

# **COTUIT FIRE DISTRICT**



**Annual Reports  
FY 2010**

COVER PHOTO  
Cotuit Water Department  
4300 Falmouth Road

# REPORT OF THE CLERK

## ANNUAL ELECTION AND DISTRICT MEETING

MAY 25 AND 26, 2010

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at the fire station, 64 High Street, Cotuit, on Tuesday, May 25, 2010, 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>	
Amy M. Kates *	110
James M. Gill	70
<u>Member, Board of Fire Commissioners, 3 years</u>	
Ronald J. Mycock *	96
<u>Member, Board of Fire Commissioners, 2 years</u>	
Brenda Nailor *	116
<u>Member, Board of Water Commissioners, 3 years</u>	
George C. Calise *	106
<u>Moderator</u>	
Alison A. Lowe *	102

\*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 26, 2010, 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 \$120,000.00 for the expenses of the Financial Department.

**Article 4:** Upon motion duly made and seconded the District voted to raise and appropriate \$190,094.00 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 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

Unanimous

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

Unanimous

**Article 9:** Upon motion duly made and seconded the District voted to raise and appropriate \$6,808.00 for the purpose of reimbursing the Town of Barnstable for services provided by the offices of the tax collector and assessors to collect the taxes of the District.

Unanimous

**Article 10:** Upon motion duly made, seconded and amended, the District voted to decrease its share of group insurance premiums of current, future and retired elected officials from 75 percent to 50 percent effective June 30, 2010. Yes 48 NO 40

**Article 11:** This article to see if the District will vote to authorize and direct the Prudential Committee to petition the General Court of the Commonwealth of Massachusetts to pass the following Act affecting elected officials' health and life insurance benefits.



"Be it enacted as follows:

Notwithstanding the provisions of Massachusetts General Laws Chapter 32B, elected officials of the Cotuit Fire District who receive a salary or a stipend shall not be eligible for participation in the District's contributory health and life insurance plan, effective June 30, 2011 or at the end of their current term, whichever comes first. Elected officials who receive a salary or a stipend and who elect to pay one hundred per cent of the cost of their District health and life insurance benefit plan may be deemed eligible to so participate." (By petition of Kenneth Molloy and others.) **did not go forward** because Attorney Mark Boudreau opined that the Article proposed an unlawful action.

**Article 12:** This article to see if the District will vote to maintain its share of group insurance premiums for elected officials at 75% **failed to pass.** (Yes 36 No 72)

**Article 13:** Upon motion duly made and seconded the District voted to raise and appropriate **\$1,304,027.87** for the labor and salaries of the Fire Department; and to raise and appropriate **\$287,474.50** for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, **\$58,300.00**

Operating expenses, **\$228,174.50** and

Miscellaneous, **\$1,000.00**

for a total appropriation of **\$1,591,502.37**

**Article 14:** Upon motion duly made and seconded the District voted to raise and appropriate **\$7,500.00** to provide for the ambulance service billing.

**Article 15:** Upon motion duly made and seconded the District voted to raise and appropriate **\$38,500.00** to provide for the purchase of patient medical supplies and related equipment for the operation of the ambulance.

**Article 16:** Upon motion duly made and seconded the District voted to raise and appropriate **\$9,700.00** for the purpose of hiring New Call Firefighters

**Article 17:** 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, 2010 **was indefinitely postponed.**

**Article 18:** Upon motion duly made and seconded the District voted to raise and appropriate **\$25,000.00** for Union negotiations.  
( Yes 25 No 16)

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

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

\$275,594.00 for labor and salaries; and

\$305,100.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$76,000.00 for maintenance;

\$177,100.00 for operations; and

\$52,000.00 for miscellaneous expenses

for a total appropriation of \$605,694.00 and that the receipts and revenues of the Water Department be applied to these amounts. Unanimous

**Article 20:** Upon motion duly made and seconded the District voted to transfer and appropriate from available funds the sum of \$60,000.00 to purchase a new four-wheel drive one ton utility body truck with accessories to replace the 2003 four-wheel drive Chevy Silverado. (Passed by majority vote)

**Article 21:** Upon motion duly made and seconded the District voted to transfer and appropriate from available funds the sum of \$50,000.00 for the meter replacement program. (Unanimous)

**Article 22:** This Article to see if the District will vote to transfer and appropriate from available funds the sum of \$150,000.00 for road repair at the pumping stations was indefinitely postponed.

**Article 23:** Upon motion duly made and seconded the District voted to transfer and appropriate from available funds the sum of \$20,000.00 for security upgrade.

**Article 24:** This Article to see if the District will vote to amend Article VIII of the By-Laws of the District by the deletion of Section 7 which reads: "Should the Fire Chief not be available to respond to a fire, rescue, or other call, the senior officer present shall assume authority until properly relieved" failed to pass by the necessary two thirds.

**Article 25:** This Article to see if the District will vote to amend Article VIII, Section 8 of the By-Laws of the District by substituting for the existing language the following: "The Clerk of the Commission shall post the minutes of each meeting kept in accordance with Chapter 39, Section 23B of the Massachusetts General Laws, or a summary thereof, on the official bulletin board located in a public place in Cotuit within one week of the acceptance of said minutes at the next occurring Commission meeting" was withdrawn.

**Article 26:** This Article to see if the District will vote to amend Article VIII of the By-Laws of the District by the deletion of Section 9 which reads: "The Cotuit Fire District and the Board of Fire Commissioners shall retire from active service any call firefighter who becomes permanently disabled, mentally or physically, by injury or illness sustained through no fault of his or her own, while in the line of duty, during the period commencing at 12:01 AM Eastern Daylight Time, July 1, 1990, and concluding at 11:59 PM Eastern Daylight Time, June 30, 1991, and thereby becomes unable to perform the usual duties of his or her occupation. A person so retired shall receive an annual compensation equal to the rate of pay of a full time firefighter with similar qualifications and length of service and within the pay scales current at the time such compensation is awarded. In the event a call firefighter dies in the line of duty, or as the direct result of a line of duty injury or illness, the surviving spouse and/or dependent children shall receive said compensation as described above" **was withdrawn.**

**Article 27:** This Article to see if the District will vote to amend Article IX, Section 7 of the By-Laws of the District by substituting for the existing language the following: "The clerk of the Commission shall post the minutes of each meeting kept in accordance with Chapter 39, Section 23B of the Massachusetts General Laws, or a summary thereof, on the official bulletin board located in a public place in Cotuit within one week of the acceptance of said minutes at the next occurring Commission meeting" **was withdrawn.**

**Article 28:** Upon motion duly made and seconded the District voted to raise and appropriate \$179,000.00 for notes and interest. Unanimous

**Article 29:** Upon motion duly made and seconded the District voted to raise and appropriate \$25,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws. Unanimous

**Article 30:** Upon motion duly made and seconded the District voted to raise and appropriate \$50,000.00 to the reserve fund as provided under Section 5C, Chapter 40 of the General Laws. Unanimous

**Article 31:** Upon motion duly made and seconded the District voted to appropriate and transfer \$600,000.00 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-Sixth day of April, 2010.

KING F. LOWE  
JAMES M GILL  
Bruce W. Kelly  
**PRUDENTIAL COMMITTEE**

A True Copy, attest:

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



# Cotuit Fire District

## Water Department

4300 FALMOUTH ROAD, P.O. BOX 451  
COTUIT, MASS. 02635  
PHONE 508-428-2687  
FAX 508-428-7517

### COTUIT FIRE DISTRICT SPECIAL DISTRICT MEETING

FEBRUARY 10, 2010

TO THE CLERK OF THE COTUIT FIRE DISTRICT, GREETING:

In accordance with the foregoing notice and the by-laws of the District, a special District meeting was held on Wednesday, February 10, 2010 at Freedom Hall, Main Street, Cotuit at 7:30 o'clock. The meeting was called to order by the Moderator. The Clerk read the call of the meeting and return of same. The following action was taken.

**Article 1:** Upon a motion duly made and seconded, it was unanimously voted to amend the terms of the Warrant Article No. 24 of the Annual Meeting, which passed on May 27, 2009, in order to substitute "Perpetual Easement" for "Conservation Easement" as part of a joint purchase along with the Town of Barnstable of an easement from Bay Point LLC, relative to property located at 671 Main Street.

FREDERICK KIELY  
THEODORE BARNICLE  
GEORGE CALISE  
**BOARD OF WATER COMMISSIONERS**

A True Copy, attest:  
Agnes C. Murray, Clerk  
Cotuit Fire District



## **Report of the Board of Water Commissioners**

To the Citizens of the Cotuit Fire District:

In FY 2010, the Cotuit Water Department delivered 197,260,000 gallons of drinking water to 2,184 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. In July one (1) routine sample and seven (7) repeat samples showed the presence of coliform. The Department was advised by the Mass DEP to chlorinate, which we did for thirty (30) days. All samples taken after the chlorination process was completed were clear of coliform. The likely sources were excessive rainfall and new construction.

John English joined the department as a field operator. He passed his distribution certification exam, D-1, and is scheduled to take his treatment system certification exam, T-1, in the near future. In Massachusetts the Division of Professional Licensure, Board of Certification of Operators of Drinking Water Supply Facilities, certifies operators for both water distribution and treatment systems. There are four levels of certification for water distribution system operators, based on population served, again Grades D1 lowest and Grade D4 highest. There are also four levels of certification for water treatment facility operators, based on treatment complexity, Grades T1 the lowest and GradeT4 the highest.

The Board of Water Commissioners requested a special District Meeting be held at Freedom Hall on February 10, 2010 to amend the terms of Warrant Article 24 of the Annual Meeting that passed on May 27, 2009, in order to substitute "Perpetual Easement" for "Conservation Easement" as part of a joint purchase , along with the Town of Barnstable of an easement from Bay Point, LLC, relative to property located at 671 Main St Cotuit. The article passed.

Construction was completed on the storage tank on Newtown Road and it was put into service in February 2010. This tank has added an additional 500,000 gallons of storage to the system and provides much a needed increase in water pressure and fire fighting flow in the northwest part of the village.

The Water Department engaged the services of the Weston & Sampson to provide engineering services related to planning the decommissioning of the 200,000 gallon storage tank located on Main Street.

The R.A. Mitchell Company was contracted to provide and install 5 new emergency generators. The new gas powered units were installed at the office and four (4) pump stations. The generators are fully operational and are maintained and tested on a regular basis.

Approximately 300 water meters were replaced throughout the system as part of the ongoing meter replacement program. This program replaces older, functionally obsolete, meters with more accurate models that use the latest technology for measurement and reading. The program is approximately seventy percent complete.

The firm of Weston & Sampson was awarded the contract to write an updated Emergency Response Plan mandated by the Department of Environmental Protection.

The department conducted scheduled maintenance along with unscheduled and emergency repairs throughout the past year. This work included the following;

The annual water main flushing was conducted throughout the Spring. 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.

A full in-house leak detection program was conducted. Three leaks related to frozen pipes were found and repaired.

The West Street tank was drained, cleaned and chlorinated by the Merithew Company.

Prime Engineering conducted a semi-annual monitoring program for volatile organic compounds (VOC's) at cluster well #1 and #2 at pump station #5.

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

Respectfully submitted,

Frederick Kiely, Chairman  
George Calise  
Theodore Barnicle

## STATISTICAL SUMMARY

### WATER PUMPAGE

#### CALENDAR YEAR 2009

JAN	8,899,000
FEB	6,747,000
MAR	7,523,000
APR	11,654,000
MAY	17,535,000
JUNE	17,591,000
JULY	21,529,000
AUG	28,577,000
SEPT	19,302,000
OCT	12,465,000
NOV	8,644,000
DEC	<u>8,580,000</u>

**TOTAL      169,046,000**

#### FISCAL YEAR 2010

JUL/09	21,529,000
AUG	28,577,000
SEP	19,302,000
OCT	12,465,000
NOV	8,644,000
DEC	8,580,000
JAN/10	10,167,000
FEB	9,255,000
MAR	9,953,000
APR	14,203,000
MAY	25,021,000
JUN	<u>29,564,000</u>

**TOTAL      197,260,000**

Population supplied – Winter (est.) 3,422

Population supplied – Summer (est.) 5,431

Number of new services installed in FY '10: 21

Feet of main installed in FY 10: 0

Total water main footage: 283,725

Number of Service accounts: 2184

Number of new fire hydrants installed in FY '10: 1

Total number of hydrants: 429

# 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, 2010.

## **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.

## **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 as well as underground tank removals. 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 additional coverage provided by Call Firefighters affords them an opportunity for added experience. 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 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 two 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.

Cotuit Fire Rescue Department would like to extend our sincere congratulations to Fire Fighter Jason Boyne for completing his time at the state fire academy and being offered a Full Time employment with Harwich Fire Department. Harwich Fire Departments gain is Cotuit's Fire Rescue Department loss, good luck Firefighter Jason Boyne.

### **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 Engine 265, as it next scheduled apparatus to be replaced in the near future.

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 Centerville, Marstons Mills, and Osterville Fire Department to allow this to occur. We see the need to have equipment in place for use during times when the State Police

maintained system may be out of service or during catastrophic events such as a hurricane or similar event.

This year we replaced one of our computers in our network system, our goal in our network system is to maintain with the ongoing computer science demands 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. All personnel have the capability of email for in-house communications, as well as external communications for professional purposes. The security includes password protection as well as virus protection. To maintain our fire / Emergency responses incidents, we utilize a program called FireHouse Software. This program allows the department to store and tract all our daily activities and Fire and Emergency responses.

### **BUILDING AND GROUNDS**

It's been over 19 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 are looking into creating a sign for the District members for informational purposes.

### **ACTIVITIES**

The department's incident activity increased nearly 62 incidents from last 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. Second phase has been started. At this time over forty-two (42) new residents have been added in Cotuit Meadows, the department has seen some new activity in that area.

The department provides assistance to residents and others by offering car seat inspections as well as home inspections please contact this department for more information. 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.

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 Three hundred pounds of Chili as well as Christmas cookies 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 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 services. 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, 2010 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  
Peter Field  
Brenda Nailor

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, 2010

Olsen, Christopher	Fire Chief/Paramedic	23 years
Geggatt, Joan	Administrative Assistant	14 years
Pierce, David	Fulltime Captain/Fire Inspector/EMT	30 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	28 years
Fenner, Donna	Fulltime Firefighter/Paramedic	21 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	20 years
Hoffman, Stephen	Fulltime Lieutenant/EMT	19 years
Pierce, Jayne	Fulltime Firefighter/Paramedic	16 years
Sargent, William	Fulltime Lieutenant/Paramedic	14 years
McNamara, William	Fulltime Firefighter/EMT	12 years
Lyons, Brent	Fulltime Firefighter/EMT	9 years
Amento, John	Fulltime Firefighter/Paramedic	5 years
Barth-Pasic, Jennifer	Call Lieutenant/EMT	27 years
Clark, Shane	Call Firefighter FF/Paramedic	8 years
McPherson, Jeremy	Call Firefighter/EMT	5 years
Anderson, Ty	Call Firefighter/EMT	4 years
Florence, Brian	Call Firefighter/EMT	4 years
Chichone, Todd	Call Firefighter/EMT	3 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!”*

Cotuit Fire District  
Comparison of Budget and Actual Revenues  
Fiscal Year ending June 30, 2010

	General Fund		Variance	Special Revenue
	Budget	Actual	Actual over Budget	Capital Projects
REVENUES:				
Taxes:				
Personal Property Taxes	14,834.74	15,061.31	226.57	
Real Estate Taxes	2,048,989.94	2,006,105.08	(42,884.86)	
Interest on Taxes		9,820.89		
Tax Liens Redeemed				
Water:				
Rates & Services	400,000.00	326,262.51	(73,737.49)	
Penalties		2,900.12		
Antenna Fees	90,000.00	86,607.24	(3,392.76)	
Basic Use Charge		12,000.00		
Liens, Water	6,095.53	4,957.91		
MTBE Settlement Funds		105,226.97		
Fire:				
Ambulance Fees	100,000.00	168,279.47		
Permits & Inspections		3,385.00		1,035,000.00
Bond Proceeds				
Premium Sale of Bonds		22,323.60		
Interest on Investments		14,636.82		2,064.94
Interest on Investments Stabilization Fund				
Insurance Recovery		6,000.00		
Other		2,000.00		
Total Revenue	2,659,920.21	2,785,566.92	(119,788.54)	1,037,064.94
Memo :				
General Fund				2,785,566.92
Special Revenue				<u>1,037,064.94</u>
Total				3,822,631.86

COTUIT FIRE DISTRICT  
Appropriations and Expenditures FY2010  
Budget to Actual June 30, 2010

Art#	Account	Budget	Encumb 6/30/2009	Transfer In	Amount Expended	Transfer out	Encumber 6/30/2010	Balance Remaining	Close to Revenue	AMT BRT	FWD
<b>Prudential Committee</b>											
3	Financial Dept :	104,625		9,533.92	114,158.92			-			
4	Retire. Assessment	172,463			172,463.00			-			
12	Notes and Interest:	-	20,000.00		10,554.25			9,445.75	9,445.75		
5	Street Lights	30,000			25,846.76			4,153.24	4,153.25		
6	Cotuit Library	13,800			13,800.00			-			
7	Group Insurance:	410,000			378,218.53			31,781.47	31,781.47		
8	Freedom Hall	25,000			22,410.49			2,589.51	2,589.51		
9	Town of Barnstable	6,808			6,808.00			-			
29	Stabilization Fund	-				11,246.94		18,753.06	18,753.06		
28	Reserve Fund	30,000						-			
<b>Fire Department</b>											
11	Labor and Salary	1,251,523			1,235,156.61			16,366.39	16,365.98		
11	Maint. & Operation	267,175			210,590.91		49,548.22	7,035.87	7,035.87		
12	Amb. Billing	7,500		1,713.02	9,213.02			-			
13	Patient Med Supplies	38,500			11,557.62			26,942.38	26,942.38		
14	Replace 260	30,000			29,987.47			12.53	12.53		
15	Rehab 263	20,000			1,803.20			18,396.80	18,396.80	18	396.80
16	Replace IR Camera	9,000			8,995.00			5.00	5.00		
17	New Call Firefighters	9,700			352.13			9,347.87	9,347.87		
<b>Water Dept.</b>											
19	Service Connections	25,000			24,916.06			83.94	83.94		
19	Labor and Salary	277,106			263,554.11			13,551.89	13,551.89		
19	Maint. & Operation	292,700	25,200.00		275,433.15		34,823.00	7,643.85	7,643.85		
20	Main Extension	50,000			10,516.17			39,483.83	39,483.83	39	483.83
21	Pump Replacement	30,000			-			30,000.00	30,000.00	30	000.00
22	WD Meter Program	50,000			29,933.23			20,066.77	20,066.77	20	066.77
23	Emergency Generators	286,000			215,094.04			70,905.96	70,905.96	70	905.96
24	671 Main Street JT Purchase	137,500			0			137,500.00	137,500.00	137	500.00
<b>Totals</b>											
		3,574,400.00	45,200.00	11,246.94	3,071,162.67	11,246.94	84,371.22	464,066.11	147,712.35	315	353.36
<b>PRIOR YEARS ARTICLES:</b>											
		2,580,757.24			2,079,202.09			501,555.15	24,465.42		
<b>Grand Totals</b>											
		6,155,157.24			5,150,364.76			965,621.26	172,177.77		

COTUIT FIRE DISTRICT  
SPECIAL ARTICLES

ACCOUNT	BAL. BRT FWD 7/1/2009	AMOUNT EXPENDED	BALANCE 6/30/2010	AMOUNT CLOSED	AMT BRT FWD
140 OLD OYSTER ROAD FY08-23	15100	0	15,100.00	15,100.00	19929
PAINT FREEDOM HALL 08-25	19929.00	0.00	19,929.00		647
FD STATE SAFETY GRANT	647.00		647.00		
FD COMMUNICATIONS EQUIP 05-	8,765.68	4,478.65	4,287.03		4287.03
FD REHAB 263 FY10-11	20,000.00	1,603.20	18,396.80		18,396.80
FD REPLACE IR CAMERA FY10-16	9,000.00	8,995.00	5.00	5.00	
FD NEW CALL FF FY10-17	9,700.00	352.13	9,347.87	9,347.87	
FD RADIO EQUIP 06-14	19,920.00	19,920.00	-		
FD REPLACE 260 FY10-14	30,000.00	29,987.47	12.53	12.53	520.21
FD STATION MAINT. 07-20	8,977.40	8,457.19	520.21		
FD NEW AMBULANCE 07-24	3,219.21	3219.21	-		
FD REPLACE STANBY GENERATOR FY09-1	38,000.00	35,466.02	2,533.98		2533.98
FD SICK LEAVE BUYBACK FY09-20	37,000.00	37000	-		
FD REPLACE IR CAMERA FY09-17	7,000.00		7,000.00		7000
WD MAIN EXTENSION 07-26	21,425.85	21425.83	0.02	0.02	
WD MAIN EXTENSION 08-20	50,000.00	50,000.00	-		
WD PUMP REPLACEMENT 08-21	2,045.00	214.20	1,830.80		1830.80
WD TANK LOVELLS POND FY09-10	1,777,490.60	1516712.34	260,778.26		260,778.26
WD MAIN EXTENSION FY09-23	50,000.00	50000.00	-		
WD EMERGENCY GENERATOR FY09-12	35,000.00	35000.00	-		
WD MAIN EXTENSION FY10-20	50,000.00	10516.17	39,483.83		39,483.83
WD PUMP REPLACEMENT FY10-21	30,000.00	0.00	30,000.00		30,000.00
WD METER REPLACEMENT FY10-22	50,000.00	29933.23	20,066.77		20,066.77
WD EMERGENCY GENERATOR FY10-23	286,000.00	215094.04	70,905.96		70,905.96
WEBSITE FY09-27	1,537.50	827	710.09		710.09
TOTALS	2,580,757.24	2,079,202.09	501,555.15	24,465.42	477,089.73



Cotuit Fire District

GROSS WAGES REPORT 2010

OFFICERS - ELECTED AND APPOINTED

	Gross	Total
<b>PRUDENTIAL COMMITTEE</b>		
Kelly Bruce	1,250	1,250
Gill James	1,146	1,146
kates * Amy	104	104
Lowe King	1,250	1,250
<b>Fire Commissioners</b>		
Field Peter	1,250	1,250
Campbell Donald	208	208
Nailor * Brenda	104	104
Mycock Ronald	1,250	1,250
<b>Water Commissioners</b>		
Calise George	1,250	1,250
Kiely Frederick	1,250	1,250
Barnicle Theodore	1,250	1,250
<b>Moderator</b>		
Lowe Alison	250	250
<b>Treasurer</b>		
Murray Agnes	27,319	27,319
<b>Clerk</b>		
Murray Agnes	2,333	2,333

\* Elected May 2010

Fire Department Personnel						Av Hrs Worked Wkly
Fulltime	Name	Title/Position	Base	Overtime	Total	
Olsen	Christopher	Fire Chief/Paramedic	98,492	-	98,492	40+
Geggatt	Joan	Administrative Assistant	46,340	-	46,340	40
Amento	John	Firefighter/Paramedic	68,643	43,524	112,167	60
Fenner	Donna	Firefighter/Paramedic	65,173	43,533	108,706	64
Hoffman	Stephen	Lieutenant/EMT	70,721	20,481	91,202	49
Lyons	Brett	Firefighter/EMT	56,065	23,118	79,183	52
McNamara	William	Firefighter/EMT	62,095	28,173	90,268	57
Pierce	David	Captain/EMT	79,662	44,363	124,025	49
Pierce	Jayne	Firefighter/Paramedic	73,179	47,345	120,524	61
Pouliot	Joseph	Lieutenant/EMT	62,191	16,618	78,809	45
Sargent	William	Lieutenant/Paramedic	66,231	32,668	98,899	66
VanEtten	Michael	Firefighter/Paramedic	67,951	38,561	106,512	58
Call Firefighters						
Anderson	Ty	Firefighter/EMT	18,437	-	18,437	21
Barth-Pasic	Jennifer	Lieutenant/EMT	1,930	-	1,930	1.5
Boyne	Jason	Firefighter	4,354	-	4,354	1.2
Chicoine	Todd	Firefighter/EMT	6,148	-	6,148	5.5
Clark	Shane	Firefighter/Paramedic	12,119	-	12,119	12
Florence	Brian	Firefighter/EMT	6,955	-	6,955	6
McPherson	J	Firefighter/EMT	17,866	-	17,866	12.5
Thompson	Donald	Firefighter/EMT	7,203	-	7,203	15.5
Water Dept Personnel						
Wiseman	Christopher	Water Superintendent	75,058	-	75,058	40+
Hoover	Brian	Sr. Water Operator	54,767	7,563	62,330	42
Leavenworth	Sherri	Office Manager	50,266	-	50,266	40
English	John	Water Operator	35,484	3,405	38,889	41
Herrick	Benjamin	Water Operator	40,872	5,857	46,729	42

## Cotuit Fire District Benefits for the fiscal year ended June 30, 2010

### 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	138,798	44,514	107,289
Sick Days	58,049		
Personal Days	23,047		
Training	26,792	3,406	
Vacation	97,059		
Holiday	19,217		
Longevity	14,850		
Uniforms	7,583	1,678	
<b>Total</b>	<b>385,395</b>	<b>49,598</b>	<b>107,289</b>

## **REPORT OF THE PRUDENTIAL COMMITTEE**

There will be no report by the Prudential Committee due to resignations of the members of the committee.

Amy M. Kates  
Laurie Hadley  
Richard G. Barry

COTUIT FIRE DISTRICT  
DEBT LEDGER  
As of June 30, 2010

	Balance 07/01/2009	New Debt	Retirements	Balance 30-Jun-10	Interest Paid in FY10
Lovell's Road Storage Tank Issued April 15, 2010 for 2,035,000 at 3.803 TIC	0	2,035,000	0	2,035,000	0.00
Totals	0	2,035,000	0	2,035,000	0.00



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## ORGANIZATION

### Moderator

Alison A. Lowe	420-5437	2013
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### Prudential Committee

Richard G. Barry	420-0771	2011
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Laurie Hadley	428-6552	2012
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Amy M. Kates	420-0223	2013
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### Board of Fire Commissioners

Peter D. Field	428-4689	2011
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<del>Donald G. Campbell</del>	<del>428-7823</del>	<del>2012</del>
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Ronald J. Mycock	428-3511	2013
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### Board of Water Commissioners

Theodore M. Barnicle	428-0204	2011
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Fredrick P. Kiely	428-1263	2012
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Gaetano G. Calise, Jr.	420-3049	2013
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### Treasurer

Agnes C. Murray	420-3000	N/A
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### Clerk

Charles W. Eager	362-3815	N/A
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