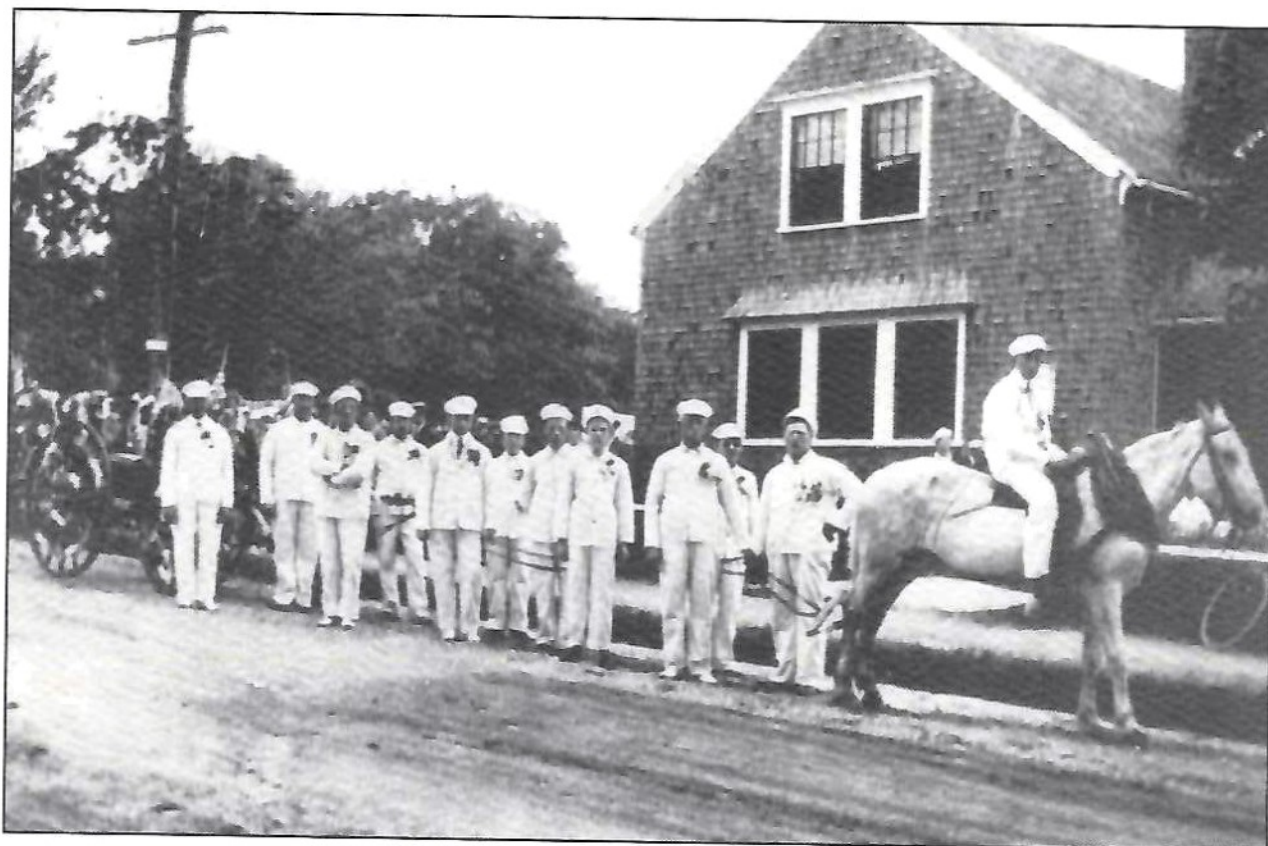


COTUIT FIRE DISTRICT



**Annual Reports
FY 2008**

COVER PHOTO

Cotuit Chemical Company No. 1, July 4 1916. Cotuit's first fire company consisted of 12 volunteers, shown here in front of the Methodist church. The chief, Seabury Childs, stands by the hand-drawn wagon with two 35 gallon drums of chemicals. This was the last year before the old wagon was replaced by the new LaFrance on a Model T engine.

Courtesy of the Historical Society of Santuit-Cotuit

REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING

MAY 27 AND 28, 2008

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 27, 2008, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes Received</u>
<u>Member, Prudential Committee, 3 years</u>	
King F. Lowe *	149
<u>Member, Board of Fire Commissioners, 3 years</u>	
Peter D. Field *	102
Jeffrey W. Gifford	79
<u>Member, Board of Water Commissioners, 3 years</u>	
Theodore M. Barnicle *	145

*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 28, 2008, 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 tellers were appointed and sworn in. The following action was taken.

Article 1: This article to see if the District will vote to accept the reports of the officers and committees of the District as printed **did not pass.** (57 Yes 80 No)

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

Prudential Committee Members, Members of the Board of Fire Commissioners and Members of the Board of Water Commissioners: \$1,250.00 each; Moderator: \$250.00.

Article 3: Upon motion duly made and seconded, it was voted to raise and appropriate **\$112,125.00** for the expenses of the Financial Department.

Article 4: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$159,592.00** for the Barnstable County Retirement Assessment.

Article 5: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$30,000.00** to maintain the street lights of the District.

Article 6: Upon motion duly made, seconded and amended, it was unanimously voted to raise and appropriate **\$13,800.00** to support the operation of the Cotuit Library .

Article 7: Upon motion duly made and seconded, it was voted to raise and appropriate **\$410,000.00** for group insurance. (93 Yes 50 No)

Article 8: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate **\$35,000.00** for the maintenance and operation of Freedom Hall.

Article 9: 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.

Article 10: Upon motion duly made and seconded, it was voted by the necessary two thirds to borrow and appropriate the sum of **\$2,035,000.00** for the construction of a 500,000 gallon storage tank at the Lovell's Pond location, 134 having voted Yes and 32 having voted No.

Article 11: This article to see if the District will vote to borrow and appropriate the sum of \$2,625,000.00 for the construction of a 500,000 gallon storage tank at the Main Street location was withdrawn.

Article 12: Upon motion duly made and seconded, it was voted to raise and appropriate \$50,000.00 for notes and interest.

Article 13: Upon motion duly made and seconded, it was voted to raise and appropriate \$1,208,183.00 for the labor and salaries of the Fire Department; and to raise and appropriate \$242,800.00 for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, \$53,200.00

Operating expenses, \$188,600.00 and

Miscellaneous, \$1,000.00

for a total appropriation of \$1,450,983.00

Article 14: Upon motion duly made and seconded, it was voted to appropriate and transfer \$7,500.00 from the Fire Department capital equipment account to provide for the ambulance service billing.

Article 15: Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer \$45,000.00 from the Fire Department capital equipment account to provide for the purchase of patient medical supplies and related equipment for the operation of the ambulance.

Article 16: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$38,000.00 to replace the fire department's emergency standby generator.

Article 17: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$7,000.00 to replace one of the department's Infra Red Cameras used for firefighting, search and rescue.

Article 18: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$15,000.00 to fund an operational study of the fire department.

Article 19: Upon motion duly made and seconded, it was unanimously voted to accept the provisions of MGL Chapter 41: Section 100G1/4. "Payment of funeral and burial

expenses of firefighters and police which provides an amount not to exceed 15,000.00 for funeral and burial expenses of any firefighter while in the performance of their duty and as a result of an accident while responding to or returning from an alarm or fire or any emergency or as the result of an accident involving a fire department vehicle, which the firefighter is operating or in which he is riding or while at the scene of a fire or any emergency is killed or sustains injuries which result in their death.

Article 20: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$37,000.00 to fund anticipated sick leave liability for the Fire Department.

Article 21: This article to see if the District will vote to appropriate and transfer from available funds a sum of money to the current Fire Department operating budget to cover unforeseen emergency expenses which occurred during the fiscal year ending June 30, 2008 was indefinitely postponed.

Article 22: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate:

\$28,000.00 for the Water Department for service connections

\$260,832.00 for labor and salaries; and

\$292,550.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

\$77,000.00 for maintenance;

\$163,550.00 for operations; and

\$52,000.00 for miscellaneous expenses

for a total appropriation of \$581,382.00 and that the receipts and revenues of the Water Department be applied to these amounts.

Article 23: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$50,000.00 for the water main extension program.

Article 24: This article to see if the District will vote to raise and appropriate sum of \$25,000.00 for the pump replacement/well treatment program was withdrawn.

Article 25: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$50,000.00 for the meter replacement program.

Article 26: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$35,000.00 for the installation of an emergency generator system.

Article 27: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$3,000.00 to be used to design and implement a Cotuit Fire District website.

Article 28: Upon motion duly made and seconded, it was unanimously voted to accept G.L. Ch. 40 S.5F which provides for the establishment of a separate account for ambulance receipts.

Article 29: Upon motion duly made and seconded it was unanimously voted to raise and appropriate \$25,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws.

Article 30: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$50,000.00 to the reserve fund as provided under Section 5C, Chapter 40 of the General Laws.

Article 31: Upon motion duly made and seconded, it was unanimously voted to appropriate and transfer \$500,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 2008.

Hereof fail not to make due return of this warrant and your doings thereon at said meeting.

Given under our hands this Twenty-Second day of April, 2008.

KING F. LOWE
ROBERT J. FRANEY
JAMES M GILL
PRUDENTIAL COMMITTEE

A True Copy, attest:

Agnes C. Murray, Clerk
Cotuit Fire District

**REPORT
OF THE
TREASURER**

**I hereby submit the Financial Statements
for the Fiscal Year Ending June 30, 2008.**

Respectfully submitted,

**Agnes C. Murray
Treasurer**

COTUIT FIRE DISTRICT
COMBINED BALANCE SHEET - ALL FUNDS
FISCAL YEAR 2008

	GENERAL	TRUST STABILIZATION	LONG-TERM DEBT	MEMO ONLY
ASSETS				
CASH	1,157,663.16			1,573,132.00
CASH INVESTMENT	500,000.00	415,468.84		500,000.00
PETTY CASH	400.00			400.00
RECEIVABLES:				0.00
PERSONAL PROPERTY:	604.28			604.28
REAL ESTATE	41,650.78			41,650.78
DEFERRED TAXES	0.00			0.00
TAX LIENS	10,892.09			10,892.09
WATER RATES & SERVICE	22,446.32			22,446.32
WATER LIENS ADDED TO TAX:	2,359.22			2,359.22
AMBULANCE RECEIVABLES	34,311.05			34,311.05
TOTAL RECEIVABLES	<u>112,263.74</u>			<u>112,263.74</u>
AMOUNT TO BE PROVIDED FOR LONG TERM DEBT			0.00	0.00
TOTAL ASSETS	<u>1,770,326.90</u>	<u>415,468.84</u>	<u>0.00</u>	<u>2,185,795.74</u>
LIABILITIES & FUND EQUITY				
LIABILITIES				
WARRANTS PAYABLE	127,712.48			127,712.48
PAYROLL WITHHOLDING	13,189.77			13,189.77
SALES TAX PAYABLE	175.24			175.24
ALLOWANCE FOR ABATEMENTS	111,998.19			111,998.19
DEFERRED REVENUE :	266.25			266.25
INSURANCE RECOVERY	1,828.19			1,828.19
BONDS PAYABLE			0.00	0.00
TOTAL LIABILITY	<u>255,170.12</u>	<u>0.00</u>	<u>0.00</u>	<u>255,170.12</u>
FUND EQUITY				
RESERVE FOR CONT APPROPRIATIONS	206,882.80			206,882.80
RESERVE FOR ENCUMBRANCES	16,527.33			16,527.33
RESERVE FOR FY 2008	500,000.00			500,000.00
DESIGNATED FOR SPECIAL PURPOSES	6,755.93			6,755.93
WATER				0.00
AMBULANCE	154,424.82			154,424.82
STABILIZATION		415,468.84		415,468.84
PETTY CASH	400.00			400.00
UNDESIGNATED FUND BALANCE	630,165.90			630,165.90
TOTAL FUND EQUITY	<u>1,515,156.78</u>	<u>415,468.84</u>	<u>0.00</u>	<u>1,930,625.62</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>1,770,326.90</u>	<u>415,468.84</u>	<u>0.00</u>	<u>2,185,795.74</u>

**Cotuit Fire District
Comparison of Budget and Actual Revenues
Fiscal Year ending June 30, 2008**

	General Fund		Variance	Special Revenue
	Budget	Actual	Actual over Budget	
REVENUES:				
Taxes:				
Personal Property Taxes		7,550.00	7,550.00	
Real Estate Taxes		2,035,706.64	2,035,706.64	
Interest on Taxes		6,397.79	6,397.79	
Tax Liens Redeemed		-		
Water:				
Rates & Services	400,000.00	428,338.58	28,338.58	
Penalties		4,249.51	4,249.51	
Antenna Fees	87,904.00	95,080.84	7,176.84	
Basic Use Charge		3,000.00	3,000.00	
Liens, Water		2,054.11	2,054.11	
Fire:				
Ambulance Fees		155,545.64	155,545.64	
Permits & Inspections		3,050.00	3,050.00	
Contributions		275.00	275.00	
Interest on Investments		57,647.34	57,647.34	15,164.85
Interest on Investments Stabilization Fund				
Insurance Recovery		1,799.99	1,799.99	
State Grant FD				2,000.00
Other		2,577.60	2,577.60	
Total Revenue	487,904.00	2,803,273.04	2,315,369.04	17,164.85

Memo :
 General Fund 2,803,273.04
 Special Revenue 17,164.85
 Total 2,820,437.89

Appropriations and Expenditures FY2008
Budget to Actual June 30, 2008

Art#	Account	Budget	Encumb 6/30/2007	Transfer In	Amount Expended	Transfer out	Encumber 6/30/2008	Balance Remaining	Close to Revenue	AMT BRT FWD
Prudential Committee										
8	Financial Dept :	96,200	150.00	819.32	97169.32	-	-	-	-	-
9	Retire. Assessment	154,843	-	-	154,843	-	-	-	-	-
10	Notes and Interest:	57,805	-	-	57805	-	-	-	-	-
11	Street Lights	28,000	-	-	25545.11	-	2,454.89	2454.89	2454.89	-
12	Cotuit Library	12,000	-	-	12000	-	-	-	-	-
13	Group Insurance:	325,294	-	-	317923.08	-	7,370.92	7370.92	7370.92	-
14	Freedom Hall	25,000	-	-	20465.75	4534	0.25	0.25	0.25	-
15	Town of Barnstable	6,808	-	-	6,808	-	-	-	-	-
Fire Department										
11	Labor and Salary	1,104,751	-	3748.44	1,108,499.44	-	-	-	-	-
11	Maint. & Operation	227,055	44531.30	-	257,937.96	11993.33	1,655.01	1655.01	1655.01	-
12	Amb. Billing	6,750	-	1917.50	8,667.50	-	-	-	-	-
13	Patient Med. Supplies	22,500	-	-	15,429.85	-	7,070.15	7070.15	7070.15	9508
14	FD Call FF	9,600	-	-	92.00	-	9,508.00	9508.00	9508.00	-
15	Breathing Aparatus (SCBA)	50,000	-	-	50,000.00	-	-	-	-	-
16	Rescue Air Bags	4,500	-	-	4,067.65	-	432.35	432.35	432.35	432.35
17	ALS Engine	38,500	-	-	37,087.31	-	1,412.69	1412.69	1412.69	1412.69
Water Dept.										
19	Service Connections	28,000	-	-	27931.23	-	68.77	68.77	68.77	-
19	Labor and Salary	247,647	-	3742.87	251389.87	-	-	-	-	-
19	Maint. & Operation	282,400	-	-	279314.15	-	3,085.85	3085.85	3085.85	-
20	WD Main Extension	50,000	-	-	0	-	50,000.00	50000.00	50000.00	50000
21	WD Pump Replacement	25,000	-	-	0	-	25,000.00	25000.00	25000.00	25000
22	WD Meter Replace. Prog	50,000	-	-	50000	-	-	-	-	-
23	Old Oyster Road	20,000	-	-	-	-	20,000.00	20000.00	20000.00	20000
25	Painting Freedom Hall	19,929.05	-	-	-	-	19,929.05	19929.05	19929.05	19929.05
27	Stabilization Fund	25,000	-	-	25000	-	-	-	-	-
28	Reserve Fund	50,000	-	-	-	10228.13	39,771.87	39771.87	39771.87	-
Totals		2,967,592.05	44,681.30	10,228.13	2,807,976.22	16,527.33	187,759.80	187,759.80	61,477.71	126,282.09
PRIOR YEARS ARTICLES:		312,524.05	-	-	200,409.53	-	-	-	19,976.06	-
Grand Totals		3,280,106.10	-	-	3,008,385.75	-	299,874.32	299,874.32	81,453.77	-

PRIOR YEAR ARTICLES
FY2008

ACCOUNT	BAL.BRT FWD 7/1/2007	AMOUNT EXPENDED	BALANCE 6/30/2008	AMOUNT CLOSED
RESIDENT TAXPAYER SURVEY	20,000.00	8,462.25	-	
PROT. BREATHING GEAR 02-	2,588.20	1,824.00	11,537.75	
FD EXHAUST REMOVAL SYSTEM	640.00	589.00	764.20	764.20
FD COMMUNICATIONS EQUIP 05-	10,276.68	-	51.00	51.00
FD WASHER/EXTRACTOR 05-	6,500.00	6,500.00	10,276.68	
FD ADD'L DAY PERSON 06-18	21,186.42	2,147.00	-	
NEW CALL FF 06-15	5,190.69	5,190.69	19,039.42	19039.42
FD RADIO EQUIP 06-14	20,000.00	-	20,000.00	
FD SERVICE VEH CHIEF 06-16	1,185.13	1,063.69	121.44	121.44
FD STATION MAINT. 06-17	11,839.73	8,035.82	3,803.91	
FD CALL FF 07-19	9,600.00	2,127.44	7,472.56	
FD STATION MAINT. 07-20	12,000.00	-	12,000.00	
FD NEW AMBULANCE 07-20	168,411.35	164,469.64	3,941.71	
WD MAIN EXTENSION 07-26	23,105.85	-	23,105.85	
TOTALS	312,524.05	200,409.53	112,114.52	19,976.06

COTUIT FIRE DISTRICT
DEBT LEDGER
As of June 30, 2008

	Balance 1-Jul-07	New Debt	Retirements	Balance 30-Jun-08	Interest Paid in FY08
Well #5 Pumping Station Issued May 15, 1998 for 550,000 at 4.82	55,000		55,000	0	2,805.00
Totals	55,000	0	55,000	0	2,805.00

Cotuit Fire District

GROSS WAGES REPORT FY 2008

OFFICERS - ELECTED AND APPOINTED

	Gross	Total
PRUDENTIAL COMMITTEE		
Franey Robert	1,250	1,250
Gill James	1,250	1,250
Lowe King	1,250	1,250
Fire Commissioners		
Allen Nick	1,250	1,250
Field Peter *	104	104
Campbell Donald	1,250	1,250
Mycock Ronald	1,250	1,250
Water Commissioners		
Calise George	1,250	1,250
Kiely Frederick	1,250	1,250
Barnicle Theodore	1,250	1,250
Moderator		
Lowe Allison	250	
Treasurer		
Murray Agnes	25,749	25,749
Clerk		
Murray Agnes	2,265	2,265

* Elected May 2008

AV Hrs
Worked
Wkly

Fire Department Personnel

Fulltime	Name	Title/Position	Base	Overtime	Total	AV Hrs Worked Wkly
Frazier	Paul	Fire Chief/Paramedic	91,603	-	91,603	40+
Geggatt	Joan	Administrative Assistant	43,035	-	43,035	40
Amento	John	Firefighter/Paramedic	59,498	29,913	89,411	56
Fenner	Donna	Firefighter/Paramedic	57,131	47,157	104,288	65
Hoffman	Stephen	Senior Private/EMT	60,251	19,759	80,010	51
Lyons	Brett	Firefighter/EMT	51,267	27,553	78,820	57
McNamara	William	Firefighter/EMT	52,807	42,458	95,265	64
Pierce	David	Captain/EMT	72,298	57,489	129,787	64
Pierce	Jayne	Senior Private/Paramedic	65,856	55,728	121,584	66
Pouliot	Joseph	Senior Private/EMT	53,844	12,249	66,093	48
Sargent	William	Firefighter/Paramedic	57,131	25,838	82,969	55
VanEtten	Michael	Firefighter/Paramedic	60,724	42,073	102,797	61
Call Firefighters						
Anderson	Ty	Firefighter/EMT	13,966	-	13,966	15
Barth-Pasic	Jennifer	Senior Private/EMT	2,811	-	2,811	2
Clark	Shane	Firefighter/Paramedic	5,397	-	5,397	5
Florence	Brian	Firefighter/EMT	4,588	-	4,588	5
McPherson	J	Firefighter/EMT	22,212	-	22,212	22
Nailor	Brenda	EMT	9,282	-	9,282	9

Water Dept Personnel

Wiseman	Christopher	Water Superintendent	65,519		65,519	40+
Hoover	Brian	Sr. Water Operator	50,613	6,577	57,190	43
Leavenworth	Sherrri	Office Manager	46,453	-	46,453	40
Drazek	Anthony	Water Operator	34,570	3,094	37,664	42
Herrick	Benjamin	Water Operator	36,733	6,933	43,666	45

Cotuit Fire District Benefits for the fiscal year ended June 30, 2008

Insurance

Health, dental and life insurance benefits are available to eligible employees in the Fire and Water Departments and elected officials. The District pays 75% of the premiums incurred.

Vacation, Sick and Personal Days

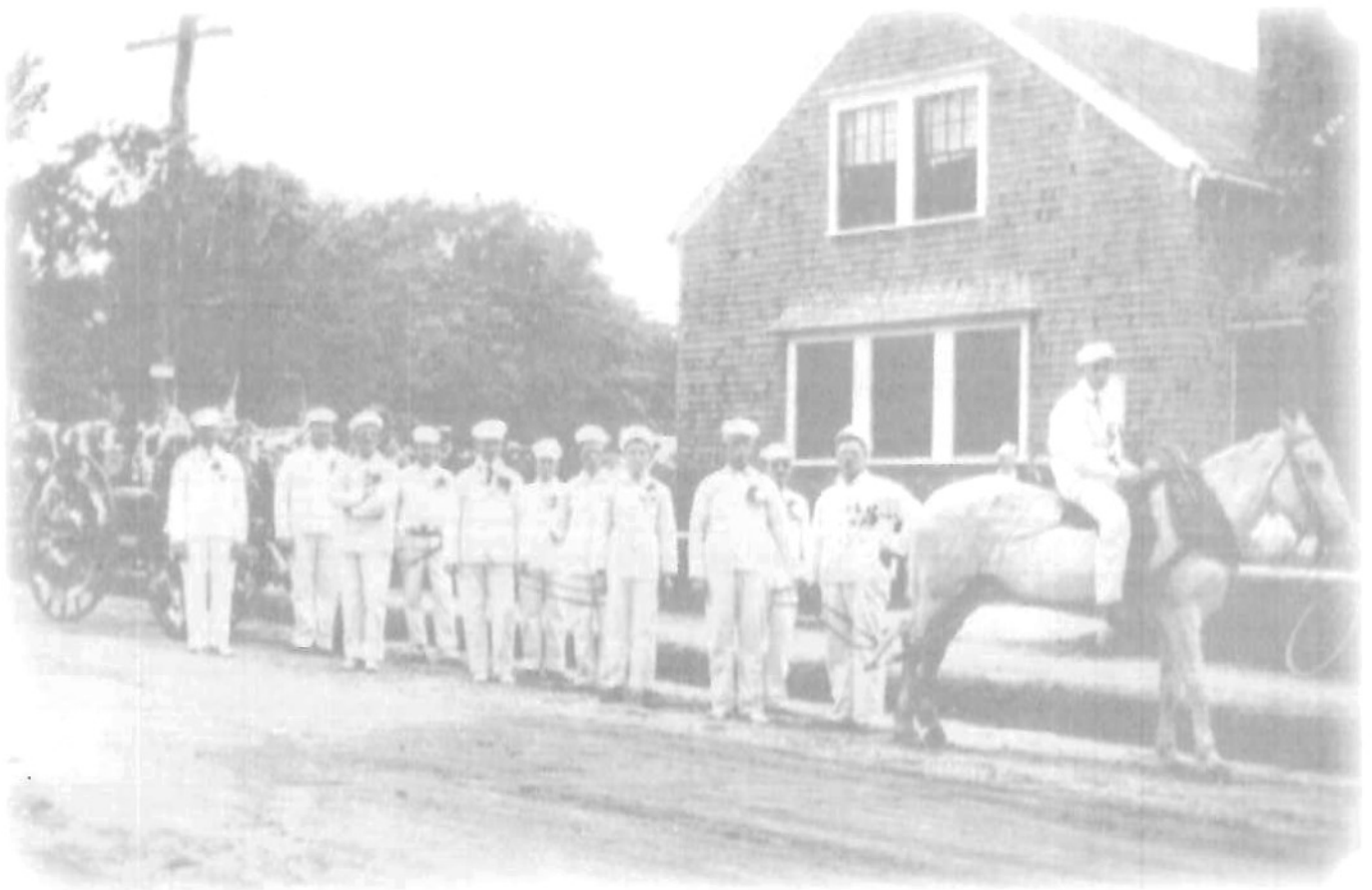
For Water and Fire Department employees, 15 sick days per year can be accumulated in successive years and a specified percentage of those days must be purchased by the District at retirement. Additionally, vacation days ranging from one week to five weeks, according to years of service, eleven paid holidays and three paid personal days are available to Department employees.

Miscellaneous

Tuition reimbursements, longevity pay of \$500-\$2,100 determined by term of service, educational incentives, training costs, and uniforms constitute the balance of benefits provided to District employees.

The following table sets forth the benefit costs to the District for the fiscal year ended June 30, 2008.

Benefits	Fire Department (11)	Water Department (5)	Elected Officials (8)
Group Insurance	139,886	44,509	95,377
Sick Days	46,400		
Personal Days	16,403		
Training	27,856	2,162	
Vacation	58,355		
Holiday	18,701		
Longevity	11,050		
Uniforms	8,081	1,257	
Total	326,732	47,298	95,377



Report of the Prudential Committee

The Prudential Committee of the Cotuit Fire District herewith submits its annual report for the fiscal year ended June 30, 2008.

COTUIT CARES!

For some several years past the Prudential Committee has encouraged registered voters of the Cotuit Fire District to attend the annual meeting in greater numbers. Historically, voter turn-out has been less than 100 and this has resulted in tax and spending decisions for the District being made by a majority present of some 40-50 people. This year attendance was 166, perhaps the result of the need to decide on a new water storage tank and also, possibly, due to the signage posted around the village advertising the date and time of the meeting. In any event, Freedom Hall was filled to capacity for the meeting and spirited discussions took place throughout a lengthy evening. Your Prudential Committee is grateful for the participation by voters.

The Prudential Committee, composed of three elected members, is responsible for the inclusion of the budgets and articles in the warrant for the Annual District Meeting, recommendations for the budgets and articles presented at the meeting, maintenance and operation of Freedom Hall and the lighting of the streets and public ways of the District.

Monthly meetings of the Prudential Committee are held throughout the year for the purpose of insuring funds raised by the District are expended in a fiscally responsible way and for the purposes prescribed by District voters. The schedule for the meetings, which are usually held on the 1st Monday following the third Wednesday of each month, is posted on the bulletin board at the post office and at the District office located in the Fire Station. The date and time of the meetings can also be determined by calling the District office at 508-420-3000. We encourage every interested resident of the Fire District to attend so as to learn more about the business affairs of your village and to convey comments and views to your elected officials.

The office of the Fire District Treasurer is open Tuesdays and Thursdays from 9:30 to 12:00 and at other times available via telephone at 508-420-3000. Street light outages may also be reported to this telephone number. In addition to a description of the physical location of the street light, you are requested to provide the number found on the pole so as to insure the specific offending light can be repaired.

Respectfully submitted,

Robert J. Franey
James M. Gill
King F. Lowe, Chair
Prudential Committee

Report of the Board of Water Commissioners

To the Citizens of the Cotuit Fire District:

In FY 2008, the Cotuit Water Department delivered 217,935,000 gallons of drinking water to 2,149 homes, businesses and public buildings.

The water quality is analyzed on a monthly basis and water quality continues to exceed all state and federal standards. The Massachusetts Department of Environmental Protection (DEP) found no areas needing attention, nor any violations of regulations. The lead and copper testing program was successfully conducted and results were sent out to all participants. The next testing will be done in 2010.

In 2007, Tata & Howard engineers submitted an application to the DEP to raise the permitted withdrawal amount so the District would not continually be in violation of the regulations. The new permit was issued this year increasing our withdrawal amount through 2010.

A full in-house leak detection program was done in January, which resulted in the repair of three (3) service leaks. The annual water main flushing was conducted in April and May. Approximately 300 water meters were replaced, as part of our on-going meter replacement program. The well at Station #3 was purged and cleaned.

The water main was extended up Route 28 to the District line at Mashpee and into Cotuit Meadows, the new subdivision that will add approximately 120 homes to the water system at build out. The department monitored the construction of the water distribution and waste water system. The first four (4) homes have been built and supplied with water services.

Stearns & Wheler engineers produced updated District maps and oversaw the installation of two 4" groundwater monitoring wells located near Station #5.

The Department agreed to piggy-back the water main replacement project on School Street with the Town's upcoming repaving project which will save the community substantial engineering and paving costs.

The Board of Water Commissioners continued to work in opposition of a dense development project proposed for Main Street. This development is not allowed under current Barnstable zoning laws. However, there is an exception to the regulations that would allow the developer to build the sewage discharge dangerously close to a drinking water supply well. The Board notified the Town that it had strong opposition to allow this type of dense development within the supply zones of the wells.

The Zoning Board of Appeals approved the application filed by Bay Point LLC for five (5) units of housing (7 bedrooms). Bay Point considered this approval to be a denial as it was seeking additional units and bedroom. An appeal was taken to the Housing Appeals Court where it remains today.

The Board continued working with Weston & Sampson engineers to find a practical replacement for the aging Main Street storage tank. An informational meeting was held in April outlining the construction costs for the two (2) proposed sites. At the annual District meeting in May, the majority of residents voted in favor of building a new 500,000 gallon storage tank on the parcel of District owned land located behind the water department office at 4300 Falmouth Road.

Drinking Water Quality Reports were sent to every home in the District. Additional copies are available at the Water Department Office.

Respectfully submitted,

Theodore Barnicle, Chairman
George Calise
Frederick Kiely

STATISTICAL SUMMARY

WATER PUMPAGE

CALENDAR YEAR 2007

FISCAL YEAR 2008

JAN	9,651,000
FEB	9,151,000
MAR	10,430,000
APR	10,797,000
MAY	22,975,000
JUNE	30,978,000
JULY	36,102,000
AUG	36,736,000
SEPT	29,266,000
OCT	17,193,000
NOV	9,744,000
DEC	<u>9,266,000</u>

JUL/07	36,102,000
AUG	36,736,000
SEP	29,266,000
OCT	17,193,000
NOV	9,744,000
DEC	9,266,000
JAN/08	9,099,000
FEB	7,640,000
MAR	7,626,000
APR	11,052,000
MAY	16,687,000
JUN	<u>27,524,000</u>

TOTAL 232,289,000

TOTAL 217,935,000

Population supplied – Winter (est.) 3,342

Population supplied – Summer (est.) 5,351

Number of new services installed in FY '08: 10

Feet of main installed in FY 08: 4,843

Total water main footage: 283,725

Number of Service accounts: 2149

Number of new fire hydrants installed in FY '08: 10

Total number of hydrants: 428

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, 2008.

EMERGENCY MEDICAL SERVICES (EMS)

Emergency Medical Services (EMS) continues to be the most requested service we provide with over half of our activity related to pre-hospital medical care. All of our personnel are trained at the Basic Emergency Medical Technician (EMT) or Advanced EMT (Paramedic) level. We are considered a health care provider and our ambulance is licensed by the State to provide Advanced Life Support (ALS) care. Medical protocols, regulations and laws guide the care we provide and they are consistent among all ambulance providers. Each year, we receive a comprehensive, annual inspection by the State's Department of Public Health.

As approved earlier at District meeting, we replaced our ambulance in October with a new vehicle, the cost of which was entirely offset by previously collected ambulance fees. We currently use an 8-9 year replacement cycle based on our activity level and our desire to provide technological improvements for our patients and staff.

Occasionally, we experience times when simultaneous or subsequent requests for service are made. If this happens when our ambulance is committed on an incident, we request assistance from neighboring departments through the mutual aid system and dispatch our personnel to the scene to offer initial care. In December, modifications were completed on one of our existing fire engines allowing us to carry ALS equipment. To the extent personnel are available, we are now able to respond a unit more appropriately equipped to treat critical patients while waiting for an ambulance to arrive. The unit is licensed by the State as an "ALS Engine" and is subject to the same type of inspection as the ambulance. We are grateful to the Cotuit Firefighter's Association for their assistance in sharing some of the expenses related to this project.

FIRE PREVENTION & PUBLIC SAFETY EDUCATION

As always, we encourage residents to install and/or maintain their smoke and carbon monoxide (CO) detectors. Several years ago, legislation was passed requiring homes to have CO detectors on each habitable level and within ten feet of bedroom doors. Landlords are responsible to have this equipment installed in rental units as well. Occasionally, we respond to CO detector activations, finding in some instances, a discharge of CO from sources including vehicle exhaust and heating equipment. CO is

poisonous and undetectable by humans; working CO detectors are essential in any home, especially those using fuels such as propane or natural gas, oil, coal or wood. We conduct different types of inspections as required by State law including those on resale properties, new homes and hazardous/flammable storage systems. Throughout the year, we assist residents with a variety of matters related to fire prevention and fire safety.

To help you prepare for emergencies, copies of the "Cape Cod Emergency Preparedness Handbook" are available at the fire station. Other information on a variety of safety topics is also available. If you have questions regarding fire prevention, code compliance, safety or inspection issues, please contact us.

PERSONNEL

We provide EMS, fire suppression and related services, 24 hours a day, 7 days a week, using both full and part time (call) personnel. Many departments have phased out their call personnel, however we continue to supplement our operations with part time staff. All of our personnel are cross trained to perform both EMS and firefighting duties. Eight of our ten full time personnel, working in shifts of two, staff the station 24 hours a day to provide our core coverage. From 8 AM until 6 PM, the two remaining full time personnel work opposite each other on a rotating basis, allowing us to have a third person available each day. In the past, daytimes have been significantly busier than the period of time we call the "night shift" or from 6 PM until 8 AM in the morning. In recent years however, we have seen this trend begin to change with an increase in activity during the night/early morning hours.

We continue to have Call Firefighters provide some additional daytime coverage which affords them an opportunity for added experience. Our Administrative Assistant Joan Geggatt is available during business hours Monday through Friday. Joan is able to assist you with scheduling inspection appointments, providing information, answering questions or directing you to the resources you may require. Of course, our Fire Chief welcomes your inquiries, suggestions or concerns as they relate to the department's operation or any matter of importance to your safety and well being.

Our operational strategy continues to offer a prompt initial response by full time personnel with support from off duty full time and call personnel supplying additional help as needed. When possible, we retain some of the personnel who respond for standby should a subsequent incident occur while those involved in the initial response are committed. Our available resources can be taxed based on the severity and duration of an incident or the need to respond to additional requests for assistance. We utilize mutual aid from other departments as necessary; thus far, the system has been reliable. We are aware however, that the system is subject to periods of high activity, vehicles out of service and other factors that influence the availability of help outside of our District.

Many incidents require us to “call back” additional staff and our off duty full time and call personnel are summoned. The fire service is somewhat unique in that personnel often respond to staff emergency incidents in addition to their scheduled weekly hours. Active periods require more call back resulting in necessary overtime expenses. Our current policy is to maintain a minimum of three firefighters during the day and two at night which necessitates the need to cover personnel who are on vacation, out sick or on other approved time off.

As we continually report, maintaining an adequate roster of call firefighters is challenging. Part time personnel often leave as opportunities for full time positions become available in surrounding communities. We continue to see a decreasing number of qualified applicants applying for positions. We realize our call personnel have personal, work and other commitments in addition to their obligations with the department. Though we had once hoped for something different, we have accepted that staffing – both full time and part time – will be an ongoing challenge for our small department.

During the year, Call Firefighter Jeffrey Gifford completed 30 years of dedicated service with the department. Jeff, who most recently held a position of Driver/Operator, was also an EMT and worked for the COMM Fire Dept. full time as a Telecommunicator in the dispatch center. Whether Jeff was responding to incidents in Cotuit or helping to get us promptly to the scene and back home safely, he was consistently calm and professional. Jeff's easy going personality and enthusiasm for the job will be missed.

Chief Paul Frazier announced his intent to retire from the department with over 35 years of service, 23 years as the department's Fire Chief/Paramedic. Chief Frazier began his career as a call firefighter in Cotuit in 1972. In 1978, he accepted a full time position with the Mashpee Fire Department where he attained the rank of Lieutenant. Following the creation of the Board of Fire Commissioners in 1985, Chief Frazier returned as Cotuit's first full time Fire Chief succeeding part time Fire Chief Walter Dottridge. Chief Frazier was one of the first Paramedics in Cotuit and the youngest Fire Chief in the state when he assumed the position.

Chief Frazier's tenure saw the replacement of our aging apparatus, the hiring of full time personnel to provide 24 hour coverage, major renovations to the fire station and numerous other accomplishments. Chief Frazier was involved in a number of activities and fire service organizations that both directly and indirectly benefited the department's role as an emergency service organization.

The Board of Fire Commissioners, faced with the need to seek a replacement, began the search months in advance to find a qualified candidate who would be ready and able to assume the position. The process was challenging, and in the end, Deputy Fire Chief Christopher Olsen from the Barnstable Fire Department was offered the position. Deputy

Olsen, who lived for a period of time in Cotuit, rose through the ranks at the Barnstable Fire Department over a period of nineteen (19) years. We welcome Chief Olsen to our community and offer him our support. A transition is planned beginning with the new fiscal year in July.

TRAINING

We continue to train on a regular basis in all areas of fire, rescue and EMS. Each year, we build upon existing skills and introduce new ones. Some personnel attend courses at the Mass Fire Academy in Stow, the Barnstable Fire Academy in Hyannis and the National Fire Academy in Maryland. Training activities also include preparing new Call Firefighters to function in their positions. State and federal laws mandate the periodic review of material such as responding to hazardous materials incidents, incident command and certain EMS related training. The recertification of all personnel at their respective levels of EMS training is ongoing through various mandatory and elective courses. To the extent possible, we take advantage of new training opportunities.

APPARATUS AND EQUIPMENT

The frequency of repair for our two fire engines, purchased in the early 90's, continues to increase. Though we provide preventive and ongoing maintenance, we find repairs and maintenance becoming more significant each year. We continue to review our expenses and adjust our budget accordingly. The realistic service life of our apparatus is less than we expected when they were first purchased. As an example, similar to other neighboring departments, we are experiencing body and frame corrosion due to chemicals used to manage ice and snow. In the near future, we anticipate having to address current and foreseeable concerns to insure our apparatus is reliable and safe for our personnel to use in service to the community.

Since issuing portable radios to our personnel several years ago, we have improved the consistency of our communications. We are looking at the possibility of using a different frequency band to replace our pagers, some of which are over 20 years old. Ongoing efforts with the COMM Fire Department in obtaining a joint federal grant to provide a back up system is uncertain. We see the need to have equipment in place for use during times when the State maintained system may be out of service or during catastrophic events such as a hurricane or similar event.

BUILDING AND GROUNDS

It's been over 18 years since major renovations were completed; as some may know, half of the original structure was built in 1938. We have completed projects during this past year including the replacement of light fixtures in our apparatus rooms that require less energy and provide more light. We continue to work at completing repairs or improvements on a priority basis and within our ability to schedule contractors and oversee the work. Interior improvements are still in progress funded by both our operating budget and special appropriations. We are looking ahead at the eventual

replacement of roof shingles and some of the buildings HVAC components. We received the washer/extractor funded previously to clean protective clothing of dirt and contaminants on a more regular basis for the safety of our personnel and longevity of the clothing. The parking lot will require seal coating and minor repairs this coming year.

ACTIVITIES

The department's incident activity increased nearly 11% this past year. It's difficult to determine if this change will be part of a new trend or is something more transient. Changes in activity levels are not uncommon; we look at trends that take place over several years to gain a perspective on any significant patterns of change. We are currently aware however that our costs for incident activity are almost directly in proportion to calls for service and we have had some unforeseen expenses in this area last year and again this year. Costs also reflect the length of incidents (more complicated incidents take more time to resolve) and the number of personnel returning to provide assistance which changes with their availability. Changes in incident activity is something that can not be reasonably predicted making budgeting for this part of our operation difficult at best. At the time of this writing, work continues on a 128 lot subdivision north of Falmouth Road (Route 28) near the town line with Mashpee. With current changes in the economy, it is unknown how fast the development will be completed and occupied by residents who will begin to request our services.

The department responded to a number of incidents related to Hurricane Noel last November; many requests were related to wind damage. The Board has continued discussion on having an operational study done on the department. Such a study might provide information on topics such as personnel and staffing, organizational structure and operational efficiency.

The department provides assistance to residents and others by offering car seat inspections. These inspections, provided by Senior Private Jayne Pierce, a Certified Car Seat Technician, insure your child's car seat is properly installed. An inspection also verifies that your seat meets standards of safety necessary to protect your child. During the year, we have performed numerous seat installations and assisted a number of parents with general information. We are surprised at how many car seats are not installed properly despite the best intentions of parents who follow the manufacturer's instructions. We plan to send another member the next time a training opportunity becomes available.

As in the past, we participated in Kids Day sponsored by the Barnstable Police and Fire Departments and Christmas in Cotuit. The Cotuit Firefighter's Association provides assistance to the Civic Association for the annual July 4 parade. District elections continue to be held at the station each May.

We continue our partnership with the Barnstable County Hazardous Materials Program and Cape Cod Healthcare in providing residents with a safe method to dispose of

“sharps” – needles, syringes and lancets used by medical patients in home care situations. Sharps can not be disposed of in household trash and are not accepted at household hazardous waste collections. Participation is FREE to residents who can bring full containers to the fire station for disposal and receive empty containers for personal use.

We are pleased to continue providing blood pressure screening at the station. Hundreds of 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, advice on safety issues, and assistance in a variety of ways to our residents and visitors. Residents are always encouraged to drop by the station or call 428-2210 with questions, suggestions, or concerns.

COMMENTS

We are proud to serve the community and help oversee the important job of providing emergency service. We continue to review our operations and assess what, if any changes may be necessary to maintain our level of service. The department recurrently takes on new responsibilities in response to local, state or national trends.

We want to acknowledge the dedication and professionalism of our full and part time staff who work together so well. A listing of fire department members as of June 30, 2008 is provided after the narrative portion of this report. We offer our appreciation and thanks to these members of your fire and rescue department for their ongoing efforts to protect and serve our community

We 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:

Ronald Mycock, Chairman

Donald Campbell

Peter Field

BOARD OF FIRE COMMISSIONERS

Paul A. Frazier

FIRE CHIEF

PUBLIC SAFETY INFORMATION

Please consider taking action to make your family safer. . .

- **Install carbon monoxide (CO) detectors in your home!**
State law requires CO detectors in every home. Detectors must be installed within 10 feet of each bedroom door and on each habitable level; all must have battery back up. We recommend locating a detector in unfinished basements as well. Contact us for additional information.
- **Install and maintain smoke detectors throughout your home!**
Test your smoke detectors regularly and replace them every 10 years (or less), even if they appear to work properly. Environmental exposure to dust and moisture can reduce a detector's effectiveness. We can test your detector's operation free of charge.
- **Take advantage of our "File for Life" program!**
In you need to call our ambulance service, having current medical information available helps us to provide better care. Our "File for Life" program allows you to keep medical information available in a red pouch affixed to your refrigerator with a magnetic backing; these are available free at the fire station.
- **Please post your house number!**
Town regulations require the use of house numbers. If your number can't be seen from the street, a sign must be placed near the driveway or road entrance. Trim any foliage that might obstruct your number from view. If you have detached structures, such as a guest cottage or other habitable space on your property, a separate house number may be necessary. We can provide more specific information in accordance with the Town's house number regulations.
- **Maintain adequate access to your property!**
Tree limbs and brush overhanging driveways on private roads can delay or prevent us from reaching your home quickly. Our fire apparatus is larger and wider than the average passenger vehicle and requires more overhead room; damage can occur when clearance is not sufficient. We can furnish information on how to provide adequate access to your property.
- **Install a lock box if you have a medical or fire alarm!**
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 requested to update contact and other information.

Cotuit Fire, Rescue and Emergency Services
Department Roster & Years of Service
As of June 30, 2008

Frazier, Paul	Fire Chief/Paramedic	29 years
Geggatt, Joan	Administrative Assistant	12 years
Pierce, David	Fulltime Captain/Fire Inspector/EMT	29 years
Pouliot, Joseph	Fulltime Senior Private/EMT	26 years
Fenner, Donna	Fulltime Firefighter/Paramedic	19 years
VanEtten, Michael	Fulltime Firefighter/Paramedic	18 years
Hoffman, Stephen	Fulltime Senior Private/EMT	17 years
Pierce, Jayne	Fulltime Senior Private/Paramedic	14 years
Sargent, William	Fulltime Firefighter/Paramedic	12 years
McNamara, William	Fulltime Firefighter/EMT	10 years
Lyons, Brent	Fulltime Firefighter/EMT	7 years
Amento, John	Fulltime Firefighter/Paramedic	3 years
Nailor, Brenda	Call Firefighter/EMT	26 years
Barth-Pasic, Jennifer	Call Senior Private/EMT	25 years
Clark, Shane	Call Firefighter FF/Paramedic	6 years
McPherson, Jeremy	Call Firefighter/EMT	3 years
Anderson, Ty	Call Firefighter/EMT	2 years
Florence, Brian	Call Firefighter/EMT	2 years

Time shown is cumulative for those members with both part time and full time service.

Cotuit Fire District - Fire, Rescue and Emergency Services Partial List of Services

Emergency Medical Services (EMS):

- Basic and Advanced Life Support Treatment and Transportation
- Response to Medical Alarms and verifying the well being of residents.
- Response to Motor Vehicle and related accidents requiring EMS services.
- First Aid and advice including medical information and referral for non life threatening problems.
- Blood Pressure screening offered both in station and in the community.
- Marine rescue (ocean and inland waters) for boats/persons in trouble and coordination of efforts with the Coast Guard and other agencies.
- Response to ice rescues and “unusual” situations which require specialized techniques and equipment.

Fire Suppression and Hazardous Materials:

- Response to and containment/extinguishment of home, vehicle, boat, woodland, equipment and other types of fire.
- Response to and mitigation of hazardous conditions including hazardous materials incidents and unsafe conditions.
- Response to automatic fire, smoke, carbon monoxide and other related detection devices while providing assistance to the owner/occupant.

General Emergency and Non Emergency Services:

- Investigate and assist in a variety of public concerns including Carbon Monoxide alarms, equipment malfunctions, water leaks, gas/electric/utility problems, and other public safety matters.
- Provide assistance to other agencies including police, water dept., local, state, and federal agencies and other fire departments.
- Enforce local, state and federal laws where applicable including. mandated fire prevention laws/regulations and open burning laws.
- Conduct various safety inspections of homes and businesses; offer advice and information on a variety of safety concerns.
- Conduct inspections and issue permits for smoke detector installations, fuel storage (liquid and gas), compliance inspections, and other areas as provided by fire prevention and building code regulations.
- Provide emergency standby and/or response for special events, natural disasters and during peak periods of emergency activity.
- We respond to the public’s need whenever our resources and personnel may be of assistance, emergency or non-emergency, day or night, often when other agencies or departments have said “no” or are unable to help.

Committed to improving the quality of life in Cotuit by working to provide professional fire, rescue and emergency services . . . we are “few serving many!”

COTUIT FIRE – RESCUE DEPARTMENT ACTIVITY
(July 1, 2007 to June 30, 2008)

Fire and Related Incidents

Structure Fire	4
Brush Fire	4
Vehicle Fire	2
Outside Fire	6
Chimney Fire	2
Hazardous Condition	38
Hazardous Materials Incident	0
Automatic Fire Alarm	68
Burning Without Permit	8
Mutual Aid (Engine)	38
Public Assistance	33
Emergency Standby	0
Investigation/Service	81
Other Fire Related	<u>10</u>
<i>Total Fire Incidents</i>	294

Fire Prevention/Inspection Activity

Fire Alarm Compliance	51
Fire Alarm System	31
Fire Alarm Drill/Test	10
Oil Burner/Storage Inspection	12
Underground or Oil Tank Removal	9
LPG Tank/Appliance	5
Business Inspection	6
Other Fire Prevention Activity	8
Open Burning Permits Issued	<u>609</u>
<i>Total Fire Prevention</i>	741

Incident Activity By Time of Day

0800 hrs. – 1800 hrs. (Day)	55.7%
1800 hrs. – 0800 hrs. (Night)	44.3%

EMS and Related Incidents

Rescue	312
Transportation	0
Motor Vehicle Accident	35
Medical Assist	23
Pedestrian Accident	0
Boat Rescue	3
Medical Alarm	4
First Aid (Station Walk-In)	8
Other EMS Related	0
Mutual Aid (Ambulance)	97
Mutual Aid (Paramedic)	<u>3</u>
<i>Total Rescue Incidents</i>	483

Category of EMS Treatment

Medical	45.5%
Trauma	36.5%
Respiratory	10.3%
Cardiac	7.7%

Level of Care Administered

Advanced Life Support	49.7%
Basic Life Support	50.3%

Note: Above statistics based on treating 455 patients.

Mutual Aid Received/Given To Others

Paramedic	1/3
Ambulance	32/81
Fire & Related	8/39

Total Emergency Incidents (Fire & EMS) This Fiscal Year 777



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.

ORGANIZATION

Moderator

Alison A. Lowe	420-5437	2010
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Prudential Committee

Robert J. Franey	428-5092	2009
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James Gill	428-3758	2010
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King F Lowe	420-5747	2008
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Board of Fire Commissioners

Nicholas M. Allen	428-3523	2008
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Donald G. Campbell	428-7823	2009
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Ronald J. Mycock	428-3511	2010
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Board of Water Commissioners

Theodore M Barnicle	428-0204	2008
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Fredrick P. Kiely	428-1263	2009
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Gaetano G. Calise, Jr	420-3049	2010
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Clerk / Treasurer
Agnes C. Murray
420-3000

COTUIT FIRE DISTRICT
POST OFFICE BOX 1475
COTUIT, MASSACHUSETTS 02635

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RESIDENT
COTUIT MA 02635