

**HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS  
WORKSHOP**

<b>Date Of Meeting:</b>	<b>Thursday, March 14, 2019</b>
<b>Meeting Place:</b>	<b>95 High School Road Extension Hyannis, MA 02601 in the 2<sup>nd</sup> Floor Training Room</b>

A quorum being duly present, Commissioner Cross called the March 14, 2019 Hyannis Fire District Commissioner meeting to order at 5:06 PM.

**PRESENT:** Peter Cross, Victor Skende, Dennis Sullivan, Laura Cronin and Demetrius Atsalis

**ALSO PRESENT:** Chief Peter Burke and Reporting Secretary Colleen Murphy

**I. OPEN SESSION:**

**1. PUBLIC COMMENT:**

- None

**2. TOPICS FOR DISCUSSION:**

**a. Fire District Direction**

- Commissioner Skende stated the Commissioners need to map out where the District will be headed in the next year, 5 years and 10 years.
- Commissioner Sullivan said we absolutely need to start charting a long range plan however this workshop needs to target FY20
- Commissioner Cross agreed and suggested a long range planning committee should be created and the Commissioners will need to pursue and formalize this idea
- Agreeing with Commissioner Cross, Commissioner Skende said we should tackle the FY20 budget first then examine long range District budget

**b. Commission Expenses and Budget**

- Commissioner Atsalis said he wanted to review and analyze the annual commission expenditures to see if we can transfer funds to other HFD needs
- Commissioner Cross said that with the retirement of Chief's Confidential Executive Secretary, Debe Schiavi, on September 30, 2019, Chief Burke would like to restructure the civilian staff for efficiencies/cross train for civilian staff absentee coverage. Commissioner Cross suggested any unused budget should be used to budget for a 4<sup>th</sup> civilian staff member to fill this position.
- Commissioner Sullivan spoke with Treasurer/Clerk Verna LaFleur and both were in agreement that a 4<sup>th</sup> civilian staff member coverage is needed. Chief Burke stated that he also spoke with Verna LaFleur and stated she thought an additional civilian role in FY20 was needed not only for her office but throughout across the HFD civilian positions.
- Commissioner Skende said the \$25,000 (USD) that the Commissioners put into the Clerk/ Treasurer's budget could be used to help pay for the 4<sup>th</sup> civilian cross-department position and there may be another \$10,000 (USD) available if there are no unplanned expenditures

- Commissioner Sullivan said the Commissioner's budget was \$30,000 (USD) at one time but was expanded to \$40,000 (USD) due to one-time expenditures like the Municipal Resource and The Murphy, Hess, Toomey and Lehane Law Firm
- The Commissioner's suggested they could allocate \$10,000 (USD) from their Commissioners' budget to the needed 4<sup>th</sup> civilian position
- Commissioner Cross said the state mandated Records Manager will fall under the Clerk/Treasurer
- Chief Burke said one of his main objectives for his tenure has been to create a synergistic civilian team
- Chief Burke stated that we should think about how to onboard this new civilian employee
- Commissioner Sullivan said the onboarding details will be worked out between Verna LaFleur and Chief Burke
- Commissioner Atsalis noted he would like to be on the long term planning committee
- Chief Burke said he could use \$15,000 (USD) out of his budget for the cross functional 4<sup>th</sup> civilian staff position

**c. Clerk/Treasurer's Expenses and Budget**

- Commission Sullivan said \$25,000 (USD) could be reallocated from the Clerk/Treasurer's budget from the line item of part time consultant/assistant

**d. Civilian and Administrative Staff Restructuring**

- *Referencing the Chief's Budget Comparison FY19 v FY20*
- Insurance Group Health line item number off by \$100,000 (USD)
- \$610,000 (USD) Salary Related Expenses is due to 4 new FFs in July. This number will come down as they will not be hired until February FY20
- The Comparison chart does not account for a 4<sup>th</sup> civilian staff member nor a janitor
- Chief Burke would like to hire all 4 FFs in the months of September or February as this equals out the FF shifts and keeps the shifts even
- The salary for the janitor can come from the building maintenance line item and stop paying outsourced cleaners and hire in-house. By hiring in-house we can stop paying outsourced cleaners.
- Chief Burke said there are only 2 retirements planned in FY20
- These 4 new hire FFs may or may not be Fire Academy trained when hired
- Commissioner Skende asked if there are any grants available
- Chief Burke said yes, but the Federal grant fund staffing sunset and could shock the tax rate due to how the grants are structured
- Commissioner Cross stated that this is the first time in 20 years that we would be increasing the staff by 4 FFs – increasing staff is sorely needed
- Chief Burke said waiting until February to hire 4 FFs will reduce cost by \$187,000 (USD)

**e. Capital Expenditures**

- *Referencing Clerk/ Treasurer's 02/28 Fixed Cost Report*
- Under Fire General Expense, Chief Burke said utilities are averaged on historic costs and these line items cannot be underfunded
- Chief Burke felt the budgeted amount for the capital expenses were not presently underfunded nor are they over estimated

**3. PUBLIC COMMENT**

- None

Vote on Adjournment:

Upon a motion fully made and seconded it was voted to adjourn

Adjourned at 6:03 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District