



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, August 24, 2023
6:30 PM**

Draft of UNAPPROVED 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
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

Chairman Cox called the Regular Commission Meeting of the Gates Fire District to order at 6:32 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 August 10th, 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 \$163,997.80 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 August 24th, 2023, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of \$163,997.80 made by Commissioner Comenale and seconded by Commissioner Werth. Roll Call Vote: Commissioner Comenale-approved, Commissioner Hancock-abstained, Commissioner Werth-approved, Commissioner DiCaro-approved, Commissioner Cox-approved.

CD maturity and re-investment options. We have the option to open a three-month CD with an interest rate of 4.8% or putting into NYClass with an interest rate of 5.2% Treasurer recommended putting money into NYClass.

Motion to approve re-investing money into NYClass with an interest rate of 5.2% made by Commissioner Comenale and seconded by Commissioner DiCaro. Commission polled: All approved.

District Secretary's Report – Donna Capone:

Received the Association of Fire Districts of the State of New York August/September Fire District Affairs via email.

Received a FOIL Request.

A Legal Notice was received from the Chili Zoning Board of Appeals.

Chief Bubel distributed Informational Bulletin 23-032 to All Personnel regarding Out of Town.

Chief's Report – Alan R. Bubel:

The Recruit Firefighter Training Program began this past Monday, it is being hosted by the Henrietta Fire District.

Canal Ponds Connectivity Study-Chief Bubel, Assistant Chief Goole and Commissioner Cox attended the open house.

Expense Requests:

The Training Officer is looking for permission to spend out of account 541-975 for eleven members to attend Truck Skills Seminar at a cost of \$385.00.

Motion to approve to send eleven members to attend Truck Skills Seminar at a cost of \$385.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: Commissioner Comenale-approved, Commissioner Hancock-approved, Commissioner Werth-approved, Commissioner DiCaro-abstained, Commissioner Cox-approved.

Looking for permission to spend out of account 541-980 to purchase one set of irons and a halogen bar at a cost of \$345.00.

Motion to approve the purchase of one set of irons and a halogen bar at a cost of \$345.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Community Risk Reduction purchases:

Looking for permission to spend \$162.00 from account 548-000 to purchase materials related to the Whale (We Have a Little Emergency) Car Seat Safety Program.

Motion to approve the purchase of materials for the Whale Car Seat Safety Program at a cost of \$162.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to spend out of account 548-000 to purchase New Homeowner postcards at a cost of \$175.00. Plan is to Partner with the Town of Gates, when someone moves into the Town they will be sent a post card letting them know where to go for services regarding smoke alarm, Carbon monoxide alarms, fire extinguishers and fire life safety education.

Motion to approve the purchase of New Homeowner postcards at a cost of \$175.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Battalion Chief Poness's Retirement Party is Friday, August 25th at 1700 hours at Spencerport Exempts.

National Fallen Firefighters 9/11 Memorial Bike Ride at West Webster Fire Department on September 9th.

National Fallen Firefighters 9/11 Memorial Stair Climb & Family Walk will be held at Innovative Field on September 10th.

Diocese of Rochester 1st Responder Mass at Sacred Heart Cathedral will be held on September 10th.

The Monroe County Fire Marshals and Inspectors Association will be holding the Joe Manuse Smoke & CO Alarm Foundation Family Fund Day Fundraiser to be held on September 16th.

Gates Fire District Medal Day at Wegmans Conference Center scheduled for October 28th, we may have a date change on that. More to come on that.

The New York State Fair is looking for people to help with Fire Safety Education. The New York State Division of Homeland Security and Emergency Services reached out to our Community Risk Reduction team and asked if they would be available to help. They provided some dates and times that they need help with. Looking for permission to send personnel and trailer for one day.

Motion to approve to send personnel and trailer to the New York State Fair for one day to help with Fire Safety Education made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Hemlock Fire Department is looking to do a fire extinguisher training with a local community center for an elder car group in Lima. They have requested to use our fire extinguisher training props. The event will be held on October 10th from 11:30 until 2:00 pm.

Motion to approve to send the Community Risk Reduction team and training props to Lima to assist Hemlock Fire Department with fire extinguisher training on October 10th from 11:30 a.m. until 2:00 p.m. made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Community Thank you's- We received a thank you from the Fire Marshal, companies responded to the Town Hall for an odor of natural gas. The Fire Marshal sent over his thanks for a quick and efficient job.

Request for Executive Session for several personnel matters.

Assistant Chief's Report – Timothy D. Goole:

Stolen Property-iPad stolen from 4C85 vehicle; it was stolen from his locked truck while parked in his driveway overnight. A Police Report was taken, and additional information was provided to law enforcement by us.

Surplus Property:

Looking for permission to surplus the old headboards from the bunkroom at Station 1. These items have no value to the district.

Motion to approve the surplus of old headboards from the bunkroom at Station 1 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to surplus and sell the old 4C95 vehicle with all of the equipment. I'd like to work with Equipment Commissioners to sell the vehicle.

Motion to approve the surplus and sale of the old 4C95 vehicle made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: All approved.

Addendum: Motion to approve the surplus and sale of the old 4C95 to sell it with all of the equipment made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: All approved.

Purchase Requests:

Looking for permission to purchase two bailout harnesses from Dival Safety for \$534.00. These are budgeted items and there are funds to cover the expense.

Motion to approve the purchase of two bailout harnesses from Dival Safety in the amount of \$534.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase a replacement laptop for \$829.00 from Amazon. There are funds to cover the expense.

Motion to approve the purchase of a replacement laptop from Amazon in the amount of \$829.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase nine sets of bunker gear from MES for \$38,250.67. These are budgeted items and there are funds to cover the expense.

Motion to approve the purchase of nine sets of bunker gear from MES in the amount of \$38,250.67 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase seventeen pairs of gloves for \$633.25 from Dival Safety. These are budgeted items and there are funds to cover the expense.

Motion to approve the purchase of seventeen pairs of gloves from Dival Safety at a cost of \$633.25 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to purchase assorted rope rescue equipment from MES for \$15,596.00. Most of these items are for replacements due to end of life along with a few new items. These are budgeted items and there are funds to cover the expense.

Motion to approve the purchase of assorted rope rescue equipment from MES at a cost of \$15,596.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Looking for permission to replace the stolen iPad for \$1,259.00. This is not a budgeted item, does the board have a preference for which account to take it from. Commission discussed. It is to come from account 521-300.

Motion to approve the purchase of a replacement iPad at a cost of \$1,259.00 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Bid Package:

Looking for permission to work with legal counsel to get a bid package together, publish the notice and complete other requirements required to receive bids for proposals for the replacement of 4512.

Motion to approve to work with legal counsel to get a bid package together to receive bids for the replacement of 4512 made by Commissioner Comenale and seconded by Commissioner Werth. Commission polled: All approved.

Letter to Members from Assistant Chief to the members thanking them for their efforts in providing services to the Town of Chili and the Town of Gates for the flooding event on August 16th.

Chairman Cox's Report:

Formal approval of Hydro Testing/replacement of Fire Extinguishers to be completed by All State Fire & Security, at a cost of \$5,598.76. This was approved via e-mail on August 17th.

Motion to approve All State Fire & Security to complete Hydro Testing/replacement of Fire Extinguishers at a cost of \$5,598.76 made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: All approved.

Approval for stove exhaust hood work at all buildings to be completed by All State at all buildings, in the amount of \$2,875.00.

Motion to approve stove exhaust hood work at all buildings by All State, at a cost of \$2,875.00 made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: All approved.

Public Meeting protocol: "No Report is used for transparency to the readers and audience. Why General Topics under your report?"

Request for Executive Session for personnel matters.

Vice Chairman Comenale's Report:

No Report.

Commissioner Hancock's Report:

Results from the meeting with Penflex.

Commissioner Werth's Report:

Policies-please review and it will be discussed at the next meeting.

Seal and stripe Station 2 parking lot at a cost of \$3,090.00 to be done by BPL Sealcoat.

Motion to approve to have BPL Sealcoat seal and stripe Station 2 parking lot at a cost of \$3,090.00 made by Commissioner Werth and seconded by Commissioner DiCaro.
Commission polled: All approved.

Commissioner DiCaro's Report:

Director Merklinger is moving forward with the signs to be made to recruit volunteer firefighters. We should have no trouble with the Town as Commissioner DiCaro brought them a proof for review.

Commissioner DiCaro spoke with Town Supervisor Guinta regarding the snowplowing contract. The Town Supervisor said that Kurt will reach out to someone here.

Commissioner Cox reviewed status of projects.

Mark C. Butler, Esq.

Excused

Executive Session:

Motion made at 7:22 p.m. by Commissioner Comenale 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 Comenale and seconded by Commissioner Cox. Commission polled: All approved.

The Board exited Executive Session and returned to Open Session at 7:47 pm. **The Board took no action in Executive Session.**

Open Session:

Request permission from the Board of Fire Commissioners to make the appointment of Thomas Minns as Battalion Chief from a temporary to a permanent position effective August 25th, 2023.

Motion to approve the appointment of Thomas Minns as Battalion Chief from temporary to permanent position effective August 25, 2023, made by Commissioner Werth and seconded by Commissioner Comenale. Commission polled: All approved.

Motion to approve to move forward with some financial changes for some of the administrative staff salary made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: All approved.

2024 Budget Discussions:

Operations Budget Sheets (Chiefs Office)

Adjournment:

Motion to adjourn the August 24th, 2023, Regular Commission Meeting at 9:06 p.m. made by Commissioner Werth and seconded by Commissioner Cox. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary