

# **COTUIT FIRE DISTRICT**



**Annual Reports  
FY 2012**

# REPORT OF THE CLERK

## ANNUAL ELECTION AND DISTRICT MEETING

MAY 29 AND 30, 2012

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 Freedom Hall, Main Street, Cotuit, on Tuesday, May 29, 2012, between the hours of four o'clock and eight o'clock PM. The results were as follows:

<u>Member, Prudential Committee, 3 years</u>	<u>Votes Received</u>
Laurie C. Hadley *	260
<u>Member, Board of Fire Commissioners, 3 years</u>	
Brenda C. Nailor *	214
James A. Gardner	114
<u>Member, Board of Water Commissioners, 3 years</u>	
Frederick P. Kiely *	259

\*Elected

Also in accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held Wednesday, May 30, 2012, 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 officers and committees of the District as printed. **Yes 40 No 26**

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 \$214,391.00 for the Barnstable County Retirement Assessment. Passes by a majority

**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 \$17,721.50 for maintenance of the Cotuit Library. **Unanimous**

**Article 7:** Upon motion duly made and seconded the District voted to raise and appropriate \$375,100.00 for group insurance. Passes by a majority

**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 support enactment of an Act of the Mass. General Court given below:

Section 1. (a) Notwithstanding any general or special law to the contrary, Elected officials of the Cotuit Fire District who receive compensation by vote of the District at an annual or special District meeting per G.L. 41, § 108 shall not, as such, constitute employees for purposes of G.L. c. 32B and shall not, as such, be eligible for participation in the District's contributory medical, dental and life insurance plan (the "plan").

(b) Notwithstanding the foregoing, however: (i) Any such elected officials who were elected prior to the effective date of this act, whether or not presently serving, if eligible and vested as of said date to participate in the plan at retirement, or as presently retired, shall continue to be eligible and vested to participate upon retirement, or as presently retired; (ii) Any such elected officials who were elected prior to the effective date of this act who participate in the plan on the effective date of the act shall continue to be eligible to participate in the plan until the end of their current terms, and in event they serve an immediately successive term or terms thereafter, shall continue to be eligible to participate in the plan during said successive term or terms, provided that they pay 100 percent of the cost of participation in the plan, plus any administrative



cost therefore as may be imposed by the Prudential Committee; and (iii) Nothing contained in the act shall impair or in any way affect any right of a District retiree created by c. 36 of the Acts of 1998 or c. 24 of the Acts of 2003.

(c) This act shall take effect upon the date of its passage; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Prudential Committee approves amendments which shall be within the scope of the general public's objectives of this petition.

**Yes 57 No 22**

**Article 11:** Upon motion duly made and seconded the District voted to raise and appropriate \$1,334,707.65 for the labor and salaries of the Fire Department; and to raise and appropriate \$292,069.50 for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, \$58,845.00

Operating expenses, \$232,224.50.50 and

Miscellaneous, \$1,000.00

for a total appropriation of \$1,626,777.15. **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.

**Unanimous**

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

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

\$298,292.00 for labor and salaries; and

\$313,400.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$74,000.00 for maintenance;

\$187,400.00 for operations; and

\$52,000.00 for miscellaneous expenses

for a total appropriation of \$637,692.00 and that the receipts and revenues of the Water Department be applied to these amounts.

**Unanimous**

**Article 17:** Upon motion duly made and seconded the District voted to raise and appropriate the sum of \$50,000.00 for the meter replacement program.

**Unanimous**



# REPORT OF THE CLERK

## SPECIAL DISTRICT MEETING

OCTOBER 26, 2011

In accordance with the foregoing notice and the by-laws of the District, a Special District Meeting of the Cotuit Fire District was held Wednesday, October 26, 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 following action was taken.

**Article 1:** Upon motion duly made, seconded and amended the District voted to raise and appropriate the sum of \$4,000.00 to fund the continuation of the Centralized Medical Emergency Dispatch (CMED) service. Unanimous

**Article 2:** Upon motion duly made, seconded and amended the District voted to raise and appropriate the sum of \$4,200.00 to lease a property to be used as a District Office. 25 Yes 9 No

Respectfully submitted  
Charles W. Eager  
Clerk

**UNAUDITED  
COTUIT FIRE DISTRICT  
Balance Sheet  
Fiscal Year ending June 30, 2012**

	<b>Governmental Fund Types</b>			<b>Account Group</b>	<b>Totals</b>
	<b>General</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>General Long Term Debt</b>	<b>(Memorandum Only)</b>
<b>ASSETS:</b>					
Cash and Investments	\$ 2,601,355	\$ 514,569	\$ (5,700)	\$ -	\$ 3,110,225
Receivables:					
Personal Property Taxes	2,059	-	-	-	2,059
Real Estate Taxes	61,907	-	-	-	61,907
Tax Liens	39,874	-	-	-	39,874
Departmental and Other	67,999	-	-	-	67,999
Intergovernmental	-	-	-	-	-
Due from Other Funds	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Bonds Authorized	-	-	-	475,000	475,000
Amounts to be Provided	-	-	-	1,825,000	1,825,000
<b>Total Assets</b>	<b>2,773,194</b>	<b>514,569</b>	<b>(5,700)</b>	<b>2,300,000</b>	<b>5,582,064</b>
<b>LIABILITIES AND FUND BALANCES:</b>					
<b>Liabilities:</b>					
Warrants and Accounts Payable	\$ 126,832	\$ -	\$ -	\$ -	\$ 126,832
Accrued Payroll and Withholdings	(8,573)	-	-	-	(8,573)
Allowance for Abatements	205,181	-	-	-	205,181
Due to Other Funds	-	-	-	-	-
Deferred Revenue:	-	-	-	-	-
Property Taxes	(141,215)	-	-	-	(141,215)
Tax Liens	39,874	-	-	-	39,874
Other	67,999	-	-	-	67,999
Other Liabilities (Tailings)	-	-	-	-	-
Bonds Authorized & Unissued	-	-	-	475,000	475,000
Notes Payable	-	-	-	-	-
Bonds Payable	-	-	-	1,825,000	1,825,000
<b>Total Liabilities</b>	<b>290,098</b>	<b>-</b>	<b>-</b>	<b>2,300,000</b>	<b>2,590,098</b>
<b>Retained Earnings &amp; Fund Balances:</b>					
Reserved for Encumbrances	41,882	-	-	-	41,882
Reserved for Continuing Expenditures	537,251	-	-	-	537,251
Designated for Future Years Expenditures	700,000	-	-	-	700,000
Designated for Petty Cash	400	-	-	-	400
Designated for Deficits	-	-	(5,700)	-	(5,700)
Designated for Stabilization	-	507,813	-	-	507,813
Designated for Gifts	-	6,756	-	-	6,756
Undesignated	1,203,563	-	-	-	1,203,563
<b>Total Fund Balances</b>	<b>2,483,096</b>	<b>514,569</b>	<b>(5,700)</b>	<b>-</b>	<b>2,991,965</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 2,773,194</b>	<b>\$ 514,569</b>	<b>\$ (5,700)</b>	<b>\$ 2,300,000</b>	<b>\$ 5,582,064</b>



**COTUIT FIRE DISTRICT  
STATEMENT OF NET FUNDED AND FIXED DEBT  
YEAR ENDED JUNE 30, 2012**

**LONG-TERM DEBT**

**LOVELL'S ROAD STORAGE TANK (2000-2010)**

BALANCE JULY 1, 2011	\$ 1,930,000.00
less: PRINCIPAL PAYMENT	\$ 105,000.00
BALANCE JUNE 30, 2012	\$ 1,825,000.00

Long Term Interest Paid in FY 2012	\$ 71,900.00
<b>TOTAL FY 2012 LONG TERM DEBT SERVICE PAYMENTS:</b>	<b>\$ 176,900.00</b>

**SHORT-TERM DEBT:**

**BOND ANTICIPATION NOTES**

**WATER PUMPSTATION ROADS**

BALANCE JULY 1, 2011	\$ -
less: PAY-DOWN AT MATURITY	\$ -
CUMULATIVE BALANCE	\$ -

Short Term Interest Paid in FY 2012	\$ -
<b>PUMP STATION ROADS SHORT TERM DEBT:</b>	<b>\$ -</b>

**WATER SYSTEM SECURITY**

BALANCE JULY 1, 2011	\$ -
less: PAY-DOWN AT MATURITY	\$ -
CUMULATIVE BALANCE	\$ -

Short Term Interest Paid in FY 2012	\$ -
<b>WATER SYSTEM SECURITY SHORT TERM DEBT:</b>	<b>\$ -</b>

**TOTAL FY 2012 SHORT TERM DEBT SERVICE PAYMENTS: \$ -**

**COTUIT FIRE DISTRICT**  
**Comparison of Budget and Actual Revenues**  
**Fiscal Year Ending June 30, 2012**

	2012 Budget	2012 Actual	Variance Actual Over GF Budget	Variance Actual Over SF Budget
<b>REVENUES</b>				
<b>Taxes:</b>				
Personal Property Taxes	\$ 25,468.87	\$ 25,918.34	\$ 449.47	\$ -
Real Estate Taxes	2,876,054.50	2,947,054.19	70,999.69	-
Interest on Taxes	-	13,295.62	13,295.62	-
Tax Liens Redeemed	-	-	-	-
<b>Water:</b>				
Rates & Services	400,000.00	394,896.98	(5,103.02)	-
Penalties	-	3516.18	3,516.18	-
Antenna Fees	90,000.00	101,903.79	11,903.79	-
Basic User Charge	-	4,200.00	4,200.00	-
Liens, Water	-	1,269.05	1,269.05	-
MBTE Settlement Funds	-	-	-	-
<b>Fire:</b>				
Ambulance Fees	150,000.00	152,536.78	2,536.78	-
Permits & Inspections	3,000.00	1,775.00	(1,225.00)	-
<b>Other:</b>				
Bond Proceeds	-	-	-	-
Premium on Sale of Bonds	-	-	-	-
Interest on Investments	4,000.00	3,191.89	(808.11)	-
Stabilization Fund	25,000.00	28,411.33	-	3,411.33
Insurance Recovery	-	37,800.00	37,800.00	-
Other Revenue	-	2,175.14	2,175.14	-
<b>Total Revenue</b>	<b>\$ 3,573,523.37</b>	<b>\$ 3,717,944.29</b>	<b>\$ 141,009.59</b>	<b>\$ 3,411.33</b>

Memo:

General Fund	\$ 3,689,532.96
Stabilization Fund	\$ 28,411.33
<b>Total</b>	<b>\$ 3,717,944.29</b>



COTUIT FIRE DISTRICT  
FY 2012 BUDGETED EXPENDITURES DETAIL

Article FY 2012	Appropriation Group / Line Item	Beginning Encumbrance	05/11 ADM FY 2012	10/11 SDM FY 2012	Reserve Fund Transfers	Final Budget FY 2012	Expended FY 2012	Encumbrances FY 2012	Continued Appropriations	Total FY 2012	2012 Turnback
<b>Finance Department</b>											
3	Salary & Wages Elected Officials	-	11,750.00	-	-	11,750.00	11,750.00	-	-	11,750.00	-
3	Salary & Wages Treasury	-	27,319.00	-	-	27,319.00	27,319.00	-	-	27,319.00	0.28
22	Salary & Wages Treasury (Asst Treas)	-	15,000.00	-	-	15,000.00	-	-	11,985.00	15,000.00	-
3	Salary & Wages Clerk	-	2,333.00	-	-	2,333.00	2,333.00	-	-	2,333.00	-
	<b>Total Payroll</b>	-	68,402.00	-	-	56,402.00	44,418.72	-	11,985.00	56,401.72	0.28
3	Telephone	-	300.00	-	-	300.00	613.12	-	-	613.12	(313.12)
3	Payroll Service	-	7,000.00	-	-	7,000.00	6,832.75	-	-	6,832.75	167.25
3	Legal Services	-	10,000.00	-	-	10,000.00	9,437.50	-	-	9,437.50	562.50
3	Accounting Services	-	7,900.00	-	-	7,900.00	12,000.00	15,400.00	-	27,400.00	(19,500.00)
3	Stenographer Services	-	700.00	-	-	700.00	1,823.75	-	-	1,823.75	(1,123.75)
3	Legal Advertisement	-	1,200.00	-	-	1,200.00	710.76	-	-	710.76	489.24
3	Postage	-	1,000.00	-	-	1,000.00	558.80	-	-	558.80	441.20
3	Office Supplies	-	1,200.00	-	-	1,200.00	1,078.97	-	-	1,078.97	121.03
3	Computer/Copy Expense	-	5,500.00	-	-	5,500.00	5,064.25	-	-	5,064.25	435.75
3	Dues & Memberships	-	350.00	-	-	350.00	145.00	-	-	145.00	205.00
3	Unemployment Insurance	-	275.00	-	-	275.00	1,569.53	-	-	1,569.53	(1,294.53)
3	FICA	-	28,700.00	-	-	28,700.00	25,714.63	-	-	25,714.63	985.37
3	Employee Assistance Program	-	3,950.00	-	-	3,950.00	-	-	-	-	1,150.00
3	Annual Report	-	1,150.00	-	-	1,150.00	-	-	-	-	772.00
3	Election Ballot Cost	-	900.00	-	-	900.00	128.00	-	-	128.00	(436.00)
3	Election Cost	-	350.00	-	-	350.00	786.00	-	-	786.00	100.00
3	Employee Bonds	-	100.00	-	-	100.00	-	-	-	-	2,782.10
3	Miscellaneous Expense	-	20,023.00	-	-	20,023.00	2,707.10	76.00	-	25,000.00	17,240.90
15	New Software	-	25,000.00	-	-	25,000.00	10,150.00	-	14,850.00	6,808.00	-
9	Assessing / Tax Collection	-	6,808.00	-	-	6,808.00	6,808.00	-	-	6,808.00	-
2	Lease Office Space	-	-	4,200.00	-	4,200.00	-	-	4,200.00	-	-
	<b>Total Other Expenses</b>	-	120,405.00	4,200.00	-	124,605.00	90,078.16	15,476.00	19,050.00	124,603.16	2.84
32	<b>Reserve Fund</b>	-	50,000.00	-	-	50,000.00	-	-	-	-	50,000.00
	<b>Total Finance Department/General Government</b>	-	226,808.00	4,200.00	-	231,008.00	134,494.88	15,476.00	31,035.00	181,004.88	50,003.12
<b>Fire Department</b>											
11	Salary & Wages - Chief	-	100,005.16	-	-	100,005.16	98,082.18	-	-	98,082.18	1,922.98
11	Salary & Wages - Perm Full Time	-	667,315.06	-	-	667,315.06	623,339.07	-	-	623,339.07	43,975.99
11	Salary & Wages - Admin Assist	-	47,046.25	-	-	47,046.25	46,141.74	-	-	46,141.74	904.51
11	Salary & Wages - Incident Perm	-	134,038.00	-	-	134,038.00	66,908.56	-	-	66,908.56	67,129.44
11	Salary & Wages - Training FT	-	45,088.00	-	-	45,088.00	23,720.26	-	-	23,720.26	21,347.74
11	Salary & Wages - Vacation Coverage	-	82,993.61	-	-	82,993.61	90,104.73	-	-	90,104.73	(7,111.12)
11	Salary & Wages - Sick Coverage	-	42,000.00	-	-	42,000.00	60,371.68	-	-	60,371.68	(18,371.68)
11	Salary & Wages - Personal Coverage	-	18,240.00	-	-	18,240.00	12,246.95	-	-	12,246.95	5,993.05
11	Salary & Wages - Holiday Pay	-	18,015.66	-	-	18,015.66	17,999.31	-	-	17,999.31	16.35
11	Salary & Wages - Full Time Injury	-	-	-	-	-	67,776.01	-	-	67,776.01	(67,776.01)
11	Salary & Wages - Other Union	-	3,684.00	-	-	3,684.00	490.50	-	-	490.50	3,193.50
11	Salary & Wages - Emerg Labor	-	35,000.00	-	-	35,000.00	-	-	-	-	35,000.00
11	Salary & Wages - Longevity Pay	-	16,200.00	-	-	16,200.00	14,000.00	-	-	14,000.00	2,200.00
11	Salary & Wages - Call FF Staffing	-	53,135.36	-	-	53,135.36	34,400.64	-	-	34,400.64	18,734.72
11	Salary & Wages - Incident CF	-	35,805.38	-	-	35,805.38	23,084.16	-	-	23,084.16	12,751.22
11	Salary & Wages - Call Training	-	15,400.00	-	-	15,400.00	4,856.56	-	-	4,856.56	10,541.44
11	Salary & Wages - Call FF Injury	-	-	-	-	-	494.64	-	-	494.64	(494.64)
11	Salary & Wages - Other FT	-	6,384.00	-	-	6,384.00	5,013.02	-	-	5,013.02	1,370.98
14	New Call Firefighters	-	9,700.00	-	-	9,700.00	6,336.30	-	-	6,336.30	3,363.70
	<b>Total Payroll</b>	-	1,330,030.48	-	-	1,330,030.48	1,195,338.31	-	-	1,195,338.31	134,692.17

COTUIT FIRE DISTRICT  
FY 2012 BUDGETED EXPENDITURES DETAIL

Article FY 2012	Appropriation Group / Line Item	Beginning Encumbrance	08/11 ADM FY 2012	10/11 SDM FY 2012	Reserve Fund Transfers	Final Budget FY 2012	Expended FY 2012	Encumbrances FY 2012	Continued Appropriations	Total FY 2012	2012 Turnback
11	Electricity	-	12,500.00	-	-	12,500.00	10,199.51	-	-	10,199.51	2,300.49
11	Heating	-	6,550.00	-	-	6,550.00	3,467.20	-	-	3,467.20	3,082.80
11	Gasoline/Diesel	-	11,000.00	-	-	11,000.00	10,590.51	-	-	10,590.51	409.49
11	Training - FT	-	8,000.00	-	-	8,000.00	-	-	-	-	8,000.00
11	Training - Call	-	4,000.00	-	-	4,000.00	-	-	-	-	4,000.00
11	Repairs/Maint - Buildings	-	13,500.00	-	-	13,500.00	4,965.96	-	-	4,965.96	8,534.14
11	Repairs/Maint - Grounds	-	2,000.00	-	-	2,000.00	-	-	-	-	2,000.00
11	Repairs/Maint - Vehicles	-	24,000.00	-	-	24,000.00	20,964.25	-	-	20,964.25	3,035.75
11	Repairs/Maint - Radio Equip	-	3,100.00	-	-	3,100.00	485.55	-	-	485.55	2,614.35
11	Maint - Protective Clothing	-	2,500.00	-	-	2,500.00	6,205.78	-	-	6,205.78	(3,705.78)
11	Maint - Uniforms FT	-	7,700.00	-	-	7,700.00	7,140.50	-	-	7,140.50	559.50
11	Maint - Uniforms Call	-	2,500.00	-	-	2,500.00	180.75	-	-	180.75	2,319.25
11	Repairs/Maint - Office Equip	-	2,500.00	-	-	2,500.00	2,045.24	-	-	2,045.24	454.76
11	Repairs/Maint - Other	-	500.00	-	-	500.00	850.00	-	-	850.00	(350.00)
11	Telephone	-	2,500.00	-	-	2,500.00	2,627.49	-	-	2,627.49	(127.49)
11	911 Dispatch	-	55,000.00	-	-	55,000.00	49,236.41	-	-	49,236.41	5,763.59
11	Telephone Lines - Other	-	2,500.00	-	-	2,500.00	2,141.87	-	-	2,141.87	358.13
11	Internet	-	1,400.00	-	-	1,400.00	1,458.84	-	-	1,458.84	(58.84)
11	Legal Services	-	30,000.00	-	-	30,000.00	7,727.00	-	-	7,727.00	22,273.00
11	Professional Services	-	3,000.00	-	-	3,000.00	1,327.53	-	-	1,327.53	1,672.47
11	Administrative Expense	-	15,000.00	-	-	15,000.00	8,610.41	-	-	8,610.41	6,389.59
11	Office Supplies	-	3,200.00	-	-	3,200.00	1,713.56	-	-	1,713.56	1,486.44
11	Computer/Copy Expense	-	-	-	-	-	3,110.05	-	-	3,110.05	(3,110.05)
11	Fire/Rescue Equipment	-	4,500.00	-	-	4,500.00	-	-	-	-	4,500.00
11	Building Supplies	-	6,074.50	-	-	6,074.50	4,540.93	-	-	4,540.93	1,533.57
11	Ambulance Supplies	-	-	-	-	-	12,939.61	-	-	12,939.61	(12,939.61)
11	Dues & Memberships	-	1,200.00	-	-	1,200.00	1,732.08	-	-	1,732.08	(532.08)
11	Training & Education	-	6,000.00	-	-	6,000.00	2,643.95	-	-	2,643.95	3,356.05
11	Fire Prevention Education	-	1,200.00	-	-	1,200.00	1,098.10	-	-	1,098.10	101.90
11	Insurance - Prop/Liab	-	7,800.00	-	-	7,800.00	7,239.00	-	-	7,239.00	561.00
11	Insurance - Vehicles	-	20,500.00	-	-	20,500.00	20,455.00	-	-	20,455.00	45.00
11	Insurance - A&S UMB	-	25,350.00	-	-	25,350.00	24,773.00	-	-	24,773.00	577.00
11	Information Technologies	-	2,500.00	-	-	2,500.00	2,069.97	-	-	2,069.97	430.03
11	Miscellaneous Expense	-	1,000.00	-	-	1,000.00	-	-	-	-	1,000.00
12	Ambulance Billing Services	-	9,500.00	-	-	9,500.00	6,578.25	-	-	6,578.25	2,921.75
13	Ambulance Operations	-	38,500.00	-	-	38,500.00	16,582.28	-	-	16,582.28	21,917.72
16	Portable Radios	-	25,000.00	-	-	25,000.00	24,998.62	-	-	24,998.62	1.38
1	CMED	-	-	4,000.00	-	4,000.00	-	-	4,000.00	-	-
FY 2011	Prior Year Encumbrances	1,850.00	-	-	-	1,850.00	-	-	-	1,850.00	-
	Total Other Expenses	1,850.00	361,074.50	4,000.00	-	366,924.50	272,551.00	-	4,000.00	276,551.00	90,373.50
	Total Fire Department/Public Safety	1,850.00	1,691,104.98	4,000.00	-	1,696,954.98	1,467,889.31	-	4,000.00	1,471,889.31	225,065.67
	Water Department										
17	Salary & Wages Superintendent	-	78,064.00	-	-	78,064.00	79,530.21	-	-	79,530.21	(1,466.21)
17	Senior Operators	-	139,307.00	-	-	139,307.00	141,924.04	-	-	141,924.04	(2,617.04)
17	Salary & Wages Office Manager	-	52,278.00	-	-	52,278.00	53,260.63	-	-	53,260.63	(981.63)
17	Salary & Wages Overtime	-	21,900.00	-	-	21,900.00	21,306.92	-	-	21,306.92	593.08
	Total Payroll	-	291,550.00	-	-	291,550.00	296,021.80	-	-	296,021.80	(4,471.80)



COTUIT FIRE DISTRICT  
FY 2012 BUDGETED EXPENDITURES DETAIL

Article FY 2012	Appropriation Group / Line Item	Beginning Encumbrance	05/11 ADM FY 2012	10/11 SDM FY 2012	Reserve Fund Transfers	Final Budget FY 2012	Expended FY 2012	Encumbrances FY 2012	Continued Appropriations	Total FY 2012	2012 Turnback
17	Electricity	-	68,000.00	-	-	68,000.00	57,827.29	-	-	57,827.29	10,172.71
17	Heating	-	2,500.00	-	-	2,500.00	1,590.76	-	-	1,590.76	909.24
17	Gasoline/Diesel	-	10,000.00	-	-	10,000.00	11,437.13	-	-	11,437.13	(1,437.13)
17	Chemicals	-	20,000.00	-	-	20,000.00	14,883.22	-	-	14,883.22	5,116.78
17	Repairs/Maint - Mains	-	13,500.00	-	-	13,500.00	17,265.12	-	-	17,265.12	(3,765.12)
17	Repairs/Maint - Stations	-	35,000.00	-	-	35,000.00	30,693.26	-	-	30,693.26	4,306.74
17	Repairs/Maint - Buildings	-	5,000.00	-	-	5,000.00	6,232.99	-	-	6,232.99	(1,232.99)
17	Repairs/Maint - Testing	-	9,000.00	-	-	9,000.00	11,702.00	-	-	11,702.00	(2,702.00)
17	Repairs/Maint - Grounds	-	3,500.00	-	-	3,500.00	3,506.55	-	-	3,506.55	(6.55)
17	Repairs/Maint - Vehicles	-	2,500.00	-	-	2,500.00	2,134.98	-	-	2,134.98	365.02
17	Uniforms	-	2,000.00	-	-	2,000.00	1,841.33	-	-	1,841.33	158.67
17	Water Replacement	-	10,000.00	-	-	10,000.00	-	-	-	-	10,000.00
17	Telephone	-	5,000.00	-	-	5,000.00	4,811.86	-	-	4,811.86	188.14
17	Consumption Assessment	-	1,600.00	-	-	1,600.00	1,436.89	-	-	1,436.89	163.11
17	Engineering/Legal	-	50,000.00	-	-	50,000.00	35,999.72	26,406.92	-	62,376.64	(12,376.64)
17	Legal Advertisement	-	2,000.00	-	-	2,000.00	4,548.12	-	-	4,548.12	(2,548.12)
17	Postage	-	3,000.00	-	-	3,000.00	3,522.56	-	-	3,522.56	(522.56)
17	Printing	-	4,000.00	-	-	4,000.00	3,914.11	-	-	3,914.11	85.89
17	Office Supplies	-	800.00	-	-	800.00	326.92	-	-	326.92	473.08
17	Computer/Copy Expense	-	2,000.00	-	-	2,000.00	7,068.36	-	-	7,068.36	(5,068.36)
17	Building Supplies	-	500.00	-	-	500.00	449.88	-	-	449.88	50.12
17	Tools/Hardware	-	1,500.00	-	-	1,500.00	746.08	-	-	746.08	753.92
17	Dues & Licenses	-	1,500.00	-	-	1,500.00	1,828.25	-	-	1,828.25	(328.25)
17	Training & Education	-	2,000.00	-	-	2,000.00	843.50	-	-	843.50	1,156.50
17	Insurance - Prop/Liab	-	40,000.00	-	-	40,000.00	42,857.00	-	-	42,857.00	(2,857.00)
17	Insurance - Vehicles	-	4,000.00	-	-	4,000.00	3,898.00	-	-	3,898.00	102.00
17	Insurance - Workers Comp	-	7,500.00	-	-	7,500.00	7,955.00	-	-	7,955.00	(455.00)
17	Miscellaneous Expense - Conservation	-	1,000.00	-	-	1,000.00	1,282.00	-	-	1,282.00	(282.00)
17	Service Connections	-	26,000.00	-	-	26,000.00	25,915.27	-	-	25,915.27	84.73
17	Water Meter Replacement	-	50,000.00	-	-	50,000.00	26,740.93	-	20,259.07	50,000.00	-
18	Prior Year Encumbrances	25,544.00	-	-	-	25,544.00	23,763.63	-	-	23,763.63	1,780.37
FY 2011	Total Other Expenses	25,544.00	383,400.00	-	-	408,944.00	360,092.71	26,406.92	20,259.07	408,910.32	2,333.68
Total Water Department											
		25,544.00	674,950.00	-	-	700,494.00	656,114.51	26,406.92	20,259.07	702,832.12	(2,138.12)
Freedom Hall											
8	Electricity	-	900.00	-	-	900.00	418.77	-	-	419.77	480.23
8	Water	-	72.00	-	-	72.00	36.00	-	-	36.00	36.00
8	Heat - Oil/Gas	-	3,700.00	-	-	3,700.00	2,153.30	-	-	2,153.30	1,546.70
8	Repairs/Maint - Buildings	-	8,000.00	-	-	8,000.00	7,171.87	-	-	7,171.87	828.33
8	Repairs/Maint - grounds	-	300.00	-	-	300.00	-	-	-	-	300.00
8	Repairs/Maint - Boiler	-	1,500.00	-	-	1,500.00	569.00	-	-	569.00	931.00
8	Telephone	-	500.00	-	-	500.00	403.86	-	-	403.86	(103.86)
8	Alarm Service	-	600.00	-	-	600.00	810.00	-	-	810.00	(210.00)
8	Building Supplies	-	100.00	-	-	100.00	52.19	-	-	52.19	47.81
8	Insurance - Building	-	9,200.00	-	-	9,200.00	7,882.00	-	-	7,882.00	1,218.00
8	Miscellaneous Expense	-	328.00	-	-	328.00	64.64	-	-	64.64	263.36
8	Water & Mold Remediation	-	45,000.00	-	-	45,000.00	12,515.50	-	-	12,515.50	-
24	Prior Year Encumbrances	399.00	-	-	-	399.00	369.00	-	-	399.00	-
FY 2011	Total Freedom Hall	399.00	70,000.00	-	-	70,399.00	32,576.93	-	32,484.50	65,061.43	5,337.57
5	Street Lights	-	30,000.00	-	-	30,000.00	23,337.97	-	-	23,337.97	6,662.03
Total Public Works											
		25,943.00	774,950.00	-	-	800,893.00	711,776.05	26,406.92	52,743.57	791,031.52	9,861.48

COTUIT FIRE DISTRICT  
FY 2012 BUDGETED EXPENDITURES DETAIL

Article FY 2012	Appropriation Group / Line Item	Beginning Encumbrance	05/11 ADM FY 2012	10/11 SDM FY 2012	Reserve Fund Transfers	Final Budget FY 2012	Expended FY 2012	Encumbrances FY 2012	Continued Appropriations	Total FY 2012	2012 Turnback
6	Public Library	-	15,410.00	-	-	15,410.00	15,410.00	-	-	15,410.00	-
	<b>Total Culture/Recreation</b>	-	<b>15,410.00</b>	-	-	<b>15,410.00</b>	<b>15,410.00</b>	-	-	<b>15,410.00</b>	-
21	Debt Service	-	-	-	-	-	-	-	-	-	-
21	Short Term Interest	-	-	-	-	-	-	-	-	-	-
21	Long Term Interest	-	71,900.00	-	-	71,900.00	71,900.00	-	-	71,900.00	-
21	Long Term Principal	-	105,000.00	-	-	105,000.00	105,000.00	-	-	105,000.00	-
	<b>Total Debt Service</b>	-	<b>176,900.00</b>	-	-	<b>176,900.00</b>	<b>176,900.00</b>	-	-	<b>176,900.00</b>	-
7	Employee Benefits/Insurance	-	-	-	-	-	-	-	-	-	-
7	Insurance - Health	-	410,000.00	-	-	410,000.00	370,223.47	-	-	370,223.47	39,776.53
7	Insurance - Life	-	-	-	-	-	555.34	-	-	555.34	(555.34)
7	Insurance - Dental	-	-	-	-	-	19,888.50	-	-	19,888.50	(19,888.50)
4	Retirement Assessment	-	200,345.00	-	-	200,345.00	200,345.00	-	-	200,345.00	-
	<b>Total Employee Benefits/Insurance</b>	-	<b>610,345.00</b>	-	-	<b>610,345.00</b>	<b>591,012.31</b>	-	-	<b>591,012.31</b>	<b>19,332.69</b>
31	Other Financing Uses	-	-	-	-	-	-	-	-	-	-
	Stabilization Fund - General	-	25,000.00	-	-	25,000.00	25,000.00	-	-	25,000.00	-
	<b>Total Other Financing Uses</b>	-	<b>25,000.00</b>	-	-	<b>25,000.00</b>	<b>25,000.00</b>	-	-	<b>25,000.00</b>	-
	<b>Total FY 2012 General Fund Appropriations:</b>	<b>27,793.00</b>	<b>3,520,517.98</b>	<b>8,200.00</b>	-	<b>3,556,510.98</b>	<b>3,122,481.55</b>	<b>41,881.92</b>	<b>87,778.57</b>	<b>3,252,249.02</b>	<b>304,262.96</b>
	<b>Prior Year Articles</b>										
2008-25	Paint Freedom Hall	19,929.00	-	-	-	19,929.00	-	-	19,929.00	19,929.00	-
2008-14	Communications Equipment	1,239.95	-	-	-	1,239.95	-	-	-	1,239.95	-
2010-11	Rehab # 263	18,396.80	-	-	-	18,396.80	-	-	18,396.80	18,396.80	-
2010-18	Union Negotiations	25,000.00	-	-	-	25,000.00	-	-	25,000.00	25,000.00	-
2009-10	WD Tank Lovell's Pond	143,044.58	-	-	-	143,044.58	8,255.00	-	134,789.58	143,044.58	-
2010-20	Water Main Extension	39,483.83	-	-	-	39,483.83	-	-	39,483.83	39,483.83	-
2010-21	Pump Replacement	14,826.93	-	-	-	14,826.93	-	-	-	14,826.93	-
2010-23	Emergency Generator	65,813.72	-	-	-	65,813.72	-	-	65,813.72	65,813.72	-
2010-24	Bay Point Easement	137,500.00	-	-	-	137,500.00	-	-	137,500.00	137,500.00	-
2011-20	One Ton 4WD Truck	2,087.65	-	-	-	2,087.65	-	-	1,737.65	2,087.65	-
2011-21	Meter Replacement	7,436.89	-	-	-	7,436.89	-	-	-	7,436.89	-
2011-23	Security Upgrade	8,211.50	-	-	-	8,211.50	-	-	6,821.50	9,211.50	-
	<b>Prior Year Encumbrances</b>	<b>483,970.85</b>	-	-	-	<b>483,970.85</b>	<b>34,498.77</b>	-	<b>449,472.08</b>	<b>483,970.85</b>	-
	<b>FY 2012 GF Grand Totals</b>	<b>511,763.85</b>	<b>3,520,517.98</b>	<b>8,200.00</b>	-	<b>4,040,481.83</b>	<b>3,156,980.32</b>	<b>41,881.92</b>	<b>537,250.65</b>	<b>3,738,218.87</b>	<b>304,262.96</b>
	<b>Capital Articles (Debt)</b>										
2012-19	Roads - Pump Stations	-	275,000.00	-	-	275,000.00	5,700.00	-	269,300.00	275,000.00	-
2012-20	Security System	-	200,000.00	-	-	200,000.00	-	-	200,000.00	200,000.00	-
	<b>FY 2012 CPF Totals</b>	-	<b>475,000.00</b>	-	-	<b>475,000.00</b>	<b>5,700.00</b>	-	<b>469,300.00</b>	<b>475,000.00</b>	-
	<b>TOTAL 2012 ALL FUNDS</b>	<b>511,763.85</b>	<b>3,995,517.98</b>	<b>8,200.00</b>	-	<b>4,515,481.83</b>	<b>3,162,680.32</b>	<b>41,881.92</b>	<b>1,006,550.65</b>	<b>4,211,218.87</b>	<b>304,262.96</b>



**COTUIT FIRE DISTRICT  
2012 GROSS WAGES REORT**

**FIRE DEPARTMENT PERSONNEL**

Fulltime Staff	Title/Position	Gross	Overtime	Total	Av Hrs Weekly
Olsen	Christopher	98,077	-	98,077	40+
Geggatt	Joan	46,142	271	46,413	40.2
Amento	John	72,191	52,205	124,396	69.9
Clark	Shane	49,500	26,494	75,993	63.3
Fenner	Donna	65,619	43,190	108,809	68.0
Lyons	Brent	61,397	6,525	67,922	50.9
McNamara	William	64,810	43,552	108,363	68.5
Pierce	David	58,442	13,491	71,933	54.7
Pierce	Jayne	73,634	43,134	116,768	65.8
Pouliot	Joseph	67,773	21,877	89,650	58.2
Sargent	William	71,960	40,728	112,688	66.7
VanEtten	Michael	70,012	33,816	103,829	63.3
<b>Call Staff</b>					
Anderson	Ty	22,796	-	22,796	20.4
Barth-Pasic	Jennifer	683	-	683	0.6
Chicoine	Todd	19,023	-	19,023	18.1
Emerson	Peter	11,939	-	11,939	17.8
Florence	Brian	6,824	-	6,824	6.3
Jewell	Frank	794	-	794	1.5
Ramsey	Brandon	1,556	-	1,556	2.3
Williamson	Douglas	1,237	-	1,237	2.8
<b>TOTAL FIRE:</b>				<b>1,189,692</b>	
<b>WATER DEPARTMENT PERSONNEL</b>					
Wiseman	Christopher	79,530	-	79,530	40+
Hoover	Brian	58,030	7,295	65,325	41.5
Leavenworth	Sherri	53,261	226	53,487	40.1
English	John	40,587	6,578	47,165	41.8
Herrick	Benjamin	43,308	7,207	50,515	42.0
<b>TOTAL WATER:</b>				<b>296,022</b>	
<b>TOTAL ALL:</b>				<b>1,529,881</b>	

**COTUIT FIRE DISTRICT  
2012 GROSS WAGES REPORT**

**OFFICERS - ELECTED AND APPOINTED**

<b>Prudential Committee</b>			
Barry Richard	Base	Overtime	Total
	1,250	-	1,250
Hadley Laurie	1,250	-	1,250
Kates Amy	1,250	-	1,250
<b>Fire Commissioners</b>			
Field Peter	1,250	-	1,250
Mycock Ronald	1,250	-	1,250
Nailor Brenda	1,250	-	1,250
<b>Water Commissioners</b>			
Barnicle Theodore	1,250	-	1,250
Calise George	1,250	-	1,250
Kiely Frederick	1,250	-	1,250
<b>Moderator</b>			
Lowe Alison	250	-	250
<b>Treasurer</b>			
Murray Agnes	27,319	-	27,319
<b>Assistant Treasurer</b>			
Kristen Waugaman	3,015	-	3,015
<b>Clerk</b>			
Eager Charles	2,333	-	2,333
<b>TOTAL OFFICERS ELECTED AND APPOINTED:</b>			<b>44,167</b>

## **Cotuit Fire District Benefits for the fiscal year ended June 30, 2012**

### 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, 2012.

<b>Benefits</b>	<b>Fire Department (11)</b>	<b>Water Department (5)</b>	<b>Elected Officials (8)</b>
Group Insurance	164,547	67,779	64,782
Sick Days	78,467		
Personal Days	22,528		
Training	12,339	844	
Vacation	115,847		
Holiday	14,745		
Longevity	14,100		
Uniforms	7,177	1,841	
<b>Total</b>	<b>429,750</b>	<b>70,464</b>	<b>64,782</b>



## Report of the Prudential Committee

The Prudential Committee has had a busy year. Long time Treasurer Agnes Murray was replaced by Assistant Treasurer Kristen Waugaman. Due to complications beyond her control, Ms. Waugaman tendered her resignation after a few months. The Committee voted to hire Michael Daley as Treasurer. Mr Daley has been very busy reconciling accounts and implementing new software that will allow for accurate accounting. We appreciate Mr. Daley's hard work in getting us to where we need to be.

Amy Kates has been busy representing the District in a project sponsored by Cape Light Compact to replace the street lights of the District with new LED street lamps. The potential savings in electricity for the lights may reduce our current expenditure by forty percent. Portions of School Street and Main Street have been installed with these lights on an experimental basis. Ms. Kates is looking for feedback so if you have an opinion please let her know.

Freedom Hall is getting whipped into shape. The water leaks in the basement have been repaired, windows in the basement have been repaired or replaced, the electrical system has been brought up to code, and the chimney has been repaired. Fran Parks has volunteered many hours of her time to see that all these tasks have been completed in a timely and professional manner. Future maintenance needs for Freedom hall include painting and replacing the heating system. Future capitol projects include a handicap bathroom. A special thanks to Fran for all her hard work and dedication.

The Committee voted to enter into a Memorandum of Understanding with Barnstable County for handling our procurement needs. The District does not have a procurement officer and the County agreed to handle this for us. Elaine Davis has been doing the procurement for us and she has been efficient and professional. Special thanks to Elaine for her hard work on Freedom Hall and our new Treasurer.

A citizens petition to abolish the health care subsidy paid to elected officials became law. After our current serving term, elected officials will no longer be considered employees of the District and will not receive the seventy five percent contribution that the other employees receive. They will still receive their annual salary of \$1,200.00 to run a three and one half million dollar operation.

The initial draft budget for Fiscal Year 2014 is \$3,490,303.00 which is -0.02% decrease from Fiscal Year 13.

Respectfully submitted,

Richard Barry, Chairman  
Laurie Hadley  
Amy Kates

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

To the Citizens of the Cotuit Fire District:

In FY 2012, the Cotuit Water Department delivered 193,443,000 gallons of drinking water to 2,212 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 were sent to every home in the Fire District. Additional copies of the report are available at the Water Department Office. The report can also be viewed online at [www.cotuitfiredistrict.org](http://www.cotuitfiredistrict.org).

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 distribution certification exam, D-2 in July 2011.

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

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. The Town of Barnstable revised some of the terms that pertained to the affordable housing component. The Cotuit Fire District executed a Memorandum of Understanding with the parties so the agreement could move forward. The easement was not finalized at year end; however, all of the parties remain optimistic that the agreement will be completed.

Agreements were signed with the several firms for the following tasks:

- Horsley & Whitten: Semi-annual groundwater sampling at Station 5.
- The Executive Suite: Revise and update the Personnel Policy
- GHD: design, bid and construction of a transmission main from the Newtown Rd storage tank.
- Tata & Howard: Complete and submit our Water Management Act permit application to the MA Department of Environmental Protection.

The department conducted scheduled maintenance along with service installations 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.

The well at Station #5 was cleaned and re-developed in May. A persistent vibration problem was resolved by reconfiguring the pump drive system.

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. Three leaks were detected and repaired.

Touch-up work was done to the surface coating on the Newtown Road storage tank.

The water main on Oregon Way was lowered in conjunction with the Rushy Marsh culvert work.

Three of the fire hydrants on Putnam Ave. were replaced with new models.

The West Street, Main Street and Newtown Road tanks were inspected by Merithew Company.

Over fifteen hundred feet of water main, twenty eight sidelines and three fire hydrants were installed in Phase Two of the Cotuit Meadows subdivision.

Respectfully submitted,

Frederick Kiely, Chairman  
George Calise  
Theodore Barnicle



## STATISTICAL SUMMARY

### WATER PUMPAGE

#### CALENDAR YEAR 2011

JAN	8,489,000
FEB	7,644,000
MAR	7,658,000
APR	10,222,000
MAY	16,210,000
JUNE	25,361,000
JULY	34,928,000
AUG	27,563,000
SEPT	20,775,000
OCT	11,536,000
NOV	7,621,000
DEC	<u>7,300,000</u>

**TOTAL      185,307,000**

#### FISCAL YEAR 2012

JUL/11	34,928,000
AUG	27,563,000
SEP	20,775,000
OCT	11,536,000
NOV	7,621,000
DEC	7,300,000
JAN/12	7,227,000
FEB	6,214,000
MAR	7,311,000
APR	16,202,000
MAY	22,465,000
JUN	<u>24,301,000</u>

**TOTAL      193,443,000**

Population supplied – Winter (est.) 3,505

Population supplied – Summer (est.) 5,514

Number of new services installed in FY '12: 8

Feet of main installed in FY 12: 1,540

Total water main footage: 285,265

Number of Service accounts: 2214

Number of new fire hydrants installed in FY '12: 3

Total number of hydrants: 432

# 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, 2012.

## **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. Cotuit Fire Rescue Department would like to congratulate Call Firefighters Frank Jewell and Brendan Ramsey on their appointment to full time status. Call Firefighter Frank Jewell was hired by Walpole Fire Department and Brendan Ramsey was hired by Mashpee Fire Department, we wish them continued success and safety in their careers in the Fire Service.

### **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 two 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 mainframe 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 21 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 decreased nearly 44 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 cannot 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 sixty-two (62) 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 cannot 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. The Cotuit Firefighter's Association provides assistance to the Civic

Association for the annual July 4th Parade. Our department held an Open House as part of the Christmas in Cotuit event, serving one hundred fifty pounds of chili as well as three plus dozen Christmas cookies to visitors. We also assisted Santa's arrival by boat Marine 266 to the town pier. District elections continue to be held at Freedom Hall 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 with CPR/AED courses. 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, 2012 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, 2012

Olsen, Christopher	Fire Chief/Paramedic	23 years
Geggatt, Joan	Administrative Assistant	15 years
Pierce, David	Fulltime Firefighter/EMT	32 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	30 years
Fenner, Donna	Fulltime Firefighter/Paramedic	23 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	22 years
Pierce, Jayne	Fulltime Firefighter/Paramedic	18 years
Sargent, William	Fulltime Lieutenant/Paramedic	16 years
McNamara, William	Fulltime Lieutenant/EMT	14 years
Lyons, Brent	Fulltime Lieutenant/EMT	11 years
Amento, John	Fulltime Firefighter/Paramedic	7 years
Clark, Shane	Fulltime Firefighter FF/Paramedic	10 years
Barth-Pasic, Jennifer	Call Lieutenant/EMT	29 years
Anderson, Ty	Call Firefighter/EMT	5 years
Florence, Brian	Call Firefighter/EMT	5 years
Chicoine, Todd	Call Firefighter/EMT	4 years
Jewell, Frank	Call Firefighter/EMT/Paramedic	1 Year
Ramsey, Brendan	Call Firefighter/EMT/Paramedic	1 Year

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





**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!"*



## **ORGANIZATION**

### **Moderator**

Alison A. Lowe	420-5437	2013
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### **PRUDENTIAL COMMITTEE**

Amy M. Kates	420-0223	2013
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Richard G. Barry	420-0771	2014
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Laurie C. Hadley	428-6552	2015
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### **BOARD OF FIRE COMMISSIONERS**

Ronald J. Mycock	428-3511	2013
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Peter D. Field	428-4689	2014
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Brenda C. Nailor	428-8023	2015
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### **BOARD OF WATER COMMISSIONERS**

Gaetano G. Calise, Jr.	420-3049	2013
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Theodore M. Barnicle	428-0204	2014
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Fredrick P. Kiely	428-1263	2015
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### **TREASURER**

Agnes C. Murray	420-3000	2012
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### **CLERK**

Charles W. Eager	362-3815	2013
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