GATES FIRE DISTRICT

2355 Chili Avenue, Rochester, New York 14624
Phone: 585-426-2720 Fax: 585-426-7444
www.gatesfiredistrictny.gov
Serving Territory in the Towns of Gates and Chili, N.Y.

Gates Fire District
Board of Fire Commissioners
Regular Commission Meeting
THURSDAY, January 22, 2026
6:30 PM

APPROVED MINUTES

Attendance
James Werth, Chairman
Daniel Cox, Vice Chairman
Richard Koch, Commissioner
Charles Johnson, Commissioner
Timothy D. Goole, District Fire Chief
Mark A. Quill, District Assistant Fire Chief
Donna Capone, District Secretary
Brittany Gould, Treasurer
Julie Spencer, Deputy District Treasurer

Guests
**See attached sign-in sheet

Absent
Louis Comenale, Jr., Commissioner-excused
Kevin Mahoney Esq., Legal Counsel-excused

Chairman Werth called the Regular Commission meeting of the Gates Fire District to order at 6:30 p.m.

Pledge of Allegiance was led by Commissioner Cox.

Chairman Werth 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 guest declined to address the Board.

Approved

Approval of Prior Meeting Minutes:
Motion to approve the January 8th, 2026, Organizational/Commission Meeting Minutes made by Commissioner Koch and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Treasurer's Report – presented by Brittany Gould:
Accounts Payable Report: Bills to be paid since the last meeting in the total amount of $3,257,217.06 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 January 22nd, 2026, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of $3,257,217.06 made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

December 2025 LOSAP Report presented.

Motion to approve the December 2025 LOSAP Report made by Commissioner Koch and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Formal request to have credit card issued to the MTO. This was approved previously via email.

Motion to approve the MTO to have a credit card as per our credit card policy made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

District Secretary's Report – Donna Capone:
Oaths of Office for Treasurer Gould, Commissioner Johnson and for myself were delivered to the Town of Gates and the Town of Chili on January 12th.

Assistant Chief Quill distributed Informational Bulletin 26-001 to All Personnel regarding him being Out of Town.

Chief Goole distributed Informational Bulletin 26-002 to All Personnel regarding him being Out of Town.

Approved

As reported in the December 11, 2025, Commission meeting, the Data Request Package was received from Penflex, and the end of 2025 Service Award Points have been calculated. The points were calculated with Commissioner Cox and Commissioner Comenale. I will need approval to accept the 2025 LOSAP points.

Motion to approve the 2025 LOSAP points made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Association of the Fire District of the State of New York Fire District Affairs December 2025/January 2026 Bulletin was received via the United States Postal Service.

Request to purchase NY Fire Laws 2026 from Matthew Bender & Company at a cost of $73.00 and a shipping and handling cost of $16.43, total of $89.43.

Motion to approve the purchase of NY Fire Laws 2026 from Matthew Bender & Company at a cost of $89.43 made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

I received an email from the Monroe County Board of Elections notifying me that the files I have access to have been added and/or updated. I logged in and saw that they have added a Monroe County Board of Elections-Non-BOE Agency Supply Request Form. I have a copy if you would like to review it. In addition, I have also received the Board of Elections 2026 Fee Schedule.

Chief's Report – Timothy D. Goole:

Purchase Requests:
Community Risk Reduction:
Permission to purchase Stop the Bleed Training Kit at a cost of $1,386.04.

Motion to approve the purchase of Stope the Bleed Training Kit for the cost of $1,386.04 made by Commissioner Koch and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Apparatus, Equipment & Services:
Permission to spend $2,920.00 with Knox Box for a 5-year Knox Box License Renewal.

Motion to approve the 5-year Knox Box License Renewal at the cost of $2,920.00 made by Commissioner Johnson and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Approved

Vehicle Use: Permission to use the Chief's District issued vehicle to attend the Career Fire Chief's meeting in DeWitt, New York.

Motion to approve the Chief to use his District issued vehicle to attend the Career Fire Chief's meeting in DeWitt, New York made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Educational Reimbursements:
Looking for permission to reimburse three (3) employees for educational reimbursement expenses. One employee at $1,065.00, one employee at $763.00 and one employee at $1,556.50, all have been previously approved, and all have submitted the appropriate paperwork.

Motion to approve to reimburse three (3) employees for educational reimbursement expenses at the cost of $1,065.00, $763.00 and $1,556.50 made by Commissioner Koch and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Monroe County Fire Chiefs Association is working to re-energize that group, Chief was nominated as one of the two Vice Presidents of that Association. I am honored to be selected and look forward to assisting that organization.

Fire Death: On January 8th we did respond to a residence for an individual that burned himself accidentally and unfortunately, he did die three days later as a result of those injuries. This will be reflected as a fire fatality for 2026.

Thank you from Chief Battaglia from the North Greece Fire District for our organization providing a fill in for their response for the fatal MVA on January 17th. Along with recognizing one of our off-duty dispatchers who provided some assistance at the scene.

Assistant Chief's Report - Mark A. Quill:
Apparatus Updates:
Quint 4530 is out of service due to issues he found during preventative maintenance. The district mechanic is awaiting quotes for transmission lines.

Purchase Requests:
Apparatus, Equipment & Services:
Request to purchase two (2) 315/80RR22.5, Endurance TSD L (20 Ply), Goodyear Commercial Tires at the price of $1,838.74 from Lewis General Tires Inc. for Quint 4530; request to purchase six (6) MSA face mask lenses for the price of $1,328.34 from Firematic Supply Company, Inc. There are funds to cover these expenses.

Approved

Motion to approve the purchase of two (2) 315/80RR22.5, Endurance TSD L (20 Ply), Goodyear Commercial Tires at the price of $1,838.74 from Lewis General Tires Inc. for Quint 4530; to purchase six (6) MSA face mask lenses for the price of $1,328.34 from Firematic Supply Company, Inc. made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Chairman Werth's Report:
No Report

Vice Chairman Cox's Report:
No Report

Commissioner Comenale's Report:
No Report-Excused

Commissioner Koch's Report:
No Report

Commissioner Johnson's Report:
No Report

Shout out to Kwik Fill and Gates Liquor for letting him put up volunteer signs.
Shout out to Groups 2, 3, 4 for letting him do a ride along.

Kevin Mahoney, Esq.
Excused

Executive Session:
The Board did not enter into Executive Session.

Adjournment:
Motion to adjourn the January 22, 2026, Regular Commission Meeting at 6:43 p.m. made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-excused, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Respectfully submitted,

Donna Capone
District Secretary

Approved