

COTUIT FIRE DISTRICT



**Annual Reports
FY 2013**

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING

MAY 28 AND 29, 2013

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at Freedom Hall, Main Street, Cotuit, on Tuesday, May 28, 2013, 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>	
Fran Parks *	245
Amy Kates	81
<u>Member, Board of Fire Commissioners, 3 years</u>	
Ronald Mycock *	237
James A. Gardner	81
<u>Member, Board of Water Commissioners, 3 years</u>	
Donald Campbell*	249
<u>Moderator</u>	
Ken Molloy*	239

*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 29, 2013, 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 the District voted to accept the reports of the officers and committees of the District as printed. Unanimous

Article 2: Upon motion duly made, seconded and amended that the District voted to set the annual stipends 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**. Passes by majority

Article 3: Upon motion duly made and seconded the District voted to raise and appropriate **\$50,000.00** to establish a reserve account for F?Y 2014 as provided under Section 5C, Chapter 40 of the General Laws. Unanimous

Upon motion duly made and seconded Article 5 was moved before Article 4. Passed by a majority.

Article 5: Upon motion duly made and seconded the District voted to raise and appropriate **\$1,527,048.00** for labor and salaries of the Fire Department and **\$370,950.00** for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, **\$72,600.00**
Operating expenses, **\$297,350.00** and
Miscellaneous, **\$1,000.00**

for a total appropriation of **\$1,897,998.00** to be expended under the authority of the Fire Department. Passes by a majority

Article 4: Upon motion duly made and seconded the District voted to raise and appropriate **\$46,250.00** for labor and salaries for the Finance Department; and **\$123,750.00** for the remaining expenses of the Finance Department, to be apportioned approximately as follows:

\$123,250.00 for operations
\$500.00 for miscellaneous expenses

for a total appropriation of **\$170,000.00** to be expended under the authority of the Prudential Committee. Passes by a majority

Article 6: Upon motion duly made, seconded the District voted to raise and appropriate **\$41,500.00** to purchase new Turn Out Gear to be expended under the authority of the Fire Department. Unanimous

Article 7: Upon motion duly made and seconded the District voted to raise and appropriate **\$26,000.00** for the Water Department for service connections, **\$305,204.00** for labor and salaries; and

\$321,700.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$74,000.00 for maintenance;

\$195,700.00 for operations; and

\$52,000.00 for miscellaneous expenses

for a total appropriation of **\$652,904.00** to be expended under the authority of the Water Department.
Unanimous

Article 8: Upon motion duly made and seconded the District voted to raise and appropriate **\$25,000.00** for the meter replacement program to be expended under the authority of the Water Department.
Unanimous

Article 9: Upon motion duly made and seconded the District voted to raise and appropriate **\$45,000.00** to purchase a new four-wheel drive one ton utility body pickup truck with accessories and snowplow to be expended under the authority of the Water Department; and further moved that the District authorize the Board of Water Commissioners to dispose of one 2005 Chevrolet four-wheel drive, one ton utility body pickup truck, vehicle identification number 1GBHK34U45E315636, either by outright sale, or trading in and applying the proceeds of any such trade to the purchase of said new truck, whichever they deem to be in the best interest of the District.
Unanimous

Article 10: Upon motion duly made and seconded, the District voted to borrow and appropriate the sum of **\$200,000.00** for the installation of water mains on Main Street in Cotuit, said appropriation is to be expended under the authority of the Water Department.
Unanimous

Article 11: Upon motion duly made and seconded the District voted to raise and appropriate **\$2,250.00** for the labor and salaries of the Freedom Hall custodian; and to raise and appropriate **\$22,750.00** for the remaining expenses of the Freedom Hall, to be apportioned approximately as follows:

Maintenance, **\$6,250.00**

Operating expenses, **\$16,350.00**, and

Miscellaneous, **\$150.00**

for a total appropriation of **\$25,000.00** to be expended under the authority of the Prudential Committee. Unanimous

Article 12: Upon motion duly made and seconded the District voted to transfer from Free Cash and appropriate the sum of **\$30,000.00** for the purpose of designing and replacing the HVAC System for Freedom Hall, said appropriation is to be expended under the authority of the Prudential Committee. Passes by a Majority

Article 13: Upon motion duly made and seconded the District voted to raise and appropriate **\$30,000.00** to maintain the street

lights of the District; said appropriation is to be expended under the authority of the Prudential Committee. Unanimous

Article 14: Upon motion duly made and seconded the District voted to raise and appropriate \$18,000.00 for the purpose of supporting the maintenance of the Library; said appropriation to be expended under the authority of the Prudential Committee. Unanimous

Article 15: Upon motion duly made and seconded the District voted to raise and appropriate \$229,700.00 for payment of principal and interest; said appropriation to be expended under the authority of the Prudential Committee. Unanimous

Article 16: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of \$605,000.00 from Certified Free Cash and raise and appropriate \$80,450.00 for a total sum of \$685,450.00 for the purpose of paying employee and other post-employment benefits; said appropriation is to be expended under the authority of the Prudential Committee. Unanimous

Article 17: Upon motion duly made and seconded the District voted to appropriate and transfer from Certified Free Cash the sum of \$25,000.00 to the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws; said appropriation is to be expended under the authority of the Prudential Committee. Unanimous

Respectfully submitted
Charles W. Eager
Clerk

UNAUDITED
COTUIT FIRE DISTRICT
 Combined Balance Sheet
 All Fund Types and Account Groups
 June 30, 2013

	Governmental Fund Types			Account Group	Totals
	General	Special Revenue	Capital Projects	General Long Term Debt	(Memorandum Only)
<u>ASSETS:</u>					
Cash and Investments	\$ 2,208,225.58	\$542,278.00	\$ 3,544.71	\$ -	\$2,754,048.29
Receivables:					
Personal Property Taxes	743.20	-	-	-	743.20
Real Estate Taxes	118,603.72	-	-	-	118,603.72
Tax Liens	13,072.44	-	-	-	13,072.44
Departmental and Other	101,069.34	-	-	-	101,069.34
Intergovernmental	-	-	-	-	-
Due from Other Funds	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Loans Authorized	-	-	-	400,000.00	400,000.00
Amounts to be Provided	-	-	-	1,720,000.00	1,720,000.00
Total Assets	\$ 2,441,714.28	\$ 542,278.00	\$ 3,544.71	\$ 2,120,000.00	\$ 5,107,536.99
<u>LIABILITIES AND FUND BALANCES:</u>					
<u>Liabilities:</u>					
Warrants and Accounts Payable	\$ 90,090.12	\$ -	\$ -	\$ -	\$ 90,090.12
Accrued Payroll and Withholdings	(13,115.67)	-	-	-	(13,115.67)
Allowance for Abatements	226,808.53	-	-	-	226,808.53
Due to Other Funds	-	-	-	-	-
Deferred Revenue:	-	-	-	-	-
Property Taxes	(107,461.61)	-	-	-	(107,461.61)
Tax Liens	13,072.44	-	-	-	13,072.44
Other	101,069.34	-	-	-	101,069.34
Other Liabilities	16,370.48	-	-	-	16,370.48
Loans Authorized & Unissued	-	-	-	400,000.00	400,000.00
Notes Payable	-	-	275,000.00	-	275,000.00
Bonds Payable	-	-	-	1,720,000.00	1,720,000.00
Total Liabilities	326,833.63	-	275,000.00	2,120,000.00	2,721,833.63
<u>Retained Earnings & Fund Balances:</u>					
Reserved for Endowments	-	-	-	-	-
Reserved for Expenditures	372,065.42	-	-	-	372,065.42
Designated for Future Years Expenditures	660,000.00	-	-	-	660,000.00
Designated for Petty Cash	200.00	-	-	-	200.00
Designated for Deficits	(4,471.80)	-	-	-	(4,471.80)
Undesignated	1,087,087.03	\$542,278.00	(271,455.29)	-	1,357,909.74
Total Fund Balances	2,114,880.65	542,278.00	(271,455.29)	-	2,385,703.36
Total Liabilities and Fund Balances	\$ 2,441,714.28	\$ 542,278.00	\$ 3,544.71	\$ 2,120,000.00	\$ 5,107,536.99

COTUIT FIRE DISTRICT
FY 2013 BUDGETED EXPENDITURES DETAIL

Article FY 2013	Group / Line Item	Beginning Encumbrance	05/12 ADM FY 2013	Reserve Fund Transfers	Fiscal FY 2013	Paid 2013	Expended 2013	Encumb 2013	Cont Approp	Total 2013	2013 Turnback
Finance Department											
3	Salary & Wages Elected Officials	-	11,750.00	-	11,750.00	12,595.85	12,595.85	-	-	12,595.85	(845.85)
3	Salary & Wages Treasury	-	27,319.00	-	27,319.00	19,441.00	19,441.00	-	-	19,441.00	7,878.00
ADM12-22	Salary & Wages Treasury (Asst Treas)	11,985.00	-	-	11,985.00	11,985.00	11,985.00	-	-	11,985.00	-
3	Salary & Wages Clerk	-	2,500.00	-	2,500.00	2,500.00	2,500.00	-	-	2,500.00	-
	Total Payroll	11,985.00	41,569.00	-	53,554.00	46,521.85	46,521.85	-	-	46,521.85	7,032.15
3	Telephone	-	300.00	-	300.00	678.10	678.10	-	-	678.10	(378.10)
3	Payroll Service	-	7,000.00	-	7,000.00	8,455.85	8,455.85	-	-	8,455.85	(1,455.85)
3	Legal Services	-	10,000.00	-	10,000.00	13,739.68	13,739.68	-	-	13,739.68	3,739.68
3	Accounting Services	-	7,900.00	-	7,900.00	12,865.00	12,865.00	15,000.00	-	27,865.00	35.00
3	Treasury Services	-	-	13,500.00	13,500.00	31,420.00	31,420.00	1,980.00	-	33,400.00	(19,900.00)
3	Stenographer Services	-	700.00	-	700.00	-	-	-	-	700.00	-
3	Bank Fees	-	-	-	-	580.51	580.51	-	-	580.51	(580.51)
3	Legal Advertisement	-	1,200.00	-	1,200.00	1,058.34	1,058.34	-	-	1,058.34	141.66
3	Postage	-	1,000.00	-	1,000.00	553.00	553.00	-	-	553.00	447.00
3	Office Supplies	-	1,200.00	-	1,200.00	713.49	713.49	-	-	713.49	486.51
3	Computer/Copy Expense	-	5,500.00	-	5,500.00	6,898.23	6,898.23	-	-	6,898.23	(1,398.23)
3	Dues & Memberships	-	350.00	-	350.00	135.00	135.00	-	-	135.00	215.00
3	Unemployment Insurance	-	-	8,950.00	8,950.00	13,144.81	13,144.81	2,006.59	-	15,151.40	(5,501.40)
3	FICA	-	30,000.00	-	30,000.00	25,815.69	25,815.69	-	-	25,815.69	4,184.31
3	Employee Assistance Program	-	3,950.00	-	3,950.00	3,950.00	3,950.00	-	-	3,950.00	-
3	Annual Report	-	1,150.00	-	1,150.00	1,547.74	1,547.74	-	-	1,547.74	(397.74)
3	Election Ballot Cost	-	900.00	-	900.00	142.75	142.75	-	-	142.75	757.25
3	Election Cost	-	350.00	-	350.00	421.50	421.50	-	-	421.50	(71.50)
3	Employee Bonds	-	100.00	-	100.00	-	-	-	-	-	100.00
3	Miscellaneous Expense	-	16,831.00	-	16,831.00	3,658.09	3,658.09	-	-	3,658.09	-
3	Assessing / Tax Collection	-	6,808.00	-	6,808.00	6,808.00	6,808.00	-	-	6,808.00	-
8	Prior Year Encumbrances	15,075.00	-	-	15,075.00	15,075.00	15,075.00	-	-	15,075.00	-
ADM12-15	New Software	14,850.00	-	-	14,850.00	-	-	-	14,850.00	-	-
SDM12-02	Lease Office Space	4,200.00	-	-	4,200.00	-	-	-	-	-	4,200.00
ADM13-20	District Office	-	15,000.00	-	15,000.00	-	-	-	-	-	15,000.00
	Total Office Expenses	34,125.00	110,239.00	48,650.00	194,014.00	147,661.76	147,661.76	15,986.59	14,850.00	181,498.35	12,515.65
32	Reserve Fund	-	50,000.00	(48,975.00)	25.00	-	-	-	-	-	25.00
	Total Finance Department/General Government	46,110.00	201,808.00	(325.00)	247,593.00	194,183.81	194,183.81	18,986.59	14,850.00	228,020.20	19,872.30
Fire Department											
11	Salary & Wages - Chief	-	101,005.21	-	101,005.21	104,592.85	104,592.85	-	-	104,592.85	(3,587.64)
11	Salary & Wages - Perm Full Time	-	660,228.35	-	660,228.35	664,480.23	664,480.23	-	-	664,480.23	(4,251.88)
11	Salary & Wages - Admin Assis	-	47,516.71	-	47,516.71	11,217.96	11,217.96	-	-	11,217.96	36,298.75
11	Salary & Wages - Incident Perm	-	134,038.00	-	134,038.00	56,868.50	56,868.50	-	-	56,868.50	77,169.50
11	Salary & Wages - Training FT	-	30,068.00	-	30,068.00	13,055.13	13,055.13	-	-	13,055.13	17,012.87
11	Salary & Wages - Vacation Coverage	-	90,778.88	-	90,778.88	84,921.73	84,921.73	-	-	84,921.73	5,857.15
11	Salary & Wages - Sick Coverage	-	59,140.50	-	59,140.50	112,569.67	112,569.67	-	-	112,569.67	(53,429.17)
11	Salary & Wages - Personal Coverage	-	18,240.00	-	18,240.00	20,612.91	20,612.91	-	-	20,612.91	(2,372.91)
11	Salary & Wages - Holiday Pay	-	19,216.00	-	19,216.00	18,591.98	18,591.98	-	-	18,591.98	624.04
11	Salary & Wages - Full Time Injury	-	-	-	-	28,258.57	28,258.57	-	-	28,258.57	(28,258.57)
11	Salary & Wages - Other Union	-	3,684.00	-	3,684.00	555.98	555.98	-	-	555.98	3,128.02
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	16,100.00	16,100.00	-	-	16,100.00	100.00
11	Salary & Wages - Call FF Staffing	-	55,565.00	-	55,565.00	41,974.91	41,974.91	-	-	41,974.91	13,590.09
11	Salary & Wages - Incident CF	-	37,827.00	-	37,827.00	15,139.37	15,139.37	-	-	15,139.37	22,487.63
11	Salary & Wages - Call Training	-	16,400.00	-	16,400.00	2,702.50	2,702.50	-	-	2,702.50	13,697.50
11	Salary & Wages - Other FT	-	10,000.00	-	10,000.00	102,871.91	102,871.91	-	-	102,871.91	(92,871.91)
ADM12-14	New Call Firefighters	-	9,700.00	-	9,700.00	3,120.00	3,120.00	-	-	3,120.00	6,580.00

COTUIT FIRE DISTRICT
FY 2013 BUDGETED EXPENDITURES DETAIL

Article FY 2013	Group / Line Item	Beginning Encumbrance	05/12 ADM FY 2013	Reserve Fund Transfers	Final FY 2013	Paid 2013	Expanded 2013	Encumb 2013	Cont Approp	Total 2013	2013 Tumback
	Total Payroll	-	1,344,407.65	-	1,344,407.65	1,297,634.18	1,297,634.18	-	-	1,297,634.18	46,773.47
11	Electricity	-	12,500.00	-	12,500.00	8,848.61	8,848.61	-	-	8,848.61	3,651.39
11	Heating	-	6,550.00	-	6,550.00	4,206.53	4,206.53	-	-	4,206.53	2,343.47
11	Gasoline/Diesel	-	11,000.00	-	11,000.00	10,108.66	10,108.66	-	-	10,108.66	891.34
11	Training - FT	-	8,000.00	-	8,000.00	2,100.76	2,100.76	-	-	2,100.76	5,899.24
11	Training - Call	-	4,000.00	-	4,000.00	860.00	860.00	-	-	860.00	3,140.00
11	Repairs/Maint - Buildings	-	13,500.00	-	13,500.00	9,126.85	9,126.85	208.45	-	9,335.30	4,164.70
11	Repairs/Maint - Grounds	-	2,000.00	-	2,000.00	76.25	76.25	-	-	76.25	1,923.75
11	Repairs/Maint - Vehicles	-	24,000.00	-	24,000.00	20,442.48	20,442.48	-	-	20,442.48	3,557.52
11	Repairs/Maint - Radio Equip	-	3,500.00	-	3,500.00	2,183.12	2,183.12	-	-	2,183.12	1,316.88
11	Maint - Protective Clothing	-	2,500.00	-	2,500.00	2,126.00	2,126.00	-	-	2,126.00	374.00
11	Maint - Uniforms FT	-	7,938.50	-	7,938.50	6,918.28	6,918.28	-	-	6,918.28	1,020.22
11	Maint - Uniforms Call	-	3,000.00	-	3,000.00	508.67	508.67	-	-	508.67	2,491.33
11	Repairs/Maint - Office Equip	-	2,906.50	-	2,906.50	1,985.88	1,985.88	-	-	1,985.88	910.62
11	Repairs/Maint - Other	-	500.00	-	500.00	-	-	-	-	-	500.00
11	Telephone	-	2,600.00	-	2,600.00	3,304.04	3,304.04	-	-	3,304.04	(704.04)
11	811 Dispatch	-	55,000.00	-	55,000.00	36,634.67	36,634.67	-	-	36,634.67	18,365.33
11	Telephone Lines - Other	-	2,600.00	-	2,600.00	2,377.69	2,377.69	-	-	2,377.69	222.31
11	Internet	-	1,500.00	-	1,500.00	1,620.41	1,620.41	-	-	1,620.41	(120.41)
11	Legal Services	-	30,000.00	-	30,000.00	37,566.15	37,566.15	-	-	37,566.15	(7,566.15)
11	Professional Services	-	3,000.00	-	3,000.00	1,789.50	1,789.50	-	-	1,789.50	1,210.50
11	Ambulance Billing Services	-	-	-	-	2,603.02	2,603.02	-	-	2,603.02	(3,197.38)
11	Physicals/PA Tests	-	-	-	-	-	-	594.36	-	594.36	(80.00)
11	Administrative Expense	-	15,000.00	-	15,000.00	6,865.54	6,865.54	80.00	-	7,214.09	7,785.91
11	Office Supplies	-	3,200.00	-	3,200.00	1,127.51	1,127.51	248.65	-	1,192.85	2,007.15
11	Computer/Copy Expense	-	-	-	-	870.16	870.16	65.34	-	1,928.85	(870.16)
11	Fire/Rescue Equipment	-	4,500.00	-	4,500.00	1,000.00	1,000.00	-	-	1,000.00	3,500.00
11	Building Supplies	-	6,074.50	-	6,074.50	3,278.59	3,278.59	-	-	3,278.59	2,795.91
11	Ambulance Supplies	-	-	-	-	65.14	65.14	138.83	-	203.97	(203.97)
11	Dues & Memberships	-	1,200.00	-	1,200.00	1,515.67	1,515.67	-	-	1,515.67	(315.67)
11	Training & Education	-	5,000.00	-	5,000.00	3,503.66	3,503.66	-	-	3,503.66	1,486.34
11	Fire Prevention Education	-	1,200.00	-	1,200.00	631.30	631.30	-	-	631.30	568.70
11	Insurance - Prop/Liab	-	7,800.00	-	7,800.00	9,978.00	9,978.00	-	-	9,978.00	(2,178.00)
11	Insurance - Vehicles	-	20,500.00	-	20,500.00	19,504.00	19,504.00	-	-	19,504.00	996.00
11	Insurance - A&S UMB	-	27,000.00	-	27,000.00	28,916.00	28,916.00	-	-	28,916.00	(1,916.00)
11	Information Technologies	-	3,000.00	-	3,000.00	75.00	75.00	-	-	75.00	801.43
11	Miscellaneous Expense	-	1,000.00	-	1,000.00	379.08	379.08	2,123.57	-	2,198.57	820.92
11	Ambulance Billing Services	-	9,500.00	-	9,500.00	9,500.00	9,500.00	-	-	9,500.00	-
11	Ambulance Operations	-	38,500.00	-	38,500.00	36,234.28	36,234.28	-	-	36,234.28	2,265.72
11	CMED	-	-	-	-	-	-	-	-	-	4,000.00
11	Total Other Expenses	4,000.00	340,069.50	-	344,069.50	278,941.50	278,941.50	3,459.10	-	282,400.60	61,868.90
	Total Fire Department/Public Safety	4,000.00	1,584,477.15	-	1,588,477.15	1,576,575.68	1,576,575.68	3,459.10	-	1,580,034.78	108,442.37
	Water Department	-	-	-	-	-	-	-	-	-	-
17	Salary & Wages Superintendent	-	80,016.00	-	80,016.00	81,593.29	81,593.29	-	-	81,593.29	(1,577.29)
17	Senior Operator	-	142,790.00	-	142,790.00	145,604.54	145,604.54	-	-	145,604.54	(2,814.54)
17	Salary & Wages Office Manager	-	53,586.00	-	53,586.00	54,642.26	54,642.26	-	-	54,642.26	(1,056.26)
17	Salary & Wages Overtime	-	21,900.00	-	21,900.00	22,067.86	22,067.86	-	-	22,067.86	(167.86)
	Total Payroll	-	298,292.00	-	298,292.00	303,907.95	303,907.95	-	-	303,907.95	(6,615.95)
17	Electricity	-	68,000.00	-	68,000.00	56,149.81	56,149.81	5,742.34	-	61,892.15	6,107.85
17	Heating	-	2,500.00	-	2,500.00	1,885.14	1,885.14	-	-	1,885.14	614.86
17	Gasoline/Diesel	-	10,000.00	-	10,000.00	10,613.78	10,613.78	797.90	-	11,411.68	(1,411.68)
17	Chemicals	-	20,000.00	-	20,000.00	14,980.12	14,980.12	5,489.50	-	20,469.62	(469.62)
17	Repairs/Maint - Mains	-	13,500.00	-	13,500.00	4,544.74	4,544.74	2,500.62	-	7,045.36	6,454.64

COTUIT FIRE DISTRICT
FY 2013 BUDGETED EXPENDITURES DETAIL

Article FY 2013	Group / Line Item	Beginning Encumbrance	05/12 ADM FY 2013	Reserve Fund Transfers	Final FY 2013	Paid 2013	Expended 2013	Encumb 2013	Cont Approp	Total 2013	2013 Turnback
17	Repairs/Maint - Stations	-	35,000.00	-	35,000.00	21,437.43	21,437.43	4,287.13	-	25,704.56	9,295.44
17	Repairs/Maint - Buildings	-	5,000.00	-	5,000.00	8,719.50	8,719.50	-	-	8,719.50	(3,719.50)
17	Repairs/Maint - Testing	-	6,000.00	-	6,000.00	5,205.00	5,205.00	485.00	-	5,690.00	310.00
17	Repairs/Maint - Grounds	-	4,500.00	-	4,500.00	4,144.03	4,144.03	638.00	-	4,783.03	(283.03)
17	Repairs/Maint - Vehicles	-	2,500.00	-	2,500.00	3,244.72	3,244.72	-	-	3,244.72	(744.72)
17	Uniforms	-	2,000.00	-	2,000.00	982.29	982.29	338.18	-	1,300.45	699.55
17	Meier Replacement	-	10,000.00	-	10,000.00	-	-	10,000.00	-	10,000.00	-
17	Telephone	-	5,000.00	-	5,000.00	5,382.85	5,382.85	74.88	-	5,457.73	(467.53)
17	Consumption Assessment	-	1,900.00	-	1,900.00	2,214.59	2,214.59	-	-	2,214.59	(314.59)
17	Engineering/Legal	-	50,000.00	-	50,000.00	16,561.10	16,561.10	4,114.82	-	20,675.92	28,324.08
17	Legal Advertisement	-	3,500.00	-	3,500.00	5,000.86	5,000.86	-	-	5,000.86	(1,500.86)
17	Postage	-	3,000.00	-	3,000.00	3,289.75	3,289.75	-	-	3,289.75	(289.75)
17	Printing	-	4,000.00	-	4,000.00	4,380.77	4,380.77	-	-	4,380.77	(380.77)
17	Office Supplies	-	800.00	-	800.00	579.09	579.09	-	-	579.09	220.91
17	Computer/Copy Expense	-	3,500.00	-	3,500.00	4,833.71	4,833.71	307.43	-	5,141.14	(1,641.14)
17	Building Supplies	-	500.00	-	500.00	191.74	191.74	74.35	-	266.09	233.91
17	Tools/Hardware	-	1,500.00	-	1,500.00	1,237.55	1,237.55	175.19	-	1,412.74	87.26
17	Dues & Licenses	-	1,500.00	-	1,500.00	1,494.00	1,494.00	35.00	-	1,529.00	(29.00)
17	Training & Education	-	2,000.00	-	2,000.00	738.72	738.72	-	-	738.72	1,261.28
17	Insurance - Prop/Liab	-	44,000.00	-	44,000.00	48,516.00	48,516.00	-	-	48,516.00	(4,516.00)
17	Insurance - Vehicles	-	4,000.00	-	4,000.00	3,974.00	3,974.00	-	-	3,974.00	26.00
17	Insurance - Workers Comp	-	8,200.00	-	8,200.00	7,289.00	7,289.00	-	-	7,289.00	911.00
17	Miscellaneous Expense - Conservation	-	1,000.00	-	1,000.00	550.00	550.00	-	-	1,832.00	(832.00)
17	Service Connections	-	28,000.00	-	28,000.00	18,249.85	18,249.85	1,282.00	-	26,863.94	146.08
FY 2012	Prior Year Encumbrances	28,408.92	-	-	28,408.92	22,018.28	22,018.28	-	-	22,018.28	-
ADM12-18	Water Meter Replacement	20,259.07	-	-	20,259.07	20,259.07	20,259.07	-	-	20,259.07	-
ADM13-17	Water Meter Replacement	-	50,000.00	-	50,000.00	482.23	482.23	8,624.94	39,892.83	50,000.00	-
ADM13-18	Pump Replacement/Well Treatment	-	30,000.00	-	30,000.00	-	-	-	30,000.00	30,000.00	-
	Total Other Expenses	46,666.99	419,400.00	-	466,065.99	287,100.83	287,100.83	55,552.05	69,892.83	422,545.71	43,520.28
	Total Water Department	46,666.99	717,592.00	-	764,357.99	601,008.78	601,008.78	55,552.05	69,892.83	726,453.68	37,904.33
8	Freedom Hall	-	-	-	-	-	-	-	-	-	-
	Salary & Wages	-	-	-	-	2,050.00	2,050.00	-	-	2,050.00	(2,050.00)
	Total Payroll	-	-	-	-	2,050.00	2,050.00	-	-	2,050.00	(2,050.00)
8	Electricity	-	900.00	-	900.00	887.90	887.90	-	-	887.90	12.10
8	Water	-	72.00	-	72.00	36.00	36.00	-	-	36.00	36.00
8	Heat - Oil/Gas	-	3,700.00	-	3,700.00	4,509.08	4,509.08	-	-	4,509.08	(809.08)
8	Repairs/Maint - Buildings	-	8,000.00	-	8,000.00	1,822.20	1,822.20	-	-	1,822.20	6,177.80
8	Repairs/Maint - grounds	-	300.00	-	300.00	-	-	-	-	-	300.00
8	Repairs/Maint - Boiler	-	1,500.00	-	1,500.00	341.48	341.48	-	-	341.48	1,158.52
8	Telephone	-	300.00	-	300.00	441.36	441.36	-	-	441.36	(141.36)
8	Alarm Service	-	100.00	-	100.00	720.31	720.31	-	-	720.31	(120.31)
8	Building Supplies	-	600.00	-	600.00	20.65	20.65	-	-	20.65	79.35
8	Insurance - Building	-	9,200.00	-	9,200.00	9,898.00	9,898.00	-	-	9,898.00	(698.00)
8	Miscellaneous Expense	-	328.00	-	328.00	334.85	334.85	-	-	334.85	(6.85)
FY 2012	Prior Year Encumbrances	32,484.50	-	-	32,484.50	(730.00)	(730.00)	-	-	32,484.50	-
ADM12-24	Water & Mold Remediation	-	25,000.00	-	25,000.00	13,149.89	13,149.89	-	-	13,149.89	-
ADM13-19	Rewire Electrical System	-	50,000.00	-	50,000.00	21,166.80	21,166.80	-	-	21,166.80	-
	Total Other Expenses	32,484.50	50,000.00	-	82,484.50	52,568.10	52,568.10	-	23,168.01	75,736.11	6,718.39
	Total Freedom Hall	32,484.50	50,000.00	-	82,484.50	54,848.10	54,848.10	-	23,168.01	77,816.11	4,668.39
6	Street Lights	-	30,000.00	-	30,000.00	22,612.77	22,612.77	1,566.80	-	24,179.67	5,820.33
	Total Public Works	79,160.49	797,892.00	-	876,842.49	678,269.65	678,269.65	57,118.95	93,060.84	828,449.44	48,393.05

COTUIT FIRE DISTRICT
FY 2013 BUDGETED EXPENDITURES DETAIL

Article FY 2013	Group / Line Item	Beginning Encumbrance	05/12 ADM FY 2013	Reserve Fund Transfers	Final FY 2013	Paid 2013	Expended 2013	Encumb 2013	Cont Approp	Total 2013	2013 Turnback
6	Public Library	-	17,721.50	-	17,721.50	17,721.50	17,721.50	-	-	17,721.50	-
	Debt Service										
21	Short Term Interest	-	-	325.00	325.00	315.30	315.30	-	-	315.30	9.70
21	Long Term Interest	-	69,800.00	-	69,800.00	69,800.00	69,800.00	-	-	69,800.00	-
21	Long Term Principal	-	105,000.00	-	105,000.00	105,000.00	105,000.00	-	-	105,000.00	-
	Total Debt Service	-	174,800.00	325.00	175,125.00	175,115.30	175,115.30	-	-	175,115.30	9.70
	Employee Benefits/Insurance										
7	Insurance - Health	-	354,100.00	-	354,100.00	308,088.29	308,088.29	-	-	308,088.29	48,031.71
7	Insurance - Life	-	600.00	-	600.00	494.98	494.98	-	-	494.98	105.02
7	Insurance - Dental	-	20,400.00	-	20,400.00	19,878.50	19,878.50	-	-	19,878.50	721.50
4	Retirement Assessment	-	214,381.00	-	214,381.00	214,391.00	214,391.00	-	-	214,391.00	-
	Total Employee Benefits/Insurance	-	589,481.00	-	589,481.00	540,832.77	540,832.77	-	-	540,832.77	48,858.23
	Other Financing Uses										
31	Stabilization Fund - General	-	25,000.00	-	25,000.00	25,000.00	25,000.00	-	-	25,000.00	-
	Total Other Financing Uses	-	25,000.00	-	25,000.00	25,000.00	25,000.00	-	-	25,000.00	-
	Total FY 2013 General Fund Appropriations:	128,260.49	3,490,989.65	-	3,620,250.14	3,207,488.51	3,207,488.51	78,664.84	107,910.84	3,394,973.99	225,276.15
	Prior Year Articles										
2008-25	Paint Freedom Hall	19,929.00	-	-	19,929.00	-	-	-	19,929.00	19,929.00	-
2010-11	Rehab # 263	18,396.80	-	-	18,396.80	4,546.88	4,546.88	-	13,850.12	18,396.80	-
2010-18	Union Negotiations	25,000.00	-	-	25,000.00	-	-	-	-	-	25,000.00
2008-10	WD Tank Lovell's Pond	134,789.58	-	-	134,789.58	92,896.34	92,896.34	-	42,093.24	134,789.58	-
2010-20	Water Main Extension	39,483.83	-	-	39,483.83	-	-	-	39,483.83	39,483.83	-
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	-	-	137,500.00	-
2011-20	One Ton 4WD Truck	1,737.65	-	-	1,737.65	-	-	-	1,737.65	1,737.65	-
2011-23	Security Upgrade	6,821.50	-	-	6,821.50	5,139.12	5,139.12	-	1,682.38	6,821.50	-
	Prior Year Encumbrances	449,472.08	-	-	449,472.08	239,892.14	239,892.14	-	184,589.94	424,472.08	25,000.00
	FY 2013 GF Totals	578,732.57	3,490,989.65	-	4,069,722.22	3,447,380.65	3,447,380.65	78,664.84	292,500.78	3,819,446.07	250,276.15
	Capital Articles (Debt)										
2012-19	Roads	289,300.00	-	-	289,300.00	265,755.28	265,755.28	-	3,544.71	289,300.00	-
2012-20	Security System	200,000.00	-	-	200,000.00	-	-	-	200,000.00	200,000.00	-
	FY 2013 CPF Totals	489,300.00	-	-	489,300.00	265,755.28	265,755.28	-	203,544.71	489,300.00	-
	TOTAL 2013 ALL FUNDS	1,048,032.57	3,490,989.65	-	4,559,022.22	3,713,135.94	3,713,135.94	78,664.84	496,045.49	4,288,746.07	250,276.15

UNAUDITED
COTUIT FIRE DISTRICT
Comparison of Budget and Actual Revenues
Fiscal Year ending June 30, 2013

District Revenue Category/Type	2013 Revenue Budget	2013 Actual Revenue	Variance Actual Over/(Under) General Fund Budget	Variance Actual Over/(Under) Stabilization Fund Budget
Property Taxes:				
Personal Property Taxes	\$ 20,784	\$ 21,066	\$ 282	\$ -
Real Estate Taxes	2,210,205	2,216,240	6,035	-
Interest on Taxes	9,000	8,595	(405)	-
Tax Liens Redeemed	-	14,471	14,471	-
Water Department:				
Rates & Services	375,000	426,991	51,991	-
Penalties	-	3,442	3,442	-
Antenna Fees	86,000	105,929	19,929	-
Basic User Charge	-	6,000	6,000	-
Liens, Water	-	3,321	3,321	-
Fire Department:				
Ambulance Fees	86,500	152,913	66,413	-
Permits & Inspections	1,500	525	(975)	-
Other District Revenue:				
Bond Proceeds	-	-	-	-
Premium on Sale of Bonds	-	-	-	-
Interest on Investments	2,000	2,942	942	-
Transfer From GF to Stabilization Fund	25,000	25,000	-	-
Interest on Investments Stabilization Fund	-	2,709	-	2,709
Insurance Recovery	-	8,945	8,945	-
Miscellaneous	-	3,960	3,960	-
Total Revenue	\$ 2,815,990	\$ 3,003,049	\$ 184,351	\$ 2,709

Memo:
General Fund: \$ 2,975,341
Stabilization Fund: 27,709
Totals: **\$ 3,003,049**

**COTUIT FIRE DISTRICT
STATEMENT OF NET FUNDED AND FIXED DEBT
YEAR ENDED JUNE 30, 2013**

LONG-TERM DEBT

LOVELL'S ROAD STORAGE TANK (2000-2010)

BALANCE JULY 1, 2012	\$ 1,825,000.00
less: PRINCIPAL PAYMENT	\$ 105,000.00
BALANCE JUNE 30, 2013	<u>\$ 1,720,000.00</u>
Long Term Interest Paid in FY 2013	\$ 69,800.00
TOTAL FY 2013 LONG TERM DEBT SERVICE PAYMENTS:	\$ 174,800.00

SHORT-TERM DEBT (BOND ANTICIPATION NOTES):

WATER PUMPSTATION ROADS

BALANCE JULY 1, 2012	\$ -
plus: NEW ISSUES	\$ 275,000.00
less: PAY-DOWN AT MATURITY	\$ -
BALANCE JUNE 30, 2013	<u>\$ 275,000.00</u>
Short Term Interest Paid in FY 2013	\$ -
PUMP STATION ROADS SHORT TERM DEBT:	\$ -

WATER MAINS (MAIN STREET)

BALANCE JULY 1, 2012	\$ -
plus: NEW ISSUES	\$ -
less: PAY-DOWN AT MATURITY	\$ -
BALANCE JUNE 30, 2013	<u>\$ -</u>
Short Term Interest Paid in FY 2013	\$ -
WATER MAINS SHORT TERM DEBT:	\$ -

WATER SYSTEM SECURITY

BALANCE JULY 1, 2012	\$ -
plus: NEW ISSUES	\$ -
less: PAY-DOWN AT MATURITY	\$ -
BALANCE JUNE 30, 2013	<u>\$ -</u>
Short Term Interest Paid in FY 2013	\$ -
WATER SYSTEM SECURITY SHORT TERM DEBT:	\$ -

TOTAL FY 2013 SHORT TERM DEBT SERVICE PAYMENTS: \$ -

**COTUIT FIRE DISTRICT
FY 2013 GROSS WAGES AND BENEFITS REPORT**

DEPARTMENT/NAME	POSITION	BASE	OVERTIME	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
OFFICERS - ELECTED AND APPOINTED							
Barnicle,	Theodore	1,250	-	-	1,250	N/A	15,629
Barry,	Richard	1,250	-	-	1,250	N/A	15,629
Calise,	George	1,146	-	-	1,146	N/A	-
Campbell,	Donald	104	-	-	104	N/A	-
Eager,	Charles	2,500	-	-	2,500	N/A	-
Field,	Peter	1,250	-	-	1,250	N/A	-
Hadley,	Laurie	1,250	-	-	1,250	N/A	18,154
Kates,	Amy	1,146	-	-	1,146	N/A	-
Kiely,	Frederick	1,250	-	-	1,250	N/A	18,154
Lowe	Allison	250	-	-	250	N/A	6,609
Mycocck,	Ronald	1,250	-	-	1,250	N/A	-
Nailor,	Brenda	1,250	-	-	1,250	N/A	-
Parks,	Francis	104	-	-	104	N/A	-
					16,250	-	74,174
TOTAL WAGES AND BENEFITS - ELECTED AND APPOINTED OFFICERS:							
							88,174
FINANCE DEPARTMENT PERSONNEL							
Nemi	Maureen	1,000	-	-	1,000	N/A	-
Waugaman,	Kristen	30,801	-	-	30,801	24.69	15,661
					31,801	24.69	15,661
TOTAL WAGES AND BENEFITS - FINANCE DEPARTMENT:							
							47,462
FREEDOM HALL PERSONNEL							
Hadaway,	Leman	2,250	-	-	2,250	1.73	-
							2,250
TOTAL WAGES AND BENEFITS - FREEDOM HALL:							

COTUIT FIRE DISTRICT
FY 2013 GROSS WAGES AND BENEFITS REPORT

DEPARTMENT/NAME	POSITION	BASE	OVERTIME	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
FULL TIME FIRE DEPARTMENT PERSONNEL							
Amento,	John	Firefighter/Paramedic	68,475	95,246	3,058	166,779	79.69
Clark,	Shane	Firefighter/ Paramedic	53,273	38,907	974	93,154	60.73
Emerson,	Peter	Firefighter/Paramedic	5,960	7,229	-	13,190	10.54
Fenner,	Donna	Firefighter/Paramedic	63,774	56,577	1,386	121,737	64.96
Geggatt,	Joan	Administrative Assistant	12,364	-	-	12,364	10.81
Lyons,	Brent	Lieutenant/EMT	60,788	42,712	1,493	104,993	59.50
McNamara,	William	Lieutenant/EMT	63,132	51,297	6,068	120,497	65.17
Olsen,	Christopher	Fire Chief/Paramedic	99,006	-	905	99,911	40.38
Pierce,	David	Firefighter/EMT	64,848	25,023	30	89,902	51.65
Pierce,	Jayne	Firefighter/Paramedic	62,284	15,448	-	77,732	41.37
Pouliot,	Joseph	Lieutenant/EMT	60,288	11,413	2,789	74,490	46.00
Sargent,	William	Lieutenant/EMT	71,741	46,510	2,440	120,692	59.13
VanEtten,	Michael	Firefighter/Paramedic	67,116	16,389	3,603	87,108	60.48
TOTAL - FULL TIME STAFF		753,050	406,752	22,746	1,182,549	650.42	142,746
CALL FIRE DEPARTMENT PERSONNEL							
Anderson,	Ty	Firefighter/EMT	20,811	-	-	20,811	16.70
Chicolne,	Todd	Firefighter/EMT	12,366	-	-	12,366	9.44
Emerson,	Peter	Firefighter/Paramedic	15,871	-	-	15,871	14.91
Florence,	Brian	Firefighter/EMT	6,767	-	-	6,767	5.58
Goodwin,	Derrick	Firefighter/Paramedic	658	-	-	658	0.97
Halbert III,	John	Firefighter/EMT	534	-	-	534	0.79
Jewell,	Frank	Firefighter/Paramedic	1,693	-	-	1,693	2.02
Ramsey,	Brandon	Firefighter/Paramedic	547	-	-	547	1.04
Santos,	Timothy	Firefighter/Paramedic	260	-	-	260	0.38
West,	Jared	Firefighter/Paramedic	475	-	-	475	0.70
TOTAL - CALL STAFF		59,982	-	-	59,982	52.54	-
TOTAL WAGES AND BENEFITS - FIRE DEPARTMENT:					1,385,276		

**COTUIT FIRE DISTRICT
FY 2013 GROSS WAGES AND BENEFITS REPORT**

FY 2013 GROSS WAGES AND BENEFITS REPORT							
DEPARTMENT/NAME	POSITION	BASE	OVERTIME	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
WATER DEPARTMENT PERSONNEL							
English	John	40,834	3,697	2,925	43,759	41.71	773
Herrick	Benjamin	43,572	3,744	2,925	46,497	41.82	5,863
Hoover	Brian	58,384	4,521	2,925	61,309	41.58	15,664
Leavenworth	Sherri	53,586	77	-	53,586	40.04	18,189
Wiseman	Christopher	80,016	-	-	80,016	40.00	15,664
					276,392	12,039	8,775
					285,167	205.14	56,153
TOTAL WAGES AND BENEFITS - WATER DEPARTMENT:							
341,320							
OTHER POST EMPLOYMENT BENEFITS							
Donheiser	Allan	-	-	-	-	-	11,731
Fraizer	Paul	-	-	-	-	-	14,772
Lloyd	Michael	-	-	-	-	-	8,774
Mendes	Leonard	-	-	-	-	-	8,774
Murray	Agnes	-	-	-	-	-	36
Mycock	Ronald	-	-	-	-	-	5,302
Ventura	Kenneth	-	-	-	-	-	7,802
					TOTAL OTHER POST EMPLOYMENT BENEFITS:		
					57,192		
TOTAL CFD FY 2013 COST OF WAGES AND BENEFITS:							
1,921,675							

PRUDENTIAL COMMITTEE REPORT

Fiscal Year 2013 saw some major changes, some bumps in the road and some successes. The Committee held a total of twenty meetings throughout the year, twelve regular and eight special, to address the bumps and attend to regular business.

The retirement of the long-time treasurer brought changes in the Financial Department. After a period of trial and error, we entered into a contract with Financial Advisory Associates (FAA) to perform the major duties of District Treasurer, assisted by a District employee, designated Assistant to the Treasurer, to handle day-to-day matters. In the opinion of the Committee the new system is working very well and should result in better efficiency and more timely information being generated.

The Committee entered into an agreement with the Cape Light Compact to participate in a test program designed to eventually replace existing street lights with LED lights. The test phase was initiated with eight lights being replaced in the center of the village. If the full program is implemented, it should result in a financial savings to the District.

Freedom Hall got a lot of much needed attention during the year. The first action taken was to hire a custodian to clean the hall weekly report to the Committee on matters needing attention as the occurred. Deficiencies in the wiring were addressed. Repairs were carried out in the basement and it was repainted making it possible for the Boy Scouts to move back into it. Use of the Hall has increased resulting in a modest increase in income. In addition to use by the Contra Dancers and the Boy Scouts, it's been used a variety of functions including a wedding reception, a clambake, estate sales, and activities of the Cotuit Mosquito Yacht Club.

By the end of June, a backlog in the Financial Department had been considerably reduced and reporting requirements had been fulfilled on time. The Committee wishes to thank Mr Michael Daley for his efforts in order to bring this about.

The election held in May resulted in a new face on the Committee and Fran Parks was elected to a three-year term.

Respectfully submitted

RICHARD BARRY, Chairman
LAURIE HADLEY
FRANCES PARKS

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, 2013.

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 concerns, please contact us at your earliest convenience.

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 Call Firefighters that are part time staff. All of our personnel are cross-trained to perform both EMS and firefighting duties. Cotuit Fire Rescue Department hired four new call firefighters this year. These Call Firefighters will continue to help and assist our Full Time staff concentrating on the emergency medical service for one year before continue their education to the Barnstable Fire Academy.

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, other members of the department will assist you. 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 three 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 Fire Rescue Department.

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 Massachusetts Fire Academy in Stow, Massachusetts. 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 material 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. The Apparatus committee is continuing to work on the replacement of engine 265.

This year we replaced one of our computers in our network system. Our goal in the network 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 23 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 19 incidents from last year. One major storm occurred during the time frame of this report. 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 seventy-two (72) 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 home inspections, file of life packets as well as lock box (supra key box) installations. 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 should 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 on July fourth serving the district members and visitors with Fire House chili. 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 to visitors. We also assisted Santa's arrival by Marine 266 to the town pier. The

Cotuit Firefighters Association and Local Union 3642 worked very hard last year with the assistance of toys for “fill the Bus” toy drive, outstanding job by both groups especially working together for the common good of our children in our communities.

The Cotuit Firefighters Association has sponsored a newly developed Boy Scouts of America Cotuit Fire Explorer Post 263 Program. Please come by and see what your Cotuit Fire Explorer Post 263 is doing for your fire department and community. The Cotuit Fire Explorer Post 263 is made up of young Men and Women ages Fourteen to Twenty-one from Cotuit and various neighboring communities to help serve the needs of our community. We are truly proud of our young adults and thank them for there service.

The Cotuit Firefighters Association also provides a cardio pulmonary resuscitation class on the last Thursday of each month. Please call the Cotuit Fire Rescue Department for CPR/AED class updating. The Cotuit Firefighters Association has been busy presenting CPR/AED and First Aid Classes. 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 508-428-2210 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 would like to acknowledge at this time the dedication of service to one of our Fulltime Firefighters. Firefighter/Paramedic Donna Fenner has retired after twenty-two years of service to the residents of Cotuit Fire District. To Firefighter/Paramedic Donna Fenner please accept our sincere gratitude and many “thanks” for a job well done. To Firefighter Donna Fenner “we wish you many years of good health”!

We would also like to acknowledge the dedication and professionalism of our full and part time staff. A listing of fire department members as of June 30, 2013 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, 2013

Olsen, Christopher	Fire Chief/Paramedic	25 years*
Pierce, David	Fulltime Firefighter/EMT	32 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	30 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	22 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 /Paramedic	9 years
Emerson, Peter	Fulltime Firefighter/Paramedic	2 years
Daly, Kellen	Fulltime Firefighter/Paramedic	1 year
Marczely, Hal	Fulltime Firefighter/Paramedic	1 year
Anderson, Erik	Fulltime Firefighter/Paramedic	1 year
Barth-Pasic, Jennifer	Call Lieutenant/EMT	29 years
Anderson, Ty	Call Firefighter/EMT	5 years
Florence, Brian	Call Firefighter/EMT	5 years
Chichone, Todd	Call Firefighter/EMT	4 years
West, Jered	Call Firefighter/EMT	1 year
Santos, Timothy	Call Firefighter/Paramedic	1 year
Goodwin, Derek	Call Firefighter/EMT	1 year
Halbert, John	Call Firefighter/EMT	1 year

*(Time shown is cumulative for those members with both part time and full time in the 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), and 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 Board of Water Commissioners

To the Citizens of the Cotuit Fire District:

In FY 2013, the Cotuit Water Department delivered 191,472,000 gallons of drinking water to 2,129 homes, businesses and public buildings.

The water quality is analyzed at a state certified laboratory on a monthly basis and water quality continued 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.

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.

Approximately 200 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-four percent complete.

The easement for 671 Main Street was recorded at the Barnstable Registry of Deeds on April 23, 2013. This easement will protect Well Station #3 from encroachment and potential contamination from development of the property.

A new employee handbook was adopted.

Agreements were signed with these firms for the following tasks:

- Horsley & Witten: Oversee installation and testing of new monitoring well at Station #5
- Weston & Sampson: Report on de-commissioning of the Main Street storage tank
- Open Cape Corp: Install antennas on the Santuit-Newtown Road storage tank to assist with the 700 MHZ public safety communications system
- Haley & Ward: Write a standard for communication mounting.

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 fire hydrant operation.

The motor at Station #2 was replaced with a new energy-efficient one.

The West Street storage tank was chemically cleaned.

The annual pump maintenance was performed at all five stations.

Pulsa-feeder maintenance was performed at Station #3 and Station #5.

Eight hundred forty seven feet of water main was installed from the Santuit-Newtown Road storage tank to connect with the water main on Route 28.

The well-access roadway to Stations 1, 2 & 4 was paved and guardrails were installed.

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. No leaks were detected.

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

George Calise retired from the Board after more than 20 years of dedicated service. Donald Campbell, was elected to fill the position on the Board.

Respectfully submitted,

Frederick Kiely, Chairman
Theodore Barnicle
Donald Campbell

STATISTICAL SUMMARY

WATER PUMPAGE

CALENDAR YEAR 2012

JAN	7,227,000
FEB	6,214,000
MAR	7,311,000
APR	16,202,000
MAY	22,465,000
JUNE	24,301,000
JULY	36,019,000
AUG	27,701,000
SEPT	22,147,000
OCT	12,461,000
NOV	7,968,000
DEC	<u>7,829,000</u>

TOTAL 197,845,000

FISCAL YEAR 2013

JUL/12	36,019,000
AUG	27,701,000
SEP	22,147,000
OCT	12,461,000
NOV	7,968,000
DEC	7,829,000
JAN/13	8,993,000
FEB	7,548,000
MAR	9,292,000
APR	10,676,000
MAY	18,047,000
JUN	<u>22,791,000</u>

TOTAL 191,472,000

Population supplied – Winter (est.) 3,530

Population supplied – Summer (est.) 5,539

Number of new services installed in FY '13: 15

Feet of main installed in FY 13: 847

Total water main footage: 286,112

Number of Service accounts: 2129

Number of new fire hydrants installed in FY '13: 1

Total number of hydrants: 433

ORGANIZATION

Moderator

Kenneth Molloy	428-3815	2016
-----------------------	-----------------	-------------

PRUDENTIAL COMMITTEE

Richard G. Barry	420-0771	2014
-------------------------	-----------------	-------------

Laurie C. Hadley	428-6552	2015
-------------------------	-----------------	-------------

Frances Parks	428-0353	2016
----------------------	-----------------	-------------

BOARD OF FIRE COMMISSIONERS

Peter D. Field	428-4689	2014
-----------------------	-----------------	-------------

Brenda C. Nailor	428-8023	2015
-------------------------	-----------------	-------------

Ronald J. Mycock	428-3511	2016
-------------------------	-----------------	-------------

BOARD OF WATER COMMISSIONERS

Theodore M. Barnicle	428-0204	2014
-----------------------------	-----------------	-------------

Fredrick P. Kiely	428-1263	2015
--------------------------	-----------------	-------------

Donald Campbell	280-1958	2016
------------------------	-----------------	-------------

TREASURER

Michael Daley	420-3000	2016
----------------------	-----------------	-------------

CLERK

Charles W. Eager	362-3815	2014
-------------------------	-----------------	-------------

COTUIT FIRE DISTRICT
POST OFFICE BOX 1475
COTUIT, MASSACHUSETTS 02635