

# HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT  
HYANNIS, MA. 02601

## DISTRICT BY-LAW COMMITTEE

Nathaniel Munafo, Chairman  
Laura Cronin, Commissioner  
Lt. Brian Lawrence  
Michael Medeiros, EMS Supervisor  
Larry Decker, Clerk

## BOARD OF COMMISSIONERS

Peter Cross, Chairman  
Demetrius Atsalis, Vice Chairman  
Victor Skende, Clerk  
Laura Cronin  
Dennis S. Sullivan

## HYANNIS FIRE DISTRICT BY-LAW COMMITTEE

### November 9, 2016 Meeting Minutes

**In Attendance:** Nathaniel Munafo (Committee Chair), Laura Cronin (Commissioner), EMS Supervisor Michael Medeiros, Lt Brian Lawrence, Larry Decker (Clerk)

Visitors: None

Chairman Munafo called meeting to order at 6:07 pm.

Minutes of October 12, 2016 – motion made and seconded to accept. Passed unanimously.

Public Comment: None

Discussion on draft of updated by-laws including by-law changes approved at 2016 Annual Meeting. Nathaniel Munafo mentioned there were a number of typo errors (wording, formatting, etc.) Nothing to change intent.

- a) By-Laws Draft – page 5, subparagraph (n) except “to” should be changed to except “for”. After discussion it was decided to leave as is in draft.
- b) By-Laws Draft – page 12 subparagraph (a) “Firefighters”. Should be two words?  
Discussion – leave as is.

Other general small typos do not change intent. Leave as shown and forward to lawyer as submitted.

Further discussions –

Under Article I: Elections – Sections listed as 1 & 2 should be shown as Sections A & B.

Under Article II: Annual And Special Meetings – Sections 1 thru 5 should be listed as A thru E.

Page 4, Section 5 – Handbook of Parliamentary Law – should be underlined.

Page 5, paragraph (n) – Robert’s Rules of Order – should be underlined.

Page 20, Current By-Laws Adopted (1987) and Amended (1988) – does not indicate what was amended. Also there should be an appendix labeling legislation with substantive changes.

After approval of these changes they can be uploaded and provided to the Clerk-Treasurer.

There was also a general discussion regarding the cover of the District’s By-Law booklet.

Nathaniel Munafo presented a proposal for a new subsection to be inserted at the end of Article III, Section 1 with regard to the position of "Records Access Officer", which is required by new State laws. After discussion, the proposal was amended slightly, to read as follows: "The Board of Commissioners shall ensure that, at all times, the District has at least one person assigned to fulfill the responsibilities of Records Access Officer, as required by Massachusetts General Laws Chapter 66, Chapter 121 of the Acts of 2016, and any other relevant laws. In the event that there is a vacancy in the role of Records Access Officer, the Vice-President of the Board of Commissioners shall perform those duties until the Board fills the position at its next regularly scheduled meeting". Laura Cronin made a motion to accept as amended, seconded by Mike Medeiros. Passed unanimously.

Also on the topic of Records Access Officer, there was discussion regarding a potential recommendation by the By-Law Committee that the District should fill this position within the duties of a new IT Officer position. This is because many of the new State Public Records requirements include areas of cross-over with the IT field, like requirements for digital recordkeeping. Laura will present a draft recommendation at the next meeting.

Nathaniel Munafo presented a proposal to require the Chairman of the Board of Commissioners to write an annual report from the Board for inclusion in the District's Annual Report, similar to the Chief's report. The Committee agreed that a new subsection at the end of Article III, Section 1 would be the best location for this addition. The proposal was slightly amended and read as follows: "The Chairman of the Board of Commissioners shall prepare a written report annually on the District's actions, expenditures, and accomplishments, and its financial status. This report shall be included in the District's annual report." The amended proposal passed unanimously.

There was discussion regarding Article III, Section 3 (b) which deals with vacancies in the office of Deputy Fire Chief. It was pointed out that this subsection does not take into account the Department's Promotional Policy, which is contained in the Collective Bargaining Agreement. Nathaniel will present a proposal revision at the next meeting.

Larry Decker pointed out that Article III, Section 2 (a) is poorly organized. After discussion by the Committee, Nathaniel will present a proposed reorganization at the next meeting.

Nathaniel Munafo noted an apparent duplication of the phrase "notify the person involved of the removal or suspension or" in Article V (b) (iv). He will present a revision proposal at the next meeting.

Public Comment: None

Next meeting: December 14, 2016, at 6:00 pm.

Meeting adjourned: 7:30 pm.

Respectfully Submitted,

Larry Decker,  
Clerk