

COTUIT FIRE DISTRICT

Santuit Hotel and Cottages, Cotuit, Mass.



Annual Reports
FY 2014

MARJORIE R. WALLACE

MAY 9, 1940 - DECEMBER 6, 2014

PRUDENTIAL COMMITTEE



REPORT OF THE CLERK

ANNUAL ELECTION AND DISTRICT MEETING

MAY 27 AND 28, 2014

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, 2014, 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>	
Marjorie Wallace *	258
<u>Member, Board of Fire Commissioners, 3 years</u>	
Thomas Hadléy *	257
Cynthia Gardner	40
<u>Member, Board of Water Commissioners, 3 years</u>	
Theodore M. Barnicle *	249

*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, 2014, 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: Upon motion duly made, seconded and amended the District voted to accept the reports of the Commissioners

and members of the Prudential Committee, Board of Water Commissioners and Board of Fire Commissioners of the District as printed. **Unanimous**

Article 2: Upon motion duly made and seconded the District 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** and Town Collector: **\$1,000.00**. **Passes by a majority**

Article 3: Upon motion duly made and seconded the District voted to raise and appropriate the sum of **\$50,000.00** to establish the reserve fund for FY 2015.

Unanimous

Article 4: Upon motion duly made and seconded the District voted to raise and appropriate the sum of **\$35,000.00** for labor and salaries for the Finance Department; and **\$140,000.00** for the remaining expenses of the Finance Department apportioned approximately as follows:

\$139,600.00 for operations; and
\$400.00 for miscellaneous expenses

for a total appropriation of **\$175,000.00** to be expended under the authority of the Prudential Committee.

Passes by a majority

Article 5: Upon motion duly made and seconded the District voted to raise and appropriate the sum of **\$1,400,499.00** for the labor and salaries of the Fire Department; and to raise and appropriate **\$373,850.00** for the remaining expenses of the Fire Department, to be apportioned approximately as follows:

Maintenance, **\$73,800.00**
Operating expenses, **\$299,050.00**, and
Miscellaneous, **\$1,000.00**

for a total appropriation of **\$1,774,349.00** to be expended under the authority of the Fire Department. **Unanimous**

Article 6: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of **\$25,000.00** from Certified Free Cash to purchase 14 new radios to be expended under the authority of the Fire Department.

Unanimous

Article 7: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of **\$236,000.00** from Certified Free Cash to purchase a new ambulance to be expended under the authority of the Fire Department. It further voted to authorize the Board of Fire Commissioners to dispose of one 2007 Ford Ambulance, vehicle identification number 1FDXE45P17DA85202, either by outright

sale, or trading in and applying the proceeds of any such trade to the purchase of said new ambulance, whichever they deem to be in the best interest of the District.

Unanimous

Article 8: Upon motion duly made and seconded the District voted to raise and appropriate the sum of \$26,000.00 for the Water Department for service connections; \$343,410.00 for labor and salaries; and \$333,400.00 for the remaining expenses of the Water Department, to be apportioned approximately as follows:

- \$74,500.00 for maintenance;
- \$206,900.00 for operations; and
- \$52,000.00 for miscellaneous expenses

for a total appropriation of \$702,810.00 to be expended under the authority of the Water Department.

Unanimous

Article 9: Upon motion duly made and seconded the District voted to transfer and appropriate from Certified Free Cash the sum of \$30,000.00 for the department's pump replacement/well treatment program to be expended under the authority of the Water Department. **Unanimous**

Article 10: Upon motion duly made and seconded the District voted to transfer and appropriate from Certified Free Cash the sum of \$120,000.00 for engineering costs related to water system improvements including the construction of a new water storage tank, the demolition of both the Main and West Street water storage tanks and additional water main upgrades to be expended under the authority of the Water Department. **Unanimous**

Article 11: Upon motion duly made and seconded the District voted to raise and appropriate the sum of \$3,000.00 for labor and salaries of the Freedom Hall custodian and \$24,500.00 for the remaining expenses of the Prudential Committee, to be apportioned approximately as follows:

- Maintenance, \$6,300.00,
- Operating expenses, \$18,100.00, and
- Miscellaneous, \$100.00

for a total appropriation of \$27,500.00 to be expended under the authority of the Prudential Committee.

Unanimous

Article 12: Upon motion duly made and seconded the District voted to transfer and appropriate from Certified Free Cash the sum of \$75,000.00 for the purpose of designing and replacing the HVAC System at Freedom Hall, said funds to be expended under the authority of the Prudential Committee.

Passes by a Majority

Article 13: Upon motion duly made and seconded the District voted to transfer and appropriate from Certified Free Cash the sum of **\$40,000.00** for the purpose of painting the exterior of Freedom Hall to be expended under the authority of the Prudential Committee. **Unanimous**

Article 14: Upon motion duly made and seconded the District voted to raise and appropriate **\$25,000.00** to maintain the street lights of the District to be expended under the authority of the Prudential Committee. **Unanimous**

Article 15: Upon motion duly made, seconded and amended, the District voted to raise and appropriate **\$18,450.00** to support the maintenance of the Cotuit Library. **Unanimous**

Article 16: Upon motion duly made and seconded the District voted to raise and appropriate **\$268,050.00** for payment of principal and interest to be expended under the authority of the Prudential Committee. **Unanimous**

Article 17: Upon motion duly made and seconded the District voted to transfer and appropriate the sum of **\$140,000.00** from Certified Free Cash, the District voted to transfer and appropriate the sum of **\$68,152.00** from the OPEB Trust Fund, and that the District voted to raise and appropriate the sum of **\$537,848.00** for a total sum of **\$746,000.00** for the purpose of paying employee and other post-employment benefits to be expended under the authority of the Prudential Committee. **Unanimous**

Article 18: Upon motion duly made and seconded the District voted to transfer and appropriate from Certified Free Cash the sum of **\$25,000.00** to the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws to be expended under the authority of the Prudential Committee. **Unanimous**

Article 19: Upon motion duly made and seconded the District voted to borrow and appropriate the sum of **\$235,000.00** to acquire, pursuant to Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, for water supply protection purposes, a conservation restriction or watershed preservation restriction pursuant to MGL Ch. 184, ss. 31-33, to be jointly held with the Town of Barnstable, on sixteen (16) acres, more or less, of land located in a Wellhead Protection Overlay District and Aquifer Protection District for Well #E3 in Cotuit Village, being shown on Barnstable Assessors Map 036 as a portion of Parcel 039, to be under the control of the Board of Water Commissioners. In furtherance of this objective, the Cotuit Fire District is hereby authorized to expend up to **\$225,000.00** for the purchase of said restriction and **\$10,000.00** for the costs

associated with the purchase. Said land shall be open to the general public for appropriate outdoor passive recreational use while consistent with 310 CMR 22.00. Said land is more fully described on a sketch entitled, "Sketch showing 16 acres +/- to be acquired by the Barnstable Land Trust, Inc. and a Conservation Restriction to be acquired by the Cotuit Fire/Water District and/or the Town of Barnstable Conservation Commission, and 3 acre +/- to be acquired by the Town of Barnstable and added to Lowell Park, 4-5-14. Final dimensions subject to confirmation by survey plan by Town of Barnstable, Dept. of Public Works, 2014 (pending)," on file with the District Clerk.

Passes by 75 to 3 vote - Greater than 2/3 majority

Article 20: Upon motion duly made and seconded the District voted to amend Article II, Section 3 of the By-laws of the District by deleting the words "two public place in Cotuit" and inserting in place thereof the words "Town of Barnstable and Cotuit Fire District websites."

Passes by 53 to 4 vote - Greater than 2/3 majority

Article 21: Upon motion duly made and seconded the District voted to amend Article II, Section 6 of the By-laws of the District, by inserting the words "on the Town of Barnstable website" before "on the District website."

Unanimous

Article 22: Upon motion duly made and seconded the District voted to amend to Article XI, Section 1 of the By-laws of the District, by inserting the word "elected" between "All" and "boards." **Unanimous**

Article 23: Upon motion duly made and seconded the District voted to amend Article XI, Section 9 of the By-laws of the District, by deleting the word "quarter" and inserting in place thereof the word "year."

Passes by a 49 to 3 vote - Greater than 2/3 majority

Article 24: Upon motion duly made, amended and seconded the District voted to amend Article II, Section 5 of the District By-laws by deleting Section 5 and replacing it with "Article II, Section 5(a): The election for District Officers by ballot shall take place one day prior to the Annual District Meeting. Polls shall be open 4 PM to 8 PM. Upon receipt of valid nomination papers; the Clerk shall have prepared printed ballots, including absentee ballots, in accordance with the Massachusetts General Laws.

Article II, Section 5(b): Nominations for District Officers shall be made by filing nomination with the District Clerk, signed by at least twenty-five persons qualified to vote in said District. Such nomination papers must be filed for certification of signatures with the Town Clerk, Town of

Barnstable, not later than fifty days prior to the date set for the election; and must thereafter be filed by the nominee with the District Clerk not later than thirty-five days prior to such election, or such other date as may be prescribed by Massachusetts General Laws, Chapter 53, Section 10, as from time to time amended." Unanimous

Respectfully submitted
Charles W. Eager
Clerk

Cotuit Fire District
 Combined Balance Sheet
 All Fund Types and Account Groups
 June 30, 2014

	Governmental Fund Types			Proprietary Fund Type	Fiduciary Fund Type	Account Group	Totals
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	General Long Term Debt	(Memorandum Only)
ASSETS:							
Cash and Investments	\$ 1,863,802.48	\$569,612.51	\$ 194,820.00	\$ -	\$ 105,434.56	\$ -	\$2,733,669.55
Receivables:							
Personal Property Taxes	602.26	-	-	-	-	-	602.26
Real Estate Taxes	75,723.13	-	-	-	-	-	75,723.13
Tax Liens	48,060.94	-	-	-	-	-	48,060.94
Departmental and Other	66,740.99	-	-	-	-	-	66,740.99
Intergovernmental	-	-	-	-	-	-	-
Dus from Other Funds	-	-	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-	-	-
Loans Authorized	-	-	-	-	-	435,000.00	435,000.00
Amounts to be Provided	-	-	-	-	-	1,615,000.00	1,615,000.00
Total Assets	\$ 2,054,929.80	\$ 569,612.51	\$ 194,820.00	\$ -	\$ 105,434.56	\$ 2,050,000.00	\$ 4,974,796.87
LIABILITIES AND FUND BALANCES:							
<i>Liabilities:</i>							
Warrants and Accounts Payable	\$ 132,391.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,391.33
Accrued Payroll and Withholdings	13,894.87	-	-	-	-	-	13,894.87
Allowance for Abatements	245,930.87	-	-	-	-	-	245,930.87
Due to Other Funds	-	-	-	-	-	-	-
Deferred Revenue:							
Property Taxes	(169,605.49)	-	-	-	-	-	(169,605.49)
Tax Liens	48,060.94	-	-	-	-	-	48,060.94
Other	66,740.99	-	-	-	-	-	66,740.99
Other Liabilities	12,772.35	-	-	-	-	-	12,772.35
Loans Authorized & Unissued	-	-	-	-	-	435,000.00	435,000.00
Notes Payable	-	-	420,000.00	-	-	-	420,000.00
Bonds Payable	-	-	-	-	-	1,615,000.00	1,615,000.00
Total Liabilities	350,185.87	-	420,000.00	-	-	2,050,000.00	2,820,185.87
<i>Retained Earnings & Fund Balances:</i>							
Reserved for Endowments	-	-	-	-	-	-	-
Reserved for Expenditures	339,425.47	-	-	-	68,152.00	-	407,577.47
Designated for Future Years Expenditures	691,000.00	-	-	-	37,282.56	-	728,282.56
Designated for Petty Cash	200.00	-	-	-	-	-	200.00
Designated for Deficits	(658.06)	-	-	-	-	-	(658.06)
Undesignated	674,776.52	569,612.51	(225,180.00)	-	-	-	1,019,209.03
Total Fund Balances	1,704,743.93	569,612.51	(225,180.00)	-	105,434.56	-	2,154,611.00
Total Liabilities and Fund Balances	\$ 2,054,929.80	\$ 569,612.51	\$ 194,820.00	\$ -	\$ 105,434.56	\$ 2,050,000.00	\$ 4,974,796.87

**COTUIT FIRE DISTRICT
STATEMENT OF NET FUNDED AND FIXED DEBT
YEAR ENDED JUNE 30, 2014**

LONG-TERM DEBT

LOVELL'S ROAD STORAGE TANK (2000-2010)

BALANCE JULY 1, 2013	\$	1,720,000.00
less: PRINCIPAL PAYMENT	\$	105,000.00
BALANCE JUNE 30, 2014	\$	<u>1,615,000.00</u>
Long Term Interest Paid in FY 2014	\$	67,700.00
TOTAL FY 2014 LONG TERM DEBT SERVICE PAYMENTS:	\$	172,700.00

SHORT-TERM DEBT (BOND ANTICIPATION NOTES):

WATER SYSTEM SECURITY (\$200,000 Authorized 05/21/2011 - Issue Pending)

BALANCE JULY 1, 2013	\$	-
plus: NEW ISSUES	\$	-
less: PAY-DOWN AT MATURITY	\$	-
BALANCE JUNE 30, 2014	\$	<u>-</u>
Short Term Interest Paid in FY 2014	\$	-
WATER SYSTEM SECURITY SHORT TERM DEBT:	\$	-

WATER PUMPSTATION ROADS (\$275,000 Authorized 05/24/2012)

BALANCE JULY 1, 2013	\$	275,000.00
plus: NEW ISSUES	\$	-
less: PAY-DOWN AT MATURITY	\$	55,000.00
BALANCE JUNE 30, 2014	\$	<u>220,000.00</u>
Short Term Interest Paid in FY 2014	\$	1,650.00
WATER PUMP STATION ROADS SHORT TERM DEBT:	\$	56,650.00

WATER MAINS MAIN STREET (\$200,000 Authorized 05/29/2013)

BALANCE JULY 1, 2013	\$	-
plus: NEW ISSUES	\$	200,000.00
less: PAY-DOWN AT MATURITY	\$	-
BALANCE JUNE 30, 2014	\$	<u>200,000.00</u>
Short Term Interest Paid in FY 2014	\$	-
WATER MAINS SHORT TERM DEBT:	\$	-

PURCHASE WATER RESTRICTION (\$235,000 Authorized 05/28/2014 - Issue Pending)

BALANCE JULY 1, 2013	\$	-
plus: NEW ISSUES	\$	-
less: PAY-DOWN AT MATURITY	\$	-
BALANCE JUNE 30, 2014	\$	<u>-</u>
Short Term Interest Paid in FY 2014	\$	-
WATER MAINS SHORT TERM DEBT:	\$	-

TOTAL FY 2014 SHORT TERM DEBT SERVICE PAYMENTS: \$ 56,650.00

TOTAL FY 2014 ALL DISTRICT DEBT SERVICE PAYMENTS: \$ 229,350.00

COTUIT FIRE DISTRICT
Comparison of Budget and Actual Revenues
Fiscal Year ending June 30, 2014

District Revenue Category/Type	2014 Revenue Budget	2014 Actual Revenue	Variance Actual Over/(Under) General Fund Budget	Variance Actual Over/(Under) Other Fund Budgets
Property Taxes:				
Personal Property Taxes	\$ 23,253	\$ 23,042	\$ (211)	\$ -
Real Estate Taxes	2,567,964	2,532,760	(35,204)	-
Interest on Taxes	12,000	9,195	(2,805)	-
Tax Liens Redeemed	-	3,128	3,128	-
Water Department:				
Rates & Services	435,000	417,410	(17,590)	-
Penalties	-	3,697	3,697	-
Antenna Fees	100,000	110,121	10,121	-
Basic User Charge	-	10,200	10,200	-
Liens, Water	-	4,378	4,378	-
Fire Department:				
Ambulance Fees	150,000	159,192	9,192	-
Permits & Inspections	500	1,695	1,195	-
Other District Revenue:				
Bond Proceeds	-	-	-	-
Premium on Sale of Bonds	-	-	-	-
Interest on Investments	2,500	2,093	(407)	-
Transfer From GF to Stabilization Fund	25,000	25,000	-	-
Interest on Investments Stabilization Fund	-	2,335	-	2,335
Transfer From GF to OPEB Trust Fund	105,000	105,000	-	-
Interest on Investments OPEB Trust Fund	-	435	-	435
Insurance Recovery	-	30,328	30,328	-
Miscellaneous	-	55,744	55,744	-
Total Revenue	\$ 3,421,217	\$ 3,495,753	\$ 71,766	\$ 2,769

Memo:	
General Fund:	\$ 3,468,418
Stabilization Fund:	27,335
OPEB Trust Fund:	105,435
Totals:	<u>\$ 3,495,753</u>

COTUIT FIRE DISTRICT
FY 2014 BUDGETED EXPENDITURES DETAIL

Article FY 2014	Group / Line Item	Beginning Encumbrance	05/13 ADM FY 2014	Reserve Fund Transfers	Budget Adjustments	Final FY 2014	Expended 2014	Encumb 2014	Cont Approp	Total 2014	2014 Turnback
Finance Department											
4	Salary & Wages Elected Officials	-	11,750.00	-	-	11,750.00	12,500.00	-	-	12,500.00	(750.00)
4	Salary & Wages Treasury	-	32,000.00	-	-	32,000.00	24,940.00	-	-	24,940.00	7,060.00
4	Salary & Wages Clerk	-	2,500.00	-	-	2,500.00	2,500.00	-	-	2,500.00	-
	Total Payroll	-	46,250.00	-	-	46,250.00	39,940.00	-	-	39,940.00	6,310.00
4	Telephone	-	650.00	-	-	650.00	731.60	-	-	731.60	(81.60)
4	Payroll Service	-	8,300.00	-	-	8,300.00	9,404.61	-	-	9,404.61	(1,104.61)
4	Legal Services	-	10,000.00	-	-	10,000.00	5,400.00	-	-	5,400.00	4,600.00
4	Accounting Services	-	12,500.00	-	-	12,500.00	750.00	11,368.00	-	12,118.00	382.00
4	Treasury Services	-	33,000.00	-	-	33,000.00	39,380.00	770.00	-	40,150.00	(7,150.00)
4	Stenographer Services	-	2,500.00	-	-	2,500.00	596.00	-	-	596.00	1,904.00
4	Webello	-	-	-	-	-	-	1,805.00	-	1,805.00	(1,805.00)
4	Bank Fees	-	500.00	1,775.00	-	2,275.00	2,271.00	-	-	2,271.00	4.00
4	Legal Advertisement	-	1,000.00	-	-	1,000.00	1,738.04	-	-	1,738.04	(738.04)
4	Postage	-	750.00	-	-	750.00	650.45	-	-	650.45	99.55
4	Office Supplies	-	1,000.00	-	-	1,000.00	863.25	-	-	863.25	136.75
4	Computer/ Copy Expense	-	6,000.00	-	-	6,000.00	5,547.38	-	-	5,547.38	452.62
4	Dues & Memberships	-	150.00	-	-	150.00	75.00	-	-	75.00	75.00
4	Unemployment Insurance	-	6,000.00	27,500.00	-	33,700.00	30,597.62	-	-	30,597.62	3,102.38
4	FICA	-	27,500.00	-	-	27,500.00	28,697.25	-	-	28,697.25	(1,197.25)
4	Employee Assistance Program	-	3,950.00	-	-	3,950.00	3,950.00	-	-	3,950.00	-
4	Assessing / Tax Collection	-	6,800.00	-	-	6,800.00	6,808.00	-	-	6,808.00	(8.00)
4	Annual Report	-	1,000.00	-	-	1,000.00	768.11	-	-	768.11	231.89
4	Election Ballot Cost	-	450.00	-	-	450.00	-	-	-	-	450.00
4	Election Cost	-	900.00	-	-	900.00	711.25	-	-	711.25	188.75
4	Employee Bonds	-	100.00	-	-	100.00	100.00	-	-	100.00	-
4	Miscellaneous Expense	-	500.00	-	-	500.00	190.94	-	-	190.94	309.06
4	Prior Year Encumbrances	16,985.59	-	-	-	16,985.59	15,736.59	-	-	15,736.59	3,250.00
4	New Computer System	14,850.00	-	-	-	14,850.00	7,940.58	-	1,900.00	3,740.58	11,109.42
	Total Other Expenses	33,836.59	123,750.00	28,275.00	-	186,861.59	155,707.67	13,943.00	1,900.00	172,550.67	14,310.92
3	Reserve Fund	-	50,000.00	(29,700.00)	-	20,300.00	-	-	-	-	20,300.00
	Total Finance Department (General Government)	33,836.59	220,000.00	(435.00)	-	253,411.59	105,647.67	13,943.00	1,900.00	212,450.67	40,923.92
Fire Department											
5	Salary & Wages - Chief	-	103,026.00	-	-	103,026.00	105,074.42	-	-	105,074.42	(2,048.42)
5	Salary & Wages - Perm Full Time	-	837,733.00	-	-	837,733.00	765,160.07	-	-	755,166.07	82,576.93
5	Salary & Wages - Admin Asst	-	16,000.00	-	-	16,000.00	-	-	-	-	16,000.00
5	Salary & Wages - Incident Perm	-	136,719.00	-	-	136,719.00	70,394.01	-	-	70,394.01	66,324.99
5	Salary & Wages - Training FT	-	52,670.00	-	-	52,670.00	50,506.47	-	-	50,506.47	2,163.53
5	Salary & Wages - Vacallon Coverage	-	99,860.00	-	-	99,860.00	100,941.25	-	-	100,941.25	(1,081.25)
5	Salary & Wages - Sick Coverage	-	60,500.00	-	-	60,500.00	91,570.03	-	-	91,570.03	(31,070.03)
5	Salary & Wages - Personal Coverage	-	18,605.00	-	-	18,605.00	27,350.91	-	-	27,350.91	(8,745.91)
5	Salary & Wages - Holiday Pay	-	19,605.00	-	-	19,605.00	25,109.07	-	-	25,109.07	(5,504.07)
5	Salary & Wages - Full Time Injury	-	-	-	-	-	61,566.77	-	-	61,566.77	-
5	Salary & Wages - Other Labor	-	3,800.00	-	-	3,800.00	38,530.94	-	-	38,530.94	(34,730.94)
5	Salary & Wages - Emerg Labor	-	35,000.00	-	-	35,000.00	-	-	-	-	35,000.00
5	Salary & Wages - Longevity Pay	-	16,530.00	-	-	16,530.00	9,600.00	-	-	9,600.00	6,730.00
5	Salary & Wages - Call FF Staffing	-	60,000.00	-	-	60,000.00	5,534.88	-	-	5,534.88	54,465.12
5	Salary & Wages - Incident CF	-	40,000.00	-	-	40,000.00	17,262.98	-	-	17,262.98	22,737.02
5	Salary & Wages - Call Training	-	17,000.00	-	-	17,000.00	19,792.53	-	-	19,792.53	(2,792.53)
5	Salary & Wages - Call FF Injury	-	-	-	-	-	-	-	-	-	-
5	Salary & Wages - Other FT	-	10,000.00	-	-	10,000.00	38,282.93	-	-	38,282.93	(28,282.93)
	Total Payroll	-	1,527,048.00	-	-	1,527,048.00	1,416,973.26	-	-	1,416,973.26	110,074.74

COTUIT FIRE DISTRICT
FY 2014 BUDGETED EXPENDITURES DETAIL

Article FY 2014	Group / Line Item	Beginning Encumbrance	05/13 ADM FY 2014	Reserve Fund Transfers	Budget Adjustments	Final FY 2014	Expended 2014	Encumb 2014	Cont Approp	Total 2014	2014 Turnback
5	Electricity	-	12,500.00	-	-	12,500.00	12,997.88	-	-	12,997.88	(497.88)
5	Heating	-	6,550.00	-	-	6,550.00	5,471.56	-	-	5,471.56	1,078.44
5	Gasoline/Diesel	-	11,000.00	-	-	11,000.00	12,908.87	-	-	12,908.87	(1,908.87)
5	Training - FT	-	10,000.00	-	-	10,000.00	11,027.55	-	-	11,027.55	(1,027.55)
5	Training - Call	-	4,000.00	-	-	4,000.00	1,025.00	-	-	1,025.00	2,975.00
5	Repairs/Maint - Buildings	-	13,500.00	-	-	13,500.00	8,560.52	-	-	8,560.52	4,939.48
5	Repairs/Maint - Grounds	-	2,000.00	-	-	2,000.00	-	-	-	2,000.00	2,000.00
5	Repairs/Maint - Vehicles	-	24,000.00	-	-	24,000.00	1,762.03	-	-	1,762.03	22,237.97
5	Repairs/Maint - Radio Equip	-	3,500.00	-	-	3,500.00	-	-	-	3,500.00	3,500.00
5	Maint - Protective Clothing	-	11,800.00	-	-	11,800.00	3,077.12	-	-	3,077.12	8,722.88
5	Maint - Uniforms FT	-	9,400.00	-	-	9,400.00	3,258.22	-	-	3,258.22	6,141.78
5	Maint - Uniforms Call	-	4,900.00	-	-	4,900.00	13,927.28	-	-	14,398.21	(498.21)
5	Repairs/Maint - Office Equip	-	3,000.00	-	-	3,000.00	1,759.47	-	-	1,759.47	1,240.53
5	Repairs/Maint - Other	-	500.00	-	-	500.00	217.54	-	-	217.54	282.46
5	Telephone	-	2,600.00	-	-	2,600.00	-	-	-	2,600.00	2,600.00
5	Pagers	-	55,000.00	-	-	55,000.00	3,057.28	-	-	3,057.28	51,942.72
5	911 Dispatch	-	2,600.00	-	-	2,600.00	36,634.67	-	-	36,634.67	(34,034.67)
5	Telephone Lines - Other	-	1,500.00	-	-	1,500.00	2,539.51	-	-	2,539.51	1,039.51
5	Internet	-	30,000.00	-	-	30,000.00	1,486.87	-	-	1,486.87	28,513.13
5	Legal Services	-	3,000.00	-	-	3,000.00	24,697.06	-	-	24,697.06	(21,697.06)
5	Professional Services	-	9,500.00	-	-	9,500.00	1,808.80	-	-	1,808.80	7,691.20
5	Ambulance Billing Services	-	4,000.00	-	-	4,000.00	8,791.06	-	-	8,791.06	(4,791.06)
5	CMED Fees	-	3,300.00	-	-	3,300.00	1,752.72	-	-	1,752.72	1,547.28
5	Physicals/PA Tests	-	-	-	-	-	2,817.00	-	-	2,817.00	2,817.00
5	Postage	-	-	-	-	-	56.00	-	-	56.00	56.00
5	Printing	-	-	-	-	-	-	-	-	-	-
5	Administrative Expense	-	15,000.00	-	-	15,000.00	15,222.16	-	-	15,222.16	(222.16)
5	Office Supplies	-	3,200.00	-	-	3,200.00	2,750.65	-	-	2,750.65	449.35
5	Computer/Copy Expense	-	4,800.00	-	-	4,800.00	217.54	-	-	217.54	4,582.46
5	Fire/Rescue Equipment	-	5,500.00	-	-	5,500.00	4,743.32	-	-	4,743.32	756.68
5	Building Supplies	-	36,500.00	-	-	36,500.00	4,130.67	-	-	4,130.67	32,369.33
5	Ambulance Supplies	-	1,200.00	-	-	1,200.00	37,502.93	-	-	37,502.93	(36,302.93)
5	Dues & Memberships	-	4,000.00	-	-	4,000.00	489.00	-	-	489.00	3,511.00
5	Training & Education	-	1,200.00	-	-	1,200.00	4,192.53	-	-	4,192.53	(2,992.53)
5	Fire Prevention Education	-	8,000.00	-	-	8,000.00	1,405.33	-	-	1,405.33	6,594.67
5	Insurance - Prop/Liab	-	22,000.00	-	-	22,000.00	11,989.00	-	-	11,989.00	10,011.00
5	Insurance - Vehicles	-	31,200.00	-	-	31,200.00	19,504.00	-	-	19,504.00	11,696.00
5	Insurance - ASIS UMB	-	3,000.00	-	-	3,000.00	34,684.00	-	-	34,684.00	(31,684.00)
5	Miscellaneous Expense	-	1,000.00	-	-	1,000.00	2,851.17	-	-	2,851.17	1,851.17
5	Prior Year Encumbrances	3,459.10	-	-	-	3,459.10	7,139.33	-	-	10,598.43	(7,139.33)
5	Purchase New Turnout Gear	-	41,500.00	-	-	41,500.00	35,286.64	-	-	35,286.64	6,213.36
5	Total Other Expenses	3,459.10	412,450.00	-	-	415,909.10	382,534.93	11,443.95	6,213.36	415,909.10	(33,369.05)
Total Fire Department/Public Safety											
		3,459.10	1,939,496.00	-	-	1,942,957.10	1,779,508.19	11,443.95	6,213.36	1,797,165.50	145,791.60

COTUIT FIRE DISTRICT
FY 2014 BUDGETED EXPENDITURES DETAIL

Article FY 2014	Group / Line Item	Beginning Encumbrance	05/13 ADM FY 2014	Reserve Fund Transfers	Budget Adjustments	Final FY 2014	Expended 2014	Encumb 2014	Cont Approp	Total 2014	2014 Turnback
	Water Department										
7	Salary & Wages Superintendent	-	82,017.00	-	-	82,017.00	82,332.45	-	-	82,332.45	(315.45)
7	Salary & Wages Asst Superintendent	-	-	-	-	-	-	-	-	-	-
7	Senior Operator	-	59,844.00	-	-	59,844.00	142,339.44	-	-	142,339.44	(82,495.44)
7	Salary & Wages Office Manager	-	54,926.00	-	-	54,926.00	55,136.77	-	-	55,136.77	(216.77)
7	Operator - A	-	44,662.00	-	-	44,662.00	-	-	-	-	44,662.00
7	Operator - B	-	41,855.00	-	-	41,855.00	-	-	-	-	41,855.00
7	Salary & Wages Overtime	-	21,909.00	-	-	21,909.00	23,004.04	-	-	23,004.04	(1,104.04)
	Total Payroll		305,204.00			305,204.00	302,812.70			302,812.70	2,391.30
7	Electricity	-	69,000.00	-	-	69,000.00	69,885.78	-	-	69,885.78	(1,885.78)
7	Heating	-	2,500.00	-	-	2,500.00	2,253.15	-	-	2,253.15	246.85
7	Gasoline/Diesel	-	11,000.00	-	-	11,000.00	12,169.79	-	-	12,169.79	(1,169.79)
7	Chemicals	-	20,000.00	-	-	20,000.00	15,249.51	-	-	15,249.51	4,750.49
7	Repairs/Maint - Mains	-	13,500.00	-	-	13,500.00	6,654.02	-	-	6,654.02	6,845.98
7	Repairs/Maint - Stations	-	35,000.00	-	-	35,000.00	46,892.55	-	-	46,892.55	(11,892.55)
7	Repairs/Maint - Buildings	-	5,000.00	-	-	5,000.00	3,074.83	-	-	3,074.83	(3,324.83)
7	Repairs/Maint - Testing	-	6,000.00	-	-	6,000.00	7,912.23	-	-	7,912.23	(1,912.23)
7	Repairs/Maint - Grounds	-	4,500.00	-	-	4,500.00	3,250.12	-	-	3,250.12	874.88
7	Repairs/Maint - Vehicles	-	2,500.00	-	-	2,500.00	2,046.28	-	-	2,046.28	(446.28)
7	Uniforms	-	2,000.00	-	-	2,000.00	1,145.99	-	-	1,145.99	854.01
7	Meter Replacement	-	10,000.00	-	-	10,000.00	-	-	-	-	10,000.00
7	Telephone	-	5,000.00	-	-	5,000.00	5,247.32	-	-	5,247.32	(247.32)
7	Phone Lease	-	-	-	-	-	-	-	-	-	-
7	Consumption Assessment	-	1,600.00	-	-	1,600.00	1,575.11	-	-	1,575.11	24.89
7	Internet	-	-	-	-	-	-	-	-	-	-
7	Legal	-	-	-	-	-	-	-	-	-	-
7	Engineering/Legal	-	50,000.00	-	-	50,000.00	50,256.75	-	-	50,256.75	(256.75)
7	Legal Advertisement	-	3,500.00	-	-	3,500.00	5,901.69	-	-	5,901.69	(2,401.69)
7	Postage	-	3,000.00	-	-	3,000.00	4,084.85	-	-	4,084.85	(1,084.85)
7	Printing	-	4,000.00	-	-	4,000.00	4,517.00	-	-	4,517.00	(517.00)
7	Office Supplies	-	800.00	-	-	800.00	395.47	-	-	395.47	404.53
7	Computer/Copy Expense	-	3,500.00	-	-	3,500.00	2,632.12	-	-	2,632.12	845.88
7	Building Supplies	-	500.00	-	-	500.00	264.35	-	-	264.35	235.65
7	Tools/Hardware	-	1,500.00	-	-	1,500.00	692.69	-	-	692.69	807.31
7	Dues & Licenses	-	1,500.00	-	-	1,500.00	1,470.00	-	-	1,470.00	30.00
7	Training & Education	-	2,000.00	-	-	2,000.00	768.25	-	-	768.25	1,231.75
7	Insurance - Prop/Lab	-	51,400.00	-	-	51,400.00	51,356.00	-	-	51,356.00	44.00
7	Insurance - Vehicles	-	4,200.00	-	-	4,200.00	5,256.00	-	-	5,256.00	(1,056.00)
7	Insurance - Workers Comp	-	8,200.00	-	-	8,200.00	8,008.00	-	-	8,008.00	(608.00)
7	Miscellaneous Expense - Conservation	-	1,000.00	-	-	1,000.00	900.00	-	-	900.00	100.00
7	Miscellaneous Expense	-	26,000.00	-	-	26,000.00	25,661.02	-	-	25,661.02	338.98
FY 2013	Prior Year Encumbrances	55,552.05	-	-	36,239.00	91,791.05	88,211.05	-	-	88,211.05	3,580.00
ADM13-17	Water Meter Replacement	39,892.83	-	-	-	39,892.83	303.05	-	-	39,892.83	-
ADM13-18	Pump Replacement/Well Treatment	30,000.00	-	-	-	30,000.00	-	-	-	30,000.00	-
ADM14-08	Water Meter Replacement	-	25,000.00	-	-	25,000.00	-	-	-	25,000.00	-
ADM14-09	Replica Truck	-	45,000.00	-	-	45,000.00	43,313.00	-	-	45,000.00	1,687.00
	Total Other Expenses		125,444.88		56,239.00	579,363.86	472,739.98	5,647.00	96,276.77	574,663.75	4,720.13
	Total Water Department		125,444.88		36,239.00	664,587.88	775,552.68	5,647.00	95,276.77	877,476.45	7,111.43

COTUIT FIRE DISTRICT
FY 2014 BUDGETED EXPENDITURES DETAIL

Article FY 2014	Group / Line Item	Beginning Encumbrance	05/13 ADM FY 2014	Reserve Fund Transfers	Budget Adjustments	Final FY 2014	Expended 2014	Encumb 2014	Cont Approp	Total 2014	2014 Turnback
11	Freedom Hall Salary & Wages Total Payroll	-	2,250.00	425.00	-	2,675.00	2,725.00	-	-	2,725.00	(50.00)
11	Electricity	-	1,000.00	-	-	1,000.00	1,047.07	-	-	1,047.07	(47.07)
11	Water	-	75.00	-	-	75.00	36.00	-	-	36.00	39.00
11	Heat - Oil/Gas	-	5,600.00	-	-	5,600.00	6,270.99	-	-	6,270.99	(670.99)
11	Repairs/Maint - Buildings	-	5,500.00	-	-	5,500.00	2,404.80	390.00	-	2,794.80	2,705.20
11	Repairs/Maint - Grounds	-	150.00	-	-	150.00	175.00	-	-	175.00	(25.00)
11	Repairs/Maint - Boiler	-	600.00	-	-	600.00	312.54	-	-	312.54	287.46
11	Telephone	-	475.00	-	-	475.00	577.35	-	-	577.35	(102.35)
11	Alarm Service	-	800.00	-	-	800.00	3,926.00	-	-	3,926.00	(3,126.00)
11	Building Supplies	-	100.00	-	-	100.00	99.87	42.46	-	142.33	(42.33)
11	Custodial Supplies	-	100.00	-	-	100.00	221.91	-	-	221.91	(121.91)
11	Insurance - Building	-	8,200.00	-	-	8,200.00	5,851.00	-	-	5,851.00	2,349.00
11	Miscellaneous Expense	-	150.00	-	-	150.00	-	-	-	-	150.00
FY 2013	Prior Year Encumbrance	19,334.61	-	-	-	19,334.61	-	-	19,334.61	19,334.61	-
ADM12-24	Water & Mold Remediation	3,833.40	-	-	-	3,833.40	2,890.00	-	643.40	3,833.40	-
ADM13-19	Renwire Electrical System	-	30,000.00	-	-	30,000.00	4,199.49	-	25,600.51	30,000.00	-
ADM14-12	Design/Replace HVAC	-	52,750.00	-	-	52,750.00	20,012.02	432.45	48,078.52	74,523.00	1,365.01
	Total Other Expenses	23,168.01	52,750.00	-	-	75,918.01	20,012.02	432.45	48,078.52	74,523.00	1,365.01
	Total Freedom Hall	23,168.01	55,000.00	425.00	-	78,593.01	30,737.02	432.46	46,078.52	77,248.00	1,345.01
13	Street Lights - Electricity	-	30,000.00	-	-	30,000.00	24,493.52	-	-	24,493.52	5,506.48
13	Street Lights - Maintenance	-	-	-	-	-	-	-	-	-	-
13	Street Lights - Insurance	-	-	-	-	-	-	-	-	-	-
FY 2013	Prior Year Encumbrance	1,565.90	-	-	-	1,565.90	1,565.90	-	-	1,565.90	-
	Total Street Lights	1,565.90	30,000.00	-	-	31,565.90	26,060.42	-	-	26,060.42	5,506.48
	Total Public Works	150,179.79	807,904.00	425.00	36,239.00	994,747.79	932,350.12	6,078.46	142,355.29	980,784.97	13,862.92
14	Public Library	-	18,000.00	-	-	18,000.00	18,000.00	-	-	18,000.00	-
15	Debt Service	-	105,000.00	-	-	105,000.00	105,000.00	-	-	105,000.00	-
15	Long Term Principal	-	67,700.00	-	-	67,700.00	67,700.00	-	-	67,700.00	-
15	Long Term Interest	-	55,000.00	-	-	55,000.00	55,000.00	-	-	55,000.00	-
15	Short Term Principal	-	2,000.00	-	-	2,000.00	1,650.00	-	-	1,650.00	350.00
15	Short Term Interest	-	-	-	-	-	-	-	-	-	-
	Total Debt Service	-	229,700.00	-	-	229,700.00	229,350.00	-	-	229,350.00	350.00
16	Employee Benefits/Insurance	-	339,135.00	-	-	339,135.00	312,568.86	-	-	312,568.86	25,566.14
16	Insurance - Health	-	600.00	-	-	600.00	587.99	-	-	587.99	12.01
16	Insurance - Life	-	22,000.00	-	-	22,000.00	19,102.50	-	-	19,102.50	2,897.50
16	Insurance - Dental	-	219,715.00	-	-	219,715.00	219,715.00	-	-	219,715.00	-
16	Retirement Assessment	-	560,450.00	-	-	560,450.00	551,974.35	-	-	551,974.35	28,475.65
	Total Employee Benefits/Insurance	-	339,135.00	-	-	339,135.00	312,568.86	-	-	312,568.86	25,566.14
17	Other Financing Uses	-	25,000.00	-	-	25,000.00	25,000.00	-	-	25,000.00	-
16	Trans To Stabilization Fund	-	105,000.00	-	-	105,000.00	105,000.00	-	-	105,000.00	-
16	Trans To OPEB Fund	-	130,000.00	-	-	130,000.00	130,000.00	-	-	130,000.00	-
	Total Other Financing Uses	-	260,000.00	-	-	260,000.00	260,000.00	-	-	260,000.00	-
	Total FY 2014 General Fund Appropriations:	187,475.48	3,925,552.00	-	36,239.00	4,149,266.48	3,727,830.33	31,466.41	150,460.65	3,919,765.39	229,501.09

COTUIT FIRE DISTRICT
FY 2014 BUDGETED EXPENDITURES DETAIL

Article FY 2014	Group / Line Item	Beginning Encumbrance	05/13 ADM FY 2014	Reserve Fund Transfers	Budget Adjustments	Final FY 2014	Expended 2014	Encumb 2014	Cont Approp	Total 2014	2014 Turnback
Prior Year Articles											
2008-25	Paint Freedom Hall	19,929.00	-	-	-	19,929.00	14,054.00	-	5,875.00	19,929.00	-
2010-11	Rehab # 263	13,850.12	-	-	-	13,850.12	-	-	13,850.12	13,850.12	-
2008-10	WD Tank Lovell's Pond	42,093.24	-	-	-	42,093.24	2,095.50	-	39,997.74	42,093.24	-
2010-20	Water Main Extension	39,483.83	-	-	-	39,483.83	7,530.00	-	31,953.83	39,483.83	-
2010-23	Emergency Generator	65,813.72	-	-	-	65,813.72	-	-	65,813.72	65,813.72	-
2011-20	One Ton AWD Truck	1,737.65	-	-	-	1,737.65	-	-	-	-	1,737.65
2011-23	Security Upgrade	1,652.38	-	-	-	1,652.38	-	-	-	-	-
	Prior Year Carried Forward	194,560.94	-	-	-	184,595.04	28,361.88	-	157,480.41	182,852.29	1,737.65
	FY All 2014 GF Totals	372,065.42	3,925,552.00	-	36,239.00	4,333,856.42	3,763,192.21	31,466.41	307,959.06	4,102,617.69	231,238.74
Capital Articles (Debt)											
2012-19	Well Field Bonds	3,544.71	-	-	-	3,544.71	3,544.71	-	-	3,544.71	-
2012-20	Security System	200,000.00	-	-	-	200,000.00	-	-	200,000.00	200,000.00	-
2014-10	New Water Main - Main Street	-	200,000.00	-	-	200,000.00	5,180.00	-	194,820.00	200,000.00	-
	FY 2014 CPF Totals	203,544.71	200,000.00	-	-	403,544.71	8,724.71	-	394,820.00	403,544.71	-
	TOTAL 2014 ALL DISTRICT FUNDS	575,610.13	4,125,552.00	-	36,239.00	4,737,401.13	3,771,916.92	31,466.41	702,779.06	4,506,162.39	231,238.74

**COTUIT FIRE DISTRICT
FY2014 GROSS WAGES AND BENEFITS REPORT**

DEPARTMENT/NAME	POSITION	BASE	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
OFFICERS- ELECTED AND APPOINTED						
Barry, Richard	Prudential Committee	\$ 1,146	-	\$ 1,146	N/A	\$ 14,190
Barnicle, Theodore	Water Commissioner	1,250	-	1,250	N/A	14,190
Campbell, Donald	Water Commissioner	1,250	-	1,250	N/A	-
Eager, Charles	Clerk	2,500	-	2,500	N/A	-
Field, Peter	Water Commissioner	1,146	-	1,146	N/A	16,492
Hadley, Laurie	Prudential Committee	1,250	-	1,250	N/A	-
Hadley, Thomas	Fire Commissioner	104	-	104	N/A	-
Kiely, Frederick	Water Commissioner	1,250	-	1,250	N/A	17,991
Malloy, Kenneth	Moderator	250	-	250	N/A	-
Mycock, Ronald	Fire Commissioner	1,250	-	1,250	N/A	-
Nailor, Brenda	Fire Commissioner	1,250	-	1,250	N/A	-
Parks, Francis	Prudential Committee	1,250	-	1,250	N/A	-
Wallace, Marjorie	Prudential Committee	104	-	104	N/A	-
		14,000	-	14,000		62,863
TOTAL WAGES AND BENEFITS - ELECTED AND APPOINTED OFFICERS:						76,863
FINANCE DEPARTMENT PERSONNEL						
Nemi, Maureen	Collector	1,000	-	1,000	N/A	-
Sheehan, Antoinette	Assistant Treasurer	16,810	-	16,810	19.80	-
Waugaman, Kristen	Assistant Treasurer	8,125	-	8,125	25.00	3,878
		25,935	-	25,935		3,878
TOTAL WAGES AND BENEFITS - FINANCE DEPARTMENT PERSONNEL:						29,813.33
FREEDOM HALL PERSONNEL						
Hadaway, Leman	Custodian	2,725	-	2,725	109	-
		2,725	-	2,725	109	-
TOTAL WAGES AND BENEFITS - FREEDOM HALL PERSONNEL:						\$ 2,725.00

COTUIT FIRE DISTRICT
FY2014 GROSS WAGES AND BENEFITS REPORT

DEPARTMENT/NAME	POSITION	BASE	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
FULL TIME FIRE DEPARTMENT PERSONNEL						
Amento, John	Firefighter/Paramedic	\$ 71,238	\$ 34,075	\$ 105,313	68.38	\$ 7,146
Anderson, Erik	Firefighter/Paramedic	39,140	1,278	40,418	54.86	7,488
Clark, Shane	Firefighter/ Paramedic	58,151	13,679	71,831	60.21	15,480
Daly, Kellen	Firefighter/ Paramedic	58,151	15,057	73,208	56.81	15,273
Emerson, Peter	Firefighter/Paramedic	52,335	23,516	75,851	63.65	7,190
Fenner, Donna	Firefighter/Paramedic	20,219	16,247	36,466	42.00	2,397
Lyons, Brent	Lieutenant/EMT	63,965	35,063	99,028	69.73	18,035
Marczely, Harold	Firefighter/ Paramedic	58,151	10,803	68,954	53.67	14,000
McNamara, William	Lieutenant/EMT	69,774	32,545	102,319	70.54	10,514
Olsen, Christopher	Fire Chief/Paramedic	104,632	-	104,632	40.00	17,991
Pierce, David	Firefighter/EMT	66,865	2,075	68,940	42.00	18,035
Pouliot, Joseph	Lieutenant/EMT	63,965	16,342	80,307	55.73	18,035
Sargent, William	Lieutenant/Paramedic	71,528	31,432	102,961	64.75	18,035
VanEtten, Michael	Firefighter/Paramedic	59,040	20,544	79,583	50.88	6,327
Williamson, Douglas	Firefighter/Paramedic	6,711	-	6,711	51.00	-
TOTALS FULLTIME PERSONNEL:		863,867	252,657	1,116,524	844.23	175,948.45
Call Staff						
Anderson, Ty	Firefighter/EMT	11,799	-	11,799	10.46	-
Barth, Jennifer	Firefighter/EMT	137	-	137	0.12	-
Chicoine, Todd	Firefighter/EMT	6,073	-	6,073	5.38	-
Florence, Brian	Firefighter/EMT	5,837	-	5,837	5.17	-
Goodwin, Derek	Firefighter/EMT	2,825	-	2,825	4.00	-
Halbert III, John	Firefighter/EMT	8,298	-	8,298	8.81	-
Halloran, Katherine	Firefighter/EMT	169	-	169	0.25	-
O'Brien, Niall	Firefighter/EMT	1,478	-	1,478	4.38	-
Santos, Timothy	Firefighter/Paramedic	1,065	-	1,065	0.67	-
Schmalz, Nicole	Firefighter/EMT	521	-	521	1.54	-
West, Jarrod	Firefighter/Paramedic	8,861	-	8,861	12.49	-
TOTALS CALL PERSONNEL:		47,064	-	47,064	53.28	-

TOTAL WAGES AND BENEFITS - FIRE DEPARTMENT PERSONNEL: \$ 1,339,536

**COTUIT FIRE DISTRICT
FY2014 GROSS WAGES AND BENEFITS REPORT**

DEPARTMENT/NAME	POSITION	BASE	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
WATER DEPARTMENT PERSONNEL						
English	John	Water Operator	\$ 39,440	\$ 6,971	\$ 46,411	41.72 \$ 864
Herrick	Benjamin	Water Operator	43,459	6,821	50,280	41.96 5,802
Hoover	Brian	Senior Water Operator	59,844	9,152	68,995	42.17 15,513
Leavenworth	Sherri	Office Manager	54,926	555	55,480	40.27 18,024
Wiseman	Christopher	Water Superintendent	82,242	-	82,242	40.00 15,513
			279,911	23,498	303,408	206.12 55,717

TOTAL WAGES AND BENEFITS - WATER DEPARTMENT PERSONNEL: 359,125.51

DEPARTMENT/NAME	POSITION	BASE	OTHER	TOTAL WAGES	AVE WEEKLY HRS	COST OF BENEFITS PAID
OTHER POST EMPLOYMENT BENEFITS						
Donheiser,	Allan	Retired Prudential Committee	N/A	N/A	N/A	11,295
Fraizer,	Paul	Retired Fire Department	N/A	N/A	N/A	14,622
Fenner,	Donna	Retired Fire Department	N/A	N/A	N/A	4,794
Lloyd,	Michael	Retired Prudential Committee	N/A	N/A	N/A	8,046
Hamblin,	Sheldon	Retired Fire Department	N/A	N/A	N/A	2,407
Hoffman,	Stephen	Retired Fire Department	N/A	N/A	N/A	33
Mendes,	Leonard	Retired Water Department	N/A	N/A	N/A	8,046
Murray,	Agnes	Retired Finance Department	N/A	N/A	N/A	33
Mycock,	Ronald	Retired Fire Commission	N/A	N/A	N/A	3,897
VanEtten,	Michael	Firefighter/Paramedic	N/A	N/A	N/A	1,055
Ventura,	Kenneth	Retired Water Department	N/A	N/A	N/A	5,463
				TOTAL OTHER POST EMPLOYMENT BENEFITS (OPEB):		59,691

TOTAL CFD FY 2014 COST OF WAGES AND BENEFITS: \$ 1,867,753

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, 2014.

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.

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 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 as well as underground tank removals. 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 as well as other information on a variety of safety topics is also available. If you have questions regarding fire prevention, code compliance, safety or inspection concerns, please contact us at your earliest convenience.

PERSONNEL

We are collecting and establishing a wall of patches of other fire departments in the training room to showcase all of our dedicated fire and EMS departments in the USA and abroad.

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 Call Firefighters that are part time staff. All of our personnel are cross-trained to perform both EMS and firefighting duties. Cotuit Fire Rescue Department hired four new call firefighters this year. These Call Firefighters will continue to help and assist our Full Time staff concentrating on the emergency medical service for one year before continue their education to the Barnstable Fire Academy.

We are continuing to utilize our call department for additional coverage, which affords them an opportunity for added experience. One of our Shift Officers is available during business hours Monday through Friday. The Shift Officer is available to provide information, answer questions or direct you to the resources you may require. If, the Shift Officer is responding to an active call, other members of the department will assist you. 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 all responding personnel for station coverage 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 three 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 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 Fire Rescue Department.

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 Massachusetts Fire Academy in Stow, Massachusetts. The Barnstable Fire Academy in Barnstable 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 material 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.

The Apparatus committee that was formed during the last fiscal year is still addressing concerns and discussing the replacement of Engine 265, as it is the next scheduled apparatus to be replaced in the near future. The Apparatus committee is continuing to work on the replacement of engine 265.

This year we replaced one of our computers in our network system. Our goal in the network is to keep current with the ongoing computer science demands for the purpose of communication and record keeping. This system includes Internet access, email capabilities for all personnel and a mainframe server to host and back-up all files and information. This allows our network to be secure yet accessible by those who are employed by the Fire Department. All personnel have the capability of email for in-house communications, as well as external communications for professional purposes. The

security includes password protection as well as virus protection. To maintain our fire / Emergency responses incidents, we utilize a program called FireHouse Software and Image Trend for the Emergency Medical incidents. These programs allow the department to store and track all our daily activities and Fire and Emergency responses.

BUILDING AND GROUNDS

It's been over 23 years since major renovations were completed; as some may know, half of the original structure was built in 1938. We are looking ahead at the eventual replacement of roof shingles and some of the buildings HVAC components.

ACTIVITIES

The department's incident activity increased nearly 19 incidents from last year. One major storm occurred during the time frame of this report. 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 are something that cannot be reasonably predicted making budgeting for this part of our operation difficult at best. At the time of this writing, work continues on Cotuit Meadows subdivision north of Falmouth Road (Route 28) near the town line with Mashpee. Second phase has been started. At this time over seventy-two (72) new residential units have been added in Cotuit Meadows, the department has seen some new activity in that area.

The department provides assistance to residents and others by offering home inspections, file of life packets as well as lock box (supra key box) installations. Please contact this department for more information. 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 should 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.

As in the past, we participated in Kids Day sponsored by the Barnstable Police and Fire Departments. Our department held an Open House on July fourth serving the district members and visitors with Fire House chili. The Cotuit Firefighter's Association provides assistance to the Civic Association for the annual July 4th Parade. Our department held an Open House as part of the Christmas in Cotuit event, serving one hundred fifty pounds of chili to visitors. We also assisted Santa's arrival by Marine 266 to the town pier. The

Cotuit Firefighters Association and Local Union 3642 worked very hard last year with the assistance of toys for “fill the Bus” outstanding job by both groups especially working together for the common good of our children in our communities.

The Cotuit Firefighters Association has continued to support the Boy Scouts of America Cotuit Fire Explorer Post 263 Program. Please come by and see what your Cotuit Fire Explorer Post 263 is doing for your fire department and community. The Cotuit Fire Explorer Post 263 is made up of young Men and Women ages Fourteen to Twenty-one from Cotuit and various neighboring communities to help serve the needs of our community. We are truly proud of our young adults and thank them for there service.

The Cotuit Firefighters Association also provides a cardio pulmonary resuscitation class on the last Thursday of each month. Please call the Cotuit Fire Rescue Department for CPR/AED class updating. The Cotuit Firefighters Association has been busy presenting CPR/AED and First Aid Classes. We are proud of making this community a heart safe community.

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 508-428-2210 with questions, suggestions, or concerns.

COMMENTS

We are proud to serve the community and help oversee the important job of providing emergency services. 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 would also like to acknowledge the dedication and professionalism of our full and part time staff. A listing of fire department members as of June 30, 2014 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

Thomas W. Hadley

Brenda Nailor

BOARD OF FIRE COMMISSIONERS

Christopher J. Olsen
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 5 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!**
If 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, 2014

Olsen, Christopher	Fire Chief/Paramedic	26 years*
Pierce, David	Fulltime Firefighter/EMT	33 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	31 years
Sargent, William	Fulltime Lieutenant/Paramedic	17 years
McNamara, William	Fulltime Lieutenant/EMT	15 years
Lyons, Brent	Fulltime Lieutenant/EMT	12 years
Amento, John	Fulltime Firefighter/Paramedic	8 years
Clark, Shane	Fulltime Firefighter /Paramedic	10 years
Emerson, Peter	Fulltime Firefighter/Paramedic	3 years
Daly, Kellen	Fulltime Firefighter/Paramedic	2 year
Marczely, Hal	Fulltime Firefighter/Paramedic	2 year
Anderson, Erik	Fulltime Firefighter/Paramedic	2 year
Barth-Pasic, Jennifer	Call Lieutenant/EMT	30 years
Anderson, Ty	Call Firefighter/EMT	6 years
Florence, Brian	Call Firefighter/EMT	6 years
Chicoine, Todd	Call Firefighter/EMT	5 years
Halloran, Katherine	Call Firefighter/EMT	1 year
Schmalz, Nicole	Call Firefighter/EMT	1 year
Goodwin, Derek	Call Firefighter/EMT	1 year
Halbert, John	Call Firefighter/EMT	1 year
Marques, Taylor	Call Firefighter/EMT	1 year
Stecchi, Nicolas	Call Firefighter/EMT	1 year

*(Time shown is cumulative for those members with both part time and full time in the Fire Service)



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.

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), and 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!"

Report of the Board of Water Commissioners

To the Citizens of the Cotuit Fire District:

In FY 2014, the Cotuit Water Department delivered 214,278,000 gallons of drinking water to 2,248 homes, businesses and public buildings.

The water quality is analyzed at a state certified laboratory on a monthly basis and water quality continued to exceed all state and federal standards; however there were several total coliform detections and one E.coli detection during the year that has made it necessary for the district to chlorinate the water in the distribution system on a consistent basis. Chlorination of the system will continue until the superintendent and the Department of Environmental Protection determine it can be discontinued.

Total Coliforms were found in more samples than allowed and this was a warning of potential problems. We had coliform bacteria detections in July, September and December, and one E.coli detection in September of 2013. The Department flushed and chlorinated the system each time in an attempt to resolve the recurring problem. A "boil water" notice was issued to the public within 24 hours of the E.coli detection. We resumed the chlorination process following the December detection and subsequent samples results indicated that there were no bacteria present. The engineering firm of Tata & Howard have been retained to investigate and report on the potential causes of the bacteria.

Drinking Water Quality Reports were sent to every home in the Fire District. Additional copies of the report are available at the Water Department Office. The report can also be viewed online at www.cotuitfiredistrict.org.

In Massachusetts the Division of Professional Licensure, Board of Certification of Operators of Drinking Water Supply Facilities, certifies operators for both water distribution and treatment systems. There are four levels of certification for water distribution system operators, based on population served, Grades D1 lowest and Grade D4 highest. There are also four levels of certification for water treatment facility operators, based on treatment complexity, Grades T1 the lowest and Grade T4 the highest. The superintendent and senior operator at the Cotuit Water Department are both certified at the Grades required by the Department of Environmental Protection.

Approximately 76 water meters were replaced throughout the system as part of the ongoing meter replacement program. This ongoing program replaces old, functionally obsolete meters with more accurate models that use the latest technology for measurement and reading. The program is approximately ninety-eight percent complete.

The department purchased and took delivery of a 2014 Ford F350 utility truck in September of 2014 and disposed of the old truck through a bidding process.

The department conducted scheduled maintenance along with service installations and emergency repairs throughout the past year. This work included the following:

The annual water main flushing was conducted throughout the spring. This preventive program is important because it allows the department to flush out any naturally occurring minerals that have accumulated in the mains and to check fire hydrant operation.

The Main Street storage tank was chemically cleaned.

The annual pump maintenance was performed at all five stations.

One thousand one hundred and ten feet of water main was installed in the Cotuit Meadows Sub-Division, and four hundred and ten feet of main was installed on Sea Street.

A system wide leak detection program was conducted by the department. This is done on an annual basis to insure that the District remains in compliance with state regulations and to insure that the system is working at maximum efficiency. No leaks were detected.

Respectfully submitted,

Frederick Kiely, Chairman
Theodore Barnicle
Donald Campbell

1 July 2013 to 30 June 2014

Report of Prudential Committee

The Prudential Committee would first like to recognize the excellent work of the Treasurer Mr. Daley. During the year we had a change in personnel in the Treasurer's office with Mrs. Waugman resigning and Mrs. Toni Sheehan being hired as the assistant treasurer. All of the audits of the district are now current and the committees are getting monthly budget reports.

The interior of Freedom Hall was painted. The committee is required by state law to accept the lowest qualified bid and unfortunately the work done by the painting company was not satisfactory. Members of committee met with the contractor several times trying to have the problems with the painting job resolved. The smoke detector system at the hall was brought up to date. A new monitoring company was engaged at a significant savings to the district. The Freedom Hall parking lot was stripped with the expense being shared by the Masonic lodge. Requests for functions at Freedom Hall are increasing and that is good to see.

We would also like to express our thanks to our neighbors, Mr. and Mrs. Joseph Cerretani for mowing and generally taking care of our lawn as well as planting flowers at Freedom Hall.

The committee had an audio system installed in Freedom Hall with the capability of recording the Prudential, Board of Fire Commissioners and Board of Water Commissioners and district meetings. This allowed the recordings of all committee meeting to be available on the district web site for the public.

In conjunction with the Cape Light Compact the 303 street lights in the district were converted to LED lights which use 70% less electricity. The LED lights were provided free of charge to the district by the compact. The district paid for any needed police details at the light work sites.

Respectfully Submitted,

Frances S. Parks

Laurie Hadley

Marge Wallace