



# WESTFIELD, MASSACHUSETTS

## WESTFIELD FIRE COMMISSION

### MEETING MINUTES



Date March 07, 2016

Fire Commissioner Albert Masciadrelli called the meeting of the Westfield Fire Commission (hereinafter "WFC") of March 07, 2016 to order.

Location: Westfield City Hall  
59 Court Street  
Westfield, Massachusetts  
Room 201  
18:00 hours



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 March 07, 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 March 07, 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, Commissioner Carlo Bonavita, Fire Chief Mary Regan, Deputy Fire Chief Mark Devine, Patrick Kane Jr., Eric Bishop and Patrick Egloff, Union Representatives Firefighter Niles LaValley, Fire Captain Keith Supinski, Firefighter Curt Gezotis, Kevin Wedemeyer, Mike Szenda, Roger Bernier, Kyle Miltimore. Personnel Director Karin Decker, Mr. Nicholas Gezotis, Mr. Willard Kopatz, Mr. Zach Florek, Nancy Wood, Chris Gezotis, Kelsey Jarosz, and Megan Kane. City Clerk Karen Fanion and Mayor Brian Sullivan.

**MINUTES TAKEN:**

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

Fire Commissioner Patrick Olearcek ascertained a motion to approve the Fire Commission Minutes of February 01, 2016.

Commissioner Carlo 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)

Motion passed

Fire Commissioner Patrick Olearcek ascertained a motion to approve the Fire Commission Executive Session Minutes of February 01, 2016.

Commissioner Carlo 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)

Motion passed

**PUBLIC PARTICIPATION:**

Union Representative Firefighter Niles LaValley asked the Commission about the Captains position that was open, he was wondering what the Commission was going to do, if they were going to appoint an acting Captain. Personnel Director Karin Decker told the Commissioner not to answer the question. Did answer the question as a courtesy; Commissioner Masciadrelli stated "that they have not discussed it as of yet, and could not give him an answer to the question".

**ROUTINE BUSINESS:**

- a. Introduction: Commissioner Albert Masciadrelli wished to thank the WFD and the member for the extraordinary they have done since the last meeting. He stated Westfield is having a drug problem and the WFD is addressing it very heavy. He stated that there has been communication through the paramedic ranks and they are doing a great job. He thanked them for all the extraordinary work they have done. He stated we owe them a great debt of gratitude. Commissioner then stated that they were jumping to item 5 Special Session Business.

**SPECIAL BUSINESS:**

- a. HRD Certification Civil Service List Number 02569 – Commissioner Masciadrelli stated that over the last few months there have been some promotions. This was a promotion of two Deputy's Patrick Kane Jr and Eric Bishop and two Captain's Christopher Kane and Keith Supinski. The City Clerk will issue the Oath of Office to each of the individuals. Fire Captain Christopher Kane is out of the City and will not be given the Oath tonight.

City Clerk Karen Fanion issued the Oath of Office in the following order to the Deputy's and Captain.

Deputy Fire Chief Patrick Kane Jr.  
Deputy Fire Chief Eric Bishop  
Captain Keith Supinski

A recess was taken 18:07

Commissioner Masciadrelli called the meeting back to order at 18:12.

- b. HRD Certification Civil Service List Number 03538- Commissioner Masciadrelli stated this was for a Firefighter with Basic Emergency Medical Technician. The candidates are:  
Mr. Willard J. Kopatz  
Mr. Zack G. Florek  
Mr. Nicholas J Gezotis.

Commissioner Albert Masciadrelli thanked all candidates in participating in the interview process.. 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 may or may not be making 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

Commissioner Albert Masciadrelli interviewed in the following order:

1. Mr. Willard J. Kopatz
2. Mr. Zack G. Florek
3. Mr. Nicholas J Gezotis.

Commissioner Albert Masciadrelli asked for a motion to go into Executive Session for the purpose of discussion of personal attributes. This was requested by Mr. Zack Florek.

Commissioner Patrick Olearcek made a motion to go into Executive Session for the purpose of discussing a personal attributes.

Commissioner Carlo Bonavita seconded the motion.

Roll Call Vote

Commissioner Masciadrelli	Yes
Commissioner Olearcek	Yes
Commissioner Bonavita	Yes

Commission went into Executive Session at 18:23.

Came out of Executive Session at 18:30

Commissioner Albert Masciadrelli thanked the candidate for participant in the interview process. He stated they will make conditional appointments tonight.

Commissioner Albert Masciadrelli relinquished the chair to Commissioner Patrick Olearcek.

Commissioner Patrick Olearcek ascertained a motion for a conditional offer of employment for one vacant firefighter position namely a firefighter with EMT basic credentials from the HRD Certified list number 03538.

Commissioner Albert Masciadrelli made a motion for a conditional offer of employment to candidate Willard J. Kopatz as a firefighter with EMT basic credentials from HRD Certified list number 03538 within the organization of the City of Westfield Fire Department and this conditional offer of employment is that candidate Koptaz successfully passed all the elements for the conditional offer of employment which are as follows:

**Elements for Condition of Appointment:**

- Medical Physical
- Hearing Exam – Comprehensive
- Physiological Screening
- 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

Commissioner Carlo Bonavita seconded the motion.

Fire Commission Chairman asked if there was any discussion.

Roll Call Vote

Commissioner Albert Masciadrelli	Yes
Commissioner Carlo Bonavita	Yes
Commissioner Patrick Olearcek	Yes

Motion Passed

Commissioner Patrick Olearcek ascertained a motion for a conditional offer of employment for one vacant firefighter position namely a firefighter with EMT basic credentials from the HRD Certified list number 03538.

Commissioner Albert Masciadrelli made a motion for a conditional offer of employment to candidate Zachary Florek as a firefighter with EMT basic credentials from HRD Certified list number 03548 within the organization of the City of Westfield Fire Department and this conditional offer of employment is that candidate Florek

successfully passed all the elements for the conditional offer of employment which are as follows

**Elements for Condition of Appointment:**

- Medical Physical
- Hearing Exam – Comprehensive
- Physiological Screening
- 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

Commissioner Carlo Bonavita seconded the motion.

Fire Commission Chairman asked if there was any discussion.

Roll Call Vote

Commissioner Albert Masciadrelli	Yes
Commissioner Patrick Olearcek	Yes
Commissioner Carlo Bonavita	Yes

Motion Passed

Commissioner Patrick Olearcek ascertained a motion for a conditional offer of employment for one vacant firefighter position namely a firefighter with EMT basic credentials from the HRD Certified list number 03538.

Commissioner Albert Masciadrelli made a motion for a conditional offer of employment to candidate Nicholas Gezotis as a firefighter with EMT basic credentials from HRD Certified list number 03538 within the organization of the City of Westfield Fire Department and this conditional offer of employment is pending on one retirement namely a firefighter that candidate Gezotis successfully passed all the elements for the conditional offer of employment which are as follows

**Elements for Condition of Appointment:**

- Medical Physical
- Hearing Exam – Comprehensive
- Physiological Screening
- 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

Commissioner Carlo Bonavita seconded the motion.

Fire Commission Chairman asked if there was any discussion.

Roll Call Vote

Commissioner Albert Masciadrelli	Yes
Commissioner Patrick Olearcek	Yes
Commissioner Carlo Bonavita	Yes

Motion Passed

Commissioner Masciadrelli congratulated the candidates.

Chief Mary Regan stated that they were all great candidates and she was happy to get them all on before the list expired.

Commissioner Masciadrelli thanked the Personnel Director Karin Decker for her help in getting the extra positions on this list. We owe her a debt of gratitude.

Commissioner Masciadrelli commented on the pre-screening interview process and stated that it is working. He stated that the candidates give so much more in the interview then sitting in front of an audience and interviewing.

Brief Recess was taken.

**ROUTINE BUSINESS:**

- b. Late Communications - Nothing
- c. Letter & Communications – Chief Regan stated she had one letter of thank you for Engine 4, Captain Seth Ellis, Firefighters Tim Black, Aaron Lafrenaye, Ben Hogan and Kevin Tracy for an ambulance call.

Chief Regan stated there is a blood drive at Noble Hospital on the 16<sup>th</sup>, this is the Police Fire blood drive. This is open to everyone this year. Chief Regan will put a notice out on Fire Manager.

**OLD BUSINESS:**

- a. WFD 'Rules & Regulations for the Government & Discipline'– Commissioner Masciadrelli is putting together a draft copy and then everyone can review it.

- b. HRD Certification Civil Service List Number 03064 - Chief Regan stated that Eric Liptak is assigned to a group and is working. He will be in the next Academy class in Western Mass; this will be April 4<sup>th</sup> 2016. Commissioner Masciadrelli asked if he had passed his paramedic, Deputy Devine stated he was still working on it. Michael Sedlak will be assigned to the April class as well. Michael Sedlak will take his PAT practice on the 10<sup>th</sup> and his final on the 17<sup>th</sup>. He is scheduled for the physiological screening is the 24<sup>th</sup>.

**NEW BUSINESS: -**

- a. Review status of all Civil Service List – Commissioner Masciadrelli stated the Firefighter test will be taken on April 16, 2016. Which means the entire list will be zeroed out and we will be starting again. Chief Regan stated we will not be getting the list until December. The Fire Captains test was taken; they are going through the appeals part right now. The appeals process is 17 calendar days. Chief Regan stated we have a position open as a result of Eric Bishop promotion to Deputy. We have one Captain that is out sick with knee surgery; she will be out 6 to 9 months, which means two Captain positions need to be filled. Commissioner Masciadrelli asked the Chief for recommendations on this. Chief Regan passed contract language paperwork out to the Commissioners. Chief Regan recommended waiting until the list is certified, then appoint from the interview that will be done. This should be done so that is within the language of the contract. She believes this is 30 days from separation. It will be a burden on the Captains to cover the hours during this time. Chief gave the Commissioners a copy of the Captains log to look at; there average right now is about 12.6 hrs. Captain Supinski has been moved to C group, because both opening are on that group and she did not want two new Captains on a group. Chief Regan's recommendation is when the list is ready to call for the list and set up dates for the prescreening as soon as possible. If this procedure goes over the 30 days, Chief said we would then have to appoint an acting or temporary Captain. This way the positions will be filled, then continue to go forward with the process. Commissioner Masciadrelli stated he will try stay within the guide lines of the contract.
- b. Contract agreements between the City and the WFD Supervisors Association; namely the Deputy Fire Chief - Commissioner Masciadrelli asked what was going on with the contract between the WFD Supervisors and the City, is it actively being updated? Karin Decker stated they have started the meetings.
- c. Contract agreements between the City and the Firefighters Local 1111 - Chief Regan stated Local 1111 are set for a meeting on March 25. They have already started ground rules.
- d. Contract agreement between the City and the AFSCME 35 Hour Unit- Karin Decker stated that they are on their third or fourth meeting.

- e. Info regarding FY17 Budget process – Chief Regan stated the budget is due on Friday. The Mayor has meetings with the department heads and has asked for level funding.

**REPORTS FROM THE WFD & WFC:**

- a. Apparatus/Ambulance/Vehicle Integrity, Support Equipment, Facility & Communication Integrity Status/ Report – Chief Regan stated that there are no big problems right now.

- 1. WFD Littler River Fire Station renovation up-grades- Chief Regan stated that they are waiting on purchasing to make a move to City Council, but that is actively going on they are making adjustment to the plans. Chief thought that they want to go out for a RFP so that they would have a definite figure. This way when they go to Council they will know exactly what it is going to be. Tammy is going to find out what the bond would be. There was a discussion with Audit about using the Ambulance fund. Chief said there was some bond money left from the Senior Center that Tammy will ask for permission to move over for the renovations.

- b. Personnel Out of Work Report – Chief Regan stated we have one opening from Jack Johnson who transferred. There was an open position from Patrick Kane Sr., which is being filled by the new hire paramedic Mike Sedlak. We have 2 IOD backs that have been out. We have one out with a knee injured on duty, and we have open positions due to retirement. These guys are using up all their time, personal, attendance and vacation. Deputy James Kane is open, which will be filled with the position you just hired. We have a Captain out with knee surgery. We have a lot of positions open. There is not as much overtime this year, there is typically only one out per contract language. Chief explained the overtime report she handed out to the Commissioners. Right now we are \$173, 775.00 in overtime less than last year. Chief said it's going to be hard to keep the positions filled. There will be more retirements coming up, there could be two retirements coming up this month. One we are waiting to her from the retirement board, the firefighter has been out since August of 2014.

Chief Regan advised the Commissioners that she had to go to Council for medical bills, due to all the injuries. Chief went to Council the other night for just over \$28,000.00 in the medical account. Chief stated they did approve this. Chief also requested \$58,000.00 for severance because she only had about \$15,000.00 left in the account. This is for the two that said they were retiring in March and James Kane. The Council approved the request.

Commissioner Masciadrelli stated that the Deputy Fire Chief list is still active, he stated the Fire Chiefs list expires on 7/22/16. He stated the new test is coming up on 5/21/16. Chief Regan recommended that the Commission extend the list. This would be good just in case some reason the Chief was

not here. This would cover if she got sick or whatever reason, you would have someone on the list. You would have someone on the list. Commissioner Masciadrelli asked Karin Decker to extend the list.

**CLOSING REMARKS:**

Commissioner Masciadrelli once again congratulated the new hires.

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.

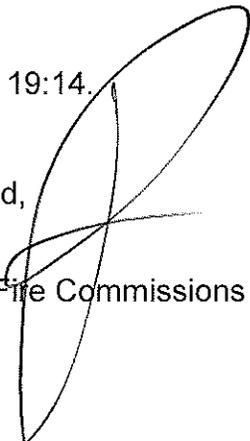
Seeing none the Fire Commission Chairman asked for an acknowledgement vote of yes or no.

Yes (3) No (0)

Meeting adjourned at 19:14.

Respectfully submitted,

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

A large, stylized handwritten signature in black ink, overlapping the typed name and title of Patrick Olearcek.