

## **Fire Commissioner's Meeting**

### **Draft Minutes**

**January 19, 2021**

Present: Chairman Rick Pisano, Commissioner Adam Zais, Commissioner Kevin Conley, Fire Chief Paul Rhude and Deputy Chief Pouliot

**Meeting minutes from December 22, 2020:** Motion to accept, all in favor.

**Public Comment:** No Public comment

### **Commissioner Zais – School Building subcommittee**

➤ **Notes from Commissioner Zais regarding School committee meeting**

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### **Commissioner Conley – Needs Assessment**

### **Fire Chief Report**

#### **Administration:**

- PPE supply is still good

#### **Responses:**

- 62 Responses for Decembe2020
  - 34 Medical / 1 Hazardous Condition / 17 Service Good Intent or false alarm calls
  - 1/13/2021 – there was a home heating fuel spill at 1075 Old Post Road, Cotuit
    - State DEP is estimating that the fuel spilled is >10 gallons.
    - Cotuit FD supervising the cleanup of spill
      - Spill was 15-20 ft. in diameter and up the side of the house
      - Removed about 4-5 yards of contaminated fill
  - 1/18/2021 – structure fire at 101 Trout Brook – 1 ½ story Cape
    - 30-40% fire involvement
      - No one was home
      - Attempted to rescue 2 full size dogs – unfortunately, not successful
    - Fire venting out of the rear of the structure
    - Fire was confined to major damage to the kitchen with a little bit of extension to the 2<sup>nd</sup> floor
    - Duty Crew responded with 3 on the Engine
    - Working fire assignment was requested = engine company from Centerville out of Marston's Mills station / ladder company out of Centerville / engine company from W. Barnstable / ambulance out of Mashpee / engine (for coverage) out of Sandwich
    - Fire Inspector from Barnstable Police is investigating
      - Does not appear to be suspicious at this time
- **COVID UPDATE:**
  - One member out on quarantine right now
    - The one positive from last meeting is now back at work
  - Regarding keeping the Town informed of the COVID updates:

- Town has been so busy keeping track of the positive COVID's that they're having a had time keeping up
      - The information that the Cotuit FD is getting from the town (regarding COVID cases in Cotuit) have not been as up-to-date as they could be
        - As a result – trying to figure out the best way to provide the most useful information to the community and still have it be accurate
          - What may happen is a weekly or a monthly update with the total quantity instead of daily updates with the total number of positives (if the information is not accurate)
- **VACCINE UPDATE**
  - All but one (who was away) of the Cotuit Firefighters rec'd the 1<sup>st</sup> vaccine at the beginning of January through Barnstable Health Dept with help of Hyannis/Centerville Fire.
  - Expecting 2<sup>nd</sup> vaccine shot on February 8<sup>th</sup> and February 11<sup>th</sup>
    - (Firefighter that was away will be receiving his 1<sup>st</sup> vaccine shortly)
  - Hopefully within a month, all Firefighters will be fully vaccinated
  - Informed the Barnstable Health Dept. that Cotuit Firefighters are state regulation trained to give the vaccine
    - *Chairman Pisano asked if there were any guarantees regarding the availability of the 2<sup>nd</sup> vaccine?*
      - **Chief Rhude answered that although there were no guarantees regarding the availability of the 2<sup>nd</sup> vaccine dose, the expected delivery is February 8<sup>th</sup> and February 11<sup>th</sup>.**
- **REGIONAL COVID TESTING**
  - First firefighter has participated in the 1<sup>st</sup> regional COVID testing at the Hyannis Melody tent to help assist
    - (Off-duty Firefighters going there and being reimbursed at a state level so the department will get the OT reimbursed to it and will not cost the Cotuit Fire District).

### **Technology Update:**

- Moved away from Secure Networks and are now using SharePoint
  - When Firefighters come into work, they can launch one link. It is one cloud based window where they can:
    - go in and they can either open up Patient care reports if they're on a call or records management
    - they can add their reports for incidents that they've responded to
    - open up "CrewSense" which is the scheduling module to see what their vacation schedule is or who is working which days, etc.
    - open up "Prodigy" which is the online EMS training
    - Camera link for the security system so the parking lots and apparatus bays can be seen
      - Dispatch from Centerville can see, for example:
        - Who is at the front door?
        - What trucks are in the quarters?
        - Who is in the parking lot if the station is unattended?
        - Etc.

- News link so Duty Crew can come to work and look and see what is going on and any updates.
  - Includes COVID vaccine update
- Access to all Cloud documents
- Procurement page where:
  - See all vendors that have been used
  - All invoices from past fiscal year
- Working with the Treasurer, Assistant Treasurer and Prudential Committee so everyone gets the permissions that they need in order to be able to see the documents that they need and making sure that the system is all backed up and secure.

### **Training:**

- Suspended all “live training” as of December 2020.
  - Continuing with EMS online training
    - *Chairman Pisano asked if there was any ice training done?*
      - **Chief Rhude answered that there wasn’t any ice training done due to not having vaccines yet and the positive COVID uptick**

### **Personnel:**

- All but one employee has received their first vaccine shot.
  - **Chairman Pisano stated that as of December 2020, Chief’s contract negotiations have successfully concluded for a 3-year contract that will be appended to the minutes of tonight’s meeting and it’s already been forwarded to the Prudential Committee, which they will review at their next meeting.**

### **Apparatus:**

- 266 (boat) has been out of the water
  - Engine serviced in December 2020 by a mobile marine company – also serviced the spare engines

### **Facilities:**

- New exterior and interior doors (replacing the old ones that were damaged beyond repair) will be delivered on Friday 1/22/2021 and installation will start on Monday 1/25/2021
- Security cameras are in
  - Link for online web access should be up and running on 1/20/2021

### **FACILITIES NEEDS**

- Language editing needs to be done to include medical treatment room
  - Most new fire stations have a “doctor room” that addresses different needs
    - Blood pressure
    - Vaccines
    - Evaluation prior to medical transport
- **Commissioner Conley stated that ongoing conversations have been had regarding a “hoseless system” for the garage area vs. a traditional system**
- Have not had a chance to do any more visits to any stations

## SCHOOL PROPERTY

- **Commissioner Zais reported that there was a meeting on January 6, 2021**
  - **Discussion regarding floor plans and how the building might be used**
  - **Chief invited Todd Costa into the meeting**
    - **He represents a company that has had a lot of experience in building fire stations and educated the Committee on what could be involved – NOT a proposal but more for educational purposes**
  - **Established a sub-committee**
    - **Jim Danhauser**
    - **DJ McKinnon**
    - **Mark Lynch**
      - **Begin having discussions with the town about figuring out a way to get the building and/or what to do with it**
      - *Commissioner Conley asked if the Town has responded to the letter that was sent out by the committee – over a month ago requesting to have the above conversation?*
        - **Commissioner Zais responded that if the Town responded, then they would have responded to the co-Chairs – and he has not heard of a response yet.**
      - *Commissioner Conley asked if there has been a plan put in place to reach out to someone regarding the letter and response?*
        - **Commissioner Zais responded that the sub-committee a/k/a “Negotiating Committee” has been tasked with responding and will report back at the next meeting, which is January 21, 2021.**
        - **Chief Rhude also responded and said that the sub-committee also met with Mark Boudreault, Esq., the district’s lawyer to try to get some ideas on how they can approach the town / how the process looks / how to get it in front of the districts residents for consideration. The Town committee is in the process of finding a new Chairman for the subcommittee – not sure if there will be a lot to report on January 21, 2021.**
        - **Chairman Pisano said that if something of significance comes up that Cotuit Fire Department Commissioner’s need to be apprised of prior to their next February 9, 2021 meeting, then an interim meeting can be scheduled.**

**SOG’S: not discussed**

### **New Business:**

- **Upcoming in February – responsibility to report to the Prudential Committee on the status of the Cotuit FD 2021 budget**
  - **In this Cotuit FD meeting, the draft of the to-date report which will be sent to Prudential for their February 2021 meeting, will be reviewed and also begin discussions, if any, about where we see problems and/or changes needed**

- Report on SharePoint now includes salary and wages and a percentage expended and what is remaining
  - First 6 months – everything is in good shape – except the maintenance of the equipment because of the expense of the ambulance
  - Running at about 41% expended at the 6-month point
- Upcoming in March, Cotuit FD will have to present to the Prudential Committee the proposed budget for the following fiscal year
  - Addressing and thinking ahead to next fiscal year any concerns, questions, projects and proposals to assemble a budget proposal for Prudential’s March 2021 meeting
    - *Commissioner Zais asked if there was any Capital Expense for the next fiscal year?*
      - **Chairman Pisano answered that he was not aware of any but there are significant Capital expenditures coming up in the second half of this year in terms of completion of office space in the station.**
- **Going forward – this topic will be on the agenda for future Commissioner meetings**

**Old Business:**

- Security upgrades covered already

**NEEDS ANALYSIS**

- Up-to-date
- Looking at the Deputy Chief’s vehicle / replacement as a possibility

**Motion to adjourn, all in favor.**