

**Centerville-Osterville-Marstons Mills Fire Department**  
**Fire Commissioners' Meeting**  
**August 14, 2017**  
**Minutes**

The Board of Fire Commissioners meeting opened at 1700 hrs. Fire Commissioners Riley, Macallister, and Frank were in attendance along with Chief Winn, Deputy Chief Eldridge and Lt. Davern.

Roll call was taken. A motion was made and seconded to accept the minutes from the July 17, 2017 meeting. There were no ambulance waivers nor public comment.

Ryan Scott was interviewed for the temporary firefighter position. The Fire Commissioners made a conditional offer of hire to Ryan, which he accepted.

CORRESPONDENCE

PERSONNEL

- C. Schneckloth – out on a back IOD since 8/10/16, surgery on April 11. **Chief relayed “status quo.”**

FIRE PREVENTION

This past month a total of 70 permits were issued by the Fire Prevention Office while collecting \$1645.00 in fees. Resale inspections of homes was the most common type of permit (46) and inspection (69). Overall the Fire Prevention Officers completed 209 inspections and/or activities 11 of which were Senior Safe Grant visits.

BUDGET

- FY 2018 is beginning week 7/52 or 13.4% complete. Please see attached information submitted by Sandra Mackey. **Salary line is on target as is OT. Maintenance spending is at 6%. Overall spending is at 14%, a bit over due to peak vacation use in July and August.**
- **Close out budget report for FY17 – 398,227.86 unspent and returned to the District. Firefighter uniforms budget line discussed and unused amounts encumbered.**

EMS

COMM's ambulance inspections were completed by OEMS on July 31, 2017. There were very few deficiencies, all considered minor in nature, which included a few inoperable lights, expiration of disposable equipment, and torn seat cushions. All policies and required documentation were complete and up to date.

EMS Officer Davern attended the annual Image Trend Connect Conference (patient care reporting software) in St. Paul Minnesota along with 7 other peers from Cape Cod. He reports that the conference was extremely informative and helpful. He would like to attend this conference every other year to stay up to date on all of the functionality and changes of the program. COMM is ready to move forward with the latest version of Image Trend

known as Elite. However due to Massachusetts being unable to accept COMM's MATRIS information on the new version, the latest version is on hold. This is a work in progress and should progress in the next few months.

Rescue Task Force and Hostile Event personal protective equipment (vests and helmets) have been ordered and should arrive in a month or so. We will provide training on its use and draft a policy once the equipment arrives. **Chief discussed a recent call wherein a gun was found on the front seat of the the patient's car. Calls that involve weapons are increasing.**

All department stretchers and stair chairs have been serviced for this year as required by OEMS. This equipment is beginning to show its age and wear. We will need to look at replacement of some of these items in the coming years.

Paramedic Intern Program is suspended temporarily until a reevaluation and update of the current procedures and policies is completed. The goal being that the needs of COMM Fire and the students are being met. **Attorney Murphy is reviewing and drafting "ride along" paperwork. Chief discussed temporarily not participating in the paramedic intern program (200+ hours of ride time and sign off on core skills) to focus on our new employee and high school interns.**

The price of all medications and medical equipment continues to rise as does our call volume. EMS Officer Davern has been diligent in working within the EMS budget but would like to discuss, at some point, an increase to the future EMS budget.

With the fall season approaching, EMS continuing education will resume with scheduled classes. **EMTs Inc. will be teaching a 3-hour class monthly starting again in September.**

Several significant calls in the last month including serious MVA's, pedestrian struck and a shooting victim. COMM crews continue to perform above average every day.

DISPATCH

With 7 months gone in calendar year 2017, we are 189 calls ahead of 2016, with 2596 runs dispatched for COMM Fire and Rescue units. The month of July saw 526 calls, which is 72 ahead of the same month a year ago. Of the 526, 320 were rescue related. We also dispatched 94 calls for Cotuit Fire District during July, which is down 8 from the previous July and down 44 calls when compared to the same 7 months a year ago.

All Dispatch equipment is working well. Looking ahead Dispatchers and Spares will be having the Quarterly Meeting with the Chief and Deputy on August 23rd. In addition, Barnstable County is hosting a class on Dispatching the Mayday during September. All Dispatchers and spares have been asked to attend. – Bill Monroe

BUILDINGS AND GROUNDS

Ongoing landscaping and grass maintenance at all three stations. Repairs to Station 2 includes repairs to the basement door threshold, app bay window hardware repaired, and new drain screen made for the app bay floor drain. At Station 1 the asphalt crack sealing is completed along with the planting of new perennial flowers in the front and side beds. **Briggs Landscaping returned to remove excess brush for improved visibility around station 1.**

## EQUIPMENT

During the past month, in addition to making repairs to department vehicles, Mechanic Dave Scott assisted the representative from BROAD with the replacement of a fan motor to the AC unit at Headquarters. Work done to department vehicles included replacing ambulance door latches and siren speakers. Also 5 out of the 8 staff vehicles were serviced. Other work included replacing the starter in the generator located at the Centerville water tower and replacing the oxygen sensors on Boat 310's two engines. **A week From Friday the ladder is scheduled to dispatch for rehab (a spot opened up at vendor.) The truck will be gone for 4-5 months. For mutual aid purposes, our surrounding departments have been made aware that we are without a ladder.**

## COMMITTEES

## OPERATIONS

### ***Car seat installations:***

# in July: 8 (-3 from June)

July OT hours: 10

July OT budget: \$540.66 (-\$47.02 from June)

## TRAINING

**Deputy Eldridge and Captain Greene are working on a monthly training schedule (temporally appropriate.) New Employee training was discussed including the schedule and topics.**

## MISCELLANEOUS

## NEXT MEETING

The next meeting is scheduled for September 18, 2017 at 1700 hrs. **Meeting adjourned at 1742.**