

Vanessa

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