

**Fire Commissioners Meeting
November 13, 2018 at 5:30 p.m.
976 Main Street, Freedom Hall, Cotuit, Massachusetts**

Called to order at 5:30

Present: Commissioner's Rick Pisano, Kevin Conley, Adam Zais and the Fire Chief, Paul Rhude

Public Recording: Amy Kates

Public Comment: No Public Comment

Minutes: Motion made to approve the reviewed October minutes that also included minutes from the September meeting with one slight change noted, seconded, all in favor

Chief Report

Monthly Activities:

- 60 Total responses for October, 36 Medical, 0 Hazardous Conditions, 17 Service/Good Intent/False Alarm. (Attachment A)
- Mutual Aid Report- (see attachment B) Chief Rhude and Commissioner Conley are meeting with Mashpee Town Manager again tomorrow to review the action items that it was decided in the previous meeting.

Administrative:

- FF Emerson helping to install the computer aided dispatch in the vehicles
- Working with Town of Barnstable & Open Cape to get options for high speed data connection. Rick asked if the linkage was completed would that allow the station to drop Comcast and/or Verizon? Chief Rhude answered yes to dropping Comcast but would keep the Verizon wireless and look into fiber phone system. Commissioner Zais mentioned reliability-and suggested running two services for a period of time.
- Draft SOG Station Coverage-discussed the current coverage and hoping this will bring more consistency.

Training:

- October live fire training with Mashpee FD at Barnstable Fire Academy
- Hose testing will be done within the next month
- discussed an email the Commissioners are suspicious about. They have been receiving an email from a company asking to us to put informational training links up on our website, Chief Rhude researched it, the company is owned by a law firm looking for business/clients-not appropriate to put on the website.

Apparatus:

Pro EMS report: (See Attachment C) please note this reporting system is a month behind per the company

Personnel:

- FF out on sick leave. Step 1 Grievance for District physical to return to work-irrelevant to the grievance the FF has complied with the request and has gone to the physical. Chief will deny the grievance, may go to Step 2 but Chief doesn't think it will go that far as the FF has complied.
- Promotional testing schedules for May 24, 2019. Commissioner Pisano mentioned that at the last meeting a motion went out to a firm to conduct the promotional testing. Since that meeting, it was discussed if need to spend the money on a firm for a testing for a position that doesn't exist, list last for three years, costs \$5,000 and nothing may come of it. Chief approached the union with suggestion to just do the written test, agreed, so going forward with written which will cost a couple of hundred dollars, agreed within the twenty or thirty days if an opening is created in the next three years will give the practical test. No longer need Sylvester Consultants

services, will need to make a motion to reverse our decision from the prior month to award the bid to Sylvester Consultants for the promotional testing and the new plan is what the Chief just described. Second, all in favor. Motion made to proceed with the promotional testing plan with the written test as designed by Chief Rhude in conjunction with the Union, Second, all in favor.

Apparatus

-266 29' Surplus USCG boat in service at the dock. Meeting with the Town Counselor to discuss permanent docking solutions for us, discussed possibilities for modification of the town dock or some other possibilities. Her recommendation was to go to the Water ways committee and discuss with them.

-Bought dollies to store the boat inside for the winter.

-New 260 Pickup getting plow, lights, radio, and bed lining

-260 Marking Options-Chief sent out pictures to the Commissioners about options. Commissioner Pisano likes the current Seal and number, Commissioner Conley would like something that stands out more maybe a straight white line-depending on the cost, would like for it to stand out in the community. Commissioner Zais agrees it should be noticeable. Chief Rhude will work with Commissioner Conley to come up with something.

-Chris Dauley will be disposing of 269 & 260 as surplus equipment through an online government company.

Facilities

-Driveway, MCE Dirtworks to complete by 11/30/18 weather depending

-Working on new roof RFQ, for some reason the price we based our budget on did not include the flat roof so may have to go out to bid for the asphalt roof only, not able to use the town bid as does not have roofers.

-Station Security-need to work on locks for doors

Old Business:

-Annual Evaluation of Chief Rhude: After consultation with our Attorneys, Commissioners were told that the best method for doing this would be for each Commissioner to have a separate meeting with the Chief and fill out the evaluation form that we then go over in a public meeting, which Chief agreed he is comfortable with that and then they would be entered into the minutes (see Attachment D). Afterwards, Commissioner Pisano would like to solicit comments about the use of the evaluation form. Conley suggested as a group set up what believe the objectives are for the fire department for 2019 so the expectations going forward are well documented, also would like to find something that touches more on the fire side of things and managerial with the fire house as opposed to straight management. Commissioner Zais mentioned it was a little artificial having this at the end of the year when talking about mid-year objectives and agrees with Commissioner Conley to set the full and mid-year in corroboration with the chief. Pisano found two areas useful, the page on the forms obj and the performance criteria, could have done without the rest of it. Commissioner Conley did find the first set of question's (1-4) useful. Commissioner Zais suggested to expand and add more detail on the performance objectives for the coming year and release it to the public as a vision for the coming year along with maybe long term objectives and goals. Commissioner P said expect to return to this next month in terms of method and perhaps can have a draft of somewhat expanded objectives, take a cut out of this format and shave it down to what we describe as being useful. Agreed to move this forward to December meeting.

-Methods evaluation:

New Business:

Commissioner Zais will out of town next month, asked if could look to reschedule. Agreed to reschedule the meeting for December 18.

Hurricane Preparedness- Chief has been reviewing this and having meetings with the Town for Emergency Operation Center. The more discuss it, the more Chief feels we need to be more prepared than we are. Need a plan to get through roads, need bigger equipment. Reviewed options such as equipment rental (potential problems are equipment training and licenses), COMM water has heavy equipment, talking with our water department to get equipment (a loader) (maybe on the surplus site) and train their people, or hire outside contractors. Commissioner Pisano asked if the DPW has been contacted and if they have issues-Chief answered they don't have a plan to do this as of yet. Commissioner Conley asked if anyone in town has this equipment and if so, had any conversations with them and could speak with them. Public Comment was made be inaudible. Commissioner Pisano asked if the surplus equipment could be shared with the DPW, Chief though if we could find a piece of equipment that they could use it is an option.

OSHA meeting- Mass dept of labor is adopting a type of modified OSHA standard we are required to meet by February. Not huge changes for us, more paperwork of SOP's that say how FF work on trucks. Need a guideline about how to limit exposure. Guidelines on facial hair, some questions about medical standards-not sure if existing FF are grandfathered in our not- will find out.

Motion to adjourn: seconded, all in favor

A

COTUIT

Incident Type Report (Summary)

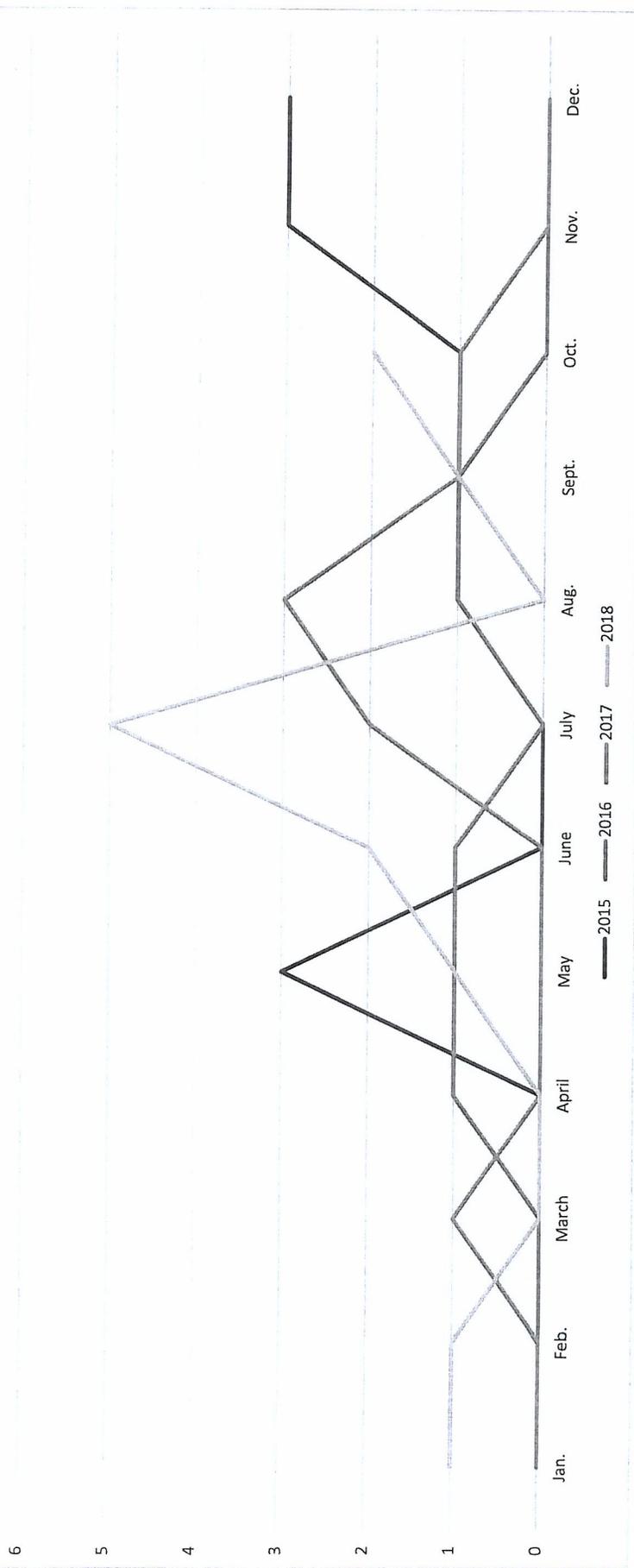
Alarm Date Between {10/01/2018} And {10/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	3.33%	\$0	0.00%
321 EMS call, excluding vehicle accident with	31	51.66%	\$0	0.00%
322 Motor vehicle accident with injuries	3	5.00%	\$0	0.00%
	<u>36</u>	<u>60.00%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
571 Cover assignment, standby, moveup	1	1.66%	\$0	0.00%
	<u>1</u>	<u>1.66%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	3	5.00%	\$0	0.00%
611 Dispatched & cancelled en route	1	1.66%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	3.33%	\$0	0.00%
	<u>6</u>	<u>10.00%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
733 Smoke detector activation due to	5	8.33%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	1.66%	\$0	0.00%
736 CO detector activation due to malfunction	2	3.33%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	3.33%	\$0	0.00%
743 Smoke detector activation, no fire -	1	1.66%	\$0	0.00%
744 Detector activation, no fire -	2	3.33%	\$0	0.00%
745 Alarm system activation, no fire -	4	6.66%	\$0	0.00%
	<u>17</u>	<u>28.33%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	60		Total Est Loss:	\$0

Mutual Aid From Mashpee

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2015	0	0	0	0	3	0	0	1	1	1	3	3	12
2016	0	0	0	1	1	1	0	1	1	0	0	0	5
2017	0	0	1	0	0	0	2	3	1	1	0	0	8
2018	1	1	0	0	1	2	5	0	1	2			13

Mutual Aid From Mashpee



PRO-EMS SOLUTIONS

Town of Cotuit Ambulance Billing Accounting Reports

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Previous Balance Forward	\$0.00	\$19,422.87	\$49,171.13	\$55,539.21	\$54,398.39	\$51,417.63
Charges in Period	\$50,370.00	\$50,369.40	\$62,873.30	\$56,130.00	\$71,962.80	\$105,977.00
Contractual Allow	\$30,947.13	\$22,324.18	\$32,455.72	\$30,991.11	\$36,201.95	\$56,531.38
Manual Contractual	\$0.00	\$0.00	\$3,204.99	\$2,277.72	\$10,148.32	\$5,656.42
Payment	\$0.00	\$0.00	\$19,761.02	\$20,112.26	\$24,295.92	\$22,493.14
Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Write-Off	\$0.00	\$0.00	\$1,083.49	\$3,912.07	\$1,660.57	\$2,048.70
Credits in Period	\$30,947.13	\$22,324.18	\$56,505.22	\$57,293.16	\$72,306.76	\$86,729.64
Charge Adjustments	\$0.00	\$5,042.70	\$0.00	\$0.00	\$0.00	\$0.00
Credit Adjustments	\$0.00	\$3,339.66	\$0.00	-\$22.34	\$2,636.80	-\$320.37
Misc Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$19,422.87	\$49,171.13	\$55,539.21	\$54,398.39	\$51,417.63	\$70,985.36

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
SENT DIRECTLY	\$0.00	\$0.00	\$19,544.15	\$18,966.07	\$22,842.20	\$11,461.95
LOCKBOX	\$0.00	\$0.00	\$216.87	\$1,146.19	\$1,367.02	\$11,031.19
CREDIT CARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$86.70	\$0.00
Totals	\$0.00	\$0.00	\$19,761.02	\$20,112.26	\$24,295.92	\$22,493.14

	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	YTD
Previous Balance Forward	\$70,985.36	\$65,661.91					\$537,921.10
Charges in Period	\$78,117.30	\$62,121.30					\$298,459.40
Contractual Allow	\$47,857.74	\$41,150.19					\$35,008.79
Manual Contractual	\$6,603.08	\$7,118.26					\$140,373.30
Payment	\$25,134.15	\$28,576.81					-\$84.82
Refund	\$0.00	-\$84.82					\$16,650.05
Write-Off	\$5,160.45	\$2,784.77					\$490,406.72
Credits in Period	\$84,755.42	\$79,545.21					\$5,055.90
Charge Adjustments	\$0.00	\$13.20					\$10,868.70
Credit Adjustments	-\$1,314.67	\$6,549.62					\$0.00
Misc Adjustments	\$0.00	\$0.00					
Totals	\$65,661.91	\$41,701.58					

	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	YTD
SENT DIRECTLY	\$20,417.75	\$21,739.13					\$114,971.25
LOCKBOX	\$4,716.40	\$6,573.07					\$25,050.74
CREDIT CARDS	\$0.00	\$264.61					\$351.31
Totals	\$25,134.15	\$28,576.81	\$0.00	\$0.00	\$0.00	\$0.00	\$140,373.30

ANNUAL REVIEW

COMMENTS:

II. Performance Criteria

Please refer back to your appraisal of this manager on the four performance criteria and place the number corresponding to each rating in the appropriate box below. For example, if you checked "More Than Satisfactory" on the criterion "leadership" you would write a 4 in the second box next to that criterion. Then add the numbers in the vertical columns to produce five subtotals and add the subtotals to produce the total score.

Functions	(5) Outstanding	(4) More Than Satisfactory	(3) Completely Satisfactory	(1) Less Than Satisfactory	(0) Unsatisfactory
LEADERSHIP			3.4		
PLANNING & ORGANIZING			3.4		
COMMUNICATIONS		4			
PROBLEM SOLVING & DECISION MAKING			3.25		
SUBTOTALS		4	10.05		

TOTAL POINTS (max 20) = 14.05

COMMENTS:

Performance OBT.

1: Improve Staffing & Response

- Research and present staffing options to Commissioners (4th crew c/B)
- Standby, On-duty staff, Shared resources with other organizations

2: Increase Organizational Efficiency

- SOGs updated and online
- Mobile Data terminals in vehicles
- Preplans
- Inspections/Fees on-line

resource sharing

3: Performance evaluations & Career Development SOG Implementation

- Implement annual evaluations with career development

4: Marine Mission

- New boat to be placed in service
- Training program implementation
- Docking options evaluated

5: OSHA standards implementation , physical fitness testing

6: Public Relations (Facebook, Senior outreach)

COMMENTS:

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Please refer back to your appraisal of this manager on the four performance criteria and place the number corresponding to each rating in the appropriate box below. For example, if you checked "More Than Satisfactory" on the criterion "leadership" you would write a 4 in the second box next to that criterion. Then add the numbers in the vertical columns to produce five subtotals and add the subtotals to produce the total score.

Functions	(5) Outstanding	(4) More Than Satisfactory	(3) Completely Satisfactory	(1) Less Than Satisfactory	(0) Unsatisfactory
LEADERSHIP		✓			
PLANNING & ORGANIZING		✓			
COMMUNICATIONS		✓			
PROBLEM SOLVING & DECISION MAKING		✓			
SUBTOTALS		✓			

manager and reviewing manager will jointly develop a series of priority objectives to be accomplished during the next 12 months. Care should be taken that each objective states what the manager plans to accomplish, identifies one or more performance measures to determine whether each objective is accomplished, and specifies the target date of completion.

1: Improve Staffing & Response

- Research and present staffing options to Commissioners
- Standby, On-duty staff, Shared resources with other organizations

2: Increase Organizational Efficiency

- SOGs updated and online
- Mobile Data terminals in vehicles
- Preplans
- Inspections/Fees on-line

3: Performance evaluations & Career Development SOG Implementation

- Implement annual evaluations with career development

4: Marine Mission

- New boat to be placed in service
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6: Public Relations (Facebook, Senior outreach)

COMMENTS:

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Functions	(5) Outstanding	(4) More Than Satisfactory	(3) Completely Satisfactory	(1) Less Than Satisfactory	(0) Unsatisfactory
LEADERSHIP	4.5				
PLANNING & ORGANIZING	4.5				
COMMUNICATIONS	4.5				
PROBLEM SOLVING & DECISION MAKING	4.5				
SUBTOTALS					

TOTAL POINTS (max 20) = 18

COMMENTS:

The manager and reviewing manager will jointly develop a series of priority objectives to be accomplished during the next 12 months. Care should be taken that each objective states what the manager plans to accomplish, identifies one or more performance measures to determine whether each objective is accomplished, and specifies the target date of completion.

1: Improve Staffing & Response

- Research and present staffing options to Commissioners
- Standby, On-duty staff, Shared resources with other organizations

2: Increase Organizational Efficiency

- SOGs updated and online
- Mobile Data terminals in vehicles
- Preplans
- Inspections/Fees on-line

3: Performance evaluations & Career Development SOG Implementation

- Implement annual evaluations with career development

4: Marine Mission

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- Training program implementation
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