

**Centerville-Osterville-Marstons Mills Fire Department**  
**Fire Commissioners' Meeting**  
**November 13, 2017**  
**Minutes**

The Board of Fire Commissioners meeting opened at 1703 hrs. Fire Commissioners Riley, Macallister, and Frank were in attendance along with Chief Winn, Deputy Chief Eldridge and K. Thut.

Roll call was taken. A motion was made and seconded to accept the minutes from the October 16 and October 19, 2017 meetings. There was one ambulance waiver which was approved. There was no public comment.

CORRESPONDENCE

- Glen Coffin – EMTS Inc. **Chief Winn gave overview of Mr. Coffin's request to use COMM facilities. Details will be determined and presented to Fire Commissioners.**
- Citizen complaint – **Chief Winn provided Commissioners with a copy of complaint emailed to him.**

PERSONNEL

- C. Schneckloth – out on a back IOD since 8/10/16, surgery on April 11 – pursuing physical therapy.
- T. Miskiv – injured his shoulder on 9/5/17. Will begin checking in on Mondays while recuperating from surgery. **Will be out at least 6 months.**
- M. Dillon – 10/17/17 right shoulder injury transferring patient from bed to stretcher. Currently out until 12/8.

FIRE PREVENTION

Change in re-inspection fees (see attached.) **FPOs Grossman and MacNeely proposed using a mandatory re-inspection fee of \$25 for all 26Fs that fail. The Fire Commissioners approved Fire Prevention charging \$25 for each inspection regardless of who (homeowner, agent, etc.) or how many times. They requested adequate notice be given to realtors including posted signs, front sign and letters to real estate agencies. Commissioners asked if there was any consideration given to raising the rate from \$25.**

Fire Prevention Week this year was observed on October 8th – 14th, the Fire Prevention Officers participated in several public education events as part of our effort to keep safety messages in front of the public. Both inspectors were involved in the annual Fire Safety Day at the Cape Cod Mall on the 7th, pre-school programs at Fair Acres, Bright Promises and Building Blocks, and our annual Junior Firefighter program began at West Villages and Centerville Elementary Schools. This program provides 4 hrs. of instruction over 8 sessions for all 1st or 2nd graders at both school buildings. A total of 8 classrooms are included in this year's program.

Both Inspectors completed monthly fire prevention training in Foxboro. This month's meeting was the 500th meeting of the Fire Prevention Association of Massachusetts which was formed in 1974.

For commercial buildings already under construction The Tradewinds Condominium final building is nearing completion over the next few weeks. The new MSPCA building on Falmouth Road, Centerville is well underway with a projected completion date of August 2018. The Seventh Day Adventist Church in Osterville is also being

constructed. The new 5000 square foot multipurpose building has been framed with exterior roofing and siding beginning at months end. A new proposal for a small mixed used project on Main Street, Osterville is making its way through the Site Plan Review process. The proposal would consist of a retail building, residential unit, and a café.

This past month a total of 79 permits were issued by the Fire Prevention Office while collecting \$1897.00 in fees. Resale inspections of homes was the most common type of permit (53) and inspection (81). Overall the Fire Prevention Officers completed 293 inspections and/or activities 36 of which were Senior Safe Grant visits.

**BUDGET**

- FY 2018 is beginning week 20/52 or 38% complete. Please see attached information submitted by Sandra Mackey. **Salary line is 38.2% and OT at 32.5%. And General Maintenance is at 28%. Chief anticipates an average in legal costs for this year including next year's contract negotiations.**

**EMS**

Physio Control Lifepak products have had their annual maintenance with no problems found. We operate 13 AEDs, 11 Lifepak 1000 and 2 Lifepak 500 which will need to be replaced within the next 2 years due to recommended end-of-life. We also operate 5 Lifepak-15 cardiac monitors which remain the latest and most up to date version of cardiac monitors.

We conducted a large scale drill at the Cape Cod Mall on October 29, 2017. The goal was to work with local Fire Depts. and the Regional SWAT Team to deal with a violent event involving multiple victims. We had close to 50 role players and 50 public safety personnel that participated.

In-house EMT refresher was completed for this year on October 30 and 31, 2017. Monthly in-house EMS training continues with no problems.

All members are up to date with certification and training. Additional required training will be scheduled accordingly, including CPR and protocol updates.

**DISPATCH**

Through 10 months of 2017 we have dispatched COMM Fire and Rescue apparatus 3814 times, which is 323 calls ahead of the pace for 2016. If the trend continues we may exceed our busiest year ever, which was 2015 with 4429 calls. Of the 381 runs during October 2017, 261 were EMS responses, with the balance of 120 calls being fire and service call related.

Through the 10 months we provided dispatch service 77 times for the Cotuit Fire and Rescue Department, for a YTD total for the year of 722, which is down 23 calls when compared to the same period in 2016. **Chief Rhude in Cotuit is expecting his annual invoice from COMM.**

All radio and computer resources with the Dispatch Center are working well. There have been a few instances of the NG911 system dropping data on transfer, but the Emergency Response Center has quickly handled the issues upon the filing of a service ticket.

## BUILDINGS AND GROUNDS

The flower planters were removed from Station 1 as winter has arrived. Also at Station 1 the parking lines are almost completely repainted and the sign at the main entrance was sanded and repainted. Repairs at each station were required this month: Station 1 – replaced main spray head and hose in the app bay wash room, Station 2 – plumbing repairs in the men’s room sink and kitchen light fixtures. At Station 3 – installed new blinds in the gym, and plumbing repairs for the men’s room sink.

## EQUIPMENT

Thermal imaging camera chargers installed in 303, 304, 305 and 306. There were multiple issues with 327 and 303 received warranty paint work. The steering box on 306 was replaced.

## COMMITTEES

SOG Committee has begun Lexipol installation and customization.

## OPERATIONS

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

# October: 4 (-1 from September)  
October OT hours: 4 (-2 from September)  
October OT cost: \$221.28 (-\$108.34)

## TRAINING

## PLANNING

## MISCELLANEOUS

- Barnstable Co. Fire Chiefs’ exam is Saturday, 11/18.
- Administration will be closed on Thursday, 11/23 for Thanksgiving. **Fire Commissioners will allow Admin to use accruals if closing Admin offices wishes to close.**
- Santa visits Station 1 on Saturday, 12/9.
- KCT contract ready to sign.

## NEXT MEETING

**Meeting adjourned at 1804 hrs.** The next meeting is scheduled for December 18, 2017 at 1700 hrs.