

## HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

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| <b>Date of Meeting:</b> | <b>Thursday, March 10, 2022</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 10, 2022 Hyannis Fire District Commissioner Regular Meeting to order at 7:02 PM

**PRESENT:** Chairperson Laura Cronin, Commissioners Dennis Sullivan, Peter Cross, and Victor Skende

**ALSO PRESENT:** Chief Peter Burke, Deputy Chief Eric Kristofferson, Capt. Dave Webb, Commissioner Demetrius Atsalis (via Zoom), and Recording Secretary Colleen Murphy

### I. OPEN SESSION:

#### 1. MINUTES:

Upon a motion fully made and seconded it was voted to approve the minutes of the February 24, 2022 Regular Meeting

#### VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

- Chairperson Cronin: Aye
- Commissioner Sullivan: Aye
- Commissioner Cross: Aye
- Commissioner Skende: Aye
- Commissioner Atsalis: Aye

#### 2. CORRESPONDENCE:

- Chairperson Cronin stated Clerk/Treasurer LaFleur sent the commissioners the Free Cash number

#### 3. PUBLIC COMMENT:

- None

#### 4. STREET LIGHTS:

- None

#### 5. OLD BUSINESS

##### A.) District Clerk/Treasurer Position

- Chairperson Cronin stated she has forwarded the job description to the HFD lawyer for review
- The HFD Legal Counsel suggested adding in the Equal Opportunity Employer (EOE) statement and language on the residential requirement; Chairperson Cronin said she added the EOE statement but omitted the residential requirement language as that is something that will be discussed with the applicant as they move forward in the hiring process
- Chairperson Cronin sent the document to Clerk/Treasurer LaFleur to get her input
- Commissioner Skende asked if the last paragraph in the ad could be edited – the first sentence “with” will be removed and the position title will be edited for consistency
- There was discussion on how to word the salary information; no salary range will be listed on the ad; the salary range will be decided along with details on benefits offered with the position
- Chairperson Cronin, Chief Burke, and Commissioner Atsalis will interview with the outside consultant on 031122 to discuss the possibility of hiring the outside consultant to work with the subcommittee and Clerk/Treasurer LaFleur to outline and identify the Clerk/Treasurer job requirements, duties, tasks, and qualifications for the incoming Clerk/Treasurer; The hiring of the outside consultant will be based on knowledge of municipal Clerk/Treasurer positions, price, and availability
- Administrative Assistant to the Chief, Kelly Foley, will manage the intake of the applicants’ process; the subcommittee will decide what the process is soon

## **5. OLD BUSINESS continued**

### **B.) HFD By-law Review Committee Update**

- The By-law Committee will be meeting the week of March 14, 2022

### **C.) FY23 HFD Budget**

- Chief Burke stated the FY23 budget continues to be worked on (Chief Burke handed out the most recent draft of the budget)
- The line item number for District Officers needs to be finalized by the board; the line item is for the salary of the incoming Clerk/Treasurer
- Other line items in yellow are being verified by Chief Burke; green items are still being reviewed; the principle pay down for the firehouse decreased about \$4200, even with the \$300k note that was recently taken, Chief Burke suggested to pay down the note with Free Cash; gas and diesel have not been added into the budget yet but due to inflation that number is expected to increase
- The commissioners all agreed that this was something they needed to look into to see what is best for the district

### **D.) Chief's Review**

- Commissioner Cross stated all reviews are in except for one; Commissioner Atsalis stated he would drop off his review of the Chief to Commissioner Cross on Friday, March 11, 2022
- Chairperson Cronin said she and the board had discussed previously the desire to update the review form; she thought they should start the conversation for the needed changes before the next review

## **6. NEW BUSINESS**

- None

## **7. BUILDING REPORT**

- Chief Burke said balancing of the HVAC system is done; duct work is being cleaned; and the exhaust fan will be installed so that the negative pressure is forced outside; the real test of the balancing will come this summer when the weather turns hot

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

- None

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

- Master Mechanic/ Support Services Ronald Buscemi's new pickup truck was delivered to the dealer; it has been partially paid for; the 2 other trucks that were on order have been cancelled by the manufacturer; Master Mechanic/ Support Services Buscemi and Chief Burke are trying to reorder those trucks presently; this will not be a budget issue
- Chief Burke did a high-level review of the 2019 HFD-created document of department goals; these items are mostly finished; there is a few more things they want to finish up but the list is mostly accomplished; the list will be updated as the department has changed and adapted over the last few years
- FF Mike Dalmau spoke about the upcoming department photos and headshots; these department photos and headshots have not happened in the last several years; this photo shoot will occur on April 9, 2022; the board was invited to take part in the photo with the department

## **10. PUBLIC COMMENT**

- None

Vote on Adjournment of public session:

Upon a motion dully made and seconded it was voted to Adjourn the public session

### **VOTE: PASSES UNANIMOUSLY**

Vote recorded as follows:

- Chairperson Cronin: Aye
- Commissioner Skende: Aye
- Commissioner Sullivan: Aye
- Commissioner Cross: Aye
- Commissioner Atsalis: Aye

Adjourned at 7:38 PM

Respectfully submitted,

Colleen Murphy, Recording Secretary Hyannis Fire District