

COTUIT FIRE DISTRICT



**Annual Reports
FY 2018**

ELECTED OFFICIALS

Board of Water Commissioners

Donald Campbell (Chairperson)	2019
Thomas Hoppensteadt	2020
Mark H. Robinson	2021

Prudential Committee

Frances Parks (Chairperson)	2019
Lisa Mycock-Kelly	2020
Silvio Genao	2021

Board of Fire Commissioners

Kevin Conley	2019
Adam Zais	2020
Richard Pisano (Chairperson)	2021

Moderator

Kenneth Molloy	2019
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DEDICATION IN MEMORY OF



BRIAN HOOVER
1957 – 2018
SENIOR WATER OPERATOR
29 YEARS OF SERVICE

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING

MAY 29 AND 30, 2018

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, 2018, 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>	
Silvio Genao *	74
<u>Member, Board of Fire Commissioners, 3 years</u>	
Richard Pisano *	80
<u>Member, Board of Water Commissioners, 3 years</u>	
Mark H. Robinson *	75

*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, 2018, at Freedom Hall, Main Street, Cotuit, at seven-thirty o'clock PM. The meeting was called to order by the Moderator. The Clerk read the call of the meeting and return of same. The tellers were appointed and sworn in. The following action was taken.

Article 1: Upon motion duly made and seconded the District voted to accept the reports of the officers and committees of the District as printed. **Passed by a Majority**

Article 2: Upon motion duly made and seconded the District voted for FY 2019 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 and Town Collector; \$1,000.00 as provided under Section 108, of Chapter 41 of the General Laws. **Unanimous**

Article 3: Upon motion duly made and seconded the District voted to raise and appropriate **\$30,000.00** to establish the reserve fund for FY 2019 as provided in Section 5C, Chapter 40 of the General Laws. **Unanimous**

Article 4: Upon motion duly made and seconded the District voted to raise and appropriate for FY 2019 **\$82,550.00**, for labor and salaries for the Finance Department; and **\$254,750.00** for the remaining expenses of the Finance Department, to be apportioned approximately as follows: **\$254,750.00** for operations and **\$0.00** for miscellaneous expenses for a total appropriation of **\$337,300.00**. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 5: Upon Motion duly made and seconded the District voted to raise and appropriate for FY 2019 **\$1,611,690.00** for labor and salaries of the Fire Department; and **\$337,650.00** for the remaining expenses of the Fire Department, to be apportioned approximately as follows: Maintenance, **\$77,500.00**, Operating expenses **\$259,150.00**, and Miscellaneous, **\$1,000.00**, for a total appropriation of **\$1,949,340.00**. Said appropriation to be expended under the authority of the Fire Department. **Passed by a Majority**

Article 6: Upon motion duly made, seconded, the District voted to borrow and appropriate for FY 2019 the sum of **\$55,000.00** to replace the Fire Station's roof. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

Article 7: Upon motion duly made, seconded, the District voted to raise and appropriate for FY 2019 **\$40,000.00** to repave the Fire Station's parking lot and provide proper handicap access. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

Article 8: Upon motion duly made, seconded, the District voted to borrow and appropriate for FY 2019 the sum of **\$60,000.00** to replace 6 Air Packs and 16 Air Tanks with new updated units. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

Article 9: Upon motion duly made, seconded, the District voted to borrow and appropriate for FY 2019 the sum of **\$60,000.00** to purchase one truck to replace two of the Department's vehicles by trade-in and/or sale. The Vehicles to be disposed of are: 1) a 2006 Ford Explorer SUV VIN 1FMEU73E76UB16934; and (2) a 2010 Ford F250 truck VIN 1FTSW2B54AE02236. **Unanimous**

Article 10: Upon motion duly made, seconded, the District voted for FY 2019 to donate the existing Fire Department boat, a 21-foot 2005 Edgewater, DMA Number 04709C505 to the Cotuit Fire Fighters Association, a 501(c)(3) organization. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

Article 11: Upon motion duly made, seconded, the District voted to raise and appropriate for FY 2019: **\$26,000.00** for the Water Department for service connections, **\$338,570.00** for labor and salaries; and **\$280,111.00** for the remaining expenses of the Water Department, to be apportioned approximately as follows: **\$73,500.00** for maintenance; **\$205,111.00** for operations; and **\$1,500.00** for miscellaneous expenses for a total appropriation of **\$644,681.00**. Said appropriation to be expended under the authority of the Water Department. **Unanimous**

Article 12: Upon motion duly made, seconded, the District voted to borrow and appropriate for FY 2019 **\$470,000.00** to pay the cost of water system security system upgrades, which upgrades include payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Prudential Committee, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes

of the District therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or note, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. **Unanimous**

Article 13: Upon motion duly made, seconded, the District voted to borrow and appropriate for FY 2019 the sum of to **\$60,000.00** to replace one of the Department's vehicles by and trade-in and/or sale. The vehicle to be disposed of is a Ford F350 truck, VIN 1FD8X3H61BEB41976. Said appropriation to be expended under the authority of the Water Department. **Unanimous**

Article 14: Upon motion duly made, seconded, the District voted to raise and appropriate for FY 2019: **\$4,818.00** for the labor and salaries of Public Buildings custodian; and **\$17,835.00** for the remaining expenses of the District's Public Buildings, to be apportioned approximately as follows: Maintenance, **\$11,850.00**, Operating expenses **\$5,885.00**, and Miscellaneous, **\$100.00** for a total appropriation of **\$22,653.00**. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 15: Upon motion duly made, seconded, the District voted to borrow and appropriate for FY 2019 the sum of **\$45,000.00** to replace the floor of Freedom Hall. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 16: Upon motion duly made, seconded, the District voted to raise and appropriate from the sum of **\$15,000.00** to install a suspended ceiling in the basement of Freedom Hall. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 17: Upon motion duly made and seconded the District voted to raise and appropriate **\$10,400.00** to maintain the street lights of the District for FY 2019. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 18: Upon motion duly made, seconded, the District voted to raise and appropriate **\$21,050.00** to support the maintenance of the Cotuit Library for FY 2019. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 19: Upon motion duly made, seconded and amended, the District voted to raise and appropriate for FY 2019 the sum of **\$427,550.00** for payment of principal and interest. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 20: Upon motion duly made, seconded, the District voted for FY 2019 to raise and appropriate the sum of **\$952,015.00**, and the District voted transfer from the OPEB Trust Fund and appropriate the sum of **\$120,000.00**, for a total sum of **\$1,072,015.00** for the purpose of paying employee and other post-employment benefits. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

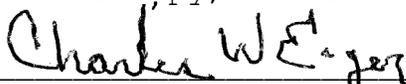
Article 21: Upon motion duly made and seconded the District voted for FY 2019 to raise and appropriate **\$25,000.00** for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws. Said appropriation to be expended under the authority of the Prudential Committee **Unanimous**

Article 22: Upon motion duly made and seconded the District voted to adopt "Massachusetts Earned Sick Time Law" MGL C. 149 s. 148C and its accompanying regulations, 940 CMR 33.00. **Unanimous**

Article 23: Upon motion duly made and seconded the District voted to raise and appropriate for FY 2019 the sum of **\$560.00** to pay a maintenance bill from fiscal year 2016. **Unanimous**

Motion made, seconded and passed unanimously to dissolve the meeting.

A True Copy, attest:



Charles W. Eager, Clerk
Cotuit Fire District

COTUIT FIRE DISTRICT
SPECIAL DISTRICT MEETING
JUNE 26, 2018

In accordance with the by-laws of the District, the Special District Meeting of the Cotuit Fire District was held Tuesday, June 26, 2018, 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, the District voted to rescind Article 7 passed at the Annual District Meeting on May 30, 2018, to raise and appropriate the sum of \$40,000.00 to repave the Fire Station's parking lot and provide proper handicap access. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

Article 2: Upon motion duly made, seconded, the District voted to transfer from Free Cash the sum of \$40,000.00 to repave the Fire Station's parking lot and provide proper handicap access. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

Article 3: Upon motion duly made, seconded, the District voted to rescind Article 16 passed at the Annual District Meeting on May 30, 2018, to raise and appropriate the sum of \$15,000.00 to install a suspended ceiling in the basement of Freedom Hall. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 4: Upon motion duly made, seconded, the District voted to transfer from Free Cash the sum of \$15,000.00 to install a suspended ceiling in the basement of Freedom Hall. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 5: Upon motion duly made, seconded, the District voted to rescind Article 18 passed at the Annual District Meeting on May 30, 2018, to raise and appropriate the sum of \$21,050.00 to support the Maintenance of the Cotuit Library. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 6: Upon motion duly made, seconded, the District voted to transfer from Free Cash the sum of \$21,050.00 to support the Maintenance of the Cotuit Library. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 7: Upon motion duly made, seconded, the District voted to rescind Article 20 passed at the Annual District Meeting on May 30, 2018, to raise and appropriate the sum of \$952,015.00, and transfer from the OPEB Trust Fund and appropriate the sum of \$120,000.00, for a total of \$1,072,015.00 for the purpose of paying employees and other post-employment benefits. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

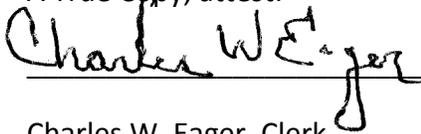
Article 8: Upon motion duly made, seconded, the District voted to raise and appropriate the sum of \$697,015.00, transfer from Free Cash the sum of \$255,000.00, and further transfer from the OPEB Trust Fund and appropriate the sum of \$120,000, for a total appropriation of \$1,072,015.00 for the purpose of paying employees and other post-employment benefits. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 9: Upon motion duly made, seconded, the District voted to rescind Article 21 passed at the Annual District Meeting on May 30, 2018, to raise and appropriate the sum of \$25,000.00 to the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

Article 10: Upon motion duly made, seconded, the District voted to transfer from 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 to be expended under the authority of the Prudential Committee. This motion needs a 2/3 majority to pass. **Unanimous**

Motion made, seconded and passed unanimously to dissolve the meeting.

A True Copy, attest:

A handwritten signature in black ink that reads "Charles W. Eager". The signature is written in a cursive style and is positioned above a horizontal line.

Charles W. Eager, Clerk

Cotuit Fire District

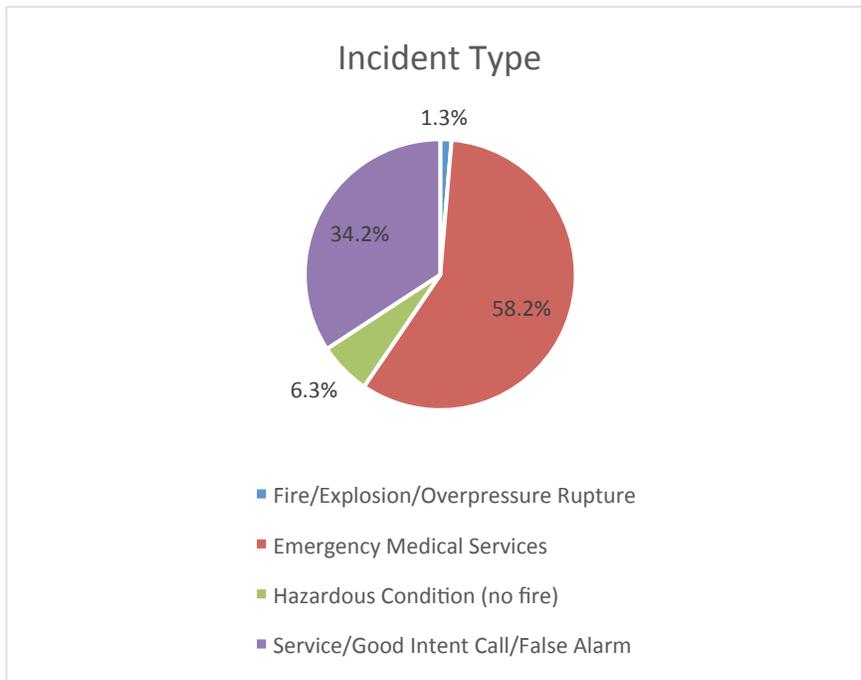
REPORT OF THE BOARD OF FIRE COMMISSIONERS

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, 2018.

EMERGENCY RESPONSES FY2018

The Cotuit Fire Department responded to a total of 893 incidents during FY2018, an 11% increase from FY2017.



FIRE PREVENTION & PUBLIC SAFETY EDUCATION

As always, we encourage residents to install and 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 inspections as required by State law, including those on resale properties, new homes and hazardous/flammable storage systems as well as underground tank removals. We also offer public safety presentations/trainings to businesses and residents.

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. If you have questions regarding fire prevention, code compliance, safety or inspection concerns, please contact us at your earliest convenience.

PERSONNEL

The Cotuit Fire Department team included 12 permanent Firefighter, 1 Call firefighter, 1 Office Manager/EMS Coordinator, and 1 Chief, at the end of FY2018. All firefighters are certified to the Emergency Medical Technician Paramedic or Basic level. We maintain three firefighters on duty in the station 24/7, including 1 officer and at least one paramedic. Our on-duty staff is supplemented with off duty permanent and call firefighters, and mutual aid assistance as needed.

The part time position of EMS Officer was created during FY2018, and Firefighter Paramedic Shane Clark was promoted to this position. This position has helped us maintain the highest level of emergency medical training for our staff and ensured compliance with stringent state and national medical requirements.

TRAINING

Each year, we build upon existing skills and introduce new ones. Personnel attend courses at the Massachusetts Fire Academy in Stow, Massachusetts, the Barnstable County Fire Training Academy in Barnstable and the National Fire Academy in Maryland. Classes include various firefighting classes, hazardous material, incident command, emergency management and emergency medical operations. Lt. Joseph Pouliot coordinates our fire training activity and EMS Officer Shane Clark coordinates the emergency medical training. During FY2018 we made the decision to meet annual repetitive EMS training requirements with a new online live interactive training platform. This online training is primarily done on duty and allows us to focus our training resources on new critical skills, ensuring our staff is prepared to mitigate foreseen and unexpected emergencies.

APPARATUS AND EQUIPMENT

Cotuit Fire has accepted a free USCG surplus 29' 2014 Metal Shark Marine Rescue boat. This boat replaced a 2005 21' Edgewater and greatly increases the safety of our staff and our water rescue capability. Donations from Cotuit Resident David Mugar have enabled us to place the boat in service with new electronics.

Lt William McNamara leads the ongoing maintenance and repair program for our vehicles. We maintain the following emergency vehicles;

Vehicle ID	Description	Purchase date	Scheduled Replacement
262	Ambulance	6/30/2015	2023
265	Engine/Pumper	6/30/2016	2036
263	Engine/Pumper	6/30/1994	2020
267	Brush Breaker	6/30/2001	2022
260	Utility	11/1/2018	2027
261	Chief Car	6/30/2014	2021
266	Boat (29' Metal Shark)	1/1/2014	2039
268	Boat (14' Inflatable)	1/9/2008	2023

BUILDING AND GROUNDS

Our Station was constructed with the shell of the old Elizabeth Lowell High School in 1938. In 1990 the Station was renovated and expanded. It has been almost 30 years since our station has had major renovations. We are in the process of making needed repairs to bring the Station up to current code and enable us to meet the needs of the District for many more years. In FY2018 the failing septic system was replaced and in FY2019 the parking lot was replaced. We are currently working on the bid process to replace the roof and are conducting a feasibility study for new district office space.

ACTIVITIES

The department provides assistance to residents and others by offering Home Inspections, File of Life packets as well as Lock Box (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.

The Cotuit Fire Department provided 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 chili to visitors. We also assisted Santa’s arrival by Marine 266 to the town pier.

In FY 2018 our station became part of the Senior SAFE program and received a \$1613 grant. The Cotuit Fire Department has also partnered with the Barnstable Senior Center allowing us to reach numerous Seniors in our community through educational programs. These programs discuss the importance of home safety including slip and fall prevention, cooking safety and the importance of checking detectors. Along with education programs, Cotuit Fire Department also offers free home safety checks and if needed smoke/carbon monoxide detectors and other home safety products. Cotuit Fire

Department also now has a certified Car Seat Technician. The technician has installed and inspected numerous car seats at the station and works with other local technicians to organize and participate in events and workshops within our 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. We continue to offer information, advice on safety issues, and assistance in a variety of ways to our residents and visitors.

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 the highest level of service. Our team takes pride in efficiently using the resources you provide us to provide this level of service.

We would also like to acknowledge the dedication and professionalism of our team. A listing of fire department members as of June 30, 2018 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.

Residents are always encouraged to drop by their fire station or call the Station at 508-428-2210 or the Fire Chief on his cell phone at (508)274-6086 with questions, suggestions, or concerns.

Respectfully submitted:

Richard Pisano, Chairman

Kevin Conley

Adam Zais

BOARD OF FIRE COMMISSIONERS

Paul Rhude, 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 backup. 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, 2018

Rhude, Paul	Fire Chief/EMT	30 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	35 years
McNamara, William	Fulltime Lieutenant/EMT	19 years
Lyons, Brent	Fulltime Lieutenant/EMT	16 years
Amento, John	Fulltime Lieutenant/EMT	12 years
Clark, Shane	Fulltime EMS Officer/Firefighter	14 years
Emerson, Peter	Fulltime Firefighter/Paramedic	7 years
Daly, Kellen	Fulltime Firefighter/Paramedic	6 years
Marczely, Hal	Fulltime Firefighter/Paramedic	6 years
Anderson, Erik	Fulltime Firefighter/Paramedic	6 years
Williamson, Douglas	Fulltime Firefighter/Paramedic	4 years
McPherson, Jeremy	Fulltime Firefighter/Paramedic	8 years
Lee, Brian	Call Firefighter/EMT	3 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 Fiscal Year 2018

To the Citizens of the Cotuit Fire District:

In FY 2018, the Cotuit Water Department delivered 206,656,000 gallons of drinking water to 2,329 homes, businesses and public buildings. The water quality is analyzed at a state certified laboratory on a monthly basis and the 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.

We continue to replace old and high use meters in the district. This ongoing program replaces old, functionally obsolete meters with more accurate models that use the latest technology for measurement and reading. Meters that have processed more than 1,000,000 gallons of water or are more than 10 years old are proactively replaced.

The department conducted regularly scheduled maintenance along with service installations and emergency repairs throughout the past year. The annual flushing program was completed in the spring and preventative leak detection, maintenance and master meter calibration was done on the water mains and at all 5 pumping stations.

In May 2018 the District elected Mr. Mark Robinson to serve as Water Commissioner through June 2021. Mr. Robinson replaced Mr. Vic Mastro who retired from serving after a three-year term, but continues to provide support to the department and the Commissioners with assistance on the bylaw revisions, a project that was started during his term of service.

At recent Annual District Meetings, district residents approved two special appropriations for Water Department needs.

Article #6-2017 - \$25,000 for Cost of Service and Water Rate Study:

This study was contracted and awarded on March 21, 2018. We have had the study and ensuing results and recommendations on our monthly agenda as well as have had a special meeting on our proposed rate increases each month since July 2017. All public comment received during deliberations have been positive towards the need to raise water rates to the point where about 90% of the Departments expenses will be covered through water use fees and less on the District taxes. This will help us to ensure that all of our water projects and watershed management systems remain sustainable regardless of political and/or economic variability. The Water Commission sets the rates. The commission is considering significant increases for our water ratepayers so that we have the wherewithal to ensure our public water supply will remain readily available and of the highest quality possible well into the future.

Article #12-2018 - \$470,000 for SCADA/Security System Upgrade:

As we have progressed into the 21st century we have witnessed an advance in our technology. We know that a high-quality sustainable water supply requires constant extraction, treatment and monitoring. Our work on the SCADA/Security system has been ongoing and lengthy. It is now almost completed and is expected to be fully operational by the Fall of 2019. Technological advances depend on monitoring, upgrades and advanced fine tuning to be seamlessly functional. The upgraded SCADA System includes computers, cameras, software and fiber communication cables that will assist staff with the highest quality monitoring system available to us. The Water Department staff is continuously learning and working on our new systems so that our supplies remain secured, safe and sustainable.

In additions to these projects, the department has implemented the following projects that were started in prior fiscal years:

Job Descriptions/Evaluations/Licenses & Certifications:

Job descriptions, requirements and evaluation tools for our Superintendent, Office Manager and System Operators were completed and adopted at the February 2018 board meeting. We recently revised our description for the District's Assistant Superintendent and have posted this position. Once filled, the Department will be prepared with a solid foundation able to withstand unforeseen changes in supervisory personnel without any interruption that could affect the predictability and quality of our water supplies.

Water Quality/Chemical Safety Upgrade:

This program utilizes state of the science technology to help us meet and exceed State and Federal water quality standards. As with all changes to complex systems there has been a steep learning curve for the Department staff related to the treatment and monitoring of our water supplies. It is imperative that our residents have confidence in their water supplies and this new system helps us ensure that their water is of the highest quality possible. We anticipate having to continuously add more layers to our monitoring and treatment systems and our staff remains committed to any and all challenges this requisite presents. Currently, this specific project is completed and staff are working to implement the system so that all users continue to receive high quality water. As we move into the future we anticipate having to expand upon and add to our water quality treatment systems.

It is with great sadness that the Commissioners and Superintendent acknowledge the passing of Brian Hoover, a Senior Operator with the department for 29 years. Brian passed away peacefully on December 31st, leaving behind his wife Carolanne and children Ethan and Emily.

The commissioners would also like to acknowledge the hard work and dedication of our Water Department Staff, who are on call 24/7, to ensure the effective and efficient delivery of high-quality drinking water and exceptional service to the residents of the Cotuit Fire District. Our mission is not only to provide quality drinking water for today's use, but to plan for the future needs of the village. We are constantly assessing our infrastructure, our well-fields and our facilities to ensure that we can continue to meet the water needs of the village. It has been our pleasure to serve you over the past fiscal year.

Respectfully submitted,

Tom Hoppensteadt, Chairman
Donald Campbell, Commissioner
Mark Robinson, Commissioner

Prudential Committee Report

1 July 2017 to 30 JUNE 2018

The year commenced with a special district meeting for the purpose of changing the funding from borrow to appropriate for five articles voted at the annual meeting.

In August the District appeared in front the of the Town of Barnstable Historical Commission with an application to demolish the 56 High Street building. Neighbors of the property expressed an interest in moving the building onto their land. The Commission instituted an eighteen-month delay for the demolition. A move of the building was determined not be possible. The building is secured with an alarm system and the oil tank removed.

The district has contracted with the architectural firm of Brown, Lindquist, Fenuccio and Raber to do the Space Needs Study. Initial meetings with the architects were held to review the Fire Station and 56 High Street.

Freedom Hall continues to be used weekly for meetings, various private functions, the library book sale, tango and contra dancing, classes for the Mosquito Yacht Club and the Boy Scouts. We were able to install a projector and screen thanks to a District gift fund. Despite use of a dehumidifier mold was found in basement again. The mold was treated, a fan was installed to keep the air circulating and the mold has not reoccurred. The radio transmitter for the smoke detectors was replaced. As a thank you for the use of the parking lot during the construction of their house the LaPoints installed the parking posts. I would like to also thank Mr. Joseph Cerretani for his continued maintenance of the Freedom Hall lawn. Rental of the hall generated \$4,448 in FYI 18.

In April Mrs. Toni Sheehan retired from the treasurer's office. Our new Assistant Treasurer is Lisa Haven.

I would also like to thank Mr. Stanley Goldstein for service on the Prudential Committee and welcome new Prudential Committee member Silvo Genao to the committee. His municipal experience will be a great asset to the committee.

Respectfully,

Lisa Mycock Kelly

Silvio Genao

Frances S. Parks

FY 2018 Report of the District Treasurer

The Fiscal Year 2018 books are closed, and all of the requisite financial statements and reports have been filed with the appropriate authorities including the Department of Revenue. Audit Reports for Fiscal Year 2018 as well as preceding years are available for your review at the Fire Station or on the District's website.

In Fiscal Year 2018 the District retired \$166,000 of State Notes, renewed a Note for \$180,000 and issued a new Note for \$500,000. The new note is to fund the Water System Chemical Upgrades. Debt Service, including principal and interest, was \$ 421,132 for both long term and short term debt which is down from the \$534,809 debt service of the previous year. As of June 30, 2018 total debt was \$3,827,368 up \$181,368 from the prior year end.

The tax rate for the Fiscal Year 2018 was set in a timely manner and the district's tax bills were issued on time. We wish to thank, Edward F. O'Neil, the Town of Barnstable Director of Assessing for his professional efforts during the process. In addition, we want to thank Maureen Niemi, the Town Collector, for the collection of taxes, and Debra Blanchette, Town Treasurer, for her efforts on behalf of the District. Finally we want to thank Lisa Haven, Assistant Treasurer for her excellent work on behalf of the District.

Included with this annual narrative are several FY 2018 year-end financial statements. We have provided you with a limited amount of financial information that is similar to that which has been provided in prior annual reports.

We thank you for this opportunity to be of service and we look forward to the next fiscal year. We are always available to provide information as requested.

Respectively submitted

Ray Pirrone, Treasurer
Cotuit Fire District

COTUIT FIRE DISTRICT
Comparison of Budget to Actual Revenues and Other Sources of Funds
Fiscal Year ending June 30, 2018

District Revenue Category/Type	2018 Revenue And Sources Budget	2018 Actual Revenue And Sources	Variance Actual Over/(Under) General Fund Budget	Variance Actual Over/(Under) Other Fund Budgets
Property Taxes				
Personal Property Taxes	37,912	34,459	(3,453)	
Real Estate Taxes	3,148,842	3,106,720	(42,122)	
Interest on Taxes	11,500	21,013	9,513	
Tax Leins Redeemed		15,502	15,502	
Water Department				
Rates & Services	530,000	428,207	(101,793)	
Penalties		3,903	3,903	
Antenna Fees	63,500	118,789	55,289	
Fees Water		10,025	10,025	
Liens, Water		4,383	4,383	
Other Department Revenue		15,753	15,753	
Fire Department				
Ambulance Fees	165,000	212,258	47,258	
Permits and Inspections	3,500	3,805	305	
Other Department Revenue		2,236	2,236	
Other District Revenue				
Rental Income	1,500	4,455	2,955	
Intergovernmental				
Bond Proceeds				-
Grants		76,008		76,008
Interest on Investments	2,500	10,921	8,421	
Insurance Recovery			-	
Miscellaneous		3,835	3,835	
Transfer from Stabilization Fund to GF	-			
Transfer from GF to Stabilization Fund	25,000	25,000		
Interest on Investments - Stabilization Fund		1,685		1,685
Gifts		350		350
Transfet From GF To OPEB Trust Fund	149,600	149,600		
investmetn Earnings OPEB Trust Fund		61,247		61,247
Total Revenue	\$ 4,138,854	\$ 4,310,153	\$ 32,010	\$ 139,290

Memo:

General Fund	\$ 3,920,256
Stabilization Fund	27,035
Capital Fund	152,016
OPEB Trust	210,847
Total Revenues and Financing Sources	\$ 4,310,153

COTUIT FIRE DISTRICT
STATEMENT OF NET FUNDED AND FIXED DEBT
Fiscal Year ending June 30, 2018

LONG-TERM DEBT

Lovell's Road Storage Tank

Balance July 1, 2017	\$	1,300,000
less: Principal Payment		100,000
Balance June 30, 2018	\$	1,200,000

USDA Loan

Balance June 30, 2017		2,000,000
less: Principal Payment		52,632
Balance June 30, 2018		1,947,368

Long term interest Paid in FY2017	\$	98,000.00
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Total FY2017 Long Term Debt Service Payments	\$	250,632.00
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SHORT-TERM DEBT (Bond Anticipation Notes)

Water Pumpstation Roads (\$275,000 Authorized 5/24/11- Issued FY2013)

Balance July 1, 2017	\$	70,000
less Pay Down in 2018		70,000
Balance June 30, 2018	\$	-

Water Mains Main Street (\$200,000 Authorized 5/29/13 - Issued FY2014)

Balance July 1, 2017	\$	96,000
less Pay Down in 2018		96,000
Balance June 30, 2018	\$	-

Purchase Water Restriction (\$235,000 Authorized 5/28/14 - Issued FY2016)

Balance July 1, 2017	\$	180,000
less Pay Down in 2018		180,000
plus Issue in 2018		180,000
Balance June 30, 2017	\$	180,000

Water System Chemical upgrade

Issued in 2018	\$	500,000
Balance June 30, 2018	\$	500,000

Short Term Interest paid in FY 2018	\$	4,500
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TOTAL FY 17 SHORT TERM DEBT BEGINNING BALANCE	\$	346,000
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TOTAL FY 17 SHORT TERM DEBT RETIRED		346,000
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TOTAL FY 17 SHORT TERM DEBT ISSUED		680,000
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TOTAL FY 17 SHORT TERM DEBT ENDING BALANCE	\$	680,000
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Debt Summary at June 30,2017

Long Term Debt Outstanding	\$	3,147,368
Short Term Debt Outstanding		680,000
Total Debt Outstanding at June 30,2017	\$	3,827,368

Cotuit Fire District
 Combined Balance Sheet
 All Funds and Account Groups
 June 30, 2018

	Governmental Fund Types		Fiduciary Fund Type		Account Group		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Trust and Agency	General Long Term Debt		
Cash and Investments	\$1,086,256.85	\$122,350.85	\$ 704,770.31	\$ 618,389.84	-	-	\$2,531,767.85
Receivables:							
Personal Property Taxes	835.60	-	-	-	-	-	835.60
Real Estate Taxes	99,592.46	-	-	-	-	-	99,592.46
Tax Liens	50,371.48	-	-	-	-	-	50,371.48
Departmental and Other	85,660.36	-	-	-	-	-	85,660.36
Intergovernmental	42,698.20	-	-	-	-	-	42,698.20
Due from Other Funds	-	-	-	-	-	-	-
Prepaid Expenses	43,886.59	-	-	-	-	-	43,886.59
Loans Authorized	-	-	-	-	-	-	-
Amounts to be Provided	-	-	-	-	1,405,000.00	-	1,405,000.00
Total Assets	\$1,409,301.54	\$ 122,350.85	\$ 704,770.31	\$ 618,389.84	\$ 1,405,000.00	\$ 1,405,000.00	\$ 4,259,812.54

LIABILITIES AND FUND BALANCES:

Liabilities:							
Warrants and Accounts Payable	\$ 78,949.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,949.75
Accrued Payroll and Withholdings	-	-	-	-	-	-	-
Allowance for Abatements	100,428.06	-	-	-	-	-	100,428.06
Due to Other Funds	-	-	-	-	-	-	-
Deferred Revenue:							
Property Taxes	-	-	-	-	-	-	-
Tax Liens	50,371.48	-	-	-	-	-	50,371.48
Other	128,358.56	-	-	-	-	-	128,358.56
Other Liabilities	24,622.22	-	-	-	-	-	24,622.22
Loans Authorized & Unissued	-	-	-	-	-	-	-
Notes Payable	-	-	680,000.00	-	-	-	680,000.00
Bonds Payable	-	-	-	-	1,405,000.00	-	1,405,000.00
Total Liabilities	382,730.07	-	680,000.00	-	1,405,000.00	-	2,467,730.07
Retained Earnings & Fund Balances:							
Reserved for Encumbrances	35,494.38	-	-	-	-	-	35,494.38
Reserved for Expenditures	356,050.00	-	-	-	-	-	356,050.00
Designated for Future Years Expenditures	89,376.51	-	24,770.31	618,389.84	-	-	732,536.66
Designated for Petty Cash	200.00	-	-	-	-	-	200.00
Designated for Deficits	-	-	-	-	-	-	-
Undesignated	545,450.58	122,350.85	-	-	-	-	667,801.43
Total Fund Balances	1,026,571.47	122,350.85	24,770.31	618,389.84	-	-	1,792,082.47
Total Liabilities and Fund Balances	\$ 1,409,301.54	\$ 122,350.85	\$ 704,770.31	\$ 618,389.84	\$ 1,405,000.00	\$ 1,405,000.00	\$ 4,259,812.54

Cotuit Fire District
Combined Appropriations and Expenditures
For the Fiscal Year 2018

Article FY 2018	Group / Line Item	Beginning Encumbrance	05/17 ADM FY 2018	ADM 2018	Final FY 2018	Paid 2018 Incl Warrnt Pay	Adjustments	Expended 2018	Encumb 2018	Cont Approp	Total 2018	2018 Turnback
Finance Department												
4	Salary & Wages Elected Officials	-	12,500.00	-	12,500.00	11,208.32	-	11,208.32	104.17	-	11,312.49	1,187.51
4	Salary & Wages Asst Treas	-	59,570.00	21,000.00	80,570.00	80,070.86	-	80,070.86	-	-	80,070.86	499.14
4	Salary & Wages Clerk	-	2,800.00	-	2,800.00	2,800.00	-	2,800.00	-	-	2,800.00	-
	Total Payroll	-	74,870.00	21,000.00	95,870.00	94,079.18	-	94,079.18	104.17	-	94,183.35	1,686.65
4	Telephone	-	850.00	-	850.00	1,533.40	-	1,533.40	-	-	1,533.40	(683.40)
4	Payroll Service	-	11,200.00	-	11,200.00	11,657.05	-	11,657.05	-	-	11,657.05	(457.05)
4	Legal Services	-	6,000.00	-	6,000.00	1,005.25	-	1,005.25	325.00	-	1,330.25	4,669.75
4	Audit Services	-	13,700.00	-	13,700.00	12,550.00	-	12,550.00	-	-	12,550.00	1,150.00
4	Treasury Services	-	9,600.00	-	9,600.00	15,300.00	-	15,300.00	-	-	15,300.00	(5,700.00)
4	Stenographer Services	-	-	-	-	-	-	-	-	-	-	-
4	Bonded Debt Costs	-	2,000.00	-	2,000.00	2,839.38	-	2,839.38	-	-	2,839.38	(839.38)
4	Website	-	600.00	-	600.00	-	-	-	-	-	-	600.00
4	Bank Fees	-	50.00	-	50.00	-	-	-	-	-	-	50.00
4	Legal Advertisement	-	1,750.00	-	1,750.00	3,193.59	-	3,193.59	-	-	3,193.59	(1,443.59)
4	Postage	-	750.00	-	750.00	664.90	-	664.90	-	-	664.90	85.10
4	Office Supplies	-	1,750.00	-	1,750.00	981.65	-	981.65	-	-	981.65	768.35
4	Computer/Copy Expense	-	5,500.00	-	5,500.00	10,021.09	-	10,021.09	-	-	10,021.09	(4,521.09)
4	Dues & Memberships	-	150.00	-	150.00	596.00	-	596.00	-	-	596.00	(446.00)
4	Insurance - Building/Liability	-	102,000.00	-	102,000.00	93,495.00	-	93,495.00	-	-	93,495.00	8,505.00
4	Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-
4	Insurance - Workers Comp	-	45,000.00	-	45,000.00	39,280.00	-	39,280.00	-	-	39,280.00	5,720.00
4	Unemployment Insurance	-	1,000.00	-	1,000.00	992.00	-	992.00	-	-	992.00	8.00
4	Payroll Taxes	-	40,000.00	-	40,000.00	30,072.83	-	30,072.83	-	-	30,072.83	9,927.17
4	Employee Assistance Program	-	3,950.00	-	3,950.00	3,950.00	-	3,950.00	-	-	3,950.00	-
4	Assessing / Tax Collection	-	6,800.00	-	6,800.00	6,808.00	-	6,808.00	-	-	6,808.00	(8.00)
4	Annual Report	-	1,100.00	-	1,100.00	481.13	-	481.13	200.00	-	681.13	418.87
4	Election Ballot Cost	-	-	-	-	343.00	-	343.00	-	-	343.00	(343.00)
4	Election Cost	-	750.00	-	750.00	392.50	-	392.50	-	-	392.50	357.50
4	Employee Bonds	-	-	-	-	-	-	-	-	-	-	-
4	Miscellaneous Expense	-	-	-	-	1,795.23	4,928.00	6,723.23	-	-	6,723.23	(6,723.23)
4	Prior Year Encumbrance	32.50	-	-	32.50	32.50	-	32.50	-	-	32.50	-
	Total Other Expenses	32.50	254,500.00	-	254,532.50	237,984.50	4,928.00	242,912.50	525.00	-	243,437.50	11,095.00
3	Reserve Fund	-	30,000.00	(22,000.00)	8,000.00	-	-	-	-	-	-	8,000.00
	Total Finance Department/General Government	32.50	359,370.00	(1,000.00)	358,402.50	332,063.68	4,928.00	336,991.68	629.17	-	337,620.85	20,781.65
Fire Department												
5	Salary & Wages - Chief	-	114,377.00	-	114,377.00	142,367.64	-	142,367.64	-	-	142,367.64	(27,990.64)
5	Salary & Wages - Perm Full Time	-	766,112.00	-	766,112.00	849,105.79	-	849,105.79	-	-	849,105.79	(82,993.79)
5	Salary & Wages - Admin Assist	-	16,000.00	-	16,000.00	42,896.32	-	42,896.32	-	-	42,896.32	(26,896.32)
5	Salary & Wages - Incident Perm	-	70,903.38	-	70,903.38	81,628.09	-	81,628.09	-	-	81,628.09	(10,724.71)
5	Salary & Wages - Training FT	-	57,097.95	-	57,097.95	72,306.78	-	72,306.78	-	-	72,306.78	(15,208.83)
5	Salary & Wages - Vacation Coverage	-	155,154.53	-	155,154.53	91,597.01	-	91,597.01	-	-	91,597.01	63,557.52
5	Salary & Wages - Sick Coverage	-	111,571.79	-	111,571.79	64,334.86	-	64,334.86	-	-	64,334.86	47,236.93
5	Salary & Wages - Personal Coverage	-	21,624.32	-	21,624.32	20,752.66	-	20,752.66	-	-	20,752.66	871.66

Cotuit Fire District
Combined Appropriations and Expenditures
For the Fiscal Year 2018

5	Salary & Wages - Holiday Pay	-	42,167.43	42,167.43	42,735.74	-	42,735.74	-	42,735.74	(568.31)
5	Salary & Wages - Full Time Injury	-	42,624.32	42,624.32	-	-	-	-	-	42,624.32
5	Salary & Wages - Other Union	-	4,324.86	4,324.86	1,831.28	-	1,831.28	-	1,831.28	2,493.58
5	Salary & Wages - Emerg Labor	-	27,030.41	27,030.41	-	-	-	-	-	27,030.41
5	Salary & Wages - Longevity Pay	-	11,000.00	11,000.00	8,550.00	-	8,550.00	-	8,550.00	2,450.00
5	Salary & Wages - Call FF Staffing	-	16,000.00	16,000.00	234.24	-	234.24	-	234.24	15,765.76
5	Salary & Wages - Incident CF	-	25,000.00	25,000.00	2,108.16	-	2,108.16	-	2,108.16	22,891.84
5	Salary & Wages - Call Training	-	15,000.00	15,000.00	39.04	-	39.04	-	39.04	14,960.96
5	Salary & Wages - Other FT	-	46,000.00	46,000.00	83,027.12	-	83,027.12	-	83,027.12	(37,027.12)
	Total Payroll	-	1,541,987.99	1,541,987.99	1,503,514.73	-	1,503,514.73	-	1,503,514.73	38,473.26
5	Electricity	-	14,000.00	14,000.00	9,462.63	-	9,462.63	-	9,462.63	4,537.37
5	Heating	-	6,550.00	6,550.00	5,759.39	-	5,759.39	-	5,759.39	790.61
5	Gasoline/Diesel	-	12,000.00	12,000.00	10,064.08	-	10,064.08	-	10,064.08	1,935.92
5	Training - FT	-	12,000.00	12,000.00	16,311.33	-	16,311.33	-	16,311.33	(4,311.33)
5	Training - Call	-	4,000.00	4,000.00	-	-	-	-	-	4,000.00
5	Repairs/Maint - Buildings	-	16,500.00	16,500.00	16,492.57	-	16,492.57	-	16,492.57	7.43
5	Repairs/Maint - Grounds	-	3,500.00	3,500.00	3,313.89	-	3,313.89	-	3,313.89	186.11
5	Repairs/Maint - Vehicles	-	26,000.00	26,000.00	14,981.70	-	14,981.70	-	14,981.70	11,018.30
5	Repairs/Maint - Radio Equip	-	4,000.00	4,000.00	11,146.78	-	11,146.78	-	11,146.78	(7,146.78)
5	Maint - Protective Clothing	-	14,000.00	14,000.00	10,962.77	-	10,962.77	-	10,962.77	3,037.23
5	Maint - Uniforms FT	-	12,000.00	12,000.00	7,679.48	183.75	7,863.23	-	7,863.23	4,136.77
5	Maint - Uniforms Call	-	4,000.00	4,000.00	395.70	-	395.70	-	395.70	3,604.30
5	Repairs/Maint - Office Equip	-	3,000.00	3,000.00	2,694.00	-	2,694.00	-	2,694.00	306.00
5	Repairs/Maint - Other	-	500.00	500.00	-	-	-	-	-	500.00
5	Telephone	-	3,500.00	3,500.00	3,045.82	-	3,045.82	-	3,045.82	454.18
5	911 Dispatch	-	37,500.00	37,500.00	40,249.97	-	40,249.97	-	40,249.97	(2,749.97)
5	Telephone Lines - Other	-	4,500.00	4,500.00	2,114.80	-	2,114.80	-	2,114.80	2,385.20
5	Internet	-	1,800.00	1,800.00	1,837.20	-	1,837.20	-	1,837.20	(37.20)
5	Legal Services	-	15,000.00	15,000.00	22,004.70	-	22,004.70	-	22,004.70	(7,004.70)
5	Professional Services	-	8,000.00	8,000.00	3,096.25	-	3,096.25	-	3,096.25	4,903.75
5	Ambulance Billing Services	-	12,000.00	12,000.00	10,496.17	-	10,496.17	-	10,496.17	1,503.83
5	CMED Fees	-	4,000.00	4,000.00	1,839.15	-	1,839.15	-	1,839.15	2,160.85
5	Physicals/PA Tests	-	3,400.00	3,400.00	300.00	-	300.00	-	300.00	3,100.00
5	Administrative Expense	-	18,000.00	18,000.00	12,368.84	-	12,368.84	-	12,368.84	5,631.16
5	Office Supplies	-	3,500.00	3,500.00	862.53	-	862.53	-	862.53	2,637.47
5	Fire/Rescue Equipment	-	10,000.00	10,000.00	7,608.31	626.06	8,234.37	-	8,234.37	1,765.63
5	Building Supplies	-	8,000.00	8,000.00	7,562.67	-	7,562.67	-	7,562.67	361.80
5	Ambulance Supplies	-	38,500.00	38,500.00	47,895.95	-	47,895.95	-	47,895.95	(9,783.33)
5	Dues & Memberships	-	2,500.00	2,500.00	1,555.45	-	1,555.45	-	1,555.45	944.55
5	Training & Education	-	10,000.00	10,000.00	8,178.00	-	8,178.00	-	8,178.00	1,822.00
5	Fire Prevention Education	-	1,200.00	1,200.00	121.80	-	121.80	-	121.80	1,078.20
5	Information Technologies	-	6,000.00	6,000.00	13,276.17	-	13,276.17	-	13,276.17	(7,276.17)
5	Miscellaneous Expense	-	1,000.00	1,000.00	-	-	-	-	-	1,000.00
	Total Other Expenses	-	320,450.00	320,450.00	293,678.10	1,272.72	293,678.10	-	294,950.82	25,499.18
FY 2017	Prior Year Encumbrances	28,417.13	-	28,417.13	28,081.48	-	28,081.48	-	28,081.48	335.65
ADM17-06	Rehab Engine #263	50,000.00	-	50,000.00	-	-	-	50,000.00	50,000.00	-
ADM16-07	HVAC	8,550.00	-	8,550.00	-	-	-	-	-	-
	Total Fire Department/Public Safety	86,967.13	1,862,437.99	1,949,405.12	1,825,274.31	1,272.72	1,825,274.31	50,000.00	1,876,547.03	72,858.09
	Water Department									
7	Salary & Wages Superintendent	-	93,215.00	93,215.00	93,214.68	-	93,214.68	-	93,214.68	0.32
7	Salary & Wages Operators	-	150,966.00	150,966.00	150,654.40	-	150,654.40	-	150,654.40	311.60

Cotuit Fire District
Combined Appropriations and Expenditures
For the Fiscal Year 2018

7	Salary & Wages Office Manager	-	47,380.00	-	47,380.00	47,378.42	-	-	47,378.42	-	47,378.42	1.58
7	Salary & Wages Overtime	-	23,381.00	1,000.00	24,381.00	22,336.04	-	-	22,336.04	-	22,336.04	2,044.96
	Total Payroll	-	314,942.00	1,000.00	315,942.00	313,583.54	-	-	313,583.54	-	313,583.54	2,358.46
7	Electricity	-	71,000.00	-	71,000.00	72,284.01	(375.00)	-	71,909.01	-	71,909.01	(909.01)
7	Heating	-	2,500.00	-	2,500.00	2,402.28	-	-	2,402.28	-	2,402.28	97.72
7	Gasoline/Diesel	-	9,500.00	-	9,500.00	5,954.33	-	1,400.91	7,355.24	-	7,355.24	2,144.76
7	Chemicals	-	24,000.00	-	24,000.00	23,959.47	-	-	23,959.47	-	23,959.47	40.53
7	Repairs/Maint - Mains	-	13,500.00	-	13,500.00	16,480.68	-	1,750.00	18,230.68	-	18,230.68	(4,730.68)
7	Repairs/Maint - Stations	-	44,000.00	-	44,000.00	51,650.05	(21,448.38)	-	30,432.67	-	30,432.67	13,567.33
7	Repairs/Maint - Buildings	-	5,000.00	-	5,000.00	2,853.98	-	-	2,853.98	-	2,853.98	2,146.02
7	Repairs/Maint - Testing	-	8,500.00	-	8,500.00	5,078.48	-	-	5,078.48	-	5,078.48	3,421.52
7	Repairs/Maint - Grounds	-	4,000.00	-	4,000.00	3,924.40	-	738.00	4,662.40	-	4,662.40	(662.40)
7	Repairs/Maint - Vehicles	-	3,000.00	-	3,000.00	4,326.16	-	-	4,326.16	-	4,326.16	(1,326.16)
7	Uniforms	-	2,000.00	-	2,000.00	1,984.45	-	-	1,984.45	-	1,984.45	15.55
7	Meter Replacement	-	10,000.00	-	10,000.00	5,990.00	-	-	5,990.00	-	5,990.00	4,010.00
7	Telephone	-	3,200.00	-	3,200.00	3,357.82	-	-	3,357.82	-	3,357.82	(157.82)
7	Consumption Assessment	-	1,950.00	-	1,950.00	2,096.65	-	-	2,096.65	-	2,096.65	(146.65)
7	Legal	-	-	-	-	-	-	-	-	-	-	-
7	Engineering	-	50,000.00	-	50,000.00	30,065.07	(6,028.00)	23,950.00	24,037.07	-	47,987.07	2,012.93
7	Legal Advertisement	-	5,000.00	-	5,000.00	1,393.14	-	-	1,393.14	-	1,393.14	3,606.86
7	Postage	-	3,600.00	-	3,600.00	2,662.52	-	-	2,662.52	-	2,662.52	937.48
7	Printing	-	4,000.00	-	4,000.00	3,517.80	-	-	3,517.80	-	3,517.80	482.20
7	Office Supplies	-	800.00	-	800.00	607.22	-	-	607.22	-	607.22	192.78
7	Computer/Copy Expense	-	4,800.00	-	4,800.00	1,616.58	-	2,975.00	1,616.58	-	4,591.58	208.42
7	Building Supplies	-	500.00	-	500.00	623.85	-	-	623.85	-	623.85	(123.85)
7	Tools/Hardware	-	1,500.00	-	1,500.00	1,516.25	-	-	1,516.25	-	1,516.25	(16.25)
7	Dues & Licenses	-	2,650.00	-	2,650.00	2,395.00	-	-	2,395.00	-	2,395.00	255.00
7	Training & Education	-	4,000.00	-	4,000.00	4,352.60	-	-	4,352.60	-	4,352.60	(352.60)
7	Miscellaneous Expense - Conservation	-	1,500.00	-	1,500.00	-	-	1,175.00	1,175.00	-	1,175.00	325.00
7	Service Connections	-	26,000.00	-	26,000.00	25,527.66	-	-	25,527.66	-	25,527.66	472.34
	USDA Maintenance	-	-	-	-	-	-	-	-	-	-	-
	Total Other Expenses	-	306,500.00	-	306,500.00	276,620.45	(27,851.38)	32,219.91	248,769.07	-	280,988.98	25,511.02
	Prior Year Encumbrances	7,543.70	-	-	7,543.70	7,593.70	-	-	7,593.70	-	7,593.70	(50.00)
	Water Rate Study	25,000.00	-	-	25,000.00	18,000.00	-	7,000.00	18,000.00	-	25,000.00	-
	Pump/Well Treatment 2013-18	30,000.00	-	-	30,000.00	-	-	-	-	-	-	30,000.00
	Pump/Well Treatment 2014-9	30,000.00	-	-	30,000.00	-	-	30,000.00	-	-	30,000.00	-
	Water Main Extension	2,653.99	-	-	2,653.99	-	-	-	-	-	-	2,653.99
	Total Water Department	95,197.69	621,442.00	1,000.00	717,639.69	615,797.69	(27,851.38)	32,219.91	587,946.31	37,000.00	657,166.22	60,473.47
	Public Buildings											
11	Salary & Wages	-	4,700.00	-	4,700.00	4,614.76	-	-	4,614.76	-	4,614.76	85.24
	Total Payroll	-	4,700.00	-	4,700.00	4,614.76	-	-	4,614.76	-	4,614.76	85.24
11	Electricity	-	1,200.00	-	1,200.00	1,005.79	-	-	1,005.79	-	1,005.79	194.21
11	Water	-	400.00	-	400.00	79.35	-	-	79.35	-	79.35	320.65
11	Heat - Oil/Gas	-	2,400.00	-	2,400.00	2,684.72	-	-	2,684.72	-	2,684.72	(284.72)
11	Repairs/Maint - Buildings	-	5,000.00	-	5,000.00	14,478.21	(6,894.59)	-	7,583.62	-	7,583.62	(2,583.62)
11	Repairs/Maint - Grounds	-	6,000.00	-	6,000.00	3,211.00	-	-	3,211.00	-	3,211.00	2,789.00
11	Repairs/Maint - Boiler	-	850.00	-	850.00	52.78	-	-	52.78	-	52.78	797.22
11	Telephone	-	660.00	-	660.00	505.51	-	-	505.51	-	505.51	154.49
11	Alarm Service	-	350.00	-	350.00	551.00	-	-	551.00	-	551.00	(201.00)
11	Building Supplies	-	200.00	-	200.00	596.00	-	-	596.00	-	596.00	(396.00)

Cotuit Fire District
Combined Appropriations and Expenditures
For the Fiscal Year 2018

11	Custodial Supplies	-	300.00	-	229.94	-	229.94	-	-	229.94	70.06
11	Miscellaneous Expense	-	100.00	-	30.93	-	30.93	-	-	30.93	69.07
	Total Other Expenses	-	17,460.00	-	23,425.23	(6,894.59)	16,530.64	-	-	16,530.64	929.36
FY 2017	Prior Year Encumbrance	296.14	-	-	296.13	-	296.13	-	-	296.13	0.01
ADM16-12	Paint & Repairs	2,721.51	-	-	345.00	-	345.00	-	2,376.51	2,721.51	-
	Total Public Buildings	3,017.65	22,160.00	-	25,177.65	(6,894.59)	21,786.53	-	2,376.51	24,163.04	1,014.61
13	Street Lights - Electricity	-	7,800.00	-	5,840.11	-	5,840.11	258.29	-	6,098.40	1,701.60
13	Street Lights - Maintenance	-	2,600.00	-	1,160.28	-	1,160.28	1,114.29	-	2,274.57	325.43
13	Street Lights - Insurance	-	-	-	-	-	-	-	-	-	-
FY 2017	Prior Year Encumbrance	948.76	-	-	948.76	-	948.76	-	-	948.76	-
	Total Street Lights	948.76	10,400.00	-	11,348.76	-	7,949.15	1,372.58	-	9,321.73	2,027.03
	Total Public Works	99,164.10	654,002.00	1,000.00	754,166.10	(34,745.97)	617,681.99	33,592.49	39,376.51	690,650.99	63,515.11
14	Public Library	-	20,225.00	-	20,225.00	-	20,225.00	-	-	20,225.00	-
	Debt Service	-	152,632.00	-	152,632.00	-	152,632.00	-	-	152,632.00	-
15	Long Term Principal	-	98,000.00	-	98,000.00	-	98,000.00	-	-	98,000.00	-
15	Long Term Interest	-	166,000.00	-	346,000.00	(180,000.00)	166,000.00	-	-	166,000.00	-
15	Short Term Principal	-	4,550.00	-	4,485.51	-	4,485.51	-	-	4,485.51	64.49
15	Short Term Interest	-	-	-	-	-	-	-	-	-	-
	Total Debt Service	-	421,182.00	-	421,117.51	(180,000.00)	421,117.51	-	-	421,117.51	64.49
	Employee Benefits/Insurance	-	460,000.00	-	348,064.35	-	348,064.35	-	-	348,064.35	111,935.65
16	Insurance - Health	-	825.00	-	591.19	-	591.19	-	-	591.19	233.81
16	Insurance - Life	-	20,000.00	-	19,314.00	-	19,314.00	-	-	19,314.00	686.00
16	Insurance - Dental	-	278,935.00	-	279,692.52	-	279,692.52	-	-	279,692.52	(757.52)
16	Retirement Assessment	-	-	-	-	-	-	-	-	-	-
	Total Employee Benefits/Insurance	-	759,760.00	-	647,662.06	-	647,662.06	-	-	647,662.06	112,097.94
	Other Financing Uses	-	25,000.00	-	25,000.00	-	25,000.00	-	-	25,000.00	-
17	Trans To Stabilization Fund	-	299,200.00	-	149,000.00	-	149,000.00	-	-	149,000.00	-
16	Trans To OPEB Fund	-	324,200.00	-	174,000.00	-	174,000.00	-	-	174,000.00	-
	Total Other Financing Uses	-	4,401,176.99	-	4,252,770.52	(209,817.97)	4,043,552.55	35,494.38	89,376.51	4,168,423.44	269,317.28
	Total FY 2018 General Fund Appropriations:	186,163.73	4,401,176.99	-	4,587,340.72	(209,817.97)	4,043,552.55	35,494.38	89,376.51	4,168,423.44	269,317.28
	FY 2018 GF Totals	186,163.73	4,401,176.99	-	4,587,340.72	(209,817.97)	4,043,552.55	35,494.38	89,376.51	4,168,423.44	269,317.28
	Special Revenue Fund (Stabilization)	-	-	-	-	-	-	-	-	-	-
	Other	-	-	-	3,688.66	-	3,688.66	-	-	3,688.66	-
	Fire Department	-	-	-	1,833.39	-	1,833.39	-	-	1,833.39	-
	Freedom Hall	-	-	-	1,372.54	-	1,372.54	-	-	1,372.54	-
	FY 2018 SRF Totals	-	-	-	6,894.59	-	6,894.59	-	-	6,894.59	-
	Capital Articles (Debt)	-	500,000.00	-	254,982.87	(43,423.66)	260,006.15	-	239,993.85	500,000.00	-
2018-x	Chemical Upgrades	-	25,000.00	-	160.48	-	160.48	-	24,839.52	25,000.00	-
2018-x	Space Review	-	25,000.00	-	400.00	-	400.00	-	24,600.00	25,000.00	-
2017-x	Demo Building	-	25,000.00	-	400.00	-	400.00	-	24,600.00	25,000.00	-

	Cotuit Fire District									
	Combined Appropriations and Expenditures									
	For the Fiscal Year 2018									
2018-x										
2012-19	Replace FD Septic System	55,000.00	-	55,000.00	46,465.00	-	46,465.00	-	8,535.00	55,000.00
2010-10	Roads	(70,000.00)	-	(70,000.00)	-	-	-	-	-	70,000.00
2010-10	Generator	33,961.50	-	33,961.50	-	-	-	-	-	-
2010-10	Mains	(96,000.00)	-	(50,638.00)	-	-	-	-	-	96,000.00
2012-20	Water Security System									
2015-19	Water Security System	170,915.29		125,553.29	52,922.65	56,998.79	61,474.50	7,080.40		68,554.90
USDA Grant	Water Security System				1004.72		1,004.72			1,004.72
	FY 2018 CPF Totals	38,876.79	605,000.00	643,876.79	355,935.72	13,575.13	369,510.85	305,048.77	840,559.62	89,955.17
TOTAL		225,040.52	5,006,176.99	5,231,217.51	4,608,706.24	(189,348.25)	4,419,957.99	35,494.38	5,015,877.65	359,272.45

COTUIT FIRE DISTRICT
FY 2018 GROSS WAGES AND BENEFITS DISTRIBUTED

DEPARTMENT/NAME	POSITION	BASE WAGES		OTHER WAGES		TOTAL WAGES		AVE WEEKLY		COST OF BENEFITS	
		PAID		PAID		PAID		HRS		PAID	
Campbell,	Donald	\$ 312.50	\$ -	\$ -	\$ -	\$ 312.50		N/A		N/A	
Conley	Kevin	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00		N/A		N/A	
Eager	Charles	\$ 2,800.00	\$ -	\$ -	\$ -	\$ 2,800.00		N/A		N/A	
Genao	Silvio	\$ 104.16	\$ -	\$ -	\$ -	\$ 104.16		N/A		N/A	
Goldstein	Stanley	\$ 1,145.83	\$ -	\$ -	\$ -	\$ 1,145.83		N/A		N/A	
Hoppensteadt	Thomas	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00		N/A		N/A	
Malloy	Kenneth	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00		N/A		N/A	
Mastro	Victor	\$ 1,145.83	\$ -	\$ -	\$ -	\$ 1,145.83		N/A		N/A	
Mycock Kelly	Lisa	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00		N/A		N/A	
Parks	Frances	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00		N/A		N/A	
Pirrone	Ray	\$ 50,300.00	\$ -	\$ -	\$ -	\$ 50,300.00		19.3		N/A	
Pisano	Richard	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00		N/A		N/A	
Zais	Adam	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00		N/A		N/A	

TOTAL WAGES AND BENEFITS - ELECTED AND APPOINTED OFFICERS

\$ 63,558.32

FINANCE DEPARTMENT PERSONNEL

Haven	Lisa	\$ 6,543.50	\$ -	\$ -	\$ -	\$ 6,543.50		24.8		\$ -	
Niemi	Maureen	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00		N/A		N/A	
Sheehan	Antionette	\$ 17,061.84	\$ -	\$ -	\$ -	\$ 17,061.84		17.2		\$ -	

TOTAL WAGES AND BENEFITS - FINANCE DEPARTMENT PERSONNEL

\$ 24,355.34

PUBLIC BUILDINGS PERSONNEL

Hadaway	Leman	\$ 4,614.76	\$ -	\$ -	\$ -	\$ 4,614.76		3.0		N/A	
Dauley	Christine	\$ 7,688.84	\$ -	\$ -	\$ -	\$ 7,688.84		8.0		N/A	

TOTAL WAGES AND BENEFITS - PUBLIC BUILDINGS PERSONNEL

\$ 12,303.60

COTUIT FIRE DISTRICT
FY 2018 GROSS WAGES AND BENEFITS DISTRIBUTED

DEPARTMENT/NAME	POSITION	BASE WAGES		OTHER WAGES		TOTAL WAGES		AVE WEEKLY		COST OF BENEFITS		
		PAID		PAID		PAID		HRS		PAID		
FIRE DEPARTMENT PERSONNEL												
Amento	John	\$	85,059.95	\$	53,535.44	\$	138,595.39		61	\$	24,768.00	
Anderson	Erik	\$	76,994.43	\$	25,503.44	\$	102,497.87		52	\$	15,183.00	
Clark	Shane	\$	83,241.43	\$	41,953.63	\$	125,195.06		57	\$	20,277.00	
Daly	Kellen	\$	76,994.43	\$	23,038.06	\$	100,032.49		51	\$	20,484.00	
Dauley	Christina	\$	41,294.52	\$	-	\$	41,294.52		32	\$	-	
Emerson	Peter	\$	74,497.77	\$	23,004.52	\$	97,502.29		51	\$	9,926.40	
Halloran	Katherine	\$	55,073.05	\$	20,839.89	\$	75,912.94		53	\$	7,596.00	
Lyons	Brent	\$	75,744.43	\$	40,841.76	\$	116,586.19		58	\$	24,812.40	
Marczely	Harold	\$	74,494.42	\$	19,837.29	\$	94,331.71		50	\$	20,484.00	
McNamara	William	\$	83,367.09	\$	39,588.65	\$	122,955.74		56	\$	2,601.15	
McPherson	Jeremy	\$	71,295.94	\$	56,771.29	\$	128,067.23		65	\$	8,298.00	
Pouliot	Joseph	\$	76,593.54	\$	25,801.50	\$	102,395.04		52	\$	24,812.40	
Rhude	Paul	\$	130,000.00	\$	-	\$	130,000.00		40	\$	-	
Williamson	Douglas	\$	76,994.43	\$	13,413.88	\$	90,408.31		47	\$	9,522.00	
TOTAL FIRE DEPT PERSONNEL		\$	1,081,645.43	\$	384,129.35	\$	1,465,774.78			\$	188,764.35	
CALL STAFF												
Lee	Brian	\$	2,381.44	\$	-	\$	2,381.44		N/A	\$	-	
TOTAL CALL STAFF		\$	2,381.44	\$	-	\$	2,381.44			\$	-	
											\$	1,468,156.22
											\$	188,764.35
											\$	<u>1,656,920.57</u>

TOTAL WAGES - ALL FIRE PERSONNEL
TOTAL BENEFITS - ALL FIRE PERSONNEL
TOTAL WAGES AND BENEFITS - ALL FIRE PERSONNEL

**COTUIT FIRE DISTRICT
FY 2018 GROSS WAGES AND BENEFITS DISTRIBUTED**

DEPARTMENT/NAME	POSITION	BASE WAGES PAID	OTHER WAGES PAID	TOTAL WAGES PAID	AVE WEEKLY HRS	COST OF BENEFITS PAID
WATER DEPARTMENT PERSONNEL						
Dwyer	Matthew	\$ 13,574.20	\$ 7,491.89	\$ 21,066.09	42.3	7,629.30
Gallagher	James	\$ 13,574.20	\$ 6,701.66	\$ 20,275.86	41.7	7,629.30
Hoover	Brian	\$ 67,022.00	\$ 8,267.15	\$ 75,289.15	41.8	20,310.30
Nash	Jennifer	\$ 47,348.50	\$ 381.68	\$ 47,730.18	40.2	20,517.30
Wiseman	Christopher	\$ 93,155.79	-	\$ 93,155.79	40.0	33.30
		\$ 234,674.69	\$ 22,842.38	\$ 257,517.07		\$ 56,119.50
						\$ 313,636.57
				TOTAL WAGES AND BENEFITS - WATER DEPARTMENT PERSONNEL		

RETIREES	POSITION	BASE WAGES PAID	OTHER WAGES PAID	TOTAL WAGES PAID	AVE WEEKLY HRS	COST OF BENEFITS PAID
OTHER POST EMPLOYMENT BENEFITS						
Donheiser	Allan	N/A	N/A	N/A	N/A	\$ 12,600.00
Fenner	Donna	N/A	N/A	N/A	N/A	\$ 9,899.76
Fraizer	Paul	N/A	N/A	N/A	N/A	\$ 9,890.88
Hoffman	Stephen	N/A	N/A	N/A	N/A	\$ 8.88
Leavenworth	Sheri	N/A	N/A	N/A	N/A	\$ 7,352.76
Lloyd	Michael	N/A	N/A	N/A	N/A	\$ 7,335.00
Murray	Agnes	N/A	N/A	N/A	N/A	\$ 13.32
Mycock	Ronald	N/A	N/A	N/A	N/A	\$ 6,768.00
Olsen	Christopher	\$ 28,962.10	\$ -	\$ 28,962.10	N/A	\$ 9,882.00
Pierce	David	N/A	N/A	N/A	N/A	\$ 17.76
Pierce	Jane	N/A	N/A	N/A	N/A	\$ 24,768.00
Sargent	William	N/A	N/A	N/A	N/A	\$ 24,768.00
VanEtten	Michael	N/A	N/A	N/A	N/A	\$ 10,466.76
Ventura	Kenneth	N/A	N/A	N/A	N/A	\$ 3,028.50
				TOTAL OTHER POST EMPLOYMENT BENEFITS (OPEB)		\$ 126,799.62
				TOTAL COTUIT FIRE DISTRICT FY2018 COST OF WAGES AND BENEFITS		\$ 2,197,574.02

COTUIT FIRE DISTRICT
POST OFFICE BOX 1475
COTUIT, MASSACHUSETTS 02635