

**HYANNIS FIRE DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING**

Date Of Meeting:	Thursday, May 9, 2019
Meeting Place:	95 High School Road Extension Hyannis, MA 02601 in the 2nd Floor Training Room

A quorum being duly present, Commissioner Cross called the May 9, 2019 Hyannis Fire District Commissioner meeting to order at 7:01 PM.

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

ALSO PRESENT: Chief Peter Burke and Reporting Secretary Colleen Murphy

I. OPEN SESSION:

- Chairman Cross took the meeting out of order to give HFD Deputy Chief Dean Melanson a few minutes to speak per the request of HFD Deputy Chief Melanson
 - HFD Deputy Chief Melanson said he sent a formal letter of retirement to the commissioners
 - He thanked the current Board of Commissioners and the former board members for their friendship and support over the years
 - Chief Deputy's Melanson said his last day of work will be May 31, 2019 – ending a 34+ years with the Hyannis Fire Department
 - Chairman Cross stated "The HFD is a better place because of you and thank you for your dedication and service to Hyannis"

1. MINUTES:

- Upon a motion duly made and seconded it was voted to approve as amended the minutes of the April 17, 2019 Special Meeting
 - **VOTE: PASSES UNANIMOUSLY**
- Upon a motion duly made and seconded it was voted to approve the amended minutes of the April 25, 2019 Regular Meeting
 - **VOTE: PASSES UNANIMOUSLY**

2. CORRESPONDENCE:

- Chairman Cross said HFD Deputy Chief Melanson sent his formal notice of retirement letter to Treasurer LaFleur
- Chairman Cross said he has not received the formal notice of retirement letter but when he does he will give a copy to the commissioners

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- Commissioner Atsalis said he had a conversation with Town of Barnstable Town Manager Mark Ells regarding Rte 28 light
- Mark Ells is aware the HFD commissioners already discussed the point and have all agreed that they will not pay for these decorative lights

- Commissioner Atsalis said the Commonwealth told him that the Town of Barnstable put the decorative lights on Rte 28 and Mark Ells said that speaking with the DPW, the DPW said they did not put in the decorative lights in the plan but said the Town of Barnstable would take care of any new lights that went down Bearnse's Way and the Commonwealth would take care of the Rte 28 lights

5. OLD BUSINESS:

- None

6. NEW BUSINESS:

a. Building Committee Report

- Chairman Cross said he and Commissioner Skende attended construction meeting a week ago to go over the open items – CTA contractors are letting items that need to be taking care of pile up due to the individual items being too small to take a full day work and therefore CTA cannot send out a contractor to Hyannis from off Cape Cod but this is still being worked on and watched
- Chairman Cross stated the project is still on budget; the inclement weather is complicating the schedule
- Chairman Cross said the final 3 bays are coming right along
- The mezzanine floor is poured which allows the contractors to start to complete the west end wall
- The Mechanics bay is great, the pad above the mechanics office has been poured and the new compressor will be installed
- Electrical work is being done; sealer for floor is scheduled
- The training tower is in process; the apron on west side for bays 5 – 7 has been poured
- The bi-fold doors on east side are in place
- Construction trailers computers were blown out due to a recent thunderstorm which the thunderstorm also affected the fire house
- Commissioner Skende stated that CTA wanted to remind HFD personnel that they needed to wear hard hats when visiting the construction site
- Commissioner Skende said there was a redesign in the mezzanine – the training windows had plumbing in the way and needed the redesign
- Chief Burke said the plumbing issues have been blocked by a steel plate and this area should be safe during training exercises

b. Annual Meeting

- Chairman Cross said Commissioner Sullivan will move the Warrant Articles
- Chairman Cross asked Commissioner Sullivan to follow up with Treasurer LaFleur to ensure the stenographer is set for the Annual Meeting
- Commissioner Sullivan said the Moderator requested he sit at the table with the commissioners – historically the Moderator has sat in the middle of the table
- Commissioner Cronin stated that the Moderator should have a microphone so that they would not have to move microphones around the table
- Commissioner Skende asked if Treasurer LaFleur would have the last minute amendments to be read aloud
- Commissioner Sullivan said Treasurer LaFleur will be ready with the information with Article 5- Free Cash and Article 15- Ambulance Fund
- Commissioner Skende said the Moderator has met with Treasurer LaFleur a couple of times in preparation for the Annual Meeting

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- Chairman Cross asked if a member of the board or if he should make the introductory comments
- Commissioner Sullivan said Chairman Cross should make the introductory comments
- Annual Meeting will be held at 7 PM at the Middle School Cafeteria
- Commissioner Cronin asked how the board wants to handle questions that they do not have answers to at that time
- Chairman Cross said we will not let any questions go unanswered and will follow up on all outstanding questions
- Chairman Cross said he would like to set a goal to finalize the HFD annual report earlier and have it available to the public earlier next year

7. ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR

- None

8. CHIEF'S REPORT

- Chief Burke thanked HFD Deputy Chief Dean Melanson for his 20 years service as Deputy and his 34 plus years of service to the department and with his departure we will have a vacancy to fill
- May 10th the HFD will be wrapping up the Coast Guard large-scale drill which has been worked on the last couple of months which occurred on Tuesday (May 7), Wednesday (May 8), Thursday (May 9) and Friday (May 10) being the final meeting
- The challenge facing us right now is with the vacancy due to the Deputy's retirement. The bylaws state that any vacancy will be filled by a temporary position until it is permanently filled. We have done this in the past. With the Deputy's retirement this gives us the ability to restructure and review what the Deputy's job will be for the future
- The Chief asked for the commissioners to consider moving the development of Fire Prevention/Planning Captain forward. With the Deputy's retirement in FY19 the money for this position would exist in FY 20 without making budgetary changes to next year. This new Captain's position would share some of the fire prevention but also focus more on the site plan/planning management aspects.
- The Chief suggested filling the Acting Deputy Chief position in mid-June and start the hiring process for the Fire Prevention/Planning Captain at the end of summer, filling the position in September, then we are probably a year out to hire the new permanent Deputy.
- Chairman Cross said he believes both the Deputy Chief's job as well as the Fire Prevention job have definitely evolved and it is a good time to take a look at and see what is working and what is not
- Chairman Cross said that he would like the Fire Prevention office to make suggestions to the Chief so the whole process can be refined and then we need to see how this should evolve in 2019 and also beyond 2019
- Commissioner Skende stated that making adjustments in the staffing happens maybe every 20-years and we need to take this time for this opportunity
- Chairman Cross said we need to review our involvement in non-fee activities that our expertise has been requested for beyond the typical residential/commercial type fire prevention activities that are beyond our statutory requirements - we need to at least look into this situation to see if fees are needed for our expertise

- Commissioner Cronin said she would like a bit more time to review the new job description for the Fire Prevention/Planning Captain
- Commissioner Skende said he hopes the union is involved in this restructuring
- FF Mike Dalmau representing the union said he supports the Chief's initiative and stressed the importance of starting the process as soon as possible as this will be time consuming

9. PUBLIC COMMENT

- None

10. POTENTIAL EXECUTIVE SESSION

- None

Vote on Adjournment:

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

Adjourned at 8:13 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District