GATES FIRE DISTRICT

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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, March 26, 2026
6:30 PM

UNAPPROVED MINUTES

Attendance
James Werth, Chairman
Daniel Cox, Vice Chairman
Louis Comenale, Jr., 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
Kevin Mahoney Esq., Legal Counsel-excused
Richard Koch, Commissioner-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 Comenale.

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.

Unapproved

Approval of Prior Meeting Minutes:
Motion to approve the March 12th, 2026, Commission Meeting Minutes made by Commissioner Comenale and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, 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 $317,579.30 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 March 26th, 2026, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of $317,579.30 made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

2025 Audit was completed by Stokes, Visca, Hucko & Barone, LLC presented.

Motion to accept the 2025 Audit completed by Stokes, Visca, Hucko & Barone, LLC made by Commissioner Comenale and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

District Secretary's Report – Donna Capone:
Chief Goole distributed General Order 26-002 to All Personnel regarding Rescinded General Orders.

Chief Goole distributed revised General Order 08-005 to All Personnel regarding Computer Usage.

Assistant Chief Quill distributed General Order 26-003 to All Personnel regarding Patient Care Reports and NEIRS Coding.

Chief's Report – Timothy D. Goole:
Purchase Requests:
Buildings and Grounds:
Permission to spend $669.95 with All State Fire to hydrotest the hood at Station 1. There are funds to cover the expense.

Motion to approve to hydrotest the hood at Station 1, by All State Fire & Security at a cost of $669.95 made by Commissioner Cox and seconded by Commissioner

Unapproved

Comenale. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Community Risk Reduction:
Permission to spend $678.92 with Positive Promotions for the Fire Prevention supplies; permission to spend $608.50 with Image Now for Community Risk Reduction supplies; permission to spend $19,219.20 with Home Depot for the purchase of 624 Carbon Monoxide Detectors. This quote is $6,000.00 to $10,000.00 less than all the other quotes due to our special pricing. This expense is reimbursable through our grant. There are funds to cover the expenses.

Motion to approve to spend $678.92 with Positive Promotions for the Fire Prevention supplies; permission to spend $608.50 with Image Now for Community Risk Reduction supplies; permission to spend $19,219.20 with Home Depot for the purchase of 624 Carbon Monoxide Detectors made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Apparatus, Equipment & Services:
Permission to spend $2,100.00 with Amazon to purchase three desktop computer replacements and required adapters. There are funds to cover the expenses.

Motion to approve to purchase three desktop computers and adapters from Amazon at a cost of $2,100.00 made by Commissioner Johnson and seconded by Commissioner Comenale. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

WorkFit Medical Contract: Looking for permission to have the Chairman sign our WorkFit Medical agreement. The pricing and the document are identical to last year's agreement with just date changes.

Motion to approve to have the Chairman sign the WorkFit Medical agreement made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Membership Committee-We received an additional volunteer firefighter application. We will be working to get that person caught up in the process with the other three candidates.

Administrative Offices Closed: The Administrative Offices will be closed on Friday, April 3, 2026, for the holiday.

Unapproved

Assistant Chief's Report - Mark A. Quill:

Apparatus Updates:
All district apparatus is currently in service. The district mechanic is conducting preventative maintenance this month.

Operational Guideline Update: The operational guidelines committee has been working through the guidelines and began the process of updating them. As we have been reviewing the guidelines we have found many should be policies as opposed to guidelines. Moving forward these old operational guidelines that are polices will be called interdepartmental polies. These will still be presented to the board for approval moving forward and when they are changes from OGs to IDPs.

Operational Guideline Approval: Request approval of the revision of Gates Fire District Operating Guideline 07-005 Water Problems.

Motion to approve revision of Operational Guideline 07-005 Water Problems made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Purchase Requests:
Apparatus, Equipment & Services:
Permission to spend up to $1,500.00 to purchase various equipment (list included) for the new 4C85 vehicle from various vendors. Trailer Hitch-Amazon.com; Organizer (Amazon.com); Halligan Bar-MES; Axe-MES; Flashlight-MES; Irons Mount-MSH; Antenna-Arcantenna.com; request permission to purchase two (2) portable radio cables and one (1) portable radio antenna for the price of $222.73 from Motorola Solutions; request permission to purchase ten (10) remote speaker microphones (Motorola XVE500 DIV 1) for the price of $5,520.00 from Motorola Solutions; request permission to purchase six (6) replacement portable radio batteries (Impress 2" Li-Ion Battery 3400 mAh, IP68 HAZLOC, -20C) for the price of $746.28 from Motorola Solutions. There are funds to cover these expenses.

Motion to approve to spend up to $1,500.00 to purchase various equipment for the new 4C85 vehicle from various vendors; to purchase two (2) portable radio cables and one (1) portable radio antenna for the price of $222.73 from Motorola Solutions; to purchase ten (10) remote speaker microphones (Motorola XVE500 DIV 1) for the price of $5,520.00 from Motorola Solutions; to purchase six (6) replacement portable radio batteries (Impress 2" Li-Ion Battery 3400 mAh, IP68 HAZLOC, -20C) for the price of $746.28 from Motorola Solutions made by Commissioner Comenale and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Unapproved

Chairman Werth's Report:
No Report

Vice Chairman Cox's Report:
Update on Lawncare. We have been reviewing the bids and will work with the Treasurer's Office regarding being over the budgeted amount. Commission discussed.

Motion to conditionally approve to have Cedar Creek do the lawn mowing and spring cleanup made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Floor Cleaning quotes are being obtained, more to come on that.

Request for Executive session for a particular corporation.

Commissioner Comenale's Report:
No Report

Commissioner Koch's Report:
Excused

Commissioner Johnson's Report:
No Report

Kevin Mahoney, Esq.
Excused

Executive Session:
Motion made at 6:53 p.m. by Commissioner Cox and seconded by Commissioner Johnson 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.* Roll Call Vote: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

A motion to exit Executive Session made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

The Board exited Executive Session and returned to Open Session at 7:19 pm. The Board took no action in Executive Session.

Unapproved

Open Session:
Does anyone have anything to present before closing the meeting?

Commission Cox made a motion to rescind the earlier motion to have Cedar Creek to the lawn mowing and spring cleanup; motion to approve to have Seasonal Landscape do the lawn mowing and spring cleanup made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Adjournment:
Motion to adjourn the March 26, 2026, Regular Commission Meeting at 7:20 p.m. made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Respectfully submitted,

Donna Capone
District Secretary

Unapproved