

HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

Date of Meeting:	Thursday, February 24, 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 24, 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 February 10, 2022 Regular Meeting

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

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

2. CORRESPONDENCE:

- None

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- None

5. OLD BUSINESS

A.) District Clerk Treasurer Position

- Chairperson Cronin stated she has sent the ad draft to the commissioners for review and approval; Chairperson Cronin commented that both the approved open position ad and the District's application should be available on the Town of Barnstable website before we post the ad; and this posting is similar to how other towns/cities go about posting their job openings and receiving applications
- There was some discussion on what the target date would be for posting the open position and also closing the application window; it was suggested to post the Clerk Treasurer description from the HFD By-law on the website and then have the detailed job description ready for the applicants when they interview for the position; the ad will be reviewed by the current Clerk Treasurer Verna LaFleur before we post; and there will be a consultant to help create the job description and to assist with the hiring process for this position; the ad will be given to HFD legal for review to ensure compliance
- Chief Burke will send the Hyannis Fire Departments standard job application to Chairperson Cronin for review.
- Chief Burke stated the key important dates for this hiring process on the HFD internal business calendar; the key dates the Clerk Treasurer open position ad was targeted to be finished on 02/28/22; posting of said position is the first week in March and closing the application window by beginning of April; appointment of new Clerk Treasurer in early May
- Commissioner Sub-Committee assigned to replace the District/Clerk are Chairperson Cronin, Commissioner Atsalis, and Chief Burke, will start to meet once a week to review the new applicants as applications start to be submitted

5. OLD BUSINESS

A.) District Clerk Treasurer Position (continued)

- Commissioner Cross stated that the board should take this opportunity to formalize policies and procedures, like operating hours, days off, holidays, sick days, etc. for the support staff because currently no structure exists for them
- There was discussion about the salary/benefits, and it was decided to post the open position ad and then decide on the salary range and benefit structure before interviews start
- Chief Burke said in looking at other municipalities, the present Clerk Treasurer has a very competitive salary for this position but, there is no defined time off

B.) HFD By-law Review Committee Update

- The By-law Committee is working on proposed changes, and it is working toward deadline of mid-April for the annual report deadline

C.) FY23 HFD Budget

- Chief Burke stated he sent out the first draft of the 2022 – 2023 budget; Chief Burke said he feels he is within 10% of the budget numbers and this budget is in review presently; there are increases in retirements and contracts and inflation may impact the operational costs
- Chief Burke said there are 2 budgeted capital expenses that need to be dealt with which are the boats and the cardiac monitors; Marine 1 has to be refitted and Marine 2 is a boat that needs to be readied for service; EKG machines are about 10 years old and are approaching end of life
- Each EKG is about \$50k a piece and will have to be replaced within this year or next year; we own 5 back up units presently
- Commissioner Skende asked if grants are being explored for this future expenditure, Chief Burke confirmed grants are being researched

D.) Chief's Review

- Chairperson Cronin reminded the board of the target date of March 10th to have reviews completed and scores back to Peter to consolidate

6. NEW BUSINESS

- None

7. BUILDING REPORT

- Chief Burke said the HVAC balance company has been able to solve some items while others are still being worked on

8. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- None

9. CHIEF'S REPORT

- Call volume is slightly over 2019 and 2020 numbers
- EMS billing returns 2021 should return to 2018 levels; Chief Burke said he spoke to the EMS billing company and they suggested to keep the rates where they are presently

10. PUBLIC COMMENT

- None

Vote on Adjournment of public session:

Upon a motion dully 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 8:04 PM

Respectfully submitted,

Colleen Murphy, Recording Secretary Hyannis Fire District