

Chief also wanted to discuss billing options as he has called two other billing companies for options and quotes. Currently, we use Comstar. They charge us 5.5% to provide billing. Ambulance Medical billing out of Kentucky would charge 4%, give us two computers for ambulance, and give us QAQI Pro EMS in Cambridge would charge 4%, give us QAQI, customer reviews, and computers for trucks. Other departments recommend this company, and noted that their collections have increased. Pro EMS also offer EMS training modules (Prodigy) for interactive classes and training online, and the ability to recertify online. This program would be \$150 per person per year, would reduce overtime and be able to redirect training budget to more efficiently use our funds. Chief recommends canceling with Comstar and going with Pro EMS—Motion made to give Comstar a 30-day notice of cancelation and to move forward with Pro EMS, seconded, all in favor.

Chief discussed the Commissioners considered the position of an EMS Officer. Cape and Islands EMS came in to do an audit of our department, and found room for improvement (regulations, ambulance inspection). We can be more efficient but need little more help, by hiring one of our current Paramedic/FF and give them the responsibilities of the EMS functions, increase training, attend monthly Training/OPS meetings to then pass the information along to our other FF, and QAQI's. 5 % Pay increase and 10 hours estimated of overtime per month; this position is revenue neutral-by switching to Pro EMS and the training module saving a minimum of \$20,000 per year this position should be about \$10,000, with the remaining savings able to be used for training. Creating the EMS Officer position, along with Chief and Chris Dauley will help our station be better trained, meet regulatory requirements, and be more efficient. Chief prepared a memorandum of understanding that the District Attorney reviewed to make sure is legally sound. Commissioner Zais read the report and proposal, as did Pisano and mentioned his concern about the range of activities that we were marginal on. Chief reduced it from five to a three-year FT staff requirement which would increase the number staff who could apply and interview. Commissioner Conley asked when is the next ambulance inspection—Chief responded in May, and that we want to be more efficient for the next inspection. Commissioner Pisano mentioned adjusting Budget FY18 for the billing agency and this position. Motion made to accept the proposal of the position of an EMS Officer as described in the documents submitted by the Chief, second, all in favor.

Budget:

Reviewed report from the Treasurer through the month of November. Commissioner Pisano has reviewed the reports without any concerns, but mentioned Repairs and Maintenance as the line item is just under 70%. Chief explained have made a significant investment in the facility over the past few months as the building has needed repairs such as garage doors, electrical replacement to LED, power pressure wash, AC issues. Next year looking into a new roof.

Return of funds: Received an authorization last year for \$50,000 to rehab 263, have not spend any of those funds-any necessary repair was taken out of operating budget. Therefore, able to return the \$50,000 back to the district. Motion made to return the funds back to the district as soon as possible, second, all in favor. Chief added that the new contract has been calculated and retro numbers have been paid out and next three years has been calculated as well

Legal Expenses:

Chief gave OML expenditure for calendar year to date \$19,935.42 Commissioner Pisano clarified that this total cover various invoices including OML, AG, IG, and record requests. The second half of FY17 occupied just about \$7,000 plus. Commissioner Zais asked what the FY18 amount, Chief replied \$16,197.92. The action took earlier to direct a response to the IG office has been submitted, they have it, no response to date.

Personnel:

One Fire Fighter is currently on Family Medical Leave Act (FMLA) concurrent with sick time. Has been on sick time for three weeks, transitioning to vacation time-met legal requirement for FMLA and the standard for sick time usage. Commissioner Zais what time was used for, Chief declined response due to HIPPA violation. Commissioner Zais asked a few more questions, Chief explained FMLA regulations and qualifications and that the station needs a policy for FMLA usage and parameters, brought a draft policy for review. Discussion progressed about using sick and vacation time concurrent with leave time. Commissioner Pisano recommends a district policy and a station policy. Discussed requirements, the collective bargaining agreement contract, reviews. Commissioner Pisano made a motion to take the draft as a starting point to the Prudential Committee for its consideration to start a district wide policy. Second, all in favor. FF Kate Halloran still at the Fire Academy, graduation is on January 22 in Stowe.

Training:

In November Lt. Pouliot set up a May Day Training, and in December will be doing medic and EMT recertification training, and a vehicle extraction training, January discussing doing live fire training at the Barnstable academy-want to see if COMM wants to join us-Lt. Pouliot is organizing that. January 3rd CFD is hosting a Sexual Harassment class run through our EAP Network; invited Commissioners, Prudential Committee, Fire Department, and Water Department. Chris Dauley is attending a car seat installation class, will be certified to install.

Facilities:

Septic went out to bid-Town of Barnstable Procurement Office was very helpful. The seal bids were opened on 27th of November, Chief would like the Commissioners to sign/approve which company to go with. The low bid was Bortolotti at \$36,655 the next bid was \$43,900, and third bid \$51,000-Chief recommends Bortolotti as is least expensive-able to have money to get bid for paving in the spring, and is a local company. Commissioner Pisano made a motion to accept Bortolotti's bid, second, all in favor. Gas line has been installed, waiting for another price for the meter, then can get rid of propane tank.

Computers and network upgrade-Secure Networks put virus protection on computers, software for remote access, putting our server in the cloud, going to put in wireless routers, emails, at the same time Imagetrend is connecting our database to share data feed with COMM, moving Firehouse to the cloud, working with Town of Barnstable and Open Cape for fiberoptic high speed internet-which would help with online video training and live training with Barnstable Fire Academy. Got another price on the roof, looking to budget around \$40,000, hoping to get better prices when go out to bid.

Apparatus:

263 back in service, Lt. McNamara installed a new tank. 266 taken out of the water last week, been serviced and shrink wrapped- able to use in an emergency if needed. Still working on getting dock space with either private, yacht club or the with town to get a public place on the dock for next year.

New Business:

Chief has been in conversation with COMM for cooperative coverage arrangement-COMM making an effort to cover us by possibly getting coverage in the Mills station if our station is empty. Chief is looking into getting a shared resource (surplus boat) with Harbor Master and BPD to share expenses with training and more staff if emergency occurs.

Adjourn: Motion to adjourn, seconded and unanimously approved