

Fire Commissioner's Meeting

January 12, 2023

Present: Chairman Kevin Conley, Commissioner's Adam Zais & Rick Pisano, Fire Chief Sean Brown, John Gardner, Lt. Clark

– meeting Broadcast via Zoom only

First order of Business:

- **Review of December 2022 minutes**
 - Will review/Approve December 2022 meeting minutes in January 2023 so that Commissioner Pisano can review
 - (No motion)

Public Comment

- No Public Comment

Fire Chief Report:

- Total December 2022 Responses: 66
 - 1 fire
 - 2 overheat
 - 44 rescue/EMS
 - 1 hazardous condition
 - 8 service call
 - 5 Good Intent
 - 5 false alarm
 - Question from December 2022 meeting regarding where the two fires were?
 - Chief answered one was in the district and one was in Osterville.
 - Commissioner Pisano asked regarding commingling of reports?
 - Chief answered that the documents in question are CFD (Cotuit Fire Department) monthly and the other is CY Report (Calendar Year Report) and once browsers were refreshed, the information is correct.
- **Administration:**
 - CY 2022
 - 829 incidents (down 85 from the previous year)
 - Commissioner Zais asked what “special incidents”?
 - Chief answered that oftentimes they are complaints (not about the organization).
 - Chief will be applying an AFG grant (Assistance to Firefighters Grant) to replace engine 263
 - Age of the apparatus makes it difficult to find replacement parts for it
 - No significant impact from the December 2022 storm but FD monitored the conditions in the village.

TECHNOLOGY

- Not discussed

PRO EMS REPORT

- Not discussed

POSITIVE CITIZEN COMMENTS

- Letter was rec'd re one of the "overheat" calls - happy with the service and the crew went above and beyond and thanked Cotuit FD

Personnel and Training

- "Reassurance Program"
 - Internal grassroots effort to develop a program to reach the older adult community
 - FF Doug Williamson, FF Christian Gardner and Lt. Clark are spearheading this program
 - FF Gardner and FF Williamson recognized a need in the community and have been working on an outreach program for anyone confined to their home due to illness and/or disability.
 - The idea is to reach out to the individual between the hours of 10am and 2pm. Contact would be attempted 2x daily and if there isn't any contact made, then the FD would go out and do a home visit.
 - Goal of the program is to provide these individuals and their families a sense of safety by the Cotuit FD by checking in on them on a daily basis so that they feel that someone is there for them.
 - This program is **not** meant to replace a Life Alert program or Home Health Aid program.
 - Looking to start in April 2023
 - Many police departments already utilize this program but no fire departments as of yet, besides Cotuit FD.
 - Currently, Cotuit FD is already checking on 4 residents but anticipate at least 20 or more.
 - Chairman Conley asked how is the FD identifying the people that may need to service?
 - Cotuit FD answered that there is an individual in the community whose spouse passed away and FD has been reaching out already. That is where the idea came from.
 - Regarding "marketing" - reaching out to local churches and other elder services but still at the beginning stages.
 - Commissioner Pisano stated that he has, in the last year, he has dealt with council on Aging, Elder Services (Meals on Wheels) and VNA and he stated that he thought those programs would be good places to speak to.
 - Commissioner Zais stated that it sounded really promising.
 - John Gardner asked the Firefighters if there was a model that they followed?

- Cotuit FD stated that they are loosely following the police department model of the “Reassurance Program” and adjusting
- FF Lee and Chief Brown attended the Tech Rescue Team drill in Chatham working on the wide area search and mapping software that the tech rescue team uses.
 - This search is a good program for dementia patients
- Commissioner Pisano asked about a certain address in the district that was the subject of more careful evaluation. Is it a known problem?
 - Chief answered that the building in question was known by the town. Town condemned the building however, if there was a chance that there were still occupants in the building, everyone knew the plan of access and attack to reduce risk and increase survivability
 - Commissioner Zais asked if there were people still living there?
 - Chief answered there could be occupants there to be doing work to bring it back to the point where it could be inhabited again.
- Commissioner Pisano asked about “overlapping calls”. There were two calls that were motor vehicle accidents and it appeared that there was a 2nd call that came in directly related to the 1st.
 - Chief answered that there are 3 EMS calls and 1 MVA
 - EMS followed by MVA
 - EMS followed by another EMS
- Deputy candidates for the interview process will start end of January/beginning of February 2023

Apparatus and equipment:

- Brush breaker
 - Chief asked for approval to move the brush breaker to Joint Base Cape Cod
 - DCR is unable to accept the breaker. Joint Base is interested and Chief would like to have the vehicle transferred over there where the Base would maintain it, they would have staffing and training. If there was a need for mutual aid, it would be available.
 - Breaker is not as needed as it once was around here as the woodlands are no longer the same as they were years ago.
 - Commissioner Zais asked if this was a sale or a gift?
 - Chief answered he was not sure how this would play out if any monetary exchange would take place. The breaker is in FY 2024 Capital Project - \$184,000.00.
 - Chief recommends a Forestry Skid Unit instead.
 - Chairman Conley stated that it was worthwhile for the Chief to move the breaker out of Cotuit FD inventory and to see if there was any value to it. Do the Commissioners need to vote or is it at the Chief’s discretion?
 - Commissioner Pisano stated that it would be best to make a formal motion to allow Chief to further explore his request to dispose of the breaker to the Base.

- Commissioner Zais stated that there may be an accounting issue and probably best to check with Ray and to check if there are any depreciation issues.
 - Commissioner Pisano stated that it should be looked at the useful life-span and the one piece of information that should be known is what would be the estimate of the current book value?
- Motion to move that the Chief pursue the disposal of brush breaker to Joint Base Cape Cod to determine the valuation, utilization and availability back to the district if needed
 - All in favor - unanimous vote
- Chief stated that a Capital FY24 project for a skid unit for pick up truck - a palletized system that has a small water tank, pump and hose & storage areas for hand tools- approximately a \$15,000.00 purchase.
 - Commissioner Zais asked regarding palletized - fixed or towed?
 - Chief answered that it was in the bed of the truck.
- Chief stated that Barnstable has a “side-by-side” all-terrain vehicle which also has a smaller skid-type unit.
 - This could be used on the beach, all the trail systems, etc. which the county has available that could be transferred to Cotuit FD.
 - This would not cost anything but it is a county asset.
 - If another community on the Cape needed it, there is potential for Cotuit FD to tow it, disconnect the trailer and drop it off.
 - Commissioner Zais asked if Cotuit FD would be responsible for maintenance?
 - Chief answered that he is still ironing out the details but that “no” that the insurance and maintenance would remain the county’s responsibility and it would be stored at the Cotuit FD.
 - Commissioner Zais asked if it required any special training?
 - Chief answered yes but no outside instructors would be needed.
 - Ford finally released the cab and chassis cost but at best it is around \$40,000.00 more than what the article approved for purchasing
 - Total package is \$310,963.00 but does not include the power lift system, which has already been purchased
 - Article was \$345,000.00
 - Commissioner Pisano stated there is still approx \$270,000.00 left in the Warrant Appropriation for the new ambulance having already rec’d the power lift system using some of that money
 - Chairman asked Chief if the papers have been signed to secure the chassis?
 - Chief answered not yet but would like to move forward with getting signatures.

- Chairman Conley stated that the Commissioners would move forward with getting signatures and then in a spring meeting, address the allocation for the additional funds
- Sandwich cab and chassis is in so in May/June Cotuit FD can move forward with the shared resource agreement for an additional ambulance available for the district.
 - Chairman Conley stated that having this additional resource will be labeled both Sandwich and Cotuit and will have both run numbers on it.
 - Will be maintained by Sandwich with cost sharing
 - Commissioner Pisano asked if there are any more details re add'l equipment for making/continuing having this 2nd vehicle an ALS vehicle.
 - Chief answered that the EMS offices from the organizations will be working out the details and there is the \$65,000.00 article to address any shortfalls but he does not have a list at the moment.
 - Chairman Conley stated that it will have a powerlift when it arrives.
 - If the breaker is transferred to the Base, then there will be room for the additional vehicle along with 262 inside the station

Facilities:

- Compressor was fixed and there was another failure on it but that was fixed as well.
- Front steps/ramp
 - Lt. McNamara has been working on getting quotes
 - Only 1 out of 3 vendors has replied back to Lt. McNamara
 - Chairman Conley stated we need to look carefully on upkeep and really consider what we need to do for a future station.

Expenditure Ledger:

- Commissioner Pisano asked about Salary/Wages and why there was a line item for “urban search and rescue” that is separate from “training” line item.
 - Chief answered that those are the reimbursements that the village receives from the federal government when he is deployed to the federal government
- Commissioner Pisano stated there is \$11,000.00 still available for repairs/maintenance for the building and almost \$2,000.00 available for grounds. There is still \$8,000.00 from a special warrant for Fire Station repairs.
 - Commissioner Pisano stated that these unused balances from various appropriations should be utilized.
 - Chief stated that some of the repair money will be used soon from the prior years articles and appropriations
 - Regarding the current operating year, Chief is trying to be cognizant of the significant amount for vehicle repair - potentially \$20,000.00 over the budget but he will be utilizing FY20 fire station repair

- Commissioner Pisano asked if there was some reason that the EMS officer stipend isn't being drawn down?
 - Chief answered EMS Office Staggs tries to do as much as he can on duty and not charge the OT. FD budgets for approx 10 hours a month (he believes but he has to revisit the article).

OLD BUSINESS:

School Building Sub-Committee Reports

Commissioner Zais - School Building subcommittee

- Same holding pattern as before. Nothing that he is aware of regarding moving forward. Still waiting for various responses from the town

NEW BUSINESS

- Need to start talking about a new building
 - Chairman Conley stated that he would like to continue on his Needs Assessment.
 - Commissioner Pisano stated that a comprehensive list of needs is needed for when the study money is allocated. They need a real look at needs in order to evaluate utilities/cost.
 - Commissioner Zais agreed that a plan is needed as well and agreed that Chairman Conley's work on the Needs Assessment is needed.
 - Chairman Conley motion on a new sub-committee on Facilities Requirements
 - Motion to move forward on a new sub-committee to look at Facilities for Kevin Conley leading
 - All in favor - unanimous.

Public Comment

- Mr. Gardner wanted to state that the Cotuit FD donates hams at Thanksgiving and Christmas time to community families who are need of a special dinner both times of the year and it is a great way for Cotuit FD to have a positive effect in the community and on behalf of Cotuit Federated Church and citizens who are able to enjoy the food, thank you.

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, Chair so declares that bargaining unit local 3642 the community committee will not return to open session.

All in favor.