

Fire Commissioners Meeting
March 12, 2019 at 5:30 p.m.
976 Main Street, Freedom Hall, Cotuit, Massachusetts

RP
4/9/19

Called to order at 5:30

Recording: Amy Kates is recording

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

Public Comment: Cynthia Gardner asked if the public comment could be postponed to the end of the meeting. Commissioner Pisano responded that he would rather not as there is a lot to cover on the agenda. Ms. Gardner would like to know how going to discuss tonight's proposed budget as the department was scheduled to discuss the proposed budget at last week's Prudential meeting -Commissioner Pisano responded that all Commissioners have met with the Chief individually prior to that meeting and have worked out a tentative draft budget which is what was presented to the Prudential Committee. Our meeting tonight is to go over that draft and consider changes, options, and feedback as this will be our first chance as a group to discuss it. Fran Parks added that the meeting last week she had requested Draft budgets. Commissioner Pisano said that this is still just a working draft budget.

Minutes: Motion made to approve February minutes as presented with no changes, seconded, all in favor. Discussed the posting of the audio to the website, Commissioner Zais will show Chris how to post, though requires a special software.

Chief Report

Monthly Activities:

- (please see attachment A)

Administrative:

- Chief Rhude is still working on getting the survey from ProEms
- Community Coffee possibly in April. Haven't had any responses from other departments as of yet to join.

Training:

- Lt Amento and FF Staggs went to the Fire Chiefs Association of Massachusetts 3-day Conference. Commissioner Pisano commented he was glad to see the new hire attending classes. Chief Rhude commented that FF Staggs is very interested in public education and has participated in events in the community.
- Trauma Symposium in Falmouth last week that a few of the FF went to
- Chris is going to a class next week which is a requirement for the SAFE grant
- Chris and Kathleen Thut from COMM go twice a month to CCH and present car seat safety to the new parent class

Pro EMS report:

- (Please see attachment B)
- Commissioner Pisano discussed the open house that Proems offered last week. He was very impressed with the training modules and format along with the rapid updates of the modules.
- Ray Pirrone and Chief viewed a six-month span of billing-ProEms has us up about 56% in billing. Ray is looking to see if it can assist in the increase in the tax rate.

Personnel:

- Chief Rhude made adjustments per the Commissioners request to Chris's job description and spoke with district's legal staff. After adding the increased duties, they suggested changing her title to Executive Assistant along with other language about being a call emt and the transition between the two jobs. Some language the lawyers wanted in there and what the department is going to use her for including becoming a procurement officer. Motion made to accept the description of the Executive Assistant, seconded, all in favor. Compensation was discussed. Motion made to accept the proposal of accepting a raise that would change the line item reflecting a raise of \$4200 in regard to the new description position, seconded-Commissioner Zais has no further discussion, Commissioner Pisano and Commissioner Conley voted in favor Commissioner Zais voted not in favor-- motion carries two to one. Call EMT position discussed. Motion made to approve the Call EMT position description for potential staffing, seconded, all in favor. Job description for the Call EMT for Chris need to work on guidelines. Motion made to make appointment of Chris Dauley to the Call EMT position for hours that are overlapping with her regular scheduled work week, seconded, all in favor.

Apparatus:

- Discussed 263, mechanic discovered the tank supports and pump panels are completely rotted out-this work should have been done a long time ago as there was \$50,000 appropriated several years ago. Was told and everyone assumed it was done. Still have the article, waiting for a quote to get the work done and will then get multiple quotes. Commissioner Conley asked if a formal query could be asked to Minuteman as to why the work was not completed.
- Chief met with Harbor Master about boat dock-they were very supportive about either expanding the town dock/float, or Mosquito Yacht club dock with permission to have a spot there. They were going to follow up with their department and see what could support-haven't heard back from them but there is a scheduled hearing at the Town Counselors on the 4th at Town Hall to spend \$75,000 on a design for a Cotuit town dock. Commissioner Conley suggested not to wait, but to find out exactly what they plan before a vote comes up-Chief will follow up.

Facilities:

- District space study came back with a few interior designs. Expect to have a cost estimate in April. Gave a presentation to the Civic Association Executive Board last week-some questions were brought up about renovations and space. If numbers come back high, current station still needs work (kitchen, doors, paint, Treasurer and Assistant need to move from second floor) Rick said need additional numbers that reflect what the building needs going forward as an independent operation. Treasurer office may need to either rent space or put in a trailer somewhere-not many options. Commissioner Conley commended the contribution Chief Rhude has given to the architectural design.

Old Business:

- **Budget Prep:** reviewed the PowerPoint of draft budget. Commissioner Pisano mentioned the educational incentive line is all by contract as negotiated. Commissioner Zais had a few comments, Commissioner Conley offered to explain the terms and conditions of the contract to Commissioner Zais. Commissioner Zais understands it is mandated and can't change it, he was just surprised to see it and said there is nothing he can do about it. Longevity the same, incident response increased, training is the same, vacation coverage due to step got increased, sick level funded, personal budgeted at average ot rate, FF other-meant for misc. coverages, this year was overbudget-decided to increase for this year. Commissioner Conley asked why couldn't take Chief coverage out of vacation account-Chief agreed and doesn't see why not. Commissioner Zais asked if there was a way to control spending on call back coverage costs. Chief answered that with the recent SOP that went out that this committee approved stating that requested standby only comes back if needed will see if that makes a dent in the cost.

Commissioner Pisano asked what is projected, probably around \$74,00, probably meeting 100%. Commissioner Zais asked a question (inaudible) Committee moved numbers around, but Chief stated this is all guess work as someone could go out on injury, could have a hurricane-don't know what is going to happen. Commissioner Pisano said don't want to put the taxpayer in a position of having to pay more than is necessary, but also don't want to come up short in an emergency having to try and cover the costs-it is walking a tightrope and hoping for the best. (inaudible comment from Commissioner Zais and Fran) but Chief said could leave these numbers until Treasurer comes back on predictions for tax rates. Operations and maintenance are level funded. Commissioner Pisano would like to leave it at 25 and once the Treasurer gives us the input on the proposed impact on tax rates we can come back and revisit this.

New Business:

- NA

Motion to adjourn, seconded, all in favor

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	\$41,701.58	\$43,415.08	\$37,389.94	\$48,478.52	
Charges in Period	\$78,117.30	\$62,121.30	\$62,461.50	\$65,585.10	\$63,605.00	\$51,791.90	\$781,364.60
Contractual Allow	\$47,857.74	\$41,150.19	\$34,037.82	\$41,783.67	\$31,912.13	\$32,720.33	\$438,913.35
Manual Contractual	\$6,603.08	\$7,118.26	\$1,398.06	\$7,518.09	-\$288.61	\$2,238.62	\$45,874.95
Payment	\$25,134.15	\$28,576.81	\$18,901.23	\$19,992.37	\$16,337.35	\$17,076.50	\$212,680.75
Refund	\$0.00	-\$84.82	-\$105.34	-\$89.48	\$0.00	\$0.00	-\$279.64
Write-Off	\$5,160.45	\$2,784.77	\$3,721.47	\$2,320.84	\$4,555.55	\$5,558.39	\$32,806.30
Credits in Period	\$84,755.42	\$79,545.21	\$57,953.24	\$71,525.49	\$52,516.42	\$57,593.84	\$729,995.71
Charge Adjustments	\$0.00	\$13.20	-\$2,247.00	\$726.66	\$0.00	-\$9.90	\$3,525.66
Credit Adjustments	-\$1,314.67	\$6,549.62	\$547.76	\$811.41	\$0.00	\$1,242.64	\$13,470.51
Misc Adjustments	\$0.00	\$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	\$41,424.04	

Town of Cotuit

	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	YTD
SENT DIRECTLY	\$20,417.75	\$21,739.13	\$15,173.84	\$16,175.53	\$13,020.24	\$14,184.48	\$173,525.34
LOCKBOX	\$4,716.40	\$6,573.07	\$3,202.18	\$3,816.84	\$3,317.11	\$2,892.02	\$38,278.89
CREDIT CARDS	\$0.00	\$264.61	\$525.21	\$0.00	\$0.00	\$0.00	\$876.52
Totals	\$25,134.15	\$28,576.81	\$18,901.23	\$19,992.37	\$16,337.35	\$17,076.50	\$212,680.75

COTUIT

Incident Type Report (Summary)

Alarm Date Between {02/01/2019} And
{02/28/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	4	7.14%	\$0	0.00%
320 Emergency medical service, other	2	3.57%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	25	44.64%	\$0	0.00%
322 Motor vehicle accident with injuries	2	3.57%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	4	7.14%	\$0	0.00%
	37	66.07%	\$0	0.00%
4 Hazardous Condition (No Fire)				
424 Carbon monoxide incident	1	1.79%	\$0	0.00%
444 Power line down	1	1.79%	\$0	0.00%
	2	3.57%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	1.79%	\$0	0.00%
510 Person in distress, Other	1	1.79%	\$0	0.00%
511 Lock-out	2	3.57%	\$0	0.00%
520 Water problem, Other	2	3.57%	\$0	0.00%
522 Water or steam leak	1	1.79%	\$0	0.00%
554 Assist invalid	1	1.79%	\$0	0.00%
	8	14.29%	\$0	0.00%
6 Good Intent Call				
671 HazMat release investigation w/no HazMat	1	1.79%	\$0	0.00%
	1	1.79%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	3	5.36%	\$0	0.00%
733 Smoke detector activation due to malfunction	3	5.36%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	1.79%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	1.79%	\$0	0.00%
	8	14.29%	\$0	0.00%