

# **Cotuit Fire Department**

## **Fire Commissioner's Meeting**

**September 9, 2025 @ 5:30pm**

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

**Absent:** Commissioner Ross

### **Public Comment**

- No public comment

### **Previous meeting minutes**

**MOTION:** To approve the July 17, 2025, meeting minutes.

**Motion made by:** Commissioner Zais      **Seconded by:** Chairman Conley

**Motion passed by unanimous vote.**

**MOTION:** To approve the August 12, 2025, meeting minutes.

**Motion made by:** Commissioner Zais      **Seconded by:** Chairman Conley

**Motion passed by unanimous vote.**

### **Fire Chief Report:**

August 2025 had a total of 111 responses:

- 2 Fire Responses
- 61 rescue/EMS incidents
- 0 station walk-in medical incidents
- 3 hazardous conditions
- 2 Community Risk Reduction efforts
- 3 Reassurance Program calls
- 10 Service calls
- 10 Good Intent Calls
- 20 Fire or Carbon monoxide alarms

Approximately 34% of calls were overlapping.

### **Mutual Aid:**

- Provided Mutual Aid eight (8) times
- Received Mutual Aid five (5) times
- YTD call volume is up 7.94%

### **Administrative**

- Chief Brown reported that he attended the September 4th Town Council meeting to request a waiver of permit fees for the fire station expansion and renovation project. The Council unanimously approved the waiver, saving the district approximately \$122,000.
- He also participated in the Cape Cod Gateway Airport annual tabletop exercise, which simulated a fixed-wing aircraft crash into water.
- Additionally, the department will host a September 11th remembrance ceremony, with a gathering at 8:50 a.m. and a ceremony beginning at 9:03 a.m. The event was announced on social media, and the community is invited.

### **Technology**

- Nothing new to report.

### **Personnel and Training Activities**

- The Chief reported that CPR classes will be offered at the Cotuit Library on September 13th as part of an ongoing partnership. Firefighter Lee completed rope rescue operations training at the Massachusetts Fire Academy.
- The department also held a Mission, Vision, and Values workshop facilitated by Fire Chief Jack Parrow, with most personnel attending. Commissioner Ross represented the Board during the workshop.
- The workshop produced a new Mission, Vision and Core Values statement, which Chief Brown read into the record.
  - The department defined three core values: **Integrity** (honesty, accountability, ethical decision-making), **Compassion** (acting with care and empathy), and **Respect** (valuing every individual and treating them with dignity). The Chief emphasized that these values are lived daily by the department and reflect both emergency services and preventative programs like community risk reduction and CPR training.
- Commissioners praised the Chief for his leadership and the department for its collaborative effort. It was clarified that while a mission statement appeared in the annual report, this was the first time the department developed an adopted vision and set of core values. The Board unanimously voted to adopt the new mission, vision, and values and discussed publicizing them widely, including in the new station lobby and possibly on merchandise.

**MOTION: To adopt the Mission, Vision and Core Values statement.**

**Motion made by: Commissioner Zais      Seconded by: Chairman Conley**

**Motion passed by unanimous vote.**

## **Apparatus and Equipment**

- The Chief reported that as of September 1, a new address numbering and apparatus designation system has been adopted across Cape Cod to align with the National Incident Management System (NIMS). This replaces the older numbering system with plain-language designations based on type and town. For example, “Engine 265” is now “Engine 1,” and cars and ambulances have been renamed accordingly. The reserve ambulance will retain the designation “Ambulance 5” for consistency with surrounding towns. Commissioners agreed the changes were positive.
- When asked about the district’s new ambulance, the Chief reported there was no new update. The vendor had previously indicated delivery would likely be delayed until October or November, and that timeline had not changed. The Chief explained that his last communication with the vendor was approximately two weeks earlier, but there was still no confirmed delivery timeline. Commissioners expressed frustration with the delay, noting that the chassis and box were already in place and urging the Chief to escalate inquiries for a more realistic schedule. The Chief acknowledged that many communities were experiencing similar delays, with some waiting months past their original timelines. He agreed to continue pursuing updates and report back.

## **Facilities**

- The Chief noted there was nothing new to report on facilities at this time, pending committee report.

## **OLD BUSINESS**

### *Sub-Committee Reports*

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

- Commissioner Zais reported on the web design team, explaining that a meeting had been nearly scheduled in August but was postponed due to vacations. Committee Chair John Hamill is expected to propose a September meeting date, which will be shared once confirmed.

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

- Commissioner Zais stated nothing new to report.

#### **Commissioner Ross - By-Laws Committee**

- Commissioner Ross was absent but will provide an update at the next meeting.

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

- The Board reviewed progress on the fire station renovation and expansion project. Final revisions to the Delmore contract have been completed, with signatures expected within the week. The district is also working with state and town officials to merge lots in preparation for construction.
- Design efforts are underway for the metal building, including architectural and structural framing work. Coordination with Catalyst CHA Delbrook continues to refine fiscal year cost projections, which will soon be presented to Treasurer Pirrone for review. The Deputy Chief has been instrumental in pulling these details together.
- Furniture and pricing options are being developed, and fixtures and flooring have been selected pending final approval. Commissioners praised the Chief once again for his work in securing the permit fee waivers, saving the district significant costs.

### **NEW BUSINESS**

- The Chief confirmed there was no new business to present. The Chair also asked if any unresolved matters remained from the prior month's meeting. Other than routine reports, there was no outstanding business.

### **Public Comment**

- No public comment.

**MOTION: To adjourn Fire Commissioner's Meeting of September 9, 2025.**

**Motion made by:** Commissioner Zais

**Seconded by:** Chairman Conley

**Motion passed by unanimous vote.**

**Meeting adjourned at 5:48 pm.**

**Respectfully submitted,**



**Gina Gonsalves**