

# **COTUIT FIRE DISTRICT**



**Annual Reports  
FY 2001**

COVER

Sears Store Delivery Cart

(Photo courtesy of the Historical Society of Cotuit and Santuit)

# **REPORT OF THE CLERK**

## **SPECIAL DISTRICT MEETING** **OCTOBER 25, 2000**

In accordance with the foregoing notice and the by-laws of the District, a special meeting of the Cotuit Fire District was held on Wednesday, October 25, 2000, at the Cotuit Fire Station, 64 High Street, Cotuit, at seven-thirty o'clock PM. The meeting was called to order by the Moderator. 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 borrow and appropriate the sum of \$100,000.00 to be added to the sum voted under Article 26 at the annual District Meeting held on May 31, 2000, for the West Street water tank painting and rehabilitation project.

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

**ANNUAL ELECTION AND DISTRICT MEETING**  
**MAY 29 AND 30, 2001**

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 fire station, 64 High Street, Cotuit, on Tuesday, May 29, 2001, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes received</u>
Moderator	
Alison A. Lowe	161
Member of the Prudential Committee	
Michael F. Lloyd	149
Member of the Board of Fire Commissioners	
Ronald J. Mycock	153
Member of the Board of Water Commissioners	
Gaetano G. Calise	156

On the following non-binding question:

"Do you support retaining the present system of precinct-elected Town Councilors?"

Yes 180      No 14      Blank 1

Total votes cast: 195

Also in accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held Wednesday, May 30, 2001, at Freedom Hall, Main Street, Cotuit, at seven-thirty o'clock PM. The meeting was called to order by the Moderator. 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 accept the reports of the officers and committees of the District as printed.

**Article 2:** Upon motion duly made and seconded, it was unanimously voted to set the annual salaries of the elected officials as follows:

a. Prudential Committee Members, Members of the Board of Fire Commissioners and Members of the Board of Water Commissioners: \$1,250.00 each.

b. Moderator: \$150.

**Article 3:** Upon motion duly made and seconded, this article, to raise and appropriate the sum of **\$50,000.00** to fund the position of Administrative Officer for the Fire District, did not carry.

**Article 4:** Upon motion duly made, seconded and amended, it was voted to raise and appropriate **\$72,167.00** for the expenses of the Financial Department.

**Article 5:** Upon motion duly made and seconded, it was voted to raise and appropriate **\$85,075.00** for the Barnstable County Retirement Assessment.

**Article 6:** Upon motion duly made and seconded, it was voted to raise and appropriate **\$170,330.00** for notes and interest.

**Article 7:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$35,000.00** for the purpose of lighting the streets of the District.

**Article 8:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$6,000.00** for the maintenance of the Cotuit Library.

**Article 9:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$135,700.00** for group insurance.

**Article 10:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$16,500.00** for the maintenance and operation of Freedom Hall.

**Article 11:** Upon motion duly made and seconded, it was voted to raise and appropriate **\$15,000.00** for the exterior painting at Freedom Hall.

**Article 12:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$6,808.00** for the purpose of reimbursing the Town of Barnstable for services provided by the offices of the Tax Collector and Assessors to collect the taxes of the District.

**Article 13:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$739,374.00 for the labor and salaries of the Fire Department; and to raise and appropriate \$163,668.00 for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

- a. Maintenance, \$37,771.00
- b. Operating expenses, \$124,647.00 and
- c. Miscellaneous, \$1,250.00

for a total appropriation of **\$903,042.00**

**Article 14:** Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer \$3,300.00 from the Fire Department Capital Equipment Account to provide for the ambulance service billing.

**Article 15:** Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer \$7,800.00 from the Fire Department Capital Equipment Account to provide for the purchase of patient medical supplies.

**Article 16:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of **\$6,700.00** for the third phase of a firefighting hose and water supply equipment program.

**Article 17:** Upon motion duly made and seconded, this article, to transfer from available funds a sum of money to the Fire Department Labor and Salary account to cover unforeseen emergency expenses which occurred during the fiscal year ending June 30, 2001, was indefinitely postponed.

**Article 18:** Upon motion duly made and seconded, it was voted to raise and appropriate:

- a. \$26,000.00 for the Water Department for service connections;
- b. \$212,292.00 for labor and salaries; and
- c. \$220,900.00 for the remaining expenses of the Water Department, to be

apportioned approximately as follows:

- \$48,000.00 for maintenance;
- \$95,900.00 operations;
- and \$77,000.00 for miscellaneous expenses

for a total appropriation of **\$459,192.00**; and that the receipts and revenues of the Water Department be applied to these amounts.

**Article 19:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of **\$20,000.00** for the continuation of the hydrant replacement program.

**Article 20:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of **\$40,000.00** for the main extension program.

**Article 21:** Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer from free cash the sum of \$100,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws of the Commonwealth of Massachusetts.

**Article 22:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum **\$25,000.00** to a reserve fund.

**Article 23:** Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer the sum \$120,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2001.

**Article 24:** Upon motion duly made and seconded, this article, to see if the District will accept the provisions of Chapter 32B, Sections 9D and 9D-1/2, of the General Laws of the Commonwealth of Massachusetts as follows: Shall the District pay one-half of the premium costs payable by the surviving spouse of an employee or retired employee for group general, or blanket hospital, surgical, medical, dental or other health insurance, did not carry.

Respectfully submitted

LAURIE C. HADLEY, Clerk  
Cotuit Fire District





**REPORT  
OF THE  
TREASURER**

Respectfully submitted

Agnes C. Murray  
Treasurer

**COTUIT FIRE DISTRICT**  
**COMBINED BALANCE SHEET-ALL FUND TYPES**  
6/30/01

<u>ASSETS</u>	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>		<u>TRUST FUND</u>	<u>LONG-TERM</u>	<u>TOTAL</u>
		<u>WATER</u>	<u>AMBULANCE</u>			<u>MEMORANDUM</u>
				<u>STABILIZATION</u>	<u>DEBT</u>	<u>ONLY</u>
CASH & INVESTMENTS	\$820,745			\$30,018		\$850,763
PETTY CASH	300					\$300
<u>RECEIVABLES</u>						
PERSONAL PROPERTY	1,397					\$1,397
REAL ESTATE	40,712					\$40,712
TAX LIENS	36,311					\$36,311
WATER RATES & SERVICE	24,474					\$24,474
WATER LIENS ADDED TO TAX	670					\$670
<u>TOTAL RECEIVABLES</u>	<u>103,564</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$103,564</u>
DUE FROM OTHER FUNDS		36,600	99,371	810		\$136,781
AMOUNT TO BE PROVIDED FOR						
LONG TERM DEBT					474,600	\$474,600
<u>TOTAL ASSETS</u>	<u>\$924,609</u>	<u>\$36,600</u>	<u>\$99,371</u>	<u>\$30,828</u>	<u>\$474,600</u>	<u>\$1,566,008</u>
<u>LIABILITIES &amp; FUND EQUITY</u>						
<u>LIABILITIES</u>						
WARRANTS PAYABLE	\$12,722					12,722
EMPLOYEE PAYROLL WITHHOLDINGS	8,621					8,621
SALES TAX PAYABLE	99					99
ABATEMENT REFUNDS PAYABLE	61,213					61,213
DEFERRED REVENUE	42,351					42,351
INSURANCE RECOVERY	886					886
BONDS PAYABLE					474,600	474,600
DUE TO OTHER FUNDS	136,781					136,781
<u>TOTAL LIABILITY</u>	<u>\$262,673</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$474,600</u>	<u>\$737,273</u>
<u>FUND EQUITY</u>						
RESERVED FOR CONT APPROPRIATIONS						
RESERVED FOR ENCUMBRANCES	101,300					101,300
RESERVED FOR FISCAL YEAR 2002	16,554					16,554
DESIGNATED FOR SPECIAL PURPOSES	220,000		11,100			231,100
WATER		36,600				36,600
AMBULANCE			88,271			88,271
STABILIZATION				30,018		30,018
PETTY CASH	300					300
OTHER					810	810
UNDESIGNATED FUND BALANCE	323,782					323,782
<u>TOTAL FUND EQUITY</u>	<u>\$661,936</u>	<u>\$36,600</u>	<u>\$99,371</u>	<u>\$30,828</u>	<u>\$0</u>	<u>\$828,735</u>
<u>TOTAL LIABILITIES AND FUND EQUITY</u>	<u>\$924,609</u>	<u>\$36,600</u>	<u>\$99,371</u>	<u>\$30,828</u>	<u>\$474,600</u>	<u>\$1,566,008</u>

COTUIT FIRE DISTRICT  
COMBINED STATEMENT-REVENUE, EXPENDITURE  
CHANGES/FUND EQUITY  
ALL GOVERNMENTAL FUND TYPES & EXPENDABLE TRUST  
YEAR ENDED 6/30/01

	GENERAL	SPECIAL REVENUE		TRUST FUND	TOTAL
		WATER	AMBULANCE	STABILIZATION	MEMORANDUM ONLY
<b>REVENUES</b>					
PROPERTY TAXES	\$1,533,710				\$1,533,710
WATER CHARGES	361,682				361,682
WATER IMPROVEMENT CHARGE		16,800			16,800
INVESTMENT INCOME	37,261			1,740	39,001
AMBULANCE FEES			70,684		70,684
INTEREST ON TAXES	8,036				8,036
GRANT	14,844				14,844
ANTENNA RENTALS	47,831				47,831
INSPECTION/PERMITS/OTHER	2,347				2,347
<b>TOTAL REVENUE</b>	<b>2,006,211</b>	<b>16,800</b>	<b>70,684</b>	<b>1,740</b>	<b>2,095,935</b>
<b>EXPENDITURES</b>					
FINANCIAL DEPT.	72,581				72,581
RETIREMENT ASSESSMENT	85,727				85,727
DEBT SERVICE	\$151,513	0		0	\$151,513
STREET LIGHTENING	24,995	0		0	\$24,995
COTUIT LIBRARY	6,000	0		0	\$6,000
GROUP INSURANCE	103,530	0		0	\$103,530
FREEDOM HALL	13,355	0		0	\$13,355
TAX BILLING-TOWN	6,808	0		0	\$6,808
FIRE DEPT.SALARIES&WAGES	714,344	0		0	\$714,344
FIRE DEPT.MAINT.&OPERATION	150,847	0		0	\$150,847
AMBULANCE BILLING	3,255	0		0	\$3,255
AMBULANCE MEDICAL SUPPLIES	6,285				\$6,285
HOSE EQUIPMENT	3,212				\$3,212
WATER DEPT.SALARIES&WAGES	170,060	0		0	\$170,060
WATER DEPT MAINT.&OPERATION	133,266				\$133,266
WATER DEPT SERVICE CONNECTION	15,741				\$15,741
ACCOUNTING INSTALLATION	29,889				\$29,889
CLEANING WEST ST TANK	198,500				\$198,500
PURCHASE BRUSH BREAKER	211,524				\$211,524
FIRE SAFETY GRANT	8,700				\$8,700
PRIOR YEAR ARTICLES	29,114				\$29,114
<b>TOTAL EXPENDITURES</b>	<b>2,189,246</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,189,246</b>
EXCESS (DEFICIENCY) REVENUE					
OVER EXPENDITURES	(\$182,535)	\$16,800	\$70,684	\$1,740	(\$93,311)
OTHER FINANCING SOURCES (USES)					0
OPERATING TRANSFERS IN (OUT)	242,284	(40,000)	(122,284)	(80,000)	
EXCESS (DEFICIENCY) REVENUE EXPENDITURES					
OTHER FINANCING USE	59,749	(23,200)	(51,600)	(78,200)	(93,311)
FUND EQUITY-BEGINNING OF YEAR	602,187	59,800	150,971	109,088	922,046
FUND EQUITY-END OF YEAR	<b>\$661,936</b>	<b>\$16,600</b>	<b>\$29,371</b>	<b>\$30,878</b>	<b>\$878,735</b>

COTUIT FIRE DISTRICT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET BASIS  
JUNE 30, 2001

	BUDGET	ACTUAL	VARIANCE
<u>REVENUES</u>			
PROPERTY TAXES	1,513,947	1,533,710	19,763
WATER CHARGES	375,000	362,682	(12,318)
INVESTMENT INCOME		37,261	37,261
ANTENNA RENTALS		47,831	47,831
INSPECTION/PERMITS		2,050	2,050
INTEREST ON TAXES		8,036	8,036
MISCELLANEOUS		297	297
GRANT		14,844	14,844
<u>TOTAL REVENUE</u>	<u>\$1,888,947</u>	<u>\$2,006,711</u>	<u>117,764</u>
<u>EXPENDITURES</u>			
FINANCIAL DEPT.	\$72,581	\$72,581	\$0
RETIREMENT ASSESSEMENT	85,727	85,727	0
DEBT SERVICE	151,520	151,513	7
STREET LIGHTENING	30,000	24,995	5,005
COTUIT LIBRARY	6,000	6,000	0
GROUP INSURANCE	115,884	103,530	12,354
FREEDOM HALL	13,360	13,355	5
TAX BILLING-TOWN	6,808	6,808	0
FIRE DEPT.SALARIES&WAGES	716,989	714,344	2,645
FIRE DEPT.MAINT&OPERATION	154,292	150,847	3,445
AMBULANCE BILLING	3,500	3,255	245
AMBULANCE MEDICAL SUPPLIRS	10,056	6,285	3,771
HOSE EQUIPMENT	3,212	3,212	0
WATER DEPT.SALARIES&WAGES	170,060	170,060	0
WATER DEPT.MAINT&OPERATION	141,892	133,266	8,626
WATER DEPT SERVICE CONNECTION	26,000	15,741	10,259
PURCHASE STREET LIGHTS	16,000	0	16,000
ACCOUNTING INSTALLATION	30,000	29,889	111
CLEANING WEST ST TANK	198,500	198,500	0
PURCASE BRUSH BREAKER	211,524	211,524	0
RESERVE FUND	16,020	0	16,020
FIRE SAFETY GRANT	8,700	8,700	0
PRIOR YEAR ARTICLES	82,303	79,114	3,189
<u>TOTAL EXPENDITURES</u>	<u>\$2,270,928</u>	<u>\$2,189,246</u>	<u>\$81,682</u>
EXCESS (DEFICIENCY)OVER EXPENDITURES	<u>(\$381,981)</u>	<u>(\$182,535)</u>	<u>\$199,446</u>
TRANSFER IN (OUT)	<u>381,981</u>	<u>381,981</u>	<u>0</u>
NET BUDGET&ACTUAL	<u>0</u>	<u>\$199,446</u>	<u>\$199,446</u>

COTUIT FIRE DISTRICT  
ACCOUNTS RECEIVABLE  
JULY 1,2000 TO JUNE 30,2001  
SCHEDULE I

	<u>BALANCE</u> <u>7/1/00</u>	<u>COMMITMENT</u>	<u>NET</u> <u>PAYMENT</u>	<u>ABATEMENTS</u>	<u>TRANSFER</u>	<u>BALANCE</u> <u>6/30/01</u>
<u>REAL ESTATE</u>						
<u>TAX-FY</u>						
1995&PRIOR	(3,995)					(3,995)
1996	760					760
1997	161					161
1998	14,362			(10,573)		3,789
1999	7,619		(2,905)		(1,769)	2,945
2000	36,141		(25,069)	(157)	(8,350)	2,565
2001	0	1,522,514	(1,474,647)	(13,380)		34,487
<u>TOTAL REAL ESTATE TAXES</u>	<u>\$55,048</u>	<u>\$1,522,514</u>	<u>(\$1,502,621)</u>	<u>(\$24,110)</u>	<u>(10,119)</u>	<u>\$40,712</u>
<u>PERSONAL PROPERTY</u>						
<u>TAX FISCAL YEAR</u>						
1995&PRIOR	(284)					(284)
1996	6					6
1997	28					28
1998	259		(131)	(139)		(11)
1999	675		(238)	(103)		334
2000	1,606		(923)	(308)		375
2001	0	25,052	(23,451)	(652)		949
<u>TOTAL PERSONAL PROPERTY TAX</u>	<u>\$2,290</u>	<u>\$25,052</u>	<u>(\$24,743)</u>	<u>(\$1,202)</u>	<u>\$0</u>	<u>\$1,397</u>
<u>TAX TITLE</u>						
	<u>\$32,386</u>		<u>(6,346)</u>		<u>10,271</u>	<u>36,311</u>
<u>WATER LIENS ADDED TO TAX</u>						
1992	\$97					97
1998	245					245
2000	1,475		(1,165)			310
2001	0		(1,958)		1,976	18
<u>TOTAL WATER LIENS ADDED TO TAX</u>	<u>\$1,817</u>	<u>\$0</u>	<u>(\$3,123)</u>	<u>\$0</u>	<u>\$1,976</u>	<u>670</u>
<u>WATER RATES&amp;SERVICES</u>						
<u>TOTAL RECEIVABLES</u>	<u>26,090</u>	<u>360,322</u>	<u>(359,559)</u>	<u>(\$251)</u>	<u>(2,128)</u>	<u>24,474</u>
	<u>\$117,631</u>	<u>\$1,907,888</u>	<u>(\$1,896,392)</u>	<u>(\$25,563)</u>	<u>\$0</u>	<u>\$103,564</u>

COTUIT FIRE DISTRICT  
APPROPRIATIONS AND EXPENDITURES  
JUNE 30, 2001  
SCHEDULE II

	ARTICLES CARRIED FORWARD 7/1/00	SUPPLEMENT AND RECEIPTS	2001 ANNUAL BUDGET	ENCUMB. AND TRANSFER	ARTICLES CARRIED FORWARD 6/30/01	ADJUSTED BUDGET	EXP.	VARIANCE
FINANCIAL DEPT.			\$72,167	414		\$72,581	72581	\$0
RETIREMENT ASSESSMENT			85,727			85,727	85,727	0
DEBT SERVICE			151,520			151,520	\$151,513	7
STREET LIGHTENING			30,000			30,000	\$24,995	5,005
COTUIT LIBRARY			6,000			6,000	6,000	0
GROUP INSURANCE			115,884			115,884	103,530	12,354
FREEDOM HALL			13,500	(140)		13,360	13,355	5
TAX BILLING-TOWN			6,808			6,808	6,808	0
FIRE DEPT.SALARIES&WAGES			716,989			716,989	714,344	2,645
FIRE DEPT.MAINT&OPERATION			150,252	4,040		154,292	150,847	3,445
AMBULANCE BILLING			3,500			3,500	3,255	245
AMBULANCE MEDICAL SUPPLIRS			7,800	2,256		10,056	6,285	3,771
HOSE EQUIPMENT			6,800		(3,588)	3,212	3,212	0
WATER DEPT SALARIES&WAGES			169,600	460		170,060	170,060	0
WATER DEPT MAINT&OPERATION			151,000	(9,108)		141,892	133,266	8,626
WATER DEPT SERVICE CONNECTION			26,000			26,000	15,741	10,259
WATER DEPT HYDRANT PROGRAM			4,000		(4,000)	0	0	0
PROTECTIVE CLOTHING			9,000		(9,000)	0	0	0
PURCHASE STREET LIGHTS			16,000			16,000	0	16,000
ACCOUNTING INSTALLATION			30,000			30,000	29,889	111
REPLACE ROOF FREEDOM HALL			21,000		(21,000)	0	0	0
CLEANING WEST ST TANK			200,000		(1,500)	198,500	198,500	0
PURCHASE BRUSH BREAKER			215,000		(3,476)	211,524	211,524	0
RESERVE FUND			20,000	(3,980)		16,020	0	16,020
STABIZATION FUND			20,000	(20,000)		0	0	0
FIRE SAFETY GRANT		14,844			(6,144)	8,700	8,700	0
PRIOR YEAR ARTICLES	134,895				(52,592)	82,303	79,114	3,189
TOTAL	\$134,895	\$14,844	\$2,248,547	(\$26,058)	(\$101,300)	\$2,270,928	\$2,189,246	\$81,682

COTUIT FIRE DISTRICT  
PRIOR YEAR ARTICLES  
7/1/00 TO 6/30/01  
SCHEDULE III

	<u>BALANCE FWD</u> <u>7/1/00</u>	<u>ADDITION</u> <u>(TRANSFER)</u>	<u>BALANCE FWD</u> <u>6/30/01</u>	<u>ADJUSTED</u> <u>BUDGET</u>	<u>EXPENDED</u>	<u>AMOUNT</u> <u>CLOSED</u>
FREEDOM HALL REPAIRS	\$24,941			\$24,941	\$22,007	\$2,934
NEW AMBULANCE	2,070		(2,070)	0		0
NEW CALL FIRE FIGHTERS	7,200		(3,732)	3,468	3,468	0
HOSE EQUIPMENT	5,880			5,880	5,880	0
MEDICAL EQUIPMENT	1,236			1,236	1,203	33
STATION MAINTENANCE	760			760	760	0
SERVICE VEHICLE	222			222	0	222
NEW CALL FIRE FIGHTERS	2,381			2,381	2,381	0
RADIO EQUIPMENT	1,546			581	581	0
PROTECTIVE CLOTHING	8,926		(965)	0	0	0
SPECIAL DETAIL-FIRE	55		(55)	0	0	0
SECURITY ALARM	3,899		(3,899)	0	\$0	0
CLORINATION	4,000		(4,000)	0	\$0	0
STORAGE TANK	11,391			11,391	\$11,391	0
VINEYARD RD. EXTENSION	5,476		(5,476)	0	\$0	0
OFFICE RENOVATIONS-WATER	<u>54,912</u>		<u>(23,469)</u>	<u>31,443</u>	<u>\$31,443</u>	<u>0</u>
TOTAL	<u>\$134,895</u>	<u>0</u>	<u>(\$52,592)</u>	<u>\$82,303</u>	<u>\$79,114</u>	<u>\$3,189</u>

COTUIT FIRE DISTRICT  
DEBT LEDGER  
As of June 30, 2001

	Balance 1-Jul-00	New Debt	Retirements	Balance 30-Jun-01	Interest Paid in FY01
Federal Loan Water Main Issued Feb. 24, 1982 for \$226,000. At 5%.	46200		11600	34600	2302.86
State House Notes South Cape Land Purchase Issued April 1, 1987 for \$850,000. At 5.73%	110000		55000	55000	6655.00
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	440000		55000	385000	20955.00
Totals	596200	0	121600	474600	29912.86



# **REPORT OF THE PRUDENTIAL COMMITTEE**

To the Citizens of the Cotuit Fire District:

Fiscal Year 2001 witnessed continued expansion of the Cotuit Fire District's operations. This expansion occurred in response to growing needs of residents and growth associated with further residential development.

Your Prudential Committee provides fiscal oversight and helps guide the budgetary process for the operating arms of the District, those of Fire and Water. During the year, it attended also the specific requirements stipulated by our enabling acts and by-laws concerning the maintenance and operation of Freedom Hall and the provision of street lighting.

Among the pertinent Prudential Committee actions taking place during the year are the following:

- The award of a contract to replace the roof of Freedom Hall.

- Bringing on-line an advanced municipal accounting system designed to display financial data in a more comprehensive and comprehensible way.

- Completed a project which assured handicapped access to Freedom Hall and thereby enhanced the usability of this facility.

- Successfully resolved a contractor dispute in connection with Freedom Hall in favor of the District.

- Revived the practice of holding the Annual Meeting at Freedom Hall.

- Reappointed Laurie Hadley as Clerk and Agnes Murray, Treasurer.

- Voted to maintain the practice of applying a standard non-differentiated tax factor of "one" to all classes of property.

Voted to expand medical care benefit options to include a less costly PPO option for District employees.

Respectfully submitted

ALAN DONHEISER, Chairman

JAMES GILL

MICHAEL LLOYD

# **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, 2001.

## Emergency Medical Services (EMS)

Last year we reported on the addition of pre-hospital twelve-lead electrocardiogram (EKG) technology to our advanced life support ambulance. Patients who show signs and symptoms of a cardiac problem can receive an EKG prior to or during transport. Paramedics transmit the EKG from the ambulance to the hospital by cellular phone. The emergency room physician reviews the EKG and, as appropriate, notifies specialists who prepare to administer treatment soon after the ambulance arrives. Current treatments for heart attack can minimize damage to the heart muscle and may, in some cases, reverse the effects of the damage.

We urge our residents to not delay in calling us for help when appropriate. We are fortunate to have access to EMS using 911, trained personnel, state of the art equipment and medical facilities that can provide definitive treatment. Medical conditions affecting the heart, lungs or brain, as well as those involving serious trauma, benefit both short and long term by calling for help early.

Recently more emphasis has been put into the area of improving safety for our senior citizens. We are ready to assist seniors by providing house number assistance (including the installation of numbers), home safety checks and other services. We will be working with other agencies in establishing a "File for Life" program that will benefit residents by having important medical information available should treatment and transport be necessary.

We are proud of our Emergency Medical Technicians and Paramedics for the continued dedication to providing the highest quality patient care available.

## Fire Prevention

Code enforcement, inspection and prevention activities remain an important part of our non-emergency activity. Smoking is the leading cause of residential fire deaths in Massachusetts. In any household with smokers, special attention should be paid to extinguishing smoking material and remaining alert to possible causes such as falling asleep or leaving smoking material unattended. Despite a decrease in the number of fires state wide, the loss of life and property remains high.

We urge residents to maintain their smoke detectors or install them if not already present in your home. Smoke detectors should be tested regularly and an escape plan should be in place. Detectors exposed to dust, cooking smoke and other environmental conditions can become unreliable. Replacing smoke detectors when they reach ten years of age (or sooner if warranted) is strongly recommended. If you have concerns about a detector's ability to function properly, call us; we can provide a simple test to determine if it's working properly.

As always, having your house number posted and visible, day or night, is very important. If your house number can't be seen from the street, a number sign should be placed near the driveway or road entrance. Access to properties has become more challenging in recent years. Overhead limbs and brush encroaching on driveways or private roads can delay or prevent us from reaching your home quickly. Please remember our apparatus is larger and wider than the average vehicle and requires more room. We are happy to furnish information on how to provide adequate access to your property in case of an emergency.

If you have a fire and/or medical alarm, live alone or live away part of the year, you may want to consider using a "lock box." Lock boxes securely store keys to your property for responders to use in an emergency. Information is available at the fire station. Residents with fire and/or medical alarms are also urged to update information with us regarding local key holders' numbers and other information. We encourage residents to seek our assistance with safety related questions or concerns.

## Personnel

Our department continues to utilize full and part time personnel to provide service. We have an emergency response staff of nine full time personnel, including the Chief. Two full time personnel are scheduled each day and night of the week. A part time staff of up to sixteen supplements the full time staff and also provides additional staffing on weekends and other times.

Having a combination department has allowed us to provide a quality service in the most cost efficient way possible. It is important to note however that the present systems works to the extent personnel can be available. The availability of part time and off duty full time personnel has become a concern in recent years. We have begun a review of

staffing to make certain it continues to meet our needs by providing the professional service every resident has come to expect.

We were able to recruit two excellent candidates to fill open Call Firefighter positions last year. Matthew Dillon and Matthew McCarthy began training in September and are well on their way to completing their initial orientation and training. Both are certified as EMTS and have shown great interest in their new positions. Call Firefighter William "Lee" Sargent completed the challenging process of becoming a Paramedic and attained certification. Call Firefighter Jessica Bates resigned to take a full time position with the COMM Fire Department and James Curtis resigned to pursue other interests. We wish them well in their future endeavors.

We want to acknowledge our full time and part time staff who work together in providing service. Again this year, a listing of fire department members is provided after the narrative portion of this report.

### Training

Training and education is important if we are to remain up to date with our knowledge and skills. Opportunities for fire/rescue/safety training are made available to our personnel through regularly held department drills coordinated by Senior Private Stephen Hoffman. Members often attend additional training at local and regional facilities.

FF McNamara attended and successfully completed the Massachusetts Firefighting Academy's fifty-five day Recruit Firefighting Program. This intense, eleven-week program is required of all new full time personnel. The program consists of classroom instruction, physical fitness training, firefighter skills training and live firefighting practice. This rigorous, professional training program provides new firefighters with the basic skills to effectively and safely perform their jobs. Upon completion, FF McNamara also became certified to the level of Firefighter I and II by the Massachusetts Fire Training Council. This training is offered, tuition free, by the Massachusetts Fire Academy, a division of the Department of Fire Services.

We congratulate and support our personnel who continue to improve their knowledge and education in the area of fire and emergency services.

### Apparatus and Equipment

Our two fire engines, purchased in 1990 and 1994 continue to provide reliable service. Our ambulance has also been very reliable and continues to accommodate changes and additions as treatment protocols and equipment are updated.

We accepted delivery of our new brush breaker, replacing our 1969 Dodge Powerwagon. Together with a generous donation from the Whitcomb Estate, the District voted to provide the balance of funding needed to acquire the vehicle. Brush breakers are unique

to this area and are extremely useful in quickly reaching fires in woods and heavy brush. Southeastern Massachusetts is unusual in that we have fire spread and fuel characteristics similar to areas in California which are often seen on the news for their sometimes large-scale, wild land fires. Special emphasis will be placed on training our personnel to safely operate and take advantage of the many new features on this vehicle. We thank Captain David Pierce who supervised the development of specifications and construction of the new vehicle.

The department participated in the first ever Massachusetts Firefighter Safety Equipment program. We received grant money from the state to purchase a second infrared camera for the department. We are grateful to the Cotuit Firefighters' Association who purchased our first camera for the department. Infrared cameras allow firefighters to see people and objects in zero visibility such as smoke filled environments or at night.

We want to thank Richard Pierce who made his services available to repair and improve our 1916 Model T "Chemical" Engine. Our Model T was the first motorized fire apparatus put into service on Cape Cod. FF Bill McNamara took on the task of coordinating the use and maintenance of the "T." Bill spent time and energy working with Dick and others to prepare it for the July 4th parade. Mike's Auto Restoration donated labor to repair some parts in need of paint. The "T" can be seen at the Cotuit-Santuit Historical Society's building on Main Street during their regular season hours.

We continue our ongoing replacement programs for protective clothing, fire hose and water supply appliances. We greatly appreciate your support in allowing us the ability to purchase the necessary equipment, which we take such pride in having.

#### Building and Grounds

We have been able to complete some of our planned repairs during the year. We have competed with others in the last year as contractors have been busy meeting the demand for work. More emphasis will be placed on keeping up with the maintenance of our facility. It's hard to believe we completed renovations twelve years ago. We will be discussing our work place environment and evaluating future improvements such as connecting our apparatus to direct ventilation to remove engine exhaust vapors. We have been working with the Barnstable County Department of Health and Environment to change state requirements which no longer allow the continued use of our floor drains. Alternate plans will have to be developed should this undertaking be unsuccessful.

#### Activities

Once again we provided fire and safety information through the "Firefighter Phil" animated education program at the Cotuit Elementary School. We continue our work with the Barnstable Police Department's "Adopt a School" program coordinated by Officer Murray and participated in the annual Kids Day in Hyannis. Over forty bicycle helmets were donated as part of a bicycle safety program, also in cooperation with the



Barnstable Police. Station tours occur on a regular basis. We participated in the Falmouth Christmas parade and the Fire and Life Safety weekend at the Cape Cod Mall. We utilized the County's SAFE trailer and made it available to elementary and nursery school children. The trailer, purchased with grant money from the state's cigarette tax, enables children to learn home safety and practice their escape plan. We offer our thanks to those members who have made their time available to represent the department at these and other events.

With materials and labor donated by Coleman Electric and SavaTree, Inc, volunteers from the department decorated the Christmas tree at the village park near the library. Thanks to these businesses, the task was made safer and more enjoyable. The Cotuit Firefighters' Association again sponsored the annual July 4th parade and full time personnel collected money for Muscular Dystrophy. The Prudential Committee and Fire Commissioners continue to meet at the station monthly. District elections were again held at the station this year.

Last year we provided over 640 blood pressure tests to residents. We are pleased so many people have taken advantage of this free service offered anytime at the fire station and at the Post Office the first Saturday of each month. We continue to offer information, directions, advice on safety issues and assistance in a variety of ways. Residents are always encouraged to drop by the station or call 508-428-2210 with questions, suggestions or concerns.

#### Comments

We want to thank the members of your fire and rescue department for their continued dedication and service. We would like to thank the Prudential Committee, Treasurer, Clerk, Board of Water Commissioners and the employees of the Water Department for their continued support. We congratulate Water Superintendent "Lenny" Mendes on his upcoming retirement and offer him our heartfelt thanks for his assistance and cooperation during his many years of District service. We wish Lenny health and happiness in his retirement.

Respectfully submitted

CHARLES STEWART GOODWIN  
Chairman  
JAMES GARDNER  
RONALD MYCOCK

PAUL A. FRAZIER  
CHIEF

# **Cotuit Fire, Rescue and Emergency Services Department Roster**

As of June 30, 2001

Paul A. Frazier	Fire Chief/Paramedic
David A. Pierce	Fulltime Captain/Fire Inspector/EMT
Joan Geggatt	Administrative Assistant
Jennifer Barth-Pasic	Call Senior Private/EMT
Jessica Bates	Call Firefighter/EMT
Donald Campbell	Call Firefighter/EMT
Matthew Dillon	Call Firefighter/EMT
Bennett Dottridge	Call Driver/Operator
Edward Eagan	Call Firefighter/EMT
Donna Fenner	Fulltime Firefighter/Paramedic
Jeffrey Gifford	Call Driver/Operator/EMT
Stephen Hoffman	Fulltime Senior Private/EMT
Daniel Keane	Fulltime Firefighter/Paramedic
Michael Mayne	Call Firefighter/EMT
Matthew McCarthy	Call Firefighter/EMT
William McNamara	Fulltime Firefighter/EMT
Brenda Nailor	Call Firefighter/EMT-Intermediate
Jayne Pierce	Fulltime Senior Private/Paramedic
Joseph Pouliot	Fulltime Senior Private/EMT
Richard Sahl	Call Firefighter/EMT
William Sargent	Call Senior Private/EMT
Michael VanEtten	Fulltime Firefighter/Paramedic



**COTUIT FIRE DEPARTMENT ACTIVITY**  
 Emergency Incident, Fire Prevention and Patient Treatment  
 (July 1, 2000 to June 30, 2001)

**Fire and Related Incidents**

Structure Fire	5
Kitchen Fire	2
Vehicle Fire	2
Outside Fire	5
Chimney Fire	1
Brush Fire	3
Equipment Fire	0
Automatic Fire Alarm	51
Hazardous Condition	19
Emergency Standby	0
Investigation/Service	70
Public Assistance	30
Burning Without Permit	2
Mutual Aid (Engine)	48
Other	1
<b>Total Fire Incidents</b>	<b>239</b>

**Fire Prevention and Inspection Activity**

Smoke Detector	128
Placement Inspection	3
Oil Burner	24
Oil Storage Permit	1
Underground Tank (Removal)	8
LPG Storage	13
Business Inspection	19
Home Inspection	0
Fire Drill/Fire Alarm Test	3
House Number Assistance	9
Open Burning Permits	933
Other	7
<b>Total Fire Prevention</b>	<b>1148</b>

**Rescue and Related Incidents**

House Rescue	230
Transportation	10
Medical Assist	34
Motor Vehicle Accident	35
Boat Rescue	2
Mutual Aid (Ambulance)	55
Mutual Aid (Paramedic)	7
Pedestrian Accident	0
First Aid (Station Walk-In)	13
Other	4
Medical Alarm	9
<b>Total Rescue Incidents</b>	<b>390</b>

**Type Of Injury By Category**

Medical	48.6%
Trauma	31.9%
Cardiac	10.1%
Respiratory	9.4%

**Total Patients Treated 416**

**Type Of Care Administered**

Basic Life Support	55.7%
Advanced Life Support	44.3%

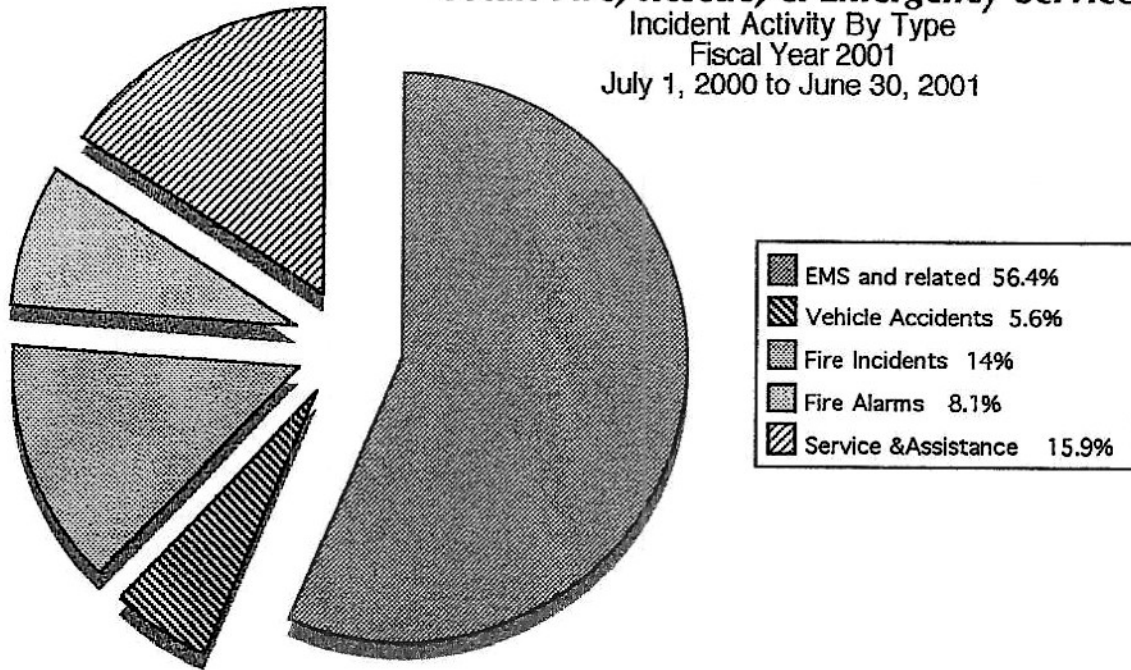
**Mutual Aid Received**

Paramedic	0
Ambulance	23
Fire	6

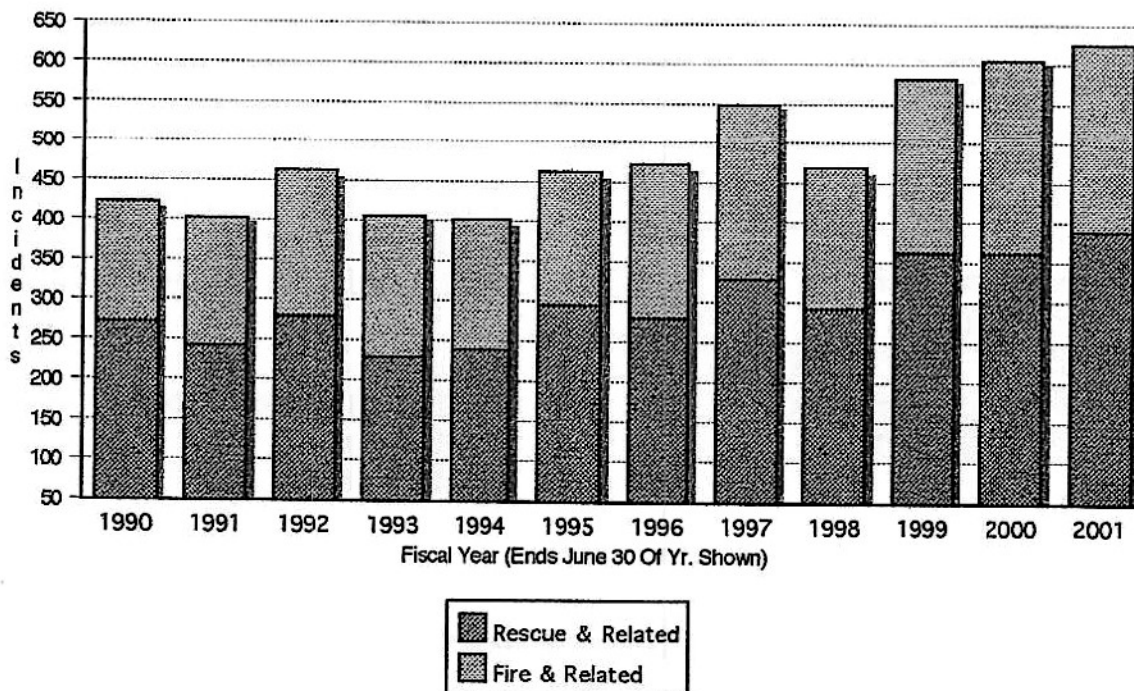
**Total Emergency Incidents (Fire & Rescue) This Fiscal Year 629**

# **Cotuit Fire, Rescue, & Emergency Services**

Incident Activity By Type  
Fiscal Year 2001  
July 1, 2000 to June 30, 2001



## **Cotuit Fire-Rescue Incident Activity 1991-2001**





Cotuit Fire District  
Department of Fire, Rescue  
and Emergency Services



## **Mission Statement**

**To provide the village of Cotuit with the highest quality of Fire, Rescue and Emergency services through personnel who are prepared and equipped to function in a safe, prudent and compassionate manner.**

In order to accomplish our mission, we shall. . .

- Provide training and education to personnel so that they may have the necessary knowledge and skill to provide the best possible service.
- Furnish well maintained tools and equipment for personnel to accomplish their tasks in a safe and efficient manner.
- Encourage personnel to participate in the growth and development of the department.
- Offer education and information to the public to increase awareness, improve personal safety and reduce unnecessary loss and suffering.
- Act in a responsible manner with respect to financial and administrative decisions using good judgment and appropriate business practices.
- Be a resource to assist our residents and visitors in time of need.
- Strive to be a valued and respected member of the community.

# **REPORT OF THE BOARD OF WATER COMMISSIONERS**

To the Citizens of the Cotuit Fire District:

For the tenth consecutive year, the Board voted to maintain the existing water rates. However, in December, the Board authorized Financial Advisory Associates to conduct a study of the water rate structure. The study recommendations will help the department work more effectively with the District's newly installed accounting software and accurately establish the water rates.

The monthly sampling of the supply wells indicated water quality continues to exceed all state and federal standards.

Pump station #2 remains out of service due to methyl-tert-butyl ether (MTBE) contamination. The Massachusetts Department of Environmental Protection (DEP) has identified a potentially responsible party (PRP) and they are continuing their efforts to resolve the problem. At the District Meeting in May, the voters of the District approved funding (Article 18) to engage legal counsel to advise the District on the best course of action. The District is optimistic that a settlement can be reached that will compensate for the loss of this valuable resource.

The West Street tank rehabilitation project was awarded to the Hroma Corporation of Sandwich, Massachusetts. The winning bid was \$295,000. The low bid was \$95,000 above the original budget estimates. Review of the proposals revealed that the tank's proximity to the Cotuit Elementary School required an extensive containment structure to be temporarily erected around the tank to control dust and paint. The Board requested the additional funding from the Prudential Committee. On October 25, 2000, a special District Meeting was held at the fire station. The voters of the District approved the additional funding of \$100,000. Hroma Corporation began work on the tank in January and the project is scheduled for completion by August of 2001.

The firm of Tata and Howard was selected in January to conduct a comprehensive study of the water system that will include analysis of pumpage, storage, fire protection and distribution.

Roderick Construction Company successfully bid the contract for domestic service installations and emergency repairs. Thirty-three new services were installed and eleven services were replaced.

The Board of Water Commissioners was notified by the Department Superintendent, Mr Len Mendes, of his plan to retire after twenty years of service to the District. The position was advertised in March. Mr Kenneth Ventura of East Falmouth was the successful applicant. He comes to Cotuit after many years with the Town of Falmouth. He will take over the position following Mr Mendes departure in July. We thank Mr Mendes for a job well done and we welcome Mr Ventura to the District.

Chris Wiseman obtained his Grade 3 operator's license and was recommended for the position of Assistant Superintendent. The Board approved his promotion and he will start in this new position under Mr Ventura.

We would like to thank the Water Department staff for the continued diligence in maintaining a superior water supply system.

To the residents of the District, we express our thanks for the continued fiscal support that is needed to maintain our water quality. The prudent management of our water supply will continue to be our highest priority.

Respectfully submitted

FREDERICK KIELY, Chairman  
GEORGE CALISE  
JACK THOMAS

## STATISTICAL SUMMARY

### WATER PUMPAGE

<u>FY '00</u>		<u>FY '01</u>	
JUL/99	34,989,441	JUL/00	31,199,035
AUG	26,068,146	AUG	18,255,800
SEP	16,706,988	SEP	16,081,600
OCT	10,626,775	OCT	10,340,600
NOV	7,714,605	NOV	7,258,800
DEC	8,229,195	DEC	7,832,500
JAN/00	8,702,170	JAN/01	8,447,000
FEB	7,226,745	FEB	7,359,900
MAR	7,556,480	MAR	6,729,700
APR	8,079,370	APR	7,438,975
MAY	11,875,955	MAY	20,991,500
JUN	<u>21,411,347</u>	JUN	<u>24,968,800</u>
<b>TOTAL</b>	<b>169,187,217</b>	<b>TOTAL</b>	<b>166,904,210</b>

Population supplied – Winter (est.)	2,932
Population supplied – Summer (est.)	5,081
Number of services installed in FY '01:	44
Feet of main installed in FY 01:	0
Total water main footage:	273,139
Number of Service accounts:	2044
Number of fire hydrants installed in FY '01:	0
Total number of hydrants:	408

## ORGANIZATION

### Moderator

Alison A. Lowe	420-5347	2004
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### Prudential Committee

Alan Donheiser	428-1252	2002
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James M. Gill	428-3758	2003
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Michael F. Lloyd	428-7369	2004
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### Board of Fire Commissioners

Charles Stewart Goodwin	420-0355	2002
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James A. Gardner	428-2245	2003
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Ronald J. Mycock	428-3511	2004
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### Board of Water Commissioners

John A. Thomas	420-5627	2002
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Frederick Kiely	428-1263	2003
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Caetano G. Calise, Jr	428-3049	2004
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Clerk  
Laurie C. Hadley  
428-6552

Treasurer  
Agnes C. Murray  
420-3000



# DATES TO REMEMBER

Annual election: Tuesday, May 28th, 2002  
4:00 PM to 8:00 PM

Annual District meeting: Wednesday, May 29th, 2002  
7:30 PM

## REGULAR MONTHLY MEETINGS

Prudential Committee: First Monday after the 3rd Wednesday  
Time: 7:00 PM Place: Fire Station

Board of Fire Commissioners  
3d Thursday  
Time: 7:30 PM Place: Fire Station

Board of Water Commissioners  
3d Thursday  
Time: 5:00 PM Place: Water Department

Note: Meeting dates and times may change based on need. Please check the Post Office bulletin board or call in advance to confirm if you plan to attend.

Nomination papers for any election are available from the Clerk. Call 428-6552 or the District Office, 420-3000. Filing date for 2002 papers is 5:00 PM, Tuesday, April 16th.