

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

Date of Meeting:	Thursday, December 12, 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 December 12, 2019 Hyannis Fire District Commissioner meeting to order at 7:02 PM.

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

ALSO PRESENT: Chief Peter Burke and Reporting Secretary Colleen Murphy

ABSENT: Demetrius Atsalis

OPEN SESSION:

1. MINUTES:

- Upon a motion duly made and seconded it was voted to approve as amended the minutes of the November 14, 2019 Regular Meeting

VOTE: PASSES UNANIMOUSLY

2. CORRESPONDENCE:

- None

3. PUBLIC COMMENT:

- None

4. STREET LIGHTS:

- Commissioner Cross posed the questioned concerning that when the Town of Barnstable illuminates the new streetlights on Sea Street, is it necessary for the HFD to continue running the HFD streetlights on Sea Street?
- Commissioner Cronin suggested to wait and see where the town streetlights will be and if there is any duplication of lights before making a decision
- Commissioner Skende said the town's decorative lights and the HFD lights are both present on Main Street

5. OLD BUSINESS:

- None

6. NEW BUSINESS:

Building Committee Update

- Commissioner Cross personally delivered the check to the Cape and Islands Signs and thanked it for the great update to the existing firehouse sign
- Commissioner Cross stated that he and Commissioner Skende have asked for a meeting with Jeffrey Hazelwood, Principal of CTA (construction project management team) to come up with a plan to finish the outstanding items – so the commissioners can close out this construction project

- CTA has redeployed its key construction team members to other projects while the firehouse still needs to be completed
- Commissioner Cross has been on many calls with Paul Griffin, CTA project manager, repeatedly asking when will the remaining work be completed
- Commissioner Cross stated the firehouse construction project is still under budget, most work has been done but the punch list still needs to be completed in order to close out project

Chief's Annual Review

- Commissioner Skende said he will set up meeting the week of December 16th to meet with Chief Burke to go over his review
- Commissioner Sullivan said his review is complete and in Commissioner Cross' mailbox
- Commissioner Cross said he went over his review with Chief Burke and it just has to be signed by Chief Burke to be completed
- Commissioner Cross said on page 1 of the review wording, in the last paragraph which talks about overtime reports, should be edited as the commissioners have not asked the Chief for overtime reports and overtime is reviewed every month on a report that Treasurer LaFleur puts out every month, so this paragraph needs to be edited
- Commissioner Cronin said the paragraph Commissioner Cross is calling out is in the review as it is part of the by-law description of the Chief's job requirements
- Commissioner Skende said he crossed out the reference to the community sign in his review of the Chief as there is no community sign due to the new firehouse setup
- Commissioner Cronin said she would assimilate the commissioners' reviews into one report

Job Description – Deputy Chief

- Commissioner Sullivan and Commissioner Cronin said they both felt the job description was set and had no further questions or amendments to the description as presented by the Chief
- A motion duly made and seconded to approve the Deputy Chief job description as presented by the Chief was made

Discussion:

- Commissioner Cross said while favoring unions and having been a 30-year union member, the only issue he has with the Deputy Chief job description presently is that it allows a Deputy Chief to be a union member and that could create a conflict of interest pertaining to an administrative position having to discipline a fellow union member
- Commissioner Cronin said Chief Burke's long-range structure is to have the department grow and would add an Assistant Chief who would stay as a non-union member and then keep the Deputy Chief position more involved in day-to-day operations of the department
- Commissioner Sullivan said if a grievance is not settled by the FF administration then it would go before the commissioners to decide a resolution
- Commissioner Cross said that as we grow the department, we need to make sure we do not skyrocket the budget- that we have an even growth

- Chief Burke said adjusting the current command structure while addressing the current call problem may be really challenging – he would like to address first the immediate problem in terms of responding to emergencies and then fix the administrative problems and when the timing is right create the Assistant Chief position which is possibly 4 to 5 years out
 - Chief Burke will work with Mike Dalmau, HFD Union President, to create a document to outline how the Deputy Chief should act, in place of the Chief, should the Chief be incapacitated/absent from his position for a specific period of time
 - Commissioner Skende asked for clarification on the second page, part E, asking what qualifies as “multi-year training and exercise training”
 - Chief Burke stated “multi-year training and exercise training” means the ongoing drill of the skills learned in training session such as Tower Training and making sure any skills gaps are addressed
 - Commissioner Cross stated that “multi-year training and exercise of training plan” should be the language moving forward in section E
 - Questions are moved and a Motion has been made and seconded to approve the Deputy Chief job description as presented by the Chief
- VOTE: PASSES UNANIMOUSLY

7. ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR

- None

8. CHIEF’S REPORT

- Run Volume is tracking about 5% over year-to-year
 - Calendar year-to-date 2018: 6613
 - Calendar year-to-date 2019: 6947
- Usually this call increase is due to a storm but this year the calls are just regular emergency calls
- Regarding the recent High School Rd fire, FFs arrived to the fire, short staffed – it turned out well because the firefighters soon arrived and what type of fire it was; however, if variables changed you may have a drastically different fire outcome due to one of the major factors which is being understaffed
- Monday, 12/02/19, Capt. Storie and the FF staff answered 11 simultaneous calls in 3 hours and 15 minutes, only one was a mutual call – but in those 3 hours the FFs continuously drove fire trucks and emergency vehicles answering emergency calls throughout community; since Sunday, 12/08/19, 31 times we exceeded our staff – which means 32 times there was no guarantee that we could answer the emergency calls
- Chief Burke said we need 4 teams and apparatus to not be at critical risk
- Chief Burke will work on budget numbers but asked the commissioners to look at adding 8 additional firefighters to ensure a fourth group of FFs which would be the necessary number of FFs we need to handle the call volume
- FF Andrew Kleamenakis is retiring effective January 1, 2020

- HFD was awarded a Personal Protective Equipment Grant from the Commonwealth – the award (\$3575 (USD)) will be applied to obtaining protective gloves for the FFs
- Chief Burke would like to bring an intern(s) in and create a good inventory system which would allow our FFs to focus on responding to emergency calls and training and not have to inventory at the simultaneously
- Chief Burke is looking for Maritime and IT interns – and Chief Burke will look for a cost-effective intern – there would be 2 to 3 interns at most
- The HFD Awards and Promotion Ceremony will take place on Wednesday, 01/15/20
- Chief Burke spoke to Treasurer LaFleur regarding the third budgeted administrative assistant and both agreed to wait off on the third assistant until Chief Burke and Treasurer LaFleur understand what the new staff person's skill set needs to be – this has to be figured out due to the recent administrative staff changes/retirements
- MRI is fully onboard with the Deputy Chief candidate discovery and selection process, Chief Burke said the Deputy Chief job position will be posted the week of 12/16/19
- Deputy Chief test is targeted to be administered at the end of March 2020
- FFs took part in the Christmas Stroll participation led by Captain Webb
- Commissioner Cross said he thought the HFD FFs were highly visible and thought the outreach to the community went great

9. PUBLIC COMMENT

- FF/Union President Mike Dalmau stated the HFD union, along with the other local FF unions in Barnstable, held the Fire Fighters for Families event and raised about \$3500 (USD) which will go to Barnstable school families

POTENTIAL EXECUTIVE SESSION

- None

Vote on Adjournment:

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

Adjourned at 7:57 PM

Respectfully submitted,

Colleen E. Murphy, Recording Secretary, Hyannis Fire District