

**Cotuit Fire Department
Fire Commissioner's Meeting
April 8, 2025 @ 5:30pm**

Present: Chairman Conley, Commissioner Ross, Commissioner Zais, Chief Brown, and Deputy Clark (at Freedom Hall) and Chief Brown (via ZOOM)

Public Comment

- No public comment

Previous meeting minutes:

- Minutes of March 11, 2025
 - Commissioner Ross made the motion to accept the Minutes of March 11, 2025, as written. Commissioner Zais seconded the vote and stated that he would start posting the minutes online the day after they were approved.
 - All in favor.

Fire Chief Report:

March 2025 had a total of 88 responses:

- 1 Fire
- 48 Rescue/EMS
- 0 Station Walk-in/Medical Call
- 1 Hazardous Condition
- 6 Community risk reduction responses
- 4 Reassurance Program responses
- 8 Service Calls
- 6 Good Intent
- 14 Fire/CO2 Alarms
- 26% of calls overlapping incidents
 - DC Clark stated that in the first quarter report file, it breaks down all of the EMS calls by EMS type

Mutual Aid:

- Received Mutual Aid six (6) times
- Provided Mutual Aid nine (9) times
- YTD -6% overall quality

Calendar Year 2024 – Deputy Chief's report

- Not discussed

ADMINISTRATION

- Had an annual MA EMS inspection
- EMS Officer Gardner worked with Department of Public Health on Inspectors and received high praise for both his efforts and the efforts of the organization
 - Captain Staggs mentored EMS Officer Gardner during this process
- Received one Thank You note and small donation of handmade wooden flags from Paul and Maureen Kispert.
 - Mr. Kispert is a retired trauma surgeon and making the flags (in his words) “keeps his hands busy”.
- Cotuit Fire Department was awarded a Firefighter Safety Equipment Grant for \$1,863.00 for the purchase of new battery-operated fire rescue saws
 - Grant was submitted and will be overseen by Captain McFerson

TECHNOLOGY

- Nothing to report
- Chairman Conley asked if there are any open issues with cameras and if so, is there a date?
 - DC Clark stated that the issues are in process and Chief Brown stated that regarding the timeline, it was 8 weeks after the last Commissioner’s meeting

PRO EMS REPORT

- Not discussed

TRAINING & PERSONELL

- Cotuit Fire Department participated in the countrywide Forestry Task Force Activation Drill
- Training on new thermal imaging cameras is scheduled for April 17, 2025, and April 18, 2025
 - County will be providing their burn trailer which will be housed at the elementary school
 - Already spoke with Prudential Committee and received approval for that location
 - Commissioner Zais asked DC Clark what happened on the trailer?
 - DC Clark answered that it is propane fed fires on a large trailer and interior walls can be moved around for mimic different interior designs
 - All self-contained. No threat to water table
- Firefighter Higgins is continuing through new employee orientation training

APPARATUS & EQUIPMENT:

- Mr. Hooper has reported that the cabin chassis has arrived.
 - He has shared draft drawings
 - EMS Officer Gardner will be working with the Cotuit Fire Department staff to finalize the draft designs to be solidified within the next week or so
 - Commissioner Zais asked if September 2025 is still the expected delivery date?
 - DC Clark stated that is still the timeline.
 - Commissioner Ross asked DC Clark about the production steps. Everything is put together in Iowa and it gets shipped
 - Chairman Conley thanked Chief Brown and DC Clark for staying on top of this
 - 265 has new tires

FACILITIES:

- Nothing new to report by DC Clark
- Commissioner Conley's report below under Committee Reports

OLD BUSINESS

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

- For the Article:
 - Estimate to build and restore the building is \$16,762,230.00
 - CMAR (Construction Manager at Risk) has been posted
 - Updates done by DC Clark on FB and Instagram
 - Next update will talk about open-house and upcoming dates
- Commissioner Zais asked about the open-house and upcoming dates
 - Chairman Conley answered that every Monday, new posts go out regarding the activities that are coming up.
 - Next step are the open houses and there will be participation with the Civic Association
 - Commissioner Zais asked about the activity with the Civic Association
 - Chairman Conley answered that they will introduce to the village what has been accomplished YTD. What the money has been spent on YTD. What the projections are and timelines. This will take place May 20, 2025, and the Village meets for the ADM on May 28, 2025.

Commissioner Ross - By-Laws Committee

- Nothing to report

Commissioner Zais and Deputy Clark Website Sub-Committee

- Commissioner Zais stated that he, DC Clark and a Civic Association member, John Havel, have all met. Mr. Havel put together the Civic Association new website and the framework of a plan has been created to replace the current Cotuit Fire Department website with a more modern and focused website to help the citizens of Cotuit connect with the department.
- Commissioner Zais stated that he has placed a call to Civic Plus (based in Kansas) at the suggestion of John Havel and Commissioner Zais anticipates having a conversation with them in a

few weeks. The questions are: Does the Cotuit Fire Department Commissioners do the new website themselves or do they hire a company like Civic Plus, which has worked with many municipalities on creating their websites.

- Commissioner Zais stated that the current monthly bill is \$260 from the County
- The new website should be accessible on all devices (laptops, cell phones, iPads, etc.) Needs to be kept short and simple. Focused and clean.

NEW BUSINESS

- Nothing to report

PUBLIC COMMENT

- Phil Odenca thanked the Commissioners for keeping the meeting short

Commissioner Zais made the Motion to adjourn / Commissioner Ross seconded

- All in favor, motion accepted