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**Fire Commissioners Meeting
February 12, 2019 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, and Fire Chief, Paul Rhude
Absent: Adam Zais

Public Comment:

- Cynthia Gardner asked about a question she had in the December meeting regarding the "other" line item. Next question was that she was made aware that a FF is attending the Mass Fire Academy and would like to know why this hasn't been discussed at a meeting, and if it is a cost to the district. Ms. Gardner also asked about classes that Chief Rhude took, and wondering if paying for the Call FF's paramedic class.

Minutes: Motion made to approve January minutes as presented with no changes, seconded, all in favor

Chief Report

Monthly Activities:

- (please see attachment A)

Administrative:

- Asked the Commissioners if would be ok to add a tab to the Patient Care Report (depending on patients' condition) to contact them in the future as a follow up, including checking to see if their home is safe, detectors are working and up to code.
- Would like to offer a Community Coffee each month at various stations. Commissioner Pisano suggested planning it around busier months, and putting this into the Civic Associations newsletter.
- Discussed the Senior Safe report from last year
- Chief Rhude will be rewriting a job description for Chris and will have it prepared at next meeting.

Pro EMS report:

- (Please see attachment B) and discussed post incident survey
- discussed billing difference between Pro and Comstar
- Pro will be offering a demo at COMM fire tomorrow.

Personnel:

- Conflict of Interest laws will be completed by the end of the month
- Call FF Gardiner is attending the Barnstable Fire Academy

Training:

- planning on ice training, need colder weather
- had elevator training and a drill at the Cahoon Museum (have two commercial elevators in the district)
- Discussed Pro Ems training, Prodigy's certification system and draft SOG (Please see attachment C) Commissioner Pisano asked if ok with medical director-Chief answered yes will have a director even if we decided to leave CIEMSS

Apparatus:

- discussed 260 graphics, don't have final cost as of yet
- 266 Chief has an appointment with the Assistant Harbor Master this Friday, Commissioner Conley might join Chief for the meeting

Facilities:

- Discussed last week's workshop with the architects regarding space study and different options. Prudential Committee had a meeting yesterday and voted to have the architects move forward with cost estimation for Option A. Planning on asking the district at the May meeting would ask for engineering and architects. The other article would be for the Scott packs.
- Commissioner Pisano mentioned was originally planning on asking for an article to fix up the current station, this was before the new plans/building was discussed as would take care of all the building issues. Commissioner Conley would like to get some estimates to repair the building just in in case the article gets turned down.

Old Business:

- Commissioner Pisano mentioned the remaining money from the parking lot article which is being saved for the handicap ramp. Regardless of what happens with the building plans, the landing needs to meet code and be expanded. Chief replied that someone will fix it in the spring so it meets code.

Budget Prep:

- Chief doesn't have a spreadsheet to show percentages. When spreadsheet is further along, Commissioner Pisano would like to meet with Chief (Commissioner Conley would like a copy)
- Commissioner asked a few questions regarding last month's minutes, questions about the phone system and Open Cape. Commissioner Conley suggests finding another dept that is using Open Cape to get a reference.
- Commissioner Conley asked if the boat naming poster have gone up-yes in library, post office, school.
- Commissioner Conley asked about the quarterly report in the Currents.

New Business:

- Commissioner Pisano had a question about a payment on the warrant (bill) from January-Chief replied it was electrical work on vehicles/boat.

Motion to adjourn: seconded, all in favor

A

COTUIT

Incident Type Report (Summary)

Alarm Date Between {01/01/2019} And {01/31/2019}

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	37	61.66%	\$0	0.00%
322 Motor vehicle accident with injuries	2	3.33%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	3.33%	\$0	0.00%
	43	71.66%	\$0	0.00%
5 Service Call				
510 Person in distress, Other	1	1.66%	\$0	0.00%
522 Water or steam leak	1	1.66%	\$0	0.00%
531 Smoke or odor removal	1	1.66%	\$0	0.00%
550 Public service assistance, Other	1	1.66%	\$0	0.00%
553 Public service	2	3.33%	\$0	0.00%
561 Unauthorized burning	1	1.66%	\$0	0.00%
571 Cover assignment, standby, moveup	1	1.66%	\$0	0.00%
	8	13.33%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	1.66%	\$0	0.00%
611 Dispatched & cancelled en route	1	1.66%	\$0	0.00%
	2	3.33%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	2	3.33%	\$0	0.00%
733 Smoke detector activation due to	2	3.33%	\$0	0.00%
745 Alarm system activation, no fire -	2	3.33%	\$0	0.00%
	6	10.00%	\$0	0.00%
9 Special Incident Type				
911 Citizen complaint	1	1.66%	\$0	0.00%
	1	1.66%	\$0	0.00%

Total Incident Count: 60

Total Est Loss: \$0

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Total Incident Count: 60

Total Est Loss: \$0

Previous Balance Forward	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
	\$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

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

Previous Balance Forward	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
	\$70,985.36	\$65,661.91	\$41,701.58	\$43,415.08	\$37,389.94	
Charges in Period	\$78,117.30	\$62,121.30	\$62,461.50	\$65,585.10	\$63,605.00	\$729,572.70
Contractual Allow	\$47,857.74	\$41,150.19	\$34,037.82	\$41,783.67	\$31,912.13	\$406,193.02
Manual Contractual	\$6,603.08	\$7,118.26	\$1,398.06	\$7,518.09	-\$288.61	\$43,636.33
Payment	\$25,134.15	\$28,576.81	\$18,901.23	\$19,992.37	\$16,337.35	\$195,604.25
Refund	\$0.00	-\$84.82	-\$105.34	-\$89.48	\$0.00	-\$279.64
Write-Off	\$5,160.45	\$2,784.77	\$3,721.47	\$2,320.84	\$4,555.55	\$27,247.91
Credits in Period	\$84,755.42	\$79,545.21	\$57,953.24	\$71,525.49	\$52,516.42	\$672,401.87
Charge Adjustments	\$0.00	\$13.20	-\$2,247.00	\$726.66	\$0.00	\$3,535.56
Credit Adjustments	-\$1,314.67	\$6,549.62	\$547.76	\$811.41	\$0.00	\$12,227.87
Misc Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$65,661.91	\$41,701.58	\$43,415.08	\$37,389.94	\$48,478.52	

SENT DIRECTLY	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	YTD
LOCKBOX	\$20,417.75	\$21,739.13	\$15,173.84	\$16,175.53	\$13,020.24		\$159,340.86
CREDIT CARDS	\$4,716.40	\$6,573.07	\$3,202.18	\$3,816.84	\$3,317.11		\$35,386.87
Totals	\$25,134.15	\$28,576.81	\$18,901.23	\$19,992.37	\$16,337.35	\$0.00	\$195,604.25

COTUIT FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

SUBJECT: Certification and Re-Certification of EMT's and Paramedics

CATEGORY: EMS-1.001

APPROVED BY: Chief Paul Rhude **2 Week Comment Period ends: February 15th 2019**

I. Purpose:

Massachusetts State Law, and 105 CMR 170 require that all ambulance services operating within the Commonwealth maintain an accurate up-to-date record of all licenses and certifications maintained by their personnel. In addition, it outlines each EMT's / Paramedics obligation as how to maintain their certifications.

Per 105 CMR: 170.285 (C) all EMT's and Paramedics must carry on their person, or in the EMS vehicle on which they are working, in electronic or print format their current Massachusetts EMT or Paramedic Card, CPR Card, ACLS Card (if applicable) and Massachusetts Driver's License. In addition, all paramedics must carry valid Authorization to Practice documents

Per 105 CMR: 170.285 (D) all ambulance services must verify its EMTs' credentials by examining all required documentation (in electronic or print format) of current status.

II. Certification Policy/Procedure:

- A. All EMT's and Paramedics shall carry on their person, in electronic or print format, their current Massachusetts EMT or Paramedic Card, CPR Card, ACLS Card (if applicable) and Massachusetts Driver's License. All Paramedics must carry valid authorization to practice documents as well.
- B. A copy of all required certifications and licenses, front and back, with applicable signatures must be kept on file with the EMS coordinator.
- C. Each EMT / paramedic is required to provide a copy of their current certifications and licenses within one week of re-certification or re-licensing or prior to reporting to work after a certification or license expires.
- D. The EMS coordinator shall validate the authenticity of all cards and licenses when copies are provided and have a process in place to randomly verify certification and licensing status throughout the calendar year. The EMS coordinator is required to view all original EMT, CPR, ACLS, and drivers license for originality including appropriate signatures.
- E. All EMT's / paramedics shall immediately notify the EMS Coordinator of any change in their certification or licensing status.

- F. No member of the department shall serve as an EMT or Paramedic without current up-to-date certifications and licensing and will not be able staff the ambulance for any EMS related events.
- G. All EMT's and paramedics must maintain their certifications and perform continuing education as outlined in Mass OEMS Administrative Requirement AR2-212

III. Recertification Training

- A. The ProEMS Prodigy training system shall be made available to all EMTs and Paramedics for their biannual recertification. Staff may use another recertification resource at their own expense and on their own time.
- B. It is recommended that EMTs and Paramedics make every effort to satisfy their online live training requirements while on duty and early in their recertification period.
- C. All EMTs and Paramedics will be approved for up to 10 hours of overtime for live and online-live training applied to their recertification, per recertification period. A dated certificate of completion shall be submitted with each overtime request.
- D. ACLS and CPR will be provided and does not count toward the 10 hours of approved EMS overtime.