

Fire Commissioner's Meeting Draft Minutes

March 8, 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 minutes that are in the folder for the meeting
 - All in favor

Public Comment

- No Public Comment

New Business:

Fire Chief Report:

- 35 Total Responses
 - 1 building fire in Falmouth
 - 23 medical calls
 - 2 hazardous conditions
 - 9 good intent / service / false alarm calls

Administration:

- Commissioner Pisano has been in contact with the Treasurer and sometime this month, the Treasurer will consolidate the line item that was charged for vehicle repair post the accident to the ambulance with the insurance reimbursement and take that out of the budget to make it whole on the line item otherwise it would have been charged against the budget and the reimbursement would have gone to the general fund and the line item would have been over
- Using Pay Forward as IT consultant and would work on things as needed on a discounted hourly rate (IT Budget)
 - 8 month period invoice to February 2022
 - Discretionary limit is \$5000.00
 - Vote to keep discretionary limit at \$5000.
 - Treasurer is requesting a contract with Pay Forward because it was not pursued previously

- Establishing using services on an as-needed basis and as it approaches the discretionary limit of \$5000, then the commissioners would review.
- Fran is to schedule a Prudential meeting to sign for new Chief contract.
 - MOUs are already taken care of
 - Start date for new Chief is 4.4.22

PRO EMS REPORT

- On-line

Training:

- Ice rescue drill was 2.12.22 at Lewis Pond
 - 3 on duty & 3 off duty members
- Department drill 3.29.22 @9am
 - Lt. McNamara is borrowing a trailer from Centerville to set up a course

Personnel:

- Injured fire fighter has returned to full duty as of 2.28.22

Apparatus:

- Boat repairs almost complete but waiting for invoice from Crosby's
- radios are still being installed in deputy's vehicle\
- 20 portable radios have been flashed by Sheriff's office and distributed to the members
- mobile radio delivery is tied up
 - All Fire Chief's on the Cape - that are on the grant - are all experiencing the same delay
- The two radios that are at the station (1 for the Fire Chief vehicle and 1 for the Deputy vehicle) are slightly different because they will have a remote head in the back for the command area
 - Open up the back hatch and there will be a command board
- The other radios are strictly mobile
- TVs / computers are not hooked up to the cameras at the station, yet but Commissioner Conley will follow up with the new Chief as well.
- Dispatch center camera are hooked up and live
- One is in crew room and one (might be) in the front
- On duty crew needs to see what is going on outside and especially who is at the front door

Facilities:

- painting complete
- Ideal floor representative is coming to look at the floor problem

OLD BUSINESS:

- Start of Deputy Chief position - advertise now? Close applications by 4.9.22?

- Need to get the position filled and get both administrators up and running.
- Promoting from within?
 - Could be filled pretty quickly
 - Chairman Pisano stated that he would like to open it up to external applicants as well as internal
 - Commissioner Conley stated that there were applicants for the Chief position were also interested in the Deputy Chief position
- Succession planning?
 - Local candidate that knows the district is a big help.
 - Commissioner Conley suggests that getting the Chief in the position first and wait to see what the new Chief says he would like
 - Chairman Pisano would like to ask the new Chief to draw up a list of what his ideal candidate would be for Deputy Chief, prior to him starting on 4.4.22
 - Commissioner Conley will speak with the new Chief regarding this

Draft Budget

- Present to Prudential at the end of March 2022
 - FY22 (w/o capital outlays) \$2,190,560.00 - (with capital outlays) \$2,303,560.00
 - Draft-FY23 \$2,266,410.00 (without capital outlays)
 - represents 1-1.5% reduction from the total amount requested last year
 - with capital outlays
 - +\$65,851.00
 - 3.5% increase
 - Commissioner Zais suggested looking at 6 certain points:
 - Grounds kept at \$3500 (line 35)
 - Legal Services moved to \$25000 (line 46)
 - Professional Services moved down to \$15000 (line 47)
 - Administration Expense moved to \$15000 (line 52)
 - Training & Education moved to \$22000 (line 58)
 - Miscellaneous Expense moved to \$1000
 - These 6 points turn budget into exactly a 2.5% increase in budget
 - Total is \$2,245,255.55
 - Chose things based on historical information that these 6 subjects might be ok and not touching things in the contractually obligated subjects
 - Chairman Pisano reminded the board that money can be moved around in the categories
 - Looked at lines 30. 31 & 32 - electricity, heating and gas diesel
 - Thinks that the board is being very optimistic if the board can hold the 3%

- Could move forward with thinking about specific line adjustment but need to also think about those that they are anticipating which are big items and that are likely to take some of the hardest hits
- Commissioner Zais stated that the board should plan for the “elasticity” in heating, gas & electricity
 - Projected 3.11%:
 - Electric: \$17k (21% increase)
 - Heating: \$10k (37% increase)
 - Gas: \$15k (25% increase)
 - Maintenance & Grounds : \$35k (same)
 - Professional Services: \$15k (Cape Forward invoice)
 - Legal Services: \$30k
 - Administrative Expenses: \$15k
 - Transcripts
 - Training & Education: \$22k
 - Miscellaneous: \$1k
 - Total: \$2,258,729.05
 - \$68k more uplift
 - was \$78k uplift
 - Reflective of both overall budget & operations; result of the addition between “Other” and “Personnel” services
- This FY22 Modified Fire Department Budget Sheet will be appended to the Meeting Minutes and also put into FairPoint for Prudential accessibility
- Treasurer has asked (in addition to Capital outlay plan that was already done and filed with former Chief Rhude) the Commissioners send some notion regarding a new fire station with cost
 - Capital Plan:
 - 1. *new?*
 - 2. *addition of second renovation possibility and not require new property which would be the existing station and old school ?*
 - **New Construction** would be \$10 million but no land:
 - Chief Rhude already circulated the plans from the Falmouth Station which was \$10 million
 - 3 drive through bays
 - Net new would be estimated at \$10 million
 - **Renovation** would be \$5 million but no new land acquisition
 - addition of significant cost for demo and re-landscape (old school building)
 - keeping old building & refurbishing including municipal offices/community space/ancillary office for satellite police station
 - 3. *10 years out is far too liberal*
 - 4. *shared ambulance with Sandwich*
 - Short-term is “ok” / long-term is not

- **Second ambulance** discussion will continue

- 5. *For Capital Projection Plan Row 22 FY26 - to be entered:*
 - *New Station as \$12 million*
 - *Renovation - \$7 million*

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.