



# HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT.  
HYANNIS, MA 02601

*Help us Prevent Fires*

CLERK - TREASURER

Verna R. La Fleur

BOARD OF COMMISSIONERS

Dennis S. Sullivan  
Peter Cross  
Victor Skende  
Demetrius Atsalis  
Laura Cronin

BOARD OF COMMISSIONERS ---REGULAR MEETING

June, 28 2018

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

Chairman Cross called the meeting to order at 7:06PM

I. Open Session

1. Due to our guest on proposed new FF Jeffrey Irving, Commissioner Cross requested we take the agenda items out of order, and have item 6a first so we can go through his affirmation process first. All agreed.
  - a. The Chief provided an overview of recent changes in the department and internal changes to other shifts and positions, opened up several positions and wanting to accelerate the replacement process. The Chief would like to propose affirmation of the appointment of Jeffrey Erving.
  - b. Jeffrey is a local Hyannis resident, certified paramedic and would be an asset to the department.
  - c. Dennis S. made motion to affirm the appointment, Victor S. second; all approved.
2. Approve minutes of 6/14/18 – not available, move to 7/26/18 meeting.
3. Correspondence –
  - a. Letter from new HFD District Moderator David Kanyock notifying Chairman Cross of his appointment of the new 2018/2019 HFD By-Law Committee:
    - i. Chief Peter Burke
    - ii. Lt. Brian Lawrence
    - iii. Commissioner Laura Cronin
    - iv. Mr. Nathaniel Munafo
    - v. Mr. Lucien Poyant
    - vi. Nathaniel Munafo has agreed to be Chair of the By-Law Committee.

1. Commissioner Cross delegated setting the first meeting date to By-Law Chairman Munafo working with the new By-law committee.
- b. Correspondence from HFD Clerk Verna LaFleur dated 6/22/18, forwarded letter from B. Fraher CPA, outlining his proposal for a new position to HFD accounting and finance, and his proposed job description, with a start date of July 1 2018, paying \$25,000.
  - i. Commissioner Cronin had concerns over his start date noted in his letter and the tone of letter with presumption of his starting with no review or approval of commissioners.
  - ii. Chairman Cross suggested we take time to look over and we will review for discussion at the August meeting, and ask Verna to attend to answer any questions.
4. Public Comment: None
5. Street Lights : N/A
6. Old Business : None
7. New Business:
  - a. Insurance proposal (Dowling & O'Neil) FY19:
    - i. Commissioner Sullivan provided the commissioners an overview of the meetings he had with Commissioner Skende, HFD Chief Burke, Clerk Verna LaFleur, and Mark McCartin from Dowling & O'Neil (D&O), reviewing the proposed FY19 insurance policies for the District.
    - ii. New proposal is a 2% increase over current policy.
    - iii. They looked at, and recommend the District increase the calamity coverage for on duty injuries, increasing the medical cap from \$100k to \$500k (increases premium \$6k/yr.), or \$1M (increases policy by \$10k /yr.). Increasing the calamity overage would ensure we would save the district rate payers from having to use free cash to cover costs above the \$100k loss which could very likely happen.
    - iv. There was a discussion on overlap coverage between the two buildings and clarified where our coverage stops (when we vacate the old building) and the contractors starts. Mark at D&O will keep us updated on that.
    - v. Motion was made Dennis S. to accept the D&O proposed FY19 Insurance policy coverage, seconded Victor S., All approved.
  - b. Building Committee update:
    - i. Commissioners received updated construction timelines and change orders.
      1. Chairman Cross expressed concerns with the contractor and Paul Griffin about the lack of progress and the slow pace of the project. There doesn't appear to be a sense of urgency, and many days very few workmen on site.

2. Site is not as active as it should be and we need to make plans to move, but need a more definite time line from them.
  3. If they don't begin to get the work done, we could find ourselves into November which is not acceptable.
  4. We have notified them we will stop paying if they continue to under staff the project.
  5. We are still under budget, but way behind timeline.
- ii. Commissioners reviewed budget sheet, change order sheet, and past order changes. (Copies on file). All approved.
    1. PCO 61 Eye Wash Station change, PCO 62 Plumbing rain leader, PCO 64 Resilient Athletic Flooring, PCO 54 May Overtime Drywall Contractor, PCO 63 Day Room 129 Exposed Column, and PCO 53 Plywood in IT Room = Total \$20,994 – Motion made by Dennis S, second by Victor S. – Approved.
    2. CCD 16 Refrigerator Connection, CCD 17 Additional Plywood in Attic, and CCD 18 Mezzanine wall & Door = Total \$12,000 NTE (Not To Exceed).
    3. New Building Furniture (Phase I), NTE - \$198,754
- c. Alternative Sources of Revenue:
    - i. Commissioner Cross asked for any updates in discussions with appointed Councilors about our proposal to get the district's portion of the Embarkation Fee from the Town of Barnstable.
      1. Commissioner Skende still needs to meet with Deb D.,
      2. Commissioner Cronin – needs to speak with Council Flores
      3. Commissioner Cross, put letters in the Town Council mailboxes.
        - a. Councilor Cullum called and he did get back to her, but waiting to discuss in more detail.
      4. Rep. Will Crocker indicated he would endorse this, but we will need to wait and see how he will be able to do this, Mark Ells also indicated he is favorable to this proposal.
      5. Commissioner Cross offered to speak before the Greater Hyannis Civic Association, Commissioner Cronin said she would check with the GHCA Board and what dates would be available.
    - d. Fees and Penalties – Chief Burke stated nothing new to report.
8. Items not reasonably anticipated by the Chair at least forty-eight hours (48) prior to the meeting. N/A
  9. Chief Report:
    - a. Dispatch move – move was a success, great team work in developing the policies and procedures for a complex conversion with the police department.
      - i. Dave Webb critical key to the move's success, and the new dispatchers training went smoothly.

- ii. New radios, and computers in the vehicles, enable the dispatch to send the unit on to the next call without missing a step.
    - iii. Mobile Data terminals are installed, or will be installed, in all of the vehicles which will continue to make us more efficient.
  - b. New Running Order – responding more intelligently responding to calls, found some middle ground specific to unit responses and safety. Having the shift captain in the car, is more flexible, and we are getting feedback from Police and others that the captain getting their ahead of the response team is helpful, and efficient in coordinating incidents and activities.
  - c. New Pagers – better technology, smarter and can do more than just calls.
  - d. New SCBA Scott air packs are in place.
  - e. End of Year June 2018 Budget is tracking against Actual results. Chief is looking to automate the Purchase Order to Accounts Payable process with a software product. It will provide much better expense tracking, and reports. More to come.
  - f. Promotional Exam – establishing time/place, who will monitor, and track, etc., and the scoring will be much more formalized. Chief asked how the commissioners want him to handle this and/or what level of involvement. Commissioner Cross delegated this the Chief. Chief Assistant Debe Schiavi will help facilitate the administration. The Chief will send out an RFP to accept bids for the assessment location. The Chief will get back to us at the end of the summer.
- 10. Public Comment:
  - a. Nathaniel Munafo wanted to thank the Department for all of the work and support with the transition of the Dispatch and Communication Center. He credits the attention to detail, procedures, and preparedness ahead of time to a successful transition. Everyone agreed with Nathaniel's comments.
- 11. Motion to adjourn made by Dennis S., seconded Victor S., and meeting adjourned at 8:12 PM.

Respectfully Submitted,

Laura Cronin

Acting Clerk, HFD Board of Commissioners