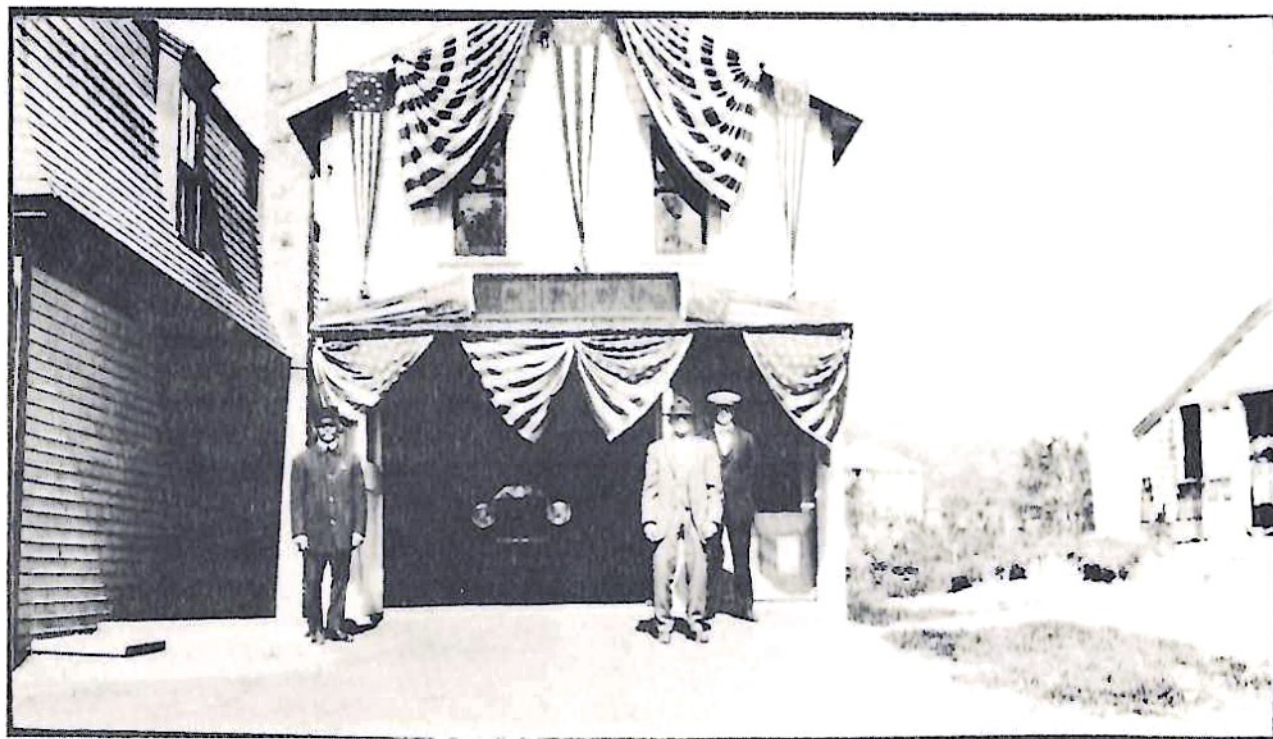


COTUIT FIRE DISTRICT



ANNUAL REPORTS
F.Y. '90

COVER PHOTO

First Firehouse - Main Street near School Street

Shown standing in front: Seabury Childs, George Savery & Ellery Jones

(Photo courtesy of the Cotuit Historical Society)

REPORT OF THE CLERK

The following report of a special District meeting
held during Fiscal Year 1989
was inadvertently omitted from the printed reports for that year.

SPECIAL MEETING

JANUARY 5, 1989

In accordance with the foregoing notice and the by-laws of the District, a special meeting of the Cotuit Fire District was held in Freedom Hall, Main Street, Cotuit, on Thursday, January 5, 1989, at 7:30 PM. The Clerk read the call of the meeting and return of same. The following action was taken:

Article 1: Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate \$48,000.00 from available funds for designer services in connection with renovations and additions to the Cotuit fire station.

Article 2: Upon motion duly made and seconded, this article, to accept Section 10A, Chapter 32, of the General Laws in order to add dental insurance coverage to the present District health insurance plan, and further to transfer and appropriate from available funds a sum of money to fund dental insurance for eligible persons for the balance of Fiscal Year 1989, was indefinitely postponed.

Article 3: Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate from free cash the sum of \$5,000.00 for the purchase of a computer and related items for the use of the Water Department.

Upon motion duly made and seconded, the meeting was adjourned.

This meeting transferred from free cash \$53,000.00

LAURIE C. HADLEY, CLERK

SPECIAL MEETING

SEPTEMBER 12, 1989

In accordance with the foregoing notice and the by-laws of the District, a special meeting of the Cotuit Fire District was held in Freedom Hall, Main Street, Cotuit, on Thursday, September 12, 1989, at 7:30 o'clock. The Clerk read the call of the meeting and return of same. The following action was taken:

Article 1: Upon motion duly made and seconded, it was unanimously voted to authorize the Prudential Committee to purchase or take by eminent domain for fire station purposes, the land in Barnstable (Cotuit), Barnstable County, Commonwealth of Massachusetts, owned now or formerly, all or in part, by Hillery J. Gallagher, consisting of five thousand two hundred ninety six (5296) square feet of land, more or less, as shown on a plan of land entitled "Hillery J. Gallagher" which plan is on file at the Cotuit Fire District, which land is a portion of the land described in a deed recorded with the Barnstable County Registry of Deeds in Book 2967, page 328, and further, to appropriate and transfer from available funds the sum of \$15,000.00 for said land and related costs of acquisition, and further, to authorize the Prudential Committee or its designee to accept any gifts of property, real, personal, or otherwise, in relation to the foregoing acquisition.

Article 2: Upon motion duly made and seconded, it was unanimously voted that the sum of \$740,000.00 be appropriated for renovations and additions to the Cotuit fire station located at 64 High Street, said amount to include expenses incidental and related thereto; and to raise such appropriation, the District Treasurer, with the approval of the Board of Fire Commissioners and the Prudential Committee, is authorized to borrow the sum of \$740,000.00 at one time or from time to time under and pursuant to Chapter 44, Section 9 and Section 7, of the General Laws, as amended and supplemented, or any other enabling authority, and to issue notes or bonds of the District therefor; and to the extent that any Federal, State, or other funds are or become available for the purposes set forth above, to authorize the Board of Fire Commissioners with the approval of the Prudential Committee to apply for and accept such funds.

Article 3: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$35,000.00 to pay for interest and related costs associated with the borrowing of money for renovations and additions to the Cotuit fire station for the fiscal year ending June 30, 1990.

Upon motion duly made and seconded, it was voted to adjourn.

This meeting: Transferred from free cash \$15,000.00

LESLIE R. KYNOCK, Clerk

SPECIAL MEETING

JANUARY 17, 1990

In accordance with the foregoing notice and the by-laws of the District, a special meeting of the Cotuit Fire District was held in Freedom Hall, Main Street, Cotuit, on Wednesday, January 17, 1990, at 7:30 PM. The Clerk read the call of the meeting and return of same. The following action was taken:

Article 1: Upon motion duly made and seconded, this article, to see if the District will vote to authorize the Board of Water Commissioners and the Prudential Committee to purchase the property described below for water protection purposes and aquifer protection purposes, the land in Barnstable (Cotuit), Barnstable County, Massachusetts, owned now or formerly, all or in part, by South Cape, Inc, consisting of ten acres, more or less, and being Lots 15 through 24 inclusive as shown on Land Court Plan 34636C (Sheet 1); and further, to borrow and appropriate and/or transfer and appropriate from available funds a sum of money therefor; and further to authorize the Board of Water Commissioners or the Prudential Committee or its designee to accept any gifts of property, real, personal, or otherwise, in relation to the foregoing acquisition, and to enter into any agreements and to execute all documents it deems advantageous on behalf of the District, with the Commonwealth of Massachusetts, and/or the United States of America, for the partial or full reimbursement of the costs of the acquisition, was indefinitely postponed.

Upon motion duly made and seconded, it was voted to adjourn.

LESLIE R. KYNOCK, Clerk

ANNUAL ELECTION**MAY 29, 1990**

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at the Cotuit Elementary School, Old Oyster Road, Cotuit, on Tuesday, May 29, 1990, between the hours of 12:00 o'clock noon and 8:00 o'clock PM. The results were as follows:

	Votes received
Clerk for three years Laurie C. Hadley*	76
Treasurer for one year Agnes C. Murray*	81
Prudential Committee Member for three years Thomas W. Hadley*	50
Robert R. Padgett, Jr	47
Fire Commissioner for three years Richard T. Gilman*	84
Water Commissioner for three years Susan G. Rask*	83

ANNUAL MEETING**MAY 30, 1990**

In accordance with the foregoing notice and the bylaws of the District, the annual meeting of the Cotuit Fire District was held in Freedom Hall, Main Street, Cotuit, on Wednesday, May 30, 1990. The Clerk read the call of the meeting and return of same. The following action was taken:

Article 1: Upon motion duly made and seconded, it was unanimously voted to authorize the Treasurer, with the approval of the Prudential Committee, to borrow money from time to time in anticipation of revenue for the fiscal year beginning July 1, 1990, in accordance with the provisions of the General Laws, Chapter 44, Section 4; and to issue a note or notes therefor, payable within one year; and to renew any note or notes as may be given for a period of less than one year in accordance with the General Laws, Chapter 44, Section 17.

Article 2: Upon motion duly made and seconded, it was unanimously voted to authorize the Treasurer to enter into compensating balance agreements during the fiscal year beginning July 1, 1990, as permitted by General Laws, Chapter 44, Section 53f.

*Elected

Article 3: Upon motion duly made and seconded, it was unanimously voted to accept the reports of the officers and committees of the District as printed.

Article 4: Upon motion duly made and seconded, this article, to raise and appropriate, and/or transfer and appropriate, and/or borrow and appropriate a sum of money to pay the accounts of persons to whom the District may be indebted, was indefinitely postponed.

Article 5: Upon motion duly made, seconded, and amended, it was voted to set the annual salaries of the District's elected officials as follows:

- a. Clerk -- \$2,000.00
- b. Treasurer -- \$6,000.00
- c. Prudential Committee Members -- \$750.00
- d. Members of the Board of Fire Commissioners -- \$750.00
- e. Members of the Board of Water Commissioners --
\$750.00
- f. Moderator -- \$150.00

Article 6: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$39,300.00 for the expenses of the Financial Department.

Article 7: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$21,710.00 for the Barnstable County Retirement assessment.

Article 8: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$264,995.50 for notes and interest.

Article 9: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$11,000.00 for the maintenance and operation of Freedom Hall.

Article 10: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$25,000.00 for the purpose of lighting the streets of the District for the fiscal year beginning July 1, 1990.

Article 11: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$2,000.00 for the maintenance of the Cotuit Library.

Article 12: Upon motion duly made and seconded, it was

unanimously voted to raise and appropriate \$26,500.00 for group insurance.

Article 13: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$10,000.00 for repairs to and renovations to Freedom Hall.

Article 14: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$357,199.00 for the operation and maintenance of the Fire Department, to be apportioned as follows:

Labor and salaries	\$ 238,755.00
Maintenance	19,324.00
Operating expense	78,120.00
Miscellaneous	1,000.00

Article 15: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$3,600.00 for the purpose of replacing eight pocket pagers for the Fire Department.

Article 16: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$2,400.00 to purchase protective clothing for new call firefighters.

Article 17: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$4,800.00 to repair/modify protective breathing apparatus owned by the Fire Department to bring said equipment to current standards.

Article 18: Upon motion duly made, seconded, and amended, it was unanimously voted to amend the by-laws of the District by adding the following new section, to be appropriately numbered and inserted at the end thereof:

The Cotuit Fire District and the Board of Fire Commissioners shall retire from active service any call firefighter who becomes permanently disabled, mentally or physically, by injury or illness sustained through no fault of his or her own, while in the line of duty, during the period commencing at 12:01 AM Eastern Daylight Time, July 1, 1990, and concluding at 11:59 PM Eastern Daylight Time, June 30, 1991, and thereby becomes unable to perform the usual duties of his or her regular occupation.

A person so retired shall receive an annual compensation equal to the rate of pay of a full time firefighter with similar qualifications and length of service and within the pay scales current at the time such compensation is awarded.

In the event a call firefighter dies in the line of duty, or as the direct result of a line of duty injury or illness, the

surviving spouse and/or dependant children shall receive said compensation as described above.

Article 19: Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate from available funds the sum of \$58,706.00 to pay unanticipated expenses associated with the renovations to the Cotuit fire station with available funds being transferred from the unencumbered balances of the following accounts: \$32,284.00 from Article 3, Special District Meeting held September 9, 1989; \$725.00 from Article 20, 1988 Annual district meeting; and \$25,697.00 from free cash.

Article 20: Upon motion duly made and seconded, it was unanimously voted to accept the provisions of Section 26I, Chapter 148, of the Massachusetts General Laws. (This citation regulates installation of automatic sprinkler systems in multiple dwelling units.)

Article 21: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate:

a. \$20,000.00 for the Water Department for service connections;

b. \$211,500.00 for the operation and maintenance of the Water Department to be apportioned as follows:

Labor & Salaries	\$ 113,100.00
Maintenance	24,200.00
Operation expense	66,200.00
Miscellaneous	8,000.00

for a total appropriation of \$231,500.00, and further that the receipts and revenues of the Water Department be applied to these accounts.

Article 22: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$46,000.00 to continue the meter replacement program.

Article 23: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$30,000.00 to purchase a pH control prototype unit.

Article 24: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$6,000.00 for ongoing fire hydrant maintenance.

Article 25: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$14,000.00 for the re-permitting of existing water wells and the permitting of the new well site.

Article 26: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$6,000.00 for the repair of two storage tanks.

Article 27: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$6,000.00 to install a tank alarm system.

Article 28: Upon motion duly made and seconded, it was unanimously voted that this article, to raise and appropriate, and/or transfer and appropriate, and/or borrow and appropriate the sum of \$26,500.00 for the extension of the water main up Bayberry Road from Rushy Marsh Road to the nearest point on the corner of Quimquisset Road and Shell lane, be withdrawn from consideration at this time and that Article 28 be referred to the Board of Water Commissioners for further study.

Article 29: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$100,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws of the Commonwealth of Massachusetts.

Article 30: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$27,000.00 for a reserve fund.

Article 31: Upon motion duly made and seconded, this article to transfer and appropriate a sum of money from free cash in the Treasury to be applied to the tax levy for the fiscal year beginning July 1, 1990, was indefinitely postponed.

AGNES C. MURRAY, Clerk

The meeting was adjourned.

This meeting: Raised and appropriated \$1,235,004.00

Transferred from special appropriated \$33,009.00

Transferred from free cash \$25,697.00

Respectfully submitted

LAURIE C. HADLEY, Clerk

REPORT OF THE TREASURER

REPORT OF THE TREASURER FINANCIAL STATEMENT JULY 1, 1989 - JUNE 30, 1990

Receipts

Interest Earned	51743.54
Payroll Taxes Payable	36.36
Tax Receipts:	832136.58
Water Liens	818.35
Water Department:	
Rates & Services	214525.62
Basic Use Charge	8500.00
Other	383.00
Fire Department:	
Ambulance Fees	9071.00
Inspection Fees	675.00
Other	998.35
Fees for the Use of Freedom Hall	1180.00
Sale of Old Ambulance	4000.00
Miscellaneous	<u>765.61</u>
Total Receipts	<u>1124833.41</u>
Loan Proceeds, Fire Station Renovation	740000.00
Balance Brought Forward, July 1, 1989	<u>498858.71</u>
	<u><u>2363692.12</u></u>

Disbursements

Barnstable County Retirement Assessment	19791.00
Notes and Interest	143043.90
Freedom Hall	8044.27
Street Lights	24782.18
Cotuit Library	1500.00
Group Insurance	19169.89
Freedom Hall Repairs	202.60
Fire Engine	192686.95
Utility Truck	13489.00
Pocket Pagers	3500.00
Hazardous Material	525.50
Radio Equipment	1750.00
Scott Air Paks	2619.40
Water Meters	42539.53
PH Control Study	3000.00
Station #1 Fence	2975.00
Fire Hydrants	14828.92
WD Truck (89)	3028.00
Appropriation to the Stabilization Fund	150000.00
Water Dept Computer (89)	787.00
Corrosion Study (89)	1400.00
Oil Tank Removal (89)	275.00
Building - A&E (89)	36555.66
FD Land Purchase	15062.38
FD Building Project (Borrowing Costs)	2716.00
Fire Station Renovation	465304.22
Fire Department:	
Salaries	161211.03
Maintenance	20800.35
Operations	55820.35
Miscellaneous	943.75
Water Department:	
Salaries	100687.58
Maintenance	23123.19
Operations	63410.12
Miscellaneous	1840.00
Service Connections	18947.70
Financial Department	36005.26
Tax Refund 1989 PP	<u>336.16</u>
Total Disbursements	1652701.89
Cash Balance On Hand, June 30, 1990	<u>710990.23</u>
	<u>2363692.12</u>

COTUIT FIRE DISTRICT
BALANCE SHEET
JUNE 30, 1990

ASSETS

Cash		\$ 710,990.23
Petty Cash		200.00
Accounts Receivable:		
Taxes:		
1990 Personal Property	718.39	
1990 Real Estate	45,366.85	
1989 Personal Property	165.88	
1989 Real Estate	8,192.47	
1988 Personal Property	127.30	
1988 Real Estate	4.43	
1987 Personal Property	136.53	
1987 Real Estate	(920.16)	
1986 Personal Property	120.12	
1986 Real Estate	(256.17)	
1985 Personal Property	(441.93)	
1985 Real Estate	(99.23)	
1984 Real Estate	(97.02)	
Water Liens	1,728.37	

		54,745.83
Tax Title		9,653.01
Water:		
Rates and Services		22,281.98
Overlay 1990 Deficit	4,932.48	
Overlay 1989 Deficit	9,449.19	
Overlay 1988 Deficit	125.42	
Overlay 1987 Deficit	90.04	
Overlay 1986 Deficit	87.12	
Overlay 1985 Deficit	441.93	

		15,126.18

		\$ 812,997.23
		=====

LIABILITIES AND RESERVES

Tailings - Unclaimed Checks	\$ 606.00
Payroll Deduction Payable	36.36
Special Appropriation Balances:	
Freedom Hall Repairs 90	11,797.40
Fire Engine	2,313.05
Utility Truck	511.00
Hazardous Materials	1,974.50
Phone Recording Equipment	2,000.00
Scott Air Paks	380.60
Station #1 Fence	1,025.00
Fire Hydrants	171.08
Corrosion Study	2,000.00
Storage Room	260.55

Building - A & E	3,089.47
Fire Dept. Renovation Station	274,695.78
Unanticipated Expenses/fire station Renov.	58,706.00
Capital Improvements - Water System	191,532.00
Overlay Prior Years	590.00
Reserve for Overlay Deficit	15,126.18
Revenue Reserved Until Collected:	
Taxes	54,745.83
Tax Title	9,653.01
Water	22,281.98
Reserve for Petty Cash	200.00
Surplus Revenue	159,300.44
	<hr/>
	\$ 812,997.23

INVESTMENT ACCOUNT

Stabilization Fund	\$ 393,802.99
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VALUATION OF THE DISTRICT

Real Estate	\$ 544,698,000.00
Personal Property	9,952,000.00
	<hr/>
Total Valuation	554,650,000.00
Tax Rate	\$ 1.54 per thousand

DISTRICT INDEBTEDNESS

Federal loan dated July 9, 1980, for a Major Water Improvement Project for \$300,000.00 at 5% Balance 6/30/90	\$ 107,140.00
Federal Loan dated February 24, 1982 for Cotuit Coves/Sandalwood Project for \$226,00.00 at 5%. Balance 6/30/90	156,400.00
Bond Issue April 1, 1987 for \$850,000.00 at 5.73% for South Cape Land Aquisition Balance 6/30/90	670,000.00
Bond Issue January 25, 1990 for \$740,000.00 for Fire Station Renovation. Interest rate 1st. 5 years 6.95%; 2nd 5 years. 7%. Balance 6/30/90	740,000.00
	<hr/>
	\$ 1,673,540.00

REPORT OF THE PRUDENTIAL COMMITTEE

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Prudential Committee of the Cotuit Fire District herewith submits its annual report for the fiscal year ending June 30, 1990.

We initially would like to acknowledge the departure of three Cotuit residents, Craig D. Burlingame (Prudential Committee), William P. Godley (Treasurer), and Marion "Mimi" McConnell (Water Commissioner) and express our appreciation for their significant contributions of time, energy, and expertise to the residents of this District. Their devotion and commitment to us will be sorely missed!

We would also like to welcome Mr Thomas Hadley to the Prudential Committee. Tom brings a wealth of knowledge and village history to the committee.

In our capacity as Freedom Hall overseers, we are pleased that badly needed exterior painting and other repairs were completed on time. We are continuing the process of evaluating the exterior and interior condition of Freedom Hall and will recommend additional repairs as our budget allows.

The fire station addition is well under way, and much credit must go to the Fire Commissioners and the Fire Chief for devoting so many hours to oversee this major project. The new addition will meet the needs of this District for years to come.

We are also pleased to support three projects initiated by our Water Commissioners to maintain and improve the delivery of water to our homes. Funding for a meter replacement program, a hydrant maintenance program, and the pH control program were all approved at our annual meeting.

And lastly, we would like to recognize the hard work and dedication of District Treasurer Agnes Murray and District Clerk Laurie Hadley and express our appreciation for their continued support in providing the Prudential Committee with vital information and assistance.

We conclude this report by thanking all District officials, employees, volunteers, and committee members for their cooperation over the past year.

Respectfully submitted,

THOMAS HADLEY

JOHN KLIMM, Chairman

JACK MC CULLOUGH

REPORT OF THE BOARD OF FIRE COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Board of Fire Commissioners is pleased to submit our annual report for the fiscal year ending June 30, 1990.

Emergency Medical Services (EMS)

EMS continues to be a major portion of our requests for service. The new ambulance placed in service last year has lived up to our expectations. The ambulance provides an environment for patient care to be administered safely and effectively. The old ambulance, leased temporarily to the West Barnstable Fire District, was sold following receipt of sealed bids.

The department is anxiously awaiting the passage of legislation to implement an Enhanced 911 (E-911) emergency response system. Though several years away, E-911 will enable anyone, anywhere, to summon help in an emergency. The system will also provide valuable information, including the address and phone number of the calling party, to be immediately available to the dispatcher. We urge everyone to support this important legislation, and encourage residents to call or write to our legislators urging them to pass this law as soon as possible.

Fire Prevention

The inspection activities of the department saw a decrease this year, due in part to fewer home sales and a reduction in the number of underground tank removals and new installations. Other activities planned for this year were put on hold due to the renovation of the station. We plan to begin business inspections and other prevention activities next year. The department continues to make prevention an important priority. Public education will be an important focus in the years to come.

Personnel

The department continues to see changes in the availability of our call firefighters. While the number of members remains fairly constant, their availability changes with personal, family, and full-time job commitments. The approval of an additional Firefighter/EMT at the last annual meeting will help insure adequate coverage during the daytime when most calls occur, and the least number of personnel are available. A recruitment effort for additional call firefighters is planned for the fall of 1990.

In October of 1989, full-time Firefighter/Paramedic Richard Sargent left the department to work elsewhere. A paramedic will be

hired later this year, following a review of our salary/benefit package and our hiring policies. Chief Frazier, who was recently recognized by the Cape and Islands EMS System as Paramedic of the Year, continues to function as both a fire chief and paramedic.

David Pierce was promoted to the rank of Captain and has assumed responsibility for fire prevention activities in addition to his many other duties.

The department maintains a policy of promoting qualified individuals by means of competitive examinations. In addition, all personnel hired, full-time or call, are required to meet entrance requirements including written and physical ability examinations, as well as reference checks and oral interviews. We hope this process will insure us not only of hiring the best possible people, but also those individuals who can meet the demands of today's fire service.

The Board of Fire Commissioners and the Fire Chief wish to extend our appreciation for the time and dedication shown by all active members of the department. It is especially important to note the undesirable conditions under which members have operated during the time renovations have been in progress.

Training

Training remains an important part of our operation. New information and skills are reviewed on a regular basis. The accomplishments of individuals enhance the abilities of the department as a whole.

We wish to congratulate Senior Private Cynthia Gardner for receiving her Associates Degree in Fire Science. We acknowledge the efforts of Firefighter Joseph Pouliot who completed certification as an EMT, Firefighter Scott Fenner who is currently awaiting EMT certification, and Firefighter/EMT Donna Parker who has been accepted to the upcoming paramedic class which will begin in September.

The department will be spending considerable time in the coming months training on the new fire engine. All drivers will be certified in accordance with insurance company recommendations and current standards for operating fire apparatus. The department joined other Cape departments in implementing the Incident Command System (ICS). This system provides a consistent way of managing resources and personnel during major incidents, and is widely used throughout the country. A major benefit is the use of uniform procedures under which all personnel and apparatus work, regardless of how large the incident is and how many resources are present.

Apparatus and Equipment

The department took delivery of our new fire engine in April. The new engine, built by Pierce Manufacturing of Wisconsin,

arrived two months earlier than expected. The engine is being kept at the Marstons Mills fire station until renovations on the building are more complete and space is available. We appreciate the courtesy extended to us by Chief Farrington in allowing us use of his facility. The new engine will be placed in service later this summer/fall when training is completed. Despite our anticipation, circumstances prevail that will not allow us to utilize the engine sooner. We are confident that this new piece of apparatus will perform as we anticipate. We attribute this in part to the time spent by Captain Pierce and others in developing the specifications which produced a safe, practical, and extremely functional vehicle.

The remaining apparatus and equipment has been maintained with great care and pride. We experience fewer mechanical problems due to this maintenance, the fact that the equipment is newer, and the conscientious manner in which the members operate the vehicles.

Of concern to some residents has been the use of our outside sirens, located on Crocker Neck Road and Main Street. These sirens have been used for well over forty years as a method to alert personnel when emergency incidents occur. In addition, they are available to alert residents in the event of a natural disaster or other significant event. The sirens have been tested daily at 12:00 PM, the primary reason being for maintenance purposes.

Last winter, we received several inquiries regarding the continued use of the sirens, especially the need for the noon test. We began to evaluate the continued need for these devices, and temporarily discontinued the daily noon test in favor of a weekly test. The use of the sirens for alerting personnel was continued however. Shortly after this time, we developed mechanical problems with both of the sirens, the average age of which is 27 years old. This prompted us to evaluate in more detail the use of sirens, their locations, and current and future needs. While department members are provided with pocket pagers, it is not always practical to wear them, especially during activities when they may be lost or damaged. In addition, the relocation of the dispatch center from Osterville to Centerville created problems with the effectiveness of the pagers with respect to their ability to receive signals from this location. This relocation has also made it very expensive to control the sirens by use of telephone lines as has been done for years; alternatives are being sought.

We are currently in the process of evaluating the methods we use to summon personnel. We rely on the response of call fire-fighters and off-duty personnel to man apparatus when needed. We will develop a solution which meets our needs and those of the public. We must not lose sight of our responsibility to provide service, and doing so requires the use of personnel who are not "on duty" at the station at all times.

Building and Grounds

The most significant accomplishment this year is certainly the renovations to the fire station. In September, we received approval for the money to renovate the aging building. To our dismay, we required additional funding at the annual meeting in May to cover unforeseen expenses, most of which involved additional repairs to the structure due to undetected and unexpected water and insect damage. Despite these and other problems, we expect the project to be completed this summer as planned.

During this period, fire department offices have been moved to a construction trailer on the site. The trailer is also shared with the Clerk of the Works and the District Treasurer and her assistant. The entire department looks forward to utilizing the building when completed. We are very fortunate to have had the support of you, the citizens of Cotuit, in this very vital and significant project.

The renovated structure will allow the department to operate more efficiently and will provide a modern environment in which to carry out its duties. We especially look forward to the space provided for training and administrative duties. The District will be provided with space for the Treasurer, as well as a meeting place for the Prudential Committee.

The building is designed and built to obtain the maximum use of space and to be cost efficient to operate and maintain. We appreciate the cooperation of Mr Hillary Gallagher who made land available for us to improve our access and parking. We greatly appreciate the support and cooperation of our neighbors on High Street who have endured the noise and confusion which goes along with a project of this nature. We have received support from the many residents who have monitored our progress and commented on the project. We wish to thank our Clerk of the Works, Charles Guertin, who has looked out for our interests despite the limitations of his part-time schedule.

Community Activities

Our involvement in community activities has been somewhat limited this year; we expect to become more involved next year. We look forward to offering more public education and other services when the renovation project is completed. Our desire is to interact more with the public on a regular basis. We wish to develop a better awareness of what the fire department does and what we can offer the citizens of Cotuit.

Comments

Over the last five years, we have asked for and received support for many capital items, including apparatus and equipment replacement and, of course, funding to renovate the station. We have reached a point in time where we can reevaluate our needs and better plan for the future. We continue to look for

alternatives to the cost of providing service. We will certainly continue to be prudent in our spending and improve our operation. We recognize the support and trust we have developed from the citizens of Cotuit.

This report has been prepared in conjunction with Chief Paul A. Frazier.

Respectfully submitted

ROBERT W. ELDRED, Chairman
MICHAEL F. LLOYD
RICHARD T. GILMAN

FIRE DEPARTMENT ACTIVITY
INCIDENTS BY TYPE - 1990
 (July 1, 1989 to June 30, 1990)

FIRE AND RELATED

Structure Fire	6
Kitchen Fire	2
Vehicle Fire	2
Outside Fire	2
Chimney Fire	3
Brush Fire	3
Equipment Fire	1
Automatic Fire Alarm	38
Hazardous Condition	13
Emergency Standby	2
Investigation	38
Public Assistance	17
Burning Without Permit	1
Mutual Aid (Engine)	16
Other	5

Total Fire Incidents 149

FIRE INSPECTIONS

Oil Burner	76
Smoke Detector	53
Underground Tank	26
Wood Stove	12
Other	25

Total Inspections 192

MUTUAL AID RECEIVED

Paramedic	5
Ambulance	22
Fire	8

RESCUE AND RELATED

House Rescue	159
Transportation	5
Medical Assist	22
Motor Vehicle Accident	28
Boat Rescue	6
Mutual Aid (Ambulance)	23
Mutual Aid (Paramedic)	12
Pedestrian Accident	1
First Aid (Station Walk-In)	5
Other	4
Medical Alarm	10
Total Rescue Incidents	275

TREATMENT BY TYPE

Medical	31%
Trauma	28%
Cardiac	10%
Respiratory	11%
Transportation	2%
Non Transport	18%

Total Number of Patients Treated - 256

LEVEL OF CARE ADMINISTERED

Advanced Life Support	31%
Basic Life Support	69%

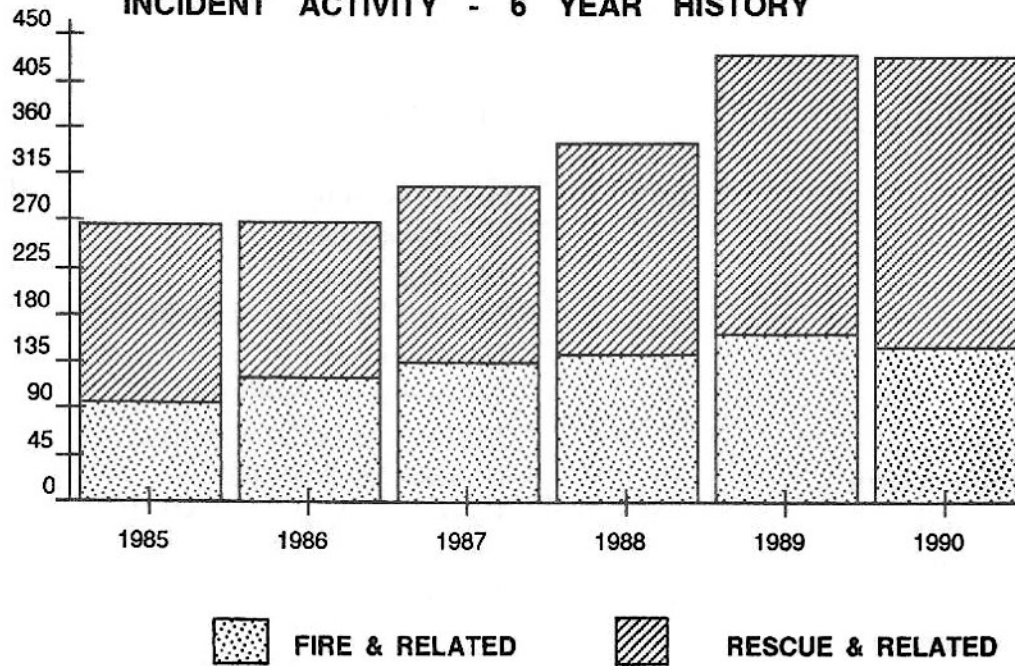
TOTAL EMERGENCY INCIDENTS - 424

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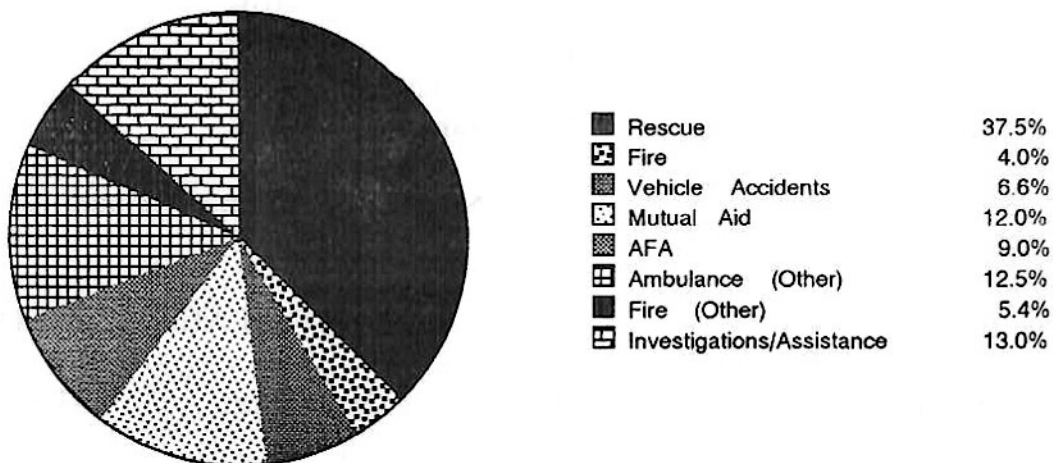
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INCIDENT ACTIVITY - 6 YEAR HISTORY



FY 1990 INCIDENTS BY TYPE



REPORT OF THE BOARD OF WATER COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Board of Water Commissioners herewith submits its report for the fiscal year ending June 30, 1990.

Water quality and supply were maintained throughout the year. There were no system interruptions or curtailments of water service. Water quality met or exceeded Federal and State requirements. A corrosion study completed by Whitman & Howard confirmed the acidity of Cotuit water and showed that standing water samples may exceed the EPA standards for copper and lead. Running water samples were below EPA maximums. Engineering work was started on design of an acid neutralizing system and plans are to install the unit in one of the pump stations during the coming year.

The physical condition of the water system is good. There were no major mechanical failures in the pump stations and the distribution system. The water towers were inspected and found to be in good conditions except for some vandalism damage.

Nineteen new services were installed. Annual water flow was 139,000,000 gallons compared to a high of 155,000,000 gallons in 1988. The peak daily flow was 1,355,000 gallons. In order to delay the capital expenditure for a new well as long as prudent, the water consumption is being closely monitored. A leak detection program was implemented and purchase of spare pumps for the existing wells is being considered.

All of the fire hydrants were inspected, tested, and lubricated. Any defects found were repaired. A hydrant preventative maintenance program was established.

Computerization of meter reading, billing, and other office functions is proceeding on schedule. To date, word processing is in use and a spreadsheet program is being used for the monthly financial reports. The October billing will be done manually and by the TAABS billing software to check the system. Five hundred and ninety-one new water meters which are electronically read have been installed.

The Superintendent's office and shop area were renovated and steps were taken to comply to OSHA regulations.

Looking to the future, it is anticipated that there will be a continued growth in the customer base, however at a slower rate. Within the next three to five years, capital expenditures will be required to install a new well and a system for reducing water acidity. Replacement of pumps in some of the existing wells and

painting the water towers should be anticipated. The present staffing of the Department is adequate to handle future workloads.

The Water Commissioners wish to thank the staff for doing an excellent job in a period when new maintenance and office procedures are being implemented. Thomas White resigned and has been replaced by Brian Hoover who has had previous experience in municipal water operations. Chris Wiseman has received his #1 Operator's license.

We also welcome Susan Rask as our new Water Commissioner replacing Mimi McMcConnell. Mimi served the District very well, particularly in the area of environmentally protecting our water supply.

Respectfully submitted

JOHN ANDERSEN, Chairman
SUSAN RASK
PAUL WIGGINS

FISCAL YEAR 1989/90

ACCOUNT		APPROP.	SPENT	BALANCE
	LABOR & SALARIES			
5711	Superintendent.....	32604	32604.00	.00
5712	Asst. Supt.	27144	22000.64	5143.36
5713	Field Person.....	21840	22219.27	-379.27
5714	Sect./Bookkeeper	18772	19990.73	-1218.73
5715	Overtime.....	7000	3872.94	3127.06
571	Sub Total.....	107360	100687.58	6672.42
	MAINTENANCE			
	System Maint.....	17200	16842.88	357.12
57211	Mains		6505.14	
57212	Stations.....		3291.40	
57213	Grounds		279.28	
57214	Other.....		6767.06	
5722	Meter Repair	1000	1280.31	-280.31
57231	Building Repair.....	5000	5000.00	.00
572	Sub Total.....	23200	23123.19	76.81
	OPERATION			
	Office Exp.....	3500	3507.01	-7.01
57311	Janitorial		72.55	
57312	Postage.....		349.09	
57313	Printing		1064.92	
57314	Copier.....		211.00	
57315	Desk Sup.		1347.45	
57316	Other.....		462.00	
5732	Uniforms	1500	1309.27	190.73
5733	Dues/Licenses.....	300	424.00	-124.00
	Truck Expense	2700	3164.48	-464.48
57341	Fuel.....		1860.86	
57342	Repairs		1303.62	
5735	Engine Fuel.....	800	983.20	-183.20
5736	Tools/Hardware	1700	1749.43	-49.43
5737	Chemicals.....	1500	2062.56	-562.56
	Utilities			
57381	Phone/Pager/AnSv.	4000	3680.80	319.20
57382	Electricity	31900	26433.24	5466.76
57383	Station Heating..	800	493.00	307.00
	Insurance	15700	14994.00	706.00
57391	Bldg./Lia.....		7727.00	
57392	Vehicle		2201.00	
57393	Other.....		5066.00	
573	Sub Total.....	64400	58800.99	5599.01
574	Training.....	3000	4609.13	-1609.13
	MISCELLANEOUS			
5751	Legal & Eng.....	5000	1840.00	3160.00
575	Sub Total.....	5000	1840.00	3160.00
5761	Serv.Connect.....	20000	18947.70	1052.30
	GRAND TOTAL.....	222960	208008.59	14951.41
	SPECIAL APPROPRIATIONS			
5524	Meter Replacement...	42540	42539.53	.47
5525	pH Control	3000	3000.00	.00
5526	Station #1 Fence....	4000	2975.00	1025.00
5527	Hydrant Program	15000	14828.92	171.08
5528	Truck.....	16000	16000.00	.00
5532	Corrosivity Study	12000	10000.00	2000.00
5531	Computer.....	5000	5000.00	.00

RECEIPTS

FROM JULY 1, 1989 THROUGH JUNE 30, 1990

WATER (MINIMUM)	96,299.88
EXCESS WATER	87,051.10
ON/OFF CHARGE	8,557.50
ALL OTHERS	7,624.83
TOTAL	<u>199,533.31</u>

SERVICE CONNECTIONS	<u>15,584.08</u>
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TOTAL RECEIPTS	215,117.39
CAPITAL IMPROVEMENT	8,500.00
ACCOUNTS RECEIVABLE	22,281.98
WATER LIENS	1,621.72

RECORD OF WATER PUMPED

WATER PUMPED FROM JULY 1, 1989 THROUGH JUNE 30, 1990	138,773,800 GALLONS
LARGEST DAY (SINCE JULY 1, 1989) 7/2/89	1,068,500 GALLONS
LARGEST WEEK (SINCE JULY 1, 1989) 7/23/89 - 7/29/89	4,795,300 GALLONS

Be Prepared For The Unexpected. . .

Help us to help you!! When you have an emergency and need our help, we can respond faster and more efficiently if you have prepared yourself and your home for an emergency. Your Fire Department recommends the following:

1. Have your house number posted!

House numbers should be clearly visible from the street, at least 3" tall and should contrast in color so they can be easily identified. If you have a long driveway, or the number is not visible from the street, post the number at the entrance and on the house. We can help you determine your number if you don't already know.

2. Provide adequate access to your property.

Many driveways have overhanging tree branches and narrow entrances. Inaccessible driveways can delay or prevent us from reaching you quickly. As a rule, driveways should be 12' wide and free of gates, fences, or other things which may prevent fire and rescue equipment from entering. Overhanging tree branches should be trimmed to a height of 12 - 14 feet for the same reasons, this also helps prevent damage to our equipment. The surface of the driveway should be "hardpacked" and free of soft sand and large ruts.

3. Have important information ready when you call.

When you call for help, please give the dispatcher your name, address (with house number), your telephone number and a description of the problem. You may be asked for additional information which will help us to determine the resources needed to handle your emergency. Instruct younger children, visitors, and baby-sitters how to call for help. Telephone stickers with our emergency phone number, (428-6526) are available at the fire station.

4. Prepare yourself and your home for a medical emergency.

If we must provide emergency medical care, other important information will be required. It is important to know (or better yet have written down) the full name, date of birth, medical history, allergies, and medications for all who live with or visit with you. In addition, it is very helpful to know what happened just prior to the emergency and what was done for the patient.

Patients with a complicated medical history, or those confined to a bed or wheelchair, will most likely need our services more often. We can work more efficiently if your home is arranged to accommodate our equipment and personnel; scatter rugs, excess furniture, and other items make it difficult to access the patient and remove them to the ambulance. We can review your set up for patient care under these circumstances and make recommendations.

5. Smoke detectors do save lives !! Test yours regularly.

Smoke detectors will alert you to a fire or other problem, but only if they are in working order and located properly throughout the house. They should be tested frequently and replaced when subjected to unusual amounts of contamination, such as cooking smoke and dust. Smoke detectors can lose their efficiency after five to seven years of use. Consider replacing them for the reasons above, they may save your life someday. If you have 110 volt detectors, please shut off the power before servicing them or refer the work to a qualified electrician. We are happy to assist you in determining if your detectors are working properly and located in the right places.

This information is provided as a public service by the Cotuit Fire Department in cooperation with the District Clerk. For more information, please contact us by calling our business phone, 428-2210.

ORGANIZATION

Moderator

Gwendolyn E. Phillips	428-9590	1992
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Prudential Committee

Thomas W. Hadley	428-6552	1993
John C. Klimm, Chairman	428-1603	1992
Jack A. McCullough	420-1603	1991

Board of Water Commissioners

John N. Andersen, Chairman	420-2423	1991
Susan G. Rask	420-0313	1993
Paul H. Wiggins	428-8948	1992

Board of Fire Commissioners

Robert W. Eldred, Chairman	428-2136	1991
Richard T. Gilman	428-4702	1993
Michael C. Lloyd	428-7369	1992

Clerk

Laurie C. Hadley	428-6552	1993
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Treasurer

Agnes C. Murray	428-8231	1991
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REGULAR MONTHLY MEETINGS

Prudential Committee
Fire Station, 7:30 PM
1st Monday after 3d Wednesday

Fire Commissioners
Fire Station, 7:30 PM
3d Thursday

Water Commissioners
Water Department, 7:30 PM
3d Wednesday