

Cotuit Fire Department

Fire Commissioner's Meeting

February 11, 2025 @ 6:30pm

Present at Freedom Hall - Chairman Conley, Commissioner Ross, Chief Brown, and Deputy Clark

Via ZOOM: Commissioner Zais

Public Comment

- No public comment

Previous meeting minutes:

- Chairman Conley asked to review last month's minutes to next month's meeting

Chairman Conley stated that Executive Session would take place at the end of the meeting and, once out of Executive Session, there will be some votes on some personnel positions.

Fire Chief Report:

January 2025 had a total of 95 responses:

- 4 Fire
 - 1 in Falmouth
 - 2 in Mashpee
 - 1 in Sandwich
- 55 Rescue/EMS
 - No Station Walk-in/Medical Call
- 6 Hazardous Condition
- 5 Community risk reduction responses
- 6 Reassurance Program responses
- 7 Service Calls
- 3 Good Intent
- 9 Fire/CO2 Alarms
- 21% of calls overlapping incidents

Mutual Aid:

- Received Mutual Aid four (3) times
- Provided Mutual Aid four (11) times
- YTD -10% fewer calls than January 2024

Calendar Year 2024 – Deput Chief’s report

2024 Mutual Aid

- Provided 89 times
- Received (inaudible) times

Administration:

- Received one thank you note
- Working on developing Captain’s Mentoring Program
- Working on revamping Fire Fighter Mentoring Program
 - Which is part of the probationary process for new fire fighters
- Worked on FY26 budget prep
- Working on streamlining permitting / inspection process with Town of Barnstable so that it is a more customer friendly process

TECHNOLOGY

- Security cameras are not working due to server failure
 - Server out of warranty and needs to be replaced
 - Cost to replace it is \$7,444.56
 - There are funds that exist within the Building Maintenance and Repairs line
 - Since it is over \$5,000.00, Chief requests permission from the Board to proceed with the purchase of the cloud-based system. Same cameras / same company. It would just be transitioning to cloud-based system.
 - Commissioner Zais asked if the cameras were being replaced or just the video recording? Chief answered that cameras are the same.
- Commissioner Ross made a motion to allow \$7,500.00 to be allocated for cloud-based services at the fire station. Commissioner Zais seconded the motion.
- Commissioner Zais asked what the lead time on getting this back in operation?
 - Chief answered that he would get back to the board with that answer after contacting the vendor in the morning.
 - All in favor. Motion to allow \$7,500.00 to be allocated for cloud-based services at the fire station has passed.
 - Chairman Conley asked the Chief to follow up with the answer to Commissioner Zais’ question regarding lead time and this subject would be a part of “Old Business” for next month.

PRO EMS REPORT

- Not discussed

TRAINING & PERSONELL

- All groups completed the Ice-Cold Water Training
 - Coordinated and presented by FF Lee and FF Gardner
- Chief Brown, DC Clark, Captain Amento and EMS Officer Staggs attended the “Strategies and Tactics for Solar Panels and Battery Storage Training Seminar” that was presented by Cape Fire Chief Association at CC Tech in Harwich
 - Chief stated that it was great training and information on emerging technology and emerging threats in the industry
- Extrication Training is scheduled for February 20, 2025, at the station
 - Board of Commissioner’s invited to attend
- Commissioner Ross and Chairman Conley thanked them for the training

APPARATUS & EQUIPMENT:

- Tires were replaced on 261 – Fire Chief’s command vehicle
- Waiting for a quote for Engine 265 tires
 - Chairman Conley asked what the estimated cost would be?
 - Captain McNamara answered approximately \$4,100.00
 - Commissioner Zais asked what the manufacturer’s estimated lifetime was?
 - Captain McNamara stated 10 years (independent of miles)
 - Chairman Conley asked if the \$4,100.00 that the tires would cost had been taken into consideration when Deputy Chief ran his numbers for the budget?
 - Deputy Chief answered yes, that amount had been taken into consideration.
- Commissioner Zais asked if there had been any change in status on the ambulance?
 - Chief stated he was still tracking it but last report is still Sept/October timeframe

FACILITIES:

- Nothing new to report

School Building Sub-Committee Reports

Commissioner Zais - Policy Advisory Committee

- Nothing to report

Chairman Conley - Facilities Committee - Needs Assessment

- Some improvements regarding a safer environment for fire fighters
 - Additional air lock
- Water Test contract was signed

- Flow test was done on Th of the past week
- Soil test is being done tomorrow

Commissioner Ross - By-Laws Committee

- Nothing to report

Commissioner Zais and Deputy Clark Website Sub-Committee

- Commissioner Zais stated that it was on him to write up a report of that meeting and he will submit that report as soon as possible and will send to Commissioner's and will cc the Chief and Deputy

Chairman Conley stated that if anyone had any questions regarding the sub-committee reports, they can reach out to him at kconley@cotuitfire.org or leave a message at the fire station.

OLD BUSINESS (Parts of this conversation were inaudible)

- DVRs
 - Deputy prepared a rundown on the finances associated with the DVRs
 - DVRs will allow for safer communications in potentially dangerous environments (dead spots)
 - One is installed on 265 (with a grant from last year)
 - Request for two (2) more / one for each of the Command vehicles
 - Quote for two more comes up to 80% of Operating Budget
 - As of today, budget is 61% and 36% of budget has been spent
 - (inaudible)
 - Last 3-4 FYs, Fire Department has been about \$50,000 unexpended funds in Operating Budget
 - Quote includes everything – all equipment / supplies / everything that is required in the Barnstable County Sheriff's office radio team office
- Commissioner Ross made a motion to allocate \$27,500.00 for a DVR assistant for both Command vehicles of the Cotuit Fire Department. Commissioner Zais seconded the motion. All in favor.
- Chairman Conley addressed one of the concerns that the Deputy brought up when talking about the DVRs as he stated that it was very important that the Commissioner's voted the way that they did to get the device available so that when there is a critical situation, the fire fighters are in a better position.

- Chairman Conley stated that the board would go into Executive Session at this point and, when they come back out, he will ask again for any public comments.

Executive Session – Chairman Conley stated that the Board was going into Executive Session to discuss topics relative to personnel. Meeting is closed and will resume in 10 minutes.

Back from Executive Session

NEW BUSINESS

- Will be doing some nominations and voting for three (3) different roles within the department:
 - Captain's Role
 - EMS Officer
 - New Hire – Fire Fighter/Paramedic
 - Nomination for Captain
 - Commissioner Zais nominated Casey Staggs for the role of Captain for Cotuit Fire Department. Commissioner Ross seconded. All in favor.
 - Nomination for EMS Officer
 - Commissioner Ross nominated Fire Fighter Christian Gardner as EMS Officer for Cotuit Fire Department. Commissioner Zais seconded. All in favor.
 - Nomination for new hire - fire fighter/paramedic
 - Chief stated that with the pending retirement of Captain Lions on February 22, 2025, and with the nominations of a new Captain and new EMS officer, Chief presented to the Board, Mr. Ryan Higgins, a 12-year member of the fire service community and a paramedic
 - Commissioner Ross made the Motion to appoint FF Ryan Higgins to the Cotuit Fire Department. Commissioner Zais seconded. All in favor.

Public Comment

- **No public comment**

Commissioner Zais made the Motion to adjourn / Commissioner Ross seconded

- All in favor, motion accepted