

Cotuit Fire Department

Fire Commissioner's Meeting

August 12, 2025 @ 5:30pm

Present at Freedom Hall: Chairman Conley, Commissioner Ross and Chief Brown

Public Comment

- No public comment

Previous meeting minutes

MOTION: To defer the approval of both the July 2025 and August 2025 meeting minutes until September 2025 meeting.

Motion made by: Commissioner Ross

Seconded by: Chairman Conley

Motion passed by unanimous vote.

Fire Chief Report:

July 2025 had a total of 111 responses:

- 4 Fire Responses
- 53 rescue/EMS incidents
- 3 station walk-in medical incidents
- 4 hazardous conditions
- 2 Community Risk Reduction efforts
- 4 Reassurance Program calls
- 9 Service calls
- 3 Good Intent Calls
- 22 Fire or Carbon monoxide alarms

Approximately 38% of calls were overlapping.

Mutual Aid:

- Provided Mutual Aid nine (9) times
- Received Mutual Aid seven (7) times
- YTD call volume is up 8.11%

Administrative

July was focused on closing out FY25 and beginning FY26 with work coordinated alongside the Treasurer's office to address encumbrances and closeout tasks.

Personnel and Training Activities

- Conflict of Interest training completed.
- 12-lead EKG training held at station with Cape Cod Community College EMS instructor.
- Two thank-you notes received recognizing staff.

All personnel completed the required Conflict of Interest training, with certificates submitted. Staff also participated in a 12-lead EKG training course, taught by an EMS instructor from Cape Cod Community College and held at the fire station.

Two thank-you notes were received recognizing personnel for their service. Commissioners expressed appreciation to the staff for their work and professionalism.

Apparatus and Equipment

- New ambulance delayed to October/November.
- Ambulance 262 to be traded in; loaner option from Sandwich being arranged.
- DVRS installed in Car 265 and command vehicles; improved communications dramatically.
- Future ambulance to be outfitted with DVRS.

Chief Brown reported that delivery of the new ambulance has been delayed to October or November. In the meantime, Ambulance 262 will be traded in, and the district is negotiating a loaner ambulance from Sandwich to ensure two ambulances remain available.

The Digital Vehicle Repeater Systems (DVRS), which had been previously approved for purchase, have been installed in several vehicles, including Car 265 and both command vehicles. Testing confirmed that the systems significantly improve radio communication, especially in areas with poor 800 MHz coverage. The new ambulance will also be outfitted with DVRS when it arrives. The Chief credited this as a “game changer” for communication and thanked the board and community for their support.

Commissioner Ross and Commissioner Conley expressed enthusiasm about the improved communications capabilities, emphasizing the benefits for both firefighters and the community.

Facilities

- Generator transfer switch/controller failed; replacement cost about \$4,000 (discounted through maintenance contract).

The Chief reported that the automatic transfer switch and controller on the station’s generator failed and required replacement at an estimated cost of \$4,000. Due to a maintenance contract, a discount was applied.

OLD BUSINESS

Sub-Committee Reports

Commissioner Zais and Deputy Clark Website Sub-Committee

- Commissioner Zais and Deputy Clark were absent and will provide an update at the next meeting.

Commissioner Zais - Policy Advisory Committee

- Commissioner Zais was absent and will provide an update at the next meeting

Commissioner Ross - By-Laws Committee

- Commissioner Ross noted that progress is slow on By-Law updates but expects to present something soon.

Chairman Conley - Renovation / Addition Project

- Contracts with Delbrook (Construction Manager at Risk) are nearly finalized and should be completed within the week.
- Statements of qualifications for five (5) subcontractors have also been distributed, with responses due Friday.
- Both the Commissioners and the Chief agreed that the process has been moving smoothly and that strong partners are in place for the project.

NEW BUSINESS

- No new business

Public Comment

- No public comment

MOTION: To adjourn Fire Commissioner's Meeting of August 12, 2025.

Motion made by: Commissioner Ross

Seconded by: Chairman Conley

Motion passed by unanimous vote.

Meeting adjourned at 5:38 pm.

Respectfully submitted,



Gina Gonsalves