

HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

*As Amended* *Approval*  
*Ronin*  
*1/27/22*

<b>Date of Meeting:</b>	<b>Thursday, January 13, 2022</b>
<b>Meeting Place:</b>	<b>95 High School Road Extension, Hyannis, MA 02601 and Zoom Meeting and Dial-in Number: 781-368-1701</b>

A quorum being duly present, Commissioner Cronin called the January 13, 2022 Hyannis Fire District Commissioner Regular Meeting to order at 7:00 PM.

**PRESENT:** Chairperson Laura Cronin, Commissioners Dennis Sullivan, Peter Cross, Victor Skende, and (via Zoom) Commissioner Atsalis

**ALSO PRESENT:** Chief Peter Burke, Deputy Chief Eric Kristofferson, Capt. Dave Webb, and Recording Secretary Colleen Murphy

**I. OPEN SESSION:**

- Chairperson Cronin took the meeting out of order to discuss Chief Burke's request to approve and affirm the appointment of FF Seamus Murray
- Upon a motion dully made and seconded it was voted to approve the appointment of FF Seamus Murray and to waive the 15-day review period

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:  
Chairperson Cronin: Aye  
Commissioner Atsalis: Aye  
Commissioner Sullivan: Aye  
Commissioner Skende: Aye  
Commissioner Cross: Aye

**1. MINUTES:**

Upon a motion fully made and seconded it was voted to approve as amended the minutes of the November 15, 2021 Regular Meeting

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:  
Chairperson Cronin: Aye  
Commissioner Cross: Aye  
Commissioner Sullivan: Aye  
Commissioner Atsalis: Aye  
Commissioner Skende: Aye

Upon a motion dully made and seconded it was voted to approve as amended the minutes of the December 09, 2021 Regular Meeting

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:  
Chairperson Cronin: Aye  
Commissioner Cross: Aye  
Commissioner Sullivan: Aye  
Commissioner Atsalis: Aye  
Commissioner Skende: Aye

## **2. CORRESPONDENCE:**

- Chairperson Cronin stated the commissioners will find the Hyannis Fire District's 2022 Election and nomination information, 2 seats for Board of Commissioner's open, and also the HFD Regular Meeting dates schedule, from Verna LaFleur in their mailboxes.

## **3. PUBLIC COMMENT:**

- None

## **4. STREET LIGHTS:**

- Chairperson Cronin asked Commissioner Atsalis if the new Dollar Store received a new street light
- Commissioner Atsalis stated the new street light was not needed as the Dollar Store had placed a bright light (free standing in its parking lot) which negated the need for a street light as it was the area was sufficiently lighted without disturbing the residential neighborhood

## **5. OLD BUSINESS:**

- None

## **6. NEW BUSINESS**

### **6a. Promotional Process Update**

- Chief Burke stated that prior to the acceptance of the new contract, Chief Burke worked with the Local (Union 2172) to update the promotional process – a good promotional policy was created however due to the COVID pandemic it was agreed there are some unforeseen limitations with the updated promotional policy; the promotional policy relied on certification; certification classes have not been available during the pandemic; Chief Burke said what has been proposed is that a promotional candidate can be allowed to maintain their promotion prior to obtaining the specific position certification class(es) but with the need to obtain the specific level of certification for that job within a 3-year timeframe; Chief Burke said he would be seeking the board's approval for the updates to the promotional process; Commissioner Cross said he thought this plan was a very good compromise; Commissioner Sullivan said this plan was the right thing to do

Upon a motion dully made and seconded it was voted to approve the promotional process amendment dated January 13, 2022

## **VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:

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

### **6b. District Board Clerk/Treasurer**

- Clerk Treasurer LaFleur sent an intent to resign letter to the board of commissioners earlier this week with a tentative separation date of June 24, 2022; Chairperson Cronin stated there is only 5 months to find a replacement so the board needs to take action with creating a job description and suggested bringing in a third party to help ensure securing a replacement before Mrs. LaFleur leaves; and we are working within the Commonwealth of MA hiring guidelines for a District Clerk Treasurer.
- It would also be a good time to also align with any efficiencies and modernity initiatives that have taken place in the past several years and potentially incorporate them into the position.
- All agreed it is a good opportunity for the Board to reexamine the role of the District Clerk Treasurer and see if any role changes should be incorporated. Using a third party will help with any potential job direction changes, and aid in the search of candidates for the updated position.
- Commissioner Cronin also stated that a Search Sub-Committee should be formed, from the Board, to oversee and direct the District Clerk Treasurer job replacement process.
- Commissioner Sullivan said Clerk Treasurer LaFleur should be included in the search for her replacement as she is the best person to help others understand what her job has entailed, all agreed this will be critical in streamlining the process and a smooth transition.
- Commissioner Sullivan also stated he will not be running for another term
- All commissioners thanked Commissioner Sullivan for his 27 years of service for the HFD

- Commissioner Cross mentioned he sent an email to Chairperson Cronin and asked the HFD By-law Committee to consider the HFD By-law language be changed to remove the residential limitations on the District Clerk Treasurer position; Commissioner Cross said he was concerned that a right candidate may live outside the geographical area of the Town of Barnstable. Chairperson Cronin stated she did pass that request to the By-Law Review Committee, and the committee understands the advantage of expanding the geographical guideline; and they have been discussing what options exist within the enabling legislation and/or MA guideline for the MA Fire Districts.
- Commissioner Skende asked what the immediate next steps for the District Clerk Treasurer search; Chairperson Cronin stated we can look at option's other districts, and Towns have used, and mentioned the Town of Barnstable's Finance Manager, Mark Milne, might be someone we could approach to find out the Town's hiring process for their finance positions, or possibly tap into MRI consultants who we use for the Chief and Captain and Lieutenant testing. Chief Burke said he would reach out to them.
- Chairperson Cronin said we first need to form an internal search sub-committee; Commissioner Atsalis stated he would like to be part of that committee and Chairperson Cronin stated she would like to be part of the committee too.

#### 6c. Building Report

- Chairperson Cronin stated there were some building expenditures to be signed off on – and asked commissioners to review and sign the signoff sheet.
- Chairperson Cronin stated the audit was officially finished and a report will be printed and sent to the commissioners to review before the next regular meeting.

Commissioner Skende asked about Chief Burke's evaluation; Commissioner Cross stated he would help with the evaluation process; it was decided the Chief Burke's evaluation will be done in the same format as 2021.

- Discussion was also had on venue for the election and it was suggested we wait to see how many candidates there will be. Chairperson Cronin said the nomination papers need to into the District Clerk Treasurer by March 14, 2022, and at that point the board can decide what location the Election should be hosted in, based on anticipated volume.

### 7. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- None

### 8. CHIEF'S REPORT

- Deputy Chief Kristofferson spoke about his analysis on the COVID impact on station and the also followed up on the street lights that were taken down on Sea Street and have been stored by the fire house; He was able to get a credit from Eversource for money owed on the lights since they have been out of commissioner since September 2020; The Deputy Chief was told by Siemens that they did not want the street lights back so the Deputy Chief is contacting the Town of Barnstable Structures and Grounds to see if they can use the lights;
- Deputy Chief Kristofferson handed out an updated shift schedule to the commissioners.
- Deputy Chief Kristofferson informed the commissioners he will be retiring from the HFD in early summer 2022; Chief Burke thanked the Deputy Chief for all the incredible work he has done over his remarkable career. Commissioners echoed that statement.
- Chief Burke stated the HFD was a recipient of a \$20,000 grant for command-board equipment
- Capt. Webb updated the commissioners on the new digital radios to replace the 1996 outdated radios; he detailed how the \$750,000 that the HFD was going to have to come up with to pay for the mandatory radios were actually reduced to \$27,490 out of pocket for the HFD; this was done with grant money and also discounts that the Commonwealth had gotten from the radio manufacturer. The commissioners thanked Captain Webb for the presentation and all of the work he did to secure the grant funds to save the District significant money.
- Chief Burke said call volume was over 2020 and slightly over 2019; still tracking 2 long-term injuries.

### 9. 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 Atsalis: Aye  
Commissioner Sullivan: Aye  
Commissioner Cross: Aye  
Commissioner Skende: Aye

Adjourned at 8:13 PM

Respectfully submitted,  
Colleen Murphy, Recording Secretary Hyannis Fire District

# Meeting Agenda

## **HYANNIS FIRE DISTRICT - BOARD OF COMMISSIONERS**

NOTICE OF MEETING IN ACCORDANCE WITH M.G.L. c. 30A, § 20(b)

Laura Cronin-Chair , Dennis Sullivan- Vice Chair

**DATE OF MEETING: January 13, 2022**

**TIME: 7:00 PM**

**PLACE: 95 High School Road Extension**

**Hyannis, MA 02601**

### **REMOTE PARTICIPATION**

The January 13, 2022 A Meeting of the Board of Commissioners will be conducted AT THE HYANNIS FIRE DEPARTMENT HEADQUARTERS. Real-time Public comment can be addressed to the Board utilizing the

Zoom link or telephone number and access code listed below:

Link: Join Zoom Meeting

<https://zoom.us/j/8068284804>

Meeting ID: 806 828 4804

For Public Comment Dial: 774-368-1701

Password: Hyannis1!

### **AGENDA & CALL TO ORDER**

#### **I. OPEN SESSION**

1. Minutes
2. Correspondence:
3. Public Comment:
4. Street Lights:
5. Old Business:
6. New Business: a.) District Clerk Treasurer  
b.) FF Seamus Murray  
c.) Alteration of Promotional Policy
7. Building Report
8. Items not reasonably anticipated by Chair
9. Chiefs Report
10. PUBLIC COMMENT

#### **II. POTENTIAL EXECUTIVE SESSION**

#### **ADJOURN**

*The Chair reserves the right to call items on the agenda out of order. Items are listed in their approximate order, and items may be reached earlier or later than the posted order. Items listed for executive session may also be discussed in open session. The listing of items contains those items reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Persons interested are advised that in the event that any matter taken up at the meeting that remains unfinished at the close of the meeting may be put off to a continued session of the meeting, in accordance with the Open Meeting Law.*

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