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
Organizational and Regular Commission Meeting
Thursday, January 8, 2026
6:30 PM

UNAPPROVED MINUTES

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

Guests
**See attached sign-in sheet

Absent
Kevin Mahoney, Esq., Legal Counsel-Excused

Chairman Cox called the Organizational Meeting of the Gates Fire District to order at 6:30 p.m. Regular Commission meeting to follow.

Pledge of Allegiance was led by Commissioner Werth.

Chairman Cox identified all the emergency exits within the building.

Introduction and Oath of Office administered to newly elected Commissioner Charles Johnson by Commissioner Cox.

Unapproved

Motion made by Commissioner Johnson to appoint Commissioner Werth Chairman for 2026.

Second by: Commissioner Koch.
Roll Call Vote: Commissioner Comenale-approved, Commissioner Cox-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-abstains.

**Commissioner Werth abstains from voting for the Chairman appointment.*

Motion made by Commissioner Koch to appoint Commissioner Cox as Vice Chairman for 2026.

Second by: Commissioner Johnson.
Roll Call Vote: Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved, Commissioner Cox-abstains.

**Commissioner Cox abstains from voting for the Vice Chairman Appointment.*

Statement by the Board of Fire Commissioners: Since agendas are available to the audience, the Board will go through each item and on to the next, unless there is a need for discussion. A roll call vote will be taken.

1. **Resolution 2026.1.8.1:**
   (Read by Chairman Werth: Motion made by Commissioner Werth)

   Resolved, that Donna Capone is hereby appointed to the position of District Secretary to the Board of Fire Commissioners and the Fire Chief and is to perform such duties as assigned for 2026.

   Second by: Commissioner Koch
   Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

   Introduction and Oath of Office administered to newly appointed District Secretary Donna Capone by Chairman Werth.

2. **Resolution 2026.1.8.2:**
   (Read by Chairman Werth: Motion made by Commissioner Werth)

   Resolved, that Brittany Gould is hereby appointed as District Treasurer of the Gates Fire District for the Board of Fire Commissioners and the Fire Chief and is

Unapproved

to perform such duties as assigned for 2026. Security bonds to be secured by Treasurer Gould and presented to the Board of Fire Commissioners.

Second by: Commissioner Koch
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

Introduction and Oath of Office administered to newly appointed District Treasurer Brittany Gould by Chairman Werth.

3. **Resolution 2026.1.8.3:**
(Read by Chairman Werth: Motion made by Commissioner Werth)

Resolved, that Kevin Mahoney, Esq. be and is hereby appointed as General Counsel Attorney for the Gates Fire District for the year 2026 and is to serve at the pleasure of the Board of Fire Commissioners.

Second by: Commissioner Johnson
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

4. **Resolution 2026.1.8.4:**
(Read by Chairman Werth: Motion made by Commissioner Werth)

Resolved, that Joshua Steele of Harris Beach PLLC, Attorneys at Law, be and is hereby appointed as Labor Relations Attorney for the Board of Fire Commissioners for the year 2026.

Second by: Commissioner Koch
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

5. **Resolution 2026.1.8.5:**
(Read by Chairman Werth: Motion made by Commissioner Werth)

Resolved, that Coughlin & Gerhart LLP, Attorneys at Law, be and is hereby appointed as Labor Relations Attorney (207-a matters) for the Board of Fire Commissioners for the year 2026.

Second by: Commissioner Johnson
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

Unapproved

District Secretary Donna Capone to read the following Resolutions:

6. **Resolution 2026.1.8.6:** Motion by Commissioner Koch.

   Resolved, that the Gates Fire District Records Retention Committee be appointed as follows: District Secretary Capone, Commissioner Cox, Commissioner Werth for the year 2026 and is to serve at the pleasure of the Board of Fire Commissioners and to perform such duties as assigned.

   Second by: Commissioner Cox
   Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-abstain, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-abstain.

   ***Commissioner Cox and Commissioner Werth abstain from voting for the Records Retention Committee Appointment.*

7. **Resolution 2026.1.8.7:** Motion by Commissioner Koch.

   Resolved, that the Board of Fire Commissioners for the Gates Fire District approves of the attached voucher.

   Second by: Commissioner Cox
   Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

8. **Resolution 2026.1.8.8:** Motion by Commissioner Werth.

   Resolved, that the Board of Fire Commissioners for the Gates Fire District authorizes the payment of mileage for the use of private vehicles in the course of official duties at the rate set by the Internal Revenue Service, and further resolved, that a claim for payment of mileage is to be made on a proper Gates Fire District voucher and submitted to the Treasurer.

   Second by: Commissioner Johnsson
   Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

9. **Resolution 2026.1.8.9:** Motion by Commissioner Koch.

   Resolved, that the Official Newspapers for the Gates Fire District for the year 2026 be and are hereby designated as the Rochester Business Journal and the Rochester Democrat & Chronicle.

Unapproved

Second by: Commissioner Johnson
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

10. **Resolution 2026.1.8.10:** Motion by Commissioner Werth.

Resolved, that the Official Depositor Banks for the Gates Fire District for the year 2026 be designed as follows: Canandaigua National Bank and Comerica Bank. Let it be also resolved, that the Treasurer be the authorized signer along with Commissioner Comenale and Commissioner Werth on the above designated banks.

Second by: Commissioner Koch
Roll Call Vote: Commissioner Comenale-abstain, Commissioner Werth-abstain, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

***Commissioner Comenale and Commissioner Werth abstain from voting for the Authorized Signer Appointment.*

11. **Resolution 2026.1.8.11:** Motion by Commissioner Johnson

Resolved, that the official investment managers and administrators for the Length of Service Awards Program (LOSAP) funds are the Royal Bank of Canada (RBC) Wealth Management and Penflex, Inc.

Second by: Commissioner Cox
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

12. **Resolution 2026.1.8.12:** Motion by Commissioner Koch.

Resolved, that the Board of Fire Commissioners, Fire Chief, Assistant Fire Chief, Treasurer, District Secretary, and the Attorney are authorized to attend all meetings for official business.

Second by: Commissioner Cox
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

13. **Resolution 2026.1.8.13:** Motion by Commissioner Johnson.

Resolved, that the meetings of the Gates Fire District be designated per the attached meeting schedule, the second and fourth Thursday of each month

Unapproved

unless otherwise noted, convening at 6:30 p.m. All meetings are to be held at the Gates Fire District Administration Office, 2365 Chili Avenue, Rochester, New York 14624, unless the location and time is to be changed by the Board of Fire Commissioners. Postings for the public will be posted at all three Fire Stations and the Administration Building. Special meetings may be held pursuant to the law.

Second by: Commissioner Cox
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

14. **Resolution 2026.1.8.14:** Motion by Commissioner Werth.

Resolved, the Gates Fire District will maintain memberships in the following associations:

(AFDSNY) Association of Fire Districts of the State of New York

(NYSAFC) The New York State Association of Fire Chiefs

(IAFC) International Association of Fire Chiefs

(NFPA) National Fire Protection Association

Firemen's Association of the State of New York

Monroe County Volunteer Firemen's Association

Gates Chili Chamber of Commerce

The District will continue to sponsor members (Chief Officers and Commissioners) in the New York State Association of Fire Chiefs and International Association of Fire Chiefs.

Second by: Commissioner Koch
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

15. **Resolution 2026.1.8.15:** Motion by Commissioner Cox.

Resolved, that the Gates Fire District will utilize the following as preferred vendors and contracts for the year 2026, as reviewed and approved by the Board.

All State Fire and Security

Unapproved

Alpine Software

American Test Center (Natham Ireland)

Amazon

BRYX

B & L Wholesale

City Electric

Canandaigua National Bank

Churchville Agency Inc.

Code 2 (Uniforms)

Code 4 (Hurst Tools)

Comerica Bank

Complete Payroll

Conelly Printing & Co.

Cook Brothers

Coughlin & Gerhart, LLP

Cummins NE

Deckman Oil

Democrat & Chronicle

Dival

Eastern Fire Equipment

East Coast Emergency Lighting

Elmer Davis

Employee Assistance Program (UR Medicine)

Emergency Power Systems

Fire Service Safety Testing

Firematic Supply Co.

First Due Services

Unapproved

Fleet Pride

Frontier Communications

Grainger

General Security

G&G Fitness Equipment

GP Flooring

Greenlight

Harris Beach, PLLC

Herbs Fasteners

Hodgson Russ, LLP

Home Depot

H. R. Works

ImageNow by Mahar

Just Solutions

Kamco

Kenworth Northeast Group

Lady Bug Pest Control

Laserfiche

L. E. P. A.

Lewis General Tires, Inc.

Lexipol

Lifetime Benefit Solutions

Lowes

Mahoney Law Firm PLLC

Mathews & Fields

MicroClimate Mechanical Services

Monroe County Water Authority

Unapproved

Motorola Solutions

Municipal Emergency Services, Inc. (MES)

Napa

New York Class

NOCO

Nu-Way Auto Parts

Outback Truck

Passero Associates

Paul Schad

Penflex, Inc.

Penn DDA

Premier Fire Apparatus Inc.

RadioMax Communications

Ray Sands Glass

RBC Wealth Management

Regional Distributors, Inc.

Reliable Power

Rochester Business Journal (RBJ)

Rochester Gas and Electric

Skywave Communications

Staples

Spectrum

Sutphen Fire Apparatus

Stark Tech (Emergency Power)

Tambe Electric

Target Solutions

Thru-Way Spring

Unapproved

Toshiba Business Solutions

Tracey Door

Uniform Express

University of Rochester Medical Faculty Group, Dept. of Psychiatry (EAP)

U.S. Employee Benefits Services Group

V.P. Supply

Vector Solutions

Waste Management

W. B. Mason

Wegmans

West Herr Chevy

Windstream for Fiber infrastructure

WNY Radio Services

Workfit Medical, LLC

Wright Express Fleet Services (WEX)

Xpress Yourself Screen Printing

Second by: Commissioner Werth
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

16. **Resolution 2026.1.8.16:** Motion by Commissioner Werth.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby adopts Stokes, Visca, Hucko, Barone, CPA's LLC as the Fire District Accounting Firm for the year 2026.

Second by: Commissioner Koch
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

17. **Resolution 2026.1.8.17:** Motion by Commissioner Cox.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby re-adopts and re-approves the Rules and Regulations, policies, procedures,

Unapproved

operational guidelines, handbook, and other documents as listed and set forth in the attached Schedule A to these minutes as the Rules and Regulations, policies, procedures, operational guidelines, and handbook of the Gates Fire District.

Second by: Commissioner Werth
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

18. **Resolutions 2026.1.8.18:** Motion by Commissioner Koch.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby approves and re-approves leases and recurring contracts.

Second by: Commissioner Johnson
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

19. **Resolution 2026.1.8.19:** Motion by Commissioner Werth.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby designates Station 1 (2355 Chili Avenue, Rochester, NY 14624), Station 2 (2215 Long Pond Road, Rochester, NY 14624), Station 3 (22 Coldwater Road, Rochester, NY 14624) and the Administration Building (2365 Chili Avenue, Rochester, NY 14624) as the official locations for posting notices for the public.

Second by: Commissioner Johnson
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

20. **Resolution 2026.1.8.20:** Motion by Commissioner Koch.

Resolved, that the Board of Fire Commissioners of the Gates Fire District hereby adopts the Budget Hearing date for the year 2026 as October 20th, 2026.

Second by: Commissioner Werth
Roll Call Vote: Commissioner Comenale-approved, Commissioner Werth-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Cox-approved.

Chairman Werth thanked the Chief's Office, Administrative Staff and Career Staff for their involvement in assisting with the Organizational Meeting.

Unapproved

Would any of the guests like to address the Board at this time?

Scott Bubel 36 Landau Drive addressed the Board.

Approval of Prior Meeting Minutes:
Motion to approve the December 29th, 2025, Commission meeting minutes made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Comenale-approved, Commissioner Cox-approved, Commissioner Koch-abstains, Commissioner Johnson-approved, Commissioner Werth-approved.

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

Motion to approve the Treasurer's Report as December 31st, 2025, made by Commissioner Werth and seconded by Commissioner Johnson. Commission polled: All approved.

Monthly Check List Report presented.

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

Profit and Loss Report and holdovers presented:

Motion to approve the Profit and Loss and holdovers report made by Commissioner Werth and seconded by Commissioner Johnson. Commission polled: All approved.

Fund Balance presented.

Motion to approve the Fund Balance made by Commissioner Cox and seconded by Commissioner Werth. Commission polled: All approved.

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of $63,821.93 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 January 8th, 2026, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of $63,821.93 made by Commissioner Koch and seconded by Commissioner Cox. Commission polled: Commissioner Comenale-approved, Commissioner Cox-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Unapproved

Resolution 2026.1.8.21 Modify 2025 Final Budget (see attached)

Motion to approve Resolution 2026.1.8.21 made by Commissioner Johnson and seconded by Commissioner Koch. Commission polled: Commissioner Comenale-approved, Commissioner Cox-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

District Secretary's Report – Donna Capone:
The Public Notice of the location change for tonight's meeting was put at all three Stations on Monday January 6th and posted to our website on December 31st.

Chief's Report – Timothy D. Goole:
December 2025-We had 564 Calls for Service. December was our busiest month in 2025.

2025 Year End Totals:
Total Incidents: 5,780, this is the highest calls for service in our history. It averages to 16 calls per day.

In 2025 we completed 609 smoke alarm installs, and 666 carbon monoxide detector installs.

We are working on completing the year end summary.

Do the Right Thing Submission: We have completed the submission for the Do the Right Thing Award for our JFA attendee.

Thank you's:
I received a voicemail from a woman thanking us for saving her husband's life. On Christmas night we responded to Rowley Drive for a man choking. The crew arrived and provided the Heimlich maneuver to the choking male. The obstruction was cleared with no need for the male to be transported to the hospital.

I received a thank you letter from Chief Bromage of the Spencerport FD for our response to their Second Alarm fire on January 3rd.

Assistant Chief's Report-Mark A. Quill:
Apparatus Updates:
Utility vehicle 4507 will be back in service next week.

Purchase Requests:
Apparatus, Services & Equipment:

Request to purchase one (1) primary air tank for Engine 4512 for the price of $974.99 from Fireline Equipment; Request to purchase four (4) 138783521,

Unapproved

12/R22.5 G667 RSD BSW J (16 Ply) Goodyear Commercial Tires for Quint 4510 for the price of $2,834.28 from Lewis General Tires Inc.; request to purchase one (1) Self-Contained Breathing Apparatus (SCBA) Fit Test QuantiFit2 Calibration kit for the price of $920.00 from Occupational Health Dynamics LLC; request to purchase one (1) JPL Scout 3100 DECT Wireless PTT Amplifier (Dispatcher Headset) for the price of $507.80 from Headsets Direct, Inc. There are funds to cover these expenses.

Motion to approve to purchase one (1) primary air tank for Engine 4512 for the price of $974.99 from Fireline Equipment; to purchase four (4) 138783521, 12/R22.5 G667 RSD BSW J (16 Ply) Goodyear Commercial Tires for Quint 4510 for the price of $2,834.28 from Lewis General Tires Inc.; to purchase one (1) Self-Contained Breathing Apparatus (SCBA) Fit Test QuantiFit2 Calibration kit for the price of $920.00 from Occupational Health Dynamics LLC; to purchase one (1) JPL Scout 3100 DECT Wireless PTT Amplifier (Dispatcher Headset) for the price of $507.80 from Headsets Direct, Inc. made by Commissioner Comenale and seconded by Commissioner Johnson. Commission polled: All approved.

Chairman Werth's Report:
No Report

Vice Chairman Cox's Report:
Request for Executive Session for Personnel Matters

Commissioner Comenale's Report:
No Report

Commissioner Koch's Report:
No Report

Commissioner Johnson's Report:
No Report

Kevin Mahoney, Esq.
Excused

Executive Session:
Motion made at 7:03 p.m. by Commissioner Werth and seconded by Commissioner Cox 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/or potential litigation*. Commission polled: Commissioner Comenale-approved, Commissioner Cox-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Unapproved

A motion to exit Executive Session made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: All approved.

The Board exited Executive Session and returned to Open Session at 7:20 pm. The Board took no action in Executive Session.

Open Session:
Motion to grant permission to the personnel Commissioners to move forward with Union Communications made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: All approved.

Adjournment:
Motion to adjourn the January 8th, 2026, Organizational and Regular Commission Meeting at 7:21 p.m. made by Commissioner Koch and seconded by Commissioner Cox. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary

Unapproved

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RESOLUTION TO MODIFY THE ADOPTED 2025 FINAL BUDGET

Resolution No. 2026.1.8.21

RESOLVED, that pursuant to Town Law 181 3(b), the Gates Fire District does hereby authorize the modification of the adopted final budget to include grant revenue in the amount of $68,915 from ARPA for Dispatch Center Updates and its corresponding expenditure as provided below. Additionally, the Gates Fire District hereby authorizes the modification of the final budget to move monies between budget object codes to fill budget deficits. The budget modifications are as follows:

- Increase budgeted revenue account code A2706 Government Grant Income by $68,915
- Increase budgeted expenditure account code A3410.2410 Dispatch Radio System Upgrade by $68,915.
- Increase budgeted expenditure account code A2401 Firematic Equipment by $7,700
- Decrease budgeted expenditure account code A4904 Firematic Toos by $7,700
- Increase budgeted expenditure account code A2201 St 1 Purchase & Improvement by $139,000
- Decrease budgeted expenditure account code A3410.8 90158 NYS P&F Pension by $139,000
- Decrease budgeted expenditure account code A5031 Interfund Transfer by $227,800.00.
- Decrease budgeted expenditure account code A3410.2201 Station 1 Purchase & Improvements by $227,800.00.

Commissioner Johnson moved, Commissioner Koch seconded, and the Board of Fire Commissioners voted as follows:

Name:	Voting: Aye or Nay:
Chairman Werth	Aye

Unapproved

Vice-Chairman Cox	Aye
Commissioner Comenale, Jr.	Aye
Commissioner Koch	Aye
Commissioner Johnson	Aye

The foregoing resolutions were thereupon declared duly adopted and approved by the Board of Fire Commissioners.

January 8, 2026

_____

Donna Capone, Secretary

Gates Fire District

Unapproved

GATES FIRE DISTRICT

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2026 Gates Fire District Board of Fire Commissioners Meeting Dates
All meetings start at 6:30 p.m. (unless otherwise noted)
All meetings will be held at 2365 Chili Ave, Rochester, NY 14624, unless noted.
Any questions, please call (585) 426-2720.
All Meetings are Thursday unless otherwise listed.
Public comment is subject to the Fire District's Rules Pertaining to Public Comment.

January: 8 (Organizational Meeting and first Commission meeting following at 2355 Chili Avenue, Rochester, NY 14624)

January: 22

February: 12, 26

March: 12, 26

April: 9, 23

May: 14, 28

June: 11, 25

July: 9, 23

August: 13, 27

September: 10, 24

October: 8, 22

November: 12, Mon-23

December: 10, Mon-28

Tuesday, December 8, 2026 (District Election)
Monday, December 28, 2026 (Final Financials)

Respectfully submitted,
Donna Capone
District Secretary

Unapproved

Gates Fire District
2355 Chili Avenue
Rochester, New York 14624

VOUCHER

CLAIMANT'S
NAME
AND
ADDRESS

Fund Appropriation	Amount

(Internal Use Only)

DETAILED INVOICES MAY BE ATTACHED, AND TOTAL ENTERED ON THIS VOUCHER. CERTIFICATION BELOW MUST BE SIGNED. BILLS WILL NOT BE PAID UNLESS THIS VOUCHER ACCOMPANIES BILL/INVOICE. TERMS:

DATE	PO #	VENDER'S INVOICE NO.	DESCRIPTION OF MATERIALS OR SERVICES	AMOUNT
				TOTAL

CLAIMANT'S CERTIFICATION

I, certify that the above account in the amount of $ is true and correct; that the terms, services, and disbursements charged were rendered to or for the fire district on the dates stated; that no part has been paid or satisfied; that taxes, from which the fire district is exempt, are not included; and that the amount claimed is actually due.

Date Signature Title

(Space Below for Fire District Use Only)

CHIEF OR DEPARTMENT APPROVAL	APPROVAL FOR PAYMENT
The above services were rendered or furnished to the Fire District on the dates stated and the charges are correct.	This claim is approved and ordered paid.
Date _____ Approval of Authorized Official	Date

Check No. _____

GATES FIRE DISTRICT

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Schedule A

Handbook
Operational Guidelines
General Orders
Informational Bulletins
Bidding Policy
Code of Ethics
Computer, Internet & Email Policy
Credit Card Use Policy
Electronic Document Access Policy
F.O.I.L. Policy
Investment Policy
Non-Party Witness to legal proceedings
Online and Internet Financial Use and Banking Policy
Operations Plan in the Event of Certain Declared Public Health Emergencies
Pictures and Audio-Video Recordings Policy
Public Comment Policy
Procurement Policy
Record Retention and Destruction Policy
Religious Accommodation Policy
Sexual Harassment Policy
Travel Expenses and Procedures
Workplace Violence Policy
Alcohol Policy
Partial Property Tax Exemption pursuant to real property tax law 466(k) cert policy

All can be found in Teams under Organization (Public) General Folder*

Unapproved