

Prudential Committee
Freedom Hall
Minutes
February 11, 2019
5:30 p.m.

Call to order

Public Recording: NA

Prudential Committee: Ray Pirrone, Lisa Mycock-Kelly, Fran Parks, Silvio Genao, Charlie Eager-Clerk, Don Campbell-Water Commissioner, Chris Wiseman-Water Superintendent, Chief Paul Rhude

Pledge of Allegiance

Review of departmental work flow, functions, and responsibilities of personnel's and each of the boards in the district-Silvio would like to get a better understanding of the work flow within the district and was also wondering how much interaction and support the two departments (water and fire) have with each other (Silvio would also like to thank Jen for her assistance with the central register site). Chris Wiseman responded that there is a lot of communication within the two departments and Paul has always offered assistance whenever it is needed. Silvio wants to see if there are any joint responsibilities within departments or mutual aid within other area water departments. Chris responded that other departments assist each other, not thru a mutual aid aspect but more through local email association and local meetings. Silvio asked what would like to see done differently in every day or what the water department is currently working on that this committee could assist with. Chris said would like to finish projects that are on the table and eventually look into a treatment plant-all of Cape Cod will need to use one due to what people are dumping into their own back yards which gets absorbs into the ground. Ray asked why wouldn't we look into a county aquafer plant-answer is every town has a different filtrations system, different pressure zone, heights and levels. Fran asked how the water department was doing getting onto the cloud. Chris had called IT last week and will follow up once Open Cape is hooked up/turned on. Cell coverage should be back-cement pads have been poured but haven't seen equipment yet. District is collecting a check, even though cell company not there yet. Fran also asked about billing-is the water department looking to take credit cards or e-checks? Chris and Jen have looked into the services, one costs a bit more would have to charge a convenience/administrative fee. Fran saw a company that doesn't offer a fee-will look into it. Lisa asked if the department is considering having more than one Senior Officer and if the dept is thinking of bringing a current employee along fast track with training and/or getting two officers on staff? Don answered the new person's title would be Assistant Superintendent/Field Operator and additionally be able to do anything Chris can do. The two new guys are still so new, Chris has encouraged them to get their certs, more experience and getting involved with cross training-both guys are doing a great job. Chris said they are looking for someone to step into the role of Assistant Superintendent bringing experience. Senior Operator is a step position in the job descriptions and these guys can reach that after seven years. Silvio then asked Paul about the responsibilities and roles in Fire Department, and how the Prudential Committee can assist. Silvio asked if there was any overlap/communication with the Treasurer's Office-Chief answered yes on a daily basis have discussions about budgets, billing, etc. Silvio asked about procurement-response it is a team effort, Chief has taken procurement classes. Chris D is in charge of the day to day purchasing, larger amounts go through the Chief and Ray or if over \$5,000 gets brought to the Fire Commissioners. Any changes in operating policies/procedures, hiring, firing, promotions goes through the Fire Commissioners. Silvio asked how Prudential could assist-Chief would like to put a committee together to create a new mission statement to help the district of Cotuit and find a direction the district is moving towards. Chief mentioned some challenges are staffing, have about 850 calls a year-occasions when calls are back to back trying to find a balance to have the station covered-either through recall or other options. Other

challenge is facilities (which will be discussed later) the new OSHA may change the way we operate. Technology-have done many upgrades (new IT company), cloud storage, maybe someday have everything mobile and get rid of desktop computers along with the same technology in the ambulance. Documentation is much better than it was with the CAD system and updates. Chief has been working hard to get the station up to date and providing the best services for the community of Cotuit. Also have increased our outreach with the Senior programs, car seat installations-training in hospitals, surveys, and looking into follow up communication after an incident. Discussed online training, hands on more specific training (elevator training, rescue training, etc.) Silvio glad to hear the Fire Department is already moving in the direction of efficiency and moving into the 21st century. Rick Pisano asked if the Prudential Committee could look into Open Cape connection or even internet at Freedom Hall. Silvio hopes to have workshops/brainstorming session like this more often.

Discussed Station Plans: Chief put the updated drawing on the screen and distributed copies. Chief discussed new OSHA laws and deterioratoratin of the current station and reviewed the two different draft plans. Fran asked the committee which draft plan would like the architect to proceed with-agreed with Option A. Motion made to go with Plan A and advising the architects we would like to see the finances for building, seconded, all in favor.

Fran asked if they get Comcast Wi-Fi would that be sufficient as opposed to Open Cape (which would be expensive)-yes it would be sufficient, will look into it.

Flooring update: Silvio put the required posting up on required websites. Chris will put it on the district website and up at the Fire Station-needs to be posted until Feb 28-then will go with the lowest quote, best case scenario complete by the end of March.

Motion to adjourn, second, all in favor, so moved.