

HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT
HYANNIS, MA. 02601

DISTRICT BY-LAW COMMITTEE

Nathaniel Munafo, Chair
Peter Burke, Fire Chief
Lucien Poyant
Brian Lawrence, Lieutenant
Laura Cronin, Commissioner, Clerk

BOARD OF COMMISSIONERS

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

HYANNIS FIRE DISTRICT BY-LAW COMMITTEE

January 10, 2018 Meeting Minutes

In Attendance: Nathaniel Munafo (Committee Chair), Chief Peter Burke, Lt. Brian Lawrence, and Laura Cronin (Commissioner, Clerk)

Excused: Lucien Poyant

The fourth meeting of the Hyannis Fire District By-law Committee began at 6:00 PM.

Open Session:

1. Discussion and Approval of November 08, 2017 Minutes:
 - a. Chief Burke motion to approve/ Second Brian L. – Approved unanimously.
2. Public comment – None
3. Discuss Hyannis Fire District By-laws including:
 - a. Legal Review of Approved By-Law Proposal:
 - i. 12/18/17 Nathaniel requested Laura C. to get approval from Commissioners to get legal review of proposed by-law changes, Commissioners agreed.
 - ii. 1/10/18- Nathaniel received an email from Attorney Maccaro with his feedback on the Fee Change by-law change we proposed which removed the dollar value and allow it to be reviewed and set by the Commissioners. Attorney Maccaro while said there was nothing legally wrong with our proposal, had still suggested we leave dollar values.
 1. Committee discussed this and agreed we should remove the dollar value as we proposed.
 2. Nathaniel will let Attorney Maccaro know we will keep our proposal and re-emphasized our reasons for doing so.
 - b. Authority to Enter Contracts:
 - i. Committee discussed proposing a new section to include wording to have the By-Law allow the Board of Commissioners to delegate the Chief to enter into policy agreements and contracts, with other municipal and/or districts directly.

- ii. MA GL 40 Section 4a may provide a template for us to use.
 - iii. This would allow the chief authority to create policies and procedures pertinent to the operations of the department. Examples: Standard Operating Procedures (SOP's), Mutual Aid agreements, etc.
 - iv. Any agreements regarding tax rates, or other district rates, would be excluded.
 - v. The Board of Commissioners could always review and choose to take back the authority if they see it appropriate to do so.
 - c. Comments from Committee Members - None
- 4. Annual Meeting:
 - a. Review the annual meeting set-up process and procedures presented by Moderator Krau from 10/17/17.
 - i. Discussion on items that are deemed suggestions for coordinating meeting protocols, vs. requests that we should document so we have consistency in annual meetings and provide information to the district members.
 - ii. Laura C. will provide a summary to the Board of Commissioners to get their feedback and support in working with the Clerk/Treasurer to implement at annual and/or special district meetings.
- 5. By-Law Review Committee Annual Report:
 - a. Nathaniel asked for any items we would like to include, to get back to him.
 - b. Nathaniel will provide a draft for Committee to review.
- 6. Items not reasonable anticipated by the Chair at least forty-eight (48) hours prior to the meeting. - None
- 7. Public Comment – none
- 8. Next Meeting: to be determined.

Adjournment:

Motion to adjourn was made by Chief Burke, and seconded by Laura C., the Committee voted unanimously in favor. The meeting was adjourned at 8:16 PM.

Respectfully Submitted,
Laura Cronin, Commissioner/ By-Law Committee Clerk