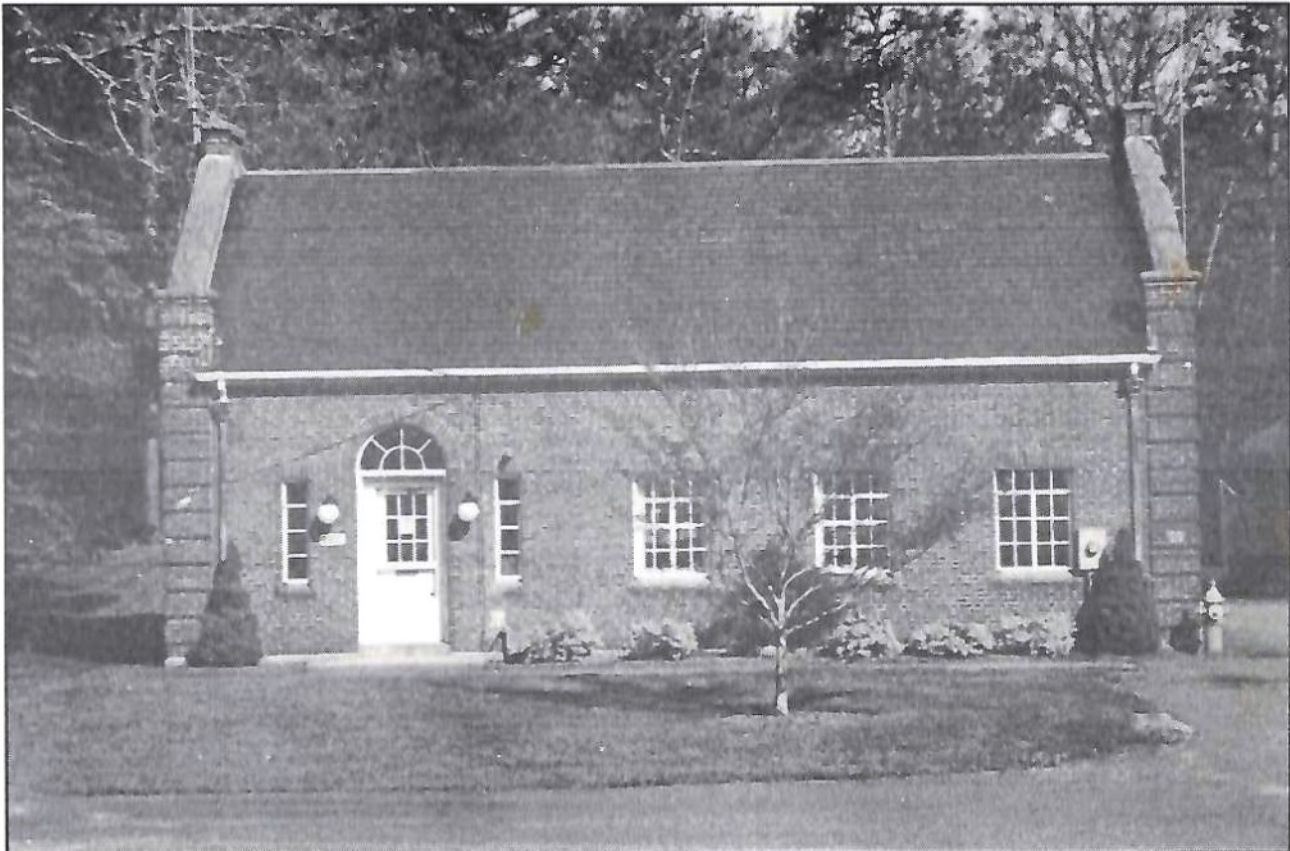


COTUIT FIRE DISTRICT



**Annual Reports
FY 2009**

COVER PHOTO
Cotuit Water Department
4300 Falmouth Road

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING

MAY 26 AND 27, 2009

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 26, 2009, 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>	
Bruce W. Kelly *	200
<u>Member, Board of Fire Commissioners, 3 years</u>	
Donald G. Campbell *	133
William H. Wool	99
<u>Member, Board of Water Commissioners, 3 years</u>	
Fredrick P. Kiely *	198

*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 27, 2009, 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 the District voted to accept the reports of the officers and committees of the District as printed.

Article 2: Upon motion duly made and seconded the District 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 the District voted to raise and appropriate \$104,625.00 for the expenses of the Financial Department.

Article 4: Upon motion duly made and seconded the District voted to raise and appropriate \$172,463.00 for the Barnstable County Retirement Assessment.

Article 5: Upon motion duly made and seconded the District voted to raise and appropriate \$30,000.00 to maintain the street lights of the District.

Article 6: Upon motion duly made, seconded and amended, the District voted unanimously to raise and appropriate \$13,800.00 to support the operation of the Cotuit Library.

Article 7: Upon motion duly made and seconded the District voted to raise and appropriate \$410,000.00 for group insurance.

Article 8: Upon motion duly made and seconded the District voted unanimously to raise and appropriate \$25,000.00 for the maintenance and operation of Freedom Hall.

Article 9: Upon motion duly made and seconded the District voted unanimously 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 10: This article to see if the District will vote to raise and appropriate the sum of \$25,000.00 for the construction of renovations to Freedom Hall, including but not limited to installation of kitchen facilities, so that the building will be suitable to rent to the public as a function hall was withdrawn.

Article 11: Upon motion duly made and seconded the District voted unanimously to raise and appropriate \$1,251,523.00 for the labor and salaries of the Fire Department; and to raise and appropriate \$267,175.00 for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, \$58,300.00

Operating expenses, \$205,675.00 and

Miscellaneous, \$3,200.00

for a total appropriation of \$1,518,698.00.

Article 12: Upon motion duly made and seconded the District voted unanimously to appropriate and transfer \$7,500.00 from the Fire Department capital equipment account to provide for the ambulance service billing.

Article 13: Upon motion duly made and seconded the District voted unanimously to appropriate and transfer \$38,500.00 from available funds 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 the District voted to transfer and appropriate \$30,000.00 from the Fire Department capital equipment account to replace the fire department's vehicle #260.

Article 15: Upon motion duly made and seconded the District voted unanimously to transfer and appropriate \$20,000.00 from the Fire Department capital equipment account to rehab Fire Department vehicle # 263.

Article 16: Upon motion duly made and seconded the District voted to transfer and appropriate \$9,000.00 from the Fire Department capital equipment account to replace one of the department's Infra Red Cameras used for firefighting, search and rescue.

Article 17: Upon motion duly made and seconded the District voted unanimously to transfer and appropriate \$9,700.00 from the Fire Department capital equipment account to fund expenses associated with the initial hiring of new Call Firefighters.

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, 2009 was withdrawn.

Article 19: Upon motion duly made and seconded the District voted unanimously to raise and appropriate:

\$25,000.00 for the Water Department for service connections

\$277,106.00 for labor and salaries; and

\$292,700.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$75,000.00 for maintenance;

\$165,700.00 for operations; and

\$52,000.00 for miscellaneous expenses

for a total appropriation of \$594,806.00 and that the receipts and revenues of the Water Department be applied to these amounts.

Article 20: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of \$50,000.00 from the MTBE Products Liability Litigation Settlement funds for the water main extension program.

Article 21: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of \$30,000.00 from the MTBE Products Liability Litigation Settlement funds for the pump replacement/well treatment program

Article 22: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of \$50,000.00 from the MTBE Products Liability Litigation Settlement funds for the meter replacement program.

Article 23: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of \$286,000.00 from the MTBE Products Liability Litigation Settlement funds for the installation of emergency generator back-up systems for pumping stations.

Article 24: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of \$137,500 from the MTBE Products Liability Litigation Settlement funds as part of a joint purchase, along with the Town of Barnstable, of a Conservation Easement from Bay Point, LLC, relative to property located at 671 Main Street, Cotuit, and further, that the District be authorized to impose as a condition to said easement such restrictions as it deems appropriate to protect the public water supply.

Article 25: This article to see if the District will vote to raise and appropriate \$25,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws was withdrawn.

Article 26: To see if the District will vote to raise and appropriate \$30,000.00 to the reserve fund as provided under Section 5C, Chapter 40 of the General Laws.

Article 27: Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer 300,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2010.

Hereof fail not to make due return of this warrant and your doings thereon at said meeting.

Given under our hands this Twenty-Second day of April, 2009.

A True Copy, attest:

Agnes C. Murray
Agnes C. Murray, Clerk
Cotuit Fire District

KING F. LOWE
ROBERT J. FRANEY
JAMES M GILL
PRUDENTIAL COMMITTEE

REPORT
OF THE
TREASURER

I hereby submit the Financial Statements
for the Fiscal Year Ending June 30, 2009.

Respectfully submitted,

Agnes C. Murray
Treasurer

COTUIT FIRE DISTRICT
COMBINED BALANCE SHEET - ALL FUNDS
FISCAL YEAR 2009

	GENERAL	TRUST STABILIZATION	LONG-TERM DEBT	MEMO ONLY
ASSETS				
CASH	3,163,668.56	450,924.57		3,614,593.13
CASH INVESTMENT	500,000.00			500,000.00
PETTY CASH	400.00			400.00
RECEIVABLES				
PERSONAL PROPERTY	648.45			648.45
REAL ESTATE	11,046.48			11,046.48
DEFERRED TAXES	0.00			0.00
TAX LIENS	7,760.90			7,760.90
WATER RATES & SERVICE	26,838.31			26,838.31
WATER LIENS ADDED TO TAX	2,325.56			2,325.56
AMBULANCE RECEIVABLES	31,660.42			31,660.42
TOTAL RECEIVABLES	<u>80,280.12</u>			<u>80,280.12</u>
AMOUNT TO BE PROVIDED FOR LONG TERM DEBT			0.00	0.00
TOTAL ASSETS	<u>3,744,348.68</u>	<u>450,924.57</u>	<u>0.00</u>	<u>4,195,273.25</u>

LIABILITIES & FUND EQUITY				
LIABILITIES				
WARRANTS PAYABLE	19,916.51			19,916.51
PAYROLL WITHHOLDING	14,665.37			14,665.37
SALES TAX PAYABLE	233.10			233.10
ALLOWANCE FOR ABATEMENTS	134,805.36			134,805.36
DEFERRED REVENUE	-54,525.24			-54,525.24
INSURANCE RECOVERY	1,828.19		0.00	1,828.19
BONDS PAYABLE				0.00
TOTAL LIABILITY	<u>116,923.29</u>	<u>0.00</u>	<u>0.00</u>	<u>116,923.29</u>
FUND EQUITY				
RESERVE FOR CONT APPROPRIATIONS	1,653,057.24			1,653,057.24
RESERVE FOR ENCUMBRANCES	45,200.00			45,200.00
RESERVE FOR FY 2009	300,000.00			300,000.00
DESIGNATED FOR SPECIAL PURPOSES	6,755.93			6,755.93
WATER				0.00
AMBULANCE	101,924.82			101,924.82
STABILIZATION		450,924.57		450,924.57
PETTY CASH	400.00			400.00
UNDESIGNATED FUND BALANCE	1,520,087.50			1,520,087.50
TOTAL FUND EQUITY	<u>3,627,425.49</u>	<u>450,924.57</u>	<u>0.00</u>	<u>4,078,350.06</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>3,744,348.78</u>	<u>450,924.57</u>	<u>0.00</u>	<u>4,195,273.35</u>

PRIOR YEAR ARTICLES
FY2009

ACCOUNT	BAL. BRT FWD 7/1/2008	AMOUNT EXPENDED	BALANCE 6/30/2009	AMOUNT CLOSED	AMT BRT FWD
OLD OYSTER RD 08-23	20000	4900.00	15,100.00		15100
PAINT FREEDOM HALL 08-25	19929	0.00	19,929.00		19929
FD STATE SAFETY GRANT	3897.00	3250.00	647.00		647
NEW CALL FF 08-14	9508	856.38	8,651.62	8651.62	
FEMA PROT GEAR	764.20	0.00	764.20	764.20	
FD COMMUNICATIONS EQUIP 05-	10,276.68	1,511.00	8,765.68		8765.68
FD RADIO EQUIP 06-14	20,000.00	80	19,920.00		19920.00
FD STATION MAINT. 06-17	3,803.91	3803.91			
FD CALL FF 07-19	7,472.56	7322.56	150.00	150	
FD STATION MAINT. 07-20	12,000.00	3,022.60	8,977.40		8977.40
FD NEW AMBULANCE 07-20	3,941.71	722.50	3,219.21		3219.21
ALA ENGINE 08-A17	1,412.69		1,412.69	1412.69	
WD MAIN EXTENSION 07-26	23,105.85	1680	21,425.85		21425.85
WD MAIN EXTENSION 08-20	50,000.00	-	50,000.00		50000.00
WD PUMP REPLACEMENT 08-21	25,000.00	22955	2,045.00		2045.00
		-	-		
TOTALS	211,111.60	50,103.95	161,007.65	10,978.51	150,029.14

Cotuit Fire District
Comparison of Budget and Actual Revenues
Fiscal Year ending June 30, 2009

	General Fund		Variance	Special Revenue
	Budget	Actual	Actual over Budget	
REVENUES:				
Taxes:				
Personal Property Taxes	14,300.79	14,239.99	(60.80)	
Real Estate Taxes	2,203,563.21	2,204,194.37	631.16	
Interest on Taxes		12,884.08		
Tax Liens Redeemed		3,131.19		
Water:				
Rates & Services	400,000.00	386,647.34	(13,352.66)	
Penalties		3,314.61		
Antenna Fees	95,000.00	91,054.45	(3,945.55)	
Basic Use Charge		7,800.00		
Liens, Water		3,743.07		
MTBE Settlement Funds		1,223,759.42		
Fire:				
Ambulance Fees		164,164.10		
Permits & Inspections		2,150.00		
Contributions		42,062.68		
Interest on Investments				10,455.73
Interest on Investments Stabilization Fund		3,342.86		
Insurance Recovery				
Other		4,140.16		
Total Revenue	2,698,563.21	4,166,628.32	(16,727.85)	10,455.73

Memo :
General Fund 4,166,628.32
Special Revenue 10,455.73
Total 4,177,084.05

Appropriations and Expenditures FY2009
Budget to Actual June 30, 2009

Art#	Account	Budget	Encumb 6/30/2008	Transfer In	Amount Expended	Transfer out	Encumber 6/30/2009	Balance Remaining	Close to Revenue	AMT BRT FWD
Prudential Committee										
8	Financial Dept :	112,125			98562.17			13,562.83	13562.83	
9	Retire. Assessment	159,592			159592.00			-		
12	Notes and Interest:	50,000			0		20000	30,000.00	30000	
5	Street Lights	30,000			27294.53			2,705.47	2705.47	
6	Cotuit Library	13,800			13800.00			-		
7	Group Insurance:	410,000			364488.33			45,511.67	45511.67	
9	Freedom Hall	35,000	4534		20702.96			14,297.04	14297.04	
10	Town of Barnstable	6,808			6,808.00			-		
27	Website	3,000			1,462.50			1,537.50		1,537.50
29	Stabilization Fund	25,000			25,000			-		
28	Reserve Fund	50,000				9593.56		40,406.44	40406.44	
Fire Department										
13	Labor and Salary	1,208,183			1,197,776.01			10,406.99	10406.99	
13	Maint. & Operation	242,800	11993.33		177720.89			77,072.44	77072.44	
14	Amb. Billing	7,500		1421.69	8921.69			-		
15	Patient Med Supplies	45,000			27157.43			17,842.57	17842.57	
16	Replace Standby Generator	38,000			0			38,000.00	38,000.00	
20	Sick Leave Buyback	37,000			0			37,000.00	37,000.00	
17	Replace IR Camera	7,000			0			7,000.00	7,000.00	
18	Operational Study FD	15,000			0			15,000.00	15000	
Water Dept.										
22	Service Connections	28,000			28000			-		
22	Labor and Salary	260,832		8171.87	269003.87			-		
22	Maint. & Operation	292,550			267127.66		25200.00	222.34	222.34	
10	Storage Tank	2,035,000			257509.40			1,777,490.60		
26	Emergency Generator	35,000			0			35,000.00	35,000.00	
23	WD Main Extension	50,000			0			50,000.00	50,000.00	
25	WD Meter Replace. Prog	50,000			50000.00			-		
Totals										
		5,247,190.00	16,527.33	9,593.56	3,000,927.44	9,593.56	45,200.00	2,213,055.89	267,027.79	168,537.50
PRIOR YEARS ARTICLES:										
		211,111.60			50,103.95			161,007.65	19,976.06	
Grand Totals										
		5,458,301.60			3,051,031.39			2,374,063.54	287,003.85	

Cotuit Fire District

GROSS WAGES REPORT 2009

OFFICERS - ELECTED AND APPOINTED

	Gross	Total
PRUDENTIAL COMMITTEE		
Kelly	1,250	1,250
Bruce	1,250	1,250
Gill	1,250	1,250
James		
King		
Lowe		
Fire Commissioners		
Field	1,250	1,250
Peter	1,146	1,146
Donald	1,250	1,250
Ronald		
Mycock		
Water Commissioners		
Calise	1,250	1,250
George	1,250	1,250
Kiely	1,250	1,250
Frederick		
Theodore		
Barnicle		
Moderator		
Lowe	250	250
Alison		
Treasurer		
Murray	26,523	26,523
Agnes		
Clerk		
Murray	2,265	2,265
Agnes		

Fire Department Personnel					Av Hrs Worked Wkly
Fulltime	Christopher	Title/Position	Base	Overtime	
Olsen	Christopher	Fire Chief/Paramedic	96,159	-	40+
Geggatt	Joan	Administrative Assistant	45,863	-	40
Amento	John	Firefighter/Paramedic	67,342	38,069	59
Fenner	Donna	Firefighter/Paramedic	65,173	43,533	62
Hoffman	Stephen	Lieutenant/EMT	70,721	20,481	51
Lyons	Brett	Firefighter/EMT	56,065	23,118	54
McNamara	William	Firefighter/EMT	62,095	28,173	56
Pierce	David	Captain/EMT	79,662	44,363	59
Pierce	Jayne	Firefighter/Paramedic	73,179	47,345	62
Pouliot	Joseph	Lieutenant/EMT	62,191	16,618	50
Sargent	William	Lieutenant/Paramedic	66,231	32,668	56
VanEtten	Michael	Firefighter/Paramedic	67,951	38,561	59
Call Firefighters					
Anderson	Ty	Firefighter/EMT	18,437	-	17
Barth-Pasic	Jennifer	Lieutenant/EMT	1,930	-	2
Boyne	Jason	Firefighter	4,354	-	7
Chicoine	Todd	Firefighter/EMT	6,148	-	7
Clark	Shane	Firefighter/Paramedic	12,119	-	10
Florence	Brian	Firefighter/EMT	6,955	-	6
McPherson	J	Firefighter/EMT	17,866	-	16
Nailor	Brenda	EMT	9,442	-	8
Thompson	Donald	Firefighter/EMT	7,203	-	9
Water Dept Personnel					
Wiseman	Christopher	Water Superintendent	74,934	-	40+
Hoover	Brian	Sr. Water Operator	54,457	6,993	43
Leavenworth	Sherri	Office Manager	49,982	-	40
Drazek	Anthony	Water Operator	28,904	3,766	42
Herrick	Benjamin	Water Operator	40,642	7,025	45
Total					40+
Overtime					43
Total					40
Overtime					59
Total					62
Overtime					51
Total					54
Overtime					56
Total					59
Overtime					62
Total					50
Overtime					56
Total					59
Overtime					17
Total					2
Overtime					7
Total					7
Overtime					10
Total					6
Overtime					16
Total					8
Overtime					9
Total					40+
Overtime					43
Total					40
Overtime					42
Total					45

Cotuit Fire District Benefits for the fiscal year ended June 30, 2009

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, 2009.

Benefits	Fire Department (11)	Water Department (5)	Elected Officials (8)
Group Insurance	140,955	51,431.	98,262
Sick Days	44,095		
Personal Days	18,216		
Training	29,154	1,657	
Vacation	83,158		
Holiday	17,917		
Longevity	11,050		
Uniforms	9,667	1,708	
Total	354,212	54,796	98,262

Report of the Prudential Committee

The Prudential Committee of the Cotuit Fire District herewith submits its Annual Report for the fiscal year ended June 30, 2009.

The Prudential Committee consists of three elected members and is responsible for the inclusion of the budgets and articles in the warrant for the Annual District Meeting and makes recommendations regarding those budgets and articles at the meeting held in May of each year. Additionally, the Prudential Committee is also responsible for the lighting of the streets and public ways of the District and the repairs and maintenance of Freedom Hall.

During fiscal 2009 Robert J. Franey served as Chairman of the Prudential Committee. Bob chose not to run for re-election at the end of his term of office in May 2009. Messrs. Gill and Lowe, as well as the voters of the Cotuit Fire District, will miss Bob's wise counsel and wish him well in the years ahead. Bruce W. Kelly was elected to fill the position vacated by Bob at the annual meeting and therefore was only "on board" for the June 2009 meetings of the Prudential Committee.

The Prudential Committee meets monthly for the purposes of insuring that funds raised by the District are expended in a fiscally responsible way and in accordance with the determinations of District voters. The dates and time of Prudential Committee meetings are posted on the bulletin board at the village post office. The times and dates may also be confirmed by telephoning the District Office at 508-420-3000.

We were pleased with the increased attendance at the Annual District Meeting. The past two years have reflected higher turn-outs than experienced at recent annual meetings and resulted in more active participation by the voters. At times the discussions by voters have turned acrimonious and perhaps reflect a general distrust of public officials. This is regrettable, but more than likely the mood of Cotuit residents who seem not to suffer from the apathy found in other Fire Districts. According to *The Barnstable Patriot* of May 29, 2009 the Cotuit meeting on May 27, 2009 lasted some three hours. The Cotuit Fire District voted on \$3.6 million in spending. In contrast, and again as reported by *The Barnstable Patriot* of May 22, 2009, a neighboring Fire District voted on \$13.9 million in spending with only one question asked from the audience. Cotuit voters spent in excess of an hour wrangling about the first two articles approving annual reports and compensation of elected officials.

As Prudential Committee members we acknowledge hearing from a relatively limited, but vocal, number of voters a wish to discontinue compensation for elected officials. Such an action would open the way for eliminating health insurance for elected officials, a savings of approximately \$100,000 at the present level of health insurance costs. This savings would represent about 3% of Fire District costs. It remains to be determined how many individuals would be willing to serve in an elected position as volunteers with the fiduciary responsibilities and liabilities attached thereto putting their own personal assets at risk. A number of current elected officials have publically commented they would not be willing to serve without compensation. It is safe to state this issue will continue to be debated in the months ahead.

None of the foregoing diminishes our appreciation for your continued support and suggestions. We are grateful for your attendance at our meetings and hope this will continue in future.

Respectfully submitted,

James M. Gill
Bruce W. Kelly
King F. Lowe, Chairman

Report of the Board of Water Commissioners

To The Citizens of the Cotuit Fire District:

In FY 2009, the Cotuit Water Department delivered 176,537,000 gallons of drinking water to 2,163 homes, businesses and public buildings.

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

A full in-house leak detection program was conducted in January. One leak was found and repaired on Crockers Neck Road.

The annual flushing program was conducted during April and May. This preventive program is important because it allows the department to flush out minerals that have accumulated in the mains and to check hydrant operation.

In April, the well at Station #4 was cleaned, the pump was replaced and the motor was re-wound.

Approximately 300 water meters were replaced as part of our on-going meter replacement program.

During the Town's School Street repaving project in June, we replaced the 6" water main with an 8" main, all services to sidelines and a 12" gate at the corner of School Street and Santuit Road.

The engineering firm of Prime Engineering conducted a semi-annual monitoring program for volatile organic compounds (VOC's) at cluster well #1 and #2 and production well #5.

In August, the firm of Stearns & Wheeler was awarded the contract for professional services for the construction of the new storage tank. In November, the contract for the construction was awarded to low bidder, C B & I Contractors, from Sewickly, PA. This company came with outstanding credentials. Work began in December 2008 and is scheduled for completion in November 2009.

The Board of Water Commissioners continued to work in opposition of the proposed housing development on Main Street that will pose a contamination threat to

pumping station #3. At the District meeting in May, the village voted to spend \$137,500, as part of a joint purchase, with the Town of Barnstable, for a conservation easement from Bay Point LLC, relative to the property located at 671 Main Street. The purchase will include restrictions that may be imposed as deemed appropriate to protect the public water supply.

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

We thank the entire Water Department staff for their continuing support and help throughout the year.

George Calise, Chairman
Theodore Barnicle
Frederick Kiely

STATISTICAL SUMMARY

WATER PUMPAGE

CALENDAR YEAR 2008

JAN	9,099,000
FEB	7,640,000
MAR	7,626,000
APR	11,052,000
MAY	16,687,000
JUNE	27,524,000
JULY	32,904,000
AUG	27,281,000
SEPT	18,915,000
OCT	11,903,000
NOV	7,810,000
DEC	<u>7,775,000</u>

TOTAL 186,216,000

FISCAL YEAR 2009

JUL/08	32,904,000
AUG	27,281,000
SEP	18,915,000
OCT	11,903,000
NOV	7,810,000
DEC	7,775,000
JAN/09	8,899,000
FEB	6,747,000
MAR	7,523,000
APR	11,654,000
MAY	17,535,000
JUN	<u>17,591,000</u>

TOTAL 176,537,000

Population supplied – Winter (est.) 3,367

Population supplied – Summer (est.) 5,376

Number of new services installed in FY '09: 13

Feet of main installed in FY 09: 0

Total water main footage: 283,725

Number of Service accounts: 2163

Number of new fire hydrants installed in FY '09: 0

Total number of hydrants: 428

This image shows a single sheet of white paper with horizontal blue or grey 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.

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, 2009.

EMERGENCY MEDICAL SERVICES (EMS)

Emergency Medical Services (EMS) continues to be the most requested service we provide with over half of our activity related to pre-hospital medical care. All of our personnel are trained at the Basic Emergency Medical Technician (EMT) or Advanced EMT (Paramedic) level. We are considered a health care provider and our ambulance is licensed by the State to provide Advanced Life Support (ALS) care. Medical protocols, regulations and laws guide the care we provide and they are consistent among all ambulance providers. Each year, we receive a comprehensive, annual inspection by the State's Department of Public Health.

We replaced our old Marine 268 with a new 14 foot inflatable marine unit, the cost of which was donated by the Cotuit Firefighters Association. We currently use an 8-9 year replacement cycle based on our activity level and our desire to provide technological improvements for our patients and staff. We were awarded a grant to add a center console to Marine Unit 266, which was of no cost to the District.

FIRE PREVENTION & PUBLIC SAFETY EDUCATION

As always, we encourage residents to install and/or maintain their smoke and carbon monoxide (CO) detectors. Several years ago, legislation was passed requiring homes to have CO detectors on each level and within ten feet of bedroom doors. Landlords are responsible to have this equipment installed in rental units as well. Occasionally, we respond to CO detector activations, finding in some instances, a discharge of CO from sources including vehicle exhaust and heating equipment. CO is poisonous and undetectable by humans; working CO detectors are essential in any home, especially those using fuels such as propane or natural gas, oil, coal or wood. We conduct different types of inspections as required by State law including those on resale properties, new homes and hazardous/flammable storage systems. Throughout the year, we assist residents with a variety of matters related to fire prevention and fire safety.

To help you prepare for emergencies, copies of the "Cape Cod Emergency Preparedness Handbook" are available at the fire station. Other information on a variety of safety topics is also available. If you have questions regarding fire prevention, code compliance, safety or inspection issues, please contact us.

PERSONNEL

We established a wall of portraits in the lobby to showcase all of our dedicated personnel. This allows the community to better understand the people that serve their needs within the District.

We provide EMS, fire suppression and related services, 24 hours a day, 7 days a week, using both full and part time (call) personnel. Many departments have phased out their call personnel, however we continue to supplement our operations with part time staff. All of our personnel are cross trained to perform both EMS and firefighting duties.

The two staff members who were working day shifts only have been transferred to two separate shifts. This allows two shifts to be covered with three personnel for 24 hours. The other two shifts have two full time personnel for 24 hours and one Call personnel during the day shift only. This increase allows for 50% more coverage during the overnight hours. The additional coverage provided by Call Firefighters affords them an opportunity for added experience. Our department participated in the Barnstable High School Internship Program by working with one of their seniors interested in a career in the fire service. He spent each day working closely with members of the department covering basic firefighting skills and emergency medical service techniques.

We hosted a 'Pinning Ceremony' to celebrate the senior private personnel who were promoted to lieutenant in September of 2008. A lieutenant's exam was given and two firefighters are on the list, as available for an open lieutenant position. One of our Shift Officers is available during business hours Monday through Friday. The Shift Officer is available to provide information, answer questions or direct you to the resources you may require. If the Shift Officer is responding to an active call, the Administrative Assistant may be available during business hours. Of course, our Fire Chief welcomes your inquiries, suggestions or concerns as they relate to the department's operation or any matter of importance to your safety and well being.

Our operational strategy continues to offer 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 all responding personnel for station coverage 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.

Many 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.

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. We continue to see a decreasing number of qualified applicants applying for positions. We realize our call personnel have personal, work and other commitments in addition to their obligations with the department. Though we had once hoped for something different, we have accepted that staffing – both full time and part time – will be an ongoing challenge for our small department. We hired three new Call firefighters to bring our Call force to eight. With these new members we hope to increase the ability to serve our District in a safer manner.

During the year, Chief Paul Frazier completed 23 years with over 35 years of dedicated service, 23 years as the department’s Fire Chief/Paramedic. Chief Frazier was able to spend time helping Chief Christopher Olsen transition into the Fire Chief’s position, assisting with questions, policies, and budgeting related to the department. We thank Chief Frazier for his dedicated service and taking the extra time to leave the District in good hands. In the fall of 2008 the District celebrated Chief Paul Frazier’s retirement at the Willow Bend Country Club and wish him well in future endeavors.

TRAINING

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. To the extent possible, we take advantage of new training opportunities.

APPARATUS AND EQUIPMENT

The frequency of repair for our two fire engines, purchased in the early 90's, continues to increase. Though we provide preventive and ongoing maintenance, we find repairs and maintenance becoming more significant each year. We continue to review our expenses and adjust our budget accordingly. The realistic service life of our apparatus is less than we expected when they were first purchased. As an example, similar to other neighboring departments, we are experiencing body and frame corrosion due to chemicals used to manage ice and snow. In the near future, we anticipate having to address current and foreseeable concerns to insure our apparatus is reliable and safe for our personnel to use in service to the community.

During the year a committee was formed to discuss the replacement of Service Truck 260, as it was scheduled to be replaced at the start of the following fiscal year. The committee discussed keeping many of the specialized options and features from the old 260, as it would help defray the cost of the new replacement vehicle.

Since issuing portable radios to our personnel several years ago, we have improved the consistency of our communications. An appropriation of funds from the District allowed us to order twenty portables at the 400 frequency as a separate back-up system to our current radio system. We obtained a license and frequency from the FCC, along with COMM to allow this to occur. We see the need to have equipment in place for use during times when the State maintained system may be out of service or during catastrophic events such as a hurricane or similar event.

This year a complete computer network was established for the purpose of communication and record keeping. This system includes internet access, email capabilities for all personnel and a main frame server to host and back-up all files and information. This allows our network to be secure yet accessible by those who are employed by the Fire Department. The security includes password protection as well as virus protection. All personnel have the capability of email for in-house communications, as well as external communications for professional purposes.

BUILDING AND GROUNDS

It's been over 18 years since major renovations were completed; as some may know, half of the original structure was built in 1938. We are looking ahead at the eventual replacement of roof shingles and some of the buildings HVAC components. We have completed the connection for the washer/extractor to clean protective clothing of dirt and contaminants on a more regular basis for the safety of our personnel and longevity of the clothing. The parking lot was renovated with seal coating and minor repairs. The decking and ramp was also renovated by one of our firefighters to help save costs. We thank them for their continued dedication to our department.

ACTIVITIES

The department's incident activity decreased nearly 1.2% this past year. It's difficult to determine if this change will be part of a new trend or is something more transient. 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. We are currently aware however that our costs for incident activity are almost directly in proportion to calls for service and we have had some unforeseen expenses in this area last year and again this year. Costs also reflect the length of incidents (more complicated incidents take more time to resolve) and the number of personnel returning to provide assistance which changes with their availability. Changes in incident activity are something that can not be reasonably predicted making budgeting for this part of our operation difficult at best. At the time of this writing, work continues on Cotuit Meadows subdivision north of Falmouth Road (Route 28) near the town line with Mashpee. Mashpee opened their second fire station which alleviated the demand for our department to respond to the high volume of mutual aid incidents to Mashpee. Over the year this also changed, due to budgetary issues within Mashpee's Fire Department.

The department provides assistance to residents and others by offering car seat inspections. These inspections, provided by Cotuit Fire Department, who has a Certified Car Seat Technician on staff, insure your child's car seat is properly installed. An inspection also verifies that your seat meets standards of safety necessary to protect your child. During the year, we have performed numerous seat installations and assisted a number of parents with general information.

As in the past, we participated in Kids Day sponsored by the Barnstable Police and Fire Departments. Our department held an Open House as part of the Christmas in Cotuit event, serving popcorn and cider to visitors. We also assisted Santa's arrival by boat. The

Cotuit Firefighter's Association provides assistance to the Civic Association for the annual July 4th Parade. District elections continue to be held at the station each May.

We continue our partnership with the Barnstable County Hazardous Materials Program and Cape Cod Healthcare in providing residents with a safe method to dispose of "sharps" – needles, syringes and lancets used by medical patients in home care situations. Sharps can not be disposed of in household trash and are not accepted at household hazardous waste collections. Participation is FREE to residents who can bring full containers to the fire station for disposal and receive empty containers for personal use.

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

We are proud to serve the community and help oversee the important job of providing emergency service. We continue to review our operations and assess what, if any changes may be necessary to maintain our level of service. The department recurrently 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. A listing of fire department members as of June 30, 2009 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

Donald Campbell

Peter Field

BOARD OF FIRE COMMISSIONERS

Christopher J. Olsen

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, 2009

Olsen, Christopher	Fire Chief/Paramedic	22 years
Geggatt, Joan	Administrative Assistant	13 years
Pierce, David	Fulltime Captain/Fire Inspector/EMT	30 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	27 years
Fenner, Donna	Fulltime Firefighter/Paramedic	20 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	19 years
Hoffman, Stephen	Fulltime Lieutenant/EMT	18 years
Pierce, Jayne	Fulltime Firefighter/Paramedic	15 years
Sargent, William	Fulltime Lieutenant/Paramedic	13 years
McNamara, William	Fulltime Firefighter/EMT	11 years
Lyons, Brent	Fulltime Firefighter/EMT	8 years
Amento, John	Fulltime Firefighter/Paramedic	4 years
Nailor, Brenda	Call Firefighter/EMT	27 years
Barth-Pasic, Jennifer	Call Lieutenant/EMT	26 years
Clark, Shane	Call Firefighter FF/Paramedic	7 years
McPherson, Jeremy	Call Firefighter/EMT	4 years
Anderson, Ty	Call Firefighter/EMT	3 years
Florence, Brian	Call Firefighter/EMT	3 years
Chichone, Todd	Call Firefighter/EMT	2 year
Boyne, Jason	Call Firefighter/EMT	1 year

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



Total Emergency Incidents (Fire & EMS) This Fiscal Year 735

**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!"

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

ORGANIZATION

Moderator

Alison A. Lowe	420-5437	2010
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Prudential Committee

Bruce W Kelly	420-0434	2012
James Gill	428-3758	2010
King F Lowe	420-5747	2011

Board of Fire Commissioners

Peter D. Field	428-4689	2011
Donald G. Campbell	428-7823	2012
Ronald J. Mycock	428-3511	2010

Board of Water Commissioners

Theodore M Barnicle	428-0204	2011
Fredrick P. Kiely	428-1263	2012
Gaetano G. Calise, Jr	420-3049	2010

Clerk / Treasurer
Agnes C. Murray
420-3000