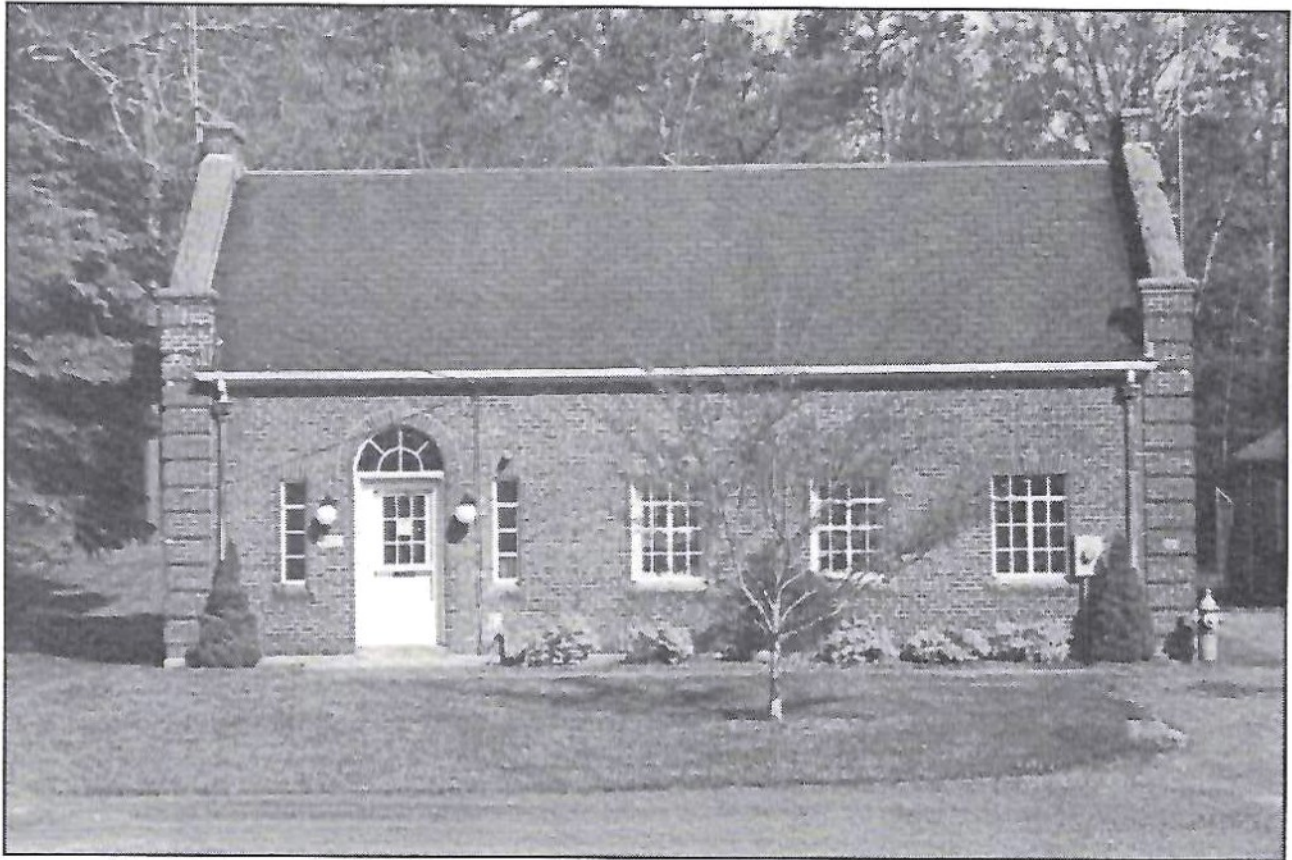


COTUIT FIRE DISTRICT



**Annual Reports
FY 2007**

COVER PHOTO
Cotuit Water Department
4300 Falmouth Road

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING

MAY 29 AND 30, 2007

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at the fire station, 64 High Street, Cotuit, on Tuesday, May 29, 2007, 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>	
James M. Gill *	34
<u>Member, Board of Fire Commissioners, 3 years</u>	
Ronald J. Mycock *	30
<u>Member, Board of Water Commissioners, 3 years</u>	
Gaetano Calise, Jr. *	33
<u>Moderator, 3 years</u>	
Alison A. Lowe *	30

*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 30, 2007, 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 tellers were appointed and sworn in. The following action was taken.

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

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

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 unanimously 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 unanimously voted to raise and appropriate \$154,843.00 for the Barnstable County Retirement Assessment.

Article 5: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$57,805.00 for notes and interest.

Article 6: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$28,000.00 to maintain the street lights of the District.

Article 7: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$12,000.00 to support the operation of the Cotuit Library .

Article 8: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$325,294.00 for group insurance.

Article 9: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$25,000.00 for the maintenance and operation of Freedom Hall.

Article 10: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$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 unanimously voted to raise and appropriate \$1,104,751.00 for the labor and salaries of the Fire Department; and to raise and appropriate \$227,055.00 for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, \$48,300.00

Operating expenses, \$177,755.00 and

Miscellaneous, \$1,000.00

for a total appropriation of \$1,331,806.00

Article 12: Upon motion duly made and seconded, it was unanimously 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 unanimously voted to appropriate and transfer \$22,500.00 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.

Article 14: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$9,600.00 to fund expenses associated with the initial hiring of new Call Firefighters.

Article 15 Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer from the Fire Department capital equipment account the sum of \$50,000.00 to replace the department's Self Contained Breathing Apparatus (SCBA).

Article 16: Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer from the Fire Department capital equipment account the sum of \$4,500.00 to purchase rescue air bags.

Article 17: Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer from the Fire Department capital equipment account the sum of \$38,500.00 to put into operation an Advanced Life Support Engine utilizing existing apparatus and purchasing necessary EMS equipment.

Article 18: 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, 2007 was indefinitely postponed.

Article 19: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate:

\$28,000.00 for the Water Department for service connections

\$247,647.00 for labor and salaries; and

\$282,400.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$75,000.00 for maintenance;

\$155,400.00 for operations;

and \$52,000.00 for miscellaneous expenses

for a total appropriation of \$558,047.00 and that the receipts and revenues of the Water Department be applied to these amounts.

Article 20: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$25,600.00 and transfer and appropriate from the Basic Use account the sum of \$24,400.00 for a total appropriation of \$50,000.00 for the water main extension/replacement program.

Article 21: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate sum of \$25,000.00 for the pump replacement/well treatment program.

Article 22: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$50,000.00 for the meter replacement program.

Article 23: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$20,000.00 to appraise, evaluate and make recommendations regarding the potential future uses of the property located at 140 Old Oyster Road for the Cotuit Fire District.

Article 24: Upon motion duly made and seconded, it was unanimously voted to amend Article XI, Section 2 of the Bylaws of the District by substituting for the existing language the following: "All contracts for the purpose of installation of equipment, supplies or material on behalf of any board or committee shall be awarded, and associated

documentation maintained, in a manner consistent with the requirements of M.G.L. CH. 30B, Section 3 et Seq."

Article 25: Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate the unexpended balance of \$19,929.05 from Article 16 voted at the annual meeting held on May 29, 1996 to be expended under the direction of the Prudential Committee for painting and repairs to Freedom Hall.

Article 26: This article to see if the District will vote to accept G.L. Ch. 40 S.5F which explicitly provides for the establishment of a separate account for ambulance receipts was withdrawn.

Article 27: Upon motion duly made and seconded, it was voted by a majority to raise and appropriate \$25,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws.

Article 28: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$50,000.00 to the reserve fund as provided under Section 5C, Chapter 40 of the General Laws.

Article 29: Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer \$200,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2007.

Respectfully submitted,
Agnes C. Murray
Clerk

This Meeting:

Raised and appropriated	2,801,003.00
Appropriated and transferred	165,679.05
Transferred to reduce the FY08 tax rate	200,000.00



REPORT
OF THE
TREASURER

I hereby submit the Financial Statements
for the Fiscal Year Ending June 30, 2007.

Respectfully submitted,

Agnes C. Murray
Treasurer

COTUIT FIRE DISTRICT
COMBINED BALANCE SHEET - ALL FUNDS
FISCAL YEAR 2007

	GENERAL	SPECIAL REVENUE		TRUST	LONG-TERM	MEMO
		WATER	AMBULANCE	STABILIZATION	DEBT	ONLY
ASSETS						
CASH	1,461,089.15					2,137,467.96
PETTY CASH	400.00	24400	276674.82	375,303.99		400.00
RECEIVABLES:						
PERSONAL PROPERTY:	-2,613.55					-2,613.55
REAL ESTATE	21,409.44					21,409.44
DEFERRED TAXES	0.00					0.00
TAX LIENS	10,892.09					10,892.09
WATER RATES & SERVICE	17,690.95					17,690.95
WATER LIENS ADDED TO TAX:	948.15					948.15
AMBULANCE RECEIVABLES			43,476.29			43,476.29
TOTAL RECEIVABLES	48,327.08		43,476.29			91,803.37
AMOUNT TO BE PROVIDED FOR						
LONG TERM DEBT				375,303.99	55,000.00	55,000.00
TOTAL ASSETS	1,509,816.23	24,400.00	320,151.11	375,303.99	55,000.00	2,284,671.33

LIABILITIES & FUND EQUITY						
LIABILITIES						
WARRANTS PAYABLE	24,858.81					24,858.81
PAYROLL WITHHOLDING	13,543.68					13,543.68
SALES TAX PAYABLE	163.80					163.80
ALLOWANCE FOR ABATEMENTS	82,375.01					82,375.01
DEFERRED REVENUE :	-34,047.93		43,476.29			9,428.36
INSURANCE RECOVERY	1,828.19					1,828.19
BONDS PAYABLE					55,000.00	55,000.00
TOTAL LIABILITY	88,721.56	0.00	43,476.29	0.00	55,000.00	187,197.85
FUND EQUITY						
RESERVE FOR CONT APPROPRIATIONS	329,864.90					329,864.90
RESERVE FOR ENCUMBRANCES	44,681.30					44,681.30
RESERVE FOR FY 2008	200,000.00					200,000.00
DESIGNATED FOR SPECIAL PURPOSES	4,755.93					4,755.93
WATER		24,400.00				24,400.00
AMBULANCE			276,674.82			276,674.82
STABILIZATION				375,303.99		375,303.99
PETTY CASH	400.00					400.00
UNDESIGNATED FOR OVERLAY DEFICITS	-761.51					-761.51
FEDERAL GRANT	2,588.20					2,588.20
STATE GRANTS	3,900.00					3,900.00
UNDESIGNATED FUND BALANCE	835,665.85					835,665.85
TOTAL FUND EQUITY	1,421,094.67	24,400.00	276,674.82	375,303.99	0.00	2,097,473.48
TOTAL LIABILITIES AND FUND EQUITY	1,509,816.23	24,400.00	320,151.11	375,303.99	55,000.00	2,284,671.33

Cotuit Fire District
Comparison of Budget and Actual Revenues
Fiscal Year ending June 30, 2007

	General Fund		Variance Actual over Budget	Special Revenue
	Budget	Actual		
REVENUES:				
Taxes:				
Real & Personal Property Taxes	2,061,294.00	2,102,292.12	40,998.12	
Interest on Taxes		8,305.46	8,305.46	
Tax Liens Redeemed		4,053.34	4,053.34	
Water:				
Rates & Services	400,000.00	342,219.14	(57,780.86)	
Penalties		2,840.33	2,840.33	
Antenna Fees	87,904.00	77,173.10	(10,730.90)	
Basic Use Charge		1,800.00	1,800.00	
Liens, Water		2,620.87	2,620.87	
Fire:				
Ambulance Fees		121,829.09	121,829.09	
Permits & Inspections		3,335.00	3,335.00	
Contributions				345.00
Interest on Investments		74,896.50	74,896.50	
Interest on Investments Stabilization Fund				
Insurance Recovery		257.14	257.14	17,677.07
State Grant FD				3,900.00
Other		1,732.60	1,732.60	
Total Revenue	2,549,198.00	2,743,354.69	194,156.69	21,922.07
Memo :				
General Fund			2,743,354.69	
Special Revenue			21,922.07	
Total				2,765,276.76

Appropriations and Expenditures FY2007
Budget to Actual June 30, 2007

Art#	Account	Budget	Encumb 6/30/2006	Transfer In	Amount Expended	Transfer out	Encumber 6/30/2007	Balance Remaining	Close to Revenue
Prudential Committee									
8	Financial Dept :	96,200.00	75.00		88,955.13		150.00	7,019.87	7,019.87
9	Retire. Assessment	134,886.00			134,886.00				
10	Notes and Interest:	60,600.00			60,582.50			17.50	17.50
11	Street Lights	28,000.00			25,333.84			2,666.16	2,666.16
12	Cotuit Library	9,918.00			9,918.00				
13	Group Insurance:	309,000.00			295,653.27			13,346.73	13,346.73
14	Freedom Hall	25,000.00			24,713.79			286.21	286.21
15	Town of Barnstable	6,808.00			6,808.00				
Fire Department									
16	Labor and Salary	1,041,266.00			1,032,847.70		8,418.30	0.00	
16	Maint. & Operation	225,453.00	50,040.00		236,998.80		36,113.00	2,381.20	2,381.20
17	Amb. Billing	6,750.00		21.65	6,771.65				
18	Patient Med. Supplies	22,500.00	200.00		12,628.90			9,871.10	9,871.10
19	FD Call FF	9,600.00			-			9,600.00	
20	FD Station Maintenance	12,000.00			-			12,000.00	
21	FD Add'l FT Firefighter	64,000.00			-			64,000.00	64,000.00
24	FD Amb. Replacement	175,000.00			6,588.65			168,411.35	
Water Dept.									
25	Service Connections	28,000.00			28,000.00				
25	Labor and Salary	272,267.00			252,832.37			19,434.63	19,434.63
25	Maint. & Operation	250,200.00			249,941.95			258.05	258.05
26	WD Main Extension	50,000.00			26,894.15			23,105.85	
27	WD Pump Replacement	20,000.00			20,000.00				
28	WD Meter Replace. Prog	50,000.00			50,000.00			20,000.00	
29	Resident/Taxpayer Survey	20,000.00			-				
50	Stab. Fund	50,000.00			50,000.00				
51	Reserve Fund	50,000.00			-		21.65	49,978.35	49,978.35
Totals		3,017,448.00	50,315.00		2,620,354.70			402,377.00	169,259.80
PRIOR YEARS ARTICLES:		200,803.11			78,257.53			122,545.58	25,797.88
Grand Totals		3,218,251.11			2,698,612.23			524,922.58	195,057.68

PRIOR YEAR ARTICLES
FY2007

ACCOUNT	BAL.BRT FWD 7/1/2006	AMOUNT EXPENDED	BALANCE 6/30/2007	AMOUNT CLOSED
HOSE REPLACE. A19-02	646.05		646.05	646.05
WD OFF. RENOV. A16-97	19,929.05		19,929.05	
FD SICK LEAVE LIAB 06-22	24,725.00		24,725.00	24,725.00
FD EXHAUST REMOVAL SYSTEM	1,169.55	529.55	640.00	
FD NEW CALL FF 05-15	2,337.08	1,910.25	426.83	426.83
FD COMMUNICATIONS EQUIP 05-	10,276.68		10,276.68	
FD WASHER/EXTRACTOR 05-	6,500.00		6,500.00	
FD ADD'L DAY PERSON 06-18	31,063.96	9,877.54	21,186.42	
NEW CALL FF 06-15	7,267.75	2,077.06	5,190.69	
FD RADIO EQUIP 06-14	20,000.00		20,000.00	
FD SERVICE VEH CHIEF 06-16	1,712.00	526.87	1,185.13	
FD STATION MAINT. 06-17	12,000.00	160.27	11,839.73	
WD Tank Study 04-	8,039.38	8,039.38	-	
WD MAIN EXT PROG 05-23	4,154.77	4,154.77	-	
WD TRUCK 06-25	981.84	981.84	-	
WD MAIN EXT PROG 06-26	50,000.00	50,000.00	-	
TOTALS	200,803.11	78,257.53	122,545.58	25,797.88

Cotuit Fire District
Accounts Receivable
July 1, 2006 to June 30, 2007
Schedule 1

	Balance	Commitment	Refunds	Receipts	Abatements	Transfer	Balance
<u>Real Estate</u>							
<u>Tax Fiscal Year</u>							
2007		2,115,328.64		2,103,623.97	7,524.03		4,180.64
2006	(7,194.74)		53096.18	36401.73	1949.51	2.71	7,547.49
2005	8,815.56		3365.51	2819.24	146.30		9,215.53
2004	1,071.49		1795.42	898.70	414.05	814.60	739.56
2003	(902.52)						(902.52)
2002	(79.03)						(79.03)
2001 & Prior Years	707.77						707.77
<u>Total Real Estate Taxes</u>	2,418.53	2,115,328.64	58,257.11	2,143,743.64	10,033.89	817.31	21,409.44
<u>Personal Property</u>							
<u>Tax Fiscal Year</u>							
2007		12,908.76		15,737.35	49.34		(2,877.93)
2006	1,802.99		570.83	1472.8	147.88	4.63	748.51
2005	460.13			71.93	111.08		277.12
2004	595.01			94.34	90.08		410.59
2003	(94.21)						(94.21)
2002 & Prior Years	(1,077.63)						(1,077.63)
<u>Total Personal Property Taxes</u>	1,686.29	12,908.76	570.83	17,376.42	398.38	4.63	(2,613.55)
<u>Tax Title</u>	12,668.57	814.60		2591.08			<u>10,892.09</u>
<u>Water Liens Added to Taxes</u>							
2007		1,722.61		1,433.47			289.14
2006	696.58			938.03			(241.45)
2005	328.57			249.37			79.20
2004	479.05						479.05
2003 & Prior Years	342.21						342.21
<u>Total Water Liens Added to Tax</u>	1,846.41	1,722.61	-	2,620.87	-	-	948.15
<u>Water Rates & Services</u>	18,207.22	346,589.60		345346.560	36.70	1722.61	<u>17,690.95</u>
<u>Total Receivables</u>	36,827.02	2,477,364.21	58,827.94	2,511,678.57	10,468.97	2,544.55	<u>48,327.08</u> down across

COTUIT FIRE DISTRICT
DEBT LEDGER
As of June 30, 2007

	Balance 1-Jul-06	New Debt	Retirements	Balance 30-Jun-07	Interest Paid in FY07
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	110,000		55,000	55,000	5,582.50
Totals	110,000	0	55,000	55,000	5,582.50

Cotuit Fire District

GROSS WAGES REPORT 2007

OFFICERS - ELECTED AND APPOINTED

	Gross	Overtime	Total
PRUDENTIAL COMMITTEE			
Franeay Robert	1,250		1,250
Gill James	1,250		1,250
Lowe King	1,250		1,250
Fire Commissioners			
Allen Nick	1,250		1,250
Campbell Donald	1,250		1,250
Mycock Ronald	1,250		1,250
Water Commissioners			
Calise George	1,250		1,250
Kiely Frederick	1,250		1,250
Barnicle Theodore	1,250		1,250
Moderator			
Lowe Alison	250		250
Treasurer			
Murray Agnes	25,000		25,000
Clerk			
Murray Agnes	2,265		2,265

Fire Department Personnel

Fulltime		Title/Position	Gross	Overtime	Total
Frazier	Paul	Fire Chief/Paramedic	88,845		88,845
Geggatt	Joan	Administrative Assistant	42,387		42,387
Amento	John	Firefighter/Paramedic	60,278	19381	79,659
Fenner	Donna	Firefighter/Paramedic	56,718	49,111	105,829
Hoffman	Stephen	Senior Private/EMT	59,798	16,719	76,517
Lyons	Brett	Firefighter/EMT	50,887	28,611	79,498
McNamara	William	Firefighter/EMT	52,416	37,826	90,242
Pierce	David	Captain/EMT	71,766	56,272	128,038
Pierce	Jayne	Senior Private/Paramedic	65,367	50,148	115,515
Pouliot	Joseph	Senior Private/EMT	53,442	9,258	62,700
Sargent	William	Firefighter/Paramedic	56,718	26,219	82,937
VanElten	Michael	Firefighter/Paramedic	60,278	38,554	98,832
Call Firefighters					
Anderson	Ty	Firefighter/EMT	8,114		8,114
Barth-Pasic	Jennifer	Senior Private/EMT	3,082		3,082
Clark	Shane	Firefighter/Paramedic	5,974		5,974
Florence	Brian	Firefighter/Paramedic	2,729		2,729
Fontaine	Patrick	Firefighter/EMT	2,765		2,765
Gifford	Jeffrey	Driver-Operator/EMT	19,00		19,00
McPherson	Jeremy	Firefighter/EMT	20,407		20,407
Nailor	Brenda	Firefighter/EMT-Intermediate	8,537		8,537
Riley	Charles	Firefighter/EMT	2,197		2,197

Water Dept Personnel

Wiseman	Christopher	Water Superintendent	64,260		64,260
Hoover	Brian	Senior Water Operator	50,613	6,206	56,819
Leavenworth	Sherri	Office Manager	45,721		45,721
Drazek	Anthony	Water Operator	35,610	185	35,795
Herrick	Benjamin	Water Operator	37,773	2,759	40,532

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Report of the Prudential Committee

The Prudential Committee of the Cotuit Fire District herewith submits its annual report for the fiscal year ending June 30, 2007.

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. The date and time of each monthly meeting are posted on the bulletin board at the post office and at the district office located in the fire station or by calling the district office at 508-420-3000.

The Cotuit District office is currently located at the Fire Station and is open for your convenience on Tuesdays and Thursdays from 9:30 to 12:00. In addition, Mrs Murray checks the answering machine on a daily basis for messages needing a response.

As part of the maintenance of Freedom Hall, ongoing maintenance of the main floors and lighting improvement have been undertaken. . We requested funding and received approval at the last district meeting for the purpose of the much needed painting of the interior of the hall.

Your Prudential Committee serves you the taxpayer and urges any of you to attend any of our open meetings held each month in order to be a better informed citizen of our Cape Cod village.

Cotuit is no different from other villages, cities or towns when you consider attendance and voting at various meetings. However, as chairman of the

Prudential Committee, I encourage you to attend our annual district meeting and vote. Consider that out of 2000 eligible voters only 80 to 100 attend our annual district meeting held each May. Since most articles on the warrant require a majority vote, this means than 40 to 50 people control raising taxes and spending your tax dollars in Cotuit. Only you can change that and I hope to see you next May making your vote count as much as the taxes you pay.

Respectfully submitted,

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

Prudential Committee

Report of the Board of Water Commissioners

To the Citizens of the Cotuit Fire District:

In FY 2007, the Cotuit Water Department delivered 211,593,000 gallons of drinking water to 2,139 homes, businesses and public buildings.

The water quality is analyzed on a monthly basis and water quality continues to exceed all state and federal standards and the Massachusetts Department of Environmental Protection (DEP) found no areas needing attention, nor any violations of regulations.

Mr. Ken Ventura retired as department superintendent. Assistant superintendent Chris Wiseman, a longtime member of the department, was appointed to the superintendent position. A new operator was added to the staff.

Tata & Howard engineers prepared and submitted an application to the DEP to raise the permitted amount so the District will not continually be in violation of the regulations. The new withdrawal permit should be issued in early 2008.

The Board continued working with the engineering firm of Weston & Sampson to find a practical replacement for the aging Main Street storage tank.

The Board of Water Commissioners continued to work in opposition of a dense development project proposed for Main Street. This development is not allowed under current Barnstable zoning laws however there is an exceptions to the regulations that would allow the developer to build the sewage discharge dangerously close to a drinking water supply well. The board has notified the Town that it has strong opposition to allow this type of dense development within the supply zones of the wells.

One large housing development, located on Route 28, was approved by the Town and is now under construction. Approximately 120 new homes will be added to the water system when the project is built out. The department is monitoring the construction of the water distribution and waste water systems throughout the project.

Drinking Water Quality Reports were sent to every home in the District and additional copies are available at the Water Department office.

Throughout the past year the Water Department, with a new superintendent and an additional operator handled the workload in a very thorough and professional manner in all areas of maintenance and operations of the water supply system.

Respectfully submitted,

Frederick Kiely, Chairman
George Calise
Theodore Barnicle

STATISTICAL SUMMARY

WATER PUMPAGE

CALENDAR YEAR 2006

JAN	9,352,000
FEB	8,364,000
MAR	9,506,000
APR	10,779,000
MAY	17,454,000
JUNE	21,096,000
JULY	29,735,000
AUG	31,168,000
SEPT	23,660,000
OCT	13,603,000
NOV	9,942,000
DEC	<u>9,503,000</u>

TOTAL 194,162,000

FISCAL YEAR 2007

JUL/06	29,735,000
AUG	31,168,000
SEP	23,660,000
OCT	13,603,000
NOV	9,942,000
DEC	9,503,000
JAN/07	9,651,000
FEB	9,151,000
MAR	10,430,000
APR	10,797,000
MAY	22,975,000
JUN	<u>30,978,000</u>

TOTAL 211,593,000

Population supplied – Winter (est.) 3,327

Population supplied – Summer (est.) 5,336

Number of new services installed in FY '07: 7

Feet of main installed in FY 07: 1,300

Total water main footage: 278,882

Number of Service accounts: 2139

Number of new fire hydrants installed in FY '07: 3

Total number of hydrants: 418

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, 2007.

EMERGENCY MEDICAL SERVICES (EMS)

EMS continues to account for over half of our incident activity. We continue to provide service at the Advanced Life Support (ALS) level. All of our personnel are trained at either the EMT-Basic or EMT-Paramedic level in addition to their duties as Firefighters. By the time this report reaches you, we anticipate having our new ambulance in service; we currently use an 8-9 year replacement cycle based on our activity level. Technological and environmental improvements benefit both our staff and the patients we provide treatment for.

Medical protocols issued by the State, guide the treatment our patients receive in the pre-hospital setting. Yearly, skills and/or medications used by ambulance personnel are reviewed and updated to improve patient care. We are considered a health care provider and our ambulance is licensed by the State. We receive a comprehensive, annual inspection by the Department of Public Health each year.

Our EMS Service Zone Plan was completed as a cooperative effort along with other Cape departments. This plan was mandated by the State to identify resources and coordinate various aspects of EMS care. We recently joined the State's Ambulance Task Force; as a participant, we help to insure an adequate EMS response to large incidents both on and off Cape.

FIRE PREVENTION & PUBLIC SAFETY EDUCATION

We continue to encourage residents to install and/or maintain their smoke and carbon monoxide (CO) detectors. Legislation passed two years ago, requires homes to have CO detectors on each habitable level and within ten feet of bedroom doors. Periodically, we respond to CO detector activations and find, in some instances, a discharge of CO in the home. Because CO is poisonous and undetectable by humans, working CO detectors are essential in any home using fossil fuels (gas, oil, coal, wood, etc.) Whenever a home is sold, an inspection and certificate from the fire department is required before the sale can become final. Landlords are required to provide CO detection for rental properties. Please contact us if you have questions or need further information.

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

PERSONNEL

We continue to employ full and part time (call) personnel to provide EMS, fire suppression and other services, 24 hours a day. Our personnel are cross trained to perform both EMS and firefighting duties. Our staff is trained and experienced in managing a variety of emergency situations. Our full time firefighting staff level remains at ten. Eight full time personnel, working in shifts of two, staff the station 24 hours a day providing our core coverage. Two fulltime personnel work during the day, on an alternating basis, providing a third person when we are the busiest and when most personnel are less available. We continue to have Call Firefighters provide some additional daytime coverage which affords them an opportunity for added experience.

Our current operational strategy offers a prompt initial response by full time personnel with support from off duty full time and call personnel supplying additional help as needed. When possible, we retain some of the personnel who respond for standby should a subsequent incident occur while those involved in the initial response are committed. Our available resources can be taxed based on the severity and duration of an incident or the need to respond to additional requests for assistance. We utilize mutual aid from other departments as necessary; thus far, the system has been reliable. We are aware however, that the system is subject to periods of high activity, vehicles out of service and other factors that influence the availability of help outside of our District.

As we continually report, maintaining an adequate roster of call firefighters is challenging. Part time personnel often leave as opportunities for full time positions become available in surrounding communities. In recent years, we've experienced a decreasing number of qualified applicants applying for positions. We are aware that our call firefighters have personal, work and other commitments in addition to their obligations with the department. These issues have become the norm and we do not anticipate any improvement in future years.

Most incidents require us to "call back" additional staff and our off duty full time and call personnel are summoned. The fire service is somewhat unique in that personnel often respond to staff emergency incidents in addition to their scheduled weekly hours. Active periods require more call back resulting in necessary overtime expenses. Our current policy is to maintain a minimum of three firefighters during the day and two at night which necessitates the need to cover personnel who are on vacation, out sick or on other approved time off.

During the year, Call Firefighter Gus Riley left the department after two years of service for a full time position with the COMM Fire Dept. Gus was dedicated, enthusiastic and

mechanically talented. Call Firefighter Patrick Fontaine, who has been with the department since 2002, left for a full time position with the Yarmouth Fire Dept. Patrick was also a dedicated individual and we benefited from his experience working both in the hospital and with a private ambulance service. We will miss the important contributions both Gus and Patrick made during their time with us.

Two new call firefighters were hired during the year. Ty Anderson, who already had received EMT training and Brian Florence; both are from Cotuit. Both attended Firefighter I-II training at the Barnstable Fire Academy and began orientation with the department. It takes about two years for new call firefighters to reach an adequate level of skill and to become comfortable with operating at most incidents.

TRAINING

This past year, all department personnel have received various levels of training as required by the Department of Homeland Security. The National Incident Management System (NIMS) was implemented to allow responders from multiple agencies better respond to natural disasters and emergencies, including acts of terrorism. NIMS uses standard terminology and concepts for incident management.

Firefighter-Paramedic John Amento successfully completed training at the Massachusetts Firefighting Academy. FF Amento attended training with over 70 other recruits from Massachusetts in a rigorous, 12 week training program designed to give firefighters a broad base of skills in many areas of fire and rescue practices. This training is required of new full time personnel.

We continue to train on a regular basis in all areas of fire, rescue and EMS. Each year, we build upon existing skills and introduce new ones. Some personnel attend courses at the Mass Fire Academy in Stow, the Barnstable Fire Academy in Hyannis and the National Fire Academy in Maryland. Training activities also include preparing new Call Firefighters to function in their positions. 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.

APPARATUS AND EQUIPMENT

We keep our apparatus in a state of readiness by performing preventive and other maintenance. The frequency of repair for our two fire engines, now over 13 and 17 years of age, is increasing. Each year, we review our expenses and adjust our budget accordingly. The realistic service life of our fire engines are less than we anticipated when they were first purchased. For example, similar to other departments in the area, we are seeing body and frame corrosion due to chemicals used to manage ice and snow. We

anticipate updating our capital expense plan to reflect a somewhat earlier replacement schedule.

Since issuing portable radios to our personnel two years ago, we have improved the consistency of our communications. Though we still use a low band frequency for some paging, we are looking at the possibility of using a different frequency band to replace our pagers, some of which are over 20 years old. We are still working with the COMM Fire Department on a joint grant to provide a back up system capable of use during times when the State maintained system may be out of service or during catastrophic events such as a hurricane or similar event.

BUILDING AND GROUNDS

We have completed some projects on our facility during this past year; it's been over 17 years since renovations were completed; half of the original structure was built in 1938. We continue to work at completing repairs or improvements on a priority basis and within our ability to schedule contractors and oversee the work. This year we finished repairs to the HVAC system, painted the apparatus rooms, and made other repairs and improvement to the facility. We want to thank Firefighters McNamara, Lyons, VanEtten and others for the outside improvements they completed which saved us from hiring landscape contractors.

ACTIVITIES

As in the past, we participated in Kids Day sponsored by the Barnstable Police Department and Christmas in Cotuit. The Cotuit Firefighter's Association provides assistance to the Civic Association for the annual July 4 parade. District elections are held at the station each May.

The department sponsored Senior Private Jayne Pierce to attend training and became a Certified Car Seat Technician. As the result of this training, we can offer car seat inspections to insure your child's seat is properly installed as well as verify that your seat meets standards of safety necessary to protect your child. During the year, we have performed thirty car seat installations and assisted a number of parents with general information. We are surprised at how many car seats are not installed properly despite the best intentions of parents who follow the manufacturer's instructions. We plan to send another member the next time a training opportunity becomes available.

We continued this year to accept "sharps" – needles, syringes and lancets used by medical patients in home care situations. Sharps must not be disposed of in household trash and 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's call volume increased slightly this past year. Changes in activity levels are not uncommon; we look at trends that take place over several years to gain a perspective on any significant patterns of change. Fluctuations are based on factors that we can not reasonably predict. At the time of this writing, work has begun on a 128 lot subdivision north of Falmouth Road (Route 28) near the town line with Mashpee. It is too early to tell the extent of impact these additional homes will have on our requests for service.

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, 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

Our response during the day has improved with the addition of the second day position added last year. We review our operations to evaluate what, if any changes may be necessary to maintain our level of service. The fire service continually takes on new responsibilities in response to local, state or national trends.

We want to acknowledge the dedication and professionalism of our full and part time staff who work together so well. A listing of fire department members as of June 30, 2007 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 protect and serve 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:

Ronald Mycock, Chairman
Nicholas Allen
Donald Campbell
BOARD OF FIRE COMMISSIONERS

Paul A. Frazier
FIRE CHIEF

PUBLIC SAFETY INFORMATION

Please consider taking action to make your family safer. . .

- **Install carbon monoxide (CO) detectors in your home!**
State law requires CO detectors in every home. Detectors must be installed within 10 feet of each bedroom door and on each habitable level; all must have battery back up. We recommend locating a detector in unfinished basements as well. Contact us for additional information.
- **Install and maintain smoke detectors throughout your home!**
Test your smoke detectors regularly and replace them every 10 years (or less), even if they appear to work properly. Environmental exposure to dust and moisture can reduce a detector's effectiveness. We can test your detector's operation free of charge.
- **Take advantage of our "File for Life" program!**
In you need to call our ambulance service, having current medical information available helps us to provide better care. Our "File for Life" program allows you to keep medical information available in a red pouch affixed to your refrigerator with a magnetic backing; these are available free at the fire station.
- **Please post your house number!**
Town regulations require the use of house numbers. If your number can't be seen from the street, a sign must be placed near the driveway or road entrance. Trim any foliage that might obstruct your number 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. We can provide more specific information in accordance with the Town's house number regulations.
- **Maintain adequate access to your property!**
Tree limbs and brush overhanging driveways on private roads can delay or prevent us from reaching your home quickly. Our fire apparatus is larger and wider than the average passenger vehicle and requires more overhead room; damage can occur when clearance is not sufficient. We can furnish information on how to provide adequate access to your property.
- **Install a lock box if you have a medical or fire alarm!**
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.

Cotuit Fire, Rescue and Emergency Services
Department Roster & Years of Service
As of June 30, 2007

Frazier, Paul	Fire Chief/Paramedic	28 years
Geggatt, Joan	Administrative Assistant	11 years
Pierce, David	Fulltime Captain/Fire Inspector/EMT	28 years
Pouliot, Joseph	Fulltime Senior Private/EMT	25 years
Fenner, Donna	Fulltime Firefighter/Paramedic	18 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	17 years
Hoffman, Stephen	Fulltime Senior Private/EMT	16 years
Pierce, Jayne	Fulltime Senior Private/Paramedic	13 years
Sargent, William	Fulltime Firefighter/Paramedic	11 years
McNamara, William	Fulltime Firefighter/EMT	9 years
Lyons, Brent	Fulltime Firefighter/EMT	6 years
Amento, John	Fulltime Firefighter/Paramedic	2 years
Gifford, Jeffrey	Call Driver/Operator/EMT*	30 years
Nailor, Brenda	Call Firefighter/EMT	25 years
Barth-Pasic, Jennifer	Call Senior Private/EMT	24 years
Clark, Shane	Call Firefighter FF/Paramedic	5 years
Fontaine, Patrick	Call Firefighter FF/EMT*	5 years
McPherson, Jeremy	Call Firefighter/EMT	2 years
Anderson, Ty	Call Firefighter/EMT	1 year
Florence, Brian	Call Firefighter/EMT	1 year

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

COTUIT FIRE DEPARTMENT ACTIVITY
(July 1, 2006 to June 30, 2007)

Fire and Related Incidents

Structure Fire	11
Brush Fire	3
Vehicle Fire	0
Outside Fire	4
Chimney Fire	1
Hazardous Condition	30
Hazardous Materials Incident	1
Automatic Fire Alarm	65
Burning Without Permit	6
Mutual Aid (Engine)	45
Public Assistance	28
Emergency Standby	0
Investigation/Service	84
Other Fire Related	<u>0</u>
Total Fire Incidents	279

Fire Prevention and Inspection Activity

Fire Alarm Compliance	56
Fire Alarm System	39
Fire Alarm Drill/Test	6
Oil Burner/Storage Inspection	18
Underground or Oil Tank Removal	1
LPG Tank/Appliance	0
Business Inspection	28
Other Fire Prevention Activity	48
Open Burning Permits Issued	<u>374</u>
Total Fire Prevention	553

EMS and Related Incidents

Rescue	279
Transportation	0
Motor Vehicle Accident	24
Medical Assist	23
Pedestrian Accident	0
Boat Rescue	2
Medical Alarm	6
First Aid (Station Walk-In)	5
Other EMS Related	3
Mutual Aid (Ambulance)	71
Mutual Aid (Paramedic)	<u>0</u>
Total Rescue Incidents	413

Category of Injury/Illness

Medical	44.4%
Trauma	37.4%
Respiratory	10.1%
Cardiac	8.1%

Level of Care Administered

Basic Life Support	51.4%
Advanced Life Support	48.6%

Total Patients Treated 416

Mutual Aid Received

Paramedic	0
Ambulance	22
Fire	7

Total Emergency Incidents (Fire & EMS) This Fiscal Year 692



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!"



Cotuit Fire District

Post Office Box 1475
Cotuit, Massachusetts 02635

By-Law Committee Members:

Theodore M. Barnicle
Edward R. Gargiulo
King F. Lowe
Ronald J. Mycock
Paul Pinard

REPORT FOR FISCAL YEAR 2006-2007

July 2, 2007

Registered Voters
Cotuit Fire District

Dear Voters:

The By-Law Committee as constituted under Article XI, Section 6 of the Cotuit Fire District By-Laws met on January 24, 2007.

A proposed revision to Article XI, Section 2 of the By-Laws was submitted to the voters at the Annual Meeting of the District on May 30, 2007.

Respectfully submitted,

King F. Lowe
By-Law Committee

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

ORGANIZATION

Moderator

Alison A. Lowe	420-5437	2010
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Prudential Committee

Robert J. Franey	428-5092	2009
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James Gill	428-3758	2010
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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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Donald G. Campbell	428-7823	2009
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Ronald J. Mycock	428-3511	2010
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Board of Water Commissioners

Theodore M Barnicle	428-0204	2008
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Fredrick P. Kiely	428-1263	2009
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Gaetano G. Calise, Jr	420-3049	2010
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Clerk / Treasurer
Agnes C. Murray
420-3000

COTUIT FIRE DISTRICT
POST OFFICE BOX 1475
COTUIT, MASSACHUSETTS 02635

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