

**Centerville-Osterville Marstons Mills Fire Department**  
**Fire Commissioners' Meeting**  
**May 20, 2019**  
**Minutes**

**The Board of Fire Commissioners meeting opened at 1702 hrs. Fire Commissioners Macallister, Riley and Frank were in attendance along with Chief Winn, Deputy Chief Eldridge, FF M. Rogers, FF C. Riley and K. Thut.**

**Roll call was taken. A motion was made and seconded to accept the minutes from the April 22, 2019 meeting. There were no ambulance waivers or public comment.**

### CORRESPONDENCE

Cook & Co. is no longer writing IOD insurance policies (see PLANNING.)

### PERSONNEL

C. Schneckloth – out on a back IOD since 8/10/16. Retirement initiated and 2<sup>nd</sup> of 3 required medical evaluations completed. **The doctors' findings will be sent to the Retirement Board for consideration.**

### FIRE PREVENTION

The Fire Prevention Association of Massachusetts monthly meeting was held at Oyster Harbors Club in Osterville this past month. The educational portion of the meeting was presented by Kelly Hargerty, Framingham Fire Departments Crisis Intervention Responder on Hoarding.

There were 2 site plan reviews in April. The office building at 627 South Main Street, Centerville to increase parking, and Carl Riedell demolition and rebuild of rear storage building. Construction of the office building on Route 132 and Aimee Bakery continued. Inspections for Aimee Bakery began at the end of the month with a May completion expected.

The Junior Fire Fighter program continued at West Villages and Centerville Elementary schools. This past month a total of 126 permits were issued by the Fire Prevention Office while collecting \$3110.00 in permit fees. Resale inspections of homes was the most common type of permit (78) and inspection (75). Overall the Fire Prevention Officers completed 321 inspections and/or activities 28 of which were Senior Safe Grant visits.

### EMS

New Notice of Privacy Practices service from Comstar. This satisfies a HIPAA requirement that COMM provide such Notice to each and every patient (**utilizing a “best practice” recommended by Comstar.**) We are approximately 95% complete with building out Image Trend Elite. The goal of having Elite in service by July 1 looks promising.

Lt. Davern and Kathleen attended a Medicare Compliance class. It was put on by Comstar, our billing company. It was very informative and COMM will provide training in June to all members regarding compliance.

New A-325 arrived today. Should be in service shortly. **Chief invited Commissioners to take a look at ambulance now in app bay.**

Several training events for members will be held in June to include MCI overview, protocol update and ballistic equipment.

## DISPATCH

Dispatched call volume for COMM units in April was 399, an increase of 53 calls over the previous April. Year-to-date call volume of 1453 after four months is down 160 compared to last year, due primarily to the very stormy month of March in 2018. In addition COMM dispatched 54 calls for Cotuit units during April, down 22 when compared to the previous April.

The months of March and April had numerous computer problems in Dispatch. Troubleshooting and logging finally led to identifying and replacing several aging UPS power supply units, which corrected the issues. In addition Dispatch had some phone line issues in late April which resulted in service tickets to Verizon and also phone vendor Avaya. Dispatch also had some problems with intermittent radio transmissions on the COMM 800 channel on April 29<sup>th</sup>. Re-starting and rebooting of all base radios, including those in the HQ basement cleared the problem and there have been no further issues.

## EQUIPMENT

Replaced steering piston on Ladder truck. Repaired 310 – oxygen sensors installed. The side door on 324 was repaired. New ambulance (325) arrived today!

## OPERATIONS

All Firefighters have completed FIT mask testing thanks to Capt. Morrison. OSHA requires 100% compliance.

### *Car seat installations:*

# April: 7 (up 4 from March)

April OT hours: 2 (up 2 from March)

April OT costs: \$114.90 (up \$114.90 from March)

Lieutenant Promotional Reading List for October 2019. **Reading list approved by Fire Commissioners and Local 2346 and ready for distribution/posting. Chief Winn explained the next steps in the promotional process including sending the RFP out for testing companies.**

## BUILDINGS AND GROUNDS

Valley Communications has been installing cable and locks as needed. They are currently ahead of the July 1<sup>st</sup> schedule. Tiers of access have been determined and assigned. **COMM members will be given the choice of a fob or a card to use at access points. The switch over will occur in the next week or two. System is wireless and expandable should that be necessary. All data will be stored on the Station 1 server only.**

Spring fertilization, weed and feed have been completed. Any needed repairs were made to the irrigation system before turning it on for the season. Mowing and mulching have begun at all three stations. To ready the station for ATIRC training the apparatus bay was cleaned, dump runs made and chairs and tables distributed as requested. Station 1 repairs this last month included a basement drain leak and a burnt motor in an exhaust fan.

**Joe Desrosiers has requested earlier start hours for the summer (0630-1500 hrs) to get work outside done before heat of the day. Chief will approach Local 59 to discuss an MOA.**

**The new generator at Station 3 has been permitted and installed (final cost was \$35k.)**

## BUDGET

FY 2019 is beginning week 47/52 or 90.3% complete. Please see attached information. **Salaries are on track YTD and overtime is under budget at 71.63%. Vehicle maintenance at 105% but the “general maintenance” category is at 82%. Chief Winn predicts it will be tight budget this year.**

## TRAINING

In May, both ATIRC and Rope Rescue Operational classes hosted at COMM.

Recently, COMM’s dive team has been attending planning meetings with the Barnstable County dive team. A joint training (COMM, County and Hyannis FD) was held on May 15<sup>th</sup> at Hathaway’s Pond. Thirty members conducted 2 evolutions: shore searching and a deep dive off of COMM’s inflatable boat. Capt. Morrison served as Safety Officer and Lt. Adams was Incident Commander. Note: when the dive teams work together an OPS channel from County is used to communicate and all members are monitored using accountability forms. **Dive Team has employing safety plans efficiently every time a drill is held. COMM and Hyannis FD has been training and responding together for years. Now COMM has approached the County Dive Team as well. “Action Diver” series grant written and submitted by Chris Adams through Homeland Security.**

## PLANNING

The Prudential and Fire personnel have been reviewing new IOD/DOD policies from VFIS and Cabot/Chubb to replace Cook & Co. **Chief Winn outlined both policies. Also discussed was the mechanism by which the Treasurer would be permitted to pay outstanding medical bills from prior fiscal years.**

## COMMITTEES

## MISCELLANEOUS

- May 20 – District Voting
- May 21 – Annual Meeting
- May 27 – Centerville Memorial Day Parade

- May 31-June 1 – EVT Driving Class – Barnstable FD
- June 1 & 2 – Best Buddies
- June 10-13 – EMS new protocol and documentation class

**Chief discussed the use of the meeting hall by the group “We the People.”**

## EXECUTIVE SESSION

Executive Session “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.” **The executive session was called at 1825 hrs. The regular meeting will not resume.**

## ADJOURNMENT AND NEXT MEETING

**Meeting adjourned at 1936 hrs.** The next meeting is scheduled for June 17, 2019 at 1700 hrs.

Respectfully submitted,



Scott Frank, clerk