

BOARD OF COMMISSIONERS --- REGULAR MEETING  
AUGUST 25, 2016

PRESENT: Commissioners Peter Cross, Laura Cronin, Dennis Sullivan, Victor Skende, Demetrius Atsalis and Chief Brunelle.

Chairman Cross called the meeting to order at 7:00 pm.

I OPEN SESSION

1. MINUUTES: The minutes of July 28, 2016 were unanimously approved presented.
2. CORRESPONDENCE: The Board has received notice from Atty. Brandon Moss that Ronald Beaty has requested an urgent review of the decision of the Attorney General's office regarding his Open Meeting Law complaint of April 6, 2016. The Office had found in favor of the Board of Commissioners.
3. PUBLIC COMMENT: None
4. STREET LIGHTS: Sullivan asked if we had answered the request for street lights on Ocean Street and Hawes Avenue. Cross stated we had not received a request formally but verbally by a third party and were waiting for a formal request.
5. OLD BUSINESS: None
6. NEW BUSINESS:
  - a. Evaluation of Bids for early site/demolition: Cross stated that we had received 3 Bids for the project. One offer was found to be deficient. In as much as we did not have 3 qualified bids, the Project Manager advised that we re-bid the project. Skende moved that the Board re-advertise the Request for Proposal for the Early Site/Demolition for 77 High School Rd and 105 Stevens St. Seconded by Sullivan. Passed unanimously.
  - b. Update Building Committee: Cross stated that the Committed is meeting regularly. There is a group of FF working on Dispatch/Communications and schedule and we still anticipate going out to bid late Fall. Cross and Chief emphasized the need to stay on budget and on time. Cross is setting up meeting with the Town Growth Management Department and Kaestle Boos to review any design issues.
  - c. Waiver of Construction Permit Fees: Cross opened discussion at Town Council meeting. The Hyannis Town Councilors have agreed to sponsor a Resolve to waive the building permit fees for the Fire

District. There is precedence for such action. Cross said we hope to present the resolve at Town Council on September 15<sup>th</sup>.

d. Cape Light Compact: Atsalis has scheduled a meeting with Cape Light Compact for September 22d.

e. Fringe Benefits-Fire Prevention Clerk/Secretary: There was a good deal of discussion about the fringe benefits provided to civilian staff of the department. Currently civilian staff receive the same benefit package as union fire fighters. Skende has met with Bill Cole, Human Resources for then Town. Cole felt that the FPO Clerk/Secretary was comparable to the Secretary to the Detective Division of BPD. The town pays 50% of health insurance premium, does not provide incentive payment for unused sick leave, and caps accrual of sick days to 150 days with a buy out of \$60 a day for a maximum of \$9,000 upon retirement. The Chief expressed his concern that any change would cause dis-harmony and the current situation is working very well. He stated that the Commission could do whatever it wanted but we should be aware of unintended consequences. Any change in benefits would not affect current employees. Sullivan said the Commission needed to investigate this issue but that the Chief needed to fill this position soon. Cronin said we should take the opportunity to look at the benefits package. Cross expressed concern that salary increases are granted automatically with out review. Skende suggested that an evaluation/job review be conducted. Sullivan stated that the Chief evaluates personnel and that we were getting into the operation of the department. Cross asked the Chief to develop criteria for future evaluations. He said we should have a system for evaluation of all civilian employees. Sullivan questioned the need for an evaluation form. Atsalis didn't understand what the problem was. Evaluations are done regularly in other work situations. Skende said we needed to formalize the process of evaluation that could become part of a personnel file. Cronin concurred that this was our only opportunity to establish a policy and that we should not continue the status quo. Skende said there were two items that could be addressed at this time. 1. A formalized evaluation procedure prior to pay increases and 2. Capping the number of sick days that can be accrued at some number with a maximum buy out. Atsalis moved that the Chief conduct a formal yearly evaluation of all civilian personnel beginning 2017. Sullivan seconded the motion. Skende moved that we cap the number of sick days. Cronin seconded the motion. The Chief questioned whether the Police Department capped sick leave for civilian employees. Sullivan felt that we need to compare HyFD to BPD, a public safety agency. Atsalis agreed that we should see what the BPD policy is. After some discussion Sullivan suggested Skende investigate the benefit package of the Secretary to Detective Division, BPD. The motion was tabled.

f. By-Law Amendments: Cronin asked what the status of the by-law amendments passed at the Annual Meeting. The amendments should be referred to the Attorney General and our counsel to be updated and an electronic version created. Cronin had asked the Chief to follow up with the Clerk/Treasurer. Skende said that the Clerk does not attend our meetings and that we have responsibility to communicate decisions made at Board meetings to the Clerk. Cronin will convey Board decisions that need to be followed up by the Clerk.

g. Alterations to Building: Cross asked the Chief about the status of alterations to the apparatus bay door. The Chief said he has been working on it with Paul Griffin. There is no set date when the work would be done. Cross emphasized the need to get it done before the heating season.

h. Public Access Law: The Clerk of the Board of Commissioners was designated as the Records Access Officers for the purpose of the Open Meeting Law.

7. Items not reasonably anticipated by the Chair: None

8. CHIEF'S REPORT: A ceremony commemorating the fifteenth anniversary of September 11<sup>th</sup> will be held at the Station on Sunday at 10am. All are encouraged to attend. Coffee and refreshments will be available.

To date there have been 37 applications returned for the FPO clerk position. There have been 80 requests for application. Chief reported on the recent fire at Alberto's on Main Street. He congratulated the fire fighters for their fine work. It was a difficult fire to extinguish and a major fire was avoided. Cross asked about progress on the repairs to lobby area and the list of repairs. Chief responded that the lobby area was about to be buttoned up and the list of repairs that had been identified were being taken care of.

9. PUBLIC COMMENT: Larry Decker spoke to the issue of annual review of civilian personnel. He felt it could be difficult to impose a review of personnel who have been employed for a long time. He felt it was good practice to establish an annual review process and that those reviews become part of the employee's personnel jacket. His experience was that employees responded favorably to being reviewed and that it was good to establish a written record of positive and negative comment. Employees appreciated receiving positive comments.

II POTENTIAL EXECUTIVE SESSION: No Executive Session was called.

ADJOURN: Sullivan made motion to adjourn. The meeting was adjourned at 8:15 pm

Respectfully submitted,

Victor Skende  
Clerk