

Fire Commissioner's Meeting

Draft Minutes

May 11, 2021

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

- Meeting minutes from April 13, 2021
 - Motion to accept – all in favor

Public Comment

- **No Public Comment**

Fire Chief Report:

Administration:

- PPE Good supply
- Scheduling Program
 - Currently use "Crew Sense" for tracking duty crew vacation / leave balances / filling shifts
 - Company was bought out and stopped supporting the product
 - Cannot do payroll now
 - Fortunately, the software that is used for records management / pcr's / vehicle check sheets "Image Trend" just came out with a scheduling module and starting July 1, 2021, everything will be in one software product.
 - *Commissioner Zais asked if there was a significant cost difference?*
 - **Chief Rhude answered that the current system is \$1,500.00 and the new system is \$3,000.00 but looking forward to reducing documentation time, make payroll easier and more accurate.**
 - *Commissioner Conley asked who else was using this particular package?*
 - **Chief answered that every dept. On Cape Cod uses Image Trend for pcr's. Mashpee and W. Barnstable use it for Fire reporting. No one - to his knowledge - use it for staffing module.**
 - *Commissioner Conley asked what Comm and Sandwich are using for staffing?*
 - **Chief answered that they were using Red MNX. They were using Firehouse. They are using Red MNX for records management for fire and dispatching and scheduling. Start up costs were \$50-60k and wasn't cost effective. Hyannis was using Crew Sense as well. Not sure about Sandwich regarding scheduling but will call them.**

Responses:

- 69 Total Calls

- 3 Mutual Aid fires (2 alarm fire to Falmouth / structure fire-brush fire to Mashpee / 5 alarm fire to Hyannis)
- 46 Medical Calls
- 4 hazardous conditions
- 16 service - good intent/false alarm calls
 - Deputy Pouliot sent a picture of an “almost fire” electrical short

PRO EMS REPORT

- Attached

Training:

- Live fire training scheduled for 5.19.2021
 - Fire academy is bringing their gas live fire trailer to the Cotuit Elementary school.
 - *Chairman Pisano asked if clearance from the town to use Cotuit Elementary School has been done?*
 - **Chief answered yes. The Town gave clearance for not only the live fire training but also the three (3) open houses scheduled and the annual district meeting taking place there.**
 - *Commissioner Conley asked what time the live fire training starts?*
 - **Chief asked Deputy Pouliot and Deputy Pouliot answered at 9am.**
 - *Commissioner Zais asked if the Water Dept. gave approval?*
 - **Chief answered that he had not run it by them yet but would call them. Chief did talk to the water superintendent, who did not have any problems but wanted to know the exact date so he could coordinate hydrant flushing and other issues so it does not become a problem for them.**
 - Chairman Pisano suggested sending an FYI to the Water Commissioners and mention that Chief Rhude had already discussed this and coordinated with Chris.

Personnel:

- EMS officer promotion recommendation and vote
 - Chairman Pisano stated that they had conducted interviews in-person at Freedom Hall with plenty of space and adequate separation but no recording on May 5, 2021 with three (3) candidates and EMS Officer Sean Gilrein and a member of the interview panel. He brought EMS “scenarios” that he presented to the three (3) candidates - Complete with:
 - 12 lead EKGs
 - Asked them how they would approach each call
 - Scenario questions as an EMS officer
 - Generic questions
 - Becoming an EMS officer
 - Plans for the position as it relates to staff and community
 - Three (3) individuals from Cotuit Fire apply:
 - Peter Emerson

- Doug Williamson
- Casey Staggs
 - Becoming an EMS Supervisor, they will need to be superior EMS clinicians. Know the protocols inside and out if they will supervise others. Interviews were focused on evaluations of their skills.
 - Chairman Pisano stated that all three (3) were impressive with the ways they said they would find ways to advance their own professional development within the organization. All have a degree of potential. One candidate stood out both in his clinical acumen and his clear degree of advanced preparation for the position itself - what the position would mean and how he could envision himself in it. Deputy Chief Pouliot agreed with the evaluation as well. Unanimous opinion.
 - Based on the above, Chairman Pisano, he recommends that the position be awarded to Casey Staggs. Chairman Pisano stated that he and Chief Rhude discussed follow up interviews with the other two candidates to give them encouraging feedback.
 - Chief Rhude stated that he had hoped that Casey Staggs could've been on the call with the Commissioner's but he was on a rescue call but he was prepared to be on but was called out.

Motion to offer the position of EMS Officer to candidate Casey Staggs - All in Favor. Unanimous.

Apparatus:

- Boat 266
 - Checked on it and shift cables are no longer working
 - Shift and throttle cables on the starboard motor had rotted out
 - Able to put new cables on both port and starboard

Budget

Facilities:

- Construction is ongoing
 - Flooring is scheduled for last week of May 2021. Should coincide with furniture delivery. Should be ready to move the 1st or 2nd week in June 2021 into new offices.
 - Construction materials and contractors are hard to get right now and are overbooked.

OLD BUSINESS:

POLICY ADVISORY COMMITTEE

Commissioner Zais - School Building subcommittee

- Met briefly regarding Open House sign up.

- Chief Rhude said that there were 20-30 people signed up already
- Commissioner Zais said he set up a schedule for the Commissioners to host people and show them around the building. Commissioner Zais, Fran Parks and Jim Dannhauser volunteered.
 - Sign up is available on Cotuit FB page and Cotuit Connections plus a mailing.
 - Mailing has the information on the District Annual Meeting location and also has the info on the school project PowerPoint and the links to the sign up sheet for the Taurus.

SCHOOL PROPERTY

Commissioner Zais – Elementary School update

- **No subsequent meetings**

FIREFIGHTER PHYSICAL FITNESS COMMITTEE

Commissioner Conley & Chief Rhude

- Have met. In the process of working out some details. Also in the process of scheduling another meeting to follow through with those details. Making progress.

Affiliation Agreement with Cape Cod Healthcare

- Still can go with BI Plymouth if that is what is wanted for an Affiliate Hospital and Medical Director
- Barnstable County Fire Chiefs did a survey of all Cape Fire Depts. to see what the departments are looking for on Cape Cod and they are meeting as an Executive group on May 18, 2021 to discuss how they are going to approach Cape & Islands EMS and Cape Cod Healthcare to see if they are going to revise their system to something that works for local fire dept.
 - Should hear by the end of the month on whether staying with Cape Cod Healthcare or moving forward with BI Plymouth
 - BI Plymouth is a great alternative
 - Very proactive when it comes to training
 - Geography wise, it is a bit of a commute for in-live training but that won't be very often
 - *Chairman Pisano asked if CC Healthcare responded with any date for a meeting?*
 - **Chief Rhude answered that there has not been a date schedule yet as the Fire Chiefs want to coordinate amongst themselves first and have a unified “ask” from CC Healthcare first.**
 1. **Coordinated and finished a survey**
 2. **Meeting as an executive board**
 3. **Will have one (1) meeting with Cape & Islands EMS Board of Directors to tell them what is needed and ask if they can oblige**
 4. **Will go to Cape Cod Healthcare.**

Capital Expenditures – Prudential Committee.

- Not Discussed

New Business:

- Zooming / in-person public meetings for Board of Fire Commissioners
 - Based on how the interview set up went, it is time to consider revisiting opening the meetings with simultaneous Zoom casting
 - Carol Zais spoke about the equipment
 - Chief Rhude, Fran Park and Carol Zais met in December 2020 and did get a system going using an overhead projector as well as a laptop and the Civic Association bought and donated a mechanism for everything to be plugged in together much easier. Carol did draft how to connect everything but it hasn't been tested and would need to be tested again.
 - Chief Rhude followed up Carol Zais' statement by stating that a few months ago, Prudential Committees met and signed contracts in person and simulcast it.
 - *Chairman Pisano asked if the Civic Assoc. has held their meetings in the hybrid fashion?*
 - Carol answered that as a Board, they are still meeting in Zoom fashion but hope to meet in Freedom Hall
 - Target June 8, 2021 meeting for hybrid -- meeting at 5:30pm to work out any issues.
 - *Chief Rhude asked if it is going to be Open to Public/In-person / Online?*
 - **Chairman Pisano answered "dry-run" in June 2021 without the public but to try to do July as open to public with limited seating (if June 2021 test goes well and COVID numbers stay down).**

UPCOMING DATES:

OPEN HOUSE:

- **May 15, 2021 12-2pm**
- **May 18, 2021 4-6pm**
- **May 24, 2021 9-11am**

- **May 17, 2021 is the Civic Association Budget & Candidate night at 7:30pm (ZOOM meeting)**
- **May 17, 2021 Prudential meeting at 6pm**
- **May 25, 2021 District voting (Freedom Hall)**
- **May 26, 2021 District meeting (at school - auditorium and class for overflow)**

SOGs - n/a

Motion to adjourn, second, all in favor.