

# HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT  
HYANNIS, MA. 02601

## DISTRICT BY-LAW COMMITTEE

Nathaniel Munafo, Chairman  
Laura Cronin, Commissioner  
Larry Decker, Clerk  
Lt. Brian Lawrence  
Michael Medeiros, EMS Supervisor

## BOARD OF COMMISSIONERS

Peter Cross, Chairman  
Demetrius Atsalis, Vice Chairman  
Victor Skende, Clerk  
Laura Cronin  
Dennis S. Sullivan

## HYANNIS FIRE DISTRICT BY-LAW COMMITTEE

### October 12, 2016 Meeting Minutes

**In Attendance:** Nathaniel Munafo (Committee Chair), Laura Cronin (Commissioner), EMS Supervisor Michael Medeiros, Lt. Brian Lawrence, Larry Decker (Clerk), Deb Krau (Moderator)

Chairman Munafo called meeting to order at 6:06 pm.

Minutes of September 21, 2016 – There was some discussion regarding Laura Cronin’s recommendation that the Board of Commissioners make favorable changes concerning financial information included in annual reports rather than be required through By-Laws. It was also suggested that Commissioners provide quarterly financial reports. All members agreed. “Free cash” was not available when report was published. Motion made and seconded to accept minutes as stated. Passed unanimously.

Deb Krau will ask Brandon Moss (District’s legal counsel) for the minutes of the last annual meeting to find out the exact wording of the 8 By-Law changes that were approved. Larry Decker made a motion that a review of the draft updated By-Laws be moved to next meeting. Laura Cronin seconded. Unanimous vote to postpone.

New regulations – Massachusetts General Laws (MGL) Chapter 66 – Compliance with public records law. Nathaniel reviewed previous discussion regarding Commissioners decision to appoint Victor Skende, as “Records Access Officer”, although Victor was having second thoughts. The District Clerk-Treasurer is already named the “custodian of District records” in the By-Laws. The MGL also require that at least one “Records Access Officer” be named by January 1, 2017. Nathaniel noted that the Commissioners asked the By-Law Committee to make a recommendation about how to best comply with these new requirements. Committee members were all in favor of an on-staff position. Deb recommended a full-time civilian IT person with administrative experience and that can do project management. Mike Medeiros and Brian Lawrence suggested such person report to the Chief and the Board of Commissioners. The District already spends money on an outside IT contractor to provide both equipment and service – a portion of that expense could be used to help pay for the potential new position. Laura to work on all media sources and research records access officer. There was discussion on a proposal by Nathaniel to create a By-Law addition with a minimum requirement for the

appointing of a District "Records Access Officer". He will present a revised proposal at the next meeting.

Laura Cronin suggested By-Law Committee provide list of items to be given to Commissioners for review, consideration and comment to be included in next annual report. This letter to the Commissioners would indicate that By-Law Committee would prefer to have Commissioners provide this info rather than consider creating requirements in the By-Laws. Larry provided a list of suggested items to be included in the Annual Report. The Committee reviewed the list and amended a few items, and most were generally accepted for inclusion in the letter. Laura will work on the letter for the next meeting. Also for the next meeting, Nathaniel will write a proposal for a By-Law change that would require a Board of Commissioners Report, similar to the Chief's Report, in the Annual Report, as previously discussed.

The Committee discussed quorum. Larry suggested increasing it from 15 to 25. Mike Medeiros and Brian Lawrence both remembered issues in past years in reaching the quorum of only 15. Other fire districts have experienced similar problems. Yarmouth removed their quorum entirely. No changes in quorum were recommended at this time.

Laura Cronin brought up job descriptions for the Chief and Deputy Chief as shown in the By-Laws. Nathaniel asked the By-Law Committee to review both job descriptions in the By-Laws for the next meeting.

There was no public comment.

Next meeting November 9, 2016 at 6:00 pm.

Adjourned at 7:51 pm.

Respectfully Submitted,

Larry Decker  
Clerk