

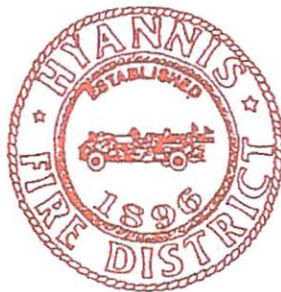
**One Hundred and Twenty-Sixth
ANNUAL REPORT**

of the

OFFICERS

of the

HYANNIS FIRE DISTRICT



1896-2022

**Annual Report 2022
Annual District Meeting and
Warrant for May 18, 2022**

HYANNIS FIRE DISTRICT

BOARD OF COMMISSIONERS

Dennis S. Sullivan

(Term expires 2022)

Peter Cross

(Term expires 2023)

Victor F. Skende

(Term expires 2024)

Demetrius J. Atsalis

(Term expires 2024)

Laura Cronin

(Term expires 2022)

James Tinsley, Moderator

(Term expires 2024)

CHIEF OF DEPARTMENT

Peter J. Burke, Jr.

DEPUTY CHIEF

Eric Kristofferson

CLERK/TREASURER

Verna R. LaFleur

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HYANNIS FIRE DEPARTMENT PERSONNEL

Peter J. Burke, Jr., Chief (2017)
Eric Kristofferson, Deputy Chief (1989)
Kelly Foley, Executive Assistant (2016)
Ronald Buscemi, Master Mechanic (2015)
Sara French, Fire Prevention Clerk/Secretary (2019)
Christopher McCarthy, Support Services (2019)

PERMANENT ROSTER

<u>NAME</u>	<u>YEAR OF HIRE</u>	<u>NAME</u>	<u>YEAR OF HIIRE</u>
Lt. Thomas Lanman, FPO	1990	Lt. Jonathan Talin	2004
A/Lt. John Oberlander	1991	Capt. Nathan Coughlan	2009
Capt. Mark Storie	1991	FF/P Vicki Yefko	2009
Lt. Paul Medeiros	1991	FF/P Rachael Clough	2009
Capt. Jeffrey Huska	1991	FF/EMT R. Alan Marshall	2009
Capt. Gregory Dardia	1993	FF/P Kyle Wiley	2011
Capt. Jeffrey Lamothe	1997	Capt. David Webb, FPO	2011
Capt. Michael Medeiros	1999	FF/P Timothy Booth	2011
Lt. Kenyon Pike	2001	Lt. Dustin Cabral	2013
FF/P Thomas Corbett	2001	FF/P Andrew Hennessy	2014
Lt. Ryan Clough	2001	FF/P Kyle Jacob	2015
A/Lt. John Doherty	2001	FF/P Derek Menangas	2015
A/Lt. Jonathan Martin	2001	FF/EMT Nathan Buckler	2015
Lt. Gregory Shopshire, FPO	2001	FF/P Kevin Powers	2015
FF/EMT Robert Storie	2002	FF/P Wendy Austin	2015
FF/EMT Christopher J Murphy	2002	FF/P Daniel Morizio	2017
Lt. John Dailey	2002	FF/EMT Sean Kennefick	2017
FF/EMT Michael Dalmau	2002	FF/P John Riley	2017
FF/EMT Richard Alger	2003	FF/P Jeffrey Erving	2018
Lt. Peter Nagorka	2003	FF/P Nikolas Omerzu	2018
FF/EMT Chester Coggeshall	2003	FF/P Jeffrey Born	2018
FF/P Joseph Mendes, Jr.	2004	FF/EMT John Puleo	2018

HYANNIS FIRE DEPARTMENT
PERSONNEL

PERMANET ROSTER

<u>NAME</u>	<u>YEAR OF HIRE</u>
FF/EMT Liam McMullen	2019
FF/P Michael Amick	2019
FF/P Erik Anderson	2019
FF/P Michael Herrmann	2019
FF/P Rebecca Tatzel	2020
FF/P Nick Martin	2020
FF/P Kellen Daly	2020
FF/P Robert Cordeira	2020
FF/P Brendan MacDonald	2020
FF/P Theodore Duchesney	2020
FF/EMT Thomas Flynn	2020
FF/EMT Christopher N Murphy	2020
FF/P Glenn Kinahan	2021
FF/P Winston Rodormer	2021
FF/P Jordan Seitz	2021
FF/P Henry Rex	2021
FF/EMT David D'Errico	2021
FF/EMT Jordan Shaw	2021
FF/EMT William Simpson	2021
FF/EMT Patrick Holmes	2021
FF/EMT Seamus Murray	2022



HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT.
HYANNIS, MA 02601

Help us Prevent Fires

CLERK - TREASURER
Verna R. La Fleur

BOARD OF COMMISSIONERS

Dennis S. Sullivan
Peter Cross
Victor Skende
Demetrius Atsalis
Laura Cronin

2022 Annual Report of the Chairman of the Board of Fire Commissioners

The mission of the Hyannis Fire District, founded in 1896 is to provide fire prevention services, extinguish fires, emergency medical care, and rescue and ambulance services within the district. The job of the elected Board of Fire Commissioners is to provide the dedicated and highly trained women and men of the Hyannis Fire Department with the equipment and facilities needed to safely carry out these important tasks. As the governing body, the Commissioners do not participate in the day-to-day operations of the Hyannis Fire Department.

The Board of Fire Commissioners is responsible for supervising the location, installation and maintenance of (non-decorative) streetlights, within the District. Placement consideration is given to street intersections, fire hydrants and hazardous road conditions, and only on existing utility poles.

The Hyannis Fire District is a municipal entity much like the town of Barnstable, but on a much smaller scale. The District has elected officers governed by a set of bylaws, an annual election, an annual meeting, and the legal ability to tax property owners to finance the operation of the District. The Board of Commissioners is charged with the responsibility of providing the best possible fire and rescue services for the Hyannis Fire District at the lowest possible costs.

The By-Laws Committee continued their study and review as required by the District's By-Laws and their report can be found elsewhere in this report. Changes to the By-Laws can only take place by a two-thirds (2/3) vote of the citizens at a duly warned special meeting, or at our annual meeting. According to Section XII of the By-Laws, the By-Law Committee must be appointed by the District Moderator within 30 (thirty) days of the annual meeting, and the committee seeks feedback from the voters, and others, for suggested changes or updates. Changes to the District By-Laws do not need the approval of the Board of Commissioners, however, the By-Laws Committee Chair will meet with the Board of Commissioners to review proposed changes and/or updates.

The finances of the Hyannis Fire District are audited annually. The audit for fiscal year 2021 was prepared by CPA Bill Fraher and is on file with the District Clerk-Treasurer. The Hyannis Fire District also performed an audit on the new building project account to reconcile and bring a successful closure to the project spending.

The operation portion of the Hyannis Fire District budget is directly proportional to the demand for services provided by the Hyannis Fire Department including ambulance service. In 2021 the Hyannis Fire Department responded to 7,483 emergency calls. In 2011 the number of calls was 6,072, as reported in a ten-year span chart in the Annual Report. This is an increase of 1,411 calls (or 23%) in just ten years. The numbers may fluctuate from year to year, but in a normal year they continue to trend upward and need to stay ahead of those trends to match the demand.

In 2021-2022 the Hyannis Fire Department began to get back to routine business operations, after recovering from the 2020 COVID-19 pandemic restrictions and protocols; and today are operating under normal operations, but also incorporated some of the best practices and safety precautions learned through the pandemic. In addition, with getting back to normal operations, the department was able to resume the hiring process to fulfill the manpower goal proposed by Chief Burke in FY 2020. By attaining the strength of these four additions to our manpower level, it has helped alleviate the pressure and risk of not having adequate coverage on the shifts; and able to maintain the level of service needed for the community.

In November 2021, the department resumed its annual department staff awards ceremony recognizing outstanding performance by the great men and women of the Hyannis Fire Department. It is a special night and a chance for us to take a moment to not only thank them for outstanding achievements and the risks they take every day, but to share this special recognition with family and friends together. The Hyannis Fire Department is a true leader and sets the bar high for others to measure up to.

Earlier this year, District Clerk Treasurer, Verna Lafleur, notified the Board of Fire Commissioners with intent to retire in June 2022. Verna has been an intricate part of helping us prepare for her replacement, ensuring a smooth transition. Verna has supported the district with her dedicated service for many years and will be truly missed.

In addition, Commissioner Sullivan will also be retiring from his 27 years on the Board of Fire Commissioners. His experience and knowledge of the district and department was instrumental in bringing the district to the next level and toward the future.

Please join us in wishing them both the best, and a happy retirement.

I would like to thank my fellow Commissioners, Dennis Sullivan, Peter Cross, Victor Skende, and Demetrius Atsalis, as well as Chief Peter Burke and the entire staff of the Hyannis Fire Department for their continued professionalism and dedication to serving the citizens of Hyannis as well as our many visitors.

Laura Cronin, Chairman
Board of Fire Commissioners
Hyannis Fire District
95 High School Road Ext.
Hyannis, Mass. 02601
508-775-1300

HYANNIS FIRE DEPARTMENT

FIRE, RESCUE, HAZ/MAT & EMERGENCY MEDICAL SERVICES

95 HIGH SCHOOL ROAD, EXTENSION

HYANNIS, MASSACHUSETTS 02601

OFFICE OF
PETER J. BURKE, JR.
CHIEF OF DEPARTMENT

EMERGENCY 9-1-1
BUSINESS (508) 775-1300
FAX (508) 778-6448

REPORT OF THE CHIEF ENGINEER

Please accept this report on Department activities for the calendar year 2021. The Department responded to 7,483 emergency responses including, fires, medical emergencies, hazardous materials incidents, marine emergencies, technical rescues, and other emergencies. As in years past, the majority of responses are for emergency medical incidents. This call volume is a return to typical call volume experienced prior to the pandemic. The Department responded to 23 building fires, including a five-alarm fire at the Hyannis Harbor Hotel.

The Department continued to navigate through the COVID-19 pandemic and throughout 2021 continued to assist in testing and vaccination efforts.

In 2021 there were three retirements: Firefighter Matthew McCarthy on February 26th, Acting Lieutenant Timothy Simkins on July 9th, and Training Captain Brian Lawrence on October 19th. The Department is thankful for their years of service and contributions to the department.

EMS Supervisor Medeiros was promoted to EMS Captain Effective July 1 and Lt. Jeffery Lamothe was promoted to Training Captain upon Captain Brian Lawrence's retirement.

We welcomed the following new firefighters: Glenn Kinahan, Jordan Seitz, Winston Rodormer, Henry Rex, Jordan Shaw, David D'Errico, William Simpson and Patrick Holmes.

Starting in 2020 and continuing through 2021 eight new firefighter positions were created to bring total staffing up to account for the significant increase in call volume experienced over the last 15 years. The budget presented for the fiscal year 2023 is a level serviced budget. The increases are related to rising costs on providing services including fuel, utilities, and supplies. Additionally, the proposed fiscal year 2023 budget includes the full effect of those 8 firefighters. The additional staff has served to make the department far more efficient and effective, including an overall reduction in response times.

We will continue to look at our staffing and assess the department's needs to meet the community's service demand.

The Department continues to look at ways to be more cost effective, as ambulance, as they reach the end of their useful life, are replaced with smaller, lighter weight, more fuel efficient, and less costly models. Similarly, staff vehicles as needed are being replaced with less costly pick-up trucks in lieu of sport utility vehicles.

The Department will continue to strive to serve our district in the most efficient and effective ways possible. We are fortunate to have a team of remarkable professionals who take great pride in helping our residents and visitors.

We remain indebted to our community for their support, our neighboring Fire Departments, Chief Sonnabend and the Barnstable Police Department for their partnership, and all of the agencies within the Town of Barnstable with whom we work closely.

We are thankful to our community and Board of Commissioners for their unwavering support.

Respectfully Submitted,

Peter J. Burke, Jr.

Run Volume 1980-2021

Year	Total
1980	2984
1981	3000
1982	3025
1983	3465
1984	3602
1985	3647
1986	3587
1987	3497
1988	3638
1989	3757
1990	3835
1991	3968
1992	3989
1993	4387
1994	4749
1995	4960
1996	4839
1997	4689
1998	4836
1999	5132
2000	5287
2001	5657
2002	5780
2003	5795
2004	5915
2005	5809
2006	5887
2007	5825
2008	6048
2009	5799
2010	6114
2011	6072
2012	6057
2013	6327
2014	6617
2015	7002
2016	6587
2017	6689
2018	6952
2019	7344
2020	6856
2021	7483

HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT
HYANNIS, MA. 02601

DISTRICT BY-LAW COMMITTEE

Nathaniel Munafo, Chairman
Laura Cronin, Commissioner, Clerk
Peter Burke, Fire Chief
David Webb, Captain

BOARD OF COMMISSIONERS

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

BY-LAW COMMITTEE ANNUAL REPORT (2021-2022)

Laura Cronin, Chair
Board of Commissioners
Hyannis Fire District
95 High School Road Ext.
Hyannis, MA 02601

April 20, 2022

Dear Commissioner Cronin,

The following is a written report from the By-Law Committee to the Board of Commissioners, as required in Article XII of the Hyannis Fire District By-Laws.

This year, the By-Law Committee again had the privilege of working with the District's legal counsel to provide an updated version of the District By-Laws. The By-Law Committee had eight meetings to review the District By-Laws and make recommendations for possible revisions to bring the District up to current standards and practices and to comply with Massachusetts General Law (MGL), as required in Article XII of the By-Laws. This year, an investigation of the District's enabling legislation also helped guide the review of the District By-Laws.

It was discovered that an approved change to the District's enabling legislation from 1996 had never been incorporated into the By-Laws. So, the Committee is proposing a By-Law change that would replace the By-Law language referencing a Deputy Fire Chief with new language referencing an Assistant Fire Chief – a potential future appointed management position. The Committee is also proposing language changes for the Fire Chief and Clerk-Treasurer positions to provide streamlined and consistent language across all three appointed positions. Two more minor proposals would add the District website to the locations that District Meeting warrants must be posted and create an alternative method for appointing of the By-Law Committee, should the Moderator be unavailable.

The Committee spent a considerable amount of time discussing the requirements within the appointed positions, including significant contemplation regarding the Barnstable residency requirement, with an ultimate decision not to propose a change at this time. The Committee also focused on redundancy and contingency plans in general and specifically for the Moderator and By-Law Committee.

Respectfully submitted,

Nathaniel Munafo
By-Law Committee Chairman
Hyannis Fire District

cc.
Hyannis Fire District Board of Commissioners
Hyannis Fire District By-Law Committee
Verna R. LaFleur, Hyannis Fire District Clerk-Treasurer

Hyannis Fire District
Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 2021
(Unaudited)

	Governmental Fund Types			Fiduciary	Account	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Fund Types Trust and Agency	Groups Long-term Debt	
<u>ASSETS</u>						
Cash and cash equivalents	4,745,343.67	3,432,092.58	1,056.77	713,230.33		8,891,723.35
Receivables:						
Personal property taxes	50,635.79					50,635.79
Real estate taxes	413,087.54					413,087.54
Allowance for abatements and exemptions	(607,172.79)					(607,172.79)
Tax liens	583,179.21					583,179.21
Tax foreclosures	807.94					807.94
Departmental		556,182.62				556,182.62
Amounts to be provided - payment of bonds					15,660,000.00	15,660,000.00
Total Assets	<u>5,185,881.36</u>	<u>3,988,275.20</u>	<u>1,056.77</u>	<u>713,230.33</u>	<u>15,660,000.00</u>	<u>25,548,443.66</u>
<u>LIABILITIES AND FUND EQUITY</u>						
Liabilities:						
Accounts payable	94,388.56					94,388.56
Accrued payroll and withholdings	16,103.81					16,103.81
Due to other governments	49,375.99					49,375.99
Deferred revenue:						
Real and personal property taxes	(143,449.46)					(143,449.46)
Tax liens	583,179.21					583,179.21
Tax foreclosures	807.94					807.94
Departmental		556,182.62				556,182.62
Bonds payable					15,660,000.00	15,660,000.00
Total Liabilities	<u>600,406.05</u>	<u>556,182.62</u>	<u>-</u>	<u>-</u>	<u>15,660,000.00</u>	<u>16,816,588.67</u>
Fund Equity:						
Committed	900,000.00					900,000.00
Assigned	417,000.58					417,000.58
Unassigned	3,268,474.73	3,379,840.58	1,056.77	713,230.33		7,362,602.41
Total Fund Equity	<u>4,585,475.31</u>	<u>3,379,840.58</u>	<u>1,056.77</u>	<u>713,230.33</u>	<u>0.00</u>	<u>8,679,602.99</u>
Total Liabilities and Fund Equity	5,185,881.36	3,936,023.20	1,056.77	713,230.33	15,660,000.00	25,496,191.66

HYANNIS FIRE DISTRICT
 Schedule of Changes in Property Tax Receivables
 For the Year Ended June 30, 2021

LEVY YEAR	Balance	Commitments	Collections	Refunds	Adjustments & Abatements	Tax Title/Possessions Transfers	Balance
Real Estate Taxes							
2014	-						-
2016	1				1		-
2017	6,588		499	1,536	1,251	6,375	-
2018	54,537		35,306	1,828	1,828	19,231	-
2019	142,649		98,368	2,267	2,267	26,833	17,449
2020	529,666		419,252	83,572	6,516	92,624	94,846
2021	-	12,541,642	12,231,844	2,336	11,343		300,792
Subtotal	733,441	12,541,642	12,785,269	91,539	23,205	145,062	413,087
Personal Property Taxes							
2012	2,783				2,783		-
2013	3,780				3,780		-
2014	3,576				3,576		-
2015	3,713				3,713		-
2016	8,111		99		3,758		4,255
2017	9,956		100		5,033		4,822
2018	12,577		609		5,407		6,561
2019	16,442		1,342		6,160		8,939
2020	19,203		12,081	2,106	(64)		9,292
2021	-	608,290	590,722		801		16,768
Subtotal	80,140	608,290	604,954	2,106	34,946	-	50,636
Total	813,581	13,149,932	13,390,222	93,645	58,151	145,062	463,723
Tax Liens							
	449,313	-	41,910			175,776	583,179

HYANNIS FIRE DISTRICT		FY 2022	FY 2023	Change	
SALARY RELATED EXPENSE		APPROVED	PENDING		
5010	SALARY/WAGES FIREFIGHTERS	6,424,107.00	6,652,002.07	227,895.07	incidental & current
5020	SALARY/WAGES - CIVILLIAN STAFF	271,997.00	278,796.93	6,799.93	incidental & current
5021	ADMINISTRATIVE ASSISTANT	50,000.00	50,000.00	0.00	incidental & current
5170	SALARY/WAGES DISTRICT OFFICERS	106,563.00	133,763.00	27,200.00	article 5
5280	SALARY/WAGES OVERTIME	1,379,518.00	1,420,904.00	41,386.00	article 8
5283	SALARY/WAGES OVERTIME - TRAINING	140,000.00	145,600.00	5,600.00	article 9
5081	SALARY/WAGES COLLEGE CREDITS	100,000.00	100,180.00	180.00	incidental & current
5084	SALARY/WAGES HOLIDAY	215,947.00	255,388.43	39,441.43	incidental & current
5085	SALARY/WAGES SICK TIME BUY BACK	356,388.00	388,055.63	31,667.63	incidental & current
5090	EMPLOYER PAYROLL TAXES	124,320.00	149,184.00	24,864.00	incidental & current
5091	A.D.P. FEES	36,000.00	45,600.00	7,600.00	incidental & current
	TOTAL SALARY	9,206,840.00	9,619,474.06	412,634.06	
FIRE GENERAL EXPENSE					
6020	COMPUTER	30,000.00	34,000.00	4,000.00	incidental & current
6030	LIGHTS	45,000.00	60,000.00	15,000.00	incidental & current
6040	EMPLOYEE ASSIST. PROGRAM	4,000.00	4,000.00	0.00	incidental & current
6050	HEATING FUEL	20,000.00	38,000.00	18,000.00	incidental & current
6060	FIRE PREVENTION	6,000.00	6,500.00	500.00	incidental & current
6070	GASOLINE & DIESEL	35,000.00	48,000.00	13,000.00	incidental & current
6110	MAINTENANCE TRUCKS	98,000.00	98,000.00	0.00	incidental & current
6120	MAINTENANCE BUILDING	44,000.00	50,000.00	6,000.00	incidental & current
6130	MAINTENANCE RADIO (Dispatch / Building)	40,000.00	40,000.00	0.00	incidental & current
6131	FIRE BOAT	25,000.00	25,000.00	0.00	incidental & current
6140	OFFICE SUPPLIES	15,000.00	15,000.00	0.00	incidental & current
6150	RUBBISH	16,200.00	16,500.00	300.00	incidental & current
6160	SERVICE CONTRACTS	171,528.00	178,972.00	7,444.00	incidental & current
6180	TELEPHONE	32,000.00	32,000.00	0.00	incidental & current
6190	TRAINING	88,000.00	88,000.00	0.00	incidental & current
6211	HEALTH AND WELLNESS	40,000.00	44,000.00	4,000.00	incidental & current
6220	UNIFORMS	88,800.00	88,800.00	0.00	incidental & current
6221	DISPATCH	258,686.00	274,000.00	15,314.00	incidental & current
6230	WATER & SEWER	9,700.00	14,000.00	4,300.00	incidental & current
6240	MISCELLANEOUS SUPPLIES	10,000.00	10,000.00	0.00	incidental & current
	TOTAL GENERAL EXPENSE	1,076,914.00	1,164,772.00	87,858.00	
ARTICLES TO EXTINGUISH FIRES					
7020	CHEMICALS	2,000.00	2,000.00	0.00	articles to extinguish
7040	DIVING TEAM	6,000.00	6,000.00	0.00	articles to extinguish
7050	HOSE, NOZZLES & TOOLS	38,000.00	38,000.00	0.00	articles to extinguish
7110	RESCUE SUPPLIES	140,000.00	186,000.00	46,000.00	articles to extinguish
7120	SCOTT AIR PACKS	80,000.00	82,000.00	2,000.00	articles to extinguish
7140	MISCELLANEOUS (articles to extinguish)	4,000.00	4,000.00	0.00	articles to extinguish
	TOTAL ARTICLES TO EXTINGUISH	270,000.00	318,000.00	48,000.00	
NEW APPARATUS					
	MONITOR UPDATE	0.00	100,000.00	100,000.00	articles to extinguish
7530	RADIO, PAGERS & COMM.	40,000.00	20,000.00	-20,000.00	articles to extinguish
7540	TURNOUT GEAR	80,000.00	80,000.00	0.00	articles to extinguish
	TOTAL APPARATUS	120,000.00	200,000.00	80,000.00	
OTHER EXPENSES					
5110	INSURANCE GROUP HEALTH	2,750,364.00	2,893,424.00	143,060.00	incidental & current
5140	INSURANCE GENERAL LIABILITY	269,498.00	326,092.00	56,594.00	incidental & current
8050	RETIREMENT ASSESSMENT	1,447,723.00	1,575,406.00	127,683.00	article 5
8070	STREET LIGHTING	40,000.00	55,000.00	15,000.00	article 3
8090	RESERVE FUND	40,000.00	40,000.00	0.00	article 6
8100	TAX BILLING EXPENSE	26,813.00	26,813.00	0.00	article 7
8101	PRINCIPAL PAY DOWN LAND & DESIGN	1,305,725.00	1,301,395.00	-4,330.00	incidental & current
8130	CMED OPERATION SYSTEM	28,704.00	28,704.00	0.00	article 13
8510	COMMISSIONERS EXPENSE	30,000.00	30,000.00	0.00	incidental & current
8520	CLERK/TREASURER EXPENSE	50,000.00	50,000.00	0.00	incidental & current
8140	AMBULANCE BILLING	97,350.00	97,350.00	0.00	article 12
9100	INDEMNIFICATION	8,000.00	8,000.00	0.00	article 11
9120	SERVICE VEHICLES	447,000.00	447,000.00	0.00	articles to extinguish
	STABILIZATION	100,000.00	100,000.00	0.00	article 16
	TOTAL OTHER	6,641,177.00	6,979,184.00	338,007.00	
	TOTALS	17,314,931.00	18,281,430.06	966,499.06	
FREE CASH		800,000.00	0.00		article 15
AMBULANE		1,915,000.00	0.00		article 5

**WARRANT FOR THE 2022
ANNUAL MEETING OF THE
HYANNIS FIRE DISTRICT**
The Commonwealth of Massachusetts

To: Verna R. LaFleur

Clerk of the Hyannis Fire District

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby requested to notify the inhabitants of the Hyannis Fire District who are qualified to vote to meet at the Hyannis Fire Department, 95 High School Road Ext, Hyannis Massachusetts, MA on Tuesday, May 17, 2022, between the hours of 3:00 P.M. and 8:00 P.M., then and there to bring in their votes for the following elective office.

Two (2) members of the Board of Commissioners for the term of Three (3) years.

And you are hereby requested to notify the inhabitants of the Hyannis Fire District who are qualified to vote to meet subsequently at the Hyannis Fire Department, 95 High School Road Ext. Hyannis Massachusetts, MA on Wednesday, May 18, 2022 at 7:00 P.M. and then and there to act on the following articles.

Article 1. To hear and to vote to accept the reports of the Treasurer, Chief Engineer, Board of Commissioners, and all other Fire District Officers and Committees, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action on all reports.)

Article 2. To see if the District will vote to authorize the Board of Commissioners to enter into contracts for street lighting power and maintenance for the period July 1, 2022 through June 30, 2023, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 3. To see if the District will vote to raise and appropriate the sum of \$55,000 for street lighting power and maintenance for the period July 1, 2022 through June 30, 2023, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 4. To see if the District will vote to set the following salaries of elective and appointed District Officers for the fiscal year 2023 as follows: Board of Commissioners, \$5,100 each plus an additional \$1,000 for Chairman of the Board of Commissioners; Clerk/Treasurer (**Not to Exceed**) \$106,963; Moderator, \$300; or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 5. To see if the District will vote to raise and appropriate and/or transfer and appropriate from available funds the following amounts for fiscal year 2023: \$ 965,000 for equipment for fires and rescues; **(Not to Exceed)** \$133,763 for District Officers; \$13,684,890.06 for Incidental & Current Expenses; and \$1,575,406 for Retirement Fund Assessment, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 6. To see if the District will vote to raise and appropriate \$40,000 to be set aside in a reserve fund for extraordinary or unforeseen expenditures, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 7. To see if the District will vote to raise and appropriate the sum of \$26,813 to pay the Town of Barnstable for tax billing expenses for fiscal year 2023 or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 8. To see if the District will vote to raise and appropriate the sum of \$1,420,904 or the purpose of paying compensation to Permanent Personnel for overtime, who respond to fires, drills, and other duty, for the fiscal year 2023, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 9. To see if the District will vote to raise and appropriate the sum of \$145,600 for the purpose of paying compensation for training for overtime for the fiscal year 2023, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 10. To see if the District will vote to authorize the Board of Commissioners to sell, or dispose of, in the best interest of the District, miscellaneous materials with a monetary value of less than \$500 per item, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 11. To see if the District will vote to raise and appropriate the sum of \$8,000 for the Indemnification Fund, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 12. To see if the District will vote to transfer and appropriate the sum of \$97,350 from the Ambulance Account for the Ambulance Billing Expense Account, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 13. To see if the District will raise and appropriate the sum of \$28,704 for the CMED Operation System for the period of July 1, 2022 through June 30, 2023, or to take any other action relative thereto.

(The Board of Commissioners recommends favorable action.)

Article 14. To see if the District will vote to authorize the Treasurer to enter into compensating balance agreements for fiscal year 2023 or to take any other action relative thereto.
(The Board of Commissioners recommends favorable action.)

Article 15. To see if the District will vote to transfer any sum from Free Cash in order to reduce the property tax for fiscal year 2023, or to take any other action relative thereto.
(The Board of Commissioners will make their recommendation at the meeting.)

Article 16. To see if the District will vote to transfer the sum of \$100,000 to the Stabilization Fund or take any other action relative thereto.
(The Board of Commissioners will make their recommendation at the meeting.)

ARTICLES 17-21 PROPOSED BY-LAW AMENDMENTS PROPOSED BY THE BY-LAW COMMITTEE

Article 17.

Adding District Website to Annual and Special Meetings Postings

Justification for Proposed Change

This proposed change would add the District website to the list of minimum posting requirements for notice of District meetings.

Proposed Change: Amend Article II, Section 1 to read as follows:

ARTICLE II: ANNUAL AND SPECIAL MEETINGS.

Section 1:

Meetings of the Hyannis Fire District shall be called pursuant to a warrant issued under the hands of the Board of Commissioners. At least fourteen days before a meeting, notice of such a meeting shall be given by the District Clerk-Treasurer by posting in two (2) or more public places, **posting on the District website** and advertising in a newspaper published within the town of Barnstable and by making copies of the annual report and warrant available. The Annual Meeting shall be held within the District on the third Wednesday in May of each year. All newly-elected officers of the Hyannis Fire District shall be sworn to their duties prior to the dissolution of the Annual District Meeting.

Streamline Fire Chief Administrative Language

Review of the Hyannis Fire District By-Laws revealed that some of the more general and administrative language in the District's three listed appointed positions (Fire Chief, Deputy Fire Chief, and Clerk-Treasurer) was unnecessarily inconsistent. This proposed change is designed to streamline some of this language and to help make it more consistent with those other appointed positions, where applicable. This change does not propose any alterations to the Powers and Duties of the Fire Chief [Article III, Section 2(b)].

Proposed Change: Rewrite Article III, Section 2 (a) and (c) through (f) to read as follows:

Section 2: The Fire Chief.

(a) APPOINTMENT AND QUALIFICATIONS.

(i) The Board of Commissioners shall appoint a Fire Chief who shall be a resident of the Town of Barnstable upon appointment or within twelve (12) months thereafter. The Fire Chief shall be appointed for a three (3) year term and shall not have tenure. The Board of Commissioners shall have the discretion to negotiate additional contracts with a length of not more than five (5) years.

Any candidate for appointment as Fire Chief must have the following qualifications:

- (1) Be at least thirty-five (35) years of age at the time of application;
- (2) Have at least an Associate Degree in Fire Science;
- (3) Be medically qualified as determined by a medical examination conducted by a physician selected by the Board of Commissioners;
- (4) Have and maintain Emergency Medical Technician status (if a candidate has held EMT Certification in the past, but it has expired, the candidate may still be considered, provided the candidate obtains a valid current EMT Certification within twelve (12) months of appointment to the Chief's position);
- (5) Have a minimum of five (5) years' experience as full-time officer in administration and command firefighting, and ten (10) years is preferred;
- (6) Other qualifications as may be determined by the Board of Commissioners.

The Board of Commissioners may waive one of the above requirements with a unanimous vote.

(ii) The Board of Commissioners shall consider his/her ability to perform the following duties:

- (1) Plan, direct and administer day to day activities of the Hyannis Fire Department;
- (2) Enforce department policies, procedures and regulations to assure maximum readiness and to respond to the District's particular needs. Continually evaluate department effectiveness and recommend changes contributing to improved operations;
- (3) Assign areas of responsibility to subordinate officers and delegate to such officers the assignment of duties to individual firefighters;
- (4) Assure that personnel receive training and drilling in modern firefighting techniques and equipment operations;
- (5) Assume responsibility for enforcement of all state and local laws relative to fire prevention and criminal violations. Represent the Department. Coordinate with town departments, regional, national and state fire organizations. Prepare payrolls, submit annual department report to the district and prepare or delegate preparation of other required reports; and,
- (6) Monitor all operations of the Department and keep apprised of all developments. At own discretion personally direct firefighting activities and make the final decision as to the course of action. Assume ultimate responsibility for the personal safety of department personnel and citizens involved in fires.

(b) **POWERS AND DUTIES.** *No change to existing text.*

(c) **VACANCY.**

Any vacancy in the office of Fire Chief shall be filled as soon as possible by the Board of Commissioners. Pending such permanent appointment, the Board of Commissioners shall designate a competent District officer or employee to perform the duties of Fire Chief on a temporary basis.

(d) **COMPENSATION.**

Upon appointment, the Fire Chief shall receive a salary to be determined at the discretion of the Board of Commissioners commensurate with experience and qualifications.

(e) **BENEFITS.**

Upon appointment, the Fire Chief shall receive sick leave, bereavement leave and vacation as set forth by the Board of Commissioners, or other benefits as the Board of Commissioners deems necessary.

(f) **DISMISSAL.**

If promoted from the ranks of the Department, the Fire Chief shall have the option of leaving the position of Fire Chief and reverting back to his/her previous pay grade and rank at any time within the first year of appointment or after dismissal by the Board of Commissioners, except if due to conviction of a felony.

Article 19.

Replace Deputy Fire Chief with Assistant Fire Chief

The 1996 approval of Chapter 6 of the Acts of 1996 amended the Hyannis Fire District's enabling legislation and removed the Deputy Fire Chief as an appointed position in the District. However, the By-Laws were never revised to reflect this change in conditions. This proposed change would replace the By-Law language referencing a Deputy Fire Chief with new language referencing an Assistant Fire Chief – a potential future appointed management position. The proposed change also revises the language for the position to be consistent with language proposed for other appointed District positions.

Current Hyannis Fire District By-Laws [Article III, Section 3]:

Article III: Officers.

Section 3: The Deputy Fire Chief.

(a) APPOINTMENT.

The Board of Commissioners shall appoint a Deputy Fire Chief. The candidate must have the following qualifications:

- (i) Minimum of thirty (30) credits in fire science related subjects
- (ii) Not less than five (5) years as a full-time officer in administrative duties and command fire fighting;
- (iii) Medically qualified as determined by a medical examination conducted by a physician selected by the Board of Commissioners;
- (iv) Holds a certificate as a qualified Emergency Medical Technician;
- (v) Be at least thirty-five (35) years of age at the time of application.

(b) VACANCY.

Any vacancy in the office of Deputy Fire Chief shall be filled as soon as possible by the Board of Commissioners. Pending such permanent appointment, the Board of Commissioners shall designate a competent District officer or employee to perform the duties of Deputy Fire Chief on a temporary basis, in accordance with the "Hyannis Fire District Job Descriptions and Promotion Policies" (or its successor provisions).

(c) DISMISSAL.

If promoted from the ranks of the Department, the Deputy Fire Chief shall have the option of leaving the position of Deputy Fire Chief and reverting back to his/her previous pay grade and rank at any time within the first year of appointment or after dismissal by the Board of Commissioners, except if due to conviction of a felony.

Proposed Change: Rewrite Article III, Section 3 to read as follows:

Section 3: The Assistant Fire Chief.

(a) APPOINTMENT AND QUALIFICATIONS.

The Board of Commissioners may choose to appoint an Assistant Fire Chief who shall be a resident of the Town of Barnstable upon appointment or within twelve (12) months thereafter. The Assistant Fire Chief shall be appointed for an initial term of three (3) years and shall not have tenure. The Board of Commissioners shall have the discretion to negotiate additional contracts with a length of not more than five (5) years.

Any candidate for appointment as Assistant Fire Chief must have the following qualifications:

- (i) Minimum of thirty (30) credits in fire science related subjects
- (ii) Not less than five (5) years as a full-time officer in administrative duties and command fire fighting;
- (iii) Medically qualified as determined by a medical examination conducted by a physician selected by the Board of Commissioners;
- (iv) Holds a certificate as a qualified Emergency Medical Technician;
- (v) Be at least thirty-five (35) years of age at the time of application.
- (vi) Other qualifications as may be determined by the Board of Commissioners

The Board of Commissioners may waive one of the above requirements with a unanimous vote.

(b) POWERS AND DUTIES.

The Assistant Fire Chief shall serve under the direction of the Fire Chief and shall perform the duties and responsibilities delegated by the Fire Chief. In the absence of the Fire Chief, the Assistant Fire Chief shall be responsible for the day-to-day operations of the Department until and unless the Board of Commissioners chooses to appoint someone to fill the position of Fire Chief.

(c) VACANCY.

Any vacancy in the office of Assistant Fire Chief may be filled at the discretion of the Board of Commissioners. Pending such permanent appointment, the Board of Commissioners may choose to designate a competent District officer or employee to perform the duties of Assistant Fire Chief on a temporary or probationary basis.

(d) COMPENSATION.

Upon appointment, the Assistant Fire Chief shall receive a salary to be determined at the discretion of the Board of Commissioners commensurate with experience and qualifications.

(e) BENEFITS.

Upon appointment, the Assistant Fire Chief shall receive sick leave, bereavement leave and vacation as set forth by the Board of Commissioners, or other benefits as the Board of Commissioners deems necessary.

(f) DISMISSAL.

If promoted from the ranks of the Department, the Assistant Fire Chief shall have the option of leaving the position of Assistant Fire Chief and reverting back to his/her previous pay grade and rank at any time within the first year of appointment or after dismissal by the Board of Commissioners, except if due to conviction of a felony.

Article 20.

Streamline Clerk-Treasurer Administrative Language

Review of the Hyannis Fire District By-Laws revealed that some of the more general and administrative language in the District's three listed appointed positions (Fire Chief, Deputy Fire Chief, and Clerk-Treasurer) was unnecessarily inconsistent. This proposed change is designed to streamline some of this language and to help make it more consistent with those other appointed positions, where applicable. This change does not propose any alterations to the Duties of the Clerk-Treasurer [Article III, Section 4(b)].

Current Hyannis Fire District By-Laws [Article III, Section 4 (a) and (c) through (e)]:

Article III: Officers.

Section 4: The Clerk-Treasurer.

(a) APPOINTMENT.

The Board of Commissioners shall appoint a Clerk-Treasurer for a three (3) year term who shall be a resident of the Town of Barnstable upon appointment or within twelve (12) months thereafter. The Clerk-Treasurer shall post a bond satisfactory to the Board of Commissioners for the faithful performance of duties.

(b) POWERS AND DUTIES. *No change to existing text.*

(c) QUALIFICATIONS.

(i) Experience demonstrating thorough knowledge of governmental accounting and treasury management, professional accounting, and financial management principles including knowledge or experience in computer spreadsheet software programs, and ability to direct a financial management program; OR graduation from a college or university with a degree in accounting, financial management or related fields and some experience in a financial management program OR any combination of experience and education demonstrating above knowledge and ability to perform the above duties.

(ii) Experience in office management and record-keeping including word processing software programs and ability to read and understand State statutes and District by-laws relating to duties and responsibilities of District Clerk, as well as related courses in business, law or public administration OR any equivalent combination of experience and training which provides knowledge, skills and abilities indicated above.

(d) TEMPORARY CLERK-TREASURER.

If the Clerk-Treasurer is prevented from performing his/her official duties, or if the office is vacant, the Board of Commissioners may in writing appoint a Temporary Clerk-Treasurer who shall give bond in like manner as the Treasurer and shall hold his/her office until another is chosen.

(e) COMPENSATION.

Compensation for the Clerk-Treasurer shall be set forth in three (3) pay steps. However, the Board of Commissioners shall have the option of starting a Clerk-Treasurer at the second pay step.

Proposed Change: Rewrite Article III, Section 4 (a) and (c) through (e) to read as follows:

Section 4: The Clerk-Treasurer.

(a) APPOINTMENT AND QUALIFICATIONS.

The Board of Commissioners shall appoint a Clerk-Treasurer who shall be a resident of the Town of Barnstable upon appointment or within twelve (12) months thereafter. The Clerk-Treasurer shall be appointed for a three (3) year term and shall not have tenure. The Board of Commissioners shall have the discretion to negotiate additional contracts with a length of not more than five (5) years.

The Clerk-Treasurer shall post and maintain a bond satisfactory to the Board of Commissioners for the faithful performance of duties.

Any candidate for appointment as Clerk-Treasurer must have the following qualifications:

- (1) Experience demonstrating thorough knowledge of governmental accounting and treasury management, professional accounting, and financial management principles including knowledge or experience in computer spreadsheet software programs, and ability to direct a financial management program; OR graduation from a college or university with a degree in accounting, financial management or related fields and some experience in a financial management program OR any combination of experience and education demonstrating above knowledge and ability to perform the above duties.
- (2) Experience in office management and record-keeping including word processing software programs and ability to read and understand State statutes and District by-laws relating to duties and responsibilities of District Clerk, as well as related courses in business, law or public administration OR any equivalent combination of experience and training which provides knowledge, skills and abilities indicated above.

(b) POWERS AND DUTIES. *No change to existing text.*

(c) VACANCY AND TEMPORARY CLERK-TREASURER.

If the Clerk-Treasurer is prevented from performing his/her official duties, or if the office is vacant, the Board of Commissioners may in writing appoint a Temporary Clerk-Treasurer who shall give bond in like manner as the Clerk-Treasurer and shall hold his/her office until another is chosen.

(d) COMPENSATION.

Upon appointment, the Clerk-Treasurer shall receive a salary to be determined at the discretion of the Board of Commissioners commensurate with experience and qualifications.

(e) BENEFITS.

Upon appointment, the Clerk-Treasurer shall receive sick leave, bereavement leave and vacation as set forth by the Board of Commissioners, or other benefits as the Board of Commissioners deems necessary.

Article 21.

By-Law Committee Appointment

Justification for Proposed Change

The Hyannis Fire District's By-Laws do not have a backup method to appoint a By-Law Committee should the Moderator fail to make the appointments. The proposed change would allow the Board of Commissioners to appoint the By-Law Committee in a situation where the Moderator is unable or unwilling to make the appointments.

Proposed Change: Amend the first paragraph of Article XI (a) to read as follows:

ARTICLE XI: BY-LAWS

(a) BY-LAW COMMITTEE.

There shall be a standing By-Law Committee appointed by the Moderator consisting of one (1) member of the Board of Commissioners, the Fire Chief or his/her designee, one (1) permanent firefighter, and two (2) voters of the District. All members shall be appointed annually within thirty (30) days of the Annual Meeting. If the Board of Commissioners has not received notification from the Moderator of the members of the By-Law Committee within 45 days of the Annual Meeting, the Board of Commissioners shall appoint a By-Law Committee, as described above, at its next regularly scheduled meeting.

(The By-Law recommends favorable action.)

Article 22. To transact any other business that may legally come before the meeting, or to take any other action relative thereto.

You are hereby directed to serve this Warrant by posting attested copies thereof in two (2) or more public places in the District, and in all Towns served thereby, and by advertising in the newspaper published within the Town of Barnstable and making copies of the annual report and warrant available fourteen (14) days at least, before the date of said meeting.

Given under our hands this 22nd day of April 2022
BOARD OF COMMISSIONERS HYANNIS FIRE DISTRICT

Laura Cronin, Chairman

Dennis S. Sullivan, Vice Chairman

Demetrius Atsalis, Clerk

Peter Cross,

Victor Skende

APPENDIX

Chap. 313. AN ACT RELATIVE TO THE ADMINISTRATION OF THE HYANNIS FIRE DISTRICT.

Be it enacted, etc., as follows:

SECTION 1. The execution and administration of all governmental operations in the Hyannis Fire District in the town of Barnstable shall be vested in a board of five commissioners, who shall be elected by the voters of the district by ballot to serve three-year terms so arranged that the term of office of at least one, but not more than two commissioners shall expire each year. The board shall appoint all other officers and employees of the district except the moderator, as hereinafter provided. The commissioners shall be registered voters of the district at the time of their election and shall continue to be residents thereof throughout their terms. Vacancies shall be filled by the remaining commissioners for the balance of the unexpired term of the vacating commissioner. The fire chief, who shall not be subject to chapter thirty-one of the General Laws, may, subject to the approval of the board, have all of the powers of fire chiefs, firewards, fire engineers, enginemen and hosemen, as provided under the General Laws, and may delegate the same to subordinates upon the approval of the board and shall do so on the board's direction. The board shall adopt, and may from time to time amend, an order describing in detail the powers, duties and functions of the fire chief.

The clerk-treasurer shall be appointed for a three-year term commencing at the end of the incumbent clerk-treasurer's term in May, nineteen hundred and eighty-six. The clerk-treasurer shall not have tenure, shall have all other powers, duties and responsibilities which are given to him by the General Laws and shall post bond in an amount determined by the commissioners.

The fire chief shall be appointed for a three year term and shall not have tenure. The deputy fire chief shall be appointed for a three year term, said initial appointment to be made so that the deputy chiefs term is not coterminous with the chiefs and shall not have tenure.

The legislative powers of the district shall remain in the voters thereof, who shall meet, deliberate, act and vote in the exercise of their corporate capacity in the manner provided in the General Laws.

The district shall choose a moderator by any method authorized by the General Laws.

SECTION 2. The terms of office of the board to be elected under section one of this act shall be established at any annual or special district meeting held after the effective date of this act as follows: upon passage of this act, the two elected members of the board of engineers and the prudential committee shall merge and constitute the board of five commissioners described in said section one. Thereafter, as the term of office of the member of the prudential committee or board of engineers would have otherwise ended he shall stand for election as a member of the board of commissioners. Eligibility of candidates shall be established under the election laws.

SECTION 3. This act shall take effect upon its passage. Approved December 6, 1984.

