

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

March 07, 2018 Meeting Minutes

In Attendance: Nathaniel Munafo (Committee Chair) [NM], Chief Peter Burke [CPB], Lt. Brian Lawrence [BL], and Lucien Poyant [LP]

Absent: Laura Cronin (Commissioner, Clerk)

The fifth meeting of the Hyannis Fire District By-law Committee began at 6:07 PM.

Open Session:

1. Discussion and Approval of January 10, 2018 Minutes – There were no minutes to discuss.
2. Public Comment – None
3. Discuss Hyannis Fire District By-laws including:
 - a. Legal Review of Approved By-Law Proposal – There was discussion about the approved proposed By-Law change for Penalties. Legal review indicated that there were no legal issues to address. However, during the process, a small date error of 2017 instead of 2018 was identified. BL made a motion to approve the proposed change with the corrected date. CPB seconded the motion, and it passed unanimously.
 - b. Authority to Enter Into Contracts – CPB discussed the original reasoning behind his proposal to modify the By-Laws to allow the Chief limited authority to enter into contracts, especially those related to the routine day-to-day operations of the Fire Department. He then presented the Committee with 3 separate paragraphs to potentially add to the By-Laws. The Committee discussed each one, fine tuned the wording, and selected most appropriate locations for each.
 - 1) To be inserted as Article III, Section I (g), with all subsequent sections appropriately renumbered – “The Board of Fire Commissioners may delegate the authority to enter into contracts, inter municipal agreements, or other instruments to the Clerk Treasurer or the Fire Chief.”
 - BL motion to approve, CPB second, unanimously approved

- 2) To be inserted as Article III, Section 2 (b) (iv) and as Article III, Section 2 (b) (v), with all subsequent sections appropriately renumbered:
- (iv) "The Fire Chief shall have the authority to establish policy and procedure pertaining to the routine operation of the Fire Department."
 - (v) "The Fire Chief shall have the authority to enter into contracts, agreements, or other instruments pertaining to the routine operation of the Fire Department."
 - BL motion to approve, CPB second, unanimously approved
 - CPB will send these approved proposals to the District's legal team for review before the next meeting.

c. Comments from Committee Members – None

- 4. Annual Meeting – It was noted that the Annual Meeting is May 16, 2018, but there was no further discussion.
- 5. By-Law Committee Annual Report – NM handed out a rough draft of the By-Law Committee's Annual Report and asked for feedback. There was none at this time. However, NM noted that he plans to have an opportunity for further discussion on the agenda for the next meeting.
- 6. Items not reasonable anticipated by the Chair at least forty-eight (48) hours prior to the meeting. – None
- 7. Public Comment – None

Next Meeting – Due to the legal review of the items approved at this meeting, NM said that another meeting was needed in March as a follow-up. The next meeting was set for Wednesday, March 21, 2018 at 6:00 PM.

Adjournment:

Motion to adjourn was made by CPB, seconded by BL, and approved unanimously.

Respectfully Submitted,

Nathaniel Munafo, Chairman