

**Cotuit Fire Department
Fire Commissioner's Meeting
March 11, 2025 @ 6:30pm
(audio only)**

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

Public Comment

- No public comment

Previous meeting minutes:

- Minutes of January 21, 2025, and February 11, 2025
 - Commissioner Ross voted to accept the Minutes of January 21, 2025, as written. Chairman Conley seconded the vote. All in favor.
 - Commissioner Ross voted to accept the Minutes of February 11, 2025, as written. Chairman Conley seconded the vote. All in favor.

Fire Chief Report:

February 2025 had a total of 62 responses:

- 1 Fire
- 36 Rescue/EMS
- 2 Station Walk-in/Medical Call
- 2 Hazardous Condition
- 7 Community risk reduction responses
- 5 Reassurance Program responses
- 2 Service Calls
- 2 Good Intent
- 5 Fire/CO2 Alarms
- 7% of calls overlapping incidents
- YTD -12% fewer calls than February 2024

Mutual Aid:

- Received Mutual Aid four (2) times
- Provided Mutual Aid four (4) times
- Commissioner Zais asked if in the Incident Report software is there any breakdown for Rescue/EMS or is that the category? Is there any more detail?
 - Chief Brown answered that there are sub-categories like:
 - Motor vehicle accident or heart attack – other type of situations as well
 - Deputy Chief also that the EMS officer has the ability to break down EMS incidents into a number of different categories

ADMINISTRATION

- Received one thank you note from the library for recent CPR program
- Captain McPherson applied for an equipment grant for \$6,210 to replace fire/rescue saws
 - Chairman Conley asked if there was any timeline to hear back on it?
 - Chief answered there is a small window so hopefully soon.

TECHNOLOGY

- Security servers were installed
 - Commissioner Zais thanked whoever is posting on Instagram as it relates to the fire station
 - Chairman Conley stated that he had a note regarding work being done on the website.
 - Commissioner Zais stated that he and the Deputy would meet regarding the same.

TRAINING & PERSONELL

- Swearing in ceremony for fire fighter Higgins
 - His first day was Monday, March 10, 2025
- DC Clark and Captain Amento – attended the Fire Chief’s Association of MA professional development conference
 - Chairman Conley asked Chief Brown if there was anywhere on the agenda where he may be referencing the ceremonies that had happened?
 - Chief Brown stated no.
 - Chairman Conley stated that he would like to Congratulate the entire Cotuit Fire Department with all of the promotions that happened
 - Captain Staggs
 - EMS Officer Gardner
 - Fire Fighter Higgins
 - Captain Lyons (retirement)
 - Deputy Chief Clark spoke but it was inaudible

APPARATUS & EQUIPMENT: (much of this was inaudible)

- 265 tires to be completed
- New vehicle purchased through State Grant program?
- Vendor contract with new ambulance order placed April 2023 same trajectory as other new ambulances. This will continue to be monitored.

FACILITIES:

- Significant plumbing issues
- Repairs made to refrigerator.

School Building Sub-Committee Reports

Commissioner Zais - Policy Advisory Committee

- Nothing to report

Chairman Conley - Facilities Committee - Needs Assessment

Chairman Conley – Cotuit Fire Station Renovations

- Process of getting estimates
- Working through sconces on the wall
- Fire protection services

Commissioner Ross - By-Laws Committee

- Nothing to report

Commissioner Zais and Deputy Clark Website Sub-Committee

- Chairman Conley stated that he had a note regarding work being done on the website.
 - Commissioner Zais stated that he and the Deputy would meet regarding same.

NEW BUSINESS

- Commissioner Zais asked where did the CFD stand on “Budget Prep” for upcoming FY?
 - The budget prep is completed
 - Much of this was inaudible
 - Budget spreadsheet shared online and was discussed

PUBLIC COMMENT

- No public comment

Commissioner Ross made the Motion to adjourn / Commissioner Zais seconded

- All in favor, motion accepted