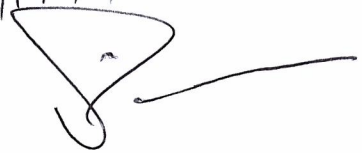


Fire Commissioners Meeting ~~DRAFT~~  
August 13, 2019 at 5:30 p.m.  
976 Main Street, Freedom Hall, Cotuit, Massachusetts

9/17/19



Called to order at 5:30

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

Recording: Amy Kates is recording

**Public Comment:** Amy Kates asked what contract was going to be discussed under new business. Commissioner Pisano replied the contract with the firefighters.

**Minutes:** July minutes reviewed, accepted as presented, seconded, all in favor

**Policy Advisory Committee:** Commissioner Pisano asked Commissioner Zais if he would like to continue serving on the committee as he was on it last year-Commissioner Zais agreed. Commissioner Pisano made a motion to nominate Commissioner Zais for the Policy Advisory Committee, seconded, all in favor. Commissioner Pisano asked if he could get an update regarding who else will be on the committee from Commissioner Zais.

#### Chief Report

##### **Monthly Activities:**

- (please see attachment A)

##### **Administration:**

- Both parties from the boat naming contest went on the awarded trips
- Open Cape update
- Reviewed hazmat technical rescue teams (please see attachment B)- two FF are on teams (Hazmat and Barnstable County Tech Rescue) Chief asked Commissioners for a few guidelines regarding these teams as nothing is in the union contract. Chief wrote up an agreement which states when they can deploy, recognizes training and compensation-additionally these members are required to bring training back to the station and that the Union and Commissioners agree that these two individuals were picked in fair process and give the Board the right to change the number of people or eliminate these teams at any time without reason. Chief also spoke with the Union President and had Legal Counsel review the agreement. Commissioner Pisano made a motion to accept the memorandum of agreement as presented to exist until such time as we have completed contract negotiations at which time the new contract will supersede this, seconded, all in favor. Commissioners signed the agreement
- Discussed AT&T federal cell phone plan/wireless network.
- Commissioner Zais has shown Jen and Chris how to upload audio onto the district website
- Commissioner Conley asked how the mutual aid was from Mashpee this past summer, Chief replied it was equal aid.

##### **Training:**

- Lt McNamara still giving boat training to FF and hoping the Coast Guard will provide a training this fall
- Switched over to the new version of Imagetrend, which is now up and running
- Airpacks have been received and the representative will begin training

**Pro EMS report:**

- (Please see attachment C)

**Personnel:**

- One FF out on IOD, expect to be back in October

**Apparatus:**

- 263 scheduled to go out for a rebuild at the end of August
- Chief discussed with the Sandwich Fire Chief (please see Attachment D) purchasing their ambulance, Chief suggested it be a regional resource to share.
- Commissioner Pisano suggested a way to add a consolidated area of consumables

**Facilities:**

- Roof replacement schedule for the last week of August/first week of September.
- Kitchen renovation being completed by FF Staggs and McNamara including floors and cabinets
- Discussed second floor office space, Commissioner Pisano will speak with Silvio about alternative plans for the Treasurer's office to relocate to until new office space is built.

**New Business:**

- Contract-two members of the committee need to be elected to join the union negotiation subcommittee group. Commissioner Pisano would like to nominate himself and Commissioner Conley as they were on the committee for the last negotiations. Commissioner Conley agreed. Commissioner Zais concern is he is still unaware of the proceedings from last time. Commissioner Pisano suggested an executive session portion at the end of monthly meetings to review issues being raised, Commissioner Zais agreed. Motion made that Commissioner's Pisano and Conley will be representatives from the Board of Fire Commissioners for the contract negotiations and will forward to the Prudential Chair and ask for their nominee, second, all in favor

**Old Business**

**Motion to adjourn, second, all in favor**

## COTUIT

## Incident Type Report (Summary)

Alarm Date Between {07/01/2019} And {07/31/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	8	8.00%	\$0	0.00%
321 EMS call, excluding vehicle accident with	53	53.00%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	1.00%	\$0	0.00%
361 Swimming/recreational water areas rescue	1	1.00%	\$0	0.00%
365 Watercraft rescue	1	1.00%	\$0	0.00%
	<b>64</b>	<b>64.00%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, Other	2	2.00%	\$0	0.00%
413 Oil or other combustible liquid spill	1	1.00%	\$0	0.00%
	<b>3</b>	<b>3.00%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	1	1.00%	\$0	0.00%
511 Lock-out	1	1.00%	\$0	0.00%
553 Public service	2	2.00%	\$0	0.00%
561 Unauthorized burning	2	2.00%	\$0	0.00%
571 Cover assignment, standby, moveup	3	3.00%	\$0	0.00%
	<b>9</b>	<b>9.00%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	1	1.00%	\$0	0.00%
611 Dispatched & cancelled en route	1	1.00%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	1.00%	\$0	0.00%
	<b>3</b>	<b>3.00%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	1	1.00%	\$0	0.00%
730 System malfunction, Other	2	2.00%	\$0	0.00%
733 Smoke detector activation due to	13	13.00%	\$0	0.00%
736 CO detector activation due to malfunction	2	2.00%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	2.00%	\$0	0.00%
745 Alarm system activation, no fire -	1	1.00%	\$0	0.00%
	<b>21</b>	<b>21.00%</b>	<b>\$0</b>	<b>0.00%</b>



**Memorandum of Agreement**  
**August 13, 2019**  
**Proposal for State Hazardous Material Technician and Barnstable County**  
**Technical Rescue team members**

This document shall serve as a Memorandum of Agreement between the IAFF Cotuit Local 3642 (the local) and the Cotuit Board of Fire Commissioners (the board) for language to support and direct staff on the State Hazardous Material Team and Barnstable County Technical Rescue Team. This agreement shall be incorporated into the next collective bargaining agreement (CBA).

The Board of Fire Commissioners recognize the benefit of both the State Hazardous Materials Team and the local Technical Rescue team. The Board of Fire Commissioners agree to appoint two members of Local 3642 who meet the requirements of either of these teams. These appointments are contingent on local/state funding, needs of the district, and may be withdrawn at the Board of Fire Commissioners sole discretion, without notice, for any reason. The Board of Fire Commissioners and Local 3642 agree that the two current Cotuit Fire Department members of the teams were selected through a process which was fair, in compliance with the CBA and that Local 3642 and its members shall have no recourse to challenge their selection through the grievance, mediation or other legal process.

**Activation of teams:**

**Off duty**

Members of both teams may respond to team activations off duty as available. When a response extends into a portion of a scheduled shift, the shift will be filled with overtime or personnel from the previous shift will be held over.

**On Duty**

Members of both teams may respond to team activations while on duty as soon as coverage for their shift has been secured (coverage personnel have been identified and are en-route to the station).

**Training:**

Regular monthly training will be approved and compensated as dictated in the compensation section. Training during regular scheduled on duty shifts is approved conditional on the shift being filled to satisfy minimum staffing standards.

Cotuit Fire's State Hazardous Material Team members shall be responsible to instruct 2 "Hazardous Materials Operations Level Responder – Refresher" four-hour classes each year (MFA Course Number: 248, or equivalent). The classes shall be given to each group every other year, in coordination with the Department Training Officer.

Cotuit Fire's Barnstable County Technical Rescue Team Members shall be responsible to instruct 2 Tech Rescue subject classes each year. Classes shall be given to each group every other year, subject and scheduling will be coordinated with the Department Training Officer.

### **Compensation:**

#### **Barnstable County Technical Rescue Team**

Training and deployments of less than one day will be compensated at overtime per CBA 9.1.1, and at minimum hours set by CBA 9.2. Members deployed for multiple day events may be transferred off the assigned shift effective the date and time of deployment, back to a shift immediately following the termination of the deployment and compensated at overtime per CBA 9.1.1 for hours worked over 42. Only hours worked actively mitigating the emergency or traveling to and from the emergency shall count as hours worked. Off duty, rest/night periods shall not count as hours worked. Training and deployments shall be paid as specified in CBA 9.4. Members will submit training and activation documentation of compensated time. Members will complete training and response documentation by the completion of their next regular assigned shift.

#### **State Hazardous Material Team**

Training and deployments of less than one day will be compensated at overtime per CBA 9.1.1, and at minimum hours set by CBA 9.2. Members deployed for multiple day events may be transferred off the assigned shift effective the date, back to a shift immediately following the termination of and time of deployment and compensated at overtime per CBA 9.1.1 for hours worked over 42. Only hours worked actively mitigating the emergency or traveling to and from the emergency shall count as hours worked. Off duty, rest/night periods shall not count as hours worked. The team member is responsible for submitting reimbursement requests to the state for incident response, training and applicable stipends within the 10 days required by the State. The reimbursement requests shall be submitted to the state via email, copied to the Chief and Administrative Assistant. The team member will be reimbursed by the district for all responses and training, as specified above and applicable stipends as specified by the State, in the pay period following the districts receipt of funds for incidents, training and stipends. Members will complete training and response documentation by the completion of their next regular assigned shift.

### **Equipment Maintenance:**

Cotuit Fire's State Hazardous Material Team members shall be responsible for maintenance and calibration of department hazardous material metering equipment.

Cotuit Fire's Barnstable County Technical Rescue Team Members shall be responsible for department technical rescue equipment.

**Injuries:**

Any time served on either the HazMat Team or Technical Rescue team is considered work for the District and all rights and benefits provided by the CBA Section 13.1 Line of Duty Injury and state law shall apply.

This Agreement is subject to ratification by the Union and approval of the Board of Fire Commissioners.

COTUIT BOARD OF FIRE  
COMMISSIONERS

IAFF COTUIT LOCAL 3642

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	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
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
Contractual Allow	\$47,857.74	\$41,150.19	\$34,037.82	\$41,783.67	\$31,912.13	\$32,720.33
Manual Contractual	\$6,603.08	\$7,118.26	\$1,398.06	\$7,518.09	-\$288.61	\$2,238.62
Payment	\$25,134.15	\$28,576.81	\$18,901.23	\$19,992.37	\$16,337.35	\$17,076.50
Refund	\$0.00	-\$84.82	-\$105.34	-\$89.48	\$0.00	\$0.00
Write-Off	\$5,160.45	\$2,784.77	\$3,721.47	\$2,320.84	\$4,555.55	\$5,558.39
Credits in Period	\$84,755.42	\$79,545.21	\$57,953.24	\$71,525.49	\$52,516.42	\$57,593.84
Charge Adjustments	\$0.00	\$13.20	-\$2,247.00	\$726.66	\$0.00	-\$9.90
Credit Adjustments	-\$1,314.67	\$6,549.62	\$547.76	\$811.41	\$0.00	\$1,242.64
Misc Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$65,661.91</b>	<b>\$41,701.58</b>	<b>\$43,415.08</b>	<b>\$37,389.94</b>	<b>\$48,478.52</b>	<b>\$41,424.04</b>

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

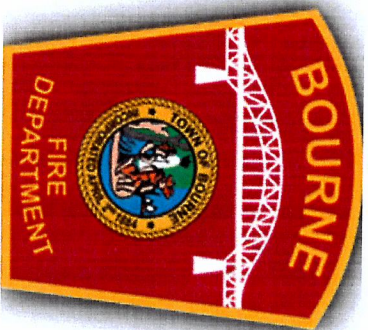
  

	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	YTD
Previous Balance Forward	\$41,424.04	\$47,084.00	\$42,229.92	\$49,793.90	\$55,471.69	\$64,106.53	
Charges in Period	\$47,076.90	\$63,876.50	\$40,685.10	\$75,155.00	\$69,492.00	\$80,721.60	\$760,689.20
Contractual Allow	\$26,398.63	\$43,451.48	\$17,711.59	\$43,712.89	\$45,194.37	\$47,779.13	\$453,709.97
Manual Contractual	\$3,859.15	\$8,173.30	\$3,564.72	\$5,150.70	\$8,542.88	\$6,715.92	\$60,594.17
Payment	\$15,174.14	\$17,604.05	\$12,433.68	\$24,786.73	\$16,539.74	\$26,385.94	\$238,942.69
Refund	\$0.00	-\$2,379.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,658.64
Write-Off	-\$1,403.53	\$5,707.63	\$2,499.04	\$19,171.90	\$2,497.88	\$3,997.53	\$56,571.92
Credits in Period	\$44,028.39	\$72,557.46	\$36,209.03	\$92,822.22	\$72,774.87	\$84,878.52	\$807,160.11
Charge Adjustments	\$4,078.80	\$0.00	\$0.00	\$9,030.90	\$14,476.70	\$11,741.90	\$37,811.26
Credit Adjustments	\$1,467.35	-\$3,826.88	-\$3,087.91	-\$14,314.11	\$2,558.99	-\$5,420.18	-\$14,785.98
Misc Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$47,084.00</b>	<b>\$42,229.92</b>	<b>\$49,793.90</b>	<b>\$55,471.69</b>	<b>\$64,106.53</b>	<b>\$77,111.69</b>	

	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	YTD
SENT DIRECTLY	\$12,425.58	\$15,181.68	\$11,699.10	\$22,031.10	\$15,914.59	\$22,010.03	\$199,973.05
LOCKBOX	\$545.26	\$2,422.37	\$734.58	\$2,755.63	\$625.15	\$4,375.91	\$35,976.52
CREDIT CARDS	\$2,203.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,993.12
<b>Totals</b>	<b>\$15,174.14</b>	<b>\$17,604.05</b>	<b>\$12,433.68</b>	<b>\$24,786.73</b>	<b>\$16,539.74</b>	<b>\$26,385.94</b>	<b>\$238,942.69</b>

# Upper Cape Ambulance 99





# Introduction



- Sandwich Fire Department is looking to maintain its current Station 3 and turn it into Station 4 and move the maintenance operation out there.
- We are looking for ways to convince the Selectmen to keep it a FD building.

# Ambulance 99



- All upper cape departments are busy and if there was an issue with an ambulance or two, A99 could be retrieved by one of the (5) communities for use.
- The ambulance will be maintained by the SFD Mechanic and will be always ready at the BLS level.

# Operations



- Department using Ambulance would stock it with ALS equipment including narcs and monitors.
- You would use your call sign for the ambulance  
IE: Mashpee 361 etc.. And CMED #
- Each department charged a cost to be part of the program (\$2,500.00) a year is the estimated cost.



# Insurance



- Would have to discuss how insurance would work – SFD has MIIA for its insurance and if other towns or districts do also then we can speak to them about a group plan?

# History



- Our Fire Department mechanic FF Seth Cannon ran similar program in Stoughton FD where Sharon, Canton, Stoughton, Avon all had a shared spare ambulance.
- Program worked very well and think it would be helpful for Upper Cape departments to have the asset available.

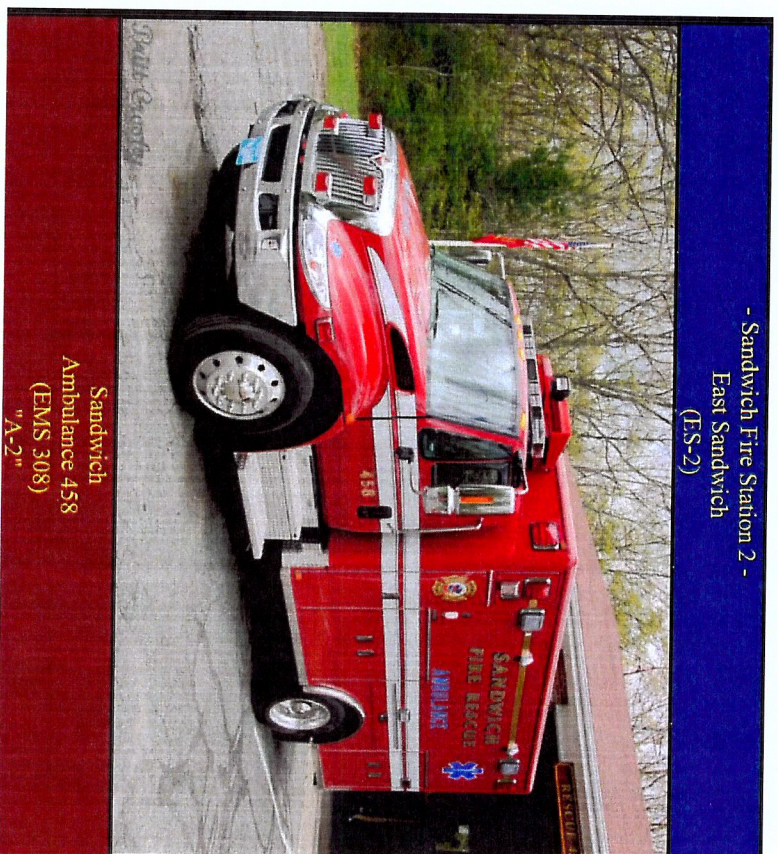
# Training



- Each department would need to do basic driver and functional training in the back as it may be set up different then your own apparatus.



# Ambulance 99



- 2012 Horton International
- 130,000 miles
- Annual maintenance done consistently runs excellent