

**HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS  
WORKSHOP**

<b>Date Of Meeting:</b>	<b>Thursday, March 28, 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 28, 2019 Hyannis Fire District Commissioner meeting to order at 6:03 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. MINUTES:**

- Upon a motion duly made and seconded it was voted to approve the Workshop minutes of March 14, 2019

**VOTE: PASSES UNANIMOUSLY**

**3. TOPICS FOR DISCUSSION:**

**a. Fire District Direction:**

- Commissioner Sullivan stated that the major item regarding this topic for FY20 to be considered is the hiring of four new FFs. Commissioner Sullivan cited that last workshop all the commissioners were in agreement that 4 FFs were needed, but the open question remaining was when to hire the new FFs.
- Commissioner Sullivan stated that a February 2020 hiring time frame would be most advantageous to the budget. Commission Sullivan mentioned that he spoke with Chief Burke; Chief Burke was not against this proposed time frame.
- Commissioner Skende said that the February time frame makes sense because it eases in the recruitment and hiring of the new FFs while incurring monthly savings.
- Commission Cronin asked if the 4 new FF head count was included in the HFD Treasurer's FY19 budget. Commissioner Sullivan stated there was no salary item; however, in the Treasurer's FY20 budget items, such as the Group Health Insurance item, did take into account the 4 new FFs. The FY20 budget will be approved at the May Annual Meeting. The FY20 Budget starts on July 1, 2019.
- Commissioner Atsalis stated that he is in agreement with the February 2020 hiring head count time frame as this proposed time frame will save money for the District
- Chief Burke was in agreement with a February hiring time frame as a July 1<sup>st</sup> time frame is in the middle of the busy session.
- Chairman Cross said we would wait for the next Workshop to do a final review of the FY20 Budget.

**b. Commission Expenses and Budget:**

- Commissioner Sullivan said the expenses and budget for a 4<sup>th</sup> civilian staff position that was discussed at the 031419 workshop would come from the following areas: Commissioners' Budget (\$10,000 USD), The Chief's Budget (\$15,000 USD) and The Treasurers' Budget (\$25,000 USD)
- Commissioner Cross said that he was in agreement with the additional 4<sup>th</sup> civilian staff position, but would like to hear from Treasurer Verna LaFleur before any decisions are made
- Commissioner Sullivan said that he has spoken to Treasurer LaFleur
- Commissioner Cronin said that we need to understand what are the goals and the duties of the restructured civilian staff including the 4<sup>th</sup> civilian staff position
- Commissioner Cross said that we have until July 1<sup>st</sup> to define the role and he asked Commissioner Cronin to be part of that decision process

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

- Treasurer LaFleur will be back from vacation the first week in April and Commissioner Sullivan said that he would meet with her to discuss the 4<sup>th</sup> civilian staff position per the request of Commissioner Cross
- Commissioner Sullivan said that we should reallocate the available cash from the Ambulance Fund to help cover future liability. Our goal should be to keep 4% of the operating budget in free cash.

**d. Civilian and Administrative Staff Restructuring:**

- Chief Burke brought up the topic of hiring a janitor. He suggested hiring someone to be the janitor as opposed to hiring an outside cleaning company as insourcing this position will bring down the overall costs for cleaning the firehouse
- Commissioner Skende stated that we also needed to think about hiring a landscaper
- Commissioner Cross said that we have to finalize the budget within the next couple of weeks
- Commission Atsalis raised the question if the commissioner board should look into raises for the commissioner board members
- Commissioner Sullivan said that there have been no raises for the commissioner board members in the last 12 years
- Commissioner Skende said that he did not think a raise was needed

**e. Capital Expenditures:**

- Commissioner Skende said that when the new long-range planning committee convenes the committee should start working on long-range alternative ways to raise money. They also need to look towards a legislative approach regarding the Steamship Authority embarkation fee.
- Commissioner Atsalis and Sullivan agreed to be on the new long-term planning committee. It was suggested that either Chief Burke or Chief Burke's appointed delegate should be on the new long-range planning committee.
- Commissioner Cronin said she would be available to be on the new long-range planning committee if needed

**4. PUBLIC COMMENT:**

- None

Vote on Adjournment:

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

Adjourned at 6:56 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District