

BOARD OF COMMISSIONERS ---- REGULAR MEETING
DECEMBER 14, 2017

Chairman Cross called the meeting to order at 7pm.

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

I OPEN SESSION.

Cross asked if the Board would grant the Chief's request that we take Item 6 (i) out of order. Chief presented Adam Riker to the Board to fill the current firefighter vacancy. Riker is presently a firefighter in Yarmouth with 17 years of experience. He has passed all the requirements for firefighter with the department. The interview process was the same as that used for previous nominees. Sullivan moved that Riker be appointed to position of firefighter and that the 15-day waiting period be waived. Seconded by Cronin. Unanimously approved.

1. MINUTES: On a motion made by Cronin and seconded by Sullivan, the minutes of November 9 and December 4 were accepted as written.
2. CORRESPONDENCE: None
3. PUBLIC COMMENT: None
4. STREET LIGHTS: None
5. OLD BUSINESS: None
6. NEW BUSINESS: a. By Law Committee Report. Cronin presented the Committee report for Chair Munafo. The Committee is proposing to submit one amendment to the By Law. The amendment would enable the Board to set fees for response to false alarms. The Committee requested authorization to submit the change to our Attorney for review. The request was favorably granted.

b. Building Committee Report and Change Orders. Cross reported on progress on the construction of the firehouse. Cross attended the construction meeting with Paul Griffin and they expressed concern with CTA that progress to date was not what we had expected. Cross emphasized to CTA that we are concerned that the project is falling behind schedule.

CTA Change Order #4 was discussed. Two of the changes were due to Town Plumbing Inspector's requirements; trap primers (\$322.46) and grease trap venting (\$5231.33). Change order for redesign of HVAC system to raise duct work into truss area (\$5,231.33). Coring of slab for holes in excess of 4 inches (\$3,125.80). The total cost for Change Order #4 is \$10,708.49 transferred from contingency.

Atsalis moved that the Board authorize payment of change Order #4. Seconded by Sullivan. Passed unanimously.

Cross described the Plymovent system and the purchase of new equipment for Phase 1 construction. The existing system will be salvaged and refurbished for use in Phase 3 Construction. The Plymovent system, extractor, fueling station and fitness equipment are all approved and within the budget.

c. Communication/IT. Lt Webb described in detail the equipment needed and the estimated costs for the new station. The proposed equipment is critical for the joint dispatch center and will give us a robust system. The estimated total cost is \$822,500. Webb is seeking approval of the systems so that vendors can be notified and equipment ordered. Cronin moved that we approve a NTE amount of \$822,500. Seconded by Sullivan. Passed unanimously.

d. Joint Dispatch – Memorandum of Understanding. Chief reported that he had received a draft of the MoU and it is currently being reviewed by our Attorney. It is scheduled to be before the Town Council on January 21st. The interaction with Barnstable Police has been very positive. Chief expressed some minor concern that he does not have parity when dealing with the Town Manager. The MoU should be available for a vote of the Board at the January 11th meeting.

e. FY19 Budget – Preliminary Discussion. Cross has begun discussion with Mrs. LaFleur about the FY19 Budget. Chief has identified some deficiencies in the current budget and is addressing them.

f. Alternative Sources of Revenue. Cross began discussion of alternative revenue with the embarkation fee charged by the SSA. The fee was established in 2003. Legislation introduced by Turkington and Atsalis. The department provides public safety services to the SSA and does not compensation from the 50cents embarkation fee. Atsalis suggested that the legislation could be amended to possibly increase the fees and capture the revenue for the department. Atsalis will contact John Forman of the House Ways and Means. Cross had sent email to Board with a link to Fire

Recovery. Although somewhat controversial, it provides an avenue for billing for services e.g. response to auto accidents.

g. Insurance. There was discussion about the need to carry insurance on the new station and the current station until demolition (Phase 2) begins. At that point, the general contractor assumes insurance of the current building. D&O Insurance needs to be informed.

h. Transition to ProEMS Billing Update. Chief reported that the changeover date will be February 1st. Chief acknowledged the many hours that Mike Medeiros has spent to make this happen. Chief has met with Comstar and thanked them for the many years of service to the District. Comstar understands our going in new direction.

i. Appointment of Firefighter. Taken out of order.

j. Evaluation of Chief (Six months). Skende reminded the Board that according to the contract with the Chief he is to be evaluated at six months of employment. He stated he had done some research and would be interested in working with another Board member to develop an instrument for Chief's evaluation. We would produce a draft form at the first meeting in January and complete the evaluation process by the second meeting in January. Cronin and Skende will develop the draft form.

7. Items Not Reasonably Anticipated. Cronin informed the Board that the Search Committee will meet on December 18th to approve the minutes of the Executive Sessions and hold a final meeting on January 5th.

8. Chief's Report. Chief told the Board that the new State mandated radio update will result in a substantial cost to the District. This will be an ongoing budget item.

The initial quote for SCBA replacement was \$400,000. Recently that cost was revised to under \$370,000. For a 4 to 5-year lease/purchase would have an annual cost of \$75 to \$85,000. Orders will be opened in January and Chief asked the Board to agree that he go ahead and place an order at earliest date. The Board agreed that he proceed.

IT has been updated in the Department with email addresses for all department personnel. Chief reported that Mike Medeiros has been actively involved in this effort.

Crew Sense (on line shift management) has been successfully installed. Lt. Webb has done a lot of work to get the program up and running. The program has been accepted by staff. The program has resulted in a reduction in forced overtime and how overtime is filled. Morale has been positively affected. The program has necessitated collaboration between management and union. The JLM has reached agreement on establishment of policy and procedures.

9. Public Comment: None

Sullivan moved adjournment. Seconded by Cronin.

The meeting was adjourned at 8:37pm.

Respectfully submitted,

Victor Skende
Clerk