

Cotuit Fire Department

Fire Commissioner's Meeting
December 9, 2025 @ 5:30pm
Freedom Hall and via Zoom

Present at Freedom Hall: Commissioner Zais, Commissioner Ross, Chief Brown and Deputy Clark

Absent: Chairman Conley

Public Comment

- No public comment

Previous meeting minutes

MOTION: To accept November 12, 2025, meeting minutes as written.

Motion made by: Commissioner Ross Seconded by: Commissioner Zais

Motion passed by unanimous vote.

Fire Chief Report:

November 2025 had a total of 79 responses:

- 0 Fire Responses
- 46 rescue/EMS incidents
- 2 station walk-in
- 3 hazardous conditions
- 4 Community Risk Reduction efforts
- 1 Reassurance Program calls
- 5 Service calls
- 6 Good Intent Calls
- 12 Fire and/or Carbon monoxide alarms

Approximately 18% of calls were overlapping.

Mutual Aid:

- Provided Mutual Aid six (6) times
- Received Mutual Aid seven (7) times
- YTD call volume is up 7.83%

Mutual Aid Reporting:

There was discussion from the prior month about expanding or evolving the mutual aid report format and indicated that updated data would be provided to the Board.

Administrative

Chief Brown and Deputy Chief Clark assisted with a promotional process for another department, and Chief Brown also assisted the Town of Harwich with their promotional process. Chief Brown

explained that these efforts support reciprocal agreements and relationship-building, ensuring that assistance can be provided in both directions in the future.

A Commissioner noted appreciation for the thank-you correspondence received from Yarmouth, emphasizing the importance of maintaining strong interdepartmental relationships and professional development opportunities for future leaders. No additional administrative updates were reported.

Technology

No new update.

Personnel and Training Activities

Chief Brown reported that Captain Staggs completed Fire Prevention Officer I certification. The department received a thank-you note from the Cotuit Federated Church for Thanksgiving turkey donations, which were purchased and donated by the firefighters' union.

Another thank-you note was received from the Yarmouth Fire Department for assistance provided during a trench rescue and collapse incident. Fire personnel conducted multiple training at the old school property and at 56 High Street in advance of the demolition process.

The department also assisted with Christmas in Cotuit, including hosting the Firehouse Chili event, which was well attended, and transporting Santa to the town dock by fire boat.

Apparatus and Equipment

Chief Brown reported that Engine 2 is currently at Bulldog for preventative maintenance. The new ambulance is at Specialty Vehicles in Massachusetts, and delivery is anticipated by the end of December 2025, marking the conclusion of a procurement process that took more than two years. The Board discussed apparatus numbering, noting that ambulances have already transitioned to the new numbering system, while engines and forestry vehicles will be rebadged later in the fiscal year as budget considerations allow.

Facilities

With the absence of Chair Conley, Chief Brown provided a facilities update. The utility easement related to 56 High Street was fully executed and delivered to Attorney Boudreau's office for filing with the Town, addressing utilities extending toward the Nickerson property.

A demolition permit was issued the prior Friday, and demolition activities began shortly thereafter. The garage structure has been removed, and the remainder is expected to be demolished by the end of the following day. The department continues to work through the building permit process and anticipates receiving comments from a third-party reviewer before the end of the week. Once addressed by the architects and engineers, the Board expects a building permit to be issued in the near future.

Chief Brown confirmed that abutters have been kept informed and have expressed satisfaction with both the progress and the department's responsiveness.

Sub-Committee Reports

Commissioner Zais and Deputy Clark Website Sub-Committee

Regarding the website refresh committee, it was reported that John Havill presented the updated website at a recent Prudential Committee meeting. The project appears to be on track for a January launch, and Board members were encouraged to watch for it.

Commissioner Zais - Policy Advisory Committee

Commissioner Zais reported that no follow-up meeting has yet occurred.

Commissioner Ross - By-Laws Committee

Bylaw Committee is scheduled to hold its first meeting the following Monday and will provide a report thereafter.

OLD BUSINESS

No old business was discussed.

PUBLIC COMMENT

- No public comment.

MOTION: To not invoke executive session.

Motion made by: Commissioner Zais Seconded by: Commissioner Ross
Motion passed by unanimous vote.

MOTION: To adjourn.

Motion made by: Commissioner Zais Seconded by: Commissioner Ross
Motion passed by unanimous vote.

Meeting adjourned at approximately 5:45 pm.

Respectfully submitted,

Gina Gonsalves

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