

Fire Commissioner's Meeting Draft Minutes

February 16, 2023

Present: Chairman Kevin Conley, Commissioner's Adam Zais & Rick Pisano, Fire Chief Sean Brown and Lt. Clark & Fran (after Executive Session)

– meeting Broadcast via Zoom only

Motion to go into executive session Under Purpose 3 - Move to enter into Executive Session for the purpose to discuss strategy with respect to collective bargaining or litigation. If an open meeting may have a detrimental effect on the bargaining of a litigation position in the public body, Chair so declares that bargaining unit local 3642 for the purpose of discussing candidates for the purposes of the position of Deputy Fire Chief the community, the committee will return to open session.

All in favor.

First order of Business:

- **Review of December 2022 & January 2023 minutes**
 - Motion to accept December 2022 minutes as amended and January 2023 minutes as presented
 - All in favor

Public Comment

- No Public Comment

Fire Chief Report:

- Total January 2023
 - 54 Total Responses
 - 1 Excessive Heat Scorch
 - 42 Rescue EMS
 - 3 Service Calls
 - 3 Good Intent
 - 5 False Alarms
 - Commissioner Pisano asked if the False Alarms were all automatic false alarms
 - Chief Brown stated that he would look into it.
- **Administration:**
 - Submitted an AFG Grant (Assistance for Firefighters Grant through FEMA) for a replacement of Engine 263.
 - Submitted for \$800,000.00
 - Lt. Clark and Lt. Amento assisted Chief Brown in gathering all of the necessary information and entering into the FEMA grant portal.
 - Ray and Lisa in Finance assisted Chief Brown in becoming set up in FEMAs portal as a Cotuit employee.

- Regional grant was submitted for tech-rescue training for training associated with the sewage expansion project for all the districts in the town
- Strike team response for Brockton for 10-alarm fire.
 - Ambulance 262 assisted
 - Lt. McNamara, Firefighter Emerson, Firefighter Kenzel
 - Chief Brown was the strike team leader on the run cards and went up with 5 ambulances from Cotuit, Yarmouth, Hyannis, Harwich and Dennis as well
- Chief Brown continued to attend the RECC Feasibility Study Committee meetings (01.12.23 & 02.01.23) to discuss the feasibility of a Regional Emergency Communications Center with Towns - Barnstable, Yarmouth, Sandwich and includes all 5 fire districts as well.

TECHNOLOGY

- Continue to work with Secure Networks to evaluate current systems and implement the new IT options
 - As of 02.16.2023, started transitioning away from paid Microsoft subscription and bringing it under regular maintenance agreement with Secure Networks
 - Commissioner Pisano stated that he wrote to all the commissioners that he was getting a lot of advertising, spam messages, etc.
 - Chairman Connelly stated that he has been getting messages for a while as well but he deletes.
 - Commissioner Zais stated that he, like Chairman Connelly, has been getting spam as well but that he deletes.
 - Chief Brown stated that once the transition is done, he will put in a ticket into Secure Networks regarding the spam and phishing

PRO EMS REPORT

- In the dropbox (2 months) due to compressed time schedule with meetings and negotiations

POSITIVE CITIZEN COMMENTS

Personnel

- Received a Thank You from Cotuit Federated Church
 - Union buys the turkeys and hams for the Holiday meals. This year, helped with storing all of the perishable items until they were ready to be distributed

Training

- Lt. Clark attended the peer support CISM training offered by COMM. in conjunction with policy that Cotuit has been developing, vetted and will be released on Critical Incident Stress Management responder mental health
 - Chairman Connelly asked Chief Brown to expand.
 - Chief Brown stated that Lt. Clark to explain
 - Lt. Clark explained that this was a week-long class offered by Centerville Fire that focused on peer support in being able to help the members of the organization (and other organizations) to get

through critical incident stressors (3-day class) and the other class was recognizing and prevention of suicide in First Responders (2-day class) held by an organization that is heavily involved in the mental health of First Responders (police, fire and EMS).

- Included fire depts from the Cape, Barnstable PD and a few chaplains.
 - Certifies attendees to be able to sit in on the critical stress debriefing team
- Lt. Amento, Lt. Clark and Chief Brown attended training on the new MA fire code revisions
- Firefighters Williamson, Gardner, McPherson and Lee attended the Pediatric Advanced Life Support class with the increased prevalence of respiratory issues
 - Keeps firefighters up-to-date on the latest on dealing with pediatric medical emergencies
 - Chairman Connelly asked if that was equal to one-person per shift?
 - Chief Brown stated that it did not.

Deputy Chief

- Conducted Deputy Chief Interviews on 02.02.2023
 - Extending an offer of promotion/employment to Lt. Clark for Deputy Chief
 - Chairman Connelly thanked all members for their hard work involved
- Motion to move to give Chief Brown the approval to move forward with the discussions with Lt. Clark relative to the opening of the Deputy Chief position
 - All in favor.
- Chief Brown wanted to acknowledge and thank Lt. Amento and Lt. Clark who have been instrumental in his success including all Committee members and personnel.
 - Commissioner Pisano asked Chief Brown to send a letter of appreciation to outside panel members for their participation.

Apparatus and equipment:

- Ambulance Spec Committee met with specialty vehicles for final spec review for 262.
 - Chief will forward the revised quote to Commissioners.
 - Commissioner Pisano asked if repairs were completed on the old engine
 - Chief answered that 263 was still at the vendor getting repairs
 - Vendor needs to find the appropriate parts to finish the repairs
 - No specific timeline
- Still no communication from Ford re when they plan on rolling off the F-Series 2023 cabin chassis
- Not much movement on 267 breaker
- Re: UTV - March 2023 Chief will have more information

Facilities:

- Still waiting for a quote on the stairs
 - Contacted several vendors but only heard back from one from them

OLD BUSINESS:

School Building Sub-Committee Reports

Commissioner Zais - School Building subcommittee

- No new report / same update as previous months
 - Commissioner Zais is not aware of anything to update Committee with
 - Fran stated that they have not been to the Planning Board to get the A&R for a small piece of land that they are going to have so it cannot be built on that right on Main St. The last she heard on Conservation restriction - in Boston - the oil tank has been pumped dry.

Facilities Committee

- Chairman Connelly and Chief will get together within a week to understand the specific needs in order to go out to the community re the need for a new station
 - Commissioner Pisano stated that DPW has been at the old building to shore up the disrepair caused by vandals.
 - The longer it sits idle, the more vulnerable the building becomes

By-Law Committee

- Commissioner Pisano stated that he has not heard any activity regarding the By-Laws.
 - Fran stated that she will reach out again to Mark.

NEW BUSINESS

- *Preliminary Budget*
 - Chief stated with assistance from Ray and Lisa, he picked through the various spreadsheets, looked at the trends over the last 5 years, the potential contractual indications and inflation concerns = line item 33 (fuel) will go up 44%
 - 91.78% change = Incident Permanent (charge call back)
 - 2021 = 140% expended
 - 2022 = 187% expended
 - 2023 = 150% expended (currently)
 - Training budget will likely increase
 - Heating and electricity are currently flat line
 - Mother Nature played a role in lack of increase - warmer weather
 - Saving money on expenditure
 - Not getting another brush breaker
 - Chief is instead recommending a forestry skid unit
 - Chairman Zais does have questions but will need a little more time to review
 - Chief asked Commissioner Pisano re dates needed to present the budget at Prudential meeting
 - March 2023 Prudential will meet to discuss FY2023 preliminary budget
 - Commissioner Pisano had questions re the Incident Permanent Line
 - Looking to fill a vacancy (left when Lt. Clark becomes Deputy Chief)

- Chairman answered that when the Deputy is his new position, the deputy's role will not be filling the recall role.
 - Chief answered that it will be a short time that the vacancy exists and there will be a small cost savings
 - Commissioner Pisano asked about the 20% increase in sick coverage - current FY in good shape but would like to know the Chief's thoughts on the increase.
 - Chief answered that in the tentative contract, there is access for add'l leads and the use of sick-time. He feels that there needs to be recognition for people to use it for parental leave. He put the 20% in as a place-holder in order to discuss more.
 - Maybe a separate line item for parental leave?
 - Chief stated that he will use the "Comment" column to add context.
 - Miscellaneous budget \$1000.00 discussed
- *Annual Report*
 - Chairman Connelly asked the Commissioners regarding any thoughts/corrections.
 - Commissioner Zais stated that he will read the report again and will send the Chief his thoughts.
 - Commissioner Pisano stated that he did not see any revisions needed - beyond what he spoke to the Chief about
 - Chairman asked the Commissioners since there has been so much conversations re working towards a 2nd vehicle - was it worth it to put in the comments re the conversations re same?
 - Chief Brown stated he would.
 - Chairman asked would it be prudent to put a reference in comments re moving towards needing an additional facility and what the requirements will be?
 - Both Commissioners', Pisano and Zais, agreed.

Public Comment

- **No public comment**

Motion to adjourn

- **All in favor**