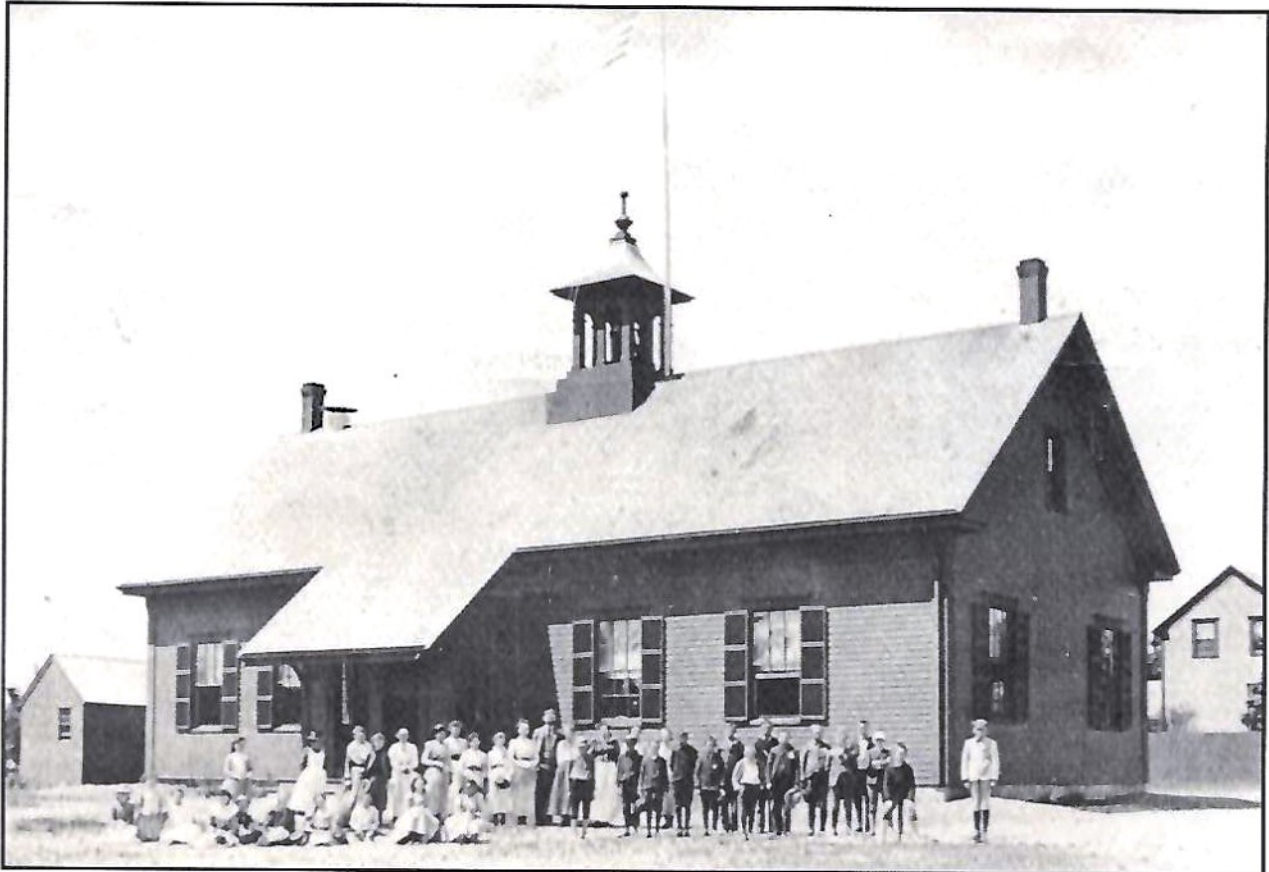


# **COTUIT FIRE DISTRICT**



**Annual Reports  
FY 2004**

COVER

The Santuit Grammer School, 1891.

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

# REPORT OF THE CLERK

## ANNUAL ELECTION AND DISTRICT MEETING MAY 25 AND 26, 2004

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 25, 2004, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes Received</u>
Moderator, for three years	57
Alison A. Lowe	
Member, Prudential Committee, 3 years	
James M. Gill	49
Member, Board of Fire Commissioners, 3 years	
Ronald J. Mycock	41
Member, Board of Water Commissiones, 3 years	
Gaetano G. Calise, Jr	49
TOTAL VOTES CAST	58

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 26<sup>th</sup>, 2004, at Freedom Hall Main Street, Cotuit, at seven-forty o'clock PM. The meeting was called to order by the Moderator. The Clerk read the call of the meeting and return of same. Mimi McConnell and Patrick Catalano were appointed and sworn in as tellers. 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. (Unanimous)

**Article 2:** Upon motion duly made and seconded, it was voted 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. (Unanimous)

**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. (Unanimous)

**Article 4:** Upon motion duly made and seconded, it was voted to raise and appropriate \$111,397.00 for the Barnstable County Retirement Assessment. (Unanimous)

**Article 5:** Upon motion duly made and seconded, it was voted to raise and appropriate \$67,350.00 for notes and interest. (Unanimous)

**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. (Passed)

**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. (Passed)

**Article 8:** Upon motion duly made and seconded, it was voted raise and appropriate \$244,350.00 for group insurance. (67 in favor, 17 opposed)

**Article 9:** Upon motion duly made and seconded, it was voted to raise and appropriate \$18,500.00 for the maintenance and operation of Freedom Hall. (Passed)

**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. (Unanimous)

**Article 11:** Upon motion duly made and seconded, it was voted to raise and appropriate \$890,542.00 for the labor and salaries of the Fire Department; and to raise and appropriate \$207,451.00 for the remaining expenses of the Fire Department, to be appropriated as follows: Maintenance, \$47,521.00; Operating expenses, \$158,680.00; and Miscellaneous, \$1,250.00, for a total appropriation of \$1,097,993.00 (Passed)

**Article 12:** Upon motion duly made and seconded, it was voted to appropriate and transfer \$7,500.00 from the Fire Department capital equipment account to provide for the ambulance service billing. (Unanimous)

Article 13: Upon motion duly made and seconded, it was voted to appropriate and transfer \$12,500.00 from the Fire Department capital equipment account to provide for the purchase of patient medical supplies. (Unanimous)

Article 14: Upon motion duly made and seconded, it was voted to or appropriate and transfer from the Fire Department capital equipment account the sum of \$30,000.00 to improve radio/pager communications used to alert and summon personnel for emergency response. (Unanimous)

Article 15: 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, or take any other action.. (Unanimous)

Article 16: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$6,500.00 to fund the purchase of a washer/extractor to maintain firefighter protective clothing and related items. (Unanimous)

Article 17: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$2,600.00 to provide ten percent matching funds in the event the department is successful in obtaining grant money as applied for under the 2004 Assistance to Firefighters Grant Program created by the Federal Fire Act of 2001. (Unanimous)

Article 18: Upon motion duly made and seconded, this article, "To see if the District will vote to change wording in Article 16 of the May 28, 2003, annual district meeting by replacing the word 'firefighter' with the word 'staff position.'" was indefinitely postponed. (Unanimous)

Article 19: Upon motion duly made and seconded, this article, "To see if the District will vote to appropriate and transfer 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, 2004." was indefinitely postponed. (Unanimous)

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; \$209,642.00 for labor and salaries; and \$188,200.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows: \$53,000.00 for maintenance; \$113,200.00 for operations; and \$22,000.00 for miscellaneous expenses for a total appropriation of \$423,842.00 and that the receipts and revenues of the Water Department be applied to these amounts. (Unanimous)

Article 21: Upon motion duly made, seconded and amended, this article, "To see if the District will vote to raise and appropriate, borrow and appropriate, or appropriate and transfer from available funds the sum of \$1,250,000.00 for the construction of a 500,000 gallon water storage tank." was indefinitely postponed. (37 in favor, 20 opposed)

Article 22: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$26,000.00 for the purchase of one new four-wheel drive truck with accessories to replace the existing 1996 two-wheel drive Ford Ranger. (Unanimous)

Article 23: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$20,000.00 for the water main extension program. (Unanimous)

Article 24: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$15,000.00 for the continuation of the hydrant replacement program. (Unanimous)

Article 25: Upon motion duly made, seconded and amended, it was voted to amend Article VIII of the bylaws of the District to include the following section as it relates to union negotiations:

"Article VIII, Section 10: Union negotiations will be carried out with representation from the district consisting of two (2) members from the Fire Commissioners and one (1) member from the Prudential Committee, in each event to be appointed by the Chairmen of the respective committees.

"Anyone who employed by the district, full or part time, or related to an employee of the district shall be deemed ineligible to serve as a negotiator for the District in any negotiations with the Union. For the purposes of this paragraph, 'related to an employee' shall refer to spouse, parents, siblings and children of firefighters only." (Unanimous)

Article 26: 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 of the appropriate a sum of money to a reserve fund. (Unanimous)

Article 27: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$25,000.00 to a reserve fund. (Unanimous)

Article 28: Upon motion duly made and seconded, it was voted to appropriate and transfer the sum of \$125,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2004. (Unanimous)

Respectfully submitted

LAURIE C. HADLEY  
Clerk, Cotuit Fire District

This meeting:

Raised and appropriated: \$2,271,540.00

Appropriated and transferred: \$175,000.00

REPORT  
OF THE  
TREASURER



COTUIT FIRE DISTRICT  
COMBINED BALANCE SHEET - ALL FUNDS  
FISCAL YEAR 2004

	SPECIAL REVENUE		TRUST	LONG-TERM	MEMO
	WATER	AMBULANCE	STABILIZATION	DEBT	ONLY
<u>ASSETS</u>					
CASH	907848.76				1612529.40
PETTY CASH	300.00				300.00
RECEIVABLES:					
PERSONAL PROPERTY:	739.59				16405.63
REAL ESTATE	50517.94				22125.21
DEFERRED TAXES	1117.68				1771.22
TAX LIENS	16405.63				70786.23
WATER RATES & SERVICE	22125.21				
WATER LIENS ADDED TO TAX:	1771.22				
AMBULANCE RECEIVABLES		70786.23			
TOTAL RECEIVABLES		70786.23			163463.50
AMOUNT TO BE PROVIDED FOR					
LONG TERM DEBT				220000.00	220000.00
TOTAL ASSETS	1000826.03	461855.12	239211.75	220000.00	1996292.90

<u>LIABILITIES &amp; FUND EQUITY</u>					
<u>LIABILITIES</u>					
WARRANTS PAYABLE	24375.36				24375.36
PAYROLL WITHHOLDING	9148.11				9148.11
SALES TAX PAYABLE	30.83				30.83
ALLOWANCE FOR ABATEMENTS	53281.83				53281.83
DEFERRED REVENUE:	39395.44				110181.67
INSURANCE RECOVERY	1828.19				
BONDS PAYABLE				220000.00	220000.00
TOTAL LIABILITY	128057.76	0	0	220000.00	418943.99

<u>FUND EQUITY</u>					
RESERVE FOR CONT APPROPRIATIONS	202022.75				202022.75
RESERVE FOR ENCUMBRANCES	49375.42				49375.42
RESERVE FOR FY 2005	125000.00				125000.00
DESIGNATED FOR SPECIAL PURPOSES	2811.54				2811.54
WATER		74400.00			74400.00
AMBULANCE		391068.89			391068.89
STABILIZATION	300.00		239211.75		239211.75
PETTY CASH	-342.16				
UNDESIGNATED FOR OVERLAY DEFICITS	3011.83				13146.50
FEDERAL GRANT	13146.50				477342.39
STATE GRANTS	477342.39				
UNDESIGNATED FUND BALANCE				0	
TOTAL FUND EQUITY	872768.27	391068.89	239211.75	0	1577448.91
TOTAL LIABILITIES AND FUND EQUITY	1000826.03	461855.12	239211.75	220000.00	1996292.90



Cotuit Fire District  
Accounts Receivable  
July 1, 2003 to June 30, 2004  
Schedule I

	Balance 7/1/2003	Commitment	Tax Refunds	Receipts	Abatements	Transfer	Balance 6/30/2004
<u>Real Estate</u>							
<u>Tax Fiscal Year</u>							
2000 & Prior	4473.84						4473.84
2001	-3850.45		280.54		196.16		-3766.07
2002	4346.04			2568.28			1777.76
2003	36103.32		2262.95	29191.30	2262.95	2813.07	4098.95
2004		1791598.08	1676.05	1716379.68	32620.66	340.33	43933.46
<u>Total Real Estate Taxes</u>	41072.75	1791598.08	4219.54	1748139.26	35079.77	3153.4	50517.94
<u>Personal Property</u>							
<u>Tax Fiscal Year</u>							
2000 & Prior	-589.99			67.47			-657.46
2001	-264.05			156.12			-420.17
2002	391.45			245.45	146		0
2003	1318.16			751.17			566.99
2004		23904.44	234.10	22151.82	736.49		1250.23
<u>Total Personal Property Taxes</u>	855.57	23904.44	234.10	23372.03	882.49	0	739.59
<u>Tax Title</u>	22633.25			9040.69		2813.07	16405.63
<u>Water Liens Added to Taxes</u>							
2001 & Prior Years	342.21						342.21
2002	341.44						341.44
2003	292.93			79.20			213.73
2004	976.58		0	1948.68			873.84
<u>Total Water Liens Added to Tax</u>		2822.52		2027.88	0	0	1771.22
<u>Water Rates &amp; Services</u>	24872.06	386981.82		386568.45		3160.32	22125.11
<u>Total Receivables</u>		2205306.86	4453.64	2160107.62	35962.26	6313.72	91559.49

Cotuit Fire District  
Deferred Revenue  
30-Jun-04

	Balance	Commit.	Receipts	Overlay Deficits	Refunds	Transfers	Overlay Allowance	Overlay Surpluses	Balance
Real & Personal Property	33844.31	1815502.52	1771511.29	41359.75	4453.64	2813.07	80466.36	41443.38	-906.62
Tax Title	22633.25		9040.69			2813.07			16405.63
Water Rates & Services	24872.06	387368.68	387278.01		15.00	2822.52			22125.21
Water Liens Added To Tax Title	976.58	2822.52	2027.88						1771.22
Totals	82326.20	2205693.72	2169857.87	41359.75	4468.64	8448.66	80466.36		39395.44

Appropriations and Expenditures FY2004  
Budget FY 04 as of June 30, 2004

Acct#	Account	Budget	Encumb 6/30/2003	Transfer In	Amount Expended	Transfer Out Encumb 6/30/2004	Balance Remaining	Close to Revenue
<b>Prudential Committee</b>								
<b>Financial Dept :</b>								
80015760	Retire. Assessment	91200.00			71722.04		19477.96	19477.96
7001-	Notes and Interest:	98072.00			98072.00		0.00	
80015764	Street Lights	124850.00			124843.37		6.63	6.63
80015766	Cotuit Library	25000.00			20647.09		4352.91	4352.91
8001-	Group Insurance:	7500.00			7500.00		0.00	
6001-	Freedom Hall	189750.00			173656.53		16093.47	16093.47
80015763	Town of Barnstable	16500.00			15528.73		971.27	971.27
		6808.00			6808		0.00	
<b>Fire Department</b>								
56100	Labor and Salary	839104.00			804336.55		34767.45	34767.45
56200	Maint. & Operation	184748.00		2500	171736.67	37093.42	6572.76	6572.76
20015314	Amb. Billing	7600.00			5208.29		2391.71	2391.71
20015427	Patient Med. Supplies	10700		175.49	10875.49		0.00	
9001-6003	Federal Grant	875			0		875.00	875
9001-6004	Ventilation System	41400			39212.55		2187.45	
9001-6005	Add'l Person	60000			0		60000.00	
9001-6006	Call FF	7500			1761.95		5738.05	
9001-6007	Protective Clothing	9800			9800.00		0.00	
9001-6008	FEMA Grant			42554	42554		0.00	
<b>Water Dept.</b>								
80015789	Service Connections	26000.00			25915.47		84.53	84.53
4001-	Labor and Salary	202001.00		1342.62	203343.62		0.00	
4001-	Maint. & Operation	184000.00	5357.00		174937.31	12282	2137.69	2137.69
9001-6030	New Tank Study	100000.00			65859.20		34140.80	
8001-5790	Stab. Fund	50000.00			50000		0.00	
10015787	Reserve Fund	25000.00				4018.11	20981.89	20981.89
<b>Totals</b>								
		2308408.00	33511.85	46572.11	2124318.86	49375.42	210779.57	108713.27
<b>PRIOR YEARS ARTICLES:</b>								
		142372.61			26257.83		116114.78	
<b>Grand Totals</b>								
		2450780.61			2150576.69		326894.35	

PRIOR YEAR ARTICLES  
FY2004

ACCOUNT	BAL.BRT FWD 6/30/2003	AMOUNT EXPENDED	BALANCE 6/30/2004	AMOUNT CLOSED
HOSE REPLACE. A19-02	5548.05		5548.05	
NEW AMBULANCE A14-98	1410.76	1410.76	0	
RADIO EQUIP. A20-99	916.42		916.42	
PROT.CLOTHING A21-99	8926.40	8926.40	0.00	
PROT.CLOTHING A20-01	9000.00	9000.00	0.00	
BRUSHBREAKER A23-01	2934.80		2934.80	
WD OFF. RENOV. A16-97	19929.05		19929.05	
FD STATE GRANT 01	5169.00	2992	2177.00	
FD STATE GRANT 03	12910.00	1940.5	10969.50	
Main Ext.Program FY03	70628.13		70628.13	
FD FED GRANT A16-03	5000.00	1988.17	3011.83	
TOTALS	142372.61	26257.83	116114.78	0

COTUIT FIRE DISTRICT  
DEBT LEDGER  
As of June 30, 2003

	Balance 1-Jul-03	New Debt	Retirements	Balance 30-Jun-04	Interest Paid in FY04
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	275,000		55,000	220,000	13,640
Totals	275,000	0	55,000	220,000	13,640

Cotuit Fire District  
Statement of Revenue  
Comparison of Budget and Actual  
Fiscal Year ending June 30, 2004

	Budget	Actual	Variance (Favorable)	Special Revenue
REVENUES:				
Taxes: Real & Personal Property	1690108.00	1767057.65	-76949.65	
Tax Title		9040.69		
Interest on Taxes		6609.18		
Water:				
Rates & Services	425000.00	383962.73	41037.27	
Antenna Rental	50000.00	74503.96	-24503.96	
Penalties		2605.72		
Other				
Basic Use Charge				11400.00
Water Liens		2027.88		
Investment Income		7575.16		
Fire Department:				
Inspections and Permits		1650.00		
Federal Grant				42554
Ambulance Fees				96298.56
Insurance Recovery		9214.32		1828.19
Miscellaneous		1970.85		
Stabilization Interest				2778.40
Contributions and Gifts		45.00		575.00
Total Revenue	2,165,108.00	2,266,263.14		155,434.15
Transfers from Avail. Funds	143,300.00			
Total	2,308,408.00			

	Memo
Gen FD	2,266,263.14
Spec Rev	155,434.15
Total	2,421,697.29

Respectfully submitted by,

Agnes C. Murray

# REPORT OF THE PRUDENTIAL COMMITTEE

To the Citizens of the Cotuit Fire District:

Fiscal Year 2004 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.

Respectfully submitted

Alan Donheiser, Chairman

James Gill

Robert Franey

**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, 2004.

## EMERGENCY MEDICAL SERVICES (EMS)

Providing Emergency Medical Services has been a part of our department's services since the 1950's. This year, the Cape and Islands EMS System (CIEMSS) celebrated their 30<sup>th</sup> birthday. Founded in 1974, CIEMSS is a non-profit agency charged with overseeing training, certification, administration and other functions related to EMS across the Cape. From the early years when radios were first installed in ambulances to communicate with hospitals to our present ability to transmit 12 lead EKG information, Cape Cod has been on the leading edge of providing EMS service.

With almost yearly changes to medical protocols authorized by the State, we continue to improve our basic and advanced life support service. Obtaining 12 lead EKG data has become part of our standard of care since its implementation two years ago. Our partnership with Cape Cod Healthcare allows us to provide some of the best pre hospital and in hospital care of patients with cardiac symptoms available. We urge residents not to delay in calling us for help when appropriate as treatment success depends on early intervention.

As health care providers, we must comply with HIPAA regulations regarding the privacy of patient information. Our personnel have received the required training and our procedures are in compliance with the law. Patient privacy has always been maintained by department procedure and practice even before HIPAA regulations became effective. We hope residents are taking advantage of our "File For Life" program. Using a standard form, medical information 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 acknowledge our Emergency Medical Technicians and Paramedics who continue to perform with compassion and dedication. 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**

Our state mandated responsibility for code enforcement, together with our inspection and prevention activities remains an important part of our activities. We inspect business properties for Town licenses and overall fire and life safety conditions yearly. We continue to work with the other Districts to staff the inspectional services building at 200 Main Street in Hyannis. Each District provides a fire prevention staff member on a rotating basis during morning business hours. This ongoing partnership with the Town has improved relations and enhanced the flow of information between our Districts and the Town.

We urge residents to install smoke detectors if you do not have already have them in your home. Smoke detectors should be tested regularly and replaced every 10 years or less, even if they appear to work properly due to their exposure to airborne dust and moisture. If you have concerns about a detector's ability to function properly we can provide a simple test to determine if it's working properly; we offer this service free of charge.

Please post your house number! If your house number can't be seen from the street, a number sign should be placed near the driveway or road entrance. It's important to check the visibility of your house number and trim back any foliage that might obstruct it from view. If you have detached structures such as a guest cottage or other habitable building on your property, a separate house number may be necessary. Without a separate number assignment, delays can occur especially if there is a separate phone number or if a call is placed from a cordless phone from another building. We can provide you with specific information in accordance with the Town's by laws for house numbering.

Access to properties continues to be an ongoing challenge. Tree limbs and brush overhanging driveways or private roads can delay or prevent us from reaching your home quickly not to mention the damage they cause to our apparatus. Our fire apparatus is larger and wider than the average vehicle and requires more room. We can furnish information on how to provide adequate access to your property.

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.

## **PUBLIC FIRE & SAFETY EDUCATION**

In recent years, we have been 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 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.

We talk about ice safety at a yearly demonstration at the Cotuit Elementary 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. We encourage the use of bicycle helmets and provide safety information and free helmets to those who need them.

Last year, we worked with Barnstable County and other agencies to develop a publication with information on what to do before, during and after various natural disasters. The "Cape Cod Emergency Preparedness Handbook" was published with grant funds from the Federal Emergency Management Agency. Copies are available at the fire station free of charge for all residents and visitors.

## **PERSONNEL**

We continue to employ full and part time personnel to provide 24 hour service. Working in shifts of two, eight full time personnel staff the station 24 hours a day. Beginning in the fall of 2004, we will add a full time Firefighter/EMT position to work daytimes during the week. The Chief works daytimes during the week and Call Firefighters provide additional coverage on weekend days which afford them opportunities for added experience.

Having a combination department has allowed us to provide a quality service in the most cost efficient way possible. We continue to rely on off duty full time and part time personnel to provide additional help for many incidents. Our initial response typically consists of the full time staff on duty with call back of off duty full time and part time personnel if they are available. We attempt to maintain two personnel for standby while apparatus is committed on scene or during patient transport should a subsequent incident occur.

In recent years, we have not been able to hire sufficient numbers of part time personnel to maintain an adequate roster. About 1 out of 10 applicants complete the hiring and initial training process. We regularly lose call personnel to full time positions with other fire departments, some during their first year of employment. We compete for the availability of our part time personnel as they juggle personal, work and family commitments. We have seen these challenges become the norm and expect it to be no different in the future.

Regarding full time personnel, there are few jobs we know of that rely on their staff to return to work on an emergency basis once they have completed their scheduled weekly hours. Busy periods require more call back resulting in necessary overtime expenses for responses to emergency incidents and standby. Full time personnel often work many additional hours providing shift coverage to insure minimum staffing needs are met. With the exception of the additional day coverage position, full time staffing has remained unchanged for 10 years.

Our present system of operation uses a minimal number on duty personnel to provide a prompt initial response. Many incidents may require additional help to provide an adequate level of service. The severity and duration of an initial incident or the occurrence of a subsequent incident further stretches our available resources. While assistance from other departments is an option, it is not appropriate to request on a routine basis and can be unreliable if activity levels are high throughout the area.

Given these concerns, it is likely that our staffing will have to be increased in the near future or sooner. Though discussions are ongoing to find solutions, few options exist beyond hiring additional full time personnel. We are not alone however as other departments, full time and combination, experience the same challenges and concerns we have expressed here.

We want to acknowledge the dedication and professionalism of our full time and part time staff who work together in providing service. A listing of fire department members as of June 30, 2004 is provided after the narrative portion of this report.

## **TRAINING**

Training and education remains an important part of our organization. Senior Private Stephen Hoffman continues to coordinate our training activities. Sr. Pvt. Hoffman most recently completed a course at the National Fire Academy in training program management. We train on a regular basis in all areas of fire, rescue and EMS. Department training includes yearly exercises at the Barnstable County Fire Training Academy under simulated fire conditions. Each year, we build upon existing skills and introduce new topics 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, incident command and certain EMS related training. The recertification of all personnel at their respective levels of EMS training is ongoing through various mandatory and elective courses.

## **APPARATUS AND EQUIPMENT**

We continue to perform preventive maintenance on all our vehicles in addition to making repairs as necessary. We can anticipate vehicles will require more service as they age:

preventive maintenance helps to reduce the extent of repairs in some cases however. Looking ahead, the scheduled replacement of our Fire Chief's vehicle, ambulance and service vehicle are planned in the next few years.

We completed replacement of our protective clothing and will install a washer/extractor approved at the annual meeting to help maintain them over time.

We completed installation of our Self Contained Breathing Apparatus (SCBA) refilling station provided by a \$42,000 from the Federal Assistance to Firefighter's grant program. 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. As part of the same grant, we were able to replace our SCBA cylinders, whose mandated service life was nearing completion.

We are evaluating our communications and paging system. The increased use of electronic appliances and equipment in homes has a detrimental effect on the "low band" frequency we use. Options are being explored to resolve issues with the reliability of reaching all our personnel to alert them to respond to incidents.

The Cotuit Firefighter's Association has initiated a fund raising campaign to purchase and donate a new rescue boat to replace the existing boat purchased in the late 1980's. We are grateful to the Association for their fund raising efforts and past donations of equipment to the department. Your generous support of the Cotuit Firefighter's Association through your donations is greatly appreciated.

## **BUILDING AND GROUNDS**

We completed installation of the vehicle exhaust system funded last year. The system eliminates the intrusion of vehicle exhaust into occupied areas reducing our employees' exposure to harmful vehicle emissions. 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 in the coming years.

## **ACTIVITIES**

Once again, we participated in the annual Kids Day in Hyannis sponsored by the Barnstable Police Department and the other Fire Departments. Department members once again brought Santa Clause by boat to the town dock for the annual Christmas in Cotuit event.

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 and other special 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 to our residents and visitors. 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 & Years of Service

As of June 30, 2004

Paul A. Frazier	Fire Chief/Paramedic	26years
David A. Pierce	Fulltime Captain/Fire Inspector/EMT	26 years
Joan Geggatt	Administrative Assistant	9 years
Jennifer Barth-Pasic	Call Senior Private/EMT	22 years
Shane Clark	Call Firefighter FF/EMT	3 years
Edward Eagan	Call Firefighter/EMT	12 years
Donna Fenner	Fulltime Firefighter/Paramedic	16 years
Patrick Fontaine	Call Firefighter FF/EMT	3 years
Jeffrey Gifford	Call Driver/Operator/EMT	28 years
Stephen Hoffman	Fulltime Senior Private/EMT	14 years
Brent Lyons	Call Firefighter/EMT	4 years
Michael Mayne*	Call Firefighter/EMT	9 years
Hal Marczely*	Call Firefighter FF/EMT	3 years
William McNamara	Fulltime Firefighter/EMT	7 years
Brenda Nailor	Call Firefighter/EMT-Intermediate	23 years
Frank Nunes	Probationary Call FF/EMT	1 year
Jayne Pierce	Fulltime Senior Private/Paramedic	11 years
Joseph Pouliot	Fulltime Senior Private/EMT	23 years
William Sargent	Fulltime Firefighter/Paramedic	10 years
Michael VanEtten	Fulltime Firefighter/Paramedic	15 years

\* no longer a member as of the time of printing

Note: Time shown is cumulative for those members with part time and full time service.

## COTUIT FIRE DEPARTMENT ACTIVITY

Emergency Incident, Fire Prevention and Patient Treatment  
(July 1, 2003 to June 30, 2004)

### Fire and Related Incidents

Structure Fire	5
Kitchen Fire	0
Vehicle Fire	2
Outside Fire	4
Chimney Fire	0
Brush Fire	5
Equipment Fire	0
Automatic Fire Alarm	46
Hazardous Condition	7
Emergency Standby	0
Investigation/Service	54
Public Assistance	29
Burning Without Permit	4
Mutual Aid (Engine)	48
Other	1
<b>Total Fire Incidents</b>	<b>205</b>

### Fire Prevention and Inspection Activity

Smoke Detector (26E, 26F)	120
Placement Inspection	23
Oil Burner	19
Oil Storage Permit	3
Underground Tank (Removal)	5
LPG Storage	1
Business Inspection	16
Home Inspection	0
Fire Drill/Fire Alarm Test	7
House Number Assistance	9
Open Burning Permits Issued	526
Other	5
<b>Total Fire Prevention Activity</b>	<b>1254</b>

### Rescue and Related

House Rescue	218
Transportation	0
Medical Assist	27
Motor Vehicle Accident	40
Boat Rescue	3
Mutual Aid (Ambulance)	78
Mutual Aid (Paramedic)	2
Pedestrian Accident	0
First Aid (Station Walk-In)	10
Medical Alarm	6
Other	3
<b>Total Rescue Incidents</b>	<b>388</b>

### Type Of Injury By Category

Medical	41%
Cardiac	8%
Respiratory	7%

**Total Patients Treated** 409

### Type Of Care Administered

Basic Life Support	61%
Advanced Life Support	39%

### Mutual Aid Received

Paramedic	0
Ambulance	19
Fire	10



**Emergency Incidents (Fire & Rescue) This Fiscal Year**  
**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.

## **Cotuit Fire District - Fire, Rescue and Emergency Services**

### **Partial List of Services**

#### **Emergency Medical Services (EMS):**

- Basic and Advanced Life Support Treatment and Transportation
- Response to Medical Alarms and verifying the well being of residents.
- Response to Motor Vehicle and related accidents requiring EMS services.
- First Aid and advice including medical information and referral for non life threatening problems.
- Blood Pressure screening offered both in station and in the community.
- Marine rescue (ocean and inland waters) for boats/persons in trouble and coordination of efforts with the Coast Guard and other agencies.
- Response to ice rescues and "unusual" situations which require specialized techniques and equipment.

#### **Fire Suppression and Hazardous Materials:**

- Response to and containment/extinguishment of home, vehicle, boat, woodland, equipment and other types of fire.
- Response to and mitigation of hazardous conditions including hazardous materials incidents and unsafe conditions.
- Response to automatic fire, smoke, carbon monoxide and other related detection devices while providing assistance to the owner/occupant.

#### **General Emergency and Non Emergency Services:**

- Investigate and assist in a variety of public concerns including Carbon Monoxide alarms, equipment malfunctions, water leaks, gas/electric/utility problems, and other public safety matters.
- Provide assistance to other agencies including police, water dept., local, state, and federal agencies and other fire departments.
- Enforce local, state and federal laws where applicable including. mandated fire prevention laws/regulations and open burning laws.
- Conduct various safety inspections of homes and businesses; offer advice and information on a variety of safety concerns.
- Conduct inspections and issue permits for smoke detector installations, fuel storage (liquid and gas), compliance inspections, and other areas as provided by fire prevention and building code regulations.
- Provide emergency standby and/or response for special events, natural disasters and during peak periods of emergency activity.

- We respond to the public's need whenever our resources and personnel may be of assistance, emergency or non-emergency, day or night. . . often when other agencies or departments have said "no" or are unable to help.

*Committed to improving the quality of life in Cotuit by working to provide professional fire, rescue and emergency services . . . we are "few serving many!"*



# REPORT OF THE BOARD OF WATER COMMISSIONERS

To the Citizens of the Cotuit Fire District

FY 2004 went as fast as it came. We continued to provide the highest quality of water to our customers, and our facilities operated efficiently with relatively low maintenance.

Bortolotti Construction was awarded the bid for installation of domestic services and emergency repairs. They twenty-two new services and eleven replacement services, and repaired several water lines. Three domestic services froze because of the severe winter weather and had to be repaired. Several meters also froze and had to be replaced.

T-Mobile finished their antenna installation at the Main Street tank in September. We now receive more than \$77,000 annually from our antenna lease program.

Station #2 was put back on line in March, when MTBE testing consistently showed nearly non-existent levels.

The engineering firm of Stearns & Wheler conducted a study to determine the best location for a new water storage tank. A warrant article, asking for \$1,250,000 to construct tank, was indefinitely postponed at the May District Meeting. Site studies continue.

The Department of Environmental protection required the Department to begin testing for perchlorate, a component of propellants in rockets, missiles and fireworks. Initial tests were conducted in April and no levels were detected. Further testing will be done.

"No Trespassing" signs were posted in the watershed to try to curtail the destruction that has taken place on Sampsons Mill Road and around the pumping stations. Gates have been ordered for future installation. The Barnstable Police were notified about the new signs.

Consumer confidence reports were sent out to each customer in June. These reports provide information about your water quality, state facts about daily water consumption



and offer conservation tips. Additional copies are available at the Water Department's office.

We extend our personal thanks to the staff for another year well done. Their waterworks experience keep our day-to-day operations running smoothly.

Respectfully submitted

George Calise, Chairman

Jack Thomas

Frederick Kiely

**BOARD OF WATER COMMISSIONERS**

## ORGANIZATION

### Moderator

Alison A. Lowe	420-5437	2007
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### Prudential Committee

Alan Donheiser	428-1252	2005
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Robert J. Franey	428-5092	2006
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James Gill	428-3758	2007
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### Board of Fire Commissioners

Nicholas M. Allen	428-3523	2005
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James A. Gardner	428-2245	2006
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Ronald J. Mycock	428-3511	2007
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### Board of Water Commissioners

John A. Thomas	420-5627	2005
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Fredrick Keily	428-1263	2006
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Gaetano G. Calise, Jr	420-3049	2007
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Treasurer  
Agnes C. Murray  
420-3000