

**HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING**

Date Of Meeting:	Thursday, May 23, 2019
Meeting Place:	95 High School Road Extension Hyannis, MA 02601 in the 2nd Floor Training Room

A quorum being duly present, Commissioner Cross called the May 23, 2019 Hyannis Fire District Commissioner meeting to order at 7:01 PM.

PRESENT: Peter Cross, Dennis Sullivan and Victor Skende

ALSO PRESENT: Chief Peter Burke and Reporting Secretary Colleen Murphy

ABSENT: Laura Cronin and Demetrius Atsalis

I. OPEN SESSION:

- Chairman Cross takes the agenda item New Business #6b out of order regarding the Appointment of Acting Officers
 - o Chief Burke stated there are two requested promotional motions:
 - To appoint Capt. Eric Kristofferson as Acting Deputy Fire Chief effective June 17, 2019 until a permanent Deputy Fire Chief is appointed in accordance with Article 2 Section 3 of the district bylaws
 - Upon a motion duly made and seconded it was voted to approve the appointment of Capt. Eric Kristofferson as Acting Deputy Fire Chief effective June 17, 2019
- VOTE: PASSES UNANIMOUSLY**
- To confirm the appointment of Lt. Nathan Coughlan to Acting Captain and Firefighter Jonathan Talin to Acting Lieutenant effective June 17, 2019
 - Upon a motion duly made and seconded it was voted to approve to confirm the appointment of Lt. Nathan Coughlan to Acting Captain and Firefighter Jonathan Talin to Acting Lieutenant effective June 17, 2019

VOTE: PASSES UNANIMOUSLY

1. MINUTES:

- Upon a motion duly made and seconded it was voted to approve as amended the minutes of the May 9, 2019

VOTE: PASSES UNANIMOUSLY

2. CORRESPONDENCE:

- None

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- None

5. OLD BUSINESS:

- None

6. NEW BUSINESS:

- a. Building Committee Report
 - Chairman Cross stated the building project is approaching the completion
 - Building project continues to be on budget
 - Tentative construction end target end date is late June 2019
 - Lt. Webb's date to start his work on the Memorial on the north end of the building is the 2nd week in June 2019
 - Commissioner Skende said there presently is no permit for the lawn sign but he has spoken to the contractors regarding getting this item back on track to completion
 - Chairman Cross said he asked the contractors to make sure the building has up-to-date surge protection for all the electronics in the building
- c. Staffing Proposal FY 2020
 - Chief Burke said they had created an advertisement for the Administrative Assistant Position and would like to post the advert and have the new person start July 1, 2019
 - Chief Burke gave the Commissioners a proposed task list for the Fire Prevention Captain's position
 - The Deputy position will then be focused on helping the Fire Captains with best practices, policies and procedures; stabilization force is a consistent force and coordinating with the Chief and with the upstairs operation and being a conduit with the Fire Prevention team
 - Chief Burke said 2 civilian positions and 4 FF positions are already approved in the FY 20 budget – the additional position will be paid for with the monies that were allocated for the present Deputy's severance/buy out
 - Commissioner Sullivan said both he and Commissioner Atsalis met with Chief Burke to talk about the long-range plans for the Fire Department
 - Upon a motion duly made and seconded it was voted to proceed with the development of a job description and a promotional policy for a Fire Prevention Captain
 - **VOTE: PASSES UNANIMOUSLY**

7. ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR

- None

8. CHIEF'S REPORT

- Chief Burke said the team has been very busy with training
- FF Wendy Austin with support from FF Mike Dalmau coordinated a peer support program which took place at the fire station for 2 days
- The peer support program had 25 FF from across Massachusetts, 7 of the FFs were from the HFD, the program focused on the mental well-being of FFs and how peers can help identify issues and try to address these issues before they become problems
- This program is supported by the International Association of Fire Fighters Union
- 4 FFs participated in a 3-day training with the Coast Guard
- 10 FFs participated in leadership training on May 23rd

9. PUBLIC COMMENT

- None

10. POTENTIAL EXECUTIVE SESSION

- None

Vote on Adjournment:

Upon a motion fully made and seconded it was voted to Adjourn
Adjourned at 7:53 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District