

HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

Date of Meeting:	Thursday, February 10, 2022
Meeting Place:	95 High School Road Extension, Hyannis, MA 02601 and Zoom Meeting and Dial-in Number: 781-368-1701

A quorum being duly present, Commissioner Cronin called the February 10, 2022 Hyannis Fire District Commissioner Regular Meeting to order at 7:01 PM

PRESENT: Chairperson Laura Cronin, Commissioners Dennis Sullivan, Peter Cross, and Victor Skende

ALSO PRESENT: Chief Peter Burke, Deputy Chief Eric Kristofferson, Capt. Dave Webb, Commissioner Demetrius Atsalis (via Zoom), and Recording Secretary Colleen Murphy

I. OPEN SESSION:

1. MINUTES:

Upon a motion fully made and seconded it was voted to approve the minutes of the January 27, 2022 Regular Meeting

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

- Chairperson Cronin: Aye
- Commissioner Cross: Aye
- Commissioner Sullivan: Aye
- Commissioner Skende: Aye
- Commissioner Atsalis: Not Present

2. CORRESPONDENCE:

- None

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- None

5. OLD BUSINESS

A.) District Clerk Treasurer Position

- Chairperson Cronin stated she had spoken to and received information from the Town of Barnstable Finance Director, Mark Milne, regarding details on how they searched for their Municipal Finance positions; subjects covered were municipal newsletters which included municipal jobs, advertising, and ads for consultants that could may assist in creating a job description, or needs of the HFD for this position search; also discussed was how Municipal Finance Department advertises their open positions; in local advertising resources, Indeed, LinkedIn, etc.
- Chairperson Cronin said she would follow up with Commissioner Atsalis to see what items he will be able to manage during this District Clerk Treasurer search as he is on the District Clerk Treasurer Search Subcommittee along with Chairperson Cronin
- Chairperson Cronin stated she has been working on the job description and will review this description and send it to the board for their input before next meeting
- Chairperson Cronin stated the Legislation does not require the HFD to mandate the Clerk Treasurer position to be filled by a town of Barnstable resident; however, the HFD By-laws do state that the person must be a Town of Barnstable resident, it would require a change in the by-laws to change it. Commissioners Cross and Skende thought that this by-law should be changed so open the search parameters, Chairperson Cronin stated the By-law Committee is still discussing this item and they need to understand the pros and cons of such a by-law change

5. OLD BUSINESS

A.) District Clerk Treasurer Position (continued)

- Commissioners discussed that District Clerk Treasurer La Fleur will work with the consultant to document details of her job position duties and will assist in training the incoming Clerk Treasurer; the current Clerk Treasurer is retiring in June; therefore, the board agreed we must quickly and thoroughly move through this search and hiring process
- There was talk on which local paper to advertise in and the board agreed more research is needed, but perhaps the Barnstable Patriot may be the best local paper to advertise in for the Clerk Treasurer position

B.) HFD By-law Review Committee Update

- The By-law Committee was working on questions regarding the Moderator position; this position must remain an elected position; however, the term length could be adjusted; the board may be able to assign the position temporarily, if the occasion arises. Although, this appointed temporary position must be filled by a voter in the fire district the fire district

C.) FY23 HFD Budget

- Chief Burke stated he is targeting this first draft budget for FY23 for next meeting
- Chairperson Cronin asked Chief Burke to update the HFD Timeline calendar with the needed budget deadlines.

D.) Chief's Review

- Chairperson Cronin said the board received the review forms this week
- Commissioner Cross reminded the board that some of the review form questions require the Commissioners to have a one-on-one with Chief Burke and asked the Board to have those one-on-ones soon as the completed review forms are to be passed back to Commissioner Cross by March 10, 2022

6. NEW BUSINESS

- None

7. BUILDING REPORT

- Chief Burke said the HVAC balance report is in and the report indicates adjustments and fixes are needed as opposed to having replacement components
- A used scissor lift was located and the cost is \$15,000; scissor lift use procedure is presently being worked out
- Chief Burke said one of the next items being worked on to close out on the building bond funding is the fire training tower anchors replacement

8. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- Chairperson Cronin noted she had just received the January 2022 expense report and asked for an explanation on the overtime credit on Line Item 5283
- Chief Burke said this credit is for Covid-related work that was done, and it will need to be journaled to budget lines that had been impacted by Covid-related response.
- Chief Burke said they are tracking just under 47% of budget

9. CHIEF'S REPORT

- Deputy Chief Eric Kristofferson stated the recent snowstorm response went well as planned; during the height of the storm there were 84 calls Saturday, 82 calls Sunday and 57 calls on Monday; the days after the storm were quite busy with chasing fire alarms, unblocking blocked storm drains, power lines down and plumbing issues, etc., that arose due to the storm aftermath and kept the ambulances and fire trucks busy along with transporting 23 residents to shelters who did not have rides to the shelter and were driven there in the department vehicles as ambulances were not needed for these transfers; there was an EMT deployed at the shelter at the Barnstable Middle School to assist if anything should happen
- The key to success for us regarding this storm was the planning and redundancy that was created before the storm; we used the Incident Action Plan (IAP); if the Incident Action Plan is followed exactly then Federal Government reimbursement may be available after the storm; the Chief has been a big proponent of these plans, and these IAPs have paid off.
- Commissioner Cross stated dispatchers and the HFD did a great job during and after this last snowstorm.

10. PUBLIC COMMENT

- Commissioner Atsalis stated the Embarkation Fee Bill passed out of the Revenue Committee and is on its way to the Ways and Means Committee

Vote on Adjournment of public session:

Upon a motion duly made and seconded it was voted to Adjourn the public session

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

Chairperson Cronin: Aye
Commissioner Skende: Aye
Commissioner Sullivan: Aye
Commissioner Cross: Aye
Commissioner Atsalis: Aye

Adjourned at 7:58 PM

Respectfully submitted,

Colleen Murphy, Recording Secretary Hyannis Fire District