

HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

<b>Date of Meeting:</b>	<b>Thursday, March 09, 2023</b>
<b>Meeting Place:</b>	<b>95 High School Road Extension, Hyannis, MA 02601 and Zoom Meeting and Dial-in Number: 781-368-1701</b>

A quorum being duly present, Commissioner Cronin called the March 09, 2023 Hyannis Fire District Commissioner Regular Meeting to order at 7:09 PM

*Approved L Cronin 6/8/23*

**PRESENT:** Commissioners Laura Cronin, Peter Cross, Alex Mercado, and Victor Skende (via Zoom joined meeting at 7:23 PM)

**ALSO PRESENT:** Chief Peter Burke, District Clerk Treasurer TK Menesale, Deputy Chief Mark Storie, and Recording Secretary Colleen Murphy

**ABSENT:** Commissioner Demetrius Atsalis

**I. OPEN SESSION:**

**1. MINUTES:**

Upon a motion duly made and seconded it was voted to approve the meeting minutes of February 09, 2023 as amended

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:

- Commissioner Cronin: Aye
- Commissioner Cross: Aye
- Commissioner Mercado: Aye

- The February 23, 2023 Meeting minutes will be voted on at a future meeting

**2. CORRESPONDENCE:**

- None

**3. PUBLIC COMMENT:**

- None

**4. STREET LIGHTS:**

- None

**5. OLD BUSINESS**

**5a. Annual Meeting and Elections**

- We will review the checklist and the timeline; next Friday, 3/17/23, is the deadline for any new candidates to bring certified nomination papers to the District Clerk-Treasurer.

**5b. Finalize FY24 Budget**

- Chief Burke has sent out a final draft of the FY24 budget to the commissioners
- Chief Burke said the budget is not expected to increase significantly from what he proposed in the FY24 final draft
- Commissioner Cross asked what percentage the budget has increased; District Clerk-Treasurer Menesale stated the budget has gone up 4.6%
- Chief Burke said this budget is a basically level-serviced budget except for these 2 exceptions: (1) boat item and (2) the Assistant Chief new position; Chief Burke reminded the board that we have been discussing these items in past meetings.

Upon a motion duly made and seconded it was voted to approve the FY24 budget as presented on March 09, 2023.

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:

Commissioner Cronin: Aye

Commissioner Cross: Aye

Commissioner Mercado: Aye

**6. NEW BUSINESS**

**6a. Review February Expenses and Revenue Reports**

- Chief Burke stated he does not anticipate any issues and the HFD staff is starting to prepare for year-end reports

**6b. Assistant Chief Position**

- Chief Burke presented a memo that detailed the draft Assistant Chief position description and an organizational chart which included the Assistant Chief position if that position was filled today
- Commissioner Skende was able to connect to the HFD Board of Commissioners Regular Meeting remotely at 7:23 PM
- Commissioner Cronin reviewed for Commissioner Skende what the board had covered so far in the meeting
- Chief Burke then summarized the memo for the board
- The memo detailed such items as that there is 1 non-union employee; Chief Burke stated that we have discussed the challenges relevant to that situation, for example, the limitations for collective bargaining
- Our goal is to have the Deputy Fire Chief focus on operational issues primarily working with training in the four shifts while the Assistant Chief would work with Fire Prevention, facilities, maintenance, and EMS along with managing Human Resource issues (for example, hiring candidates and any disciplinary actions)
- Particularly important to note – within the next 5 years 1/3 of the department will be retiring
- We have been trying to maintain a consistency within the teams, but the Deputy Chief and the proposed Assistant Chief positions will help to ensure this collaboration will have more operational support
- The board had a discussion around the circulated organizational chart
- The board further discussed the draft job description
- Commissioners Skende asked that since this position is a non-union position would this position have to be announced in the paper
- Chief Burke said it would not as the exams for the Deputy Chief are still valid so they can pull candidates from that pool
- Chief Burke said what he suggests is for the position to be created, for the board to vote on the funding of this position and for the position to then be filled
- Chief Burke said he is trying to keep continuity and help create a viable succession plan which helps to ensure the overall continued success of the organization and the HFD's personnel
- Commissioner Cross said he sees this as an internal reorganization making sure the current employees are moved into positions in which they are best suited to be in for the district, for the fire department and for these individual employees; therefore, no reason to advertise this newly created position outside of the department
- Commissioner Skende concurred with Commissioner Cross regarding his point that this position is in reality a reorganization; the position does not need to be advertised
- Commissioner Cronin said the Deputy Chief exams are upcoming
- The board discussed the Deputy Chief exams
- A Deputy Chief exam may be rerun before Deputy Storie retires by July of 2024

Upon a motion duly made and seconded it was voted to approve the Assistant Chief job description as it was printed on March 09, 2023

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:

Commissioner Cronin: Aye

Commissioner Cross: Aye

Commissioner Mercado: Aye

Commissioner Skende: Aye

Upon a motion duly made and seconded it was voted to direct Chief Burke to begin to fill the Assistant Chief job as of now

**VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:

Commissioner Cronin: Aye  
Commissioner Cross: Aye  
Commissioner Mercado: Aye  
Commissioner Skende: Aye

- Commissioner Cross asked if the board would be part of the interview process
- Chairperson Cronin confirmed that the board will be a part of the interview process
- The next meeting will detail the contract of the Assistant Chief and identify the Chief's contract as well

#### **7. BUILDING REPORT**

- Chief Burke said, Cliffhangers, Inc. is coming back to us with their quotes, some outside lights were replaced, and Convergence Systems Limited is working on the RFIDs

#### **8. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR**

- None

#### **9. CHIEF'S REPORT**

- Chief Burke said the call volume is down from 2022, but the call volume is tracking a bit greater than the call volumes of 2020 and 2021
- New FF candidates are finishing their training and they will be assigned their positions on Monday
- The Dispatch Grant is in the second phase which is the design phase
- Captain Coughlin was at the active shooter training
- The active shooter training will be taking place on April 7th
- Lifepak monitors went into service last week and we have had very good feedback from the crew
- Training by the Fire Academy is taking place; some of those classes are taking place at HFD, 2-day elevator class and a large-scale medical training class are scheduled for the end of the month

#### **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 Cronin: Aye  
Commissioner Cross: Aye  
Commissioner Mercado: Aye  
Commissioner Skende: Aye

Adjourned at 7:57 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

**DATE OF MEETING:** March 9, 2023  
**TIME:** 7:00 PM  
**PLACE:** 95 High School Road Extension, Hyannis, MA 02601

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**REMOTE PARTICIPATION:**

On **March 9, 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!

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**AGENDA & CALL TO ORDER:**

**I. OPEN SESSION**

1. Minutes- approve meeting minutes of 2/09/23
2. Correspondence
3. Public Comment
4. Street Lights
5. Old Business
  - a.) Annual Meeting and Elections- review checklist and timeline
  - b.) Finalize FY24 Budget
6. New Business
  - a.) Review February Expenses and Revenue Reports
  - b.) Assistant Chief Position
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.