

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

<b>Date Of Meeting:</b>	<b>Thursday, August 22, 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 August 22, 2019 Hyannis Fire District Commissioner meeting to order at 7:00 PM.

**PRESENT:** Peter Cross, Victor Skende, Laura Cronin and Demetrius Atsalis  
**ALSO PRESENT:** Chief Peter Burke and Reporting Secretary Colleen Murphy  
**ABSENT:** Dennis Sullivan

**I. OPEN SESSION:**

**1. MINUTES:**

- Upon a motion duly made and seconded it was voted to approve the minutes of the July 25, 2019

**VOTE: PASSES UNANIMOUSLY**

**2. CORRESPONDENCE:**

- Chairman Cross stated he received a letter via Chief Burke from Cape Cod Commercial Laundry owners Jeremy and Patrick Ehart. The letter was a thank you to the HFD for the "tremendous professionalism" shown to the Cape Cod Commercial Laundry recently due to a few false fire alarms and over the years of the department and a \$1000 check to be used as needed.
- Chairman Cross suggested the check be added into the Gifts of Funds account
- The commissioners all agreed this account was the right place to add the donation to

**3. PUBLIC COMMENT:**

- None

**4. STREET LIGHTS:**

- Commissioner Atsalis said he will be emailing Interim Town Engineer Griffin Beaudoin to let him know HFD Commissioners will be discussing the Independence Park Area Project during the fall/ winter 2019 timeframe

**5. OLD BUSINESS:**

- None

**6. NEW BUSINESS:**

- a. Appointment to Permanent Status – Probationary FF's Nikolas Omerzu and Jeffrey Born
  - Chief Burke asked the commissioners to Appoint to Permanent Status Probationary FF's Nikolas Omerzu and Jeffrey Born as of September 2, 2019
  - Upon a motion duly made and seconded it was voted to approve these Appointments to Permanent Status Probationary FF's Nikolas Omerzu and Jeffrey Born as of September 2, 2019

**VOTE: PASSES UNANIMOUSLY**

**b. Building Update**

- Chairman Cross stated the firehouse build is in the final stages of the building project
- Chairman Cross said Project Manager Paul Griffin told him that the project contractor CTA gave him a quote of \$250,000 (USD) to concrete the driveway area in front of the bays on High School Ext Rd.
- CTA will have to correct the drainage strip that was installed incorrectly
- The commissioners all agreed to hold off on concreting the driveway area in front of the bays on High School Ext Rd.
- CTA working on outstanding items on punch list
- FF Dave Webb said the lights for the 9/11 Memorial are ready to be installed and FF Webb will connect with Paul Griffin to coordinate with the electrician

- Chairman Cross said the firehouse front yard sign has been approved without lights and no digital board
- Commissioner Skende said a new sign would cost an estimated \$50,000 (USD)
- Commissioner Cronin asked what could be done with the old sign to make the sign appropriate for firehouse needs
- FF Mike Dalmau suggested to finish the building project first then figure out the sign situation
- Chief Burke to reach out to Chic Pollack, Cape and Islands Signs, LLC, through Project Manager Paul Griffin and find out how much the old sign would cost to bring up to new firehouse standards
- Commissioner Cronin asked when the Open House/ Community Day Thank You would take place, Chief Burke mentioned a possible date in October during Fire Prevention Week 2019 (i.e. October 6<sup>th</sup> – 12<sup>th</sup>)

**7. ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR**

- None

**8. CHIEF'S REPORT**

- Closed out FY 19 – no financial concerns to report as of date August 22, 2019
- Hired Administer Assistant Sarah French and Janitor Chris McCarthy both have been great new hires
- Have request from Tufts Alumni Group to use the firehouse training room – we told them the room is not open to the public as we need to hire someone to be in the building for the entire time to help with the group while in the building, run parking, schedule room, building security, etc.
- Deputy Kristofferson was able to work with and visit all the Hyannis school administrators and bring FFs through the schools to understand the lay out of the buildings, sprinklers/value room, etc. Barnstable School District Deputy of Facilities Mike Lambo to get copies of the lay-outs of the buildings, sprinklers/valve room, etc. so that a quick building reference guide can be placed in each fire engine
- Update on vehicles – the Shift Commander vehicle has been replaced; the new Ambulance order is pending on signature of the commissioners, the commissioners said they will sign after close of this meeting; Engine 2 which is slated for replacement is in the design phase presently; In budget FY19 there are 2 staff vehicles that were earmarked to be replaced – the Chief stated they are starting to look at that and see what is needed and what deals they can get and then will bring that to the commissioners for approval
- Chief Burke said he is comfortable with the job description for the Fire Prevention and Emergency Planning Captain's position description – and Chief Burke needs the commissioners approval in order to do anything further with it
- Chairman Cross asked what the budget impact for FY20 – Chief Burke said there is no budget impact as money has been used from a recent retirement
- Upon a motion duly made and seconded it was voted to approve Fire Prevention and Emergency Planning Captain's position description

**VOTE: PASSES UNANIMOUSLY**

- Captain Burke stated that the candidate for one of the FF/EMT positions is targeted to be brought forward to the commissioners for approval the second week in October 2019
- Chief Burke and Union President/FF Mike Dalmau are working on a joint labor process agreement for items that are not contract driven or employee driven – i.e. presently they are working on the process of how to transition a staff position to a line position
- Chief Burke said they have a candidate for one of the 3 vacancies, and asked the commissioners to move to appoint Michael Amick as a probationary FF immediately upon completion of necessary pre-employment testing.
- Upon a motion duly made and seconded it was voted to approve to appoint Michael Amick as a probationary FF immediately upon completion of necessary pre-employment testing.

**VOTE: PASSES UNANIMOUSLY**

- Call volume up to: 4637 calendar year-to-date

**9. PUBLIC COMMENT**

- FF Mike Dalmau said the Community Barnstable Kids Day was a huge success; the HFD will be hosting the open ceremony portion for the Southern New England Bicycle Ride on August 23, 2019 at 8:15 AM, there are between 40 to 50 individuals expected

**10. POTENTIAL EXECUTIVE SESSION**

- None

Vote on Adjournment:

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

Adjourned at 8:16 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District