

## Fire Commissioner's Meeting Draft Minutes

November 8, 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 October 2022 meeting minutes as written
    - All in favor

### Public Comment

- No Public Comment

### Fire Chief Report:

- Total October 2022 Responses: 78
  - 1 cooking related fire
  - 46 rescue/EMS
  - 2 Hazardous condition
  - 7 Service
  - 9 Good Intent
  - 13 false alarms
    - *Commissioner Zais asked Chief Brown if he had any detail re the W. Barnstable hazardous condition?*
      - **Chief Brown answered that it was an EMS response with a positive citizen comment (see below). Cotuit ambulance responded to Mutual Aid call re a Hazmat incident at YMCA in W. Barnstable. Cotuit FD rec'd a Thank You note from the Fire Chief in W. Barnstable. Very serious situation - which could have led to fatalities - with very sick children. By all reports, lives were saved.**
    - *Commissioner Pisano asked Chief Brown re the follow-up report that was in the newspaper with regards to the two children that have since been cleared and released?*
      - **Chief Brown responded that was the last that he had heard and that at least one child had been sent to Boston for treatment.**

### Administration:

- Flu vaccine available for district employees on 11.12.2022
  - Cotuit FD supported a Fire Behavior Class at CC Regional Tech HS
  - Fire Prevention Month activities:
    - Conducted fire drill activities at the YMCA preschool and preschool at the church

- Lt. Lyons was the Cotuit FD presenter for the classes of preschool children
- \$12,500.00 State Grant applications have been submitted for vehicle radio repeater to be installed in Vehicle 265
- Lisa from Finance has been working on a \$42,000.00 submission to MassHealth for reimbursements for the Medicaid gap for Cotuit FD EMS Revenue which would be coming back to the district - potentially
  - Commissioner Pisano stated that the submission is a 27% increase over last years that was driven by an overall 4% increase in activity level and a 21% increase in the number of responses that were billed to Medicaid
  - There was also a 5% reduction in Medicaid payments
    - Grant covers the uncovered portion of Medicaid provided services
  - Looking at last years grant - that Cotuit FD did receive - was not directed back into the FD budget but instead, the general fund.
    - Would like to pursue ways to get the money redirected back into the FD budget - an issue that he raised last year - considering the escalating cost of maintaining the old ambulance and the escalating cost of the new ambulance on order.
      - Commissioner Pisano did write to Lisa to see if she had any more information about where the Treasurer is with this and he will continue pursuing.
  - Cotuit FD is continuing to support the planning process for “Christmas in Cotuit”
  - Chief Brown attended the Barnstable County regional emergency planning committee meeting to continue open lines of communication with area emergency managers and First Responder entities

## TECHNOLOGY

- IT support needs have been under review
- FF Emerson has been instrumental in keeping Cotuit FD afloat re services and assistance with IT.
  - Chief Brown stated that he would like to re-engage the services of Secure Networks which is the IT support vendor that Cotuit FD had used in the past
    - Same vendor that Water Dept. and Treasurer’s Office are currently using
    - Responsive in the past
    - Easy to get in touch with
    - Easy to obtain information from
    - Has familiarity with Cotuit FD
      - Licenses need to be up to speed with regards to the different office products that are currently being used
      - Network support functions for printers are needed
      - Assistance with capital planning for IT needs
      - Training of personnel as well as use of various Office Suite products that need to be used
      - “Re-onboarding” fee is \$1,400.00 and there is a \$715.80/month service fee for the wraparound services
    - Other vendors proposals were reviewed as well
    - One vendor’s proposal had a lot of hardware updates that are not immediately needed.

- One vendor's hourly service was reviewed as well. Cotuit FD had used this particular vendor periodically
  - *Commissioner Pisano asked about Secure Networks submission around the VoIP (Voice-over Internet Protocol for the phone) budget of \$3,900.00 - is the \$1,400.00 "re-onboarding" fee included in the \$3,900.00?*
    - **Chief Brown answered the the VoIP system is not something that Cotuit FD is ready to make a switch to. Chief is specifically talking about the IT needs for Cotuit FD for right now, although phone system will definitely need to be addressed in the near future - for a "Phase 2".**
    - **In the Summary, there is a \$13,000.00 figure - which includes the VoIP but for the remainder of this FY, it would be \$5,694.80.**
      - **Breakdown of VoIP on page 2 of the Summary - when talking about the telephone system - is the more accurate figure.**
  - *Commissioner Pisano asked if what was being asked to be reviewed at this meeting was:*
    - *Half year of the monthly service charge PLUS the \$1,400.00 "re-onboarding" fee makes up the \$5,694.80 and in terms of "budget categories", are they - on the budget - separated out as "Professional Services" and "IT"?*
      - **Chief Brown answered yes, the figure is for half-year of the monthly service charge and re-onboarding fee and that, historically, the IT line in the budget was correct.**
  - *Chairman Conley asked to clarify that Chief Brown has the authority to make >\$5,000.00 budget decisions on his own, without a vote?*
    - **Commissioner Pisano answered yes.**
- **Motion to move to accept Secure Networks for the remaining six months of the fiscal year to provide specific services.**
  - All in favor.

## **PRO EMS REPORT**

- not discussed

## **Personnel and Training**

- Positive Citizen Comments
  - Thank you note from W. Barnstable Fire Chief Maruka re Cotuit FD and ambulance providing mutual aid to YMCA hazmat incident, sick children and a very serious situation. This was Lt. McNamara's crew - FF Paramedic McPherson and FF Paramedic Melanson.
- Halloween was a big hit at the Cotuit FD with candy and glow sticks - sticks were offered to improve the safety for the kids when out in the community. Glow sticks were very popular with all the kids.

- Lt. Clark attended the Cape & Islands Fire Prevention Association meeting
  - Valuable networking opportunity to make sure there is a consistent fire prevention interpretation and messaging across the Cape.
  - Lt. Amento attended ICS training classes
  - Acquired Structure training on Vineyard Road on a pitched roof with a saw.
    - Mashpee FD attended
  - Also had the old Fire Museum portion of the Historical Society of Santuit/Cotuit which allowed FD to train every shift had the opportunity to get up and work on a real structure and perform tasks that are oftentimes only available during Fire Academy simulators.
  - Upcoming training with Mashpee FD with an acquired structure in Mashpee
    - Chief Brown met with some Mashpee FD members for the pre-planning
      - Rolling Drills, etc.
  - December 2022 will be the Forcible Entry prop from Barnstable County
    - It will be at Cotuit FD
    - Every group will get a refresher on Forcible Entry operations
      - Force doors and teaching techniques and controlling doors to practice the skill set
        - Metal door with wood to simulate a locked door
- *Commissioner Pisano asked of the 2nd stage of the Lieutenant's exam has been scheduled?*
  - **Chief Brown answered not yet. Written portion was done but practical portion was not conducted. No time frame for it to be completed. He has ideas on how he would like to see it move forward.**

#### ● Training Report

- Not discussed

#### Apparatus and equipment:

- External mics for new portables have arrived but still waiting for vehicle chargers for them to be mounted in
- Power load has been installed in Vehicle 262
  - *Commissioner Pisano asked if all groups have been trained on it yet?*
    - **Chief Brown stated that yes, all groups have been trained on the power load with EMS Officer Casey Staggs.**
- Engine 263 remains at the service vendor - still do not have a quote
  - The vendor is having a challenge on finding parts for Engine 263 because the parts needed are no longer produced due to the age of the apparatus
- 266 is back in the water
  - It got back from Bosun's and Invoice was \$3,519.30 which went out with Warrant.

#### Facilities:

- Interior painting will be done soon
- Plymo vent duct work issues - boot not securing to exhaust pipes and tubing is tearing

#### Expenditure Ledger:

- Not discussed

## **OLD BUSINESS:**

### **School Building Sub-Committee Reports**

#### *POLICY ADVISORY COMMITTEE*

#### **Commissioner Zais - School Building subcommittee**

- Some movement - at the instigation of the subcommittee members (Jack Lynch, Jackie Barton, Jim Danhauser and Adam Zais) - as reported at the most recent Prudential Committee meeting - there have been conversations with the Town of Cotuit regarding a vote that should come up in December around Zoning Variance re frontage on the parcel that the Town plans on retaining which is the piece of the parcel that remains on Main St.
  - They have a Parks and Rec dept that maintains these fields
- Appears that there is an agreement re what to do re the oil tank - perhaps pump it dry and then perform soil core tests

#### **New Business:**

- **No new business**

#### **Public Comment**

**No Public comment at the end**

**Motion to go into executive session Under Purpose 3 - 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.- all in favor.**