

Fire Commissioner's Meeting Draft Minutes

September 13, 2022

Present: Chairman Kevin Conley, Commissioner's Adam Zais & Rick Pisano, Fire Chief Sean Brown

– meeting Broadcast via Zoom only

First order of Business:

- **Minutes**

- Motion to approve August 9, 2022 meeting minutes as written
 - All in favor

Public Comment

- No Public Comment

Fire Chief Report:

- Total August 2022 Responses: 96
 - 2 Fire related incidences
 - 74 rescue/EMS
 - 2 Hazardous condition
 - 2 Service
 - 5 Good Intent
 - 11 false alarms

Administration:

- Continue to work on Response and Tactical SOGs
 - Draft of the initial structural fire attack was done by Lt. Clark and was presented at last officer's meeting September 12, 2022 for input from the officers and to continue working on it
 - Trying to work with response partners to synthesize some of the initial actions so everyone has the same playbook
 - Lt. Amento is working on SOGs associated with hazardous materials meters
 - Carbon monoxide / hydrogen sulfide meters
 - 4 gas meters that are used regularly
 - PID that were purchased
 - Lt. Clark is working on a critical incident stress debriefing SOG as well as driver operator SOG
 - Recognition plaques have been ordered for Chief Small and Chief Rhude
 - Chief Brown attended Barnstable County Regional Emergency Planning Committee meeting on September 7, 2022 to discuss hurricane season
 - Information sharing as it relates to emergency preparedness
 - *Commissioner Pisano asked if the Town spoke at all about the advanced availability of heavy equipment? Chief Brown stated that was not talked about.*

- September 8, 2022, Chief Brown attended a Restitution Hearing at Barnstable District Court regarding the accident involving ambulance 262 in 2021 and the district will be receiving \$162.37 as part of the restitution settlement
- September 9, 2022, Chief Brown attended a local Comprehensive Planning Meeting at Barnstable Town hall to discuss the long-term vision for town of Barnstable
 - All 5 fire districts were invited
 - General Q&A re services that are provided and difference between the fire districts
- September 13, 2022, Chief Brown attended the first kickoff meeting for Feasibility Study on a Regional Emergency Communications Dispatch Center with the following towns:
 - Sandwich
 - Barnstable
 - Yarmouth
 - 5 Fire Districts
 - Projected 5-6 month project

TECHNOLOGY

- Firefighter Emerson is taking on this task regarding IT support
- Looking at all options re records management system
 - FF Staggs and Lt. Clark are taking this on
- Probably will take place next fiscal year
- Continued to use Crew Sense
 - Continue to streamline payroll
 - Lisa Haven from Treasurer's office, FF Emerson and Local 3642 have all worked together with Chief Brown to process payroll from half a day to half an hour

PRO EMS REPORT

- not discussed

Personnel and Training

- Positive Citizen Comments
 - Received a card with an \$820 donation from the family of Lawrence Burse who was a former member of the organization
 - *Chairman Conley asked if the donation is put back in the general fund?*
Chief Brown answered that he believes that it does - he sent it to the Treasurer and is waiting to get a response.
- Some personnel supporting the Cape Cod Tech fire science program
 - Chief Brown was appointed to a committee with the Cape & Islands fire chiefs association with an advisory role with supporting the development of a fire science program at Cape Cod Regional HS in Harwich
 - Lt. Clark is the program manager for PPE in Cotuit and worked with the school to get some outdated gear to the school so that they may use it for non-structural firefighting but with training kids that are interested in the career
 - FF McPherson and FF Lee are going to be periodically instructing up at the HS
- FF Williamson will be representing Cotuit FD at a 55+ safety day and developing a senior community outreach program in Cotuit

- Town of Barnstable, Cotuit, all of the districts and PD
 - Tentative date September 22, 2022 from 11am - 2pm at the Barnstable Adult Community Center
- September 19, 2022, FD will be attending a “Meter Monitoring” class and will be going over hazardous materials meters that FD has:
 - Hydrogen cyanide single sensor meter for atmospheric monitoring in the post-fire environment to ensure that when SCBA is not required, that the environment is safe for personnel
 - Four-gas meter with a photo ionization detector
 - Another tool for any “unknown odor” calls that FD responds to

● Training Report

- Over the next few weeks, everyone in the Cotuit FD house will be going to the state ethics training
- Continuing with Incident Command Training and doing tactical worksheets and going over strategies
- He attended EVOC training to be a trainer
- Working with three different properties in the district regarding demolition to train in different environments

Apparatus and equipment:

- New portable radios and mobiles have been programmed but still waiting on external mics and vehicle chargers
 - Supply chain issue
- Received Hydrogen Cyanide and 4-Gas PID meter
 - FY 22 purchases
- Breaker 267 is back in service
 - \$1,200
- Engine 265 out of service for preventative maintenance and repairs
 - \$9,500
 - When Engine 265 comes back, Engine 263 will go in for maintenance and repairs
- Marine 266 in the shop
 - Issue with motors
- *Chairman Conley stated that there are budget concerns.*
- Ambulance 262 replacement specifications continue to be developed
 - Looking at a potential \$31,000 - \$51,000 shortfall in the CIP compared to what the estimates are coming in at
 - *Chief Brown asked the Board re the Capital project.*
 - **Chairman Conley stated there (1) has been a price increase that has put the FD past where the original budget was and (2) it appears that the chassis will be a 2023 chassis and expecting to hear from Ford by October 2022 re increase in chassis costs, additionally (3) there will be an increase in price on the box with a minimum of \$8,500+ above what it had been estimated to be.**
 - **10% over budget**
 - **There may be things that need to be done quickly:**

- Get a \$\$ chassis number from Ford (by middle of October)
- By 10.03.2022 - will know what the increase on the box will be
 - Company bringing the whole thing together will give 2 weeks to sign paper and hold the price of the box where it stands for two weeks after the pricing of the chassis comes out

Facilities:

- New kitchen chairs have arrived / table has not arrived yet
 - Chief will put the picture up with the minutes
- *Commissioner Zais asked whether any of the other maintenance has been addressed?*
 - **Chief answered not yet.**

Expenditure Ledger:

- Line item 5124 - Incident Permanent is at 46% expenditure
 - *Commissioner Pisano asked what ran it up so quickly?*
 - **Chief answered that call volumes drive callback but he does not have the ability to run YTD reports nor does he have the ability to look at the past due to the limited software but his summation is summertime call volume. He stated that he does not have much context to look at.**
- Line item 5144 - Educational Incentive (usually runs low) but now at 45%
 - *Commissioner Pisano asked if it was one big expense?*
 - **Chief answered that most of the employees get it in the lump sum hired and it is a one-time thing annually.**

OLD BUSINESS:

School Building Sub-Committee Reports

POLICY ADVISORY COMMITTEE

Commissioner Zais - School Building subcommittee

- nothing new to report

SCHOOL PROPERTY

Commissioner Zais – Elementary School update

- not discussed

FIREFIGHTER PHYSICAL FITNESS COMMITTEE

Chairman Conley

- Nothing new to report / no new proposal from the team yet
- Will be removed since no movement

New Business:

- *Commissioner Pisano asked if there was a start date for preliminary discussions for the new contract?*
 - **Chairman Connelly answered that it will be discussed shortly and the Union has notified their intent to enter into collective bargaining.**

Public Comment

No Public comment at the end

Move to enter into Executive Session for the purpose to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining of a litigation position in the public body. Bargaining unit local 3642 the community committee will not return to open session.

Motion to go into executive session - all in favor.



"The Cotuit Staff"

Dear Sean, Bill & the CFD Crew,

Thank you for being steadfast supporters of HSSC! We truly appreciate your community spirit in helping us with the parade, hanging the flags on Main Street and storing the antique Model-T during our construction.

With thanks,
Amy, Cindy & the HSSC Board

