

HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

Date of Meeting:	Thursday, July 22, 2021
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 Cronin called the July 22, 2021 Hyannis Fire District Commissioner Regular Meeting to order at 7:00 PM.

PRESENT: Commissioners Laura Cronin, Dennis Sullivan, Peter Cross, and Victor Skende
ALSO PRESENT: Chief Peter Burke, Deputy Chief Eric Kristofferson, FF Mike Dalmau, Winston Rodormer, Henry Rex, and Recording Secretary Colleen Murphy
ABSENT: Commissioner Demetrius Atsalis

I. OPEN SESSION:

- Commissioner Cronin took the meeting out of order to discuss Chief Burke’s request to approve and affirm the appointments of FF/EMTs Jordan Seitz, Winston Rodormer, and Henry Rex
- Chief Burke stated that per the By-laws and Hiring Policy, he had made conditional offers to 3 candidates: Jordan Seitz, Winston Rodormer, and Henry Rex; Chief Burke stated the 3 candidates have met the necessary requirements for the vacant FF/EMT positions.
- Per the By-Laws, Article III, Section 2, (b), (ii), (page 5), Chief Burke requests that the Commissioners approve and affirm the appointments of FF/EMTs Jordan Seitz, Winston Rodormer, and Henry Rex; thereby this action waives the 15-day review period

Upon a motion duly made and seconded it was voted to approve and affirm the appointments of Jordan Seitz, Winston Rodormer, and Henry Rex and waive the 15-day review period

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:
Commissioner Sullivan: Aye
Commissioner Cronin: Aye
Commissioner Skende: Aye
Commissioner Cross: Aye

1. MINUTES:

Upon a motion duly made and seconded it was voted to approve the minutes of the June 24, 2021 Regular Meeting

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:
Commissioner Sullivan: Aye
Commissioner Cronin: Aye
Commissioner Skende: Aye
Commissioner Cross: Aye

- The minutes from the 062421 Executive meeting will be reviewed and voted on in a future meeting

2. CORRESPONDENCE:

- Commissioner Cronin stated she received correspondence from Chief Burke on the retirement of Lt. Timothy Simkins and she asked that these notices be sent to the Board of Commissioners in email and then to have 1 hard copy to read off for the board minutes
- Commissioner Cronin stated that FF John Doherty is now Acting Lt. and EMS Supervisor Michael Medeiros is now Capt. Michael Medeiros

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- None

5. OLD BUSINESS:

- None

6. NEW BUSINESS: By-law Committee Update – James Tinsley

- Commissioner Cronin stated the new HFD Moderator James Tinsley was absent from the meeting but she had connected with Moderator Tinsley who said he was dealing with some personal issues but was hoping he would be able to attend this meeting tonight; however, he was not able to be present; Commissioner Cronin stated that none of the former By-law Committee members had been contacted to see if they would like to continue on the committee by Moderator Tinsley; Commissioner Cronin stated that the By-law Committee formation had already passed the timeframe (30 days from the HFD Annual Meeting) in which the By-laws state the committee is to be assigned and then the first By-law Committee meeting is to take place 30 days after the assigned committee is formed; Commissioner Cronin stated she will again connect with Moderator Tinsley to discuss this matter; Commissioner Cronin also said she has reached out to Moderator Tinsley, via phone, USPS mailed him, and also emailed the By-laws to him; Commissioner Cronin said she will reach back out Moderator Tinsley again
- Commissioner Cronin stated that the past By-law Committee Chairperson, Nathaniel Munafo, had sent the approved By-law changes to the HFD lawyers but the lawyers had recently sent back an incorrect document version and presently former Chairperson Munafo is working with the lawyers to correctly update the By-law document and then the updated By-laws will be posted to the website

7. BUILDING REPORT - 3rd Party Audit Update

- Commissioner Cross stated that he, Commissioner Skende, Treasurer LaFleur and Chief Burke met with CMS's Project Manager, Paul Griffin, met on July 21, 2021 and can report to the Board of Commissioners that all of the building project bills have been paid – there are no more bills from CTA nor from CMS that are outstanding
- Commissioner Cronin asked if Paul Griffin could email the board to let them know all outstanding bills have been paid in full
- Commissioner Cross stated the new building has been occupied for 3.75 years and has asked Chief Burke to make a list of items that need to be fixed in the building; materials have been on short supply; \$272,058 along with an additional \$250,000 will be needed to finish the building such as the temporary living quarters; Commissioner Cross suggested to take \$40,000 from the 2021 Reserve Funds so that only \$232,058 will now be needed to be applied to the 2021 fiscal budget – this would then fall under the Building Maintenance line item and this is all covered under Article 5; Commissioner Skende said they looked at all other options and the only other option that seemed feasible was to borrow money at 3.5% (short term) and this option of borrowing money does not make fiscal sense for this total amount
- Commissioner Cronin stated that any possible future building project expenditures needs to be reviewed by the Board before anything else is paid; Commissioner Skende stated the Building Committee always has approved the payment and the bill has always come to the Board for payment; Commissioner Cronin stated she did not want any district funds to pay for the building project as the District will use a short term loan if needed to fix building items, after an audit has been completed
- Commissioner Skende stated the board will work directly with any contractors needed for building fixes and Paul Griffin will only be in an advisory role
- Commissioner Cronin stated she and Chief Burke have been interviewing possible auditors and an audit would cost an estimated \$7000 to \$15,000 depending on the final scope of a forensic audit of the building project account; the firm that was chosen was Hauge, Sahady & Co out of Fall River – they have staff here on Cape Cod; in 2 weeks time target is to start the audit; Commissioner Sullivan asked how much the audit would cost; Commissioner Cronin stated the contract is for 77 hours of work and the cost is estimated at \$7000 if the scope needs to be expanded then we will have to figure out why it is needed and proceed from there

Upon a motion duly made and seconded it was voted to approve the expenditure of up to \$7000 to the Hauge, Sahady & Co for a forensic audit of the building project accounts

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

Commissioner Skende: Aye

Commissioner Cronin: Aye

Commissioner Sullivan: Aye

Commissioner Cross: Aye

8. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- None

9. CHIEF'S REPORT

- By appointing the 3 new members earlier this evening, we have gone a long way to helping out staffing challenges – those positions were replacing 2 FFs and 1 new hire; we have 3 new hires pending with a target of 4 new hires by October; I may have to ask to hire 5 FFs in total; Deputy Kristofferson is working on the hiring process; Capt. Lawrence is retiring in October 2021 and the open position posting ad will go into the paper next week
- We are tracking 50 calls above our 2019 call volume
- We are working on closing up the FY21 budget
- Tracking on 2 long-term injuries
- We received all the radios from the radio grant; we are waiting on the state to see how they should be programmed – Capt. Dave Webb has been head of this initiative; we are still working the FEMA and Care Act Reimbursement Grants, the EMS Jacket Grant was delivered yesterday
- The new engine started this week; we have implemented a new engine tracking system that is a better method for usage tracking – it is the same system to what we use to track the ambulance usage
- We held a 4-day training on how to maintain physical and mentally fit – this training was excellent, FF Rachel Clough led the effort and I have asked her to present the training to the Board at a future meeting
- Chief Burke will be attending the Fire Chief's Conference next week
- Commissioner Skende asked if after these 3 new hires presented tonight there will be more new hires in the future; Chief Burke said yes the goal is to have 15 FFs per shift with a full 72 including administrative staff after the new hires are added
- Commissioner Skende stated he was impressed with the forethought going into this department and he said his neighbor mentioned to Commissioner Cross about how impressed his neighbor is with the HFD, the positive interactions, and how involved the department is with the community

10. PUBLIC COMMENT

- None

Vote on Adjournment of public session:

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

VOTE: PASSES UNANIMOUSLY

Vote recorded as follows:

Commissioner Cross: Aye
Commissioner Sullivan: Aye
Commissioner Cronin: Aye
Commissioner Skende: Aye

Adjourned at 7:54 PM

Respectfully submitted,
Recording Secretary Colleen Murphy, Hyannis Fire District