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HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

Date of Meeting:	Thursday, March 24, 2022
Meeting Place:	95 High School Road Extension, Hyannis, MA 02601 and Zoom Meeting and Dial-in Number: 781-368-1701

A quorum being duly present, Commissioner Sullivan called the March 24, 2022 Hyannis Fire District Commissioner Regular Meeting to order at 7:00 PM

*approved
4/28/22*

PRESENT: Commissioners Dennis Sullivan, Peter Cross, and Victor Skende

ALSO PRESENT: Chief Peter Burke, Deputy Chief Eric Kristofferson, FF Mike Dalmau, and Recording Secretary Colleen Murphy

ABSENT: Chairperson Laura Cronin and Commissioner Demetrius Atsalis

I. OPEN SESSION:

1. MINUTES:

Upon a motion fully made and seconded it was voted to approve the minutes of the March 10, 2022 Regular Meeting

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

- Commissioner Sullivan: Aye
- Commissioner Cross: Aye
- Commissioner Skende: Aye

2. CORRESPONDENCE:

- None

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- None

5. OLD BUSINESS

A.) District Clerk/Treasurer Position

- Chief Burke stated there have been 13 applicants for this open position and 7 out of the 13 are qualified for the open position
- Chief Burke said he and Chairperson Cronin met with Mass MuniFin Senior Consultant Sara Hunter; the discussion centered on the scope of this open position; the scope will be the following: supporting staff if needed, onsite visits up to 2 days a week and travel expenses, offsite support with e-mail and phone response, work with the current Clerk/Treasurer/Accountant to review the process and procedure of the office, creation of a job description, create recommendations for best practice and streamlining, work with the HFD to create process and procedures for this position; this whole process should take 8 weeks to complete, 16 hours a week for management of this process and 8 hours a week for a support person
- MuniFin is a 15 person company which has qualified personnel who can serve as interim Clerk/Treasurer if needed during this search and hire process
- Application process will be closing Friday, April 8, 2022

Upon a motion fully made and seconded it was voted to approve the contract with MuniFin with stipulation the contract not to exceed the sum of \$24k

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

- Commissioner Sullivan: Aye
- Commissioner Skende: Aye
- Commissioner Cross: Aye

5. OLD BUSINESS continued

B.) HFD By-law Review Committee Update

- The By-law Committee made format changes to the HFD job titles to ensure the nomenclature has a title consistency throughout the By-law document
- Commissioner Cross stated he sent the HFD By-law Committee requesting they amend the by-laws so the commissioners can hire a Clerk/Treasurer, if needed, who lives beyond the town of Barnstable limits (if needed) especially with this new remote-work era
- Chief Burke said the By-law Committee has been discussing this question

C.) FY23 HFD Budget

- Chief Burke stated the FY23 budget continues to be worked on; there are a bunch of moving targets as we are dealing with inflation numbers
- Commissioner Sullivan said Clerk/Treasurer LaFleur has a deadline for the budget set in late April

D.) Chief's Review

- Commissioner Cross stated the Chief's review is finished and Commissioner Cross has put the results/statistics in Chairperson Cronin's HFD mailbox

6. NEW BUSINESS

- None

7. BUILDING REPORT

- Chief Burke said the vent cap covers are done; the HVAC system was looked at the exhaust fan that is needed

8. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- None

9. CHIEF'S REPORT

- Chief Burke said all salient items have been covered earlier tonight

10. 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 Sullivan: Aye

Commissioner Cross: Aye

Adjourned at 7:16 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 , Dennis Sullivan- Vice Chair

DATE OF MEETING: March 24, 2022

TIME: 7:00 PM

PLACE: 95 High School Road Extension

Hyannis, MA 02601

REMOTE PARTICIPATION

The March 24, 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!

AGENDA & CALL TO ORDER

I. OPEN SESSION

1. Minutes
2. Correspondence:
3. Public Comment:
4. Street Lights:
5. Old Business:A) District Clerk Treasurer Position
B) HFD By-Law Review Committee update
C) FY23 HFD Budget
D) Chiefs Review
6. New Business:
7. Building Report-
8. Items not reasonably anticipated by Chair
9. Chiefs 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.