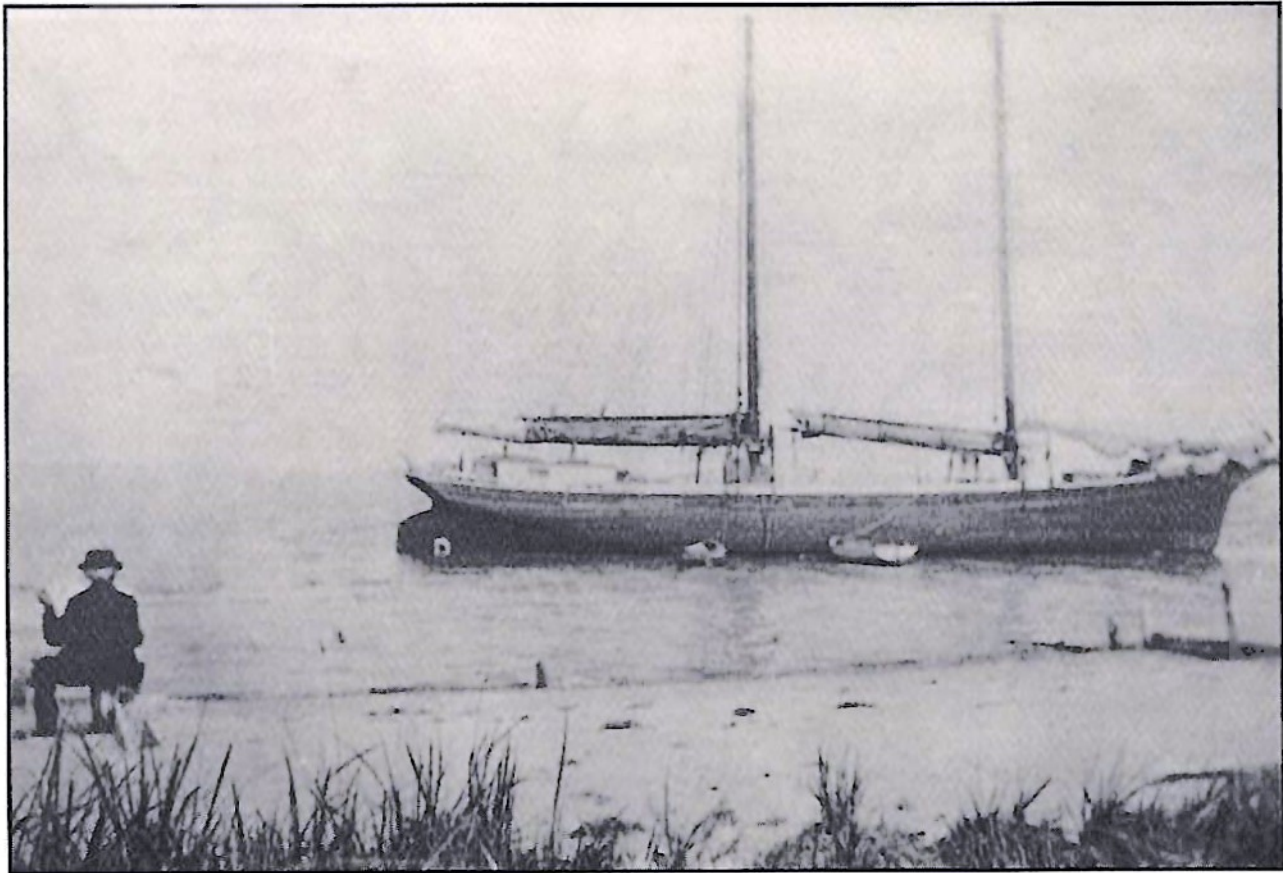


# COTUIT FIRE DISTRICT



**Annual Reports  
FY 2002**

COVER

The schooner "Mary E. Snyder" aground at  
the Loop watched by unidentified spectator  
May, 1914

(Photo courtesy of the Historical Society of Santuit/Cotuit)

# REPORT OF THE CLERK

## ANNUAL ELECTION AND DISTRICT MEETING

MAY 28 and 29, 2002

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at the fire station, 64 High Street, Cotuit, on Tuesday, May 28, 2002, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes Received</u>
Member, Prudential Committee, 3 years	
Alan Donheiser*	117
Robert J. Franey	87
Member, Prudential Committee, 2 years	
Jeffrey W. Gifford*	170
Member, Board of Fire Commissioners, 3 years	
Nicholas M. Allen*	112
Theodore M. Barnicle	72
Member, Board of Water Commissioners, 3 years	
John A. Thomas*	178

\*Elected

Also in accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held Wednesday, May 29, 2002, at Freedom Hall, Main Street, Cotuit, at seven-thirty o'clock PM. The meeting was called to order by the Moderator. The Clerk read the call of the meeting and return of same. The following action was taken.

**Article 1:** Upon motion duly made and seconded, it was unanimously voted to accept the reports of the officers and committees of the District as printed.

**Article 2:** Upon motion duly made, seconded and amended, it was unanimously voted to set the annual salaries of the elected officials as follows:

- a. Prudential Committee Members, Members of the Board of Fire Commissioners and Members of the Board of Water Commissioners: \$1,250.00 each.
- b. Moderator: \$250.

**Article 3:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$91,200.00 for the expenses of the Financial Department.

**Article 4:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$84,670.00 for the Barnstable County Retirement Assessment.

**Article 5:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$122,720.00 for notes and interest.

**Article 6:** Upon motion duly made and seconded, it was unanimously voted raise and appropriate \$25,000.00 to purchase and maintain the street lights of the District.

**Article 7:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$6,000.00 for the maintenance of the Cotuit Library.

**Article 8:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$165,000.00 for group insurance.

**Article 9:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$16,500.00 for the maintenance and operation of Freedom Hall.

**Article 10:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$6,808.00 for the purpose of reimbursing the Town of Barnstable for services provided by the offices of the tax collector and assessors to collect the taxes of the District.

raise and appropriate \$179,441.00 for the remaining expenses of the Fire Department, to be appropriated as follows:

- a. Maintenance, \$40,771.00
- b. Operating expenses, \$137,420.00 and
- c. Miscellaneous, \$1,250.00

for a total appropriation of **\$964,081.00**

**Article 12:** Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate **\$6,675.00** from the Fire Department capital equipment account to provide for the ambulance service billing.

**Article 13:** Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate **\$3,500.00** from the Fire Department capital equipment account to fund additional ambulance billing costs for FY 2002 in excess of amounts appropriated in Article 14 of the warrant for the District Meeting held on May 30, 2001.

**Article 14:** Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate **\$8,100.00** from the Fire Department capital equipment account to provide for the purchase of patient medical supplies.

**Article 15:** Upon motion duly made and seconded, this article, to transfer and appropriate from available funds a sum of money to the Fire Department Labor and Salary account to cover unforeseen emergency expenses which occurred during the fiscal year ending June 30, 2001, was indefinitely postponed.

**Article 16:** Upon motion duly made and seconded, it was unanimously voted to transfer and appropriate **\$5,000.00** from the Fire Department capital equipment account to provide ten percent matching funds in the event the Department is successful in obtaining grant money as applied for under the Federal Fire Act of 2001.

**Article 17:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate:

- a: \$26,000.00 for the Water Department for service connections;
- b. \$194,527.00 for labor and salaries; and
- c. \$187,000.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:
- d. \$52,000.00 for maintenance; \$108,000.00 operations; and \$27,000.00 for miscellaneous expenses

for a total appropriation of **\$407,527.00**; and that the receipts and revenues of the Water Department be applied to these amounts.

**Article 18:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of **\$75,000.00** for the main extension program.

**Article 19:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of **\$60,000.00** for the purchase of a new truck with accessories for the Water Department..

**Article 20:** Upon motion duly made and seconded, this article, to raise and appropriate, borrow and appropriate, or appropriate and transfer the sum of **\$100,000.00** for the site study, design and permitting of a 500,000 gallon water storage tank did not pass. (14 in favor, 24 opposed)

**Article 21:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$50,000.00** for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws of the Commonwealth of Massachusetts.

**Article 22:** Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$25,000.00** to a reserve fund.

**Article 23:** Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer **\$100,00.00** from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2002.

Respectfully submitted

LAURIE C. HADLEY  
Clerk, Cotuit Fire District

This meeting:

Raised and appropriated \$1,962,086.00  
Appropriated and transferred \$123,275.00  
Total appropriations: \$2,085,361.00

**REPORT  
OF THE  
TREASURER**

**COTUIT FIRE DISTRICT**  
**COMBINED BALANCE SHEET-ALL FUND TYPES**

6/30/02

	GENERAL	SPECIAL REVENUE		TRUST FUND	LONG-TERM	MEMORANDUM
		WATER	AMBULANCE	STABILIZATION	DEBT	ONLY
<b>ASSETS</b>						
CASH & INVESTMENTS	\$862,108			\$133,808		\$995,916
PETTY CASH	300					\$300
RECEIVABLES						
PERSONAL PROPERTY	675					\$675
REAL ESTATE	36,252					\$36,252
TAX LIENS	31,853					\$31,853
DEFERRED TAXES	504					\$504
WATER RATES&SERVICE	27,284					\$27,284
WATER LIENS ADDED TO TAX	924					\$924
TOTAL RECEIVABLES	97,562	0	0	0	0	\$97,562
DUE FROM OTHER FUNDS		49,200	210,731	0		\$259,931
AMOUNT TO BE PROVIDED FOR						
LONG TERM DEBT					347,200	\$347,200
<b>TOTAL ASSETS</b>	<u>\$959,970</u>	<u>\$49,200</u>	<u>\$210,731</u>	<u>\$133,808</u>	<u>\$347,200</u>	<u>\$1,700,909</u>
<b>LIABILITIES &amp; FUND EQUITY</b>						
<b>LIABILITIES</b>						
ACCRUED PAYROLL	\$15,851					15,851
EMPLOYEE PAYROLL WITHHOLDINGS	7,632					7,632
SALES TAX PAYABLE	91					91
ABATEMENT REFUNDS PAYABLE	(3,590)					(3,590)
DEFERRED REVENUE	101,152					101,152
BONDS PAYABLE	100,000				347,200	447,200
DUE TO OTHER FUNDS	252,931					252,931
TOTAL LIABILITY	<u>\$481,067</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$347,200</u>	<u>\$828,267</u>
<b>FUND EQUITY</b>						
RESERVED FOR CONT APPROPRIATIONS	89,156					89,156
RESERVED FOR ENCUMBRANCES	43,837					43,837
RESERVED FOR FISCAL YEAR 2003	100,000		19,775			119,775
DESIGNATED FOR SPECIAL PURPOSES						
WATER		49,200				49,200
AMBULANCE			190,956			190,956
STABILIZATION				133,808		133,808
PETTY CASH	300					300
UNDESIGNATED FUND BALANCE	245,610					245,610
<b>TOTAL FUND EQUITY</b>	<u>\$478,203</u>	<u>\$49,200</u>	<u>\$210,731</u>	<u>\$133,808</u>	<u>\$0</u>	<u>\$872,642</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$929,270</u>	<u>\$49,200</u>	<u>\$210,731</u>	<u>\$133,808</u>	<u>\$347,200</u>	<u>\$1,700,909</u>

COTUIT FIRE DISTRICT  
 COMBINED STATEMENT-REVENUE, EXPENDITURE  
 CHANGES/FUND EQUITY  
 ALL GOVERNMENTAL FUND TYPES & EXPENDABLE TRUST  
 YEAR ENDED 6/30/02

	GENERAL	WATER	SPECIAL REVENUE	TRUST FUND	TOTAL
			AMBULANCE	STABILIZATION	MEMORANDUM ONLY
<b>REVENUES</b>					
PROPERTY TAXES	\$1,377,821				\$1,377,821
WATER CHARGES	424,831				424,831
WATER IMPROVEMENT CHARGE				3,790	3,790
INVESTMENT INCOME		12,600			12,600
AMBULANCE FEES			125,960		125,960
INTEREST ON TAXES	6,844				6,844
PROCEEDS SALE OF EQUIPMENT	4,258				4,258
ANTENNA RENTALS	49,825				49,825
INSPECTION/PERMITS/OTHER	5,642				5,642
<b>TOTAL REVENUE</b>	<u>1,882,917</u>	<u>12,600</u>	<u>125,960</u>	<u>3,790</u>	<u>2,025,267</u>
<b>EXPENDITURES</b>					
FINANCIAL DEPT.	68,391				\$68,391
RETIREMENT ASSESSMENT	85,075				\$85,075
DEBT SERVICE	\$151,124				\$151,124
STREET LIGHTENING	26,006				\$26,006
COTUIT LIBRARY	6,000				\$6,000
GRO UP INSURANCE	125,531				\$125,531
FREEDOM HALL	13,501				\$13,501
TAX BILLING-TOWN	6,868				\$6,868
FIRE DEPT.SALARIES&WAGES	729,448				\$729,448
FIRE DEPT.MAINT&OPERATION	149,880				\$149,880
AMBULANCE BILLING	6,800				\$6,800
AMBULANCE MEDICAL SUPPLIS	7,800				\$7,800
WATER DEPT SALARIES&WAGES	206,766				\$206,766
WATER DEPT MAINT&OPERATION	206,838				\$206,838
WATER DEPT SERVICE CONNECTION	22,613				\$22,613
WATER HYDRANT PROGRAM	20,000				\$20,000
FREEDOM HALL PAINTING	11,911				\$11,911
PRIOR YEAR ARTICLES	136,828				\$136,828
<b>TOTAL EXPENDITURES</b>	<u>1,981,160</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,981,160</u>
EXCESS (DEFICIENCY) REVENUE					
OVER EXPENDITURES	(88,243)	\$12,600	\$125,960	\$3,790	\$43,907
OTHER FINANCING SOURCES (USES)					\$0
OPERATING TRANSFERS IN (OUT)	(64,590)		(14,600)	99,190	\$0
EXCESS (DEFICIENCY) REVENUE EXPENDITURES					
OTHER FINANCING USE	(483,033)	12,600	111,360	102,940	43,907
FUND EQUITY-BEGINNING OF YEAR	661,916	36,600	30,321	30,628	824,335
<b>FUND EQUITY-END OF YEAR</b>	<u>\$178,913</u>	<u>\$49,200</u>	<u>\$210,231</u>	<u>\$133,868</u>	<u>\$572,652</u>

COTUIT FIRE DISTRICT  
 STATEMENT OF REVENUE AND EXPENDITURES  
 BUDGET BASIS  
 JUNE 30 2002

	BUDGET	ACTUAL	VARIANCE
<b>REVENUES</b>			
PROPERTY TAXES	1,433,514	1,377,821	(55,693)
WATER CHARGES	359,000	424,831	65,831
INVESTMENT INCOME	37,000	13,696	(23,304)
ANTENNA RENTALS	47,000	49,825	2,825
INSPECTION/PERMITS		5,642	5,642
INTEREST ON TAXES		6,844	6,844
SALE OF EQUIPMENT		4,258	4,258
SALE OF BONDS	100,000	0	(100,000)
<u>TOTAL REVENUE</u>	<u>\$1,976,514</u>	<u>\$1,882,917</u>	<u>(93,597)</u>
<b>EXPENDITURES</b>			
FINANCIAL DEPT.	\$75,273	\$68,391	\$6,882
RETIREMENT ASSESSEMENT	85,075	85,075	0
DEBT SERVICE	155,330	151,124	4,206
STREET LIGHTENING	35,000	26,006	8,994
COTUIT LIBRARY	6,000	6,000	0
GROUP INSURANCE	135,700	125,531	10,169
FREEDOM HALL	16,640	13,501	3,139
TAX BILLING-TOWN	6,808	6,808	0
FIRE DEPT.SALARIES&WAGES	739,374	729,448	9,926
FIRE DEPT.MAINT&OPERATION	161,601	149,880	11,721
AMBULANCE BILLING	6,800	6,800	0
AMBULANCE MEDICAL SUPPLIRS	7,800	7,800	0
WATER DEPT SALARIES&WAGES	212,292	206,766	5,526
WATER DEPT MAINT&OPERATION	207,438	206,838	600
WATER DEPT SERVICE CONNECTION	26,000	22,613	3,387
WATER HYDRANT PROGRAM	20,000	20,000	0
FREEDOM HALL PAINTING	15,000	11,911	3,089
RESERVE FUND	25,000	0	25,000
PRIOR YEAR ARTICLES	163,102	136,868	26,234
<u>TOTAL EXPENDITURES</u>	<u>\$2,100,233</u>	<u>\$1,981,360</u>	<u>\$118,873</u>
EXCESS (DEFICIENCY) OVER EXPENDITURES	(\$123,719)	(\$98,443)	\$25,276
TRANSFER IN (OUT)	123,719	123,719	0
NET BUDGET&ACTUAL	0	\$25,276	\$25,276

COTUIT FIRE DISTRICT  
 APPROPRIATIONS AND EXPENDITURES  
 JUNE 30, 2002  
 SCHEDULE II

	ARTICLES CARRIED FORWARD 7/1/01	SUPPLEMENT AND RECEIPTS	2002 ANNUAL BUDGET	ENCUMB. AND TRANSFER	ARTICLES CARRIED FORWARD 6/30/02	ADJUSTED BUDGET	EXP.	VARIANCE
FINANCIAL DEPT.			\$72,167	3106		\$75,273	68391	\$6,882
RETIREMENT ASSESSEMENT			85,075			85,075	85,075	0
DEBT SERVICE			170,330	(\$15,000)		155,330	\$151,124	4,206
STREET LIGHTENING			35,000			35,000	\$26,006	8,994
COTUIT LIBRARY			6,000			6,000	6,000	0
GROUP INSURANCE			135,700			135,700	125,531	10,169
FREEDOM HALL			16,500	140		16,640	13,501	3,139
FREEDOM HALL PAINTING			15,000			15,000	11,911	3,089
TAX BILLING-TOWN			6,808			6,808	6,808	0
FIRE DEPT.SALARIES&WAGES			739,374			739,374	729,448	9,926
FIRE DEPT.MAINT&OPERATION			163,668	(2,067)		161,601	149,880	11,721
AMBULANCE BILLING		3,500	3,300			6,800	6,800	0
AMBULANCE MEDICAL SUPPLRS			7,800			7,800	7,800	0
HOSE EQUIPMENT			6,700		(6,700)	0	0	0
WATER DEPT SALARIES&WAGES			212,292			212,292	206,766	5,526
WATER DEPT MAINT&OPERATION			220,900	(13,462)		207,438	206,838	600
WATER DEPT SERVICE CONNECTION			26,000			26,000	22,613	3,387
WATER DEPT HYDRANT PROGRAM			20,000			20,000	20,000	0
WATER MAIN EXTENSION			40,000		(40,000)	0	0	0
RESERVE FUND			25,000			25,000	0	25,000
STABIZATION FUND			100,000	(100,000)		0	0	0
FIRE SAFETY GRANT	6,144				(6,144)	0	0	0
PRIOR YEAR ARTICLES	25,156	104,258			136,312	163,102	136,868	26,234
TOTAL	\$101,300	\$107,758	\$2,107,614	(\$127,283)	(\$89,156)	\$2,100,233	\$1,981,360	\$118,873

COTUIT FIRE DISTRICT  
 PRIOR YEAR ARTICLES  
 7/01/01 TO 6/30/02  
 SCHEDULE III

	BALANCE_FWD 7/1/01	ADDITION (TRANSFER	BALANCE_FWD 6/30/02	ADJUSTED BUDGET	EXPENDED	AMOUNT CLOSED
HOSE EQUIPMENT	\$3,588		(\$3,588)	\$0	\$0	\$0
NEW AMBULANCE	2,070		(2,000)	70	70	0
NEW CALL FIRE FIGHTERS	3,732		(1,221)	2,511	2,511	0
HYDRANT PROGRAM	4,000			4,000	4,000	0
PRTECTIVE CLOTHING	9,000		(9,000)	0	0	0
FREEDOM HALL ROOF REPLACE	21,000			21,000	14,750	6,250
BRUSH BREAKER	3,476	4,258	(5,161)	2,573	2,573	0
WATER TANK CLEANING	1,500	100,000	(1,500)	100,000	100,000	0
RADIO EQUIPMENT	965		(916)	49	49	0
PROTECTIVE CLOTHING	8,926		(8,926)	0	0	0
SPECIAL DETAIL-FIRE	55			55	0	55
SECURITY ALARM	3,899			3,899	\$3,899	0
CLORINATION	4,000		(4,000)	0	\$0	0
VINEYARD RD. EXTENSION	5,476			5,476	\$5,476	0
OFFICE RENOVATIONS-WATER	23,469			23,469	\$3,540	19,929
TOTAL	\$95,156	104,258	(\$36,312)	\$163,102	\$136,868	\$26,234

COTUIT FIRE DISTRICT  
ACCOUNTS RECEIVABLE  
JULY 1, 2001 TO JUNE 30, 2002  
SCHEDULE I

	BALANCE 7/1/01	COMMITMENT	NET PAYMENT	ABATEMENTS	TRANSFER	BALANCE 6/3/02
<b>REAL ESTATE</b>						
TAX-FY						
1995&PRIOR	(3,995)					(3,995)
1996	760					760
1997	161					161
1998	3,789					3,789
1999	2,945					2,945
2000	2,565		(1,021)		(729)	815
2001	34,487		29,156	(52,511)	(5,639)	5,493
2002		1,440,984	(1,372,948)	(41,506)	(246)	26,284
<b>TOTAL REAL ESTATE TAXES</b>	\$40,712	\$1,440,984	(\$1,344,813)	(\$94,017)	(\$6,614)	36,252
<b>PERSONAL PROPERTY</b>						
TAX FISCAL YEAR						
1995&PRIOR	(284)					(284)
1996	6					6
1997	28					28
1998	(11)			(168)		(179)
1999	334			(315)		19
2000	375			(330)		45
2001	949		(513)	(301)		135
2002		23,073	(21,927)	(241)		905
<b>TOTAL PERSONAL PROPERTY TAX</b>	\$1,397	\$23,073	(\$22,440)	(\$1,355)	\$0	\$675
<b>TAX TITLE</b>	\$36,311		(10,568)		6,110	31,853
DEFERRED TAXES	\$0	0	0		504	504
<b>WATER LIENS ADDED TO TAX</b>						
1992	\$97					97
1998	245					245
2000	159		(159)			0
2001	169		(79)			90
2002			(2,564)		3,126	562
<b>TOTAL WATER LIENS ADDED TO TAX</b>	\$670	\$0	(\$2,802)	\$0	\$3,126	\$994
<b>WATER RATES &amp; SERVICES</b>						
TOTAL RECEIVABLES	24,474	430,886	(424,831)	(\$119)	(3,126)	27,284
	\$103,564	\$1,894,943	(\$1,805,454)	(\$895,491)	\$0	\$97,562

COTUIT FIRE DISTRICT  
DEBT LEDGER  
As of June 30, 2002

	Balance 1-Jul-01	New Debt	Retirements	Balance 30-Jun-02	Interest Paid in FY02
Federal Loan Water Main Issued Feb. 24, 1982 for \$226,000. At 5%.	34600		17400	17200	1723.66
State House Notes South Cape Land Purchase Issued April 1, 1987 for \$850,000. At 5.73%	55000		55000	0	3355.00
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	385000		55000	330000	18645.00
Totals	474600	0	127400	347200	23723.66

Respectfully submitted

AGNES C. MURRAY  
Treasurer, Cotuit Fire District

# REPORT OF THE PRUDENTIAL COMMITTEE

To the Citizens of the Cotuit Fire District:

Fiscal Year 2002 constituted another successful period of modest growth, renewal and self-improvement. Your Prudential Committee not only provides help and oversight in the development of your annual budget and warrant articles, but is responsible for operations regarding street lights and our venerable meeting place, Freedom Hall.

Highlights of FY 2002 include the following developments:

Completion of a new roof for and the painting of Freedom Hall.

Full implementation of the new accounting system.

Voted to continue employing a unitary tax factor across all types of classified real estate.

Secured financing for the painting and overhaul of the District's water tanks.

Continued our quest to set the stage for the purchase of our street lights with the assistance of the Cape Cod Light Compact.

Respectfully submitted

ALAN DONHEISER, Chairman  
JEFFREY GIFFORD  
JAMES GILL

# **REPORT OF THE BOARD OF FIRE COMMISSIONERS**

To the Citizens of the Cotuit Fire District:

The Board of Fire Commissioners is pleased to submit our annual report for the fiscal year ending June 30, 2002.

**SEPTEMBER 11, 2001**

Almost nine months have passed since the tragic events of September 11, 2001. The women and men of the Cotuit Fire Department join with other fire departments and the nation in expressing our sorrow and sympathy for the loss of life and property that took place on that day. While the likelihood of such an act occurring here is slight, we do not want to underestimate the potential. We have and will continue to keep informed about events, actions and procedures that will better prepare us to respond to such an event.

Since September 11, 2001, we have interacted even more with our police department and other agencies to gain information and an improved awareness of terrorist activities and philosophies. Courses in weapons of mass destruction and related topics have become available as part of our training options. Massachusetts established the SATURN network to improve the flow of information to and from local, State and Federal agencies and departments. Some grant money has become available for training and equipment; we will take advantage of opportunities to apply for grants or any assistance that may be available.

Locally, we responded to only three incidents involving mysterious "white powder" as the country braced for an epidemic of anthrax. Having received training and support from the Department of Fire Services, we were quickly able to determine that none of these events were a threat to public safety. We worked with Jim Sheehan of the Cotuit Post Office to review contingency plans should an event take place that warranted action. For a period of time, security was tightened at the fire station and other facilities based on information received that equipment and apparatus might be taken for use in terrorist attacks. We continue to keep in touch with other departments and remain vigilant for unusual or suspicious activities that might be seen or reported to us.

## EMERGENCY MEDICAL SERVICES (EMS)

We continue to provide basic and advanced life support patient care using up to date equipment and techniques. We have begun to see the benefits of having the ability to transmit 12-lead EKG data to the hospital prior to arrival. Patients who show signs and symptoms of a cardiac problem have their EKG transmitted from the ambulance to the hospital by cellular phone. If warranted, specialists are alerted who can administer treatment soon after the ambulance arrives. Minimizing heart damage and even reversing the ill effects is the goal of the joint venture we have developed with area hospitals. We continue to urge residents not to delay in calling us for help when appropriate. Many medical and trauma conditions benefit by calling for help early.

We continue to assist seniors and other residents by providing house number assistance, home safety checks and other services. We have joined with the Town of Barnstable TRIAD and implemented a *File For Life* program. Vital information is kept on a standard form that is stored in a red pouch affixed to your refrigerator by a magnetic backing. Having vital information available can help us and the emergency room staff provide better care.

We commend our Emergency Medical Technicians and Paramedics for their actions during the year, especially in light of the year's events.

## FIRE PREVENTION

As in years past, code enforcement, inspection and prevention activities remain an important part of our non-emergency activity. We continue to perform yearly inspections on businesses for town license renewals and/or general fire and life safety conditions. This year, we are pleased to announce our collective involvement with the other Fire Districts in staffing the town's new inspectional services building at 200 Main Street in Hyannis. Each fire department, on a rotating basis, provides a fire prevention staff member daily, coinciding with the building department's morning business hours. This new partnership has improved relations between our departments and brought new opportunities.

Working together, fire departments issued a joint press release with the town's Solid Waste Division regarding new filling procedures and safety concerns for propane storage tanks. Fire departments developed a guideline for accessing properties on lots in undeveloped areas in cooperation with the Building Commissioner, Planning Board and Engineering Department. We are in the process of working on a method to have installers take out smoke detector installation permits at the same time as building and electrical permits are applied for. We are enthusiastic that this new working relationship will only improve and benefit our fire prevention and inspection practices.

We strongly urge residents to maintain their smoke detectors and install them if not already present. Smoke detectors should be tested regularly and replaced when they become ten years of age, or sooner if warranted. If you have concerns about a detector's

ability to function properly, call us, we can provide a simple test to determine if it's working properly.

As always, having your house number posted and visible, day or night, is very important. If your house number can't be seen from the street, a number sign should be placed near the driveway or road entrance. Access to properties has become more challenging in recent years. Overhead limbs and brush encroaching on driveways or private roads can delay or prevent us from reaching your home quickly. Please remember our fire apparatus is larger and wider than the average vehicle and requires more room. We are happy to furnish information on how to provide adequate access to your property in case of an emergency.

If you have a fire and/or medical alarm, live alone or live away part of the year, you may want to consider using a lock box. Lock boxes securely store keys to your property for responders to use in an emergency. Information is available at the fire station. Residents with fire and/or medical alarms are also urged to update information with us regarding local key holder numbers and other information. We encourage residents to seek our assistance with safety-related questions or concerns.

### **PUBLIC FIRE & SAFETY EDUCATION**

This year, we felt it important to include a description of work being done to provide education to the community on fire and safety issues. Firefighter/EMT William "Bill" McNamara has taken the initiative to develop our school education program. Bill has begun working with Mrs. Leary, Principal of the Cotuit Elementary School, to develop grade specific programs emphasizing not only fire, but also life safety issues. Bill also coordinates programs for our two nursery/day care facilities.

Visits to the fire station, tours of the Fire Safety House and other programs bring safety information to children in a fun and interesting way. Other school programs include a yearly ice safety demonstration where information is distributed to make children more aware of this potential danger and mandated fire drills to insure children and staff know how to safely evacuate the school in an emergency.

### **PERSONNEL**

Our department continues to employ full and part time personnel to provide 24-hour service. Since 1994, our full time staff has remained at nine, including the Chief. We schedule part time staff on weekends to afford them added experience. We continue to rely on off-duty full-time and available part-time personnel to provide additional assistance for most of our incidents.

Having a combination department has allowed us to provide a quality service in the most cost efficient way possible. It is important to note, however, that the present system works to the extent personnel can be available. The availability of part-time and off-duty full-time personnel continues to be a concern, especially during the daytime. Last year, a

staffing committee was formed to evaluate our responses and ability to respond. Staffing issues will again be reviewed this coming year and a plan of action will be made. We take our responsibility seriously to see that the district's needs are met and that we continue to provide professional service everyone has come to expect.

Call Driver/Engineer Bennett Dottridge retired after forty-one years of service. Bennett saw many changes during his time with the department. Bennett has been a dedicated and capable individual; his pleasant personality and calm demeanor made him "one of a kind." Bennett was retired at the rank of Deputy Chief, the highest position he held during his years of service. Full time Firefighter/EMT Joseph Pouliot was promoted to the position of Senior Private during the year. Joe brings many years of practical experience and knowledge to the position. Three of the four full time shifts use Senior Privates lieu of an officer. Senior Privates assume responsibility in the absence of the Captain or Chief.

FF William "Lee" Sargent, who became certified as a Paramedic last year, advanced to the full time ranks to replace Firefighter/Paramedic Dan Keane who left to take a position with the Sandwich Fire Department. Lee has been a Call Firefighter during two periods of time over the last 15 years. At the time of this writing, Call Firefighter/EMT Donald Campbell is planning to accept a full time position also with the Sandwich Fire Department, where he has worked as a Fire/EMS dispatcher. Don joined the department in 1998 and dedicated considerable time and effort to furthering his training and participating in department incidents and activities. We wish both Dan and Don well in their future endeavors.

We want to acknowledge all our full time and part time staff who work together in providing service. A listing of fire department members as of June 30, 2002 is provided after the narrative portion of this report.

## TRAINING

Training and education remains an important part of our organization. Senior Private Stephen Hoffman continues to coordinate fire, rescue and safety training. We continue to hold monthly drills and often attend additional training at local and regional facilities. Senior Private Hoffman attended training at the National Fire Academy in Maryland to gain more background in developing training programs. Several members of the department work with the Barnstable Fire Academy as instructors or support personnel.

Chief Frazier and other members attended training sessions related to terrorism in the aftermath of September 11. The Chief also attended meetings with local and County officials where procedures for handling reported anthrax threats were developed. Working with the Barnstable Police Department, school "lock down" and evacuation plans were reviewed and revised as necessary. Every member of the department completed 24 hours of Hazardous Materials Operational training; 8 hours of annual refresher training in this one area alone is mandated by Federal law.

## **APPARATUS AND EQUIPMENT**

With the replacement of our 1969 Dodge Brushbreaker last year, all of our apparatus is now current and in good working order. We continue to perform preventive maintenance on all our vehicles with the ongoing involvement and advice of Scott Fenner, who has performed most of our mechanical work for many years. We plan to revise our capital equipment replacement schedule by looking ahead to the future needs of the department.

We continue our ongoing replacement programs for protective clothing, fire hose and water supply appliance. Funds will be requested to begin replacement of our SCBA cylinders; manufacturing standards do not allow these cylinders to remain in service after 15 years. As always, we appreciate the support shown by residents in funding our requests.

## **BUILDING AND GROUNDS**

The overall condition of our facility remains satisfactory as we near 13 years since renovations were completed. During the next year, we will determine the need for installing a more appropriate system for removing vehicle exhaust from the station. The existing system was designed with economy in mind given our vehicle usage and needs of more than 12 years ago. Today, with more incidents and with the addition of the new brushbreaker with its diesel engine, we need to consider how adequate and safe our existing system is. Alternatives being considered include a direct connect system now commonly installed in fire stations across the state and nation.

Action will be taken this year as we implement an alternative plan to comply with Federal and State requirements for discharging water into floor drains. Restrictions will be put into place in order to satisfy mandated requirements. We hope these alternative procedures will continue to meet with approval, as other options appear either extremely expensive or impractical.

## **ACTIVITIES**

We continue our work with the Barnstable Police department's "Adopt-A-School" program coordinated by Officer Murray and participated in the annual Kids Day in Hyannis. Our Administrative Assistant, Joan Geggatt applied for and received a grant of fifty bicycle helmets from the National Highway Safety Council. The helmets were donated as part of our bicycle safety program in cooperation with Barnstable Police. We participated in the Falmouth Christmas parade and the Fire and Life Safety weekend at the Cape Cod Mall. We offer our thanks to those members who have made their time available to represent the department at these and other events.

Department members assisted with the delivery of Santa Claus by boat to the town dock for the annual Christmas in Cotuit event. The Cotuit Firefighter's Association again sponsored the annual July 4th parade and money was collected for Muscular Dystrophy.

The Prudential Committee and Fire Commissioners continue to meet at the station monthly. District elections were held at the station again this year.

We continue to provide blood pressure screening, with over 600 readings taken again this year. We are pleased so many people have taken advantage of this free service offered anytime at the fire station, and at the Post Office the first Saturday of each month. We continue to offer information, directions, advice on safety issues, and assistance in a variety of ways. Residents are always encouraged to drop by the station or call 428-2210 with questions, suggestions, or concerns.

### COMMENTS

We thank the members of your fire and rescue department for their continued efforts to provide service to our community. We would like to thank the Prudential Committee, Treasurer, Clerk, Board of Water Commissioners and the employees of the Water Department for their continued cooperation and support.

Respectfully submitted:

JAMES GARDNER, Chairman  
RONALD MYCOCK  
NICHOLAS ALLEN

PAUL A. FRAZIER  
Fire Chief

# Cotuit Fire, Rescue and Emergency Services Department Roster

As of June 30, 2002

Paul A. Frazier	Fire Chief/Paramedic
David A. Pierce	Fulltime Captain/Fire Inspector/EMT
Joan Geggatt	Administrative Assistant
Jennifer Barth-Pasic	Call Senior Private/EMT
Matthew Dillon	Call Firefighter/EMT
Edward Eagan	Call Firefighter/EMT
Donna Fenner	Fulltime Firefighter/Paramedic
Jeffrey Gifford	Call Driver/Operator/EMT
Stephen Hoffman	Fulltime Senior Private/EMT
Brent Lyons	Call Firefighter/EMT
Michael Mayne	Call Firefighter/EMT
Matthew McCarthy	Call Firefighter/EMT
William McNamara	Fulltime Firefighter/EMT
Brenda Nailor	Call Firefighter/EMT-Intermediate
Jayne Pierce	Fulltime Senior Private/Paramedic
Joseph Pouliot	Fulltime Senior Private/EMT
William Sargent	Call Senior Private/EMT
Michael VanEtten	Fulltime Firefighter/Paramedic



**COTUIT FIRE DEPARTMENT ACTIVITY**  
**Emergency Incident, Fire Prevention and Patient Treatment**  
**July 1, 2001 to June 30, 2002**

**Fire and Related Incidents**

Structure Fire	6
Kitchen Fire	0
Vehicle Fire	8
Outside Fire	3
Chimney Fire	0
Brush Fire	5
Equipment Fire	0
Automatic Fire Alarm	22
Hazardous Condition	10
Emergency Standby	0
Investigation/Service	54
Public Assistance	28
Burning Without Permit	9
Mutual Aid (Engine)	55
Other	0
<i>Total Fire Incidents</i>	<b>200</b>

**Fire Prevention and Inspection Activity**

Smoke Detector	113
Pre-Inspections/Re-Inspections	26
Oil Burner	14
Oil Storage Permit	0
Underground Tank (Removal)	2
LPG Storage	2
Business Inspection	46
Home Inspection	0
Fire Drill/Fire Alarm Test	9
House Number Assistance	0
Open Burning Permits Issued	640
Other	5
<i>Total Fire Prevention</i>	<b>857</b>

**Rescue and Related Incidents**

House Rescue	233
Transportation	0
Medical Assist	25
Motor Vehicle Accident	43
Boat Rescue	6
Mutual Aid (Ambulance)	68
Mutual Aid (Paramedic)	5
Pedestrian Accident	0
First Aid (Station Walk-In)	8
Other	2
Medical Alarm	4
<i>Total Rescue Incidents</i>	<b>394</b>

**Type Of Injury By Category**

Medical	49%
Trauma	29%
Cardiac	12%
Respiratory	10%

**Total Patients Treated 424**

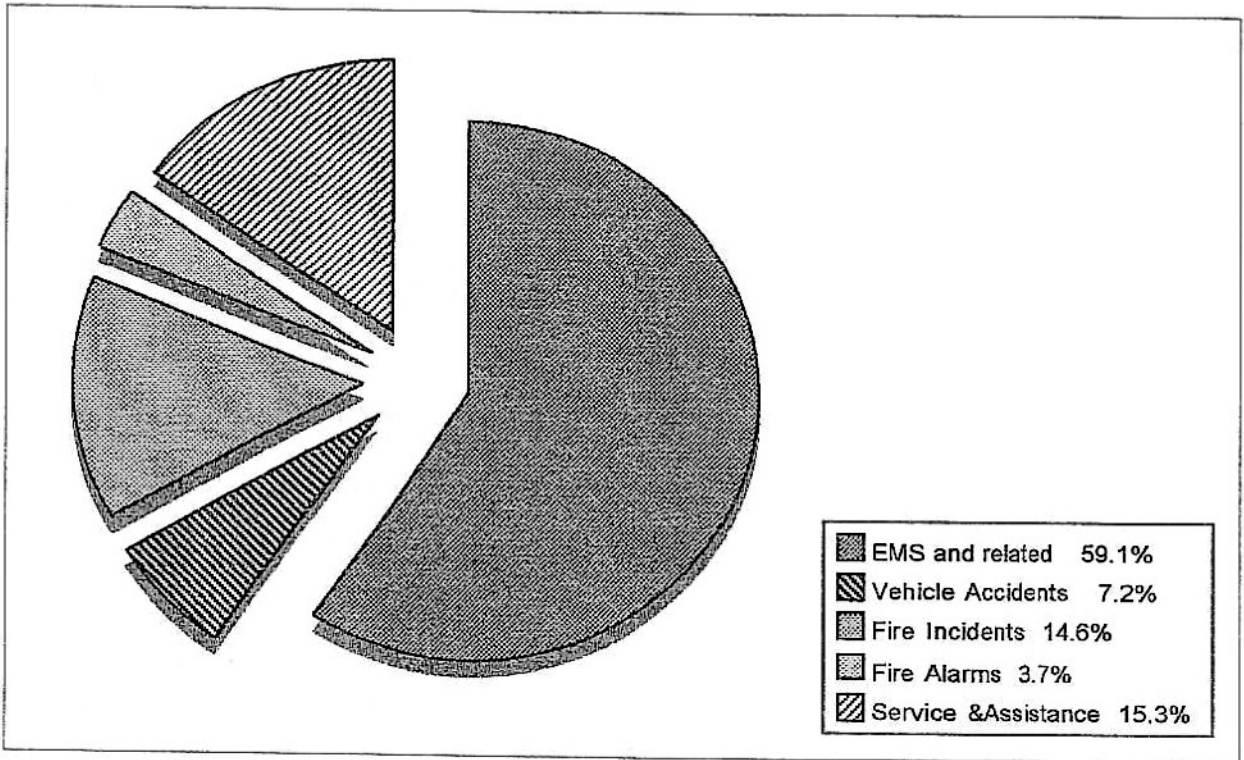
**Type Of Care Administered**

Basic Life Support	53.4%
Advanced Life Support	46.6%

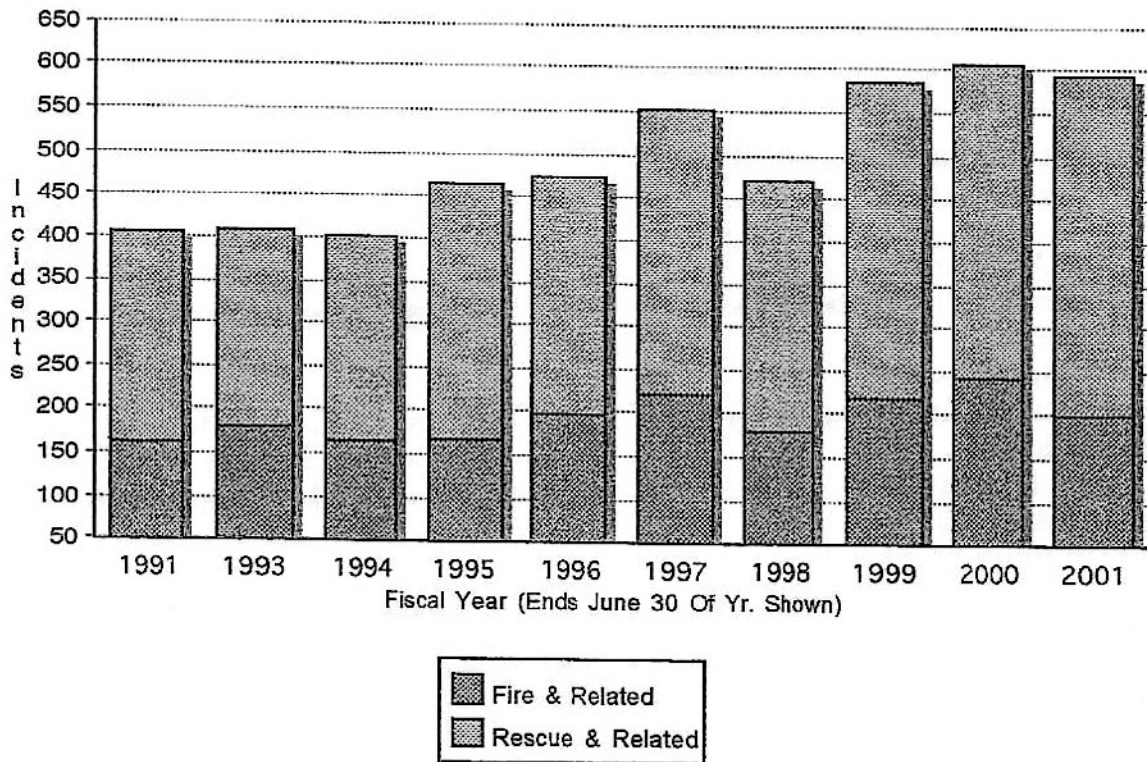
**Mutual Aid Received**

Paramedic	0
Ambulance	0
Fire	0

**Total Emergency Incidents (Fire & Rescue) This Fiscal Year 594**



**Cotuit Fire-Rescue Incident Activity 1991-2001**



Cotuit Fire District  
Department of Fire, Rescue  
and Emergency Services

## **Mission Statement**

**To provide the village of Cotuit with the highest quality of Fire, Rescue and Emergency services through personnel who are prepared and equipped to function in a safe, prudent and compassionate manner.**

In order to accomplish our mission, we shall . . .

- Provide training and education to personnel so that they may have the necessary knowledge and skill to provide the best possible service.
- Furnish well maintained tools and equipment for personnel to accomplish their tasks in a safe and efficient manner.
- Encourage personnel to participate in the growth and development of the department.
- Offer education and information to the public to increase awareness, improve personal safety and reduce unnecessary loss and suffering.
- Act in a responsible manner with respect to financial and administrative decisions using good judgment and appropriate business practices.
- Be a resource to assist our residents and visitors in time of need.
- Strive to be a valued and respected member of the community.



# REPORT OF THE BOARD OF WATER COMMISSIONERS

To The Citizens of the Cotuit Fire District:

This year was another extremely busy and productive one. For its efforts, Cotuit Water received a Second Place award (in the small community category) for outstanding work in administrative capacity, source protection, monitoring and distribution system protection.

Following the events of September 11th, we reviewed and upgraded our security measures at all locations.

Financial Advisory Associates completed their study of the water rate structure with recommendations of various scenarios. We agreed to maintain the same rate structure, for the eleventh year in a row, and will continue discussions on FAA's recommendations in the upcoming year.

Roderick Construction Company successfully bid the contract for domestic service installations and emergency repairs. They installed twenty-four new services, replaced ten services and extended the main on Vineyard Road to complete the loop.

Methyl-tert-butyl ether (MTBE) continued to contaminate Station #2, but Stations 1, 3, 4 & 5 remained problem free. All stations continue to be closely monitored. We are working with the Department of Environmental Protection and with legal counsel towards a solution regarding the loss of resource at Station #2, which remains inactive at this time.

With funds from the Hydrant Replacement Program, new hydrants with gates were installed on Main Street, Ocean View Avenue and on Old Post Road to replace the 50-year old hydrants that were part of the original system that did not have gates.

The system main flushing program ran smoothly throughout November and December.

The firm of Tata & Howard completed its comprehensive study of the system. Recommendations for an additional storage tank prompted us to present an article at the District meeting in May. Though the article was defeated, we will continue to pursue support for this as it will be presented again at next May's meeting.

Cingular Wireless completed installation of their antennas on the Main Street tank. We have been receiving combined annual revenues of approximately \$50,000 from Sprint and Cingular for three years now.

Through the concentrated efforts of many, Barnstable, Mashpee and the state of Massachusetts were able to join forces and purchase the 300-acre parcel off Newtown Road, thereby ending the proposed golf course project. It will remain "open space."

We thank our constituents of the District for their past and continued support. Special thanks go to our superintendent, Ken Ventura and his dedicated staff for a job well done.

Respectfully submitted,

GEORGE CALISE, Chairman  
JACK THOMAS  
FREDERICK KIELY

## STATISTICAL SUMMARY

### WATER PUMPAGE

<u>FY '01</u>		<u>FY '02</u>	
JUL/00	31,199,035	JUL/01	29,537,900
AUG	18,255,800	AUG	28,785,800
SEP	16,081,600	SEP	23,329,500
OCT	10,340,600	OCT	13,163,700
NOV	7,258,800	NOV	10,717,800
DEC	7,832,500	DEC	9,309,200
JAN/01	8,447,000	JAN/02	9,180,000
FEB	7,359,900	FEB	7,387,900
MAR	6,729,700	MAR	6,807,900
APR	7,438,975	APR	8,030,600
MAY	20,991,500	MAY	13,167,800
JUN	<u>24,968,800</u>	JUN	<u>19,572,500</u>
<b>TOTAL</b>	<b>166,904,210</b>	<b>TOTAL</b>	<b>178,990,600</b>

Population supplied – Winter (est.) 2,932

Population supplied – Summer (est.) 5,081

Number of new services installed in FY '02: 24

Feet of main installed in FY 02: 657

Total water main footage: 273,796

Number of Service accounts: 2068

Number of new fire hydrants installed in FY '02: 1

Total number of hydrants: 409



# ORGANIZATION

## Moderator

Alison A. Lowe	420-5347	2004
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## Prudential Committee

James M. Gill	428-3758	2003
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Jeffrey W. Gifford	428-8834	2004
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Alan Donheiser	428-1252	2005
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## Board of Fire Commissioners

James A. Gardner	428-2245	2003
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Ronald J. Mycock	428-3511	2004
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Nicholas Allen	420-3331	2005
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## Board of Water Commissioners

Frederick Kiely	428-1263	2003
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Caetano G. Calise, Jr	428-3049	2004
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John A. Thomas	420-5627	2005
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Clerk  
Laurie C. Hadley  
428-6552

Treasurer  
Agnes C. Murray  
420-3000

# DATES TO REMEMBER

Annual election: Tuesday, May 27th, 2003  
4:00 PM to 8:00 PM

Annual District meeting: Wednesday, May 28th, 2003  
7:30 PM

## REGULAR MONTHLY MEETINGS

Prudential Committee: First Monday after the 3rd Wednesday  
Time: 7:00 PM Place: Fire Station

Board of Fire Commissioners  
3d Thursday  
Time: 7:30 PM Place: Fire Station

Board of Water Commissioners  
3d Thursday  
Time: 5:00 PM Place: Water Department

Note: Meeting dates and times may change based on need. Please check the Post Office bulletin board or call in advance to confirm if you plan to attend.

Nomination papers for any election are available from the Clerk. Call 428-6552 or the District Office, 420-3000. Nomination papers must be taken out by 5:00 PM, Monday, April 9th and returned by 5:00 PM, Tuesday, April 22d.