



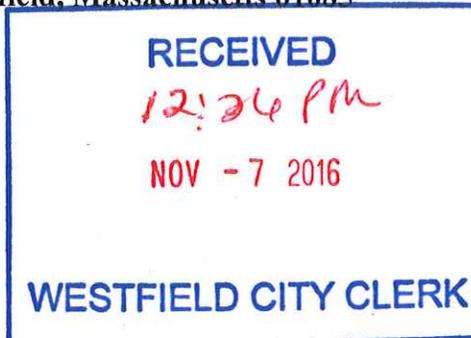
**CITY OF WESTFIELD MASSACHUSETTS**  
**Westfield Fire Commission**  
**Westfield Fire Department**  
**34 Broad Street**  
**Westfield, Massachusetts 01085**



Albert J. Masciadrelli  
Fire Commissioner  
Chairman

November 07, 2016

Ms. Karen Fanion, City Clerk  
City Hall  
59 Court Street  
Westfield, Massachusetts 01085



To whom it may concern:

# MEETING NOTICE

## CANCELLATION

### WESTFIELD FIRE COMMISSION

#### DATE

**November 07, 2016 – Monday Cancelled**

**DUE TO ANOMALY POSTING OF A COMPLETE AGENDA**

**RESCHEDULE AT A LATER DATE**

#### LOCATION

**City Hall**

**59 Court Street**

**Westfield, MA**

**Conference Meeting Room 201**

#### TIME

**1800 hrs. [6:00 pm]**

*Albert J. Masciadrelli*

// Electronic Signature //

Albert J. Masciadrelli, Chairman  
Westfield Fire Commission

Cc: Mayor Brian Sullivan, Fire Commissioner Patrick Olearcek, Fire Commissioner Carlo Bonavita, City Fire Chief Mary Regan

Public Posting 11.07.2016  
AJM

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WESTFIELD CITY CLERK



# Westfield Fire Commission

WFC

## Westfield Fire Department

WFD

### Meeting Agenda & Guide



**Date:** November 07, 2016

**Location:** Westfield City Hall  
59 Court Street  
Westfield, Massachusetts 01085

**Room:** Conference Room Number 201

**Time:** 1800 hrs. {6:00 pm}

RECEIVED

1:00 PM.

NOV - 3 2016

WESTFIELD CITY CLERK

**Meeting Called to Order:** Chairman's Statement on the requirements of the Open Meeting Law (M.G.L. Chapter 30A, § 18-25) notably recoding of open meetings is as follows: *Any person may make a video or audio recording of this open session of the Westfield Fire Commission (hereinafter "WFC") meeting or may transmit the meeting through any medium, subject to reasonable requirements of the Chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Also, this WFC meeting is being electronically audio recorded by the WFC Chair. Is there any other person in attendance recording this WFC meeting presently either by audio or video electronic means?*

**1. ROLL CALL:**

- Fire Commissioner Albert J. Masciadrelli
- Fire Commissioner Patrick F. Olearcek
- Fire Commissioner Carlo Bonavita

**2. READING OF THE RECORD OF:**

- a) Regular Meeting Minutes 03 October 2016 – *Fire Commission*
- b) Executive Session Meeting Minutes (None) – *Fire Commission*

**3. PUBLIC PARTICIPATION:** (Max. Time – 15 min. – 3 min. per person)

- a) N/A

**4. ROUTINE BUSINESS:**

- a) Introduction – *Fire Commission Chairman*
- b) Late Communications – *Fire Commission/Fire Chief*
- c) Letters & Communications – *Fire Commission/Fire Chief*

# Westfield Fire Commission

## Westfield Fire Department Meeting Agenda & Guide

### 5. SPECIAL BUSINESS:

- a) WFC internal action items with the Office of the City Personnel Director for the purpose of documentation maintenance (both analog and Electronic transmission requirements) to the Commonwealth of Massachusetts div. Civil Service Unit status report – *Fire Commission/Fire Chief*

### 6. OLD BUSINESS:

- a) WFC Active processes in the Office of the City Personnel Director up-date – *Fire Commission/Fire Chief*
  1. Firefighter List-Basic EMT - Requisition Number 03916
  2. Firefighter List-Paramedic - Requisition Number 03915
- b) Contract agreements between the City and the Firefighters Local 1111 – *Fire Commission/Fire Chief*
  1. Status up-date
- c) IAFF Local 1111 – *Fire Commission/Fire Chief*
  1. Inquiry answer {Ref. Fire Captains – Req. Number 03318}
- d) “WFD Little River Fire Station 2” Action Item (renovation up-grades) Informational discussions – *Fire Commission/Fire Chief*

### 7. NEW BUSINESS:

- a) WFC “Procedural (Process) Guidelines for Vacancy Appointments” document for the purpose {Configuration Management Control, of addressing a ‘word version’ error – *Fire Commission*
  1. Email via City Law Department October 03, 2016. Subject WFC Hiring Policy Word Version
- b) WFC “Procedural (Process) Guidelines for Vacancy Appointments” document for the purpose reviewing a recommended “Hiring Process Modifications” – *Fire Commission/Fire Chief*
  1. Document presented by Fire Chief to WFC 03 October 2016
    - 1) Author: Training Office

### 8. REPORTS FROM THE WFD & WFC:

- a) Apparatus/Ambulance/Vehicle Integrity, Support Equipment, Facility & Communications Integrity Status/Report – *Fire Commission/Fire Chief*
- b) ‘Personnel out of Work Report’ (Executive Session if warranted Item 9) – *Fire Commission/Fire Chief*
  1. WFD Personnel (Sick and Injury)

# Westfield Fire Commission

Westfield Fire Department

Meeting Agenda & Guide

## 9. EXECUTIVE SESSION:

- a) Reserves the right to go into executive session

**NOTE:** Please call Fire Commissioner Albert Masciadrelli 413.575.4502 to request any adjustment or clarification.

Westfield Fire Commission  
City of Westfield, Massachusetts  
Albert J. Masciadrelli, Chairman

*Albert J. Masciadrelli*

// Electronic Signature //

Cc: Westfield Mayor Brian Sullivan, Fire Commissioner 'Secretary' Patrick Olearcek,  
Fire Commissioner 'Member' Carlo Bonavita, Westfield Fire Chief Mary Regan

### WESTFIELD FIRE COMMISSION

Fire Commissioner  
Albert Joseph Masciadrelli,  
Chairman

### COMMUNICATIONS

Bu. 413.572.6330 or Cell 413.575.4502  
Fax : 413.572.6308  
Email:  
[albert.masciadrelli@cityofwestfield.org](mailto:albert.masciadrelli@cityofwestfield.org)

### ADDRESS

Westfield Fire Department  
34 Broad Street  
Westfield, MA 01085-3577

Submitted by  
Fire Commission Chairman, A. J. Masciadrelli  
November 03, 2016  
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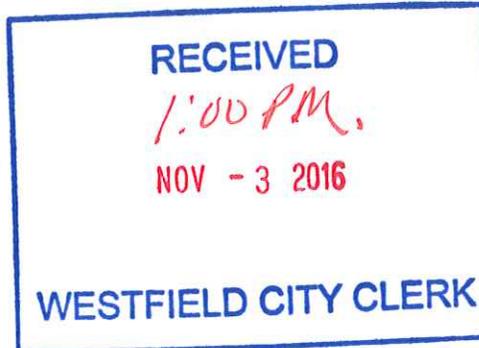
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Fire Commissioner  
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November 03, 2016

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