

## Fire Commissioner's Meeting

### Draft Minutes

December 22, 2020

Present: Chairman Rick Pisano, Commissioner Adam Zais, Commissioner Kevin Conley, Fire Chief Paul Rhude and Deputy Chief Pouliot

**Meeting minutes from December 8, 2020:** Motion to accept, all in favor.

**Public Comment:** No public comment

Chairman Pisano: Two-part discussion of two commissioners, Commissioner Conley and the Needs Assessment subcommittee and Commissioner Zais with the School Building subcommittee

### Commissioner Zais – School Building subcommittee

- *Commissioner Zais asked if either Chairman Pisano or Commissioner Conely had a chance to watch the recording of the December 10, 2020 School Committee meeting?*
  - o **Chairman Pisano has but Commissioner Conley has not.**
- **Notes from Commissioner Zais regarding School committee meeting**
  - o David Anthony from the town attended
    - He outlined the process that the Town of Barnstable would go through with this property if left alone – there would be things that the Town would be doing to manage this asset
      - Important dates regarding this above-mentioned process:
        - o 4/1/2021 – report from the asset committee to the rest of the Town government about where is this going?
  - o Co-Chairs were appointed:
    - Fran & Jim Danhauser
  - o Clerk was appointed:
    - Commissioner Zais is Clerk (working with Chris regarding transcripts, etc. are correct)
  - o Committee would draft, approve and send an email to David expressing the committee's desire to assume ownership of the school building and grounds
    - Jim was tasked with putting the draft together, which he circulated and it was approved and sent via email on December 14, 2020 (4 days after the meeting) expressing the committee's very strong and clear interest in at least beginning this process and undertaking it from a serious fashion. David confirmed receipt of that email.
      - The email essentially said that the committee wants to engage with the town on figuring out how to assume ownership of either part of the parcel as presented by them (roughly half)
        - o Idea #1 was floated in the discussion that perhaps it made sense to think about the district taking over the entire parcel
          - May come with some requirements to maintain things like tennis courts, fields, etc.
        - o Idea #2 was that the school might be used, among other things, for a new location for a fire station (not in its entirety) and the properties, which are currently owned by the district, might be sold to defray some of those costs
        - o Idea #3 (civic uses) is a church organization, kids programs, water department???(Mixed use idea).

- Realization amongst committee members that there really needs to be a very active, village-wide effort to “sell” this idea of the taxpayers
- Key thing was to be able to say, in the email from the committee chairs, (from Fran and Jim to David) is that we want to do “this” – the “this” is to figure out a way to get this building in the hands of the District.
- Pretty good understanding of the nature of the building and how the town works from the asset committee and the town manager and the rest of the town government organization.
- Potentially is a year-long process – or longer. No specific deadline.
  - *Commissioner Conley asked Commissioner Zais to forward the email mentioned above.*
    - **Commissioner Zais agreed to forward it.**
  - *Chairman Pisano asked Commissioner Zais if it was his understanding that Mr. Anthony is going to present the email as a written expression of interest on the Fire Commissioner’s part to the town?*
    - **Commissioner Zais answered that it was his understanding that Mr. Anthony’s email confirming and said as much.**
  - *Chairman Pisano asked if the committee set another date for a future meeting?*
    - **Commissioner Zais said that the next date is January 6, 2021 @ 6pm.**
  - *Commissioner Zais asked if anyone was able to go through 111 page report dated January 2020 to the Town of Barnstable which is a very exacting document around the condition of the building and at least one sense of various costs to bring the building back to a school, etc?*
    - **Chairman Pisano answered that he did but not in detail.**
  - *Chairman Pisano asked if Tom, on the asset committee, have an opinion regarding septic? Also, it did seem that Mr. Anthony opened the door to the possibility of the town giving the Fire Dept. the entire square footage of that parcel. Going forward, what are the water commissioners thinking in terms of utilizing some of that?*
    - **Commissioner Zais said that Tom had a general opinion and wants to keep as much septic residue out of the aquifer as possible. There is a lot more to understand regarding how the septic system is functioning but at least the committee has a sense of what the location is. Regarding the water commissioners, it seems that the ideal thing is no use of the parcel whatsoever – no change, etc. Ideal would be fields but they realize that is not possible. No specific comments regarding septic system, although Chief Rhude pointed out that it was a newer Title 5 Septic system.**

○ Public comment regarding the water commissioners meeting

- Carol attended the latest Water Commissioner’s meeting where they talked at length about what their ideas would be about the septic system and what their update was.
  - Commissioner Zais clarified what Carol said. He said that the Water Department talked about that if there should be a septic system, it should be monitored – even advanced.
- Fran made a comment as well regarding the last Water Commissioner’s meeting stating that there was talk about putting a rain garden down by Main Street. She wanted to remind folks that the town was already paid – in town taxes – to maintain the fields, tennis courts and everything. She personally feels that it is a good idea for them to keep that part of the property because otherwise, she feels, it would be paid for twice.
  - Commissioner Zais clarified that he was not trying to take a position but rather, present ideas that were “floated” at the meeting.
- Fran commented that the deadlines that David Anthony was speaking about was really connected to getting spots on the CPI list – the Capital Improvement Initiatives – for demo of the building, which, along with Downwind Marston’s Mills, would be down at the bottom of the list.
  - Commissioner Zais reiterated that if the town was not interested, they have a process that they will follow. He stated that David Anthony did volunteer that there isn’t money to do this. The Town would prefer to not have to spend any money on either maintaining it any further or demo’ing it.

### **Commissioner Conley – Needs Assessment**

- Intent of the group is looking at the long-term needs are for the Cotuit Fire Department and how to best accommodate those needs
  - Over the last few weeks, Commissioner Conley, Chief Rhude and Deputy Pouliot have been to Sandwich FD, E. Harwich FD, COMM – to which appreciation is extended.
    - Reasons for visiting these 3 departments is because the stations are similar in size as to what Cotuit FD is looking for.
      - Cotuit FD needs require 10,000 square feet.
    - Costs for building the 3 departments was around \$6 million range.
      - Chief Rhude is looking at the cost of construction and based on some of the conversations, the cost is \$600 - \$650/square foot for new and the cost for renovation would be around \$300/square foot.
    - Both Sandwich and E. Harwich FD were built approx. 1 year ago; COMM and Marstons Mills have been a little bit longer.
  - Lessons learned from the visits:
    - Medical treatment room in Sandwich
      - How something like a medical treatment room would be prepared for (COVID, etc.)
    - Decontamination areas
    - Negative Pressure rooms
- Basic understanding of where Cotuit FD wants to go in the future
- Chief Rhude developed a floor plan as a blueprint of what is being thought about regarding the future Cotuit Fire Department station and what it would look like. Additionally identifying the standards and how Cotuit FD would best meet them and

provide services better to the community. Also, looking at other stations and thinking about the pandemic we are in and looking at the future of medical treatment and community para-medicine where more medical treatments are provided in the field where it is at a lower cost and more convenient than medical centers and try to design facilities around those needs.

- Draft needs analysis where all station parts are looked at for where standard needs are not being met:
  - NFPA standards on decontamination for fire gear, medical equipment
  - Distance between fire trucks and apparatus bays
  - Height of apparatus doors
    - Regarding the medical treatment room – in the past, most fire stations had a chair at the entry to the lobby where you would come in and get your blood pressure taken – there wasn't a “treatment room”. Now, with contagious diseases and pandemics, bringing something to the station is not a viable solution anymore.
    - Recently, the state has released guidelines that has allowed first responders (EMTs and Paramedics) to provide vaccinations in the field or at facilities.
      - Having facilities where those services can be provided and not contaminate the facilities is important.
        - New facilities have, basically, ER treatment rooms in fire station areas where patients would not contaminate the whole facility.
          - Commissioner Conley said that taking both protecting fire station itself and also getting someone from the treatment room into an ambulance to move them out.
- As more fire stations are visited, the draft needs analysis will be updated with other best practices that make sense.

**\*\*Chief Rhude put a Word Document -showing a future floor plan -onto the screen.\*\***

- This plan fits within the shell of the Cotuit Elementary school. (Portable classrooms would be torn down).
  - According to a structural engineer, if an I-beam is put into the ceiling then it can be opened up and make cathedral ceilings (at very low cost) so that 14 foot bay doors can be put in - which are needed for fire trucks from other communities to make sure that they fit in the building.
    - Front bay is the front line engine, ambulance and front line response utility pickup truck
    - Bottom is gear storage and entrance for medical treatment, blood pressure.
      - Patients would enter and immediately go to the door on the right, which would be the patient treatment room as well as medical supply storage
    - Other side is secondary pieces – brush breaker, back-up engine, spare ambulance (if there ever was one), large portable boat and lake trailer.
    - The operation space is the living area for the guys.
      - As they would come back from calls, they would go through a decontamination room which has decon showers, gear extractors, gear dryers and wash areas. They would exit into where they would shower and use the lockers in the individual bunk rooms.
    - There are 3 offices, Lieutenant, Deputy and Chief.

- Conference room
- Gym
- Report writing room
- Storage area
- Takes up about 10,000 square feet total
- None of the interior walls are load bearing
- Crawl space under the entire school which has 16” concrete support columns to hold up the floor of the building.
  - To support the apparatus bay, “flowable fill” concrete will be used for \$100/yard.
    - If the entire space under every vehicle is filled (which a structural engineer would need to see if that is needed) then there would be a material cost for >\$90,000.
      - *Chairman Pisano asked what kind of drainage do the equipment bay areas need because currently- most of the wash down is done on the apron – and with the flowable filled concrete support systems under the bay area floors, the new runoff could be incorporated in the cost? Input from the Water Dept is important regarding their concerns and solutions.*
        - **Chief Rhude answered that currently, at the current Cotuit Fire Department location, with the new septic system, the fire department has exemptions to not put in – what most facilities have nowadays – “tight tank” systems. (Collects all runoff from washing vehicles, vehicles dripping as they pull back in and that is all treated as hazardous waste and disposed of properly on a regular basis). Current Cotuit Fire Dept. runoff is allowed to filter into the ground, which, Barnstable Health Dept. has determined that there was no large environmental hazard with the runoff. Nowadays, in newer facilities, it is required that all runoff is contained, treated as hazardous waste and collected and disposed of properly. At the new site, especially since there is a well system next door, the new Cotuit Fire Department would have to have a tight tank that results in zero nitrogen loading and virtually zero effect on the ground water.**
        - Commissioner Pisano pointed out that having a strong relationship with the Water Department is important, especially with this type of runoff.
- Commissioner Conley pointed out the integrated indoor training area – the area over the gear locker room area would have a mezzanine.
  - A cathedral ceiling which extends to both sides of the apparatus bay which would be a platform which would have simulated open windows where Fire Fighters would practice throwing ladders to the windows / getting up in the mezzanine and going through entanglement props, narrow entry props, etc. These things are now set up in the abandoned building next to

the current Cotuit Fire Department but many of the newer stations have the ability to do this in their facility in controlled weather conditions, which is safer and allows fire fighters to train on a more regular basis.

- This “structure within a structure” has no real increased cost but great potential benefits.
- Commissioner Conley pointed out that there was roughly 8,000 square feet left.
  - Entryway – which has plenty of room for administrative offices
  - Gym could be used in an emergency situation for shelter
    - Need a backup generator
  - Basement could be used as emergency shelter for animals – with outside access
  - COMM room/radio room for an emergency situation where, in the event that communications were lost, then there would be a room that would have the right resources available.
    - *Commissioner Zais pointed out that, upon seeing the overlay schematic, it appears that over 50% is being consumed by the Fire Department and he questioned would the footprint shrink if smaller equipment was in the thought process as opposed to larger equipment and/or more ambulance and more life-saving equipment? Consolidation needs to be actively thought about and what that might bring and how that might change the nature of what was put in place into the building.*
      - **Chief Rhude answered that one of the reasons that the Marstons Mills Fire station was visited was because it was a sub-station for a multi-jurisdictional community – COMM, Centerville, Osterville, Marstons Mills Fire Districts and if there ever was consolidation, there would be a sub-station in Cotuit. There would not be a Chief, nor a Deputy. The facility is about 9,000 square feet. If there was to be a COMM sub-station in Cotuit, then \$7.8 million dollars should be put away for the project.**
      - **Commissioner Conley also answered Commissioner Zais and said that he was looking to have a conversation of facility requirements independent of the school. Fire Dept needs 10,000 square feet. He believes that the department needs two active ambulances. It also always needs two engines. What this facility does is provides what we need into the future without being exorbitant.**
    - *Fran asked if there was any room in the design for record storage? The treasurer and clerk will need space.*
      - **Chief answered yes. The second floor over the main structure could be used but room needs to be between the truss’s. It could be used for storage but there is also room on the way down to the basement – 24x12 additionally a fully**

**classroom 24x30 and 2 large offices in the front, etc. There is over 8,000 square feet in extra room for district offices, etc.**

- *Fran asked, from the bays in the back and the front, more asphalt will need to be added for the driveway and would those need special drainage systems on them for fire trucks? The front entrance goes over the watershed.*

- **Chief answered that yes, new asphalt for the driveways but no to washing vehicles out front. This has to be zero impact on water quality.**

- Cotuit Fire Department provides the school committee the Department's needs analysis and how it may fit in what the school committee has and what the cost structure may be for determination of the district and public if this would be something that they would be interested in.

### **Fire Chief Report**

**Administration: not discussed**

- **COVID UPDATE: not discussed**

**Technology Update: not discussed**

**Training: not discussed**

**Personnel: not discussed**

**Apparatus: not discussed**

**Facilities: not discussed**

**SOG'S: not discussed**

**Old Business: not discussed**

**Motion to adjourn, all in favor.**





## **Employment agreement between the Cotuit Fire District and the Fire Chief**

Agreement made this 8th day of December 2020 by and between the Board of Fire Commissioners (hereinafter “Commissioners”) representing the Cotuit Fire District (hereinafter the “District”) and Paul L. Rhude, 179 Curtis Road, Cotuit, Massachusetts 02635, (hereinafter the prospective “Chief” or “Fire Chief”).

Whereas the District is desirous of securing the services of the Fire Chief in the management and administration of the Fire Department; and whereas the District has or does recognize voluntarily, pursuant to the applicable regulations of the Massachusetts Department of Labor Relations, and pursuant to the Collective Bargaining Agreement between the Cotuit Fire District and the Local #3642, International Association of Firefighters, that the position of the Fire Chief, is expressly excluded from the bargaining unit.

Whereas, the Fire Chief negotiates and enters into this agreement as an individual separate and Distinct from any existing bargaining unit in the Fire Department.

Whereas the position of Fire Chief is a Management position within the meaning of M.G.L.c. 150E §1 with substantial participation on formulating or determining policy; and/or assisting to a substantial degree in the conduct of collective bargaining on behalf of the District.

Whereas the Chief is willing to perform the duties of the position of Fire Chief according to the terms and conditions of this contract.

Now, therefore, the District and the Fire Chief hereby agree that the following terms and conditions shall govern the salary and fringe benefits payable under this contract which said Chief shall be entitled as Fire Chief.

### **1.0 Term of Contract**

**1.1** The Fire Chief shall be appointed for a term of three (3) years.

### **2.0 Duties**

The Chief shall perform his duties as enumerated in Massachusetts General Laws, and pursuant to the Cotuit Fire District By-Laws. The administrative control of the Fire Department for the District shall be the responsibility of the Fire Chief. The Chief’s duties shall include but not be limited to the following:

**2.1** Supervision of the daily operations of the Fire Department consistent with the approved mission of the department.

**2.2** Supervision of all department personnel; may complete same through subordinate first line supervisors and officers

**2.3** Preparation and submission of the Fire Department’s budget. Verifies and approves expenses for inclusion in periodic pay warrants. Approves ordering of equipment

and supplies; monitors expenses to assure conformity to fiscal constraints and required practices. Secures outside funding and uses cooperative purchasing when available.

- 2.4** Submission of reports to the Commissioners and the District either orally or in writing when requested or required, to ensure proper communication between the Commissioners, District and the Department.
- 2.5** Responsible for all department expenditures, as well as the receipt of funds and property in the custody of the Department.
- 2.6** Supervision and control of all Department equipment, vehicles and apparatus belonging to or used by the Fire Department.
- 2.7** Establishes specifications for equipment, protective clothing /uniforms, and vehicles.
- 2.8** Supervision and control of all training programs for department personnel and the assignment of personnel to such programs
- 2.9** Maintaining the discipline of the department personnel; the issuing of orders, rules, regulations, guidelines, policies, and procedures; and the assignment to shifts and duties of all department personnel.
- 2.10** Being available for hearings before any committee or board of the District at which the Fire Department is required or requested to appear and before District meetings when necessary
- 2.11** Responsible for the planning, organizing, directing, staffing, and coordinating of fire prevention and fire / EMS operations.
- 2.12** Responsible for communications with the public, including the media, on matters related to public safety and department operations or policy. Regarding matters of a controversial or political nature, excluding those posing an imminent threat to public safety, the Chief shall consult with the chairperson of the commissioners prior to communicating with the media.
- 2.13** Oversees maintenance and improvements to the Department's operating facility, prepares proposals / budgets and coordinates work performed by contractors independently or through subordinate personnel.
- 2.14** Oversees the hiring of full time, part time (call) and other personnel in compliance with the department's hiring policy and Federal and State law.
- 2.15** Responds to fire, EMS, and emergency incidents as available and directs department personnel directly or through subordinate supervision, in the performance of their duties. Makes decisions that assure, as much as possible, the safety of civilians and the safe and effective use of personnel and resources within and from outside the District.
- 2.16** Interacts with local, State, and Federal agencies and organizations related to the operation of the department; may be a member of organizations, boards or committees having an association with the mission of the department.

**2.17** Must maintain mental and physical health to meet the “Medical Standards for Municipal Fire Fighters” and “Municipal Fire Fighter Essential Functions”, as defined by the Commonwealth of Massachusetts Human Resources Division “Initial-Hire Medical and Physical Ability Test Standards And Physician’s Guide 2020” ( <https://malegislature.gov/Reports/9141/Fitness%20training%20standards.pdf> )

**2.18**The parties agree that the foregoing list of duties and responsibilities are not exclusive and the parties recognize that the duties and responsibilities of the Chief may be expanded or changed, based on the needs of the Cotuit Fire District, in the sole discretion of the Board of Fire Commissioners.

### **3.0 Hours of work**

**3.1** The District and the Chief agree that the mission of providing fire, rescue, and emergency services is a serious, important, and full-time (40 hours per week) responsibility. The Chief may not have any outside employment that interferes with his ability to perform the Duties and responsibilities of Fire Chief and the attendant flexibility of schedule necessary for the Chief to perform his duties and responsibilities.

**3.2** The board recognizes that the chief may devote a great deal of time outside of the normal business hours to conduct Fire Department business. Therefore, the Chief shall be allowed to make adjustments in his schedule for flexing hours provided such flexing of hours does not adversely impact fire department operations

### **4.0 Indemnification**

**4.1** The District agrees that they shall defend, save harmless and indemnify the Fire Chief against any tort, professional liability claim or demand or other civil or criminal legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Chief’s duties as Fire Chief of the Cotuit Fire District. To the extent any such defense or indemnity is provided through a policy of liability insurance, the Chief agrees to cooperate with the insurer as required by the contract of insurance.

### **5.0 Vehicle**

**5.1** The District shall provide a vehicle for use by the Chief and pay all associated operating and maintenance expenses and insurance. The vehicle shall have the necessary equipment to perform the duties of the position. Said vehicle is to be used by the Chief in connection with the performance of his duties as Fire Chief and for his professional growth and development. The vehicle may be used at the Chief’s discretion for other appropriate personal reasons since the Chief is “on-call” in the event of an emergency. In the event the assigned vehicle is not available for use, reimbursement shall be made at the current rate set by the IRS for business use of a personal vehicle. The District will maintain insurance coverage for any private

vehicle use by the Chief for official department purposes. The vehicle shall not be operated by non-Fire District Employees. The Chief shall maintain a mileage record for verification should use of his personal vehicle be necessary.

## **6.0 Compensation**

- 6.1** During the first year of this contract, the annual base salary for the Fire Chief shall be \$150,000 (one hundred and fifty thousand dollars). The Fire Chief shall receive an annual increase of 4% of previous year's salary for each year of the contract. If the contract is extended for a fourth year, the Chief will receive an annual increase of 4%.
- 6.2** The Chief Position is a management position and not eligible for overtime.

## **7.0 Leave**

- 7.1** The Fire Chief shall receive Thirty (30) vacation days per year. Unused time up to ten (10) days may be carried over into the next fiscal year.
- 7.2** The Fire Chief shall receive fifteen (15) sick days per year. Additional days may be approved at the discretion of the Commissioners. Unused sick days may be accrued up to a maximum of 200 days.
- 7.3** The Fire Chief shall receive three (3) personal days each year; personal days may not be carried over.
- 7.4** The Fire Chief shall receive four (4) days bereavement days for the death of an immediate family member (spouse, children, parents, or siblings).

## **8.0 Benefits**

- 8.1** The District agrees to furnish, at its expense, management liability and insurance for the Chief with liability limits of one million dollars (\$1,000,000.00).
- 8.2** The Chief shall be eligible for all life, health, and dental insurance benefits for which full time (union) firefighters are eligible. The District agrees to contribute 75% towards the cost of such program(s). If the Chief elects to forgo group health and medical insurance coverage financed in any part by the District for himself, his spouse, and dependents, he shall be eligible for a stipend equal to fifty (50) percent of the yearly premium cost to the district for the least expensive plan offered by the district that he would be eligible for under the following conditions:
- a) The Chief shall notify the District Treasurer 90 days prior to the start of the Fiscal year (July 1<sup>st</sup>).
  - b) The Chief shall provide documentation that he, his spouse and any dependents are otherwise insured for health and medical in a plan not financed by the district.
  - c) The stipend shall be computed on July 1<sup>st</sup> and shall be added to the Chief's base pay for even distribution over the fiscal year.
- 8.3** As a sworn Firefighter the Chief shall be entitled to injured-on-duty benefits as provided in Chapter 41, § 111F of the Massachusetts General Laws.

**8.4** The District shall provide and maintain uniforms, protective clothing, and related personal equipment including a cellular phone and computer laptop, for the Chief as necessary to perform his duties. A yearly allowance of up to seven hundred dollars (\$700.00) shall be provided for the replacement of uniforms.

**8.5** If the Chief dies during the term of his employment, the District shall pay to the Chief's estate all the compensation which would otherwise be payable to the Chief up to the date of the Chief's death, including but not limited to: unused vacation, holidays, personal and sick time.

## **9.0 Discipline or Discharge**

**9.1** The District reserves the right to take whatever disciplinary measures deemed appropriate, including discharge, if in the judgment of the Fire Commissioners, the Chief's conduct cannot be corrected or it seriously threatens the well-being of the Department, other employees, or the general public. The primary purpose of the disciplinary system is to correct improper or inappropriate behavior. The Chief shall not be disciplined, reprimanded, suspended, or discharged except for just cause.

**9.2** Suspension or Termination shall occur only upon proper notice and only after a hearing at which the Chief shall have the right to be represented by counsel. The Chief shall have the option of choosing whether any such hearing shall be closed to the public or be held as an open or public hearing.

**9.3** The principle of progressive discipline will apply.

**9.4** To the extent the Chief contends that any professional discipline was imposed without just cause or to the extent the Chief alleges any other breach of this employment agreement, the Chief may seek judicial relief in Barnstable Superior Court or a court of competent jurisdiction within the Commonwealth of Massachusetts.

## **10.0 Modification, severability of Provisions**

**10.1** No change or modification of this agreement shall be valid unless it shall be in writing and signed by both parties.

**10.2** If any clause or provision of this contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of this contract shall not be affected thereby.

## **11.0 Law Governing**

**11.1** This agreement shall be construed and governed by the Laws of the Commonwealth of Massachusetts

## **12.0 Performance Evaluations**

**12.1** The Fire Commissioners shall review and evaluate the performance of the Chief on an annual basis. This review shall be in accordance with specific criteria developed jointly by the Fire Chief, and the Fire Commissioners including, but not limited to

performance objectives and a performance criterion. A written summary of said evaluation shall be submitted to the Chief, and the Board of Fire Commissioners. An opportunity to discuss said findings and for the Chief to submit a written statement for attachment to said evaluation shall be available for the Chief.

**13.0 Length of Contract**

**13.1** The initial term of this contract shall be for the period of three (3) years commencing on July 1, 2021 and ending June 30, 2024; however, this contract may be extended as provided by its terms.

**13.2** If mutually agreed upon by the Fire Commissioners and Chief, this contract may be extended on the then applicable terms and conditions for an additional one (1) year period.

**13.3** If termination of employment is caused by death, such payment shall be made to the estate of the employee

In witness thereof, the parties hereunto have set their hands and seals to this instrument the date and year first above written.

**Fire Chief**

Paul Lawrence Rhude  
(Print)


  
(Sign)

**Board of Fire Commissioners**

Richard Pisano  
(Print)

  
(Sign)

Kevin Conley  
(Print)

  
(Sign)

Adam Zais  
(Print)

  
(Sign)

**Prudential Committee**

Francis Parks  
(Print)

\_\_\_\_\_  
(Sign)

Seth Burdick  
(Print)

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(Sign)

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(Sign)