

Fire Commissioner's Meeting

February 15, 2024

Present: Chairman Conley, Commissioner Pisano, Commissioner Zais, Chief Brown and Deputy Chief Clark

Meeting Broadcast via:

Zoom - Commissioner Pisano (and speaker phone as well), Commissioner Zais

Freedom Hall - Chairman Conley, Chief Brown, Deputy Clark

First order of Business:

- December 19, 2023 and January 16, 2024 minutes reviewed and accepted

Public Comment

- One public comment re posting of meetings (this was put into Commissioner's folders)

Fire Chief Report:

January 2024 had a total of 106 responses:

- 1 Fires
- 63 Rescue/EMS
- 4 Hazardous Condition
- 6 Community risk reduction responses
- 7 Reassurance Program responses
- 8 Service Calls
- 7 Good Intent
- 8 False Alarms
- 2 Severe Weather
- 0 Special Incident type
- 30% of calls overlapping incidents
- Mutual Aid was provided 5x times
- Mutual Aid was received 8x times

Administration:

- Cotuit Fire Department received a \$12,098 equipment grant through the Comm. of MA to replace the outdated fire hoses and water appliances on Engine #263 (30 years old)
 - Captain Pearson complete the grant application and is managing this grant, including purchasing for that program
- Applied for Senior Safe Grant to support Community risk reduction efforts

- Firefighter Gardner completed this grant application process and, if successful in receiving this grant, he will manage it
- Cotuit FD is currently working on a FEMA AFG (Assistance to Firefighters Grant) to fund the replacement of Engine #263
 - Captain Amento is assisting fire administration with preparing this grant
 - Cotuit FD applied last year and was successful in receiving it however, the apparatus is 30 years old and that is generally the threshold when they give stronger consideration to approving these grants
- Currently working on FEMA AFG grant - which is referred to as a Micro Grant - to fund the purchase of a Lucas CPR device that would go on the shared resource ambulance
 - Lucas CPR device is a mechanical CPR device (a/k/a “bumper”) that goes around the chest of an individual in cardiac arrest and maintains a more consistent rhythm of chest compressions
 - EMS Officer Staggs is assisting Fire Administration with preparing this grant application
- FY25 draft budget is ready for review
 - Chief Brown indicated in the report some changes that needed to fund PPE purchases
 - Had last meeting for Budget prep with the programming area manager for PPE
- Deputy Chief Clark graduated from the MA Fire Academy’s Chief Fire Officer Management Program on January 24, 2024
 - Great program for professional growth and development and networking for Fire Chiefs and the Commonwealth
 - Chairman Conley, Commissioner Zais and Commissioner Pisano offered their congratulations to the Deputy
- Mid-year budget report for Prudential Committee is also ready

TECHNOLOGY

- Nothing new to report

PRO EMS REPORT

- Not discussed

PERSONNEL and TRAINING

- Heartfelt thank you note from a patient for the exemplary service received from Cotuit Fire Department
- All groups received Autism Awareness Training this month

- Taught by a Lieutenant from JBCC (Joint Base Cape Cod)
- Both ambulances have new Autism sensory kits to help provide materials and tools to fire personnel when they are interacting with someone that is Autistic to possibly help them relax
- All groups are performing cold water rescue training
 - Half of the department has received the training
 - This is being done at the Town docks
- EMS Training Certification training reports are in the Commissioner's folders

Apparatus and equipment:

- All licensing requirements have been completed for Ambulance #275
 - This is the shared resource ambulance that Cotuit Fire Department splits the operating maintenance costs with Sandwich Fire Department
 - Housed in Cotuit and is available when Cotuit Fire Departments primary ambulance goes out for mechanical or other reasons
 - Ambulance #275 responded at the ALS level to its first incident of recall personnel while on duty staff were committed on a separate incident
 - This is significant due to before, Cotuit FD was unable to send two ambulances at the same time and, shortly after their ability to do that was finalized, Cotuit FD received two calls back-to-back and they were able to respond
 - EMS Officer Staggs, Chairman Conley, Deputy Clark, Chief Burke (from Sandwich) plus many others had input into this project that was impacted by supply chain issues, licensing processes, etc.
 - Chairman Conly thanked all involved, including former Chief Rhude
- Captain Amento is working on the DVRS grant (Digital Video Repeater System) that allows portable radios to be amplified through the apparatus to improve the firefighter's ability to communicate while on handheld communication devices

Facilities:

- Chairman Conley, Chief Brown, Deputy Chief Clark, FF McNamara and Jack Gardner met with Catalyst Group
- Sprinkler system around fire house had a leak and needs maintenance
 - Company coming in to do an inspection of the system

OLD BUSINESS:

School Building Sub-Committee Reports

Commissioner Zais - Policy Advisory Committee

- Nothing to report

Facilities Committee - Needs Assessment

- Tour of Brewster Fire Station and meeting with Catalyst and they are in the process of looking for a land surveyor and town needs to have a preliminary design (expected at the end of February 2024) that can be submitted in conjunction with the land survey report as to what fire department is looking to accomplish

By-Laws Committee

- Commissioner Pisano stated no new reports

NEW BUSINESS

- PPE new business
 - PPE used in all structural fires
 - Chief met with the program area manager and there is a need for six (6) sets of turnout gear
 - Firefighter Lee developed an inventory tracking and projection system for purchasing gear (FY25 = 2 sets / FY26 4 sets) and the projection for next sets would be FY27
 - Gear is approx. \$5,000.00 per set = \$30,000.00 purchase
 - Chief asked the Board if this would be a Capital project as a \$30,000.00 Article in the warrant one time rather than increasing the operating line by \$30,000.00?
 - Chief suggested this be a Capital Project and keep the Operating line for maintenance

BUDGET

- Capital Budget FY25 draft/Projections for possible increases/reductions for the following:
 - Contractual wage increases
 - Incident Permanent
 - Vacation Coverage
 - Salary and Wages
 - Operating Expense and Maintenance
 - Repairs Maintenance Vehicles
 - Radio Equipment

- Protective clothing
- Telephone accounts
- Administrative expenses
- Ambulance supplies
- Risk Reduction Program
 - Commissioner Pisano stated that the Water Dept. has its own Reserve Fund and thinks that it would be beneficial to have the FD have a “rolling fund”
- Mid Year budget update through Feb 2024
- **Chief’s report covers all of the above**
- Request to move April 9, 2024 meeting to April 10, 2024

Public Comment

- Comment from Lee re moving meetings and suggesting a better way to send out better notifications
 - Chairman Conley stated that he would look into better communications
 - Lee suggested posting something at the corner of Putnam Ave. (where other things are posted)
 - Commissioner Zais stated that they will continue to evaluate things and make it easier to the public to know about meetings
 - Commissioner Pisano spoke about large sandwich board (all departments can use) and/or large public signage - perhaps somewhat more permanent

Motion to adjourn

- All in favor, motion accepted