

WEST BARNSTABLE FIRE DEPARTMENT

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June 3, 2015

Commissioner Shelia Lyons, Chair
Barnstable County Commission
PO Box 427
Barnstable MA 02630

RE: Barnstable County Fire and Rescue Training Academy Building Needs Assessment Committee

Dear Commissioner Lyons:

I am writing on behalf of the Barnstable County Fire and Rescue Training Academy Building Needs Assessment Committee to request that the Commissioners extend the time for the committee to report to the Commission from the first Wednesday in July 2015 to the first Wednesday in January 2016.

Given the complexity of the issues facing the Barnstable County Fire Rescue Training Academy (BCFRTA) and the scope of issues that the committee is called upon, it is unreasonable to expect that a meaningful report can be written by July 1, 2015.

Additionally, the committee has not yet been fully staffed as it has only one member out of three members called for appointed by the County Commissioners. And, the committee was formed on April 15, 2015 and the fire chiefs were told of their appointment to this committee on May 7, 2015 and the first official meeting was not until May 20, 2015, which leaves little time for the committee to do its work.

The Committee cannot move forward towards meeting the current July 1, 2015 reporting deadline until it is clarified whether or not the committee falls within the terms of the Massachusetts Open Meeting Law. We are still awaiting a written opinion from Barnstable County Legal Counsel.

The Committee has also cannot move forward until such time as Barnstable County provides the following information that the committee has requested:

1. FY 2014, FY 2013 and FY 2012 Payroll Details: Name of Staff, Position, Part-Time/Full-Time, Gross Pay.
2. Copies of Contracts for the use of the fire academy facilities for FY 2014 from:
 - a. Massachusetts Department of Fire Services (DFS)
 - b. Massachusetts Maritime Academy (MMA)
 - c. New England Maritime
 - d. Entergy Nuclear and/or Entergy
 - e. City of New Bedford
3. Workers Compensation Costs for FY 2014, FY 2013 and FY 2012.
4. Some kind of pro-rata calculation of the fire academy's share of the County's FY 2014, FY 2013 and FY 2012 commercial insurance (buildings and grounds and general liability).
5. Some kind of pro-rata calculation of the fire academy's share of the County's FY 2014, FY 2013 and FY 2012 auto insurance.
6. List of the fire academy vehicles being insured under the county's auto insurance policy for FY 2015 (currently).
7. Any reports or inspections of the buildings, grounds, vehicles and equipment that will shed light on their current condition/value, maintenance and repair needs and life expectancy. Is there a capital replacement schedule or plan?
8. Contact info for County Facilities Management.
9. An inventory of the apparatus and trailers owned and operated by the fire academy. Include as much information/detail as you can: what is their use; what is their condition; what is their value; etc.
10. An inventory and assessment of the condition of all the buildings and fixed facilities at the fire academy.
11. Any and all information for FY 2014, 2013 and 2012 (or calendar years if FY is not available) that shows all the classes and programs held at the academy.
12. Any and all information for FY 2014, 2013 and 2012 (or calendar years if FY is not available) that shows who participated in training and for how many hours in each year. In years past I think I saw some kind of report that broke down the hours of training by each department's staff.

13. A copy of the administrative procedures manual (or Rules & Regulations manual, Policy & Procedures Manual or whatever you call it) that governs the operation of the academy.
14. A current organizational chart for the fire academy.
15. A summary report of accidents and injuries at the fire academy for FY 2014, 2013 and 2012 (or calendar year if that's the only option). No patient identifying data --- keep it simple: Date, nature of accident/injury, rank of individual, the individuals department and whether or not they were an instructor or student.
16. Some kind of summary of third party use of the fire academy facilities for FY 2014, 2013 and 2012. Such things as the Mass Maritime Academy Programs or a DFS class or a MEMA class, etc. I see in the revenue budget a fair number of these "rentals" to other agencies. I need know the agency, the dates/hours they used the academy and what programs they put on (and for who).

These requests were made on or about April 28, 2015, May 14, 2015 and May 20, 2015. Without this data there is little for the committee to study, analyze and make recommendations on. With less than 30 days to report and still awaiting data it should be clear that we need more time to comply with the scope of your request.

Our request is to have the at least seven months to try and compile all of the data and reports, digest it, analyze it, request follow-up information and draft recommendations. Even with seven months we will be rushing and may not have sufficient time.

We hope you will see to granting us an extension of time.

Thank you,

Chief Joseph V. Maruca
West Barnstable Fire Department

CC: Michael Brillhart
Chief Walter Stecchi
Chief Frank Pulsifer
Chief Tom Rullo
Chief Tony Pike
Teresa Martin