

## **Special Commissioners Meeting**

Tuesday, June 28, 2017 at 5:30 p.m.

976 Main Street, Freedom Hall, Cotuit, Massachusetts

Called to order at 5:30

Commissioners present: Rick Pisano, Kevin Conley, and Adam Zais

Present: Fire Chief Christopher Olsen, Fire Chief Paul Rhude

No public recording

No public comment

- **Personnel**
  - Request from new Chief to increase hours of Administrative Assistant from 20 hours to 32 hours a week \$43,056 annual effective June 26, 2017. Have reviewed existing job description and is commensurate with this adjustment. Commissioner Conley asked if eligible for benefits, to which the answer is yes and to clarify the salary difference and responsibilities.
  - Commissioner Pisano moved to accept, seconded all in favor
- **Collections**
  - Retainers services of collection agency for ambulance service billing. Commissioner Zais was going to look into the change in bylaw and reviewed briefly summary of bylaws. Materials from collections billing will be reviewed and look into this for next meeting to see if in best interest. Conley asked if had written policy, but Olsen responded would bring the write off to the board for approval. Conley replied for clarification that all hardships come to the board.

### **In Keeping with the notice posted on the agenda items not listed on the agenda may in fact be discussed to the extent permitted by law.**

- Commissioner Pisano asked Commissioner Zais about emails and website and to give an update. Commissioner Zais has updated website, emails and smoothing it out to post in a more timely manner. Also looking into other options for webserver and is in contact with Town of Barnstable IT department. Fran Parks noted that costs of new sites go to the Prudential Committee. Chief Rhude mentioned that COMM may have storage in their system for our department and could drop the information into the record of calls as also handles our dispatch. Commissioner Zais would like to discuss in more detail.
  - Chief Olsen wanted to remind the Commissioners and Prudential Committee to attend the pinning ceremony on Saturday 8-10 a.m.
  - Commissioner Pisano asked can move meeting to July 18, neither able to attend. Pisano asked what date would work, everyone would be available July 19. Commissioner Pisano amended original request to have meeting Wednesday, July 19 at 5:30p.m.
- Motion to adjourn, seconded, all in favor

