

BOARD OF COMMISSIONERS ---- REGULAR MEETING  
OCTOBER 13, 2016

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

Chairman Cross called the meeting to order at 7:04 pm.

I OPEN SESSION

1. MINUTES: The minutes of September 22, 2016 and September 8, 2016 were unanimously approved as presented. Moved by Cronin and seconded by Sullivan.
2. CORRESPONDENCE: At the end of the last meeting Chief Brunelle presented a letter to Cross which was subsequently distributed to the Commission members. The Chief informed the Board that October 31, 2016 would be his last day reporting for duty and that he would be using his vacation and holiday time until January 7, 2017, the date of his retirement.

The Clerk/Treasurer emailed Cross that the sites for Annual Election and Meeting have been secured. The place and time to be the same as last year's election and meeting. There has been discussion in the past about extending the hours for voting. Sullivan said that 3 to 8 pm had been past practice. Cronin said we have time to change the hours if necessary.

Cross has received an email from Lt Webb. Webb has proposed that a 9/11 Memorial be incorporated in the landscape of the new station at the corner of Stevens St, and High School Road. He has proposed that the Firefighters would raise the funds for materials and that they would do the installation. Kaestle Boos has been asked to develop a design with Webb's suggestions.

3. PUBLIC COMMENT: Allan Goddard called attention to the letters over the apparatus bay doors that are askew.
4. STREET LIGHTS: Atsalis prepared a letter to be sent to Mr. Feltham in answer to the request for additional lights on Ocean Street. Cronin suggested that the letter should state more clearly that security lighting was not the purview of the Fire District and that Feltham forward the request for security lighting to the Town Manager and the Police Department.

Atsalis has received and signed the contract with Cape Light Compact for the continued operation and maintenance of street lights with Siemens as voted by the Board.

5. OLD BUSINESS: Sullivan suggested the Sick Leave Policy for Non-Union be clarified to state that the policy read: "Permanent non-union personnel hire after July 1, 2016 shall be ----."
  
6. NEW BUSINESS:
  - a. Update Building Committee: Cross and Skende attended a pre-application meeting with Town Growth Management. The Project Manager, and Kaestle Boos staff were present. The meeting was productive and outlined the process going forward. Issues raised were the need to move the traffic light and possibly eliminating some parking to avoid zoning issues. The Town Council voted to waive the building permit fees. The town attorney will prepare a Memorandum of Agreement that states that the district will be responsible for any extra-ordinary expense if outside consultants required by the Town. Skende thanked Cross for his presentation before the Town Council. Cronin said that Cross had been on the hot seat and did done an excellent job.
  
  - b. Update Search Committee for Chief: Cronin reported that the Search Committee met on October 3d. Mondays at 6 pm was chosen as a fixed day and time for meetings with flexibility to meet at other times. All meetings of the Committee will be published with 48 hour notice as required by Mass General Laws. The Committee has reviewed how previous searches had been conducted and is reaching out to other departments to understand the procedures they used. MMA and MRI are two resources that will be interviewed. MRI has been involved with the department in the past. The Committee is asking the Board to approve expenditure of not more than \$25,000 dollars (not to exceed) to hire a Consulting firm. The trigger for RFP requirement will increase to \$50,000 as of November 8, 2016. Sullivan has talked with the Clerk/Treasurer and there is approximately \$37,000 in Commissioner's Expense Account. Sullivan moved that the Board authorize the Search Committee to spend an amount not to exceed \$25,000 to contract with an outside resource. Seconded by Atsalis. Passed unanimously. Atty Moss has indicated that there are restrictions on Committees of the Board that have a quorum of the parent body. Atsalis has volunteered to step done from the Committee. The Search Committee will include 2 Commissioners and 2 firefighters.
  
  - c. Transition – 77 High School Rd: The trailer has been removed from 77 High School Road. Dig It will be picking up the plow.
  
7. Item not reasonably anticipated: The Chief has appointed Lt Brian Lawrence to the By Law Committee. The Committee discussed Mass Gen Law 66 Open Meeting Law and Records Access Officer and the requirement to accommodate the requirements for electronic/digital needs of the District. There has been a request for financial information to be included in Annual Report. Cross welcomed the suggestions from The Hyannis Civic Association concerning the

Annual Report but that the By Law Committee was not the proper venue. Those requests and suggestions should be made to the Board of Commissioners.

8. CHIEF'S REPORT: The Chief has sent the Board an email reporting that modification to the apparatus bay door has been completed to accommodate the new aerial ladder. The trailer has been removed from 77 High School Road. A conditional offer of employment has been made to the prospective FPO Clerk and will be forwarded to the Board when all requirements have been completed.
  
9. PUBLIC COMMENT: Mike Dalmau reported that he and FF Vickie Yefko have met with the Principal and PTO of Hyannis West Elementary School. The Firefighters Union 2172 is adopting the school and will be supporting the school in various programs. Union members look forward to being involved. Cross complimented the Union for their outreach to the community. Larry Decker urged that there be publicity given to this endeavor. Dalmau stated that there will be publicity in the print media and that social media will be utilized.

ADJOURN: Sullivan moved adjournment at 8 pm.

Respectfully Submitted,

Victor Skende  
Clerk