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

Albert J. Masciadrelli
Fire Commissioner
Chairman

RECEIVED
4:00 p.m.
NOV - 7 2016
WESTFIELD CITY CLERK

November 07, 2016

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

To whom it may concern:

MEETING NOTICE

WESTFIELD FIRE COMMISSION

DATE
November 09, 2016 – Wednesday

LOCATION
City Hall
59 Court Street
Westfield, MA
Conference Meeting Room 315

TIME
1700 hrs. [5:00 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

RECEIVED
WESTFIELD CITY CLERK

Westfield Fire Commission

WFC

Westfield Fire Department

WFD

Meeting Agenda & Guide

Date: November 09, 2016

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

Room: Conference Room Number 315

Time: 1700 hrs. {5:00 pm

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*

Submitted by
Fire Commission Chairman, A. J. Masciadrelli
November 07, 2016

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)

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

ADDRESS

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

Submitted by
Fire Commission Chairman, A. J. Masciadrelli
November 07, 2016