

## **Fire Commissioner's Meeting Draft Minutes**

**July 27, 2021**

(Minutes were done by using AUDIO RECORDING ONLY)

Present: Chairman Rick Pisano, Commissioner's Adam Zais & Kevin Conley,

Fire Chief Paul Rhude, Deputy Chief Pouliot

– meeting live at Freedom Hall –

### **\*\*Website Development with Peter Emerson\*\***

- Volunteered his own time – without pay – to develop a new and improved District Website
  - Additionally – Coastal Mountain Creative – web developing company
    - Pro bono project
  - Not a lot of content changes
    - Reorganized information so that it is easier to read/navigate
      - (Pete went over the changes that he made).
      - *Question from Chief Rhude (Fran Parks original question): Can we fill out forms online – ex. applications for inspections? Reservations for Freedom Hall?*
        - **Pete answered that one can download the application. NOT a “fillable” form yet.**

### **• Public Comment**

- *Cynthia Gardner – 94 School Street – Question: Policy Advisory Committee met, and they would like the Commissioner's to reconsider having Public Comment at the beginning of the meeting. As a citizen, she would like for it to go to roll-call vote. It has passed at the Water Commissioners and the Prudential Committee meeting and hoped it would pass at the Fire Commissioner's meeting as well.*

## **Meeting Minutes from 6.28.21**

-motion to accept minutes – all in favor

## Fire Chief Report:

- Month of June
  - 66 Total Responses
    - One (1) was a mutual aid / brush fire in Centerville
    - 35 Medical
    - 3 Hazardous condition calls
    - 27 Service Good Intent/False Alarm
      - **\*\*OF NOTE\*\*** - over the last month there was the windstorm/tropical storm which resulted in Fire Department bailing out half a dozen boats & assisted a few residents in bringing their boats ashore / putting them on trailers
        - Assisted the Harbor Master in keeping the dock clear of residents
    - Car Fire (unattended car that had been parked for several months) on July 26, 2021 at Gateway Community Church on Rte. 28 across from Honey Dew donuts
      - Barnstable Police is investigating

## New Business:

- “Chief’s Corner”
  - Firefighter Brian Lee wrote it. Firefighter Christian Gardner helped.
    - **Commissioner Conley commented that there will be a write-up regarding a monthly tour and will be announced in the “Chief’s Corner”**
- **FY 21 End of Year Budget Update**
  - Chief Rhude and Deputy Pouliot’s cell phones
    - Chief and Deputy are on 24/7 and part of the contract is that they are reimbursed for their cell phone and are submitted once a year and give the treasurer a copy of the bill at the end of the year
  - *Commissioner Zais asked about the line item “brush gear”*
    - **Chief Rhude answered that the old brush gear was about 20 years old and was well-outdated.**
      - **Every firefighter has brand new brush gear (came in under \$5,000.00) instead of the structural firefighter gear which works but creates a thermal problem which is not optimal. Having a thinner, lighter set of gear (which is significantly cheaper).**
  - Overall salary and wages
    - Only spent 92%
  - Operations
    - Only spent 75%
  - Over in Maintenance
  - Over in Uniforms for full-time personnel

- Due to 4/5 new staff members and part of the contract is that they are provided with Class A dress uniforms, which comes out of the budget for the Cotuit FD but not budget FOR in that account. Budget is usually for \$700 pp/year and a Class A Uniform is close to \$1,000.00 pp.
  - OVERALL for all the budgets
    - 10% UNDER budget for the year
      - Reflects the variability in wages and salaries
      - Reflects the juggling done every year

### **Administration:**

- Still working on putting the scheduling software in place
  - *Chairman Pisano responded that this software has been in the works for a while.*
    - **Chief Rhude explained that the program came last minute / old program was still being used up until the end of June 2021**
      - **Were using Image Trend for fire & medical reports and now they have a Beta Version of the scheduling module.**
        - **Cotuit Fire Department is now using the Beta Version of Image Trend's scheduling module**

### **PRO EMS REPORT**

- Attached

### **Training:**

- Marine training with the Coast Guard in early July 2021
- Sent two staff members to a tactical strength and conditioning class at Hyannis Fire

### **Personnel:**

- Still have one person out – IOD
  - (One of the firefighters that hurt their back on a call) and have been out for since May 12, 2021
    - In physical therapy but will be several months before he comes back
      - New insurance policy provides the district for \$1000.00 compensation in their Lost Wages per week payable to the district
        - District will start to receive \$1000/week starting July 27, 2021

### **Apparatus:**

- 266 rear battery switch broke
  - Out of service for 2 days but as of the July 2021 Commissioner’s meeting is now back in service

**Facilities:**

- Construction for new office
  - Moved Chief Rhude’s office from 2<sup>nd</sup> floor to 1<sup>st</sup> floor
  - Purchased some “scratch & dent” furniture from WB Mason to replace furniture that was 30+ years old
  - Cleaned out quite a bit of the station
    - Thrown out old cabinets
  - Working on digitalizing the rest
  - New bedrooms are all done and all moved in
    - Offices that were bedroom still need to be painted but flooring is done and most of the office furniture has been fixed up

**Needs Assessment:**

- **Commissioner Conley stated that some work was done on reclamation. A lot of conversation regarding building a new fire department. Required to have a “tight tank”. Wherever the new building is put, there will be a reclamation system in place to collect any water that runs off of vehicles once they are inside and it will go into a tight tank, and it will be pumped out.**

**OLD BUSINESS:**

***AFFILIATION AGREEMENT WITH CAPE COD HEALTHCARE***

- Cape Cod Hospital has become involved with the Affiliation Agreement
  - Cape & Islands EMS is the sub-contractor for Cape Cod Healthcare to provide quality control QA/QI administrative support
    - Cape & Islands EMS is the one that Cotuit FD has had contract issues with and now, Cape Cod Healthcare has essentially taken over Cape & Islands EMS and supplementing any funding
      - Some of the fire departments are paying over \$10,000.00 which causes some procurement problems under MA State Law
        - Cape Cod Healthcare has absorbed any excess amounts over \$10,000.00 for the larger departments
        - Cape Cod Healthcare has decided that going forward Cotuit FD QA/QI through PRO EMS will satisfy the requirement



## Commissioner Zais - School Building subcommittee

- Public comment at the beginning & end of meetings reasoning is during the course of the meeting, the public may want to address and not wait until the next meeting
- Proposal suggests that the Commissioner's put it on the written agenda as public comment before and after but the situation may dictate that need to be changed
  - Water Commissioner voted for it unanimously
  - Prudential Committee passed it 2:1
    - Chairman Pisano commented that he liked the discretion to waive one or the other depending on how complex the discussion was and having public comments this way compromises that
    - Commissioner Conley agrees that the discretion to choose is a good thing
- Commissioner Zais commented that there is a new meeting coming up soon (2 weeks?) to reacquaint themselves with what the Committee last did

## SCHOOL PROPERTY

### Commissioner Zais – Elementary School update

- Commissioner Zais emailed with Fran, Jima and the rest of the Committee and they are currently in a “holding pattern”
  - The “ball is in the Town’s court”
  - *Commissioner Conley asked what the last step that was taken? What are they waiting for?*
    - **Commissioner Zais answered that at the last Annual District Meeting, the Committee conveyed to the Town that the district was in favor of “inter-municipal transfer of the property from the Town of Barnstable to the Cotuit Fire District**
  - *Commissioner Conley asked if they acknowledged it?*
    - **Commissioner Zais answered that, a couple of months ago, they did acknowledge it (not to him personally) but to the Committee as a body-to Chairman Parks. Attorney Boudreault (representing the district) was also involved in the conversation**
  - *Commissioner Conley made a request that someone follow up with them.*
    - **Commissioner Zais answered that based on what he got back from Chairman Parks is that they are waiting for the process to unfold. Purpose of the sub-committee has run its course – did what they set out to do and it is now in the hands of the Prudential Committee.**
    - **Chief Rhude responded that he had a brief conversation with David Anthony, Town Manager responsible for Property Disposition, on July 27, 2021, and David stated that he has heard that Jim Danhauser has reached out to the Town and they have agreed on who is going to meet – timing is**

**just an issue because it is summer and people are on vacation (Town Manager / Assistant Town Manager / legal staff all need to be at the meeting). Chief Rhude asked David Anthony if there was anything that they could do to help expedite/organize. David said no, nothing. A date just needs to be agreed upon.**

### ***FIREFIGHTER PHYSICAL FITNESS COMMITTEE***

#### **Commissioner Conley & Chief Rhude**

- Worked with FF Lee and FF Casey
  - Coming to closure on agreement – and then a new opportunity came up
    - Hyannis Fire brought in a company based out of CA to do a tactical strength and conditioning class – 4 day “Train the Trainer” class – 8–10-hour day
      - Class was to train individuals from different departments to create physical fitness conditioning programs in their facilities and to be the trainers (certified)
        - Cotuit FD sent Brian Lee and Christian Gardner
          - They said they think that what they’ve learned will enable them to put together a better program with in-house resources
            - Allows Cotuit FD to have their people to do the training – as opposed to having it sub-contracted out – with the exception of maybe nutritional classes

#### **End of Meeting Public Comment**

- *Cynthia Gardner commented that when Chief Rhude gave his report under vehicles, there wasn't any mention of the 2<sup>nd</sup> ambulance that was agreed upon to purchase during the annual meeting. Could there be an update?*
  - **Chief Rhude answered that the numbers that were based on an ambulance that would be turned in by Brewster in December 2021 unless something better comes up. Sandwich FD identified a small grant that could be used if Cotuit FD could find a “gas powered ambulance” although there aren't many gas-powered ambulances that are used.**

**August 10, 2021 is the next meeting – Motion to Agree – all in favor.**

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