500.00 on an Artificial Smoke Machine, from account 541-980. There are sufficient funds.

Motion to approve to spend up to \$2,500.00 on an Artificial Smoke Machine made by Commissioner Hancock and seconded by Commissioner Werth. Commission polled: All approved.

Health and Safety Officer requests to surplus the following:  
Old tile flooring from Headquarters Fitness Room. They have no value to the district.

Two Ladder belts that are past their service life found in storage. They have no value to the district.

Motion to approve the surplus of old tile flooring and two ladder belts made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Junior Fire Academy graduated last Friday, and it was a resounding success. Thank you to the Board for your continued support.

SCBA Safety Inspections have been completed and all are in good working order.

One of the items we have been working on is facility security as part of our workplace violence program. There was a shooting incident in Alabama, two firefighters were shot, and one subsequently died. We have a call into the RocTac Group to assist with workplace violence and we are going to ramp that up, as a result of the incident.

2023 Airshow will be held August 11<sup>th</sup> through the 13<sup>th</sup>.

Town of Gates Summer Celebration will be held on August 12<sup>th</sup>.

Postings around for Battalion Chief Poness's Retirement Party will be held on August 25<sup>th</sup>.

National Fallen Firefighters Foundation 9/11 Memorial Stair Climb will be held on September 10<sup>th</sup> at Innovation Field.

Community Thank you from an elderly resident locked out of her apartment. 4522 and Captain Harris responded, she could not say enough nice things about them and how they took care of her. She came up to the Station and brought donuts.

Chief and Assistant Chief down in Washington DC, they attended the New York First Responders Summit hosted by Senator Kirsten Gillibrand. Made some new contacts and obtained information on new Federal Funding sources. Talked a lot about issues of mutual concern among the various first responder entities.

**Assistant Chief's Report –Timothy D. Goole:**

Purchase Requests:

Looking for permission to purchase one HCN sensor from Dival Safety at a cost of \$673.98. There are funds to cover the expense.

Motion to approve the purchase of one HCN sensor from Dival Safety at a cost of \$673.98 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Looking for permission to purchase particulate hoods also known as NOMEX hoods from Dival Safety at a cost of \$4,791.50. This is a budgeted request and there are funds to cover the expense.

Motion to approve the purchase of particulate hoods from Dival Safety at a cost of \$4,791.50 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Looking for permission to purchase Gear locker storage shelves and components from Gear Grid Corporation for Station 2 at a cost of \$1,874.00. This is a budgeted request and there are funds to cover the expense.

Motion to approve the purchase of storage shelves and components from Gear Grid Corporation for Station 2 at a cost of \$1,874.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Out of Country/Town August 3<sup>rd</sup>-11<sup>th</sup> unavailable by phone or email. Will be back in the office on August 14<sup>th</sup> and out of Town again on August 17<sup>th</sup> through August 20<sup>th</sup>, during that time, will be available by phone. Will be back in the office on August 21<sup>st</sup>.

**Chairman Cox's Report:**

Project review.

Quote received for a new fuel pump meter assembly at Station 2, cost is \$325.00. The dial on the pump is not legible any longer.

Motion to approve the purchase of a new fuel pump meter assembly at Station 2 at a cost of \$325.00 made by Commissioner Cox and seconded by Commissioner Hancock. Commission polled: All approved.

Request for Executive Session for Personnel Matters.

**Vice Chairman Comenale's Report:**

Proceeds from the sale of 4522 and 4528, in the amount of \$95,000.00 would like to be transferred to the Capital Reserve Fund.

Motion to approve the transfer of \$95,000.00 from the sale of 4522 and 4528 from the General Operating account to the Capital Reserve Fund made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

**Commissioner Hancock's Report:**

Penflex meeting scheduled for the LOSAP on August 15<sup>th</sup> at 10:30 am.

**Commissioner Werth's Report:**

All State Fire and Security was approved at the last meeting for our Fire Inspection Systems. It was stated that it was a 5-year contract, however, it is a 3-year contract. Just wanted to note that for the record.

Price Quote received from VP Supply for a new jockey pump for Station 1. Pump and correct electric supply \$3,500.00. Building maintenance account.

Motion to approve the purchase of a new jockey pump for Station 1 and the installation of 240 voltage line to supply the pump at a cost of \$3,500.00 made by Commissioner Werth and seconded by Commissioner DiCaro. Commission polled: All approved.

Joe W. opened up the wall at Station 2 from the leaking shower, the valve assembly needs to be replaced and mold has been found at the base of the wall. The replacement of the assembly will be done, and we are aware of the mold and working to immediately correct the problem.

Station Inspection sheets have been reviewed and there is an answer and resolution to each of the issues addressed. He will review with the Chief next week.

**Commissioner DiCaro's Report:**

No Report

**Mark C. Butler, Esq.**

Excused

**Executive Session:**

Motion made at 6:59 p.m. by Commissioner Cox 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 DiCaro and seconded by Commissioner Werth. Commission polled: All approved.

The Board exited Executive Session and returned to Open Session at 7:56 pm. **The Board took no action in Executive Session.**

**Open Session:**

No motions were made.

**2024 Budget Discussions:**

Payroll and Benefits were discussed by the Treasurer.

**Adjournment:**

Motion to adjourn the July 27th, 2023, Regular Commission Meeting at 8:22 p.m. made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Respectfully submitted,

Donna Capone  
District Secretary

Approved