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, June 25, 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 Chief
Brittany Gould, Treasurer
Julie Spencer, Deputy District Treasurer

Guests
**See attached sign-in sheet

Absent
Kevin Mahoney Esq., Legal Counsel-excused
Donna Capone, District Secretary-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 Treasurer Gould.

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 June 11th, 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 $259,442.16 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 June 25th, 2026, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of $259,442.16 made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Payroll process provider: would like formal approval for payroll process provider change from Complete Payroll to Next HR Solutions.

Motion to approve to change payroll process provider to Next HR Solutions 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.

We had a change in our credit card rewards category from direct statement application to a direct deposit into our bank. Just wanted the Board to be aware of this.

District Secretary's Report – Donna Capone presented by Julie Spencer:
Chief Goole distributed Informational Bulletin 26-018 to All Personnel regarding him being out of Town.

Chief Goole distributed Informational Bulletin 26-019 to All Personnel regarding Building Maintenance Technician being out of Town.

Assistant Chief Quill distributed General Order 26-006 to All Personnel regarding Plymovent Use.

Chief Goole distributed Informational Bulletin 26-020 to All Personnel regarding IT Coordinator Cell Phone.

Unapproved

Chief's Report – Timothy D. Goole:

Purchase requests

Training:

Permission to spend $562.00 along with the use of a District vehicle for 1 Officer to attend the Firefighter Training Series in Syracuse; permission to spend up to $5,000.00 on all of our Line Officers to attend a Lead to Succeed Supervisory Basic Training. This program is being offered by MCC Workforce Development Center and is a cooperation with us and the Ridge Road Fire District. Permission for 4 Officers to use a District vehicle to attend Fire Officer IV. There is no cost for this class. There are funds to cover the expenses.

Motion to approve to spend $562.00 along with the use of a district vehicle for one officer to attend the Firefighter Training Series in Syracuse; to spend up to $5,000.00 on all of our Line Officer to attend a Lead to Succeed Supervisory Basic Training; to approve 4 officers of use a district vehicle to attend Fire Officer IV 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.

Buildings and Grounds:

Permission to spend $5,525.00 with AireDeb Corp to replace the vehicle exhaust motor at Station 2. There are funds to cover the expense.

Motion to approve to spend $5,525.00 with AireDeb Corp to replace the vehicle exhaust motor at Station 2 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.

Education reimbursement program approval: Looking for permission for an employee to enter into the education reimbursement program. All appropriate paperwork has been submitted.

Motion to approve an employee to enter into the education reimbursement program 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.

Volunteer Recruitment, Membership, and Recommendation Report: I wanted to follow up and see if there were any questions regarding the report. I would like to put a committee together to further discuss.

Unapproved

MCFCA RTE letter: The Monroe County Fire Chiefs Association has sent a letter to the President of MCC and County Executive Adam Bello regarding funding concerns related to the PSTF. The association is advocating on behalf of us and all fire departments in the County.

Annual Inspections: The inspections are complete and the inspection sheet has been sent to your emails.

Station 3 Parking Lot: There is a small sink hole in the parking lot next to the pavilion. The area has been coned off, and the Building Technician is working on quotes for repairs. He's received two quotes as of today.

Pavilion Electric: The electric work at the pavilion to accommodate the new refrigerators purchased by the Fire Department has been completed.

Admin Employee Reviews: Admin employee reviews have been completed.

Station 1 Rear Kitchen: Station 1 rear kitchen project is approximately 90% complete.

Email Addresses: The IT Coordinator was working on the email system and is ready to change over the email addresses to the .gov. The user should not see anything different. Is there a timeframe you'd like to target for the change? Commission discussed. Ample notice will be given. No decision was rendered, looking to start implementation around August or September.

Administrative Offices Closed: The Administrative Offices will be closed on Friday, July 3rd, 2026, in observance of Independence Day.

Reminders:
The Town of Gates Celebration Event and parade is this Saturday.

Junior Fire Academy is July 13-17th

Thank you letters:
I received a thank you letter from Chief Napolitano of the City of Rochester FD regarding our response to the 5th Alarm fire at Pallet Express.

I received a thank you letter from Randy Jensen, Chairman of the Rochester National Fallen Firefighter golf tournament, for our support of the fundraising program along with our Honor Guard for opening ceremonies.

Out of Town:
The Building Maintenance Technician will be out of Town from June 26th through July 12.

I will be out of Town from Wednesday July 1st through Sunday, July 5th.

Unapproved

Assistant Chief's Report - Mark A. Quill:
Apparatus Updates
All district apparatus is currently in service.

Bid specifications for the one Quint and one Engine have been finalized and submitted by the Fire District's attorney. I am requesting permission to open the bidding process for both vehicles. Prior to the opening of the bidding process, I am requesting a planning meeting to include the following personnel; the Fire Chief, Assistant Fire Chief, Equipment Commissioners, District Treasurer and the District Secretary.

Motion to approve a planning meeting regarding the opening the bidding process for one Quint and one Engine 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:
Request formal permission to authorize MES to conduct repairs on an E-Draulic Hurst Tool for the price of $1,200.00; request permission to purchase two (2) 55-gallon drum carts for the price of $2,191.70 from Emerson Oil. There are funds to cover these expenses.

Motion to approve to conduct repairs on an E-Draulic Hurst Tool for the cost of $1,200.00 and to approve to purchase two (2) 55-gallon drum carts from Emerson Oil for the cost of $2,191.70 made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Out of Town
I will be out of town from Friday June 26, 2026, until Saturday, July 4, 2026. I will have no phone or email access during this period.

Chairman Werth's Report:
Request for executive session for a personnel matter.

Vice Chairman Cox's Report:
Project review-Commission discussed.

Commissioner Comenale's Report:
No Report

Commissioner Koch's Report:
Excused

Unapproved

Commissioner Johnson's Report:
No Report

Kevin Mahoney, Esq.
Excused

Executive Session:
Motion made at 6:47 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 6:52 pm. The Board took no action in Executive Session.

Open Session:
No motions were made.

Adjournment:
Motion to adjourn the June 25th, 2026, Regular Commission Meeting at 6:53 p.m. made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-excused, Commissioner Johnson-approved, Commissioner Werth-approved.

Respectfully submitted,

Donna Capone
District Secretary

Unapproved

Unapproved