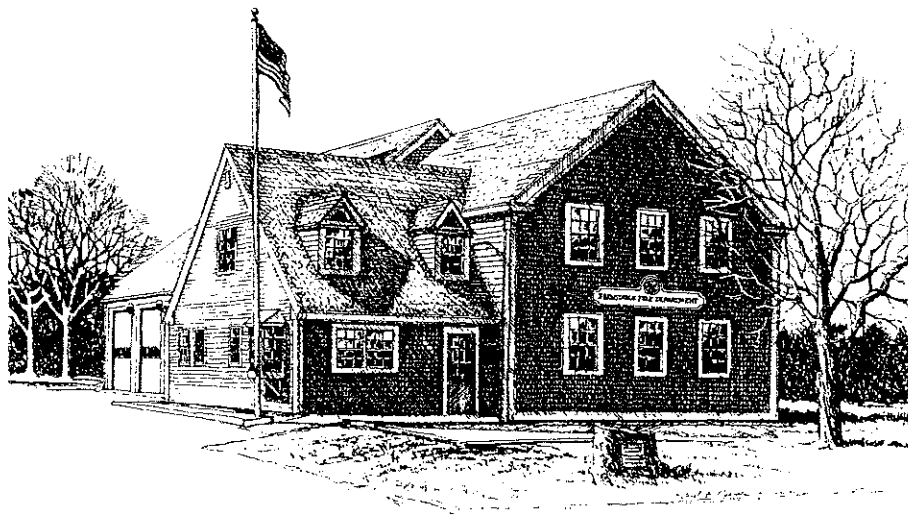


Barnstable Fire District



Annual Report *Fiscal Year 2017*

Barnstable, Massachusetts

Annual Election: Saturday, May 5, 2018 8:30 - 11:30 AM
Barnstable Fire Station

Annual Meeting: Wednesday, May 9, 2018 7:30 PM
Barnstable/West Barnstable Elementary School

BARNSTABLE FIRE DISTRICT OFFICERS

TERM EXPIRES

MODERATOR:

Matthew Bressette 2020

PRUDENTIAL COMMITTEE:

Peter Eastman 2020

Joshua Miler 2019

William Jones 2018

BOARD OF WATER COMMISSIONERS:

Stephen Whitmore 2020

David Jones 2019

Evelyn Bassett 2018

DISTRICT CLERK:

Charles W. Eager, III 2020

WATER DEPARTMENT SUPERINTENDENT:

Thomas Rooney N/A

DISTRICT TREASURER:

Richard Buffington N/A

FIRE CHIEF:

Francis M. Pulsifer N/A

Water Department Telephone (508) 362-6498
Address: 1841 Phinney's Lane, Box 546
Barnstable, MA 02630

Fire Department Telephone (508) 362-3312 (non-emergency)
Address: 3249 Main Street, Box 94
Barnstable, MA 02630

IN MEMORY

WHEREAS: It has pleased Almighty God to remove from our midst this past year our associate, fellow member of the Water Department, and our friend

Richard M. Marshall

WHEREAS: That we the Board of Water Commissioners, Water Department, Fire Department, Prudential Committee and the People of the District do hereby express our deep sympathy in the loss that we in the District feel at his passing.

RESOLVED: That this expression of sorrow and respect be spread upon the minutes of our annual District Meeting.

PRUDENTIAL COMMITTEE REPORT

BARNSTABLE FIRE DISTRICT FY 2018 OPERATING BUDGET REQUESTS

Page 1

DEPARTMENT	FY 2018 BUDGET	FY 2017 BUDGET		% CHANGE
FIRE				
SALARIES	\$2,069,272.59	\$2,039,804.19	\$29,468.40	1.42%
EQUIPMENT	\$34,450.00	\$34,450.00	\$0.00	0.00%
VEHICLE EXPENSE	\$34,100.00	\$34,100.00	\$0.00	0.00%
UTILITIES	\$21,100.00	\$21,100.00	\$0.00	0.00%
MAINTENANCE	\$41,740.00	\$27,126.00	\$14,614.00	35.01%
TRAINING PERSONNEL	\$58,050.00	\$56,050.00	\$2,000.00	3.45%
OFFICE	\$14,500.00	\$14,000.00	\$500.00	3.45%
E.M.S. SUPPLIES/ASSESSMENT	\$61,334.24	\$52,749.14	(\$1,414.90)	-2.76%
TRAINING CHIEF	\$5,000.00	\$5,000.00	\$0.00	0.00%
LEGAL AND FIRE PREVENTION	\$7,200.00	\$3,300.00	\$3,900.00	54.17%
TOTAL FIRE	\$2,336,746.83	\$2,287,679.33	\$49,067.50	2.10%
WATER				
SALARIES	\$349,891.00	\$345,423.00	\$4,468.00	1.28%
UTILITIES	\$61,500.00	\$78,860.00	(\$15,360.00)	-24.98%
MAINTENANCE	\$108,000.00	\$101,000.00	\$7,000.00	6.48%
WATER QUALITY	\$108,500.00	\$108,500.00	\$0.00	0.00%
PROFESSIONAL EXPENSE	\$40,500.00	\$27,500.00	\$13,000.00	32.10%
OFFICE EXPENSE	\$19,000.00	\$16,900.00	\$2,100.00	11.05%
UNIFORMS	\$2,100.00	\$2,100.00	\$0.00	0.00%
RESERVE COVERAGE				
VEHICLE EXPENSE	\$3,000.00	\$3,000.00	\$0.00	0.00%
EMPLOYEE BENEFITS				
TOTAL WATER	\$692,491.00	\$681,283.00	\$11,208.00	1.62%
TREASURER				
GROUP INSURANCE	\$900,259.04	\$811,500.00	\$88,759.04	10.94%
RETIREMENT	\$414,246.00	\$387,852.00	\$26,397.00	6.81%
MEDICARE/FICA/DET	\$40,000.00	\$36,000.00	\$4,000.00	11.11%
FINANCIAL EXPENSE	\$1,000.00	\$1,000.00	\$0.00	0.00%
PAYROLL EXPENSE	\$2,500.00	\$2,500.00	\$0.00	0.00%
OFFICE EXPENSE	\$2,100.00	\$2,100.00	\$0.00	0.00%
DEBT(PRINCIPAL)	\$369,704.00	\$409,704.00	(\$40,000.00)	-9.76%
DEBT(INTEREST & AGENCY)	\$35,517.99	\$41,045.66	(\$5,527.67)	-13.47%
TREASURER'S EXPENSE	\$2,300.00	\$2,300.00	\$0.00	0.00%
COMPUTER MAINTENANCE/SUPPORT	\$3,800.00	\$3,800.00	\$0.00	0.00%
TOTAL TREASURER	\$1,771,430.03	\$1,697,801.66	\$73,628.37	4.34%
PRUDENTIAL				
SALARIES (ELECTED)	\$9,725.00	\$9,725.00	\$0.00	0.00%
SALARIES (APPOINTED)	\$62,185.26	\$62,185.26	\$0.00	0.00%
CONTINGENCY	\$5,800.00	\$5,800.00	\$0.00	0.00%
FINANCIAL EXPENSE	\$19,000.00	\$19,000.00	\$0.00	0.00%
LEGAL	\$5,000.00	\$5,000.00	\$0.00	0.00%
INSURANCE	\$79,250.00	\$79,250.00	\$0.00	0.00%
CLERK'S EXPENSES	\$2,920.00	\$2,920.00	\$0.00	0.00%
STREET LIGHT	\$12,500.00	\$12,500.00	\$0.00	0.00%
EMPLOYEE ASSISTANCE PROGRAM	\$4,000.00	\$4,000.00	\$0.00	0.00%
TOTAL PRUDENTIAL	\$200,380.26	\$200,380.26	\$0.00	0.00%
FY2018 TOTAL OPERATING BUDGET	\$5,001,048.12	\$4,867,144.25	\$133,903.87	2.75%

PRUDENTIAL COMMITTEE REPORT

**BARNSTABLE FIRE DISTRICT
FY 2018 BUDGET SUMMARY**

Page 2

FY 2018 OPERATING BUDGET	\$5,001,048.12	
OTHER FY 2018 EXPENDITURES		
FIRE DEPARTMENT ARTICLES	\$101,405.00	
WATER DEPARTMENT ARTICLES	\$132,000.00	
DISTRICT RESERVE FUND	\$50,000.00	
TREASURER ARTICLES	\$0.00	
AMBULANCE BILLING	\$13,000.00	
LAND ARTICLE	\$0.00	
TOWN TAX COLLECTOR	\$5,968.00	
DISTRICT STABILIZATION FUND	\$200,000.00	
OTHER POST EMPLOYEE BENEFITS FUND	\$20,000.00	
WATER STABILIZATION FUND	\$125,000.00	
WATER DEPARTMENT RESERVE ACCOUNT	\$20,000.00	
TOTAL FY 2018 EXPENDITURES		\$5,668,421.12
FY 2018 FUNDING SOURCE		
WATER REVENUE	\$1,050,000.00	
INVESTMENT INCOME	\$3,500.00	
OTHER DEPARTMENTAL REVENUE	\$3,000.00	
SOLAR PANEL REVENUE	\$28,000.00	
PENALTIES & INTEREST ON TAXES	\$5,500.00	
TRANSFERS (TO REDUCE TAXES)		
TRANSFER FROM DISTRICT STABILIZATION	\$0.00	
TRANSFER FROM WATER STABILIZATION	\$0.00	
SYSTEMS IMPROVEMENTS	\$0.00	
OLD ARTICLES WATER DEPT	\$56,202.96	
OLD ARTICLE FIRE DEPT	\$4,405.00	
TRANSFER FROM FREE CASH	\$609,797.04	
TRANSFER FROM AMBULANCE FUND	\$227,000.00	
WATER DEPARTMENT DONATIONS	\$50,000.00	
TRANSFER FROM OVERLAY SURPLUS	\$0.00	
BORROWING	\$0.00	
TOTAL INCOME/TRANSFERS		\$2,037,405.00
NET TO BE RAISED		\$3,631,016.12
FIRE DISTRICT REAL ESTATE VALUATION (Estimated)		\$1,217,131,020.00
ESTIMATED FY 2018 TAX RATE		\$2.98

SCAPPINI & PINA, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Honorable Prudential Committee
Barnstable Fire District

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Barnstable Fire District (the "District"), as of and for the year ended June 30, 2017 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unmodified and qualified audit opinions.

Basis for Qualified Opinion on Governmental Activities

Management did not have a complete capital asset inventory or depreciation schedule for the current year ended June 30, 2017. The depreciation expense for the current year was calculated based on the information available. The amount by which this calculation would affect the assets, fund balance and expenditures of the governmental activities has not been determined.

Qualified Opinion

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Governmental Activities" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the Barnstable Fire District as of June 30, 2017, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Barnstable Fire District, Barnstable, Massachusetts, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedules of the District's proportionate share of net pension liability and the District's contributions to pension plan, the funding and contribution progress for other postemployment benefits, and budgetary comparison information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 22, 2018, on our consideration of the Barnstable Fire District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Barnstable Fire District's internal control over financial reporting and compliance.

Scappini & Pina, P.C.

Norwell, Massachusetts

February 22, 2018

BARNSTABLE FIRE DISTRICT
GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2017

	General	Ambulance Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 1,601,700	\$ 748,617	\$ 262,147	\$ 2,612,464
Investments	636,550	-	-	636,550
Receivables	233,690	314,710	923	549,323
Total Assets	<u>2,471,940</u>	<u>1,063,327</u>	<u>263,070</u>	<u>3,798,337</u>
Total Deferred Outflows of Resources	-	-	-	-
Total Assets and Deferred Outflows of Resources	<u>\$ 2,471,940</u>	<u>\$ 1,063,327</u>	<u>\$ 263,070</u>	<u>\$ 3,798,337</u>
Liabilities				
Accounts payable and other current liabilities	\$ 58,631	\$ -	\$ -	\$ 58,631
Provision for refund of paid taxes	150,062	-	-	150,062
Bond anticipation notes payable	-	-	507,888	507,888
Total Liabilities	<u>208,693</u>	<u>-</u>	<u>507,888</u>	<u>716,581</u>
Deferred Inflows of Resources				
Unavailable revenue - property taxes	82,392	-	-	82,392
Unavailable revenue - other	17,958	314,710	-	332,668
Total Deferred Inflows of Resources	<u>100,350</u>	<u>314,710</u>	<u>-</u>	<u>415,060</u>
Fund Balances				
Restricted	-	748,617	262,885	1,011,502
Committed	640,649	-	-	640,649
Assigned	62,932	-	-	62,932
Unassigned	1,459,316	-	(507,703)	951,613
Total Fund Balances	<u>2,162,897</u>	<u>748,617</u>	<u>(244,818)</u>	<u>2,666,696</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 2,471,940</u>	<u>\$ 1,063,327</u>	<u>\$ 263,070</u>	<u>\$ 3,798,337</u>

See accompanying notes to basic financial statements.

BARNSTABLE FIRE DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGETARY BASIS - GENERAL FUND - BUDGET TO ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget
Revenues:				
Property taxes	3,569,343	3,569,343	3,650,959	81,616
Charges for services	1,050,000	1,050,000	1,185,960	135,960
Penalties and interest	16,500	16,500	11,678	(4,822)
Investment earnings	2,500	2,500	1,178	(1,322)
Departmental and other	28,800	28,800	68,750	39,950
Total revenues	4,667,143	4,667,143	4,918,525	251,382
Expenditures:				
Prudential operations	1,508,088	1,497,199	1,432,738	64,461
Fire operations	2,391,410	2,369,318	2,305,443	63,875
Water operations	895,564	834,761	713,153	121,608
Debt service	450,750	450,750	399,084	51,666
Total expenditures	5,245,812	5,152,028	4,850,418	301,610
Revenues over (under) expenditures	(578,669)	(484,885)	68,107	552,992
Other financing sources (uses):				
Transfers in	213,000	213,000	213,000	-
Transfers out	(220,000)	(220,000)	(220,000)	-
Total other financing sources (uses)	(7,000)	(7,000)	(7,000)	-
Revenues and other financing sources over (under) expenditures and other financing uses	(585,669)	(491,885)	\$ 61,107	\$ 552,992
Fund balance, beginning of year				
Fund balance, end of year				
Other budget items:				
Free cash appropriations	400,000	400,000		
Carryover encumbrances	185,669	91,885		
Total other budget items	585,669	491,885		
Net budget	\$ -	\$ -		

See accompanying independent auditors' report.

See accompanying notes to required supplementary information.

BARNSTABLE FIRE DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2017

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 2,612,464
Investments	636,550
Receivables, net of allowance for uncollectibles	549,523
Capital assets, net of depreciation	<u>7,506,008</u>
Total Assets	<u>11,304,545</u>
Deferred Outflows of Resources	
Net difference between projected and actual pension earnings	242,224
Changes in proportion and differences between contributions	273,267
Changes in assumptions	<u>285,178</u>
Total Deferred Outflows of Resources	<u>800,669</u>
Liabilities	
Current liabilities:	
Accounts payable and other current liabilities	58,631
Provision for refund of paid taxes	150,062
Accrued interest payable	5,350
Bond anticipation notes payable	507,888
Noncurrent liabilities:	
Due in one year or less	135,000
Due in more than one year	<u>9,241,608</u>
Total Liabilities	<u>10,098,539</u>
Deferred Inflows of Resources	
Net difference between expected and actual experience	<u>61,597</u>
Total Deferred Inflows of Resources	<u>61,597</u>
Net Position	
Net investment in capital assets	6,278,305
Restricted	1,231,812
Unrestricted	<u>(5,565,039)</u>
Total Net Position	<u>\$ 1,945,078</u>

See accompanying notes to basic financial statements.

BARNSTABLE FIRE DISTRICT
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2017

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<u>Governmental Activities:</u>					
Prudential operations	\$ 2,305,611	\$ 35,737	\$ -	\$ -	\$ (2,269,874)
Fire operations	2,403,326	437,054	1,390	-	(1,964,882)
Water operations	959,122	1,208,231	100,000	-	349,109
Interest expense and other charges	37,775	-	-	-	(37,775)
Total Governmental Activities	5,705,834	1,681,022	101,390	-	(3,923,422)
Total Governmental Activities/ Primary Government	<u>\$ 5,705,834</u>	<u>\$ 1,681,022</u>	<u>\$ 101,390</u>	<u>\$ -</u>	<u>(3,923,422)</u>
<u>General Revenues:</u>					
					3,654,878
					11,678
					1,178
					278
					(20,000)
					3,648,012
					(275,410)
					2,220,488
					\$ 1,945,078

See accompanying notes to basic financial statements.

Barnstable Fire Department FY 2017 Annual Report

Emergency Incidents

The Barnstable Fire Department responded to a total of 1,284 incidents during Fiscal Year 2017. This represents a 9% increase in call volume since last fiscal year. The following is a summary of incident types that the department responded to during Fiscal Year 2017:

- 744 Emergency Medical Incidents including Motor Vehicle Accidents
- 260 Incidents for smoke investigations, electrical emergencies, hazmat incidents, and service calls
- 241 Alarm investigations including fire alarm, CO alarm, and sprinkler alarms
- 31 Fires including building, vehicle, brush, and chimney fires
- 8 Boat/Watercraft Rescues

Fire Prevention

The Barnstable Fire Department takes fire prevention, inspections, and public education very seriously. Our aggressive response to fires and proactive approach to fire prevention allowed us to have a total estimated dollar loss of \$ 38,500.00 from fires for the entire fiscal year. The following is a summary of fire prevention efforts that the department provides to reduce the dollar loss, injuries, and fatalities as it relates to our emergency responses:

- 80 Annual inspections of commercial properties
- 64 Smoke and CO alarm inspections for the resale of residential properties
- 13 Fire alarm and sprinkler system inspections
- 9 Oil burner, oil tank install, oil tank removal, and LPG tank inspections
- 64 Public education activities including fire prevention education in the schools, public fire extinguisher training, Touch-a-Truck events, water safety, and child passenger safety programs

Personnel Changes

On October 28, 2016 Captain Edward Guilford retired from the fire department after serving for more than 26 years. Prior to coming to Barnstable, Captain Guilford was an on-call firefighter with the Middleborough Fire Department. Captain Guilford started as a firefighter with Barnstable in 1990. He was promoted to Lieutenant in 1992 and promoted to Captain in 2013. Captain Guilford was a certified Paramedic for many years, and served as the department's Dedicated Infection Control Officer and HIPPA compliance officer. One of Captain Guilford's responsibilities included the design and maintenance of the department's information technology and records management system. Captain Guilford designed the technology infrastructure that we use in the station today and managed the updates, security, and compliance of the system. We wish him well in his retirement.

Firefighter Kevin Brailey, who was serving as Acting Captain in the department, was promoted to permanent Captain on October 28, 2016 following Captain Guilford's retirement. Captain Brailey is a certified Paramedic and has been with the department for over 17 years. He is a life-long resident of Barnstable and lives in the District with his wife and two children. We congratulate Captain Brailey on this promotion and wish him well with his new responsibilities.

On December 9, 2016 Ryan Jones was hired as the departments newest career firefighter with the Barnstable Fire Department. Firefighter Jones had been working with the department as a Provisional Firefighter since June 2016. With the retirement of Captain Guilford, and the promotion of Captain Brailey, Firefighter Jones was appointed to the permanent firefighter position. Firefighter Jones had worked for the department previously as a provisional firefighter and as an on-call firefighter. Before coming to Barnstable as a provisional firefighter, Firefighter Jones served as a call firefighter with the West Barnstable Fire District for several years. Having lived and worked here his entire life, and with a lengthy family history in the Barnstable Fire District with immediate family members and ancestors dating back to the inception of the Barnstable Fire District in 1935, the Barnstable Fire Department is in his blood. I have no doubt that Ryan will carry on the traditions of his family that have served the Barnstable Fire District for over 80 years! Firefighter Jones lives in the District with his wife and one child. We congratulate and welcome Firefighter Jones to the Barnstable Fire Department and wish him well in his career.

On February 10, 2017 Acting Captain Robert Cecil stepped down as the Emergency Medical Services (EMS) Officer for the department, after serving in that role for more than nine years. It is the EMS Officer's responsibility to manage the certifications and licenses of EMS equipment, adequate stock levels of medical supplies in the emergency vehicles and in the station, provide the department with national, state, and regional medical updates, and coordinating the training of EMS providers in the department. The EMS Officer also provides a key role as the liaison between the fire department and the Affiliate Hospital Medical Director (AHMD), Cape and Islands EMS System (CIEMSS), Massachusetts Office of Emergency Medical Systems (MA OEMS), and the National Registry of Emergency Medical Technicians (NREMT). Acting Captain Cecil will remain as an Acting Captain/Paramedic with the department. The department would like to congratulate Acting Captain Cecil on managing this highly stressful and always evolving position for the past 9 years.

On February 10, 2017 Firefighter/Paramedic Brian Tyson was appointed as the successor to the EMS Officer position and has aggressively took on this new responsibility with positive results and enthusiasm. In the short time that EMS Officer Tyson has been in the position, he has implemented several new initiatives and has ensured a seamless transition of the responsibilities of the position.

Insurance Services Office (ISO) Improvement

In the past few years, the Barnstable Fire Department and Barnstable Water Department have both made significant improvements relative to fire protection in the District. Every five years, the Insurance Services Office (ISO) conducts a study on each city/town, and establishes a classification number based on the level of fire protection in that community. ISO gathers data from municipal fire and water departments relative to emergency communications, staffing, apparatus, training, inspections, policies/procedures, community risk reduction programs, and municipal water supply. ISO's Public Protection Classification (PPC) plays an important role in the underwriting process at insurance companies. Most insurance agencies use the data that is collected by ISO, and the PPC information as part of the decision-making process when taking on clients and setting insurance rates for both residential and commercial properties. ISO then uses a point-based matrix system to convert that data and assign a Public Protection Classification (PPC) number to the respective community. The lower the PPC, the more advantage a property owner has in getting better insurance rates. ISO creates the PPC on a scale of 1 to 10, with 1 being the best. After our ISO review in November 2016, I am proud to say that the Barnstable Fire District has improved our rating from historically 4/10 to a 3/10 rating!

Revalidation Process with Centers for Medicare and Medicaid Services

In January 2017, the Barnstable Fire Department began the application process for revalidation with the Centers for Medicare and Medicaid Services (CMS). This revalidation process includes a review of the agency, review of the equipment and vehicles used for EMS related incidents, verification of certifications and licenses, review of accounts, verification of the authorized officials (Fire Chief and District Treasurer) for the organization, and completion of criminal background investigations on the authorized officials assigned to the organization. The revalidation process is a very complex and lengthy process, which was made easy to manage with the help of our medical billing company, Comstar. I am pleased to say that in June 2017 we completed the revalidation process with CMS. The revalidation process is required to be completed every five years.

Training and Education

The Barnstable Fire Department continually encourages our members to further their education. In FY 2017, four members completed advanced college degrees. Deputy Chief Peter Burke completed requirements for a Master's Degree in Emergency Management from Massachusetts Maritime Academy. Firefighter Brian Cabral completed requirements for a Master's Degree in Emergency Management from Columbia Southern University. Firefighter Neil Tuepker completed requirements for an Associate's Degree in Fire Science from Cape Cod Community College. Firefighter John Fleming completed requirements for an Associate's Degree in Fire Science-Emergency Medical Services option from Cape Cod Community College. Congratulations to all department members who dedicate their time and commitment to furthering their education.

Deputy Fire Chief Peter Burke completed the Chief Fire Officer Management training program at the Massachusetts Firefighting Academy in December 2016. This is a fourteen-week program designed to provide the chief officer with a variety of leadership and management skills essential in municipal management. The topics covered in this program include leadership, administrative structure, communication skills, budget and financial skills, supervision and management, human resource management, community and intergovernmental relations, emergency management, logic, ethics, and decision making, comprehensive safety and health programs, fire and life safety programs, and organizational and strategic planning. Students attending the program must successfully pass weekly written examinations and submit a final advanced research project. The final examination for the program is based on a combination of the written score of the students' research paper, and a presentation and performance review of the students advanced research project.

In FY 2017, the Barnstable Fire Department hosted a Tactical Emergency Casualty Care (TECC) program and invited members of all five fire districts and the Barnstable Police Department to attend. This two-day, nationally recognized program focused on the command, control, and medical mitigation of active shooter and mass casualty events. The program reinforced the need to have all responding agencies operating at these events working on a similar platform to maximize effectiveness. The 16 hours of training that each student receives from this program is based on proven life safety techniques developed by the military and stressed the importance of hemorrhage control, airway management, and victim extrication. The program included both didactic and hands-on skills stations, as well as a scenario based exercise and final examination. All students worked extremely well together in the program and all students passed the final examination.

Seven members of the department are affiliated with, and are actively involved in technical rescue and dive rescue disciplines with the regional Barnstable County Technical Rescue Team and Barnstable County Dive Team. These teams drill monthly with other specially trained firefighters across Cape Cod and focus on specialized areas of rope rescue, confined space rescue, trench rescue, structural collapse, and dive rescue and recovery. These regional assets are spread out across Barnstable County and are deployed to augment municipal resources during emergency operations. Members affiliated with the Barnstable County teams are Captain Richard Pfautz, Captain Christopher Beal, Firefighter John Fleming, Firefighter Neil Tuepker, Deputy Chief Peter Burke, and Chief Francis Pulsifer. In addition to the regional team, Captain Christopher Beal and Firefighter Neil Tuepker are also members of the Federal Emergency Management Agency-Massachusetts Task Force 1, based out of Beverly Massachusetts. This Massachusetts-based Federal resource drills monthly and is a technical disaster management assistance team that may be deployed on very large-scale incidents and wide-spread disasters. Members associated with these specialized teams commit an extraordinary amount of time to maintaining their proficiency with skills.

The Barnstable Fire Department currently has three members that are trained and certified as Child Passenger Safety (CPS) Technicians, including two members that are special needs certified. CPS Technicians are trained and certified by the National Highway Transportation and Safety Administration (NHTSA) on the safe installation of child restraints (car seats) and are available to assist the public with either a new installation or to check an existing installation of a child restraint device. Throughout the year, our technicians participate in several community events as well as host a fitting station right at the fire department. This service is offered free of charge to any member of the public. In FY 2017, members of the Barnstable Fire Department educated the public on the safe installation of 59 child safety seats. To have your child restraint system checked or installed by a certified technician, please make an appointment by contacting the fire department at 508-362-3312.

Grants/Reimbursement Programs

The Barnstable Fire Department continues to aggressively seek grant opportunities in an effort to provide some fiscal relief to the citizens of Barnstable. In Fiscal Year 2017, the Barnstable Fire District applied for the following grants:

Ambulance Certified Public Expenditure (CPE) Program

The Ambulance Certified Public Expenditure Program (CPE) is an ongoing cost-based reimbursement program designed to help government ambulance/EMS providers recover additional federal revenue up to the actual incurred cost of providing services to MassHealth beneficiaries. Working in conjunction with the Commonwealth of Massachusetts, Executive Office of Health and Human Services (EOHHS), this program is offered annually and involves a complex and detail-oriented application and cost report process for the requesting organization. If the allowable costs for MassHealth services determined through the cost report exceed the MassHealth interim payments received through traditional fee for service billing, then a positive settlement will be reimbursed to the ambulance service agency. In Fiscal Year 2017, we applied for, and were reimbursed \$27,500.00 under this program. The Barnstable Fire Department plans to apply to this reimbursement program each year as the funding remains available.

S.A.F.E Grant

The Barnstable Fire Department was awarded a \$878.00 grant from the Massachusetts Department of Fire Services, Student Awareness of Fire Education (SAFE) program. The money provided under this grant will be used to provide fire education in the school system and the community. The Barnstable Fire Department focuses a lot of attention on prevention and education in the school environment by reinforcing the importance and values of the 9-1-1 emergency reporting system, exit drills in the home, stop-drop-roll, and the fire service function in the community. In addition to school based programs, we offer a variety of adult public education programs including Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillation (AED) training, fire extinguisher training, and specially tailored emergency services education to community groups. While all personnel participate in fire safety education, Firefighter/Paramedic Brian Tyson completes the grant application process and is the lead SAFE educator in the schools. These grants are very competitive and specific criteria must be met in order to be awarded a grant.

Donations to the Fire Department

Each year, many generous residents and business owners contribute monetary donations to the fire department for various reasons. These donations are placed in a Gifts of Funds account and are spent on equipment and supplies that improve the efficiency and safety of the fire department personnel. The District Treasurer manages the monetary part of the account, while the Chief Officers make recommendations to the Prudential Committee on the use of these funds. In the recent past, we have been able to purchase hi-visibility duty jackets for all department personnel. These jackets are multi-seasonal, with a removable insulated liner, and have very high visibility that make it easier to see our personnel at night, in inclement weather, and on roadway incidents. This purchase dramatically improved the safety of our personnel.

In Fiscal Year 2017, we were able to purchase a new NFPA compliant thermal imaging camera to replace an obsolete and damaged thermal imaging camera that was currently out of service. The thermal imaging camera is an important life safety tool that firefighters use for various functions such as search and rescue in structure fires, identifying increased heat in concealed spaces or "hot spots", and may even be used to augment search and rescue operations outside at night-time. We are extremely grateful for the generous support that we receive from the community to help keep our personnel safe. On behalf of the entire department, I would like to thank everyone that has made contributions in the past.

If you are considering making a donation to the fire department, contributions should be accompanied by a note or letter indicating who the contribution is from, so that we may properly send a thank you note. Checks submitted should be addressed to "Barnstable Fire Department".

Once again, thank you for your continued support!

Volunteer Efforts

Judy Scarafile has graciously offered her volunteer services to the Barnstable Fire Department for the last several years. Judy has volunteered to take on projects that improve the efficiency of the department and improve pre-incident planning in our community. I would especially like to recognize the extraordinary efforts that Judy puts into our annual 9/11 ceremony to commemorate the events of September 11th. Her commitment, dedication, and patriotism to the community are outstanding and we are very thankful that she volunteers her time and resources to help coordinate this event each year.

In closing this annual report, I would like to extend my personal appreciation and gratitude to the officers, firefighters, administrative staff, residents, and business owners in Barnstable Village for supporting the mission of the fire department to make this one of the most desirable and safe communities to live. Respectfully, and with humble gratitude:

Francis M. Pulsifer
Fire Chief

BARNSTABLE FIRE DISTRICT WATER DEPARTMENT

FISCAL YEAR 2017

ANNUAL REPORT

JULY 1, 2016 – JUNE 30, 2017

The Board of Water Commissioners of the Barnstable Fire District Water Department submits its Annual Report, including an account of operation receipts and expenditures for Fiscal Year 2017.

RECEIPTS

Water Rates	\$1,206,552.05
Solar Revenues	\$ 35,234.29
Insurance Claim	\$ <u>541.22</u>
Total	\$1,242,327.56

EXPENDITURES

Capital Expenses	\$ 112,000.00
Insurances	\$ 219,480.96
Operations	\$ 681,048.12
Debt & interest	\$ <u>313,159.66</u>
Total	\$1,325,688.74

WATER DEPARTMENT STATISTICS

JULY 1, 2016 – JUNE 30, 2017

Miles of distribution mains as of June 30, 2017	51.1
Total number of service connections as of June 30, 2017	1952
Total water pumped July 1, 2016 – June 30, 2017	192,084,000 Gallons
Total water pumped highest week 8/14/16 -8/20/2016	8,739,000 Gallons
Total water pumped highest day 7/24/2016	1,503,000 Gallons
Total number of old meters replaced	115
Total number of service calls	555
Total number of tests on back-flow devices	200
Total number of water quality samples performed	227

PRECIPITATION *

JULY 1, 2014 – JUNE 30, 2015

July	2.38"	August	0.34"	September	2.58"
October	6.56"	November	3.10"	December	1.99"
January	7.01"	February	2.54"	March	2.95"
April	6.87"	May	6.56"	June	2.24"

* As recorded in rain meter at Water Department office.

The Board of Water Commissioners
David A. Jones, Chair
Evelyn G. Bassett
Stephen F. Whitmore

The Board of Water Commissioners would like to take this opportunity to thank the dedicated staff of the Barnstable Fire District Water Department and specifically as follows:

Thomas Rooney, Superintendent
Ronald Tivey, Senior Operator
Kim Vermette, Collector
Scott Heaslip, Serviceperson 2
Charles Wood, Serviceperson 1
Susan Campbell, Clerical Assistant

The Commissioners would also like to thank the Barnstable Fire District Prudential Committee, and the Barnstable Fire Department staff for their service and dedication.

The Board of Water Commissioners

David A. Jones, Chairman
Evelyn G. Bassett
Stephen F. Whitmore

**BARNSTABLE FIRE DISTRICT WATER DEPARTMENT
FISCAL YEAR 2017
ANNUAL REPORT
JULY 1, 2016 – JUNE 30, 2017**

Board of Water Commissioners

The Barnstable Fire District Board of Water Commissioners submits the Annual Report of the Water Department's Activities, including an account of the operational receipts and expenditures for Fiscal Year 2017.

The Barnstable Fire District Board of Water Commissioners wishes to express their sadness and deepest sympathy at the passing of the Water Department's Senior Operator Richard M. Marshall. Richard provided faithful service to the District as a Call Firefighter and Water System Operator. Richard began his employment with the Water Department in August of 1988, and dutifully served for 28 years until his passing on December 6, 2016. Richard will be fondly remembered for his devotion to the residents of Barnstable Village.

The Board of Water Commissions wishes to recognize Ronald Tivey for his exemplary service to the Water Department, and congratulates him on his promotion to the position of Senior Operator. The Board of Water Commissioners approved the addition of a second Serviceperson position to the staff of the Water Department. The Board of Water Commissions welcomes Scott Heaslip to the position of Serviceperson 2, and Charles Wood to the position of Serviceperson 1.

The Barnstable Water Department is continuing to conduct water quality sampling above and beyond Federal and State Requirements in an effort to ensure that the Department provides the safest water possible. The Department continues to improve the Scada (Supervisory Control and Data Acquisition) System which assists the staff to monitor and control the District's production facilities. The Department has modernized operations to employ increased electronic record keeping reducing the use of paper records. The Department developed improved distribution maps of the water system, and improved the Department's flushing program.

The Board of Water Commissioners wishes to thank the District's Residents for their water conservation efforts during recent a drought advisory. The Board respectfully asks that District residents, and guests, to continue to use water wisely in order to preserve the District's water supply.

BARNSTABLE FIRE DISTRICT ANNUAL DISTRICT MEETING

MAY 15, 2017

The Moderator, Matthew Bressette opened the meeting at 7:30 PM. The Moderator requested the Clerk certify that there was a quorum present which was done. Next the Moderator led the meeting participants in the Pledge of Allegiance. The Clerk certified that the publication of the Meeting Warrant was posted according to the District By-laws. The Clerk then announced the election results. Peter Eastman won re-election to the Prudential Committee with 41 votes, Stephen Whitmore won re-election to the Board of Water Commissioners with 50 votes, Matthew Bressette won re-election as Moderator with 19 write-in votes and Charles Eager won re-election as Clerk with 50 votes. All positions were for three-year terms.

The Fire Chief recognized the 20 years of service to the Fire Department and District of deceased Call Firefighter Charles Matthews. Board of Water Commissioners Chairman David Jones recognized the 29 years of service to the District of deceased Water Department employee and Call Firefighter Richard Marshall and the 22 years of service of deceased Water Commissioner Dan Knott. Prudential Chairman introduced Richard Buffington as Treasurer and Financial Consultant Eric Kinsharf.

The Moderator explained how the meeting will run.

Article 1: Prudential Chairman William Jones moved the District act on the reports of the officers as printed in the Annual Report. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.

Article 2: Prudential Chairman William Jones moved the District vote to raise and appropriate the sum of \$9,725 for salaries of elected officials as follows:

Prudential Committee Chairman \$1,250
Prudential Committee members (2) \$1,000,
Chairman, Water Commissioners \$1,250
Board of Water Commissioner (2) \$1,000
Clerk \$2,500
Moderator \$125
Tax Collector (Town) \$600

said funds to be expended by the Prudential Committee. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.

- Article 3: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$ 190,655.26 for the operation of the Prudential Committee, said funds to be expended by the Prudential Committee. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 4: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$369,704.00 for Debt, said funds to be expended by the Prudential Committee acting by its employee, the Treasurer. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed unanimously.
- Article 5: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$35,517.99 for interest and agency fees, said funds to be expended by the Prudential Committee acting by its employee, the Treasurer. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 6: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$1,366,208.04 for the operation of the District, said funds to be expended by the Prudential Committee acting by its employee, the Treasurer. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 7: Prudential Committee Chairman moved the District vote to raise and appropriate the sum of \$692,491.00 for the operation of the Water Department, said funds to be expended by the Board of Water Commissioners. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 8: Prudential Committee Chairman moved the District vote transfer and appropriate from Free Cash the sum of \$200,000.00 and further transfer and appropriate From the Ambulance Fund the sum of \$200,000.00 and further raise and appropriate the sum of \$1,936,746.83 for a total appropriation of \$2,336,746.83 for the operation of the Fire Department, said funds to be expended by the Fire Chief, with the approval of the Prudential Committee. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 9: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$5,968.00 to pay the Town of Barnstable for tax billing expenses of Fiscal Year 2018, said funds to be expended by the Treasurer. The Motion was seconded.

The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.

- Article 10: Prudential Committee Chairman William Jones moved the District vote to transfer and appropriate from the Ambulance Fund the sum of \$13,000.00 to cover the expenses of Ambulance Billing; said funds to be expended by the Treasurer. The Motion was seconded. The motion was opened to the meeting floor and there was a question about where the money come from when the article says raise and appropriate? It was explained when the voters vote to raise ad appropriate the money come taxes the District receives from taxpayers of the District. Other available funds are the Ambulance Fund which is revenue the District receives for transporting patients to the hospital and Free Cash which come from leftover fund balances. It was asked how Barnstable Fire District compare with the other Districts. The Treasurer provided rates for all the Districts and Barnstable was higher than all except Hyannis. There being no further discussion the motion was brought to a vote and passed with no opposition.
- Article 11: Prudential Committee Chairman William Jones moved the District appropriate \$1.7 million, to pay costs of rehabilitating water tanks 2 and 3, including the payment of all costs incidental and related thereto, and that to meet this appropriation the District Treasurer, with the approval of the Board of Water Commissioners, is hereby authorized to borrow said amount pursuant under Chapter 44, Section 7(1) of the General Laws and pursuant to any other enabling authority, and to issue bonds or notes of the District therefor; Any premium received by the District received upon the sale of any bonds and notes approved by this vote, less any such premium applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Said funds to be expended by the Board of Water Commissioners. Motion was seconded. The Water Department Superintendent explained what the project is that the money is being expended for. The Financial Consultant Eric Kinsharf explained about financing of the bonding and timing of it. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed by two thirds majority.
- Article 12: Prudential Chairman William Jones moved the District vote transfer and appropriate the sum of \$15,000.00 from Article 16 of the May 11, 2016 Annual District Meeting and transfer and appropriate from Free Cash the sum of \$15,000.00 for a total appropriation of \$30,000.00 to pave access road for entry to stations # 3 and # 4 and to pave access road for entry to tanks # 2 and # 3, including any necessary repair, preparation work and any appurtenant work or to take and other action relative thereto; said funds to be expended by the Board of Water Commissioners. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.

- Article 13: Prudential Committee Chairman moved the District vote to transfer and appropriate the sum of \$41,202.96 from Article 15 of the May 11, 2016 Annual District Meeting, and transfer and appropriate from Free Cash the sum of \$60,797.04 for a total appropriation of \$102,000.00 for the replacement of the sidewalks, exterior trim, windows, doors, any appurtenant work, and including all expenses necessary at the Water Department Building located at 1841 Phinney's Lane or take any other action relative thereto; said funds to be expended by the Board of Water Commissioners. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article: 14 Prudential Committee Chairman William Jones moved the District vote to raise and appropriate \$55,500.00 and transfer and appropriate \$4,405.00 from Article 12 of the May 8, 2013 Annual District Meeting, for a total appropriation of \$59,905 to replace Fire Department vehicle C-210 including installing warning lights, siren, consoles, radio, lettering and any associated labor or upgrades needed and to dispose of a 2008 Ford Explorer in the best interest of the District; said funds to be expended by the Fire Chief with the approval of the Prudential Committee. The Motion was seconded. The Chief explained the reasoning why the Fire Department is looking to replace the vehicle. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article: 15 Prudential Committee Chairman William Jones moved the District vote to raise and appropriate 18,500.00 to purchase a computer server and software upgrades; said funds to be expended by the Fire Chief with the approval of the Prudential Committee. The Fire Chief explains why the purchase is needed. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article: 16 Prudential Committee Chairman William Jones moved the District vote to transfer and appropriate from the Ambulance Fund the sum of \$14,000.00 to purchase infusion pumps; said funds to be expended by the Fire Chief with the approval of the Prudential Committee. The Motion was seconded. The Fire Chief explained the reason for the purchase being mandated by the state. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 17: Prudential Committee Chairman moved the District vote to transfer and appropriate from Free Cash the sum of \$9,000.00 to purchase a thermal camera; said funds to be expended by the Fire Chief with the approval of the Prudential Committee. The Motion was seconded. The Fire Chief explained the how the camera is used and the reasoning for the purchase of a new one. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.

- Article 18: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$20,000.00 for the Water Department's Reserve Account; said funds to be expended by the Board of Water Commissioners. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 19: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$20,000.00 to fund the Other Post-Employment Benefits (OPEB) Liability Fund or take any other action relative thereto; said funds to be expended by the Prudential Committee acting by its employee, the Treasurer. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 20: Prudential Committee Chairman William Jones moved the District vote to raise and appropriate the sum of \$50,000.00 to establish the Reserve Account for Fiscal Year 2018 or take any other action relative thereto; said funds to be expended by the Prudential Committee. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed with no opposition.
- Article 21: Prudential Committee Chairman William Jones moved the District vote to transfer and appropriate from Free Cash the sum of \$200,000.00 to add funds to the District's Stabilization Fund. The Motion was seconded. The motion was opened to the meeting floor and it was question what the fund was? It was explained that it a source funds the District could use for large projects and unforeseen events. It is a type of rainy day fund. There being no further discussion the motion was brought to a vote and passed by two thirds majority.
- Article 22: Prudential Committee Chairman William Jones moved the District vote to transfer and appropriate from Free Cash the sum of \$125,000 to add funds to the Water Department's Stabilization Fund. The Motion was seconded. The motion was opened to the meeting floor and there being no discussion the motion was brought to a vote and passed by a two thirds majority.

The Treasurer estimates next year tax rate at 2.98 per thousand of value.

Motion made, seconded and passed to adjourn the meeting

Respectfully submitted,

Charles W. Eager
Clerk