

Cotuit Fire Department

Fire Commissioner's Meeting

January 21, 2025 @ 6:30pm

Present at Freedom Hall - Chairman Conley, Commissioner Zais, Commissioner Ross, Chief Brown, and Deputy Clark

Public Comment

- No public comment

Previous meeting minutes:

- Commissioner Zais moved to accept meeting minutes as written; Commissioner Ross second; All in favor

Fire Chief Report:

December 2024 had a total of 88 responses:

- 3 Fire
- 52 Rescue/EMS
 - 2/52 was a Station Walk-in/Medical Call
- 1 Hazardous Condition
- 4 Community risk reduction responses
- 6 Reassurance Program responses
- 6 Service Calls
- 3 Good Intent
- 11 Fire/CO2 Alarms
- 9% of calls overlapping incidents

Mutual Aid:

- Received Mutual Aid four (4) times
- Provided Mutual Aid four (5) times
- YTD +4.25% over calendar year 2023

Calendar Year 2024

- 1,055 responses
 - Busiest year on record
 - Prior to 2024 being the busiest year for the CFD, 2023 was the busiest year
 - Call volume is steadily increasing year after year
- 20 Fire incidents
- 540 rescue/EMS
- 14 station walk-ins
- 39 MVCs
- 34 hazardous conditions
- 47 Community Risk Reduction visits
- 67 Assurance Program visits
- 88 service calls
- 63 good intent
- 136 fire/CO2 alarms
- 7 severe weather-related incidents
- 2 special incident types
- 21.6% of calls were overlapping (just over 20% of the time, there was more than one call)

2024 Mutual Aid

- Provided 78 times
- Received 45 times
 - Commissioner Zais asked Chief it was possible to track Mutual Aid by town?
 - Chief answered that he could and would report on that next month

Administration:

- Thank you notes
 - One with a donation of \$200
- Lucas grant funds received through the AFG grant (Assistance to Firefighters Grants) have some remaining funds left
 - Use remaining funds to purchase items that were on the high priority list for AFG
 - Plans are to replace ADDs
 - Capital Project to replace two ADDs / year for the next few years
 - Commissioner Zais asked how much new ADDs were?
 - Chief answered that they are around \$2,000.00
- Open burn started January 15, 2025 (despite the rain/snow/cold)
- CFD received \$12,396 grant to replace the thermal imaging cameras on the engines

- Captain Lyons last day (inaudible)
- Advertised for resumes/cover letters which closed January 21, 2025.
 - Received several applications
 - Chief requesting that the Chair and the Board of Commissioner's participate in the process of interviewing for Officer position (inaudible)
- Deputy has conducted budget meetings with program area managers currently to help CFD formulate FY 26 budget
 - Several program area managers within the department that have taken on managing pieces of the organization
 - Budgeting
 - Developing capital plans
 - Purchasing required equipment to maintain operations
 - Chairman Conley asked when would the draft of FY26 budget be ready?
 - DC Clark answered (inaudible)

TECHNOLOGY

- Technology person participated in (inaudible)

PRO EMS REPORT

- Not discussed

PERSONNEL and TRAINING

- Water training conducted by FF Lee and FF Gardner
 - Commissioner Zais commented on the ice/cold water training and commented that he was impressed
- All paramedics have completed the bi-annual ACLS

Apparatus and equipment:

- Marine 266 repairs and winterization were completed for \$3,000 (\$2,956.) and out of the water for the season
- Tires on 265 need to be replaced
 - No quote yet from Captain McNamara

Facilities:

- Nothing new to report

OLD BUSINESS

School Building Sub-Committee Reports

Commissioner Zais - Policy Advisory Committee

- Nothing to report

Chairman Conley - Facilities Committee - Needs Assessment

- Contract with Catalyst was signed
 - OPM and design engineers are working for the department now
- Signed hazmat survey and asbestos survey contracts for the site and work is starting now
- In the process of looking at contract options for geotechnical report for testing of the soil
- Historical Commission – scheduled to see them on February 18, 2025, regarding building next door
 - Will be asking the Prudential Committee for the authorization to demo building

Commissioner Ross - By-Laws Committee

- Nothing to report

Commissioner Zais and Deputy Clark Website Sub-Committee

- Nothing to report

OLD BUSINESS/NEW BUSINESS

- Chairman Conley stated that as items are talked about during a meeting, they are captured under “old business” so that it is visited at the next meeting. He wanted to make sure that some of the smaller things are being reported to the village and they do not “fall through the cracks.”

NEW BUSINESS

Hiring

- Chief stated that it was his understanding that one of the Commissioners are always on the board for the interview for a new hire and he requested that one of the Commissioners sit on the board for new hires in February 2025. Chief also requested that one of the Commissioners sit on the board for the interview for EMS officer.
 - Commissioner Ross stated that he had interest for the EMS board
 - Commissioner Zais stated that he had interest for the new hire board

Digital Vehicle Repeater System (DVRS)

- Chief stated that he would like to request permission to purchase two (2) of these for the Command vehicles.
- Chief and Deputy did go over the budget for FY25 and, through a combination of different budgetary lines, (next part inaudible) believe that there is enough in the budget to purchase these two systems.
- Additionally, the CFD did receive a grant to put a DVRS into engine 265
- Next year, the CFD will apply for a grant for a DVRS in the ambulance
 - Multi-DVRS systems will allow for better communication when needed on calls
 - Commissioner Zais commented that these systems essentially act like a “mobile hotspot” or a “wi-fi extender”
 - Chairman Conley asked the Chief and Deputy to come back with the price including the install price quote
 - This will be a part of “Old Business” at the next meeting

Public Comment

- No public comment

Commissioner Zais made the Motion to adjourn / Commissioner Ross seconded

- All in favor, motion accepted