

# HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT  
HYANNIS, MA. 02601

## DISTRICT BY-LAW COMMITTEE

Nathaniel Munafo, Chairman  
Laura Cronin, Commissioner  
Harold Brunelle, Fire Chief  
Michael Medeiros, EMS Supervisor  
Larry Decker, Clerk

## BOARD OF COMMISSIONERS

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

## HYANNIS FIRE DISTRICT BY-LAW COMMITTEE

### September 21, 2016 Meeting Minutes

**In Attendance:** Nathaniel Munafo (Committee Chair), Laura Cronin (Commissioner), EMS Supervisor Michael Medeiros, Chief Harold Brunelle, Larry Decker (Clerk), Deb Krau (Moderator)

Chairman Munafo called meeting to order at 6:08 pm.

Minutes of June 29, 2016 – motion made and seconded to accept. Passed unanimously.

Minutes of August 17, 2016 – motion made and seconded to accept. Passed unanimously.

Laura Cronin received an email from Brandon Moss (HFD Legal Counsel). The Commissioners have given him the go ahead to update the By-Laws and create a digital version in the process. Moss indicated to Laura that the changes approved at the last Annual Meeting didn't need state review. He expects to have a draft copy for review by the By-Law committee soon. Once approved, the new By-Laws can be printed and bound and also put on the District website.

The committee discussed items from last year's By-Law Committee including a potential investment advisory committee, a potential financial advisory committee, and a requirement for quarterly financial reports. There was debate over the best way to accomplish objectives by changing the By-Laws or making a request of the commissioners.

There was general discussion on By-Laws of the District, Article III, Section 1 (i) as it relates to Article VI (c). (Replacement vs Recall of Commissioners) The Committee agrees that they complement each other, not conflict. Consensus was these articles are okay as stated.

Questions were raised on new fire department building bond funding and release of such funds. There were also questions on the sale of fire department properties and just how those funds will be dispersed or applied. Nathaniel suggested Commissioners release the expenditure reports they already receive to provide information and provide open lines of communication.

There was discussion suggesting it was in the best interest of the HFD to provide additional information to financial reports including in the District's Annual Reports (i.e. showing "actual" figures). There seems to be concern. Chief Brunelle expressed his concern that public opinion was uncertain about expenses and the need for more clarification, followed by a general discussion as to how such items could be presented at the annual meeting. Moderator Krau suggested actual figures for year-to-date and balance sheet items be included to improve the public's perception and transparency. Laura recommended that the Board of Commissioners make favorable changes in light of these concerns. Deb Krau followed this by saying the public is looking for actual figures and comparisons.

Nathaniel asked Laura to put together a list of items to be suggested to the commissioners and Larry to compose a list of items to be included in the annual report. Deb Krau suggested a letter to the commissioners requesting a response once these lists are compiled and agreed to by the By-law Committee. Chief Brunelle also suggested a Board of Commissioners report be included in the Annual Report. Laura suggested much of info can be put on website. Chief indicated FD needs full time IT person both for fire station software and website updates.

A lengthy discussion addressed the District's approach to both new and existing public records access rules. New state regulations require at least one "Records Access Officer" in addition to the already required "Records Custodian". Article III Section 4 (b) (ii) of the By-Laws names the District's Clerk-Treasurer as custodian of records. Chief Brunelle suggested a Records Access Officer be appointed each year unless a hired position is created. Nathaniel will write a proposal for a new section requiring the Board of Commissioners to appoint and hire at least one Records Access Officer, (and not have a vacancy) to ensure compliance with MGL. Again, there was discussion on the potential need for a District IT position, as Mike pointed out that the new rules require providing digital records whenever possible.

**Public Comment:** There was no public comment.

Next meeting scheduled for October 12, 2016 at 6 pm.

**Adjournment:**

Motion made by Laura Cronin, seconded by Mike Medeiros, to adjourn. Vote passed. Meeting adjourned at 8:12 pm.

Respectfully Submitted,

Larry Decker  
Clerk