

HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT
HYANNIS, MA. 02601

DISTRICT BY-LAW COMMITTEE

Nathaniel Munafo, Chair
Peter Burke, Fire Chief
Lucien Poyant
Brian Lawrence, Lieutenant
Laura Cronin, Commissioner, Clerk

BOARD OF COMMISSIONERS

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

HYANNIS FIRE DISTRICT BY-LAW COMMITTEE

September 13, 2017 Meeting Minutes

In Attendance: Nathaniel Munafo (Committee Chair), Chief Peter Burke, Lt. Brian Lawrence, Lucien Poyant, and Laura Cronin (Commissioner, Clerk)

Guests: Deborah Krau (Moderator of Hyannis Fire District)

The first meeting of the Hyannis Fire District By-law Committee began at 6:00 PM.

Open Session:

1. Swearing in Newly Appointed By-Law Committee
 - a. Hyannis Fire District (HFD) Moderator Krau discussed the purpose of the committee in accordance with Article XII of the HFD by-laws, and thanked the members for volunteering to this committee.
 - b. Deputy Chief Melanson had originally volunteered to serve the committee, but was not in attendance. Chief Peter Burke was in attendance in his absence. Moderator Krau will follow up with Deputy Chief Melanson to see if he will continue or if Chief Burke will remain on the committee as the Fire Chief designee.
 - c. Committee members were sworn in.
2. Election of By-Law Committee Officers:
 - a. Motion was made by Laura to nominate Nathaniel Munafo as Chair – seconded by Brian L., - approved unanimously.
 - b. Brian L. nominated Lucien Poyant for Clerk, however due to this being his first committee participation, and is learning the process, asked if it could be excused. Laura C. volunteered to be the Clerk; motion was made by Nathaniel M. to elect Laura C. to the Clerk position, seconded by Brian L., - approved unanimously.
3. Discussion and Approval of March 08, 2017 minutes
 - a. Motion made by Laura C. to accept the meeting minutes of March 8, 2017 – second by Brian L. – approved unanimously by Nathaniel M., Brian L., and Laura C., (Chief Burke, and Lucien P. abstained, they were not part of the previous committee).

4. Public comment – None
5. Discussion on update of By-Laws to include changes approved at 2017 Annual Meeting.
 - a. We received updated copy of the new by-laws draft from attorneys last week. Copies were made and handed to committee members at the meeting.
 - b. A copy of the “official” annual meeting minutes was requested by Moderator Krau, so the changes could be verified against the approved minutes; but were not available to her before this by-law review meeting. During the meeting, Chief Burke reached out to HFD Clerk Treasurer, and Deputy Chief Melanson via email, to see if they can be tracked down. Chief Burke was able to get them emailed to him before the end of the meeting and emailed them to Moderator Krau.
 - c. We will move this review out to the next meeting. Moderator Krau said she would take the task of verifying the draft of the changed by-laws match the ones approved at the annual meeting before our next meeting.
6. Discuss Hyannis Fire District By-laws including: *(Note: The by-law sections referenced in this discussion were from the printed by-laws dated January 1, 2017).*
 - a. Public Comment – none
 - b. Comments from District Moderator –
 - i. She received feedback from Deputy Chief Melanson regarding Article III, Section 1 (h); last sentence “*All new applicants shall submit to physical, medical, and psychological testing*”; questioned whether this pertains to all positions in the district, and whether or not this belongs in the by-laws at all.
 1. Committee discussed the other conditions of hiring for Fire fighters, and there is a hiring policy in place that requires certain testing, do we need to have it in the by-laws for non-union positions (Mechanic, Chief Administrative Assistant, Clerk Treasurer, FPO Assistant)?
 2. Table to next meeting, Nathaniel recalls this being discussed during previous by-law reviews, and will review the meeting minutes from last review committee to see what input former Chief Brunelle and EMS Supervisor Medeiros may have had.
 - ii. Moderator Krau requested that the annual meeting minutes go the Clerk Treasurer and the Moderator as soon as they are available, after the annual meeting. Currently there is no approval process of those minutes.
 1. Suggestion is to have the Moderator review and present the annual meeting minutes to the Board of Commissioners for approval, and then they could be posted for the public.
 2. Committee will review further – move to next meeting.
 - iii. Request to have the amendments made to the published annual meeting warrant, to be copied and handed out to members of the district ahead of the meeting so they know which numbers had been changed.
 1. Committee discussed this would make it a lot easier to follow along with the annual meeting when numbers are different than what is in the published report.

2. Committee discussed whether this should be in the by-laws, or an expectation of compliance with the Clerk Treasurer.
 3. Laura C. stated it is more in line with the administrative requests the committee had last year, and because the Clerk Treasurer reports to the Board of Commissioners, the by-law review committee could develop a list of expectations we would like to see going forward, and keep it out of the by-laws. Laura C offered to submit the requests to the Board of Commissioners, once the by-law review is complete.
- c. Comments from Committee Members:
- i. Nathaniel discussed the false alarms by-law (Article XI (c)), which is printed in the by-law at \$75; and asked whether it should be increased.
 1. Committee further discussed whether we should include the dollar amount in the by-laws at all, and if the fees could be set at the beginning of the year like other fees and charges, covered under Article III, Section 1 (m).
 2. This way the amount can be easily changed with a recommendation from the Chief, instead of a by-law change.
 3. Nathaniel said he would research other departments to see how they are handled and draft a proposed change to both sections for next discussion.
 - ii. Committee discussed if there were any other “clean-up” language, renumbering, and/or syntax changes we want to propose using the new by-law passed where we can make them as one change at the next annual meeting. Laura C said she would go over the notes from the attorney to see if there were any changes we couldn’t get in last time.
 - iii. Nathaniel will contact Commissioner Skende to request adding the HFD By-Law Committee updates on future Commissioner meeting agendas.
7. Scheduling of Future Meetings – Committee agreed to 2nd Wed. each month at 6PM.
- a. Next Meeting will be Wednesday, October 11, 2017 6PM.

Adjournment:

Motion to adjourn was made by Lucien P. and seconded by Brian L., the Committee voted unanimously in favor. The meeting was adjourned at 7:18 PM.

Respectfully Submitted,

Laura Cronin, Commissioner/ By-Law Committee Clerk