



# WESTFIELD, MASSACHUSETTS

## WESTFIELD FIRE COMMISSION

### MEETING MINUTES



Date February 10, 2016

Fire Commissioner Albert Masciadrelli called the meeting of the Westfield Fire Commission (hereinafter "WFC") of February 10, 2016 to order.

Location: Westfield City Hall  
59 Court Street  
Westfield, Massachusetts  
Room 315  
16:00 hours

RECEIVED

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WESTFIELD CITY CLERK

Chairman's announcement:

The Chairman of the WFC, Commissioner Albert Masciadrelli in accordance with the Open Meeting Law Changes (Reference Memorandum dated June 18, 2010 'Open Meeting Law Changes' from the Office of the City Solicitor) made the following announcement to all participants and attendees that the WFC Regular Schedule meeting of February 10, 2016 is being audio recorded and if the WFC meeting at any time goes into executive session all audio equipment will be turned off to include all recording devices of audio and video and any transmission of video and or audio..

The Chairman of the WFC, Commissioner Albert Masciadrelli also made the following inquiry that if there is anyone making a video or audio recording of the meeting please indicate this to the Chair, and also announced that this WFC meeting of February 10, 2016 is not being electronically transmitted via TV or via the internet by the City of Westfield.

**PRESENT:**

Westfield Fire Commissioners Albert Masciadrelli, Commissioner Patrick Olearcek and Commissioner Carlo Bonavita. Deputy Fire Chief Andrew Hart and Deputy Fire Chief Mark Devine. Fire Captain Eric Bishop, Fire Captain Seth Ellis and Fire Captain Paul Lentini. Alarm Superintendent Greg Heath, Personnel Director Karin Decker. Mr. Michael Sedlak and Mr. Willard Kopatz who are candidates from past interviews. Chief Mary Regan is out of town in Worcester and will not be able to attend.

**MINUTES TAKEN:**

Ms. Patricia Breton, Westfield Fire Department (hereinafter "WFD") Head Clerk.

**PUBLIC PARTICIPATION:** N/A

**ROUTINE BUSINESS:**

a) Introduction:

Commissioner Albert Masciadrelli stated we will be hiring for one departmental promotion and then for one firefighter paramedic position that is vacant.

Commissioner Albert Masciadrelli thanked all candidates in participating in the interview process. This is for one position Deputy Fire Chief in the Fire Prevention office and one Firefighter Paramedic. The Commission presently has two certified Civil Service Lists from the Commonwealth of Massachusetts. These are 02569 for Deputy Chief Title Code 0081A, and certification number 03064 for firefighter with paramedic credentials. Commissioner Albert Masciadrelli explained the procedures in the hiring process.

He stated that all candidates have signed acknowledging an interest in taking part in the appointing authority interviewing process and by your signature on this said certified Civil Service List are willing to accept the appointment, if selected, by way of the interviewing process via the appointing authority namely the Westfield Fire Commission.

Commissioner Masciadrelli then proceeded to explain the process of the interview as follows:

- He stated that all candidates will be interviewed in a public forum setting.
- The other candidates will be asked to leave the room in fairness to the other candidate being interviewed this is not a requirement but a request.
- The Fire Commissioners may go into executive session after the oral interviewing process.
- Each candidate will have the opportunity to address the Commission in an executive session.
- Commissioner Masciadrelli stated that they will be make an appointment after the interview process.
- The effective start date will be determined by the Westfield Fire Chief.
- All oral questions to the candidates will be the same when there is more than one candidate. The Commission may ask a question that is relative to anything supplied by the candidate as part of his or her résumé for the purpose of understanding the nature of what is supplied by the candidate.
- Commissioner Masciadrelli indicated that the hiring would be contingent on the candidate passing the 'Elements for Condition of Appointment' as follows:

**Elements for Condition of Appointment:**

- Medical Physical
- Hearing Exam – Comprehensive
- Criminal Offender Record Information (CORI)
- Commonwealth of Massachusetts 'Physical Abilities Test' PAT
- Commonwealth of Massachusetts Human Resources Division APPROVAL
- Successful completion of the Massachusetts Fire Academy within one (1) year of your appointment
- Those hired off the Certified Civil Service List must obtain an Emergency Medical Technician card (EMT) within one (1) year of their appointment

**SPECIAL BUSINESS:**

- a. HRD Certification Civil Service List Number 02569 – Commissioner Albert Masciadrelli stated they will be interviewing the Deputy Chief position first and they will interview in order of their ranking by HRD official online eligible list.

Commissioner Masciadrelli interviewed in the following order:

Fire Captain Eric Bishop  
Fire Captain Seth Ellis  
Fire Captain Paul Lentini

Commissioner Patrick Olearcek made the announcement that when the Commission has a tie on the Civil Service list with the scores. The Commission then used the alphabetical order. He also stated that everyone was great and that this is going to be a hard decision.

Commissioner Albert Masciadrelli ascertained a motion for a conditional appointment for a departmental promotion for one vacant position namely a Deputy Fire Chief from HRD Certified list 02569 within the organization of the City of Westfield's Fire Department as a Deputy Fire Chief. This conditional appointment as a promotion is pending on the retirement of Deputy Fire Chief James Kane, February 29, 2016

Commissioner Patrick Olearcek ascertained a motion for a conditional appointment for a departmental promotion for one vacant position namely a Deputy Fire Chief from HRD Certified list 02569 within the organization of the City of Westfield's Fire Department as a Deputy Fire Chief. This conditional appointment as a promotion is pending on the retirement of Deputy Fire Chief James Kane, February 29, 2016. The first motion is made to Captain Eric Bishop to the officer rank of Deputy Fire Chief.

Commissioner Carlo Bonavita seconded the motion.

Commissioner Albert Masciadrelli asked if there was any discussion.  
Commissioner Bonavita added that they all did a great job.

Roll Call Vote

Commissioner Masciadrelli	YES
Commissioner Bonavita	YES
Commissioner Olearcek	YES

Motion Passed

Recess: 16:17

Commissioner Masciadrelli called the meeting back to order at 5:21.

Commissioner called Mr. Michael Sedlak to the front for his interview. Mr. Michael Sedlak was asked a few questions from the Commissioner.

Commissioner Albert Masciadrelli ascertained a motion to make a conditional offer of employment for one vacant firefighter position with paramedic credentials from HRD list 03064 within the organization of the City of Westfield Fire Department as a firefighter with paramedic credentials. This conditional offer of appointment is that the candidate successfully passes all the elements of condition offer of employment, which are as follows.

**Elements for Condition of Appointment:**

- Medical Physical
- Hearing Exam – Comprehensive
- Physiological exam
- Commonwealth of Massachusetts 'Physical Abilities Test' PAT
- Successful completion of the Massachusetts Fire Academy within one (1) year of your appointment

Commissioner Carlo Bonavita made a motion for a conditional offer of employment to Mr. Michael Sedlak for one vacant firefighter position with paramedic credentials from HRD list 03064 within the organization of the City of Westfield Fire Department as a firefighter with paramedic credentials. This conditional offer of appointment is that the candidate successfully passes all the elements of condition offer of employment, which are as follows.

**Elements for Condition of Appointment:**

- Medical Physical
- Hearing Exam – Comprehensive
- Physiological exam
- Commonwealth of Massachusetts 'Physical Abilities Test' PAT

Westfield Fire Commission

2/10/16

Page 5 of 5

- Successful completion of the Massachusetts Fire Academy within one (1) year of your appointment which will be extended if there are scheduling conflicts.

Commissioner Patrick Olearcek seconded this motion.

Commissioner Albert Masciadrelli asked if there was any discussion.

Roll Call Vote

Commissioner Masciadrelli	YES
Commissioner Olearcek	YES
Commissioner Bonavita	YES

Motion Passed

**CLOSING REMARKS:**

Commissioner Masciadrelli ascertained a motion to adjourn

Commissioner Olearcek made a motion to adjourn.

Commissioner Bonavita seconded the motion.

Fire Commission Chairman asked if there was any discussion.

Seeing none the Fire Commission Chairman asked for an acknowledgement vote of yes or no.

Yes (3) No (0)

Time: 16:21

Respectfully submitted,

Patrick Olearcek  
Secretary, Westfield Fire Commissions  
PO/ajm/pab