

COTUIT FIRE DISTRICT



**Annual Reports
FY 2005**

COVER PHOTO
The Cotuit Water Dept. Office, 1938
(Photo courtesy of the Historical Society of Santuit/Cotuit)

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING MAY 24 AND 25, 2005

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 24, 2005, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes Received</u>
<u>Member, Prudential Committee, 3 years</u>	
Alan D. Donheiser	54
King F. Lowe*	163
<u>Member, Board of Fire Commissioners, 3 years</u>	
Nicholas M. Allen*	168
<u>Member, Board of Water Commissioners, 3 years</u>	
John A. Thomas	104
Theodore M. Barnicle*	111
TOTAL VOTES CASTS	223

*Elected

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 25, 2005, 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 followings tellers were appointed and sworn in: David Doyle, Keely Lowe, Lisa Kelly and Barry Neagle. 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.

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.
Motion carried (48 in favor and 22 opposed)

Article 3: Upon motion duly made and seconded, it was voted to raise and appropriate **\$96,200.00** for the expenses of the Financial Department.

Article 4: Upon motion duly made and seconded, it was voted to raise and appropriate **\$127,212.00** for the Barnstable County Retirement Assessment.

Article 5: Upon motion duly made and seconded, it was voted to raise and appropriate **\$63,335.00** 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, seconded and amended, it was voted to raise and appropriate **\$8,625.00** for the maintenance of the Cotuit Library.

Article 8: Upon motion duly made and seconded, it was voted to raise and appropriate **\$260,790.00** for group insurance. Motion carried by a majority.

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. Motion carried by a majority.

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 **\$976,512.00** for the labor and salaries of the Fire Department; and to raise and appropriate **\$210,007.00** for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, \$47,540.00
Operating expenses, \$161,467.00 and
Miscellaneous, \$1,000.00
for a total appropriation of **\$1,186,519.00**

(Motion to amend the salary amount to 1,100,512 failed.)

Article 12: Upon motion duly made and seconded, it was voted to appropriate and transfer **\$6,750.00** 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 appropriate and transfer **\$18,500.00** from the Fire Department capital equipment account to provide for the purchase of patient medical supplies and related equipment for the operation of the ambulance.
(Unanimous)

Article 14: Upon motion duly made and seconded, it was voted to appropriate and transfer from Fire Department Capital Equipment Account **\$20,000.00** 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.

Article 16: Upon motion duly made and seconded, it was voted to appropriate and transfer from the Fire Dept Capital Equipment Account the sum of **\$26,000.00** to fund the purchase of a vehicle to replace the vehicle assigned to the Fire Chief and to sell or trade the department's 1998 Chevrolet Blazer, VIN # 1GNDT13W1W2167972 whichever is in the best interest of the District.

Article 17: Upon motion duly made and seconded, it was voted to raise and appropriate **\$12,000.00** to fund building maintenance and repairs for the fire station.

Article 18: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of **\$64,000.00** to fund an additional full time Firefighter/Paramedic position for daytime coverage.

Article 19: This article to see if the district would 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, 2005 was **indefinitely postponed.**

Article 20: Upon motion duly made and seconded, it was voted to transfer ownership of the Fire Department's 1988 Boston Whaler rescue boat, ID# BWCM58761889 with motor and trailer to the Cotuit Firefighter's Association and accept a donation of a 20' rescue boat with motor and trailer from the Cotuit Firefighter's Association in accordance with procedures established in MGL Chapter 30B, Section 15(f).

Article 21: Upon motion duly made and seconded, it was voted to raise and appropriate **\$40,000.00** to fund unusual but anticipated Labor and Salary expenses to provide Paramedic coverage during the fiscal year beginning July 1, 2005. (Unanimous)

Article 22: Upon motion duly made and seconded, it was voted to raise and appropriate **\$24,725.00** to fund anticipated sick leave liability for the Fire Department. (Unanimous.)

At this point there was a motion made and seconded to adjourn, but the motion did not carry.

Article 23: Upon motion duly made and seconded, it was voted to raise and appropriate:

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

\$224,483.00 for labor and salaries; and

\$205,700.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$63,000.00 for maintenance;
\$120,700.00 for operations;
and \$22,000.00 for miscellaneous expenses
for a total appropriation of **\$456,183.00** and that the receipts
and revenues of the Water Department be applied to these amounts.

Article 24: A motion duly made and seconded, to see if the
district would vote to borrow and appropriate the sum of
\$1,400,000.00 for the construction of a 500,000 gallon water
storage tank **did not pass** by the necessary two thirds.
(23 Yes 48 No)

Article 25: Upon motion duly made and seconded, it was voted to
raise and appropriate the sum of **\$35,000.00** for the purchase of
one new four-wheel drive utility truck with accessories to replace
the existing 1996 four-wheel drive utility truck.

At this time, a motion was made and seconded to adjourn this
meeting until the following Wednesday night June 1, 2005 at 7:30
PM at Freedom Hall. Moderator ruled that the motion carried.
Ruling was challenged. A standing vote was taken. Motion to
adjourn did carry, 45 having voted yes and 22 voting no.

Meeting reconvened on Wednesday June 1, 2005 at 7:30 at Freedom
Hall. Moderator called the meeting to order, reviewed the rules
and appointed the following persons as tellers: Lisa Kelly,
Keely Lowe, Amy Kates and Stan Goldstein.

Article 26: Upon motion duly made and seconded, it was voted to
transfer and appropriate the sum of **\$50,000.00** from the Basic Use
Charge Account for the water main extension program.

Article 27: Upon motion duly made and seconded, it was unanimously
voted to raise and appropriate the sum of **\$20,000.00** for the
completion of the hydrant replacement program. (Unanimous)

Article 28: This article to see if the District will vote to
eliminate the account known as the Fire Dept capital equipment
fund and transfer the balance in said Fund to the Prudential
Committee for general appropriation for any purpose as voted by
District Meeting was **indefinitely postponed**. (Carried by a majority)

Article 29: This article to see if the District will vote to establish a new Fund to be known as the Fire Department Equipment Fund for the purpose of segregating ambulance receipts for the future capital needs of the Fire Department in purchasing ambulances, brush-breaker, fire trucks and related equipment solely for the benefit of the Fire Department was **indefinitely postponed**. (Carried by a majority)

Article 30: This article to see if the District will vote to transfer from available funds the sum of \$198,000.00 to the Fire Department Equipment Fund, if established, said sum representing approximately one-half of the account known as the Fire Dept Capital Equipment Fund was indefinitely postponed. (Carried by a majority)

Article 31: Upon motion duly made and seconded, it was voted to amend Article IV of the bylaws of the District by adding after the words "Town Meeting" the following " and conduct all district meetings using the Handbook of Parliamentary Law entitled "Town Meeting Time" for rules governing procedure. (Carried by the necessary two thirds, 49 in favor and 12 opposed.)

Article 32: Upon motion duly made, seconded and amended, it was voted to amend Article VII of the Bylaws of the District by adding a new section 4 to the Article with the following wording: "The Treasurer shall submit to the Clerk all salaries, overtime pay, bonuses, benefits and average hours worked per week of all employees and elected officials of the District. The treasurer shall make available said report upon request within ninety (90) days of the close of the fiscal year and shall subsequently be published in the Annual Report of the District.

At this time, motion was made and seconded to reconsider Article 24. Motion failed to carry. (25 Yes 39 No)

Article 33: Upon motion duly made, seconded and amended, it was voted to amend Article VI of the bylaws of the District by adding a new section 3 with the following wording: "The Clerk shall cause to be published in the annual Report all salaries, overtime pay, bonuses, benefits and average hours worked per week of all employees and elected officials of the District". The old section 3 will now become section 4. The Clerk shall make available said report upon request within ninety (90) days of the

close of the fiscal year and shall subsequently be published in the Annual Report of the District.

Article 34: Upon motion duly made and seconded, this article to see if the District will vote to amend Article VIII of the bylaws of the District by adding at the end of the Article the following wording: "Anyone who is a member of the firefighters union, employed as a firefighter or related to a firefighter 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 a firefighter" shall refer to spouse, parents, siblings and children or firefighters only" **did not carry** by the necessary two thirds. (15 for and 34 opposed)

Article 35: Upon motion duly made and seconded, this article to see if the district will vote to raise and appropriate funds 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 **did not carry**. (27 for and 29 opposed.)

Article 36: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of **\$50,000.00** to a reserve fund.

Article 37: Upon motion duly made and seconded it was voted to appropriate and transfer **\$150,000.00** from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2005.

Before adjourning the meeting, Gwen Phillips rose to thank Alan Donheiser for his twelve years of service to the District. A round of applause was given in appreciation of Mr. Donheiser's dedication.

Respectfully submitted

Agnes C. Murray, Clerk

This meeting: Raised and appropriated 2,502,397
Appropriated and transferred 121,250

**REPORT
OF THE
TREASURER**

I hereby submit the Financial Statements
for the Fiscal Year Ending June 30, 2005.

Respectfully submitted,

Agnes C. Murray
Treasurer

COTUIT FIRE DISTRICT
COMBINED BALANCE SHEET - ALL FUNDS
FISCAL YEAR 2005

ASSETS	GENERAL	SPECIAL	REVENUE	TRUST	LONG-TERM	MEMO
		WATER	AMBULANCE	STABILIZATION	DEBT	ONLY
CASH	847,188.18	74400	435686	295,631.68		1,652,905.86
PETTY CASH	400.00					400.00
RECEIVABLES:						0.00
PERSONAL PROPERTY:	276.02					276.02
REAL ESTATE	19,498.34					19,498.34
DEFERRED TAXES	1,462.26					1,462.26
TAX LIENS	13,610.01					13,610.01
WATER RATES & SERVICE	12,689.05					12,689.05
WATER LIENS ADDED TO TAX:	1,500.18					1,500.18
AMBULANCE RECEIVABLES			31,572.01			31,572.01
TOTAL RECEIVABLES	49,035.86		31,572.01			80,607.87
AMOUNT TO BE PROVIDED FOR						
LONG TERM DEBT					165,000.00	165,000.00
TOTAL ASSETS	896,624.04	74,400.00	467,258.01	295,631.68	165,000.00	1,898,913.73
LIABILITIES & FUND EQUITY						
LIABILITIES						
WARRANTS PAYABLE	35,834.50					35,834.50
PAYROLL WITHHOLDING	10,842.18					10,842.18
SALES TAX PAYABLE	98.54					98.54
ALLOWANCE FOR ABATEMENTS	75,165.38					75,165.38
DEFERRED REVENUE :	-26,129.52		31,572.01			5,442.49
INSURANCE RECOVERY	1,828.19				165,000.00	1,828.19
BONDS PAYABLE						165,000.00
TOTAL LIABILITY	97,639.27	0.00	31,572.01	0.00	165,000.00	294,211.28
FUND EQUITY						
RESERVE FOR CON'T APPROPRIATIONS	69,059.65					69,059.65
RESERVE FOR ENCUMBRANCES	51,653.00					51,653.00
RESERVE FOR FY 2006	150,000.00					150,000.00
DESIGNATED FOR SPECIAL PURPOSES	2,813.66					2,813.66
WATER		74,400.00				74,400.00
AMBULANCE			435,686.00			435,686.00
STABILIZATION				295,631.68		295,631.68
PETTY CASH	400.00					400.00
UNDESIGNATED FOR OVERLAY DEFICIT	-445.15					-445.15
FEDERAL GRANT	2,588.20					2,588.20
STATE GRANTS	0.00					0.00
UNDESIGNATED FUND BALANCE	522,915.41					522,915.41
TOTAL FUND EQUITY	798,984.77	74,400.00	435,686.00	295,631.68	0.00	1,604,702.45
TOTAL LIABILITIES AND FUND EQUITY	896,624.04	74,400.00	467,258.01	295,631.68	165,000.00	1,898,913.73

Cotuit Fire District
Comparison of Budget and Actual Revenues
Fiscal Year ending June 30, 2005

	Budget	General Fund Actual	Variance Actual over Budget	Special Revenue
REVENUES:				
Taxes:				
Real & Personal Property Taxes	1,660,468.00	1,712,436.74	51,968.74	
Interest on Taxes		7,127.72		
Tax Liens Redeemed		6,165.36		
Water:				
Rates & Services	386,568.00	316,604.55	(69,963.45)	
Penalties		2,885.46		
Antenna Fees	74,504.00	77,897.18	3,393.18	
Basic Use Charge		3,000.00		
Liens, Water		4,667.09		
Fire:				
Ambulance Fees				95,073.76
Permits & Inspections		1,930.00		
Contributions		18,959.03		600.00
Interest on Investments				
Interest on Investments Stabilization Fund				
Insurance Recovery		35,287.88		3,042.64
State Grant FD		15,000.00		
Other		1,097.80		
Total Revenue	2,121,540.00	2,203,058.81	81,518.81	98,716.40
Memo :				
		2,203,058.81		
		98,716.40		

Appropriations and Expenditures FY2005
Budget FY 05 as of June 30, 2005

Acct#	Account	Budget	Encumb 6/30/04	Transfer In	Amount Expended	Transfer Out Encumb	6/30/05	Balance Remaining	Close to Revenue
Prudential Committee									
	Financial Dept :	91200.00							
80015760	Retire. Assessment	111397.00			77649.62			13550.38	13550.38
7001-	Notes and Interest:	67350.00			111397.00			0.00	
80015764	Street Lights	25000.00			66027.00			1323.00	1323.00
80015766	Cotuit Library	7500.00			20784.72			4215.28	4215.28
8001-	Group Insurance:	244350.00			7500.00			0.00	
6001-	Freedom Hall	18500.00			225205.38		1000	18144.62	18144.62
80015763	Town of Barnstable	6808.00			15778.82			2721.18	2721.18
					6808.00			0.00	
Fire Department									
56100	Labor and Salary	890542.00			863047.49			27494.51	27494.51
56200	Maint. & Operation	207451.00	37093.42		176017.63		50653	17873.79	17873.79
20015314	Amb. Billing	7500.00			5244.01			2255.99	2255.99
20015427	Patient Med. Supplies	12500			10036.99			2463.01	2463.01
9001-6010	FD Radio/Pager Equip.	30000			19723.32			10276.68	10276.68
9001-6009	FD Call FF	7500			0.00			7500.00	7500.00
9001-601	FD Washer/Extractor	6500			0.00			6500.00	6500.00
9001-600	FD Fed Match Grant	2600		15000	0.00			2600.00	2600
9001-600	STATE GRANT				15000.00			0.00	
								0.00	
Water Dept.									
80015789	Service Connections	26000.00			25987.89			12.11	12.11
4001-	Labor and Salary	209642.00			209153.83			488.17	488.17
4001-	Maint. & Operation	188200.00	12282.00		199407.55		0	1074.45	1074.45
9001-603	WD Truck	26000.00			25999.98			0.02	0.02
9001-603	WD Main Extension	20000.00			15095.23			4904.77	4904.77
9001-603	wd Hydrant Program	15000.00			14993.59			6.41	6.41
8001-579	Stab. Fund	50000.00			50000.00			0.00	0.00
10015787	Reserve Fund	25000.00						25000.00	25000
	Totals	2296540.00	49375.42	15000.00	2160858.05	0.00	51653.00	148404.37	119216.51
PRIOR YEARS ARTICLES:									
		218181.08			165605.36			52575.72	
Grand Totals									
		2514721.08			2325463.41			200980.09	

PRIOR YEAR ARTICLES
FY2005

ACCOUNT	BAL. BRT FWD 7/1/04	AMOUNT EXPENDED	BALANCE 6/30/05	AMOUNT CLOSED
HOSE REPLACE. A19-02	5548.05		5548.05	
NEW AMBULANCE A14-98	0		0	
RADIO EQUIP. A20-99	916.42	916.42	0	
PROT.CLOTHING A21-99	0.00		0.00	
PROT.CLOTHING A20-01	0.00		0.00	
BRUSHBREAKER A23-01	2934.80		2934.80	
WD OFF. RENOV. A16-97	19929.05		19929.05	
FD STATE GRANT 01	2177.00	2177	0.00	
FD STATE GRANT 03	10969.50	10969.5	0.00	
Main Ext. Program FY03	70628.13	70628.13	0	
FD FED GRANT A16-03	3011.83	423.63	2588.20	
FD Exhaust Removal Sy	2187.45	105	2082.45	
FD ADD'L PERSON 04-16	60000.00	49884.27	10115.73	10115.73
NEW CALL FF 04-15	5738.05	4399.99	1338.06	
WD Tank Study	34140.80	26101.42	8039.38	
TOTALS	218181.08	165605.36	52575.72	10115.73

Cotuit Fire District
Accounts Receivable
July 1, 2004 to June 30, 2005
Schedule I

<u>Real Estate</u>	<u>Balance</u>	<u>Commitment</u>	<u>Tax Refunds</u>	<u>Receipts</u>	<u>Abatements</u>	<u>Transfer</u>	<u>Balance</u>
<u>Tax Fiscal Year</u>	38,169.00						38,168.00
2005		1,694,584.40	2,764.76	1,659,623.69	23,069.68	344.49	14,311.30
2004	43,933.46		6,261.02	35,712.81	6,786.72	3,141.80	4,553.15
2003	4,098.95		790.17	3,392.79	1,330.67	160.51	5.15
2002	1,777.76			1,344.21	445.15	67.43	(79.03)
2001 & Prior Years	707.77						707.77
<u>Total Real Estate Taxes</u>	50,517.94	1,694,584.40	9,815.95	1,700,073.50	31,632.22	3,714.23	<u>19,498.34</u>
<u>Personal Property</u>							
<u>Tax Fiscal Year</u>							
2005		22,514.79	28.31	21,373.65	376.50		792.95
2004	1,250.23		7.60	655.22	7.60		595.01
2003	566.99			186.23	415.07		(34.31)
2002	-	-					
2001 & Prior Years	(1,077.63)	(1,077.63)					
<u>Total Personal Property Taxes</u>	739.59	22,514.79	35.91	22,215.10	799.17	-	<u>276.02</u>
<u>Tax Title</u>	16,405.63			6,165.36		3,369.74	<u>13,610.01</u>
<u>Water Liens Added to Taxes</u>							
2005		4,396.05		3,717.13			678.92
2004	873.84			394.79			479.05
2003	213.73			213.73			-
2000 & Prior Years	683.65			341.44			342.21
<u>Total Water Liens Added to Tax</u>	1,771.22	4,396.05	-	4,667.09	-	-	1,500.18
<u>Water Rates & Services</u>	22,125.21	314,653.30		319,693.41		4,396.05	<u>12,689.05</u>
<u>Total Receivables</u>		2,036,148.54	9,851.86	2,046,649.10	32,431.39	8,110.28	<u>47,573.60</u>

COTUIT FIRE DISTRICT
DEBT LEDGER
As of June 30, 2005

	Balance 1-Jul-04	New Debt	Retirements	Balance 1-Jun-05	Interest Paid in FY05
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	220,000		55,000	165,000	11,027.50
Totals	220,000	0	55,000	165,000	11,027.50

Cotuit Fire District

GROSS WAGES REPORT FY 2005

OFFICERS - ELECTED AND APPOINTED

PRUDENTIAL COMMITTEE

	Gross	Overtime	Total
Donheiser	Alan	1,146	1,146
Franey	Robert	1,250	1,250
Gill	James	1,250	1,250
Lowe	King *	104	104

Fire Commissioners

Allen	Nick	1,250	1,250
Gardner	James	1,250	1,250
Mycock	Ronald	1,250	1,250

Water Commissioners

Calise	George	1,250	1,250
Kiely	Frederick	1,250	1,250
Thomas	John	1,146	1,146
Barnicle	Theodore *	104	104

Moderator

Lowe	Alison	250	
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* Elected May 2005

Treasurer

Murray	Agnes	19,888	19,888
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Clerk

Murray	Agnes	2,265	2,265
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Fire Department Personnel

Fulltime	Title/Position	Gross	Overtime	Total
Frazier **	Paul	82,235	2,172	84,407
Geggatt	Joan	40,153	114	40,266
Fenner	Donna	52,356	8,694	61,049
Hoffman	Stephen	54,047	25,109	79,157
Lyons	Brett	35,910	27,962	63,872
McNamara	William	48,393	33,451	81,845
Pierce	David	66,268	45,172	111,440
Pierce	Jayne	60,347	53,383	113,730
Pouliot	Joseph	49,350	14,111	63,461
Sargent	William	52,356	28,865	81,220
VanEtten	Michael	55,650	31,183	86,833

Call Firefighters

Barth-Pasic	Jennifer	648		648
Clark	Shane	6,340		6,340
Eagan	Edward	6,081		6,081
Fontaine	Patrick	9,632		9,632
Gifford	Jeffrey	3,378		3,378
Marszeley ***	Hal	1,061		1,061
McPherson ****	Jeremy	562		562
Nailor	Brenda	14,841		14,841
Nunes ***	Frank	2,656		2,656
Riley ****	Charles	562		562

Water Dept Personnel

Ventura	Kenneth	69,045		69,045
Hoover	Brian	40,689	6,223	46,912
Leavenworth	Sherri	40,689	381	41,070
Wiseman	Christopher Asst. Superintendent	43,968	8,521	52,489

** Overtime is Holiday Pay Only

*** Left during FY2005

**** Hired during FY 2005

Cotuit Fire District Benefits for the fiscal year ended June 30, 2005

Insurance

Health, dental and life insurance benefits are available to eligible employees in the Fire and Water Departments and elected officials. The District pays 75% of the premiums incurred.

Vacation, Sick and Personal Days

For Water and Fire Department employees, 15 sick days per year can be accumulated in successive years and a specified percentage of those days must be purchased by the District at retirement. Additionally, vacation days ranging from one week to five weeks, according to years of service, eleven paid holidays and three paid personal days are available to Department employees.

Miscellaneous

Tuition reimbursements, longevity pay of \$500 - \$2,100 determined by term of service, educational incentives, training costs, and uniforms constitute the balance of benefits provided to District employees.

The following table sets forth the benefit costs to the District for the fiscal year ended June 30, 2005.

Benefits	Fire Department	Water Department	Elected Officials
Group Insurance	\$90,461.00	\$28,823	\$62,407
Sick Days	21,579		
Personal Days	13,187		
Training	16,477	1,893	
Vacations	44,026		
Holiday	14,843		
Longevity	8,850		
Uniforms	5,913	1,855	
Total	\$215,336	\$32,571	\$62,407

Report of the Prudential Committee

To the Citizens of the Cotuit Fire District

The Prudential Committee of the Cotuit Fire District herewith submits its annual report for the fiscal year ending June 30, 2005.

Your Prudential Committee consists of three elected members and is responsible for the lighting of the streets and public ways of the district and the maintenance and repairs for Freedom Hall.

We are also responsible for the inclusion of the budgets and articles in the warrant for the Annual District Meeting and make recommendations regarding those budgets and articles at that meeting held in May of each year.

The Prudential Committee meets monthly for the purpose of insuring that funds raised by the district are expended in a fiscally responsible way and for the purpose prescribed by the district voters.

Last but not least, a well earned thank you goes out to Alan Donheiser who served many years on the Prudential Committee and who has passed on to me personally a great deal of insight and advice concerning the operations of this District.

Respectfully submitted

Robert J. Franey, Chair
James M. Gill
King F. Lowe
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, 2005.

EMERGENCY MEDICAL SERVICES (EMS)

Providing EMS service accounts for over half of our overall activity. We continue to operate our ambulance at the Advanced Life Support (ALS) level. This year, we received funding to upgrade our current portable heart monitor/defibrillator to add automatic blood pressure measurement and new technology called "capnography". Capnography equipment measures the level of Carbon Dioxide (CO₂) in patients with breathing difficulties. Paramedics can use this information to better determine the nature and extent of the presenting problem. This technology has been used in operating rooms by anesthesiologists for many years. We continue to use our 12 lead EKG equipment to recognize and treat cardiac problems.

New protocols for the treatment of stroke have been implemented by the Massachusetts Department of Public Health. EMS providers are required to use certain assessment criteria to determine where patients should be transported to receive the best care. Both Cape Cod and Falmouth Hospitals meet or exceed the State's requirements for stroke care. The way we procure patient supplies and medications is expected to change in the next year but costs are expected to remain consistent.

FIRE PREVENTION & PUBLIC SAFETY EDUCATION

Inspection and prevention activities remain an important part of our service. We are responsible to enforce a number of laws and regulations including those covering fire alarms, oil and gas storage, hazardous materials and life safety. We continue our annual fire and safety inspections of business properties and work with the Town's licensing, health and inspectional services departments. Together with the other Fire Districts, we share staffing responsibilities at the inspectional services building at 200 Main Street in Hyannis. For almost three years now, our partnership with the Town in this venture has improved our relations between the department and the Town.

Heavy snow accumulations during the Blizzard of 2005 caused attention to be focused on the possibility that carbon monoxide (CO) could be generated inside homes using certain high efficiency heating systems. As we write this report, emergency actions have already been taken changing how certain installations are made and additional requirements for the installation of carbon monoxide detectors in homes are forthcoming. More information will be made available as these requirements are made known to us.

Life safety education is provided to students at the Cotuit Elementary school and day care centers in Cotuit. Visits to the fire station and tours of the County's Fire Safety House bring safety information to children in a fun and interesting way. Firefighter/EMT Bill McNamara continues to lead our school education program.

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. Copies of the "Cape Cod Emergency Preparedness Handbook" are available at the fire station; the handbook contains important safety information for your family. If you have questions regarding fire prevention or code compliance/inspection issues, please contact Captain David Pierce or Chief Paul Frazier.

PERSONNEL

Our full time staff and Call Firefighters perform EMS, fire suppression, and related functions; this "dual role" ability allows us to manage a wide range of emergency situations. We continue to employ full and part time personnel to provide 24 hour service. We currently employ nine full time firefighters. Working in shifts of two, eight of the full time personnel staff the station 24 hours a day. Fulltime Firefighter/EMT Brent Lyons began work in August to fill the new day coverage position. The Chief works weekdays and Call Firefighters provide additional coverage two days a week which affords them opportunities for added experience.

Next fiscal year, we will add an additional full time Firefighter/Paramedic who will be scheduled to work opposite the existing daytime position. This position will help us meet our goal of having a third person scheduled each day to provide additional staffing during our busiest times and when personnel are least available.

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 rely on off duty full time and part time personnel to provide additional help for many incidents. We

attempt to maintain two personnel for standby while apparatus is committed on scene or during patient transport should a subsequent incident occur.

Maintaining an adequate roster of part time personnel is made difficult by our inability to hire and retain sufficient numbers of personnel. Fewer qualified applicants are available with about 1 out of 10 completing the hiring and initial training process. We compete for the availability of our part time personnel as they juggle personal, work and family commitments; we often lose personnel to full time jobs in the fire service. We have seen these challenges become the norm and expect a similar experience 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. Until recently, our full time staff levels remained unchanged even as job duties expanded and incident activity increased.

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.

FF Donna Fenner remains out of work after sustaining an injury on duty last year. Funding was obtained to cover her shift vacancy with existing personnel while her status is determined. Call Firefighter Hal Marczely resigned after three years of service to work full time for the Yarmouth Fire Department. Call Firefighter Frank Nunes left to work fulltime for Mashpee Fire Department after just one year of service. We welcome new Call Firefighters Gus Riley and Jeremy McPherson who joined the department in February with new energy and enthusiasm. Gus and Jeremy completed their initial Firefighter training at the Barnstable Fire Academy.

TRAINING

Training and education remains important to our organization. Senior Private Stephen Hoffman continues to coordinate training activities as the department's

Training Officer. We train on a regular basis in all areas of fire, rescue and EMS including yearly exercises at the Barnstable County Fire Training Academy under simulated fire conditions. Each year, we build upon existing skills and introduce new. Captain Pierce and Sr. Pvt. Hoffman attended courses at the National Fire Academy in Maryland. Other personnel have taken part in trainings offered at the Mass Fire Academy in Stow and the Barnstable Fire Academy in Hyannis.

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 laws mandate the periodic review of 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. In the coming year, training to comply with new Federal standards arising from Homeland Security initiatives on emergency preparedness will take place.

APPARATUS AND EQUIPMENT

We continue to repair and maintain our apparatus as appropriate and necessary. Our vehicles require more service as they age despite our ongoing preventive maintenance that helps to reduce the extent of repairs in some cases. The scheduled replacement of our ambulance and service vehicle will take place in the next two years. We anticipate increases in fuel and insurance costs consistent with what most everyone experiences.

Having received funding last year to purchase additional portable radios, we've been able to issue equipment to our personnel that is more reliable than the technology we previously used. We will be working on creating a back up system and will continue to look at options to insure we can dependably summon personnel and communicate within our department and with outside agencies.

The Cotuit Firefighters Association donated a new 20 ft. rescue boat to replace the 17 ft. Boston Whaler they donated almost 20 years ago. The new boat has features that make it safer and more feasible for the type of operations we conduct. Your generous support of the department through your contributions to the Cotuit Firefighter's Association is greatly appreciated.

BUILDING AND GROUNDS

Our facility is now fifteen years old and we continue to repair and maintain the building and its mechanical systems as needed. We are reviewing preventive maintenance items and plan to incorporate repairs and replacements of building systems and fixtures as necessary and appropriate in the coming years. We are looking at how we may reconfigure space within the building to better accommodate our operational and staff needs.

ACTIVITIES

This year, we became one of sixteen Cape wide locations to accept “sharps” – needles, syringes and lancets. Patients undergoing home care for diabetes, cancer, dialysis and other conditions as well as the administration of medications to pets generate sharps. Sharps must not be disposed of in household trash and they are not accepted at household hazardous waste collections. Participation in the program is FREE to residents who can bring full containers to the fire station for disposal and receive empty containers for personal use. This program is sponsored by the department, in cooperation with the Barnstable County Hazardous Materials Program and Cape Cod Healthcare as a community service.

The department maintained higher levels of staffing for several days during the Blizzard of 2005 last January. Our ability to provide service in those most difficult conditions was directly related to the willingness and dedication of our full and part time staff to make themselves available for coverage and incident response. All totaled, additional costs of about \$20,000 were incurred for payroll, supplies and related expenses.

We continue our participation in Kids Day sponsored by the Barnstable Police Department and Christmas in Cotuit. We held an open house in October. The Cotuit Firefighter’s Association provides assistance to the Civic Association for the annual July 4 parade. The Prudential Committee and Fire Commissioners continue to meet at the station monthly. District elections are held at the station each May.

We are pleased to continue providing blood pressure screening at the station. Hundreds of 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.

PUBLIC SAFETY INFORMATION

We want to take this opportunity to remind residents of important information that we hope will be helpful in keeping your home and family safe:

- In the event you need to call our ambulance service, having current medical information available allows us to provide better care. Our “File for Life” program makes this information available to responders. Medical information is stored in a red pouch affixed to your refrigerator with a magnetic backing; these are available free at the fire station.
- We urge residents to install smoke detectors if you do not have already have them in your home. It’s recommended that smoke detectors be tested regularly and replaced every 10 years or less, even if they appear to work properly; exposure to airborne dust and moisture can reduce their effectiveness. If you’re concerned about a detector’s ability to function, we can test their operation; 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 space 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 more specific information in accordance with the Town’s house number regulations.
- 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 passenger vehicle and requires more overhead 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 requested to update contact and other information.

COMMENTS

We remain in a state of transition as we watch and determine the best way to staff our department based on requests for service. This year's increase of 18% in incident activity is made up of both local and mutual aid (out of District) responses. We continue to take on new responsibilities. We observe how we are affected by personnel availability, seasonal and population changes, as well as economic and social influences. In an organization that responds to unforeseen events, operating in such a changing world poses different and sometimes difficult challenges. We are confident however, that our previous requests to add full time staff have been substantiated by a tangible evidence of need.

We want to acknowledge the dedication and professionalism of our full and part time staff who work together in providing service. A listing of fire department members as of June 30, 2005 is provided after the narrative portion of this report. We offer our appreciation and thanks to these members of your fire and rescue department for their ongoing efforts to provide service to our community

We 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:

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

Paul A. Frazier
FIRE CHIEF

Cotuit Fire, Rescue and Emergency Services

Department Roster & Years of Service

As of June 30, 2005

Paul A. Frazier	Fire Chief/Paramedic	26 years
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/Paramedic	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	Fulltime Firefighter/EMT	4 years
William McNamara	Fulltime Firefighter/EMT	7 years
Jeremy McPherson	Call Firefighter/EMT	New Member
Brenda Nailor	Call Firefighter/EMT-Intermediate	23 years
Jayne Pierce	Fulltime Senior Private/Paramedic	11 years
Joseph Pouliot	Fulltime Senior Private/EMT	23 years
Gus Riley	Call Firefighter/EMT	New Member
William Sargent	Fulltime Firefighter/Paramedic	10 years
Michael VanEtten	Fulltime Firefighter/Paramedic	15 years

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, 2004 to June 30, 2005)

Fire and Related Incidents

Structure Fire	5
Kitchen Fire	0
Vehicle Fire	2
Outside Fire	2
Chimney Fire	1
Brush Fire	3
Equipment Fire	0
Automatic Fire Alarm	59
Hazardous Condition	24
Emergency Standby	0
Investigation/Service	67
Public Assistance	48
Burning Without Permit	6
Mutual Aid (Engine)	39
Other	1
Total Fire Incidents	257

Fire Prevention and Inspection Activity

Smoke Detector (26E, 26F)	101
Placement Inspection	3
Oil Burner	16
Oil Storage Permit	4
Underground Tank (Removal)	2
LPG Storage	4
Business Inspection	20
Fire Alarm Installation	31
Fire Drill/Fire Alarm Test	4
House Number Assistance	7
Open Burning Permits Issued	586
Other	4
Total Fire Prevention Activity	782

Rescue and Related Incidents

House Rescue	280
Transportation	0
Medical Assist	19
Motor Vehicle Accident	30
Boat Rescue	0
Mutual Aid (Ambulance)	96
Mutual Aid (Paramedic)	1
Pedestrian Accident	0
First Aid (Station Walk-In)	10
Medical Alarm	5
Other	5
Total Rescue Incidents	446

Type Of Injury By Category

Medical	39%
Trauma	44%
Cardiac	9%
Respiratory	8%
Trauma	44%

Total Patients Treated 463

Type Of Care Administered

Basic Life Support	59%
Advanced Life Support	41%

Mutual Aid Received

Paramedic	1
Ambulance	18
Fire	8

Total Emergency Incidents (Fire & Rescue) This Fiscal Year 703



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:

The physical condition of our water system is good. There were no major mechanical failures at the five (5) pump stations or in the distribution system. The water towers were inspected and found to be in fair condition. Water quality and supply were maintained throughout the year.

Bortolotti Construction was awarded the bid for the installation of domestic services and emergency repairs. They installed nine new services, replaced twelve services and handled six emergency repairs.

A public hearing was held on the proposed water storage tank in October and a presentation was also given at the Civic Association's April meeting. The article was voted down at the annual District Meeting in May.

A new radio-read meter reading system was installed in November. The new system will cut down the time it takes the men to do the annual readings in October.

The department purchased a new Chevy pick-up 4 x 4 truck to replace the two-wheel Ford ranger truck.

The engineering firm of Stearns and Wheeler conducted a land assessment study of District-owned land.

Bortolotti Construction was the low bidder for the Sampsons Mill Road water main extension project. They installed 2,286' of water main and four hydrants during the month of November.

Cingular presented a re-negotiation package to lower the rent on their antenna lease. The Board declined their offer.

The Board voted to modify the rate structure in February by lowering the minimum allotment from 40,000 gallons (at \$72.00) to 20,000 gallons (at \$36.00) to offer some relief to the approximately 400 residents who use less than 20,000 gallons in a year. An additional tier was added for the high users. The new structure is as follows:

Minimum bill	\$36.00	for 1 st 20,000 gallons
Excess bill	\$ 1.80	for 20,001 to 40,000 gallons
	\$ 2.45	for 40,001 to 80,000 gallons
	\$ 2.70	for 80,001 to 120,000 gallons
	\$ 3.00	over 120,000 gallons

Seven hydrants and gates were installed on School Street and Popponesset Road at the end of May.

Hundreds of water tests were conducted throughout the year and all the parameters set by the Federal and State were met.

In April the 2004 Drinking Water Quality Reports were sent to every home in the District to help educate the homeowners about their water quality. Extra copies are available at the office.

The workload on the water department's staff continues to grow and new challenges arise which test the ability of each staff member. I would like to personally thank the staff for their continued devotion to duty in maintaining the District's water supply system.

Respectfully submitted,

George Calise, Chairman
Frederick Kiely
Jack Thomas

STATISTICAL SUMMARY

WATER PUMPAGE

<u>FY '04</u>		<u>FY '05</u>	
JUL/03	34,074,000	JUL/04	31,132,000
AUG	25,319,000	AUG	27,462,000
SEP	19,867,000	SEP	21,598,000
OCT	12,520,000	OCT	12,980,000
NOV	8,590,000	NOV	9,281,000
DEC	8,463,000	DEC	9,849,000
JAN/04	8,361,000	JAN/05	10,163,000
FEB	7,409,000	FEB	9,245,000
MAR	7,993,000	MAR	8,909,000
APR	7,859,000	APR	10,378,000
MAY	16,189,000	MAY	13,776,000
JUN	<u>23,868,000</u>	JUN	<u>31,734,000</u>
TOTAL	180,512,000	TOTAL	196,507,000

Population supplied – Winter (est.) 3,290

Population supplied – Summer (est.) 5,299

Number of new services installed in FY '05: 9

Feet of main installed in FY 05: 2,286

Total water main footage: 277,582

Number of Service accounts: 2125

Number of new fire hydrants installed in FY '05: 4

Total number of hydrants: 415

ORGANIZATION

Moderator

Alison A. Lowe	420-5437	2007
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Prudential Committee

Robert J. Franey	428-5092	2006
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James Gill	428-3758	2007
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King F. Lowe	420-5747	2008
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Board of Fire Commissioners

Nicholas M. Allen	428-3523	2008
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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

Theodore M. Barnicle	428-0204	2008
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Fredrick P. Keily	428-1263	2006
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Gaetano G. Calise, Jr.	420-3049	2007
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Clerk / Treasurer
Agnes C. Murray
420-3000