

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

October 11, 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 second meeting of the Hyannis Fire District By-law Committee began at 6:08 PM.

Open Session:

1. By-Law Committee Membership Update:
 - a. Moderator Krau received an email from Deputy Melanson requesting to be removed from the By-Law review committee, due to conflict he has with other commitments. Chief Burke requested he be placed on the committee. Chief Burke was sworn in.
2. Discussion and Approval of September 13, 2017 Minutes:
 - a. Brian L. motion to approve/ Second Lucien P. – Approved unanimously.
3. Public comment – None
4. Discussion on update of By-Laws to include changes approved at 2017 Annual Meeting.
 - a. Moderator Krau reviewed the 2017 annual meeting minutes provided by the attorneys; and verified the approved changes against the draft of the by-laws, also provided to the committee by the attorneys.
 - b. No substantial issues with the minutes (minor wording like reference Chair vs. Vice Chairman) and accurately reflect the Warrant and meeting.
 - c. Brian L. motion to submit the updated District by-laws to the District Clerk and post them on line/ Second Laura C. – Approved unanimously.
5. Discuss Hyannis Fire District By-laws including:
 - a. Job Applicant Requirements (Article III Section 1 (h)).
 - i. Nathaniel handed out a document which captured previous by-law review committee's discussion on this issue, and found the changes to this had been to add the "*physical and medical testing*", and exclusion of the Collective

Bargaining Agreement positions under the Board of Commissioners job description responsibilities.

- ii. Committee discussed the current request to review whether or not the District needs to have the four non-union positions (Mechanic, Maintenance Supervisor, Chief Assistant Secretary, and FPO Administrative Assistant), have to go through physiological or medical tests; which adds extra costs on the District. There could be other more relevant testing these positions might require, but should not be part of the by-laws.
 - iii. Committee discussed whether the job description and the hiring process could incorporate the necessary testing for each of these positions, because they could be different from one another. Committee agreed that would be more efficient and could enable the Chief and Commissioners to determine the appropriate level of testing for those positions.
 - iv. Laura C. asked if we have formal hiring procedure, and job descriptions for all of those four positions listed above.
 1. Chief Burke mentioned there are hiring processes in place that we follow, and each position has a book for the documentation on that job, and other paperwork, but there are no formal hiring procedures today. Chief Burke further added that we do not currently have all of the job descriptions done, the most recent FPO Assistant is done, and he understood the Mechanic position may be done, but is not aware of the other two (Chief's Assistant and Maintenance Supervisor).
 2. Laura C. commented according to the by-laws, this is the Commissioner's responsibility, and should be addressed as soon as possible so we have all of the ones they are responsible for documented, so we could then determine the appropriate level of testing we need. Laura C. agreed to bring this up at the Oct 12th Board of Commissioner's meeting and follow through with a time line for these last job descriptions to get completed.
 3. The committee discussed it is important to have a formal hiring policy in place as well, for this by-law change to be effective. Chief Burke agreed and will work on that.
 4. The general consensus was that the non-union job descriptions (and hiring process/policy) needed to be fully created/updated before a By-Law change would be appropriate, and if that were accomplished in the next few months, the current Committee would be interested in returning to this topic.
- b. Annual Meeting Minutes and Warrants-
- i. Moderator Krau handed out some suggested changes, and the committee would like some time to review.
 - ii. Due to Moderator Krau's potential unavailability in November, the committee agreed this be moved to the December meeting.

- c. Penalties (Article XI (c)):
 - i. Nathaniel handed out information on other districts fee schedules, and two versions of proposed by-law changes to exclude the dollar figure, and refer to a rate schedule set by the Board of Commissioners, in collaboration with the Chief, and reviewed as other fees.
 - ii. Committee discussed and agree #2 is preferable with some changes.
 - iii. Nathaniel agreed to re-write a clean version to review at our next meeting.
- d. Basic Grammar and Formatting Issues – None
- e. Comments from Committee members - None
- 6. Items not reasonable anticipated by the Chair at least forty-eight (48) hours prior to the meeting. - None
- 7. Public Comment – none
- 8. Next Meeting: Wednesday, November 8, 2017 6:00PM

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 7:40 PM.

Respectfully Submitted,

Laura Cronin, Commissioner/ By-Law Committee Clerk