

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

Date of Meeting:	Thursday, November 14, 2019
Meeting Place:	High School Road Extension Hyannis, MA 02601 in the 2nd Floor Training Room

A quorum being duly present, Commissioner Cross called the November 14, 2019 Hyannis Fire District Commissioner meeting to order at 7:02 PM.

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

OPEN SESSION:

1. MINUTES:

- Upon a motion duly made and seconded it was voted to approve as amended the minutes of the October 24, 2019 Regular Meeting
VOTE: PASSES UNANIMOUSLY

2. CORRESPONDENCE:

- Commissioner Cross stated he received a demand letter from Empire Masonry to pay \$38,000 (USD) because the contractor CTA has not paid it for work completed
- Commissioner Cross reached out to the Building Project Manager Paul Griffin and had him reach out to CTA to take care of the unpaid bill

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- Commissioner Cross stated there are two downed lights – one of the downed lights is due to a car accident and the other appears to be downed for house construction work (Sea Street and Ocean Ave; and Hyannis Avenue, respectively)
- Commissioner Cronin said a letter should be sent to Hyannis Avenue residents
- Commissioner Atsalis stated he had spoken with Siemens and has put a work order request in for the Sea Street and Ocean Street downed light and the blown light at Bay Shore Road
- Commissioner Atsalis said the light on Ponitac Street and light on Cedar Street have been approved

5. OLD BUSINESS:

- None

6. NEW BUSINESS:

Construction Update

- Commissioner Cross and Commissioner Skende had a discussion with CTA and have met with Paul Griffin regarding the timeliness of the punch list completion
- Paul Griffin will send notice to CTA that as of December 7, 2019 CTA will be done
- Any further punch list items will be managed by Paul Griffin, Commissioner Cross and Commissioner Skende
- Paul Griffin is reviewing CTA contract to ensure contract is being followed pertaining to closing out work with CTA and also monetizing punch list outstanding items that have not been paid to CTA as they are not completed and therefore will not be paid
- Commissioner Cross said the outstanding punch list items not completed by CTA, but will be completed by others yet to be named, will be funded out of the building fund

Change Orders

- Change Order #16 for \$70,826.52.
- Chief Burke has requested the line item PCO# 170 – Chief’s Bathroom Tile ILO Epoxy to be removed as this is not needed and had not been requested by Chief Burke
- The line item PCO# 170 – Chief’s Bathroom Tile ILO Epoxy amount of \$5,615.76 was removed by the commissioners from the 11/14/19 Change Order #16
- Commissioner Cross asked the HFD Commissioners to vote on the approval to pay the 11/14/19 Change Order #16 now totaling \$65,210.76 (USD)
- Upon a motion duly made and seconded it was voted to approve the 11/14/19 Hyannis Change Order Log totaling \$65,210.76 (USD)

VOTE: PASSES UNANIMOUSLY

- Commissioner Skende stated at 1 PM on 11/14/19 he received an email from Paul Griffin stating Paul Griffin had received a new quote for 2 RFID controls and 120 tags needed for the security gates in back of the fire house
- This will cost \$12,400 (USD) – this is almost 30% less than the Griffin Electric proposal which contained only 2 RFIDs and only 60 tags
- Commissioner Skende asked if the commissioners wanted to authorize Paul Griffin to order this set up now as there is a lead time
- Commissioner Cross reminded the commissioners that there is budget for the RFID cards in the existing building budget, so it is just a question of changing companies.
- The Building Committee will be briefed on this expenditure
- Upon a motion duly made and seconded it was voted to authorize Griffin to order the RFID controls not to exceed the price of \$12,400 (USD)

VOTE: PASSES UNANIMOUSLY

- Commissioner Cross said there has been no change with the budget since last month and still on budget

Job Description – Deputy Chief

- Chief Burke said he has been working with Commissioner Sullivan and Commissioner Cronin regarding the Deputy Chief job description and then he handed out the working job description document to the commissioners
- Chief Burke mentioned he had spoken to Union President/FF Mike Dalmau regarding the Deputy Chief job description
- Chief Burke stated he would like to have a detailed discussion on this topic during the Dec 12, 2019 Regular Meeting of the HFD Commission
- Chief Burke said he would like to contract Management Resources (MRI) to run a non-bias process to fill this position
- MRI would cost under \$10,000 (USD)
- Upon a motion duly made and seconded it was voted to hire MRI to go through the process of the Deputy Chief assessment

VOTE: PASSES UNANIMOUSLY

Chief's Evaluation

- Commissioner Skende said we have to negotiate Chief Burke's contract in the spring and also start working on the FY 21 budget so the timeframe for the Chief's Evaluation is contracted to occur in January 2020

7. ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR

- None

8. CHIEF'S REPORT

- Run volume is up year-over-year and is at 6434 and we are seeing a consistent pattern in the volume increase
- Marine 1 is back in service after a muffler and bilge pump repair, jets were also cleaned and after coolers were over-heating, so they were fixed too; boat is ready for calls
- Chief Burke said Procurement Express is fully implemented and with this we now have access to real-time budget information and also have eliminated any conflicts with the Treasurers' budget
- Chief Burke said he is thinking about moving around some of the staff vehicles namely he is thinking about moving the Fire Prevention and Training Inspectors to 1500 pickups which is more versatile and the chassis are less expensive; Car 5 and Car 7 will be pickup trucks going forward; the present Car 7 (Durango) will be changed to Car 9 and Car 4 will be replaced with a Durango – these changes are already essentially budgeted so changes will have no projected budgetary impact
- Regarding the district approved winter hires, there are 2 candidates in the pipeline, and they are presently going through their pre-employment testing now and will be brought before the commissioners for approval at some point
- January 15, 2020 will be the awards night

- Chief Burke thanked the commissioners for approving Captain Webb in Fire Prevention as he is doing a great job with the Fire Prevention role and also with cross-department communication – he has been doing exactly what we needed in that position

9. PUBLIC COMMENT

- Union President/FF Mike Dalmau said the fire house participated with BID and hosted a dinner at the fire house for the Bid Winner as part of the fire house community outreach initiative
- FFs will also participate in the Hyannis Thanksgiving homeless dinner and the Hyannis Christmas Stroll

POTENTIAL EXECUTIVE SESSION

- None

Vote on Adjournment:

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

Adjourned at 8:26 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District