

HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

*Approved  
R Cronin  
1-26-23*

<b>Date of Meeting:</b>	<b>Thursday, December 8, 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 December 8, 2022 Hyannis Fire District Commissioner Regular Meeting to order at 7:04 PM

**PRESENT:** Commissioners Laura Cronin, Demetrius Atsalis, and Victor Skende

**ALSO PRESENT:** Chief Peter Burke, District Clerk Treasurer TK Menesale, Deputy Chief Mark Storie, and Recording Secretary Colleen Murphy

**ABSENT:** Commissioner Peter Cross and Commissioner Alex Mercado

**I. OPEN SESSION:**

**1. MINUTES:**

- The transcribed minutes will be voted on in a future meeting

**2. CORRESPONDENCE:**

- None

**3. PUBLIC COMMENT:**

- None

**4. STREET LIGHTS:**

- Commissioner Atsalis stated that Commissioner Cross received a phone call about a streetlight in Hyannis; he will research this item

**5. OLD BUSINESS:**

- None

**6. NEW BUSINESS:**

**6a. Reports:** Commissioner Cronin stated that there were some reports that District Clerk Treasurer Menesale had given to the commissioners in their mailbox. Some of these reports are new and some of them are ones the commissioners have already received.

- Commissioner Cross had some questions when he read these reports, so in going over his questions Commissioner Cronin thought it would be a good idea to open up a larger board discussion regarding these reports

- These reports were, the FY21 Annual Financial Statements, Management Letter, HFD FY23 Annual Meeting and Important Dates Checklist, District Clerk Treasurer Menesale's job description document, and the District Clerk Treasurer's personal 6-month goal list document dated 7/14/22, etc.

**FRAHER** — Commissioner Cronin said these documents are pretty standard; we have a new accounting firm who took over from Bill ~~Faher~~, and prepared the FY21 Financial Statements. The Financial Statements are done every year, the Management Letter is a letter written by the auditing firm for assessment purposes; this letter is to clarify our processes and procedures; and confirmed the auditing firm did not find any significant issues; Commissioner Cronin summarized that this report did not find any red flags; and it is important for the commissioners to understand and know where the information is coming from.

- Commissioner Cronin stated in FY 2022 we may see some of the recommendations have been incorporated; but it is up to the commissioners to address and approve any changes noted by the auditing firm, as needed.

- Commissioner Cronin said that we may need to review the lease company for the trucks for any future purchases, to ensure they are approved vendors. All capital expenditures are reviewed and approved at our commissioner meetings, and are included in the warrant as part of the operating budget which is voted on as a bundle item at the annual meeting.

- The HFD Actual Report for the district, is from the total Barnstable Municipal County report.

- HFD FY23 Annual Meeting and Important Dates Checklist - is from District Clerk Treasurer Menesale's notes, which she organized with all the important items around the annual meeting and

*Actual*

election; some of the information contained are ad info, nomination papers, open positions, and other important dates for the District Clerk Treasurer position.

- The board discussed some word edits that needed to be done on the checklist – such as certification dates, for Town Clerk verification, and our District Clerk Treasurer, etc..
- Carol Taylor, as one of the precinct warden for the Town of Barnstable, runs the election and responsible for the poll workers. She has performed this function for the district in past elections and annual meetings,
- The board discussed the election hours; Commissioners may look at expanding voting hours from 12-7
- District Clerk Treasurer Menesale will notify attorneys of the ballot discussions and District Clerk Treasurer Menesale will review By-laws
- The board discussed the printing of the annual report for the annual meeting – to use a local vendor.
- There will be a timetable for the budget project plan and this plan will be reviewed in the January 2023 meeting
- Commissioner Cronin asked if there were any further questions or issues with the reports
- The board stated that their questions/issues had been covered by the discussion

**6b. District Clerk Treasurer Menesale's 6 month Review:** Commissioners Cronin and Atsalis have been meeting with District Clerk Treasurer Menesale over these last 6 months to ensure District Clerk Treasurer Menesale's success. The July 7, 2022 meeting between District Clerk Treasurer Menesale, Commissioner Cronin, and Commissioner Atsalis was the first meeting with a feedback document of District Clerk Treasurer Menesale's work to give her time to adjust to her new job.

- Commissioner Cronin then discussed the feedback document from the meeting (07/07/2022), and the 7/14/22 Goals and Objectives list, which District Clerk Treasurer Menesale had placed in the commissioners' mailboxes prior to this meeting of the board. There were several disconnections with the goals prepared vs. the 7/07/22 direction given.
- The board had a general discussion on District Clerk Treasurer Menesale's overall performance based on the feedback documents from her meetings with Commissioners Cronin and Atsalis throughout the last 6 months
- Commissioner Cronin and Chief Burke touched base about District Clerk Treasurer Menesale's job performance on October 28, 2022.
- District Clerk Treasurer Menesale had another informal review on November 18, 2022.
- The feedback review stressed the importance of communicating and the method of communication.
- The board discussed why the 6 month review was held tonight in a public session, as these reports are usually handled in informal meetings and not in a public meeting.
- Commissioner Cronin discussed the primary items for the District Clerk Treasurer Menesale for the next 6 months such as: the election timeline, the budget, and the annual meeting.

#### **6c: Regarding the creation of the Gifts and Fire Training Account:**

Upon a motion duly made and seconded it was voted to approve the award for \$13,200 for professional development and to make gifts and fire training account

- Vote recorded as follows:
- Commissioner Skende: Aye
  - Commissioner Cronin: Aye
  - Commissioner Atsalis: Aye

*of funds*

#### **7. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR**

- None

#### **8. CHIEF'S REPORT**

- Chief Burke said that 10% year over year overtime tracking year to date
- The award dinner was last week
- Fire prevention trailer has been delivered and the fire prevention trailer is in the parking lot
- Chief Burke appointed Deputy Chief Storie to head the downtown reorganization
- Chief Burke is thinking about the July 4<sup>th</sup> fireworks situation as the fireworks barge is close to nests of piping plovers
- Chief Burke said the new hires will soon be onboarded
- The Hyannis Mall had 2 reported units that lost power, HFD handled this situation well
- There was a critical cardiac arrest call which was airlifted to Boston for treatment; HFD handled this tough medical situation well.
- Chief Burke continues to collaborate with Sandwich and Yarmouth: the benefit to this collaboration is a financial regional dispatch study; HFD is one out of the 10 parties involved in this analysis
- The Commonwealth would like a regionalization of the dispatch

*Ch. Parker*

- Captain LaMothe received \$13,400 grant; he is in the middle of completing our orientation sheet.
- District Clerk Treasurer Menesale's new budget spread sheet is very good.
- FF Patrick Holmes who was a victim in the Apple Store vehicle incident is back home and recovering from his injuries.
- Santa Day is being held from 11 AM to 2 PM

#### **9. PUBLIC COMMENT**

- None

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:

Commissioner Skende: Aye

Commissioner Cronin: Aye

Commissioner Atsalis: Aye

Adjourned at 8:52 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

**DATE OF MEETING:** December 8, 2022  
**TIME:** 7:00 PM  
**PLACE:** 95 High School Road Extension, Hyannis, MA 02601

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**REMOTE PARTICIPATION:**

On **December 8, 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!

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**AGENDA & CALL TO ORDER:**

**I. OPEN SESSION**

1. Minutes
2. Correspondence
3. Public Comment
4. Street Lights
5. New Business
  - a.) District Clerk/ Treasurer Reports Review- TK Menesale
    - i. Review of reports and documents distributed to Commissioners
  - b.) District Clerk/ Treasurer Six Month Review
    - i. YTD Performance Discussion
      1. Commissioners Cronin and Atsalis- Summary review of meetings to date
      2. Other input comments
    - ii. Setting forward goals and objectives
  - c.) Training Donation Transfer
6. Building Report
7. Items not reasonably anticipated by Chair
8. Chief's Report
9. 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.