

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: March 23, 2023
TIME: 7:00 PM
PLACE: 95 High School Road Extension, Hyannis, MA 02601

*Approved
L Cronin
5/11/23*

OPEN SESSION

Meeting opened at 7:02pm, and Commissioners Cronin, Cross, Atsalis and Mercado were present. Also present were Chief Burke, Deputy Story, Clerk-Treasurer TK Menesale, Union President Chris Murphy and Captain Medeiros.

Minutes- review meeting minutes of 2/23/23

The minutes for 2/23/23 were approved by Commissioners Cronin, Cross, Atsalis and Mercado.

Commissioner Victor Skende joined via Zoom. No public were present.

Correspondence

Street Lights – nothing, Commissioner has a update that he will push to the next meeting, no emails.

Old Business

Annual Meeting and Elections

TK reviewed the timeline for Fire Chief and the Chairman(s) to submit their letters for inclusion in the Annual District Meeting booklet. TK called and made arrangements for the BPD officer on both May 16 and May 17, and noted the new times for the elections (12noon - 8pm as changed from 3p-8p, per Commissioner Atsalis' request). The Chief's letter for printing in the Annual Report should be submitted to TK by April 18, 2023, and the both the Chairman of the Board of the Commissioners, and the Chairman of the Bylaw Committee letters are due on April 20, 2023.

The Board of Commissioners will discuss and vote the Free Cash at the April 13, 2023 meeting on the May 11, 2023 meeting, the Board will discuss the Ambulance Fund. In the next few meetings, the Board to go over any questions and concerns the Commissioners may have before finalizing the booklet.

New Business

Capt. Medeiros- New Monitors

Captain Medeiros reviewed the new monitors put into service this month, replacing the monitors 11 years old, that are recommended to be replaced every 8 years. The old monitors were traded in, offering a significant discount and savings to the district. The new monitors have improved efficiency, most notably the load to reports features from patient data while the fire fighters are treating patients. In the older method, the report would physically print, and the firefighters would take a picture and post a picture of the printed report in the reporting systems. The new monitors feed the data directly into the report reducing errors and improving time management. The new monitors also monitor blood pressure continuously and a new added feature is carbon monoxide monitoring, and also temperature monitoring. The new advanced life support connects by stickers/pad (no more paddles/no electrocution and offers a safer way for firefighters to perform defib). The new stickers offer a more natural way convey electricity.

Victor Skende, Commissioner, has recently been on the business end of the new monitors, heard from a Cape Cod Hospital Nurse, who remarked on the training program the firefighters go through is amazing. She said the Hyannis firefighters has excellent skills and are well prepared.

Assistant Chief/ Deputy Chief Job Descriptions

Chief Burke presented the new organizational chart the shows the new position of Assistant Fire Chief, and how the reporting will fall. He remarked that the org chart doesn't show the heavy weight of Human Resources duties the new Assistant Fire Chief will be responsible for. The Assistant is not in the union. The Commissioners expressed approval of the job description and updated org chart presented.

Commissioner Victor Skende made a motion to approve the job description, Peter Cross seconded the motion. The motion passed unanimously. The Commissioners requested the job be filled by the end of April. The final job offer should be made by April 13th. There is an anticipated shuffle upstairs, Deputy to Assistant, only one person in position to fill the Deputy position, and no new Captains need to be filled, since we had an extra already. There will be a dayshift bid for "B Captain." There will be an open process to fill the Fire Prevention role(s). The appointment to fill these positions is solely up to Chief Burke and will not come back to the Commissioners for vote. Deputy will move to Assistant, Captain Greg Dardia will move to Deputy, and Captain Dave Webb will move to the Floor for professional experience, which is the path Chief Burke thinks is the best for professional development and experience for Captain Webb.

Commissioner Skende asked about the status of Chief Burke's contract, and Commissioners Cross & Cronin are reviewing and have made edits. MHTL is reviewing the changes.

Building Report

Battery replacement – we made need to consider a contractor come in and take a measure of the building's systems and status (5 years old now). Chief may engage an engineer to report to us on the life spans remaining and etc.

Items not reasonably anticipated by Chair–None

Chief's Report

Chief will be away a few days at a conference, elevator class is ongoing, he consulted about a single point of contact for communications (AT&T). Chief Burke remarked on the Conflict of Interest training and biannual training certification information provided to the Commissioners at the meeting. Acknowledgement of the policy, and the online training certificates should be given to Kelly to put in their files.

PUBLIC COMMENT – none

Next meeting is April 13. Victor made a motion to adjourn, seconded by Commissioner Atsalis, motion passed unanimously.

Meeting closed at 7:43pm

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REMOTE PARTICIPATION:

On **March 23, 2023** 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: 1-305-224-1968
Password: Hyannis1!

AGENDA & CALL TO ORDER:

I. OPEN SESSION

1. Minutes- review meeting minutes of 2/23/23
2. Correspondence
3. Public Comment
4. Street Lights
5. Old Business
 - a.) Annual Meeting and Elections
6. New Business
 - a.) Capt. Medeiros- New Monitors
 - b.) Assistant Chief/ Deputy Chief Job Descriptions
7. Building Report
8. Items not reasonably anticipated by Chair
9. Chief's 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.