

## **Fire Commissioner's Meeting**

**October 8, 2024**

Present: Chairman Conley, Commissioner Zais, Commissioner Ross, Chief Brown and Deputy Chief Clark

Meeting Broadcast via:

**Zoom** - Chief Brown and Commissioner Ross

**Freedom Hall** - Chairman Conley, Commissioner Zais and Deputy Clark

**First order of Business:**

### **Public Comment**

- No Public Comment in chat / no emails

### **Previous meeting minutes:**

- August 27, 2024, Special Meeting (Opening of RFQs) and the 09.10.2024 CFD Meeting Minutes were rejected due to some comments made by the Commissioners that were not included.
  - Chairman Conley's Motion to Reject and correct both August 27, 2024 meeting Minutes and September 10, 2024 meeting Minutes – All in favor

### **Fire Chief Report:**

September 2024 had a total of 92 responses:

- 1 Building Fire
  - Mutual Aid to W. Barnstable for a garage fire
- 56 Rescue/EMS
- 1 Station Walk-in/Medical Call
- 3 Hazardous Condition
- 7 Community risk reduction responses
- 5 Reassurance Program responses
- 4 Service Calls
- 6 Good Intent
- 9 False Alarms
- 0 Special Incident type
- 77% of calls overlapping incidents

## **Mutual Aid**

- Received Mutual Aid six (6) times
- Provided Mutual Aid six (6) times
- YTD +14%

## **Administration:**

- One (1) Thank You card from member of community
  - Commissioner Zais commented regarding the Thank You note
- Deputy Clark met with the other five (5) Barnstable Fire District representatives to review the local comprehensive plan needs for the future of the town of Barnstable
- DC Clark assisted with the Gateway Airport Multi-Agency MCI Drill held every three (3) years
  - Chairman Conley thanked DC Clark regarding DC Clark's assistance with the drill
  - Commissioner Ross thanked DC Clark for his assistance with the drill as well
- Chief Brown was deployed and assisting FEMA with the response to Hurricane Helene and upcoming Hurricane Milton
  - On behalf of all of the Commissioners, Chairman Conley thanked Chief Brown.
  - Chairman Conley stated that Chief Brown is the Deputy Logistics Section Chief of Urban Search and Rescue Incident Support Team. Chairman Conley thanked Chief Brown
- Chairman Conley commended the FD regarding the stranded boat incident and thanked them for their response

## **TECHNOLOGY**

- Nothing to report

## **PRO EMS REPORT**

- Not discussed

## **PERSONNEL and TRAINING**

- Chief Brown, DC Clark , Captain McPhearson attended the Leadership Training Seminar held at Fire Headquarters for training exercise
- Captain McNamara, Captain McPhearson and FF Gartner participated in the annual W. Barnstable water shuttle drill
  - In W. Barnstable in a non-hydrant district to gauge how well water flow can be provided

### **Apparatus and equipment:**

- 265 Pump Testing – FD received a call that repairs have been made and pump is in good shape. DC Clark will be coordinating with Captain McNamara to retrieve it
  - Commissioner Zais asked DC Clark if 265 is the newer or the older one. DC Clark responded that it is the newer one.
  - Chairman Conley asked if 262 has gone out yet. DC Clark that it has not
- Chairman Conley asked about availability of new ambulances
  - DC Clark responded that he has not received word on the new ambulances and neither has Chief Brown.
    - Chief Brown stated that he reaches out to the vendor ahead of each monthly meeting to get any updates

### **Facilities:**

- Nothing to report

### **OLD BUSINESS:**

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

#### **Commissioner Zais - Policy Advisory Committee**

- Nothing to report – still trying to schedule meetings

#### **Facilities Committee - Needs Assessment**

- Chairman Conley stated that regarding the Owners Project Manager (OPM):
- September 26, 2024, interviews were conducted for some finalists and came to a unanimous recommendation on who to move forward with. The company is CHA.
- Part of the committee was Jack Gartner (civilian), DC Clark, Captain McNamara, Chairman Conley, Chief Brown.
- Chief Brown was not there in person because he is down South but there were extensive conversations with him and he agreed to move forward with CHA
  - Commissioner Zais asked how the Commissioners will present who the candidates were and what were some of the summary reasons for the committees conclusion
    - Chairman Conley stated that the checklist that was used to determine the categories (there were seven (7)) that were evaluated and based on those categories, they came up with a score and with that, a recommendation. The checklist will be made available.

- Commissioner Zais asked if the material would be available to both Commissioner Ross and himself.
  - Chairman Conley stated that everything is available through the share file.
- Chairman Conley made a motion to move forward with CHA as OPM and Commissioner Ross seconded.
  - Commissioner Zais commented/questioned that Chairman Conley mentioned that it was a unanimous decision, so was it close or was there no question regarding how good CHA relative to the other candidates.
    - Chairman Conley stated that all candidates presented themselves very well. Everyone shared something that was of value. At the end of the day, the conversation was had regarding who was best for Cotuit, it was CHA.
      - Chairman Conley asked Commissioner Ross if he had any questions and Commissioner Ross stated that he did not and he read the document and shares the same opinion.
- Chairman Conley asked for a vote. All in favor – unanimous. Chairman Conley will go forward and notify CHA that the Commissioners will be moving forward with them and begin the next process.
  - Chairman Conley stated that the next process is opening the RFQs for the architectural engineering design services for the addition and renovation to the fire station building.
    - They will engage CHA in some discussions/negotiations. Providing there is an agreement with CHA, they will look at contracts and engage counsel with regards to the contracts. Once they come to closure on that, they would engage CHA to work with the Commissioners on the proposals received to determine who the Commissioners would move forward with for that role.
  - Chairman Conley stated that they received two (2) proposals to be opened.
    - First proposal is from Catalyst Architecture and Interiors
    - Second is from Context Architecture
      - Commissioner Zais pointed out that there was a thumb drive in the envelope

### **By-Laws Committee**

- Commissioner Ross stated no new reports

### **NEW BUSINESS**

- No new business

**Public Comment**

- Commissioner Conley stated that he received an email stating there were missing minutes on the CFD website and the quality of the audio on the video was off.

Commissioner Conley thanked the person that sent the email. The Commissioners are working on the audio/video and requested that any time there are issues, please reach out.

**Commissioner Zais mad the Motion to adjourn and Commissioner Ross seconded**

- All in favor, motion accepted