

COTUIT FIRE DISTRICT



**Annual Reports
FY 2003**

COVER

The Elizabeth Lowell High School
located at what is now Lowell Park, home of the Cotuit Kettleers

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

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING MAY 27 and 28, 2003

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 27, 2003, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes Received</u>
Member, Prudential Committee, 3 years	
Robert J. Franey*	75
James M. Gill	70
Member, Board of Fire Commissioners, 3 years	
James A. Gardner*	125
Member, Board of Water Commissioners, 3 years	
Frederick Kiely*	129
TOTAL VOTES CAST	146

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 28, 2003, 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. Tellers were appointed and sworn in. The following action was taken.

Article 1: Upon motion duly made and seconded, it was voted to accept the reports of the officers and committees of the District as printed.

*Elected

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

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

Article 3: Upon motion duly made and seconded, it was voted to raise and appropriate \$91,200.00 for the expenses of the Financial Department.

Article 4: Upon motion duly made and seconded, it was voted to to raise and appropriate \$98,072.00 for the Barnstable County Retirement Assessment.

Article 5: Upon motion duly made and seconded, it was voted to raise and appropriate \$124,850.00 for notes and interest.

Article 6: Upon motion duly made and seconded, it was voted to raise and appropriate \$25,000.00 to maintain the street lights of the District.

Article 7: Upon motion duly made and seconded, it was voted to raise and appropriate \$7,500.00 for the maintenance of the Cotuit Library.

Article 8: Upon motion duly made and seconded, it was voted to raise and appropriate \$189,750.00 for group insurance.

Article 9: Upon motion duly made and seconded, it was voted to raise and appropriate \$16,500.00 for the maintenance and operation of Freedom Hall.

Article 10: Upon motion duly made and seconded, it was 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 11: Upon motion duly made and seconded, it was voted to raise and appropriate \$839,104.00 for the labor and salaries of the Fire Department; and to raise and appropriate \$184,748.00 for the remaining expenses of the Fire Department, to be appropriated as follows:

Maintenance, \$43,421.00
Operating expenses, \$140,077.00 and
Miscellaneous, \$1,250

for a total appropriation of \$1,023,852.00

Article 12: Upon motion duly made and seconded, it was voted to transfer and appropriate \$7,600.00 from the Fire Department capital equipment account to provide for the ambulance service billing.

Article 13: Upon motion duly made and seconded, it was voted to transfer and appropriate \$10,700.00 from the Fire Department capital equipment account to provide for the purchase of patient medical supplies.

Article 14: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$875.00 to provide ten percent matching funds in the event the Department is successful in obtaining grant money as applied for under the 2003 Assistance to Firefighters Grant Program created by the Federal Fire Act of 2001.

Article 15: Upon motion duly made, seconded and amended, it was voted to raise and appropriate the sum of \$41,400.00 to purchase and install a direct-connect vehicle-exhaust removal system for garaged vehicles.

Article 16: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$60,000.00 to provide for an additional full-time firefighter for daytime coverage. (27 in favor, 26 opposed)

Article 17: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$7,500.00 to fund expenses associated with the initial hiring of new call firefighters.

Article 18: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$9,800.00 to fund the last phase of a replacement program for protective clothing for firefighters.

Article 19: Upon motion duly made and seconded, this article, to see if the District will vote to transfer and appropriate from available funds a sum of money to the current Fire Department operating budget to cover unforeseen emergency expenses which occurred during the fiscal year ending June 30, 2003, was indefinitely postponed.

Article 20: Upon motion duly made and seconded, it was voted to raise and appropriate:

\$26,000.00 for the Water Department for service connections

\$202,001.00 for labor and salaries; and

\$184,000.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$53,000.00 for maintenance;

\$109,000.00 for operations;

and \$22,000.00 for miscellaneous expenses

for a total appropriation of \$412,001.00 and that the receipts and revenues of the Water Department be applied to these amounts.

Article 21: Upon motion duly made and seconded, this article, to see if the District will vote to raise and appropriate the sum of \$27,000.00 for the continuation of the hydrant replacement program, was indefinitely postponed.

Article 22: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$100,000.00 for the site study, design and permitting of a 500,000 gallon water storage tank. (27 in favor, 25 opposed)

Article 23: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$50,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws.

Article 24: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$25,000.00 to a reserve fund.

Article 25: Upon motion duly made and seconded, it was voted to appropriate and transfer \$125,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2003.

Respectfully submitted

LAURIE C. HADLEY
Clerk, Cotuit Fire District

**REPORT
OF THE
TREASURER**

COTUIT FIRE DISTRICT
COMBINED BALANCE SHEET - ALL FUNDS
FISCAL YEAR 2003

	GENERAL	SPECIAL REVENUE WATER	AMBULANCE	TRUST STABILIZATION	LONG-TERM DEBT	MEMO ONLY
ASSETS						
CASH	1096637.4			186433.35		1283071
PETTY CASH	300					300
RECEIVABLES:						
PERSONAL PROPERTY:						
Lewy of 2003	1318.16					1318.16
Lewy of 2002	391.45					391.45
Lewy of 2001	-264.05					-264.05
Lewy of 2003 & Prior Years	-589.99					-589.99
REAL ESTATE						
Lewy of 2003	36103.32					36103.32
Lewy of 2002	4346.04					4346.04
Lewy of 2001	-3850.45					-3850.45
Lewy of 2000 & Prior Years	4473.84					4473.84
TAX LIENS	22633.25					22633.25
DEFERRED TAXES	777.35					777.35
WATER RATES & SERVICE	24872.06					24872.06
WATER LIENS ADDED TO TAX:						0
W Liens 2003	292.93					292.93
W Liens 2002	341.44					341.44
W Liens 2001	0					0
W Liens 2000 & Prior Years	342.21					342.21
AMBULANCE RECEIVABLES		54028.69				54028.69
TOTAL RECEIVABLES						0
DUE FROM OTHER FUNDS		63000.00	314171.97			377172
AMOUNT TO BE PROVIDED FOR						0
SHORT TERM / LONG TERM DEBT	55000				275000	330000
TOTAL ASSETS	1243125	63000.00	368200.66	186433.35	275000	2135759

LIABILITIES & FUND EQUITY			
LIABILITIES			
WARRANTS PAYABLE			15518.49
PAYROLL WITHHOLDING			8152.45
SALES TAX PAYABLE			41.52
ALLOWANCE FOR ABATEMENTS			0
Overlay 2003			8435.57
Overlay 2002			0
Overlay 2001			0
Overlay 2000 & Prior Years			41443.38
DEFERRED REVENUE :			0
Def. Revenue - Real & PP Taxes			-7173.28
Def. Revenue - Tax Liens			22633.25
Def. Revenue - Water			24872.06
Def. Revenue - Water Liens			976.58
Def. Revenue - Ambulance			54028.69
BONDS PAYABLE			55000
DUE TO OTHER FUNDS			377171.97
TOTAL LIABILITY	0	54028.69	876100.68
FUND EQUITY			
RESERVE FOR CONT APPROPRIATIONS			124293.6
RESERVE FOR ENCUMBRANCES			33511.85
RESERVE FOR FY 2004			125000
DESIGNATED FOR SPECIAL PURPOSES			2632.54
WATER			63000.00
AMBULANCE			314171.97
STABILIZATION			186433.35
PETTY CASH			300
UNDESIGNATED FOR OVERLAY DEFICIT:			-41017.59
STATE GRANTS			18079
UNDESIGNATED FUND BALANCE			433253.58
TOTAL FUND EQUITY	63000	314172	1259658
TOTAL LIABILITIES AND FUND EQUITY	63000.00	368200.66	2135759

Appropriations and Expenditures FY2003
Budget FY 03 as of June 30, 2003

Acct#	Account	Budget	Transfer In	Amount Expended	Transfer Out	Encumb 6/30/2003	Balance Remaining
Prudential Committee							
	Financial Dept :	91200.00		71385.94			19814.06
80015760	Retire. Assessment	84670.00		84670.00			0.00
7001-	Notes and Interest:	122720.00		122079.41			640.59
80015764	Street Lights	25000.00		20147.52		587	4852.48
80015766	Cotuit Library	6000.00		6000.00			0.00
8001-	Group Insurance:	165000.00		136223.07			28776.93
6001-	Freedom Hall	16500.00		14104.40			2395.60
80015763	Town of Barnstable	6808.00		6808.00			0.00
Fire Department							
56100	Labor and Salary	784640.00	570.42	785210.42			0.00
56200	Maint. & Operation	179441.00		164045.43		13205	15395.57
20015314	Amb. Billing	6675.00		6672.67			2.33
20015427 Patient Med. Supplies							
9001-6002	Federal Grant	8100		6556.68			1543.32
		5000		0.00			5000.00
Water Dept.							
80015789	Service Connections	26000.00		21959.54			4040.46
4001-	Labor and Salary	194527.00	2737.67	197264.67			0.00
4001-	Maint. & Operation	187000.00		173772.99		4770	13227.01
9001-6001	Truck Replacement WD	60000.00		59948.02			51.98
9001-6000	Main Ext. Program FY03	75000.00		4371.87			70628.13
	Stab. Fund	50000.00		50000.00			0.00
10015787	Reserve Fund	25000.00			3308.09		21691.91
Totals		2119281.00	3308.09	1931220.63		18562.00	188060.37
PRIOR YEARS ARTICLES:		102941.22		48775.74			54165.48
Grand Totals		2222222.22		1979996.37			242225.85

PRIOR YEAR ARTICLES
FY2003

ACCOUNT	BAL.BRT FWD 6/30/2002	AMOUNT EXPENDED	BALANCE 6/30/2003	AMOUNT CLOSED
HOSE REPLACE. A11-02	6700	1151.95	5548.05	
WATER MAIN EXTEN. A20-	40000	40000	0	
NEW AMBULANCE A14-98	1999.36	588.6	1410.76	
NEW CALL FF A15-00	1220.58	1220.58	0	
HOSE REPLACE. A19-01	3588.05	3588.05	0	
RADIO EQUIP. A20-99	916.42	0	916.42	
PROT.CLOTHING A21-99	8926.40	0	8926.40	
PROT.CLOTHING A20-01	9000	0	9000	
BRUSHBREAKER A23-01	5161.36	2226.56	2934.80	
WEST ST. TANK A26-01	1500	0	1500	1500
CHLORINATION A23-96	4000	0	4000	4000
WD OFF. RENOV. A16-97	19929.05	0	19929.05	
TOTALS	102941.22	48775.74	54165.48	5500

Cotuit Fire District							
Changes in Special Revenue and Trust Funds							
Fiscal Year 2003							
Account	Balance 7/1/2002	Receipts	Transfers In	Other Refunds	Expenditures	Transfers Out	Balance 6/30/2003
Special Revenue Funds							
Basic Use Charges	49200.00	13800.00					63000.00
Ambulance Fund	190956.43	124289.73		1074.19			314171.97
Insurance Recovery		2331.03			1688.18	642.85	0.00
Gifts and contributions	0	2632.54					2632.54
Fire Dept Grant	6144.00	15000.00			3065.00		18079.00
Total Special Revenue Funds	246300.43	158053.30	0.00	1074.19	4753.18	642.85	397883.51
Trust Funds							
Stabilization Fund	133808.27	2625.08	50000				186433.35
Total Trust Funds	133808.27	2625.08	50000.00	0.00	0.00	0.00	186433.35

COTUIT FIRE DISTRICT
DEBT LEDGER
As of June 30, 2003

	Balance 1-Jul-02	New Debt	Retirements	Balance 30-Jun-03	Interest Paid in FY03
Federal Loan Water Main Issued Feb. 24, 1982 for \$226,000. At 5%.	17,200		17,200	0	854.71
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	330,000		55,000	275,000	16,170.00
Totals	347,200	0	72,200	275,000	17,024.71

Cotuit Fire District
Statement of Revenue
Comparison of Budget and Actual
Fiscal Year ending June 30, 2003

	Budget	Actual	Variance (Favorable)	Special Revenue
REVENUES:				
Taxes: Real & Personal Property	1552506.00	1556769.79	-4263.79	
Tax Title		9371.35		
Interest on Taxes		5848.97		
Water:				
Rates & Services	400000.00	442852.36	-42852.36	
Antenna Rental	47000.00	51358.80	-4358.80	
Penalties		4456.31		
Other		24.00		
Basic Use Charge				13800.00
Water Liens		3711.84		
Investment Income		9673.29		
Fire Department:				
Inspections and Permits		1360.00		
Other				
Ambulance Fees				124289.73
Insurance Recovery		642.85		
Miscellaneous		5622.34		
Stabilization Interest				2625.08
Contributions and Gifts				2632.54
Total Revenue	1,999,506.00	2,091,691.90		143,347.35
Transfers from Avail. Funds	222716.22			
Total	2,222,222.22			

	Memo
Gen FD	2,091,691.90
Spec Rev	143,347.35
Total	2,235,039.25

Respectfully submitted by,
Agnes C. Murray

REPORT OF THE PRUDENTIAL COMMITTEE

To the Citizens of the Cotuit Fire District

Fiscal Year 2003 provided a backdrop of continued growth and progress for the Cotuit Fire District.

Our committee provides fiscal oversight of the operating departments, fire and water, and provides street lighting and the maintenance of Freedom Hall.

We are pleased to present this year's fiscal overview along with the specific developments of the operating divisions.

Procedurally, the Prudential Committee hired Mr Bruce Gilmore as its counsel, thereby restoring an old and valued relationship.

Respectfully submitted

Alan Donheiser, Chairman
Robert Franey
Jeffrey Gifford

PRUDENTIAL COMMITTEE

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, 2003.

EMERGENCY MEDICAL SERVICES (EMS)

Emergency Medical Services continues to be one of the most essential functions we provide. With almost yearly changes to medical protocols authorized by the State, we continue to improve our basic and advanced life support service. We began providing 12 lead EKG capabilities prior to the State's recent requirement for ALS providers. Patients who exhibit signs and symptoms of a cardiac problem have their EKG transmitted from the ambulance to the hospital by cellular phone. If appropriate, specialized treatments can be administered soon after the ambulance arrives, minimizing heart damage and even reversing some effects. Signs are visible throughout the Cape indicating we are a "Heart Safe" community by providing these important services. We continue to urge residents not to delay in calling us early for help when appropriate.

We continue to work with the Town of Barnstable's TRIAD program and maintain a "*File For Life*" program. Vital information is kept on a standard form that is stored in a red pouch affixed to your refrigerator with a magnetic backing. Having medical information available allows us to provide better initial care.

We want to thank our Emergency Medical Technicians and Paramedics who continue to perform with compassion and dedication. It's important to note that our full time staff and Call Firefighters perform fire suppression, EMS, and related functions; this "dual role" ability allows us to manage a wide range of emergency situations.

FIRE PREVENTION

Code enforcement, inspection and prevention activities remain an important part of our service. We inspect business properties for Town licenses and general fire and life safety conditions on a yearly basis. Together with the other Fire Districts, we help staff the inspectional services building at 200 Main Street in Hyannis. Coinciding with the building department's morning business hours, each District provides a fire prevention staff member on a rotating basis. Working with the Building Department, we have implemented a new, streamlined application

process for reviewing and inspecting smoke detectors in new homes. Our partnership with the Town has improved relations, enhancing the flow of information between Districts and Town.

We continue to advocate the use of smoke detectors and urge residents to install them if not already present. Smoke detectors are subject to environmental contamination (dust, cooking smoke, etc.) and electrical power fluctuations – both can reduce the reliability of these devices. Smoke detectors should be tested regularly and replaced every 10 years or less, even if they appear to work properly. 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.

We are pleased the Town of Barnstable TRIAD selected Cotuit to be part of a service project to identify homes with missing, incorrect or difficult to read house numbers. 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 fire 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 holder numbers and other information. We encourage residents to seek our assistance with safety related questions or concerns.

PUBLIC FIRE & SAFETY EDUCATION

Last year, we began reporting on the work being done to provide education to the community on fire and safety issues. Firefighter/EMT William "Bill" McNamara continues to lead our school education program. Life safety education is provided to students at the Cotuit Elementary school and two day care centers in Cotuit. Visits to the fire station, tours of the Fire Safety House and other programs bring safety information to children in a fun and interesting way.

Before February vacation each year, we offer an ice safety demonstration at the school to provide children and their parents with information on this potential danger. State mandated fire drills are conducted to insure both children and staff know how to safely evacuate the school in an emergency. Because we feel no child (or adult) should ride a bicycle without a helmet, we provide safety information and free helmets to those who need them.

PERSONNEL

Our department continues to employ full and part time personnel to provide twenty-four hour service. Our eight full time personnel working in shifts of two, staff the station 24 hours a day;

the Chief works works daytimes during the week. Call Firefighters are scheduled on weekends during the day to provide additional coverage and provide them an opportunity for added experience. We continue to rely on off duty full time and available part time personnel to provide additional help for most of our incidents.

Having a combination department has allowed us to provide a quality service in the most cost efficient way possible. As reported in previous years, our present system works to the extent personnel can be available. The availability of part time and off duty full time personnel has and continues to be a concern, especially during the daytime. Staffing issues have been discussed for several years both formally through a committee formed to review staffing and informally. The result was the appearance of an article at the May 2003 District meeting to hire an additional firefighter for daytimes during the week.

Our desire is to continue utilizing Call Firefighters to provide additional staffing. Over the years however, we have seen a trend for some of our part time members to leave for full time positions as they become available. We must accept the reality that recruitment and retention will continue to be a challenge.

We want to acknowledge all our full time and part time staff who work together in providing service. A listing of fire department members as of June 30, 2002 is provided after the narrative portion of this report.

TRAINING

Training and education remains an important part of our organization. Coordinated by Senior Private Stephen Hoffman, we train on a monthly basis in all areas of fire, rescue and EMS. Ongoing department training includes yearly exercises at the Barnstable County Fire Training Academy. Training at the academy allows us to simulate heat and smoke conditions for practicing rescue and firefighting operations. Each year, we build upon and develop the skills necessary to retain a level of proficiency.

Training activities also include training and orienting new Call Firefighters to their positions, a process that takes up most of their first and second years on the job. State and federal law mandates we review certain material such as responding to hazardous materials incidents and EMS related training.

APPARATUS AND EQUIPMENT

We continue to perform preventive maintenance on all our vehicles with the ongoing involvement and advice of Scott Fenner, who has performed most of our mechanical work for many years. We can anticipate some vehicles will require more ongoing service as they age – preventive maintenance helps to reduce the extent of repairs in some areas however. We will continue to review our equipment needs and look ahead to schedule replacements as necessary.

This next year we should see completion of our protective clothing replacement program. We were fortunate to receive over \$42,000 from the Federal Assistance to Firefighter's grant

program to purchase a Self Contained Breathing Apparatus (SCBA) filling station and replacement cylinders. SCBA units are worn by firefighters when they enter hazardous atmospheres and are critical to firefighting and other operations where clean breathing air is necessary. A planned request for funding to replace our SBCA cylinders can be significantly reduced as the grant will allow us to replace many of them currently in service. Due to manufacturing standards, SCBA cylinders can remain in service for only 15 years. We want to acknowledge the work of Captain David Pierce and our Administrative Assistant Joan Geggatt submitting the grant request.

We also received a grant from the State's Department of Fire Services that will be used to upgrade paging equipment. A previous grant allowed us to purchase a thermal imaging camera and additional carbon monoxide meters. As always, we appreciate the support shown by residents in funding our requests.

BUILDING AND GROUNDS

Our facility was renovated in 1990 and remains in good condition overall. We received funding to install a direct connect exhaust system for our apparatus. This system will more appropriately remove harmful exhaust gases from the station; systems of this type are installed routinely in new facilities. Our existing, open air system will remain in service to help maintain better air quality in the apparatus bays. We sustained damage to a section of roof following last year's winter storms; some expenses were covered by insurance and a transfer from the Prudential Committee's reserve fund was requested to make repairs. We will be looking closely at preventive maintenance items and plan to incorporate repairs and replacements of building systems and fixtures as necessary and appropriate.

We delayed action to implement an alternative plan to comply with Federal and State requirements for discharging water from apparatus bays into floor drains. Restrictions will be put into place during the coming year to satisfy these mandated requirements. We anticipate work procedures, together with minor physical modifications, will continue to satisfy these strict government requirements.

ACTIVITIES

Once again, we participated in the annual Kids Day in Hyannis sponsored by the Barnstable Police Department and the other Fire Departments. We participated in the Falmouth Christmas parade. Department members once again brought Santa Clause by boat to the town dock for the annual Christmas in Cotuit event. We want to acknowledge the generous help of SavaTree and Coleman Electric who donate time and materials to light the Christmas tree at the park.

The Cotuit Firefighter's Association provided assistance to the Civic Association for the annual July 4 parade. We want to thank members who have made their time available to represent the department at these other events. The Prudential Committee and Fire Commissioners continue to meet at the station monthly. District elections were held at the station again this year.

We are happy to continue providing blood pressure screening at the station with hundreds of residents coming in each year. 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 428-2210 with questions, suggestions, or concerns.

COMMENTS

We offer our appreciation and thanks to the members of your fire and rescue department for their ongoing efforts to provide service to our community. We would like to thank the Prudential Committee, Treasurer, Clerk, Board of Water Commissioners and the employees of the Water Department for their continued cooperation and support.

Respectfully submitted:

Ronald Mycock, Chairman
James Gardner
Nicholas Allen
BOARD OF FIRE COMMISSIONERS

Paul A. Frazier
FIRE CHIEF

Cotuit Fire, Rescue and Emergency Services – Department Roster
As of June 30, 2003

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
Erica Baxter	Probationary FF/EMT
Shane Clark	Probationary FF/EMT
Matthew Dillon*	Call Firefighter/EMT
Edward Eagan	Call Firefighter/EMT
Donna Fenner	Fulltime Firefighter/Paramedic
Patrick Fontaine	Probationary FF/EMT
Jeffrey Gifford	Call Driver/Operator/EMT
Stephen Hoffman	Fulltime Senior Private/EMT
Brent Lyons	Call Firefighter/EMT
Michael Mayne	Call Firefighter/EMT
Hal Marczely	Probationary FF/EMT
Matthew McCarthy*	Call Firefighter/EMT
William McNamara	Fulltime Firefighter/EMT
Brenda Nailor	Call Firefighter/EMT-Intermediate
Todd Ostrom*	Probationary FF/EMT
Jayne Pierce	Fulltime Senior Private/Paramedic
Joseph Pouliot	Fulltime Senior Private/EMT
William Sargent	Call Senior Private/EMT
Michael VanEtten	Fulltime Firefighter/Paramedic

*No longer a member as of the time of printing

COTUIT FIRE DEPARTMENT ACTIVITY

Emergency Incident, Fire Prevention and Patient Treatment
(July 1, 2002 to June 30, 2003)

Fire and Related Incidents

Structure Fire	4
Kitchen Fire	0
Vehicle Fire	4
Outside Fire	4
Chimney Fire	0
Brush Fire	6
Equipment Fire	0
Automatic Fire Alarm	37
Hazardous Condition	11
Emergency Standby	0
Investigation/Service	66
Public Assistance	33
Burning Without Permit	4
Mutual Aid (Engine)	47
Other	2
Total Fire Incidents	218

Fire Prevention and Inspection Activity

Smoke Detector	111
Pre-Inspections/Re-Inspections	23
Oil Burner	9
Oil Storage Permit	2
Underground Tank (Removal)	1
LPG Storage	2
Business Inspection	47
Home Inspection	0
Fire Drill/Fire Alarm Test	7
House Number Assistance	0
Open Burning Permits Issued	526
Lockbox(s) Installed	<u>13</u>
Total Fire Prevention	741

Rescue and Related Incidents

House Rescue	247
Transportation	1
Medical Assist	24
Motor Vehicle Accident	37
Boat Rescue	4
Mutual Aid (Ambulance)	63
Mutual Aid (Paramedic)	5
Pedestrian Accident	0
First Aid (Station Walk-In)	5
Medical Alarm	4
Other	2
Total Rescue Incidents	399

Type Of Injury By Category

Medical	46%
Cardiac	10%
Respiratory	25%
Total Patients Treated	465

Type Of Care Administered

Basic Life Support	59.0%
Advanced Life Support	41.0%

Mutual Aid Received

Paramedic
Ambulance
Fire

Total Emergency Incidents (Fire & Rescue) This Fiscal Year

617



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 WATER COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT:

Fiscal year 2003 has been exciting and challenging with different projects directed towards improving customer services, handling water quality issues and keeping our facilities at a high level of reliability. Listed below are some of the actions that continue to improve the services to the community.

Roderick Construction once again successfully bid the contract to install domestic services and handle emergency repairs. They installed twenty-seven new services and five replacement services, repaired several service leaks and replaced two hydrants on Crocker Neck Road.

In June, Star Equipment installed 1,500' of water main on Little River Road, to complete the connection to Putnam Avenue.

An Open House was held in July. Indoor and outdoor conservation kits were handed out to those who attended and are still available at the water department.

The extremely hot, dry weather throughout the Summer created record pumpage which can be seen following this report. Station #1 had its motor rebuilt and Station #5 had some pump shaft work done following a busy season.

A new truck, used to transport the lime slurry to the stations, was purchased in the Fall with funds appropriated at the District meeting.

A new supervisory control and data acquisition (SCADA) system was installed during the Summer.

Methyl-tert-butyl ether (MTBE) continued to contaminate Station #2, but at much lower levels. Station #2 remains inactive. All other stations have not been affected.

Negotiations began with T-Mobile to install their antennas on the Main Street tank. This contract will increase antenna revenue to \$75,000 annually.

Consumer confidence reports were sent out to each customer in June. These reports provide information to educate you about your water department, give facts about daily water consumption and offer conservation tips.

This department appreciates the support we have received from the voters and taxpayers of Cotuit. We have a great staff, dedicated in making our water department one of the best in the state. Sincere thanks to all.

Respectfully submitted,

George Calise, Chairman

Frederick Kiely

Jack Thomas

BOARD OF WATER COMMISSIONERS

STATISTICAL SUMMARY

WATER PUMPAGE

<u>FY '02</u>		<u>FY '03</u>	
JUL/01	29,537,900	JUL/02	37,192,300
AUG	28,785,800	AUG	38,505,500
SEP	23,329,500	SEP	18,388,900
OCT	13,163,700	OCT	12,072,400
NOV	10,717,800	NOV	8,295,000
DEC	9,309,200	DEC	8,353,000
JAN/02	9,180,000	JAN/03	8,786,000
FEB	7,387,900	FEB	8,656,000
MAR	6,807,900	MAR	8,795,000
APR	8,030,600	APR	10,070,000
MAY	13,167,800	MAY	14,482,700
JUN	<u>19,572,500</u>	JUN	<u>17,738,000</u>
TOTAL	178,990,600	TOTAL	191,334,800

Population supplied – Winter (est.) 3,000
Population supplied – Summer (est.) 5,149

Number of new services installed in FY '03: 27

Feet of main installed in FY 03: 1,500
Total water main footage: 275,296

Number of Service accounts: 2097
Number of new fire hydrants installed in FY '03: 2
Total number of hydrants: 411

ORGANIZATION

Moderator

Alison A. Lowe	420-5437	2004
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Prudential Committee

Jeffrey W. Gifford	428-8834	2004
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Alan Donheiser	428-1252	2005
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Robert J. Franey	428-5092	2006
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Board of Fire Commissioners

Ronald J. Mycock	428-3511	2004
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Nicholas M. Allen	428-3523	2005
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James A. Gardner	428-2245	2006
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Board of Water Commissioners

Gaetano G. Calise, Jr.	420-3049	2004
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John A. Thomas	420-5627	2005
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Fredrick Keily	428-1263	2006
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Clerk
Laurie C. Hadley
428-6552

Treasurer
Agnes C. Murray
420-3000