

Fire Commissioner's Meeting Draft Minutes

June 14, 2022

Present: Chairman Rick Pisano, Commissioner's Adam Zais & Kevin Conley, Fire Chief Sean Brown

Also joined by Lt. Amento, Lt. Clark, Firefighter Emerson and Fran
– meeting Broadcast via Zoom only

First order of Business:

- **Minutes**
 - Motion to approve previous meeting minutes:
 - All in favor

Public Comment

- No Public Comment

New Business:

- **Capital Planning meeting**
 - Discussed getting community more engaged and looking at the options for the property - what to do / how to support
 - Potential use of some of that area for a new station is something that is an important enough possibility that the study should be supported once control of property is held to evaluate potential uses and costs
 - Commissioner Zais raised the idea of retrofitting and is in support of a study that the integrity of the process can be trusted. Feels the best choice is doing what needs to be done for the FD in its current location but if the study can encompass comparing and contrasting both footprints, then that is good too.
 - Commissioner Conley suggests that once a study is commissioned and needs to let the study take its course. Very little open land/little options. Not opposed to current footprint but there are problems right now.
 - Both Commissioners agree that a new station is needed.
 - Chairman Pisano stated that any new facility/any retrofitted needs to encompass the new standards for water reclamation
 - 1. Concern - could not see water reclamation (reformation??) feature
 - 2. Concern - did not see remodeling of bays for height and width

Election of Chair for Upcoming Year

- Nominations:
 - Commissioner Conely nominates himself
 - Commissioner Zais nominated Commissioner Conley
 - Chairman Pisano nominated Commissioner Conley
 - Motion to vote on Commissioner Conley to become Chairman
 - All in Favor
 - Commissioner Conley will be Chairman Conley for upcoming FY

Fire Chief Report:

- Total Responses = 55
 - 1 Fire
 - 39 Rescue EMS
 - 1 Hazardous Condition
 - 4 Service
 - 3 Good Intent
 - 7 False Alarm

Administration:

- IT assessment to look at phone system data, storage infrastructure
 - looking to consolidate and how the department is utilizing different types of technology and who is paying for them
 - FF Emerson is assisting
- Radio reprogramming took place and safety issues were fixed
- FF Lee and Lt. Clark attended a trench drill (conducting trench rescue operations) in Hyannis to be prepared for any potential issues that may arise from the sewer projects taking place around the community
- Chief Brown attended a Firefighter Profession Connection at Barnstable High School to meet with young adults that are interested in a career in Emergency Services
- Accomodation Ceremony was held that the Commissioner's all attended
- Chief Brown met with Eversource to go over general communications, building relationships with the area reps in anticipation and preparation of storm season
- Chief Brown attended meeting at library for children's activities with FF personnel over the summer for children's
- Chief Brown attended Civic Assoc. Meeting "Friends of the Library Appreciation Brunch"
- Chief, along with the on-duty crew, attended the Strawberry Festival to allow the community to see the ambulance, conduct PR, and introduce different Cotuit FD personnel

Cape Forward Contract

- Chief wanted to see what the FD needs were before signing with any organization
 - What are the wholistic needs of the Department?
 - Financial Management Software Needs
 - Fire Prevention Records
 - Inspections
 - Payroll
 - Voicemail (current phone system is antiquated)

Chief's Corner

- This has started again and has entered upcoming deadlines into his calendar
- 5 Positive Citizen Comments were received June 2022 re various activities - will be entered into DropBox for Commissioner's to see

PRO EMS REPORT

- Updated Activity Summary has been entered
 - Chief asked the Billing Dept. about any "anomalies" over the past few months? No anomalies with billing.
 - FD has a slightly higher rate of MediCare payor's
 - Specific lines in the report that the Commissioner's would like to have the Chief follow-up with billing department?
 - Commissioner's will follow-up with Chief Brown with any further questions (via email).

Personnel and Training

- Close to 200 personnel hours of on and off duty training
- Month of June focus areas are pumps and hydraulics
 - Will be overseen by Lt. McNamara and FF McPherson
- Employee Assistance Program
 - Overseen by Lt. Lyons
 - Training and education
- Firefighter Lee - representative to the County Tech Rescue Team - is going to be attending Structural Collapse Specialist Training in VT. This is sponsored by the State's Urban Search and Rescue team in VT.
 - Intense training that trains firefighters to the FEMA Urban Search and Rescue Structural Collapse specialists
 - Not only prepares for terrorism but also prepares for the day-to-day accidents (ex. construction accidents, building collapse, etc.)

- **Training Report with Lieutenant Clark**

- Report Writing

- Overseen by Lt. ClarkLt. Clark stated that he was able to put together the training report for the Chief to help identify CFD training needs and to make sure that the department is able to meet the metrics that the Chief has set for CFD as an organization
 - Allows the Dept to look at individual training, group training and organizational training to make sure that the Dept. is meeting not only internal needs but also the National Standards needs and each of these categories is looked at by ISO
 - ISO looks for certain categories and also looks at each category for a certain set of hours
 - If data from CFD training can be extrapolated into these reports, it has the potential for a positive impact for the residents of the district
 - Also gives, along with the incident reports that were created, important data to Chief Brown and Board of Fire Commissioner's to allow them to make informed, operational and budgetary decisions
 - Tasked with delivering kniffrers training on report writing so that CFD data entry is consistent

Apparatus:

- With the assistance of Lt. McNamara, 262 is back in service
 - Rear springs, u-bolts, leaking fuel tank straps were all replaced for a total cost of \$6,145.35
 - Sandwich Ambulance was borrowed for a bit
 - Chairman Pisano asked Chief Brown what the CFD thought of the Sandwich wagon and Chief Brown replied that the Cotuit FFs loved it.
 - Chairman Pisano asked Chief Brown if the backlog ever gets cleared up, and Sandwich gets their new ambulance, would this borrowed ambulance then become the "shared" spare ambulance?
 - Commissioner Conley asked Chief Brown if the borrowed ambulance fit inside of CFD and it did.
 - Powerload on the Ambulance
 - CFD approved in FY23 for new ambulance with the Stryker Power Load System
 - Chief put the quote in the Commissioner's DropBox
 - EMS Officer, FF Staggs and Chief Brown would like to-with Commissioner's permission - purchase the Striker System using the funds associated with the FY23

ambulance and transfer the unit into the new ambulance when it becomes available

- Money is still germane to the overall Capital project
 - Powerload including the floor plate is \$24,850.00
 - PowerPro 2 with the High Configuration is \$30,305.00
 - 7-year contract on-site unlimited repairs is \$10,000
 - with the High Configuration it is an add'l \$6,345.00
 - Total package with shipping and freight is \$71,914.65 for new ambulance
 - Commissioner Conley asked re the availability of the system? Chief Brown stated at least a few months and is honored through August 31, 2022.
 - Commissioner Zais asked if the \$71,914.65 included installation? Chief Brown stated that yes, it included installation.
- Portable Radios
 - With Lt. Amento - exchanging grant funded radios rec'd with radios designed for firefighting and operational environment
 - Chief Rhude rec'd APX 4000 radios - at no cost for the district
 - APX 6000 upcharge would not be covered by the grant.
 - Still have 10 of the APX 4000 radios that were not opened/flushed
 - Would like to have APX 6000 radios with total cost of \$16,546.14 to purchase the better radio
 - Lt. Amento stated that they contacted the program manager overseeing the grant and this person stated that Chief Brown would have to write a letter stating what he would like to have done, then he would be in favor it
 - Lt. Amento stated that they got in touch with Motorola and they agreed to take the APX 4000 (unopened) as well as 10 portable mics that are not conducive to firefighting, 10 extra batteries - in addition to the ones provided with the radios BUT they were going to charge a 35% restocking fee. CFD representative was able to waive it so it is now a 0% restocking fee and instead apply the money towards the 10 APX 6000 radios which are designed by FFs, far safer, knobs are placed farther apart (better with gloves) better radio mics, etc.
 - Commissioner Conley asked where the \$16,546.14 would be coming out of this year budget.
 - Chairman Pisano stated it would be coming out of the Operational budget.

- Motion made for the Chief to move forward with switching out the APX4000 radios for the APX6000 radios.
 - All in favor
- FF McPherson is working on standardizing all of the fog nozzles so that they are all operating under the same PSIs
- FF Lee is working on basic rope rescue equipment (harnesses/ropes) quick access
 - Commissioner Conley asked who is Rope Rescue Certified? IF no one is then to let's try to get someone certified/qualified.
 - Lt. Amento & Lt. Clarke stated that it was basic rappelling, basic 3-1 systems and the introduction with the basic systems.
 - Lt. Amento and Chief Brown stated that there is some interest in the department to continue with education to be certified

Facilities:

- Three quotes in DropBox for furniture for kitchen which goes over \$5,000 (table and chairs).
 - Dream Seats (vendor)
 - Table 1
 - Chairs 7
 - Shipping cost ?
 - Project Total ?
 - Fire Station Furniture (vendor)
 - Table 1
 - Chairs 7
 - Shipping cost ?
 - Project Total ?
 - Wall Shields (vendor) - overpriced
 - Table 1
 - Chairs (NONE)
 - Shipping cost ?
 - Project Total ?
- Warrant for Station improvement was passed, it was to include improvements for bedrooms, offices, etc. \$16, 458.19 which is left in the budget.
- Lt. McNamara is working on supplies for materials to improve the bathroom from this year FY budget for Station Improvement/Building Maintenance
 - Chairman Pisano's Motion to authorize the chief to go ahead with both categories and applying them to existing funds in the previous FY Warrant for Station Improvements
 - Commissioner Zais so moved
 - Commissioner Conley wanted to have a discussion regarding this product be a "quality" product.
 - What it is?
 - Track record of company?
 - Wants to have a little bit more information regarding the product before entering into a vote.

- Commissioner Zais withdrew his motion
 - Chief Brown sent all Commissioner's spec sheets.

OLD BUSINESS:

- Status of FY budget
 - Recent Ledger history is through June 9, 2022
 - Budget for Operations was just under \$70k remaining (not counting State Grant / Miscellaneous / last 3 incumbences related to warrants (Deputy Chief, Fire Station repair, etc.) were separate
 - Authorized pursuit of new radios (\$16,5000)
 - Anything not spent will be returned back to the District

Sub-Committee Reports

POLICY ADVISORY COMMITTEE

Commissioner Zais - School Building subcommittee

- Still has an interest in putting a policy around chairmanship rotations and has been put forward to Prudential
 - ZOOM room library re acoustics instead of Freedom Hall?

SCHOOL PROPERTY

Commissioner Zais – Elementary School update

- No substantive change
- Fran stated that the only sticking point is the oil tank - long term capital planning
- School is not on Town Council agenda for next meeting

FIREFIGHTER PHYSICAL FITNESS COMMITTEE

Commissioner Conley

- Chief has been doing work from the team but no recommendation at this point
- Commissioner Zais stated that the Chief's input on Drop Box regarding FF physical fitness was informative
 - Chief stated that he gave the info to the union representative

Public Comment

No Public comment at the end

Committee will go into Executive Session and will not return to Public Session for Purpose Three - to discuss Strategy with respect to collective bargaining if an open meeting will have a detrimental effect on the bargaining position of the public body and the chair so declares also for Purpose Two - to conduct strategy sessions in preparation for negotiations with non-union personnel

Motion to enter into Executive Session, all in favor.