

Cotuit Fire Department

Fire Commissioner's Meeting

June 10, 2025 @ 5:50pm

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

Public Comment

- No public comment

Previous meeting minutes:

- **Commissioner Zais moved to accept meeting minutes of May 14, 2025 as written; Commissioner Ross second; All in favor; Motion accepted**

Fire Chief Report:

May 2025 had a total of 113 responses:

- 6 Fire
 - Building fire in Falmouth
 - Building fire in Centerville
 - Multiple alarm fire in Sandwich
 - JBCC multiple days for their brush fire
- 57 Rescue/EMS
 - 2/57 was a Station Walk-in/Medical Call
 - Commissioner Zais asked if these two Station Walk-in/Medical calls required transport and DC Clark answered that both did.
- 0 Hazardous Condition
- 1 Community risk reduction responses
- 5 Reassurance Program responses
- 8 Service Calls
- 9 Good Intent
- 20 Fire/CO2 Alarms
- 5 Weather related calls
- 25% of calls overlapping incidents

Mutual Aid:

- Provided Mutual Aid ten (10) times
 - Including multiple days at JBCC
 - Building fire in Falmouth occurred while Cotuit FD were already on station coverage in Falmouth
- Received Mutual Aid five (5) times
- YTD +10.78% over calendar year 2024

Administration:

- DC Clark received the Chief Fire Officer (CFO) Designation through the Commission on Professional Credentialing
 - Only 15 other fire service professionals in MA hold this national designation
 - Recognizes Fire Officers who have demonstrated excellence in education, leadership, professional development and community involvement.
 - 6-month process of a review of DC Clark
 - 17 proficiencies that DC Clark had to prove that he was proficient in through projects that he has worked on at CFD and/or projects that he had been involved in at State or Local levels and/or research projects that he had completed, including:
 - Municipal Budgeting, Strategic Planning, HR Management, etc.
 - Interview process where DC Clark had to sit in front of Board of Fire Chiefs from across the country
 - All documents were reviewed
- **FY 26 budget**
 - Finalizing the Firehouse Renovation Edition Project
- Chief Brown, DC Clark and Chairman Conley attended the Civic Association Candidate Budget Night on May 20, 2025
 - Two (2) interns have completed their time with the CFD and have completed high school
- Two new hires from MMills and will start in September

TECHNOLOGY

- Centerville Fire updated their dispatch console and their Zetron Alerting System that once went over 400 megahertz radio wave but is now through the internet for a VOIP system
 - This update happened at the same time as the Nor'Easter which affected the 911 Communications and much of CFD technology efforts over the past month have been focused on these operational needs. This elated CFD work on security cameras
 - Commissioner Zais asked if radios are used as a backup.

- DC Clark responded that communications amongst CFD with dispatch through radio but the alerting systems from the dispatch consoles is internet.
- Security Cameras are installed and Technology has been upgraded
- Security cameras should be up and running by next Commissioner's meeting
- Firewall installed June 10, 2025

PERSONNEL and TRAINING

- Captain Staggs graduated from the Fire Officer One Training Program through Barnstable County Public Safety Training Division.
 - Handful of company officers that participated and met the NFP Standard
- Four (4) Thank-You Notes / Recognition Notes
- FF Higgins has completed the Boat Operation Program
 - There are now ten (1) Certified Boat Operators in CFD
- Members of Local 3642 with Captain Staggs worked together and put together, "Free Life Jacket Loaner Program" to help keep the community safe on they water. Anyone participating in water activities can stop by CFD and borrow a life jacket. Adults and kids.

Apparatus and equipment:

- Ambulance 262 still out of service
 - Commissioner Zais asked DC Clark what the problem was with Ambulance 262.
 - DC Clark responded that there was an engine failure
- Ambulance 275 is still running first line wit no issues/no complaints
- 260 Had its tires replaced
- Marine 266 is back in the water at the dock
 - Training and working ont he boat has commenced

Facilities:

- Open House in May 2025

OLD BUSINESS

School Building Sub-Committee Reports

Commissioner Zais - Policy Advisory Committee

- Nothing to report other than he reached out to Ms. Lloyd about who are the citizens that have volunteered and expects to hear back in the next few weeks.

Chairman Conley - Renovation / Addition Project

- Approval to move forward with \$16.7M
- In the process of working through Contract reviews with CM at Risk
- Preparing for pre-construction including:
 - Permitting, site work, etc.
- Destruction will not start until October 2025
 - To avoid impacting the Village during the summer
- Utilities need to be shut off, septic needs to be addressed

Commissioner Ross - By-Laws Committee

- Nothing to report other than he will reach out to the new Prudential Committee member to get something in the next few weeks.

Commissioner Zais and Deputy Clark Website Sub-Committee

- Nothing to report

NEW BUSINESS

- Vote for Chairman.
 - **Commissioner Ross made the motion to nominate Commissioner Conley. Commissioner Zais seconded. No Discussion. All in Favor. Motion passed unanimously.**

Public Comment

- No public comment

Commissioner Zais passed along his condolences to Phil's father's passing.

Commissioner Ross made the Motion to Move to Executive Session. Commissioner Zais Seconded. No Discussion. All in Favor. Motion Passed. Meeting will adjourn after Executive Session