

**Centerville-Osterville-Marstons Mills Fire Department**  
**Fire Commissioners' Meeting**  
**January 22, 2018**  
**Minutes**

The Board of Fire Commissioners meeting opened at 1701 hrs. Fire Commissioners Riley, Macallister, and Frank were in attendance along with Chief Winn, Deputy Chief Eldridge, Lt. Davern, FF Dalbec, FF M. Rogers and K. Thut.

Roll call was taken. A motion was made and seconded to accept the minutes from the December 18, 2017 meeting. There was one ambulance waivers – requested reduction approved. There was no public comment.

**CORRESPONDENCE**

- The FY18 S.A.F.E. grant monies have been announced. **Senior Safe program was awarded \$1735 and the students awarded \$2859.**
- Grievances update – **Both grievances (sick leave and the working-out-of-classification) has advanced to arbitration.**
- Thank you to FPO Grossman – **Kudos to the Senior Safe Program.**

**PERSONNEL**

- C. Schneckloth – out on a back IOD since 8/10/16, surgery on April 11, 2017.
- T. Miskiv – injured his shoulder on 9/5/17. He had surgery on 10/27/17 and is expected to return late-April 2018.
- S. Coombs – Baby Emmy born on 1/6/18.

**FIRE PREVENTION**

Both Inspectors completed monthly fire prevention training in Auburn. This month's Fire Prevention Association of Massachusetts education session was on the new Massachusetts State Fire Code 527 CMR 1 which takes effect on January 1<sup>st</sup> 2018.

Existing commercial projects still under construction include the following: Tradewinds Condominiums – 3 unit building; MSPCA - new building; Seventh Day Adventist Church – new building; and EJ Jaxtimer- storage building. The only new proposal that came before Site Plan Review this month was a proposal for a new cell tower on Wakeby Road near the district line. This project was approved by the committee and is moving forward in the permitting process.

This past month a total of 46 permits were issued by the Fire Prevention Office while collecting \$1150.00 in fees. Resale inspections of homes was the most common type of permit (24) and inspection (46). Overall the Fire Prevention Officers completed 210 inspections and/or activities 25 of which were Senior Safe Grant visits.

**The new fee schedule was discussed as was accepting credit cards for payment. The Chief will investigate possibilities and costs.**

## BUDGET

- FY 2018 is beginning week 30/52 or 57.7% complete. Please see attached information. **Overall expenditures are at 55.5% YTD.**
- Budget FY19 – anticipated expenditures/changes. **Total proposed budget increase under 2.5% restricts opportunity with negotiations pending (changes to legal fees, EMS supplies, etc.) A new EMS vehicle, an ambulance and bunker gear (all in keeping with staggered purchasing) were proposed. More detailed information will be forthcoming including the upcoming Captains promotional process.**

## EMS

Bi-annual CPR training has been completed for COMM Personnel

- The recertification process has begun for all EMT's due to expire on 4/1/2018. All training hours must be approved by the EMS division before members are allowed to complete their application. Also, a new website format has presented challenges for some. We are working to assist anyone having trouble navigating the website.
- COMM was fortunate to receive a donation of \$2500.00 from the Andrea Holden Foundation, earmarked for the purchase for the Handtevy Pediatric Guide Set System. This system is the latest best practice for the treatment of pediatrics with more accurate medication dosing. **It is now a Cape Cod standard. Will require a small (~\$200) amount from EMS budget to complete purchase.**
- Analysis of EMS equipment replacement needs for the next FY has been ongoing along with a request for an EMS budget increase. A final recommendation/request will be forwarded to the Chief shortly. **The increase in drug costs have caused a budget shortfall.**
- We have responded to a few difficult calls for service in the past month. Our crews have performed as expected under extreme stress.

## DISPATCH

Calendar year 2017 was the busiest ever for the COMM Fire and Rescue Department. We responded to 4519 calls for service. Of those, 3085 were rescue related, 1434 were fire or service related. Of December's total of 353 calls, 260 were rescue, 93 fire or service.

Ten Year History:	2017:	4519
	2016:	4146
	2015:	4429
	2014:	3885
	2013:	4412
	2012:	3868
	2011:	4031
	2010:	3865
	2009:	3881
	2008:	3830
	2007:	3918

In addition, we dispatched 46 calls for Cotuit Fire District in December, for 825 Cotuit calls in 2017. That is 10 less than 2016.

The 2018 Open Burning Season statewide begins on January 15th. No changes are planned on how the District manages the system for this year. Some minor changes, related to the posted dates, need to be made to the web based information available. As in 2017 the daily open burning conditions will be monitored by the Dispatcher and Duty Officer, and website and recorded phone line messages changed each morning as needed to indicate whether burning is allowed that day. The District no longer requires a burner to have a permit issued by the Department, but all burners are responsible to follow the posted rules.

BUILDINGS AND GROUNDS

For the month of December there was ongoing winter snow and ice removal and the maintenance and repair of equipment. Currently we are working on the remodel of Stations 2 and 3 laundry rooms. The front of station 1 required a rewiring of the front entrance light (fixtures were changed to LED bulbs.) The Administrative offices at Station 1 were reconfigured.

EQUIPMENT

Boat 310 is currently at Station 2, the FFs are replacing the tiles inside the cabin. The boat trailer required 2 new tires/wheels. Winterizing the stations continues including installing plows, employing the undercarriage washing system and filling sand barrels. The generators at all three stations have been tested and maintained (Station 3 generator still a temporary.) Small repairs done in December include fixing 329's siren and 324's coolant leak. Jason Davern and I have begun "spec"ing the new ambulance.

COMMITTEES

OPERATIONS

2018 ambulance billing rates have gone into effect (see attached.)

**Car seat installations:**

- # December: 13 (+11 compared to November)
- December OT hours: 4 (+2 from November)
- December OT cost: \$218.92 (+\$110.58 from November)

TRAINING

PLANNING

MISCELLANEOUS

- Open burning began on Jan. 15<sup>th</sup>. No changes will be made to last year's successful operations, i.e., phone recording and website information.
- New boat ramp, Little Island – **Chairman Macallister gave an update on ramp construction.**
- FCAM Professional Development Conference on 2/27, 2/28 and 3/1. 14 COMM personnel will be attending on various days. **Will be held in Worcester.**
- **Chief handed out photos of 307 refurbishment in Minnesota.**

NEXT MEETING

**Meeting adjourned at 1740 hrs.** The next meeting is scheduled for February 12, 2018 at 1700 hrs. **(note date change due to President's Day.)**

Typed by K. Thut