

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

**April 12, 2022**

Present: Chairman Rick Pisano, Commissioner's Adam Zais & Kevin Conley, Fire Chief Sean Brown

– meeting Broadcast via Zoom only

### **First order of Business:**

- **Minutes**
  - Motion to approve all previous meeting minutes:
    - “posting to FairPoint” needs to be changed to “SharePoint”
      - Motion to accept with one editorial change
      - All in favor

### **Public Comment**

- No Public Comment

### **New Business:**

#### **Fire Chief Report:**

- 53 Total Responses
  - 1 building fire (mutual aid to Marstons Mills)
  - 40 EMS
  - 1 Hazardous condition
  - 5 Service calls
  - 1 Good Intent
  - 5 False Alarms
- IFF Report
  - Chairman Pisano stated that he tried to contact the Union but was not successful regarding two outstanding matters from last fall
    - Chairman Pisano recommends executive session to figure out status and best course of action
      - 4.21.2022 at 5:30pm ZOOM for executive session
      - Chief will post meeting notice with the town website and ZOOM and will copy with Fran to handle scheduling with Freedom Hall for Open Meeting Law header being used

## **Administration:**

- Chairman Pisano asked for any further clarification on the contract with “Pay Forward” or Cape Forward?
  
- Chief answered that he would get back to the Board as he is not too familiar with it.
- Lisa answered that it was Cape Forward and will email to the Board.
- Chairman Pisano stated that Ray needed a formal contract
  - Chief Brown will follow up on this
- Chairman Pisano stated that he received a correspondence letter (dated 4.12.2022) from the Law Firm of John Clifford, that the Board uses on a monthly basis, with a notice of rate increase to now \$225/hr for their services (they were at \$200/hr)
  - According to the Notice received, this increase does not interfere with the monthly retainer contract but would apply to additional services that exceed the retainer
    - Commissioner Conley commented that when he worked with them on a previous recent contact, he felt they were very responsive. Commissioner Conley will introduce them to Chief Brown and the law firm can explain the operations of the retainer.
- Chairman Pisano stated that he was reviewing invoices appended to the ongoing accumulative FY spreadsheet in Excel
  - Chief will cc Commissioners on the future warrants and the payroll
    - March 21, 22 and April 12, 2022 charges having to do with monitors and programming of monitors for the security system and getting monitors hooked up to the in-house duty to have access. Previously, they were only hooked up to dispatch.
      - Chief Brown answered that the “pilot” monitor was installed and working well.
        - Additional monitors were ordered in order to share information and coverage
        - FF Emerson and on-duty officers were involved in the install
        - Current coverage of video cameras are the partial views of the upstairs apparatus bay and partial view of external ramps

## **PRO EMS REPORT**

- On-line

## **Training:**

- SCBA Competence course spearheaded by Lt. McNamara and crew
- Training objectives will follow

## **Personnel:**

- Chief Brown started 4.4.2022 with swearing in on 4.7.2022
- Draft Deputy Chief job posting is complete and in SharePoint folder

- Chairman Pisano asked Commissioner Conley to try to find out where the job posting for the Chief was posted
  - Commissioner Conley will find out where it was posted and will get back to Chief Brown so that he may post the Deputy Chief job posting
  - Commissioner Zais asked how the Deputy Chief applicants will be reviewed?
    - Initially by the Chief who will then bring the applicants to the Board of Commissioners. Chief will bring whomever he feels is the finalist forward to the Board.

### **Apparatus:**

- Boat arrived back 4.12.2022 with completed repairs - somewhere around \$7,500
- Commissioner Conley asked what the repairs were.
  - Chief Brown stated that he did not have the itemized list handy but will get that to the Commissioners in May 2022
  - Chairman Pisano asked if the boat was ready for launch?
    - Chief answered it was ready for launch
- Commissioner Conley stated that it was important that Chief Brown reach out to Chief Rhude regarding where the boat should be docked.
  - Chief Brown stated that he will look more into this
- Chairman Pisano asked re the status of the radios
  - Chief stated that there has not been any add'l progress since the last meeting
- Commissioner Conley asked re Deputy Chief vehicle
  - Chief Brown stated that the Deputy Chief's vehicle has arrived. Plate switch is scheduled for 4.14.22. Once registration is swapped, it will be ready for use. Still needs to be lettered and full command box needs to be up-to-date.
  - Old Deputy Chief car donated to W. Barnstable
    - Chief Brown spoke with W. Barnstable Fire Dept. and they are still interested. He will need to get up to speed with the required documentation re excess property.
      - Chairman Pisano stated that former Chief Rhude would be a good contact for this as well.

### **Facilities:**

- Status of the floors? Ideal flooring was supposed to come in and take a look but there was a liability. Floor mats for under the desks were needed.
  - Chief stated that floor mats were in and all set. Chief will take a look at invoices and bid specs regarding the installation and make sure that it met the contract and specs.

### **OLD BUSINESS:**

- Capital request for new ambulance in FY warrants.

- Chairman Pisano stated warrant for the capital expenditure for the new ambulance was on FY23 budget plan but due to lag time in availability in ordering and is dragging out / inflation will drive up price point the longer the wait
  - Commissioner Zais asked: lease v. buy? Can the district accrue funds for FYs for a capital expenditure?
    - Chief Brown stated that at his previous employment, he had not leased vehicles but did explore but never leased (but this was for fire apparatus not leasing an ambulance). He will continue to work with Sandwich on the ambulance but has used:
      - Ambulance Vendors - Sugarloaf
      - Fire Apparatus - Allegiance
        - Leasing ambulances will need to be outfitted ALS grade customization
        - Chief's or the Deputies vehicles carry EMS jump kits and first responder equipment
- Chairman asked: Go forward with monies and warrant for the upcoming FY for a new ambulance to move forward with the research including researching leasing?
  - Treasurer stated that leases usually do not make much sense unless it is a taxable entity.
    - Agreement on moving forward? With this capital request added into budget, overall increase is 13%.
      - Yes - move forward

**Commissioner Conley**

***Annual Report***

- Not Discussed

***POLICY ADVISORY COMMITTEE***

**Commissioner Zais - School Building subcommittee ● Not Discussed**

***SCHOOL PROPERTY***

**Commissioner Zais – Elementary School update**

- Not Discussed

***FIREFIGHTER PHYSICAL FITNESS COMMITTEE***

**Commissioner Conley**

- Not Discussed

**Public Comment**

**No Public comment at the end:**

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