

**Cotuit Fire Department
Fire Commissioner's Meeting
May 14, 2025 @ 5:30pm**

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

Public Comment

- No public comment

Previous meeting minutes:

- Minutes of April 8, 2025
 - **Commissioner Zais made the motion to accept the Minutes of April 8, 2025, as written. Commissioner Ross seconded.**
 - **All in favor.**

Fire Chief Report:

April 2025 had a total of 78 responses:

- 3 Fire
 - 1 small cooking related fire in Cotuit
 - 1 working fire in Marstons Mills
 - 1 Commercial fire in Mashpee
- 34 Rescue/EMS
 - One was a 4-car MVA on Rte. 28 and with call-back and on-duty personnel, able to get the engine and both ambulances on the road and transported two (2) patients with the Cotuit ambulance
- 2 Station Walk-in/Medical Call
- 3 Hazardous Condition
- 4 Community risk reduction responses
- 12 Reassurance Program responses
- 3 Service Calls
- 8 Good Intent
- 9 Fire/CO2 Alarms
- 18% of calls overlapping incidents

Mutual Aid:

- Received Mutual Aid 6 times
- Provided Mutual Aid 13 times
- 4.17% increase in responses YTD

ADMINISTRATION

- Chief Brown and DC Clark assisted Eastham Fire with their promotional process including tactical scenarios and the interview process
- DC Clark completed the Town of Barnstable Leadership Academy
- EMS Officer Gardner participated in the intern interviews with Barnstable High School
 - There are two (2) interns interested in interning with Cotuit the next school year
 - Both are from Cotuit
 - Commissioner Zais asked when would the interns start?
 - Chief answered September 2025
- Cotuit Fire Department was awarded a Senior Safe Grant in the amount of \$1,800.00 for the purchase of lock boxes and community risk reduction materials.
 - Grant was submitted and will be managed by EMSO Gardner

TECHNOLOGY

- Quarterly IT review with Secure Networks was performed with a look at the users and any vulnerabilities
 - There were some savings with this review by changing some of premium licenses to basic licenses
 - Commissioner Zais asked what the vulnerabilities were identified or was it a satisfactory review.
 - Chief answered that a few tablets will need to be replaced in the next fiscal year but that would be within the Operating budget and not a Capital expenditure.
- Security server has been installed, and the Fire Department is working on configuring access with the dispatch center
 - Commissioner Ross asked if there was a timeframe on the security cameras being back online.
 - Chief answered within the week

TRAINING & PERSONEL

- Majority of the department personnel were able to conduct Vehicle Extrication training
 - Two (2) vehicles parked at the 56 High Street lot will be removed soon now that the training is completed
- Personnel completed Forcible Entry refresher training
 - Four (4) days at the firehouse and shifts were cycled through
- Received seven (7) Thank You notes
 - One (1) for Captain Staggs' CPR classes that he does in connection with the library
 - One (1) for food donation that was done by Local 3642
 - Five (5) response related emails thanking personnel for assisting other communities during a few fires and a few tech rescue incidents

APPARATUS & EQUIPMENT:

- Marine unit is ready for the season and will be going into the water on May 14, 2025
- Grant-funded fire rescue saw was placed in service
 - Training is ongoing
 - New ambulance committee is meeting with the LifeLine representative on 05.23.2025, to

- review the final plans for the patient care compartment layout
 - Delivery is still anticipated for late September 2025

FACILITIES:

- Local 3642 installed a new dog treat hydrant in front of the station
 - One of the most popular features of the firehouse

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

- Bids are back from Construction Manager at Risk (CMAR)
 - Three different organization interviews were completed
 - Contracts will be passed to legal counsel
 - RFPs have been received back
- Preparation has been underway for District Meeting and Civic Association

Commissioner Ross - By-Laws Committee

- At the point of setting up a date and time for the meeting

Commissioner Zais and Deputy Clark Website Sub-Committee

- No further progress from previous month's report
 - One of the proactive items is posting the minutes
 - Commissioner Zais had a meeting with Civic Plus regarding the website but their costs are beyond the Fire Department's means

NEW BUSINESS

- Nothing to report

PUBLIC COMMENT

- Civic Association board member Phil Oden in the audience passed along appreciation regarding communication (parts of conversation were inaudible)

Commissioner Ross made the Motion to move to Executive Session. Commissioner Zais seconded the Motion. All in favor. Motion passed unanimously.

After Executive Session ended, Chairman Conley made the Motion to adjourn. Commissioner Ross seconded the Motion. All in favor. Motion to Adjourn passed unanimously.