

# **Cotuit Fire Department**

## **Fire Commissioner's Meeting**

**July 17, 2025 @ 5:30pm**

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

**Via Zoom:** Chief Brown

### **Public Comment**

- No public comment

### **Previous meeting minutes**

**MOTION: To accept June 10, 2025, Fire Commissioner Meeting Minutes with change in made in copy.**

**Motion made by:** Commissioner Zais

**Seconded by:** Commissioner Ross

**Motion passed by unanimous vote.**

### **Fire Chief Report:**

June 2025 had a total of 106 responses:

- 61 Rescue/EMS
  - 1 Station Walk-in/Medical Call
- 5 Hazardous Condition
- 3 Community risk reduction responses
- 8 Reassurance Program responses
- 5 Service Calls
- 2 Good Intent
- 21 Fire/CO2 Alarms
- 24% of calls overlapping incidents

### **Mutual Aid:**

- Provided Mutual Aid thirteen (13) times
  - Including parts of County tech team responses
- Received Mutual Aid four (4) times
- YTD +10.90% for incidents

### **Strategic Planning and Mission/Vision Review**

Deputy Chief Clark reported that he and Chief Brown had recently begun a long-term strategic planning process for the fire department. A major focus is the revision of the department's mission, vision, and values, which have not been updated in over 20 years. To assist in this effort, the department has enlisted Jack Parow, former fire chief for the Chelmsford Fire Department and has served as the past president of the International Association of Fire Chiefs (IAFC). He was also the founder and principal of Parow Consulting and Associates and a nationally respected fire service consultant. A planning session has been scheduled for August 26, and Commissioner Ross volunteered to join the effort and was officially added to the subcommittee. The planning process may also involve community stakeholders, and all results will be formally reported back to the full Board. A quote for Chief Parow's services is being prepared and will be shared when available.

### **Technology Update**

Deputy Chief Clark reported that the department's new security camera system is fully installed and functioning properly, with no issues to date. No further technology updates or questions were raised by the Board.

### **Personnel and Training Activities**

The department participated in several recent community and outreach events, including the Fourth of July parade, First Responder Appreciation Night, and a Touch-a-Truck event. Additionally, EMS Officer Gardner provided first aid and CPR training at the local library, which was well attended and well received. Staff also worked the Oyster Harbors fireworks detail in boat 266.

Three thank-you letters were received from members of the public. One was especially notable, written by a patient who could not remember the responders but wanted to express sincere gratitude. Deputy Chief Clark confirmed the department had identified those involved and shared the recognition internally. Commissioners agreed they should also be publicly acknowledged, and the Deputy committed to sharing their names in the future.

### **Apparatus and Equipment**

#### **Apparatus Maintenance and ALS Licensing**

Engine 265 underwent preventative maintenance and minor repairs, returning to service after only a few days. 275 was the primary ambulance for that short period of time. The cost for the work was approximately \$4,000.

EMS Officer Gardner was recognized for his leadership in spearheading a successful initiative to license Engine 265 as a non-transport ALS (Advanced Life Support) ambulance in case of a second call coming in, there will be back up. He developed operational policies, coordinated with the Office of Emergency Medical Services, and managed the full application process. The licensing became official on July 12, allowing the engine to provide ALS care when a second call overlaps with an active transport unit. Commissioners applauded his work and

professionalism. EMS Officer Gardner also created deployment policies that were reviewed and accepted by the state.

### **New Gear and Equipment Purchases**

The department has acquired new wildland and technical rescue gear, which is also certified for hazmat and EMS calls. This multi-use gear was first issued to Firefighter Higgins and his group when he was hired. Three full sets were purchased using available funding, and the department plans to expand the program using PPE funds to outfit additional personnel. The gear has been well received across the organization.

### **New Ambulance Status**

In response to a question about the new ambulance, Deputy Chief Clark stated that he had recently tried to contact the vendor but had not received any updates. Commissioners asked to be kept informed if any new information becomes available.

## **OLD BUSINESS**

### **Sub-Committee Reports**

#### **Commissioner Zais and Deputy Clark Website Sub-Committee**

John Havel, Deputy Chief Clark, and Commissioner Zais are now working on a website redesign, having secured access to the department's development, staging, and production servers with support from Barnstable County IT. This will allow them to begin evaluating new design and functionality options. The redesign is a joint effort between three partner organizations and meetings will begin in the coming weeks to begin planning.

#### **Commissioner Zais - Policy Advisory Committee**

- Nothing to report

#### **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.

#### **Chairman Conley - Renovation / Addition Project**

- The station renovation and addition project is progressing well. The team, including Delbrook (the construction manager) and Catalyst, recently completed a review of the 75% completion milestone. Encouragingly, the project continues to track within budget.

- The department also received a legal turnback on the contract with Delbrook, and expects to finalize the agreement next week. Commissioners expressed satisfaction with the progress.

### **NEW BUSINESS**

- No new business

### **Public Comment**

- No public comment

### **MOTION: To adjourn.**

**Motion made by:** Commissioner Zais

**Seconded by:** Commissioner Ross

**Motion passed by unanimous vote.**

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Gina Gonsalves".

**Gina Gonsalves**