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, May 14, 2026
6:30 PM

UNAPPROVED MINUTES

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

Guests
**See attached sign-in sheet

Absent
Kevin Mahoney, Esq., Legal Counsel-Excused
Brittany Gould, Treasurer-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 Deputy District Treasurer J. Spencer.

Chairman Werth identified all the emergency exits within the building.

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

The guest declined to address the Board.

Unapproved

Approval of Prior Meeting Minutes:
Motion to approve the April 4th, 2026, Commission meeting minutes made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-abstain, Commissioner Johnson-approved, Commissioner Werth-approved.

Motion to approve the April 23rd, 2026, Commission meeting minutes made by Commissioner Koch and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-abstained, Commissioner Werth-approved.

Treasurer's Report – presented by Julie Spencer:
Treasurer's Report presented.

Motion to approve the Treasurer's Report as April 30th, 2026, made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Monthly Check List Report presented.

Motion to approve the Monthly Check List Report made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Profit and Loss Report presented:

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

Accounts Payable Report: Bills to be paid since the last meeting in the total amount of $83,303.08 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 May 14th, 2026, bills and ordering the Treasurer to pay such audited and approved vouchers in the amount of $83,303.08 made by Commissioner Koch and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Unapproved

April LOSAP Summary Report presented.

Motion to approve the April LOSAP Summary Report made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: All approved.

Seeking permission to join the New York Government Finance Officers' Association at an annual cost of $98.00 to be paid by credit card. This membership offers a variety of financial resources for the government sector of accounting, including trainings.

Motion to approve to join the New York Government Finance Officers' Association at an annual cost of $98.00 made by Commissioner Cox and seconded by Commissioner Comenale. Commission polled: All approved.

District Secretary's Report – Donna Capone:
Assistant Chief Quill distributed Informational Bulletin 26-012 to All Personnel regarding Ridge Road Fire District Industrial Zone Responses.

Assistant Chief Quill distributed Informational Bulletin 26-013 to All Personnel regarding him being Out of Town.

Chief Goole distributed Informational Bulletin 26-014 to All Personnel regarding American Flags to Half-Staff.

Assistant Chief Quill distributed General Order 26-005 to All Personnel regarding Public Service & Citizen Assist Incidents.

Chief Goole distributed Informational Bulletin 26-015 to All Personnel regarding American Flags to Half-Staff.

Association of Fire Districts of the State of New York Fire District Affairs April-May 2026 Bulletin was received via email and the mail.

Chief's Report – Timothy D. Goole:
April 2026 Calls for Service; 457 calls for service.

Purchase requests:
Training:
Permission to spend $2,976.48 for four (4) Firefighters to attend New York State Association of Fire Chiefs (NYSAFC) Annual Conference along with use of a district vehicle; permission to spend $2,690.30 for two (2) Firefighters to attend the Andy Fredricks Training Days along with use of a district vehicle; permission to spend $1,400.00 for an EMS training seminar for all of our Firefighters; permission for the use of a district vehicle for a Firefighter to attend the Non-motorized Boat Operator Specialist course in Oriskany. There is no cost for the training. There are funds to cover the expenses.

Unapproved

Motion to approve to spend $2,976.48 for four (4) Firefighters to attend NYSAFC Annual Conference along with use of a district vehicle; to spend $2,690.30 for two (2) Firefighters to attend the Andy Fredricks Training Days along with use of a district vehicle; to spend $1,400.00 for an EMS training seminar for all of our Firefighters; the use of a district vehicle for a Firefighter to attend the Non-motorized Boat Operator Specialist course in Oriskany made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: All approved.

Buildings and Grounds:
Permission to spend $17,492.00 on the budgeted RTU replacement at Station 3; permission to spend $734.00 with Monroe Extinguisher for a fire suppression system correction at Station 2; permission to spend $4,845.00 and sign a 3-year maintenance agreement with the Tracey Door Company for overhead door maintenance at all three Stations. The contract has a 5% increase each year. We have had a 0% increase for the last three years from them and the other company that submitted a quote submitted a one-year agreement only. There are funds to cover the expenses.

Motion to approve to spend $17,492.00 on the budgeted RTU replacement at Station 3; to spend $734.00 with Monroe Extinguisher for a fire suppression system correction at Station 2; to spend $4,845.00 and sign a 3-year maintenance agreement with the Tracey Door Company for overhead door maintenance at all three Stations made by Commissioner Comenale and seconded by Commissioner Koch. Commission polled: All approved.

Community Risk Reduction:
Permission to spend $680.00 with Image Now for door hangers and postcards for neighborhood canvassing; permission to spend $150.00 with Image Now for fire safety trading cards; permission to spend $427.50 with Positive Promotions for 250th Anniversary handouts; permission to spend $700.00 with Positive Promotions for education cards. There are funds to cover the expenses.

Motion to approve to spend $680.00 with Image Now for door hangers and postcards for neighborhood canvassing; to spend $150.00 with Image Now for fire safety trading cards; to spend $427.50 with Positive Promotions for 250th Anniversary handouts; to spend $700.00 with Positive Promotions for education cards made by Commissioner Johnson and seconded by Commissioner Cox. Commission polled: All approved.

Apparatus, Equipment and Services:
Permission to spend up to $2,000.00 for an Independent Medical Exam.

Motion to approve to spend up to $2,000.00 for an Independent Medical Exam made by Commissioner Cox and seconded by Commissioner Koch. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved,

Unapproved

Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

Surplus request:
Permission to surplus 3 litter straps, 1 anchor strap, and 12 chairs. These items have no value to the district.

Motion to approve to surplus 3 litter straps, 1 anchor strap and 12 chairs made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: All approved.

Education reimbursement: Looking for permission to reimbursement an employee for $1,653.00 for education reimbursement. All appropriate paperwork has been submitted.

Motion to approve an educational reimbursement for an employee in the amount of $1,653.00 made by Commissioner Comenale and seconded by Commissioner Koch. Commission polled: All approved.

Cone request: Looking for permission for Chili Youth Baseball Association to use 15 traffic cones from Community Risk Reduction on Saturday, May 16.

Motion to approve the cone use request for Chili Youth Baseball to use 15 traffic cones made by Commissioner Koch and seconded by Commissioner Johnson. Commission polled: All approved.

Town of Gates Celebrating America: The Town of Gates is hosting a parade on June 27th for their Celebrating America Event. We will be participating in the parade and will be reaching out to our folks for their availability.

Gates Farmers Market: The Farmers Market has moved to the Gates Public Library.

Car Seat Grant: We again have received the car seat reimbursement grant. This grant is good until September 2027.

CO Detector Grant: We have received notification that our Carbon Monoxide Detector reimbursement grant has been extended through June of 2027.

James W. Wright Public Education Award: I am proud to announce that our Community Risk Reduction staff will be receiving the James W. Wright Public Education Award from the New York State Association of Fire Chiefs. This award will be presented to our staff at the opening ceremony of the Annual Conference in Syracuse on Thursday, June 11th.

Unapproved

National Fallen Firefighters (NFFF) Golf Tournament Opening Ceremony: Our agency will be providing Honor Guard for the opening ceremony of this year's National Fallen Firefighters Golf Tournament.

Thank you letter:
I received a thank you letter from Chief Napolitano of the City of Rochester Fire Department for the assistance we provided to them on April 27th while their companies were on multiple working fires.

I received a thank you from Chief McGarry of the Ridge Road Fire District for the assistance we provided his agency during the services of Chief Volkmar (ret.).

May 28th Commission meeting: I will be unable to attend the May 28th Commission meeting due to a family obligation. I will be in the office during the day and submit my report to the Assistant Chief.

Out of Town: I will be out of town from May 21st through May 25th.

Administrative Offices Closed: The Administrative Office will be closed on Monday, May 25th in observation of the holiday.

Assistant Chief's Report-Mark A. Quill:
Apparatus Updates: Quint 4530 had a recall that was handled by Pierce at no cost to the district.

Operational Guideline and Interdepartmental Policy Approvals:
Interdepartmental Policy 03-001 Career Firefighter and Officer Training
Interdepartmental Policy 03-002 Career Probationary Firefighter Training
Interdepartmental Policy 03-003 District Chief Training
Operational Guideline 07-016 Knox Box Security System

Motion to approve Interdepartmental Policy 03-001, 03-002, 03-003 and Operational Guideline 07-016 made by Commissioner Comenale and seconded by Commissioner Koch. Commission polled: All approved.

Request to Surplus items:
Request permission to surplus two (2) 55-gallon drums of 15w40 motor oil as district vehicles no longer use this oil. I have an interested party who has offered $200.00 to purchase both barrels from the district.

Motion to approve to surplus and sell two (2) 55-gallon drums for 15w40 motor oil for $200.00 made by Commissioner Comenale and seconded by Commissioner Johnson. Commission polled: All approved.

Unapproved

Purchase requests:
Apparatus:

Request permission to purchase tires for the 4507-pool vehicle for the price of $801.12 from Lewis General Tires; request permission to purchase new rear tires for Quint 4530 for the price of $3,422.48 from Lewis General Tire; request permission to purchase new brakes for Quint 4530 for the price of $2,104.88 from Fleet Pride; request permission to purchase a new Air Conditioning compressor for Quint 4510 due to the current one being broken for the price of $736.90 from Fleet Pride; request permission to purchase two (2) new interstate batteries for Quint 4510 for the price of $551.80 from Interstate Battery; request permission to purchase a new VGT Actuator for the price of $1,708.81 from Regional International to replace the current actuator that is now failed and needs to be replaced; request permission to purchase four (4) brake chambers for the price of $1,807.80 from Cook Brothers (two of these will be returned to the Henrietta Fire District who loaned us two for Quint 4530 and the other two will be used for backstock). There are funds to cover the expenses.

Motion to approve the purchase of tires for the 4507-pool vehicle for the price of $801.12 from Lewis General Tires; to purchase new rear tires for Quint 4530 for the price of $3,422.48 from Lewis General Tire; to purchase new brakes for Quint 4530 for the price of $2,104.88 from Fleet Pride; to purchase a new Air Conditioning compressor for Quint 4510 for the price of $736.90 from Fleet Pride; to purchase two (2) new interstate batteries for Quint 4510 for the price of $551.80 from Interstate Battery; to purchase a new VGT Actuator for the price of $1,708.81 from Regional International; to purchase four (4) brake chambers for the price of $1,807.80 from Cook Brothers made by Commissioner Comenale and seconded by Commissioner Johnson. Commission polled: All approved.

Equipment:
Request permission to purchase equipment and materials for the dispatch upgrade project at the cost of $99,795.37. These dispatch upgrades will be reimbursed through the ARPA funds.

Motion to approve the purchase equipment and materials for the dispatch upgrade project at the cost of $99,795.37 made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: All approved.

Request permission to purchase twenty (20) shoulder pull straps for the price of $4,247.50 from Firematic Equipment. The shoulder pull straps will be used for in-house repairs of our SCBA units when necessary; request permission to purchase ten (10) lock nuts for our SCBA units for the price of $142.20 from Firematic Equipment. The lock nuts will be used for in-house repairs of our SCBA units when necessary. There are funds to cover the expenses.

Unapproved

Motion to approve the purchase of purchase twenty (20) shoulder pull straps for the price of $4,247.50 from Firematic Equipment; to purchase ten (10) lock nuts for our SCBA units for the price of $142.20 from Firematic Equipment made by Commissioner Comenale and seconded by Commissioner Koch. Commission polled: All approved.

Services:
Request permission to authorize Firematic Equipment to conduct annual SCBA Flow Testing on all district Self Contained Breathing Apparatus for the price of $5,180.00. There are funds to cover the expenses.

Motion to approve to authorize Firematic Equipment to conduct annual SCBA Flow Testing on all district Self Contained Breathing Apparatus at a cost of $5,180.00 made by Commissioner Comenale and seconded by Commissioner Cox. Commission polled: All approved.

Chairman Werth's Report:
Request to spend $300.00 for the annual purchase of flowers/plants for Station 1 and Station 3.

Motion to approve to spend up to $300.00 for the purchase of flowers/plants for Station 1 and Station 3 made by Commission Werth and seconded by Commissioner Johnson. Commission polled: All approved.

Note: Contingent on Brittany confirming account allocation.

Vice Chairman Cox's Report:
Updated Gates Chili Fire Department Fund Drive Letter: all changes have been circulated to the Board.

Motion to approve the Gates Chili Fire Department Fund Drive letter made by Commissioner Cox and seconded by Commissioner Johnson. Commission polled: Commissioner Cox-approved, Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-abstains.

Exhaust System Project: Joe is coordinating with Operations for feedback on 2 different solutions being evaluated.

The Pavilion walk-in cooler is no longer repairable and is being replaced by the Fire Department with 2 double door refrigerator type units. Looking for District approval for the Fire Department to replace the coolers.

Motion to approve the Gates Chili Fire Department to replace the walk-in cooler in the Pavilion with 2 double door refrigerators made by Commission Cox and seconded by Commissioner Koch. Commission polled: All approved.

Unapproved

Commissioner Comenale's Report:
No Report

Commissioner Koch's Report:
No Report

Commissioner Johnson's Report:
Request for Executive Session for Personnel Matters.

Kevin Mahoney, Esq.
Excused

Executive Session:
Motion made at 6:59 p.m. by Commissioner Cox and seconded by Commissioner Koch 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 Cox-approved, Commissioner Comenale-approved, Commissioner Koch-approved, Commissioner Johnson-approved, Commissioner Werth-approved.

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

The Board exited Executive Session and returned to Open Session at 7:22 pm. The Board took no action in Executive Session.

Open Session:
No Motions were made.

Adjournment:
Motion to adjourn the May 14th, 2026, Regular Commission Meeting at 7:22 p.m. made by Commissioner Koch and seconded by Commissioner Cox. Commission polled: All approved.

Respectfully submitted,

Donna Capone
District Secretary

Unapproved