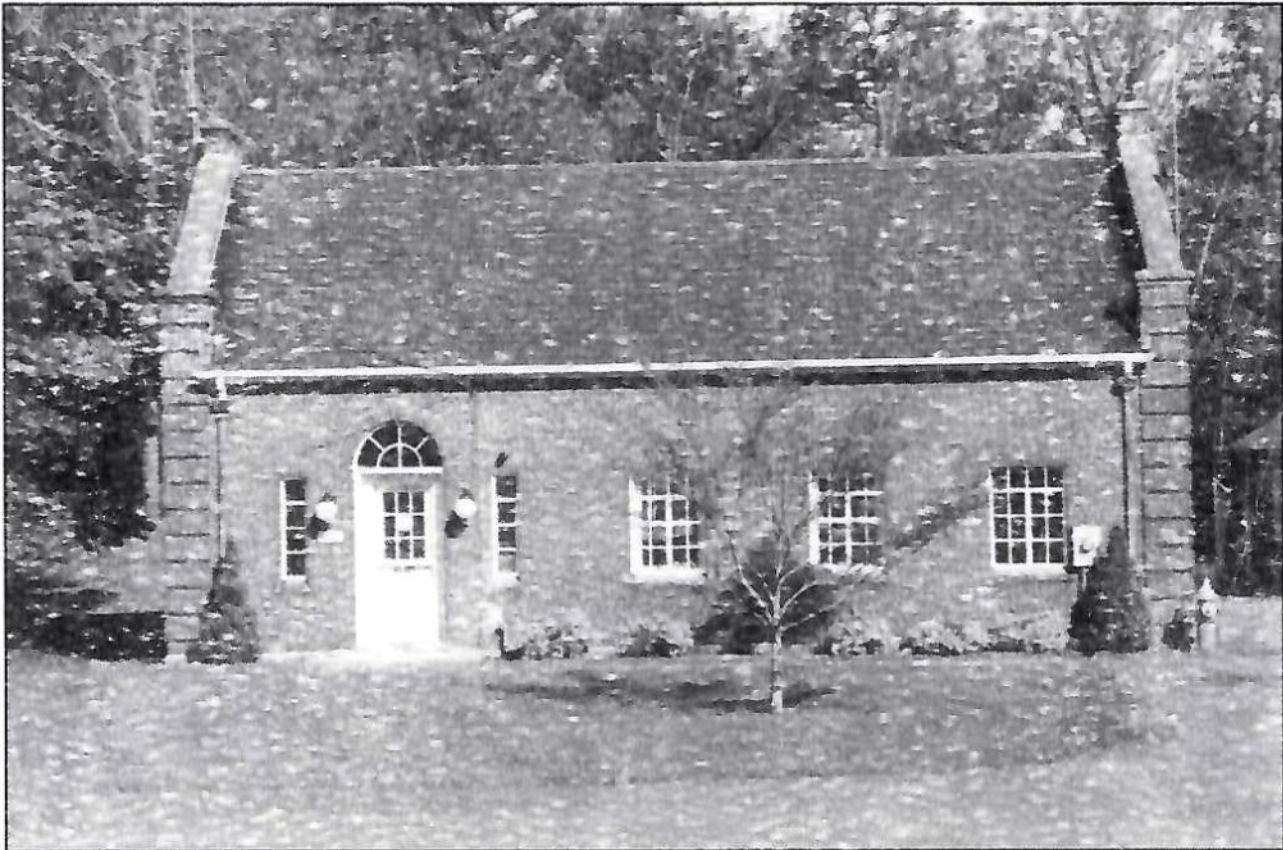


# **COTUIT FIRE DISTRICT**



**Annual Reports**  
**FY 2011**

# REPORT OF THE CLERK

## SPECIAL DISTRICT ELECTION

DECEMBER 21, 2011

In accordance with the foregoing notice and the by-laws of the District, a Special District Election of the Cotuit Fire District was held at the fire station, 64 High Street, Cotuit, on Tuesday, December 21, 2011, between the hours of four o'clock and eight o'clock PM to fill two unexpired Prudential Committee members' terms. The results were as follows:

<u>Member, Prudential Committee, 1 year</u>	<u>Votes Received</u>
Richard G. Barry *	173
Diane M. Fay	113
 <u>Member, Prudential Committee, 2 years</u>	
Laurie C. Hadley *	269
Richard M. Capen **	69

\* Elected

\*\* Withdrew prior to election

Respectfully submitted  
Charles W. Eager  
Clerk

# REPORT OF THE CLERK

## ANNUAL ELECTION AND DISTRICT MEETING

MAY 24 AND 25, 2011

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at the fire station, 64 High Street, Cotuit, on Tuesday, May 24, 2011, 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>	
Richard G. Barry *	291
<u>Member, Board of Fire Commissioners, 3 years</u>	
Peter D. Field *	229
James A. Gardner	152
<u>Member, Board of Water Commissioners, 3 years</u>	
Theodore M. Barnicle *	240

\*Elected

Also in accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held Wednesday, May 25, 2011, 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, seconded and amended the District voted to accept the reports of the Commissioners and members of the Prudential Committee, Board of Water Commissioners and Board of Fire Commissioners of the District as printed. Yes 62 No 20

**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.

Unanimous

**Article 3:** Upon motion duly made and seconded the District voted to raise and appropriate **\$130,000.00** for the expenses of the Financial Department. Unanimous

**Article 4:** Upon motion duly made and seconded the District voted to raise and appropriate **\$200,345.00** for the Barnstable County Retirement Assessment. Unanimous

**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. Unanimous

**Article 6:** Upon motion duly made, seconded and amended, the District voted to raise and appropriate **\$15,410.00** to support the operation of the Cotuit Library. Unanimous

**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 and seconded, the District voted to adopt Chapter 479 of the Acts of 2008, An Act Providing for the Establishment of Other Post Employment Benefits Liability Trust Funds in Municipalities and Certain Other Governmental Units. Unanimous

**Article 11:** Upon motion duly made and seconded the District voted to raise and appropriate **\$1,320,330.48** for the labor and salaries of the Fire Department; and to raise and appropriate **\$288,074.50** for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, **\$58,300.00**



Operating expenses, **\$229,774.50**  
for a total appropriation of **\$1,608,404.98**. Passes by a Majority

**Article 12:** Upon motion duly made and seconded the District voted to raise and appropriate **\$9,500.00** to provide for the ambulance billing service. Passes by a Majority

**Article 13:** 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. Unanimous

**Article 14:** Upon motion duly made and seconded the District voted to raise and appropriate **\$9,700.00** for the purpose of hiring New Call Firefighters Unanimous

**Article 15:** Upon motion duly made and seconded the District voted to raise and appropriate **\$25,000.00** to purchase and replace fourteen (14) portable radios Unanimous

**Article 16:** 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 17:** Upon motion duly made and seconded the District voted to raise and appropriate:

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

**\$291,550.00** for labor and salaries; and

**\$307,400.00** for the remaining expenses of the Water Department, to be apportioned approximately as follows:

**\$76,000.00** for maintenance;

**\$179,400.00** for operations; and

**\$52,000.00** for miscellaneous expenses

for a total appropriation of **\$624,950.00** and that the receipts and revenues of the Water Department be applied to these amounts. Unanimous

**Article 18:** 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 19:** Upon a motion duly made and seconded the District voted to borrow and appropriate the sum of **\$275,000.00** for road repair at the pumping stations. Unanimous

**Article 20:** Upon motion duly made and seconded the District voted to borrow and appropriate the sum of **\$200,000.00** for security upgrade. Unanimous

**Article 21:** Upon motion duly made and seconded the District voted to raise and appropriate **\$176,900.00** for notes and interest.

Unanimous

**Article 22:** Upon motion duly made, seconded and amended the District voted to raise and appropriate the sum of **\$15,000.00** to hire a part time Assistant Treasurer commencing on or about July 1, 2011.

Unanimous

**Article 23:** Upon motion duly made and seconded the District voted to raise and appropriate **\$25,000.00** for the purpose of purchasing, training, networking, licensing and related costs of a new financial software program. Pasted by a majority

**Article 24:** Upon motion duly made and seconded the District voted to raise and appropriate the sum of **\$45,000.00** for the purpose of water and mold remediation at Freedom Hall. Unanimous

**Article 25:** Upon motion duly made and seconded the District voted to amend Article II, by adding "Section 6:" All Committees/Boards of the District, shall publish notice of all meetings, special and regular, in accordance with the Massachusetts open meeting law by posting on the District web site and by posting on any bulletin board designated by the Prudential Committee as an official place of posting." Unanimous

**Article 26:** Upon motion duly made and seconded the District voted to delete Article V, Section 6; Article VIII, Section 8; and Article IX, Section 7; and add to Article XI, a new section,

"Section 10: The Clerks of all Committees and Commissions, including any standing or Ad Hoc Committees, shall post the minutes of each meeting as kept in accordance with Chapter 39, Section 23B, of the Massachusetts General Laws, on the District web site upon approval of said minutes. A summary thereof may also be posted on any bulletin board designated by the Prudential Committee as an official place of posting." Unanimous

**Article 27:** Upon motion duly made and seconded the District voted to add to Article XI of the By-laws of the District, the following: "Article 11: The Prudential Committee, The Board of Fire Commissioners, and The Board of Water Commissioners may from time to time appoint a panel of citizens of the District to act as an ad hoc committee to study and advise on subjects of interest to the District.

**Article 28:** Upon motion duly made and seconded the District voted to add to Article XI, Section 6, and Article XI, Section 9, after the words "said appointments to be made each year at the time of the Annual Meeting," the words

"appointments are to be made each year at the time of the Annual Meeting" "or subsequent to the Annual Meeting should no District citizens volunteer before said Meeting."

Unanimous

**Article 29:** This Article to see if the District would raise and appropriate the sum of **\$17,500.00** for the purpose of painting "Santuit" on the water tower located off Newtown Road, **failed to pass.**

**Article 30:** Prior to seconding a motion the part of the article requiring the District to adopt the legislation upon approval by the General Court was stricken by District Counsel who also instructed the article would be non-binding. This Article to see if the District would vote to support petitioned legislation under consideration by Massachusetts given below: "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, as soon as applicable or at the end of their current term, whichever comes first. Elected official who receive a salary or a stipend and who elect to pay one hundred of the cost of the District health and life insurance benefit plan may be deemed eligible to so participate, failed to pass. 31 Yes 46 No

**Article 31:** 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 32:** 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 33:** This Article to see if the District would vote to appropriate and transfer **\$500,000.00** from Free Cash in the Treasury toward the tax levy of fiscal year beginning July 1, 2011, failed to pass.

Respectfully submitted  
Charles W. Eager  
Clerk



COTUIT FIRE DISTRICT  
COMBINED BALANCE SHEET - ALL FUNDS  
FISCAL YEAR 2011

ASSETS	GENERAL		TRUST		LONG-TERM		MEMO	
	STABILIZATION		DEBIT		ONLY			
CASH	2,185,764.70		479,402.16				2,665,166.86	
CASH INVESTMENT	0.00						0.00	
PETTY CASH	400.00						400.00	
RECEIVABLES:							0.00	
PERSONAL PROPERTY:	838.94						838.94	
REAL ESTATE	90,270.60						90,270.60	
DEFERRED TAXES	528.02						528.02	
TAX LIENS	16,715.97						16,715.97	
WATER RATES & SERVICE	29,469.34						29,469.34	
WATER LIENS ADDED TO TAX:	2,470.58						2,470.58	
AMBULANCE RECEIVABLES	30,485.94						30,485.94	
<b>TOTAL RECEIVABLES</b>	<b>170,779.39</b>						<b>170,779.39</b>	
AMOUNT TO BE PROVIDED FOR LONG TERM DEBT - NOTES PAYABLE					1,930,000.00		1,930,000.00	
<b>TOTAL ASSETS</b>	<b>2,356,944.09</b>		<b>479,402.16</b>		<b>1,930,000.00</b>		<b>4,766,346.25</b>	
<b>LIABILITIES &amp; FUND EQUITY</b>								
<b>LIABILITIES</b>								
WARRANTS PAYABLE	52,078.36						52,078.36	
PAYROLL WITHHOLDING	16,578.27						16,578.27	
SALES TAX PAYABLE	352.96						352.96	
ALLOWANCE FOR ABATEMENTS	201,251.70						201,251.70	
DEFERRED REVENUE :	-30,472.31						-30,472.31	
INSURANCE RECOVERY	0.00						0.00	
BONDS PAYABLE - NOTES PAYABLE					1,930,000.00		1,930,000.00	
<b>TOTAL LIABILITY</b>	<b>238,788.98</b>		<b>0.00</b>		<b>1,930,000.00</b>		<b>2,169,788.98</b>	
<b>FUND EQUITY</b>								
RESERVE FOR CONT APPROPRIATIONS	483,970.85						483,970.85	
RESERVE FOR ENCUMBERANCES	27,793.00						27,793.00	
RESERVE FOR FY 2010	0.00						0.00	
DESIGNATED FOR SPECIAL PURPOSES	6,755.93						6,755.93	
WATER							0.00	
AMBULANCE	0.00						0.00	
STABILIZATION			479,402.16				479,402.16	
PETTY CASH	400.00						400.00	
UNDESIGNATED FUND BALANCE	1,598,235.33						1,598,235.33	
<b>TOTAL FUND EQUITY</b>	<b>2,117,155.11</b>		<b>479,402.16</b>		<b>0.00</b>		<b>2,596,557.27</b>	
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>2,356,944.09</b>		<b>479,402.16</b>		<b>1,930,000.00</b>		<b>4,766,346.25</b>	

**Cotuit Fire District**  
**Comparison of Budget and Actual Revenues**  
**Fiscal Year ending June 30, 2011**

	General Fund		Stabilization Fund	
	Budget	Actual	Variance Actual over Budget	
<b>REVENUES:</b>				
Taxes:				
Personal Property Taxes	18,384.48	17,476.51	(907.97)	
Real Estate Taxes		2,144,805.40	2,144,805.40	
Interest on Taxes		8,407.76		
Tax Liens Redeemed		2,332.41		
Water:				
Rates & Services	350,000.00	437,316.35	87,316.35	
Penalties		4,157.93		
Antenna Fees	86,000.00	90,614.66	4,614.66	
Basic Use Charge		20,023.89		
Liens, Water	6,095.53	4,744.62		
MTBE Settlement Funds		5,478.99		
Fire:				
Ambulance Fees	100,000.00	170,663.06	70,663.06	
Permits & Inspections		3,775.00		
Bond Proceeds				
Premium Sale of Bonds		6,383.09		
Interest on Investments				1,412.65
Interest on Investments		16,757.18		
Insurance Recovery		7,164.05		
Other				
Total Revenue	560,480.01	2,940,100.90	2,306,491.50	1,412.65

Memo :  
 General Fund 2,940,100.90  
 Stabilization Fund 1,412.65  
 Total 2,941,513.55

COTUIT FIRE DISTRICT  
Appropriations and Expenditures FY2011  
Budget to Actual June 30, 2011

Art#	Account	Budget	Encumb 6/30/2010	Transfer In	Amount Expended	Transfer out	Encumber 6/30/2011	Balance Remaining	Close to Revenue
<b>Prudential Committee</b>									
3	Financial Dept.:	120,000		31,367.89	151,367.89			-	
4	Retire. Assessment	190,094			186,363.00			3,731.00	3,731.00
28	Notes and Interest:	179,000			179,000.00			-	
5	Street Lights	30,000			24,750.97			5,249.03	5,249.03
6	Cotuit Library	13,800			13,800.00			-	
7	Group Insurance:	410,000			342,497.17			67,502.83	67,502.83
9	Freedom Hall	25,000			10,117.79		399.00	14,483.21	14,483.21
9	Town of Barnstable	6,808			6,808.00			-	
29	Stabilization Fund	25,000			25,000			-	
30	Reserve Fund	50,000				33,230.55		16,769.45	16,769.45
<b>Fire Department</b>									
13	Labor and Salary	1,304,027.87			1,243,737.98			60,289.89	60,289.89
13	Maint. & Operation	287,474.50	49548.22		251,787.91		1,850.00	83,384.81	83,384.81
14	Amb. Billing	7,500		1,862.66	9,362.66			-	
15	Patient Med. Supplies	38,500			33,378.22			5,121.78	5,121.78
<b>Water Dept.</b>									
19	Service Connections	25,000			24,984.77			15.23	15.23
19	Labor and Salary	275,594			275,439.44			154.56	154.56
19	Maint. & Operation	305,100	34,823.00		276,404.78	25,544.00		37,974.22	37,974.22
Totals		3,292,898.37	84,371.22	33,230.55	3,054,800.58	33,230.55	27,793.00	294,676.01	294,676.01
<b>SPECIAL ARTICLES:</b>									
		778,579.64			276,991.69			501,587.95	
Grand Totals		4,071,478.01			3,331,792.27			796,263.96	294,676.01



COTUIT FIRE DISTRICT  
SPECIAL ARTICLES

ACCOUNT	BAL. BRT FWD 7/1/2010	AMOUNT EXPENDED	BALANCE 6/30/2011	AMOUNT CLOSED	AMT BRT FWD
PAINT FREEDOM HALL 08-25	19929.00	0.00	19,929.00		19929
FD STATE SAFETY GRANT	647.00		647.00	647	
FD COMMUNICATIONS EQUIP 05-	4,287.03	3,047.08	1,239.95		1239.95
FD REHAB 263 FY10-11	18,396.80	-	18,396.80		18,396.80
FD NEW CALL FF FY11-16	9,700.00	2,302.75	7,397.25	7,397.25	
FD UNION NEGOTIATIONS FY10-18	25,000.00		25,000.00		25000.00
FD STATION MAINTENANCE FY07-20	520.21	481.34	38.87	38.87	
FD REPLACE STANDY GENERATOR FY09-1	2,533.98	-	2,533.98	2,533.98	
FD REPLACE IR CAMERA FY09-17	7,000.00		7,000.00	7,000.00	
WD PUMP REPLACEMENT 08-21	1,830.80	1830.80	-		
WD TANK LOVELLS POND FY09-10	260,778.26	117,733.68	143,044.58		143,044.58
WD MAIN EXTENSION FY10-20	39,483.83	-	39,483.83		39483.83
WD PUMP REPLACEMENT FY10-21	30,000.00	15173.07	14,826.93		14,826.93
WD METER REPLACEMENT FY10-22	20,066.77	20066.77	-		
WD EMERGENCY GENERATOR FY10-23	70,905.96	5092.24	65,813.72		65,813.72
BAY POINT EASEMENT FY10-24	137,500.00	-	137,500.00		137500.00
One ton 4 Wheel Truck FY11-20	60,000.00	57,912.35	2,087.65		2087.65
WD Meter Program FY11-21	50,000.00	42,563.11	7,436.89		7436.89
WD Security Upgrade FY11-23	20,000.00	10,788.50	9,211.50		9211.50
TOTALS	778,579.64	276,991.69	501,587.95	17,617.10	483,970.85

**COTUIT FIRE DISTRICT  
DEBT LEDGER  
As of June 30, 2011**

	<b>Balance 7/1/2010</b>	<b>New Debt</b>	<b>Retirements</b>	<b>Balance 30-Jun-11</b>	<b>Interest Paid in FY11</b>
Lovell's Road Storage Tank Issued April 15, 2010 for 2,035,000 at 3.803 TIC	2,035,000	-	105,000	1,930,000	74,000.00
<b>Totals</b>	2,035,000	-	105,000	1,930,000	74,000.00

**Cotuit Fire District**

**GROSS WAGES REPORT 2011**

**OFFICERS - ELECTED AND APPOINTED**

**PRUDENTIAL COMMITTEE**

	Gross	Total
Kelly *	Bruce	
kates	Amy	312.50
Lowe *	King	1,250
Hadley **	Laurie	312.50
Barry **	Richard	625
* Resigned October 2010		625
** Elected December 2010		625

**Fire Commissioners**

Field	Peter	1,250	1,250
Nailor	Brenda	1,250	1,250
Mycock	Ronald	1,250	1,250

**Water Commissioners**

Calise	George	1,250	1,250
Kiely	Frederick	1,250	1,250
Barnicle	Theodore	1,250	1,250

**Moderator**

Lowe	Allison	250	250
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**Treasurer**

Murray	Agnes	27,319	27,319
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**Clerk**

Eager	Charles	2,333	2,333
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### Fire Department Personnel

Fulltime	Title/Position	Base	Overtime	Total	Av Hrs Worked Wkly
Olsen	Christopher Fire Chief/Paramedic	100,005	-	100,005	40+
Geggatt	Joan Administrative Assistant	47,046	-	47,046	40
Amento	John Firefighter/Paramedic	72,661	63,509	136,170	70.5
Clark	Shane Firefighter/Paramedic	43,591	20,760	64,351	47.5
Fenner	Donna Firefighter/Paramedic	67,998	47,802	115,800	64.5
Hoffman *	Stephen Lieutenant/EMT	18,141	-	18,141	
Lyons *	Brett Firefighter/EMT	62,591	5,970	68,561	
McNamara	William Firefighter/EMT	67,148	48,679	115,827	65
Pierce **	David Captain/EMT	34,665	7,909	42,574	
Pierce	Jayne Firefighter/Paramedic	76,542	54,039	130,581	66
Pouliot	Joseph Lieutenant/EMT	66,238	15,651	81,889	50.5
Sargent	William Lieutenant/Paramedic	72,850	47,643	120,493	62.5
VanEtten	Michael Firefighter/Paramedic	69,826	34,375	104,201	56
<b>Call Firefighters</b>					
Anderson	Ty Firefighter/EMT	23,490	-	23,490	21
Barth-Pasic *	Jennifer Lieutenant/EMT	934	-	934	
Chicoine	Todd Firefighter/EMT	21,156	-	21,156	20
Emerson	Peter Firefighter/Paramedic	6,256	-	6,256	9.5
Florence	Brian Firefighter/EMT	9,674	-	9,674	8.5
Thompson	Donald Firefighter/EMT	9,584		9,584	9
Williamson	Douglas Firefighter/EMT	1,888		1,888	3
* sick or injury leave					
** not a full year					

### Water Dept Personnel

Wiseman	Christopher Water Superintendent	76,936		76,936	40+
Hoover	Brian Sr. Water Operator	56,137	7,169	63,306	42
Leavenworth	Sherri Office Manager	51,523	187	51,710	40
English	John Water Operator	39,262	5,453	44,715	41.5
Herrick	Benjamin Water Operator	41,895	6,952	48,847	42

## Cotuit Fire District Benefits for the fiscal year ended June 30, 2011

### 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, 2011.

<b>Benefits</b>	<b>Fire Department (11)</b>	<b>Water Department (5)</b>	<b>Elected Officials (8)</b>
Group Insurance	194,526	50,994	60,597
Sick Days	60,234		
Personal Days	20,384		
Training	12,339	2,281	
Vacation	97,769		
Holiday	14,745		
Longevity	14,100		
Uniforms	8,294	1,864	
<b>Total</b>	<b>422,391</b>	<b>55,139</b>	<b>60,597</b>

# 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, 2011.

## **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 as well as 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 are collecting and establishing a wall of patches of other fire departments in the training room to showcase all of our dedicated fire and EMS departments in the USA and abroad.

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.

We are continuing to utilize our call department for additional coverage which 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 had two of our call firefighters hired to two other towns for full time employment. We hired two new Call firefighters to bring our Call force to seven. 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 Lieutenant Steven Hoffman on his retirement with many years of dedicated service to our residence of Cotuit, a job well done! We would also like to extend our sincere congratulations to Firefighter Jeremy McPherson and Firefighter Douglas Williamson for being offered a Full Time employment with the North Hampton Fire Department and Mashpee Fire Department. It is North Hampton Fire Department and Mashpee Fire Departments gain and Cotuit's Fire Rescue Department loss, good luck to both Firefighter Jeremy McPherson and Douglas Williamson for a job well done!

### **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 Barnstable 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.

The Apparatus committee that was formed during the last fiscal year is still addressing concerns and discussing the replacement of Engine 265, as it is the 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 will allow us to order approximately fourteen new portables at the 800 frequency to replace the current aging portables. We have our back up radio system on the 400 frequency 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. We have had minimal interruptions throughout the year, to this date we are satisfied with our main and back up radio systems.

This year we replaced one of our computers in our network system. Our goal in our network system is to keep current 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 and Image Trend for the Emergency Medical incidents. These programs allow the department to store and track all our daily activities and Fire and Emergency responses.

### **BUILDING AND GROUNDS**

It's been over 20 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.

### **ACTIVITIES**

The department's incident activity increased nearly 15 plus 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 fifty-five (55) new residential units 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 two hundred fifty pounds of chili as well as three plus 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 also providing a cardio pulmonary resuscitation class on the last Thursday of each month. Please call the Cotuit Fire Rescue Department for CPR class updating. The Cotuit Firefighters Association has been busy this year donating two AED (Automatic External Deliberator), one AED to Freedom Hall and the other to the Cotuit Library. We are proud of making this community a heart safe community.

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, 2011 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 5 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!**  
If 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, 2011

Olsen, Christopher	Fire Chief/Paramedic	24 years
Geggatt, Joan	Administrative Assistant	15 years
Pierce, David	Fulltime Firefighter/EMT	31 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	29 years
Fenner, Donna	Fulltime Firefighter/Paramedic	22 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	21 years
Hoffman, Steven	Fulltime/Lieutenant/EMT	20 years*
Pierce, Jayne	Fulltime Firefighter/Paramedic	17 years
Sargent, William	Fulltime Lieutenant/Paramedic	15 years
McNamara, William	Fulltime Lieutenant/EMT	13 years
Lyons, Brent	Fulltime Lieutenant/EMT	10 years
Amento, John	Fulltime Firefighter/Paramedic	6 years
Clark, Shane	Fulltime Firefighter FF/Paramedic	9 years
Barth-Pasic, Jennifer	Call Lieutenant/EMT	28 years
Anderson, Ty	Call Firefighter/EMT	4 years
Florence, Brian	Call Firefighter/EMT	4 years
Chichone, Todd	Call Firefighter/EMT	3 years
Donald Thompson	Call Firefighter/EMT	1 year
Douglas Williamson	Call Firefighter/EMT	1 year

(time shown is cumulative for those members with both part time and full time service)

\*retired



**Cotuit Fire District  
Department of Fire, Rescue  
and Emergency Services**



## **Mission Statement**

**To provide the village of Cotuit with the highest quality of Fire, Rescue and Emergency services through personnel who are prepared and equipped to function in a safe, prudent and compassionate manner.**

In order to accomplish our mission, we shall . . .

- Provide training and education to personnel so that they may have the necessary knowledge and skill to provide the best possible service.
- Furnish well maintained tools and equipment for personnel to accomplish their tasks in a safe and efficient manner.
- Encourage personnel to participate in the growth and development of the department.
- Offer education and information to the public to increase awareness, improve personal safety and reduce unnecessary loss and suffering.
- Act in a responsible manner with respect to financial and administrative decisions using good judgment and appropriate business practices.
- Be a resource to assist our residents and visitors in time of need.
- Strive to be a valued and respected member of the community.

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

### **Partial List of Services**

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

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

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

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

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

- Investigate and assist in a variety of public concerns including Carbon Monoxide alarms, equipment malfunctions, water leaks, gas/electric/utility problems, and other public safety matters.
- Provide assistance to other agencies including police, water dept., local, state, and federal agencies and other fire departments.
- Enforce local, state and federal laws where applicable including. mandated fire prevention laws/regulations and open burning laws.
- Conduct various safety inspections of homes and businesses; offer advice and information on a variety of safety concerns.
- Conduct inspections and issue permits for smoke detector installations, fuel storage (liquid and gas), compliance inspections, and other areas as provided by fire prevention and building code regulations.
- Provide emergency standby and/or response for special events, natural disasters and during peak periods of emergency activity.
- We respond to the public's need whenever our resources and personnel may be of assistance, emergency or non-emergency, day or night, often when other agencies or departments have said "no" or are unable to help.

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

# Report of the Prudential Committee

To The Citizens of the Cotuit Fire District, we submit this report for the fiscal year ended June 30, 2011.

The Prudential Committee consists of three elected members and is the Executive Committee of the District. We are responsible for the inclusion of the budgets and articles in the warrant for the Annual Meeting. We make recommendations regarding the budgets and the articles at the Annual meeting held in May of each year. We are also responsible for the lighting of the streets and public ways of the District, as well as the repair and maintenance of Freedom Hall.

The Committee meets monthly; the dates and times are posted on both the District and Barnstable websites, we post at the Fire Station and Post Office, as well. The Committee meets for the purposes of insuring that funds raised by the District are spent in a fiscally responsible manner and in accordance with the will of the District voters.

We began the 2011 fiscal year with current members King Lowe and Bruce Kelly. Amy Kates, the third member, was elected in May 2010, defeating long-time member Jim Gill. During the fiscal year, the Committee had three (3) different Chairmen. Bruce Kelly served as Chairman in July and August. King Lowe served as Chairman for September and October. Amy Kates began serving as Chairman in December and served through the end of the fiscal year.

In July, the Committee was wrestling with the District Health Insurance issue voted by the taxpayers at the Annual Meeting. The vote was to reduce the reimbursement percentage for elected officials from 75% to 50%. Attorney Boudreau had given the committee his opinion of the health insurance vote in June. King Lowe urged the committee to consult counsel and hired Attorney Gargiulo to conduct further research on the health insurance issue. The cost to the District for the second opinion was over \$14,000. The Committee also attempted unsuccessfully to replace the District Treasurer with a consultant, who would serve in that role temporarily. In August, the consultant was eventually hired to do a review of the systems and procedures of the office of Treasurer. The Committee appointed a new District Clerk, Charles Eager, in September, for a three (3) year term, to take over the Clerk's duties from then current Clerk/Treasurer, Agnes Murray. At the October Committee meeting, Amy Kates received resignations from members Bruce Kelly and King Lowe.

Without at least a two (2) member board, the Prudential Committee couldn't vote the tax factor in November. The inability to vote the tax factor, in a timely manner, for inclusion in the town-wide property tax mailing, required that the District send a separate tax mailing

sometime after the first of the year. The District held a Special Election to vote two (2) new members to the Committee. Newly voted members Laurie Hadley and Richard Barry joined, Chairman, Amy Kates in December to vote the tax factor on behalf of the District. The resignations resulted in an additional cost to the District, for a separate tax mailing, of \$9,000.

The Committee was now back to work and voted to re-appoint Agnes Murray as District Treasurer, for a one-year term, to provide for a more reasonable approach to advertising, interviewing, hiring and supporting an orderly transition to the position of Treasurer. The Policy Advisory Committee had been meeting, since November, to research needed repairs to Freedom Hall caused from water and mold damage. The Policy Advisory Committee, after much research, suggested an amount of \$45,000 to the Committee, to do the repair work at Freedom Hall, that amount to be put before the voters in May. The voters passed the Freedom Hall article at the Annual Meeting.

The Committee also addressed the upcoming Firefighter Union negotiations in the spring. Richard Barry was involved in the strategy sessions, on the Prudential Committee's behalf, with the Board of Fire Commissioners. The negotiating committee approved a contract in July.

Fiscal Year 2011 saw lots of discussion between Committee members and the public about issues of concern to both groups. The Committee is grateful to the public, who regularly attended our meetings, for your willingness to share your ideas, opinions, your vision, and your passion for excellence and transparency in District government. We serve you the taxpayers; thank you for never letting us forget that important ingredient.

Respectfully submitted,

Amy McGuire Kates - Chairman

Laurie C. Hadley

Richard G. Barry

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

To the Citizens of the Cotuit Fire District:

In FY 2011, the Cotuit Water Department delivered 203,843,000 gallons of drinking water to 2,199 homes, businesses and public buildings.

The water quality is analyzed at a state certified laboratory on a monthly basis and water quality continues to exceed all state and federal standards.

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

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, 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 Grade T4 the highest. The superintendent and all operators at the Cotuit Water Department are certified. John English joined the department as a field operator in 2010, passed his treatment certification exam, T-1 in December. He is currently working to obtain his D2 distribution license.

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

A new service truck was purchased to replace the 2003 Chevrolet 1 ton utility truck. The usable life of these vehicles is approximately eight years. This truck is used to transport the lime slurry to each of the 5 pumping stations.

The Board of Water Commissioners continued to work with the Town of Barnstable and the owner of 671 Main Street to finalize the permanent easement agreement, that when completed will protect Well Station 3 from encroachment and potential contamination from development of the property.

Agreements were signed with Weston & Sampson for the following tasks:

- Engineering and cost estimate for security system improvements.
- Engineering and cost estimate for well road paving project.



An agreement was signed with GHD for a water system modeling update project. When completed, the model will provide an overview of the flow rates and water pressure throughout the system. The data is used to identify areas in the system that requires repairs or new construction to maximize efficient distribution.

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 any naturally occurring minerals that have accumulated in the mains and to check hydrant operation.

A new energy-efficient electric motor was installed in Station #4 in June.

The well at Station #2 was cleaned and re-developed in May.

A system wide leak detection program was conducted by the department. This is done on an annual basis to insure that the District remains in compliance with state regulations and to insure that the system is working at maximum efficiency.

The Main Street tank was drained, cleaned and chlorinated by the Merithew Company. Merithew Company also conducted a sanitary inspection at the West Street tank. Repairs and modifications were then completed to comply with current state regulations.

The Newtown Road tank had its one-year anniversary inspection. Some touch-up work on the surface coating will be completed in the fall.

The Cape Cod based engineering firm of Horsley & Witten was selected to conduct the semi-annual monitoring program for volatile organic compounds (VOC's) at monitoring well cluster #1 and #2 at pump station #5.

Respectfully submitted,

Frederick Kiely, Chairman  
George Calise  
Theodore Barnicle

## STATISTICAL SUMMARY

### WATER PUMPAGE

#### CALENDAR YEAR 2010

JAN	10,167,000
FEB	9,255,000
MAR	9,953,000
APR	14,203,000
MAY	25,021,000
JUNE	29,564,000
JULY	41,224,000
AUG	34,235,000
SEPT	23,178,000
OCT	13,239,000
NOV	8,197,000
DEC	<u>8,186,000</u>

**TOTAL 226,422,000**

#### FISCAL YEAR 2011

JUL/10	41,224,000
AUG	34,235,000
SEP	23,178,000
OCT	13,239,000
NOV	8,197,000
DEC	8,186,000
JAN/11	8,489,000
FEB	7,644,000
MAR	7,658,000
APR	10,222,000
MAY	16,210,000
JUN	<u>25,361,000</u>

**TOTAL 203,843,000**

Population supplied – Winter (est.) 3,474

Population supplied – Summer (est.) 5,483

Number of new services installed in FY '11: 15

Feet of main installed in FY 11: 0

Total water main footage: 283,725

Number of Service accounts: 2199

Number of new fire hydrants installed in FY '11: 0

Total number of hydrants: 429

## 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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Donald G. Campbell	428-7823	2012
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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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COVER PHOTO  
Cotuit Water Department  
4300 Falmouth Road