

Cotuit Fire District
Prudential Committee
Minutes
18 December, 2017

Call to order at 5:30

Present: Ray Pirrone, Lisa Mycock-Kelly, Fran Parks, Stan Goldstein, Charlie Eager

Amy Kates is recording

Public Comment: Cynthia Gardner stated that in the past the former Treasury had posted the budget reports every two weeks on the website and is wondering why that practice has stopped, and if monthly reports could be posted on the website. Fran replied they have decided to do monthly reports and asked for understanding that there are only two part-time people in the Treasury office, and they have been busy with fire fighter's contracts which was recently completed and signed. Fran granted the office an extension to post the budgets.

Fire Department Mid-Year Report:

Chief Rhude gave the department report. Response to date this calendar year, had 779 calls (same amount of calls as last year at this time). Administration have been working on computer systems for the station-signed a contract with Secure Networks to upgrade our computer system, moving our record system to the cloud, they are creating a file storage system in the cloud with backups, virus protection, and also putting a new email system in place. We are integrating our EMS and Fire records system into the COMM dispatch system so will get more data and information to help us track information in the future. All this was made possible by eliminating some previous unneeded contracts so this wasn't new money, it was just reallocated and better spent to serve us. Fire Fighter 2017-2020 contract has been completed and signed with assistance from the Negotiating Committee and the Treasurers office. Have also been holding monthly meetings with the Barnstable PD and the other four fire districts working on cooperative efforts to improve services such as consolidated dispatch and mutual response to reduce response time to increase service. Have a new online EMS training program called ProEms located in Cambridge-Firefighters now have the ability to do recertification training online which will reduce overtime costs and allow us to open up a EMS officer position and increase training in undertrained areas in the past. This fall two Fire Fighters did a two-week US Coast Guard training class, Chris Dauley just completed Car Seat Installation class and is now certified, have also done numerous fire and EMS training classes. EMS Billing: updated billing rates this past summer and in the process from switching from Comstar to ProEMS as they have reduced rates (Comstar currently charging us 5.5% ProEMS will be 4%) along with two computers for patient care entries, quality assurance on the runs, survey for all transports, and also run the online training program we are using. Personnel: Chief Chris Olsen and Lt. William Sargent retired, Kate Halloran got hired last June, and the EMS Officer position got approved though the Fire Commissioner's last week. This is not a new position, but rather an increased responsibility for one of our FF/Paramedics a stipend position; it is a reallocation of training money not an increase in the budget. Apparatus: 263 was refurbished over the last year, this was accomplished with maintenance money not with the set aside article so all the article money was authorized to be returned, Boat 266 spent the summer in the water which reduced response times for the calls it went on, are in the process of looking into a permanent in water solution for next year, in talks with the Harbormaster, Cotuit Mosquito Yacht Club, police department, and some private dock owner's to figure out a short term for next year and a permanent solution. Facilities: Septic system went out to bid-separated septic and paving because didn't want to pay the mark up on the paving and to make sure we had the money for the septic. Bid was awarded to Bortolotti's for \$36,000 which has to be done by the end of March, then will go out to bid for paving. To make way for that had a new gas line put in for the generator and the propane tank will be removed to make room for septic and allow more room for parking. Upgraded lighting system in the station as most no longer worked switched to LED, installed a new fire alarm system as the previous system failed and the building was

pressure washed the other day. Fran asked if all the district emails able to be transferred over-Chief responded that emails are created for all Fire Department staff, Prudential, Treasurer, Commissioners, and the Clerk but didn't asked about Water Department space-it can be discussed in the future. Fran then asked Ray if he talked to the Water Department about using the same server. Ray spoke with them in very general terms, nothing specific. Would wait till after Fire Department's was installed, and in any case, it would be a separate contract. Stan asked about the Fire Fighters contract, Chief replied the raise was 1-1-1 split for three years, brought back education, got longevity, and holiday pay. Stan then asked about the status for the 111F. Chief explained that the sick benefit time is not awarded after 60 days after line of duty injury as stated in the contract. Mistakes have been made in the past, but following the contract going forward. Fran stated that as far as she knows the Chairman of Fire Commissioners sent a letter to IG that he didn't see a need to go through lawyer files, and following his recommendation that he sent to us. Chief said it was cleared up and now we are tracking leave accruals electronically in the Fire House management system, it was being done by an excel spreadsheet. Treasurer's office had now requested that all the accumulated information be submitted each week and they will put it on the weekly payroll stubs; the system for this is being put into place now.

District Family Medical Leave Act Policy:

Copies were distributed, and discuss the policy which the Chief got the basis from the Town of Barnstable Leave Policy, with a difference being that the town of Barnstable has several unions and the sick time varies depending which union the individual is in; Chief wrote Cotuit District's up based on the 100% sick time available based on the past practice. Stan asked if this policy would satisfy the public records request made by Cynthia Gardner, Chief replied it is standard policy for FMLA and yes would satisfy that request. Fran distributed the Small Needs Policy which if someone has a family member that needs to go to physical therapy, sick children, and medical appointments, that can intermittently use this policy. This was just passed by the state, and was suggested we follow this policy also. Fran asked if everyone could review, then at next meeting will formally adopt the policy.

Space Needs Assessment:

Since the last meeting Stan sent out the documents, but sure where it stands whether 30B or 7c, Lisa said it was further sanitized to know how much square footage might need for district needs and could we get an industry square foot price, and unfortunately that was rejected as having to fall under the designer selection law as well. Fran said that apparently the person at the AG office thinks it's a feasibility study. Stan suggested going with 7C and get the quotes back and ask for them to be broken down to individual work areas. Fran asked Chief what else is required with a 7C-design committee, can either advertise for a designer with the max price or do evaluation without price and rank them then negotiation with number one ranked bidder, then post on central register and in the local paper for two weeks prior to bid opening. Stan suggests follow the letter with 7C and do with what can with the money we have. Fran said then would need more money for the designer. Lisa suggested could go back to Stan's original draft which had a lot more of what they are looking for, and is happy to go back and clean it up-Stan offered to work with Lisa on this.

Motion made for the Prudential Committee become the Cotuit Fire District Design Committee for the possibility of the construction of a clerk's office, Second, all in favor.

Minutes:

Minutes from December meeting, no corrections or additions. Motion made to accept, second all in favor

Adjourn: Motion to adjourn, seconded and unanimously approved