

Cotuit Fire Department

Fire Commissioner's Meeting

October 16, 2025 @ 5:30pm

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

Absent: Deputy Chief Clark

Public Comment

- No public comment

Previous meeting minutes

MOTION: To accept the September 9, 2025, meeting minutes with change to update the spelling of John Havel's name.

Motion made by: Commissioner Zais

Seconded by: Chairman Conley

Motion passed by unanimous vote.

Fire Chief Report:

September 2025 had a total of 100 responses:

- 4 Fire Responses
- 40 rescue/EMS incidents
- 1 station walk-in medical incidents
- 3 hazardous conditions
- 4 Community Risk Reduction efforts
- 7 Reassurance Program calls
- 17 Service calls
- 7 Good Intent Calls
- 17 Fire or Carbon monoxide alarms

Approximately 18% of calls were overlapping.

Mutual Aid:

- Provided Mutual Aid eight (7) times
- Received Mutual Aid five (3) times
- YTD call volume is up 9.32%

Chair Conley inquired about the fire incident count, which seemed higher than expected year-to-date, and discussed the imbalance between mutual aid provided versus received. Chief Brown explained the distribution is generally balanced over time. Commissioner Zais suggested categorizing mutual aid by the type and scale of effort to better understand the impact on the department, which the Chief agreed could be done.

Administrative

Chief Brown highlighted administrative matters including the September 11th ceremonial event, attended by approximately a dozen people, with special thanks to Jack Gardner for his assistance. The Chief also attended the a FCAM mentoring program on September 26th as a mentor for new fire chiefs, an experience he found valuable.

Deputy Chief Clark is working on NERIS (National Emergency Response Information System) program, which will replace the current National Fire Incident Reporting System and provide more real-time access to national data. Completion of this transition is expected by early January 2026.

Chair Conley and Commissioner Zais praised the department's work on the September 11th event and Chair Conley suggested sending a formal thank-you letter to Jack Gardner.

Technology

No new updates.

Personnel and Training Activities

- The department participated in a Historical Society Fall Fest event, which was well-attended and allowed public interaction.
- CPI (Crisis Prevention Intervention) classes would be offered at the Cotuit Library on October 18th, with online registration available.
- A training day for Barnstable High School interns in the fire science internship program is scheduled for November 6th to take place at the Cotuit Fire House.
- A thank-you note from McDonald's was shared in recognition of the department's response to a previous fire, which Commissioners acknowledged positively.

Apparatus and Equipment

- Engine One (formerly 265) returned from Bulldog and subsequently returned back to Bulldog after discovering computer issues.
- A new 2025 F550 4x4 gas engine cabin chassis is in production; the box is mounted and painted, with delivery anticipated by late November.
- The former ambulance 262 was traded in, and a loaner ambulance from Sandwich has been received and is at the firehouse undergoing licensing paperwork with OEMS.

Chair Conley expressed excitement about the new ambulance and acknowledged the assistance from the Sandwich Fire Chief in facilitating the transition. It was clarified that the loaner ambulance retains the Sandwich logo but will function as part of Cotuit Fire Department.

Facilities

None to report.

OLD BUSINESS

Sub-Committee Reports

Commissioner Zais and Deputy Clark Website Sub-Committee

- A September meeting did not occur as planned; it is expected to take place before the next Board meeting in November.

Commissioner Zais - Policy Advisory Committee

- No meeting occurred as of this date.

Commissioner Ross - By-Laws Committee

- Commissioner Ross stated that no formal meeting had occurred yet. Several emails were sent with no response, and he will continue outreach and provide updates as information becomes available.

Chairman Conley - Renovation / Addition Project

Key developments include the signing of the Delbrook contract, allowing the CMAR (Construction Manager at Risk) to move forward, and site visits by two subcontractors to assess bidding opportunities. Mark Lynch from the Prudential Committee signed an owner authorization permitting Delbrook to act on the department's behalf. Chairman Conley met with Treasurer Pirrone to discuss fiscal tracking and reporting, noting a summary of expenditures and projections would be reviewed in executive session.

Current fiscal year expenditures total \$840,000 FY2025, with projections reviewed to ensure funding authority and loan requirements are aligned. Chair Conley noted no members of the public had inquired about the project recently.

The Civic Association has published a newsletter entry in the Currents announcing the demolition and fencing associated with the renovation. It was emphasized that continued transparency, social media updates and letters to affected residents will be used to provide clear and timely updates as construction progresses.

Furniture procurement is underway, with quotes received from Strategic Workplaces and pending from WB Mason. Additional project updates include delivery of a suspension trailer to the West Street water tower on October 22, which will be fenced with green mesh to blend with the surroundings. The demolition of the building adjacent to the firehouse is scheduled for the second week of November, with neighboring property owners being informed in advance.

Public Comment prior to Executive Session.

- No public comment.

MOTION: To enter into Executive session to discuss unanticipated business and personnel matters.

Motion made by: Chair Conley Seconded by: Commissioner Ross

Motion passed by unanimous vote.

Union Negotiation Committee Appointment

Upon returning from executive session, the Board confirmed the selection of two members to participate in upcoming union negotiations for Collective Bargaining: Commissioners Zais and Ross.

MOTION: To nominate Commissioner Zais as the primary negotiator.

Motion made by: Commissioner Ross Seconded by: Chairman Conley

Motion passed by unanimous vote.

Commissioner Zais was nominated and unanimously approved as the primary negotiator for the union collective bargaining process for the year.

NEW BUSINESS

- None discussed.

PUBLIC COMMENT

- No public comment.

MOTION: To adjourn.

Motion made by: Commissioner Ross

Seconded by: Commissioner Zais

Motion passed by unanimous vote.

Meeting adjourned at 5:55 pm.

Respectfully submitted,



Gina Gonsalves