

WESTFIELD, MASSACHUSETTS



WESTFIELD FIRE COMMISSION SPECIAL MEETING MEETING MINUTES



Date: January 18, 2017

Fire Commissioner Albert Masciadrelli called the meeting of the Westfield Fire Commission (hereinafter "WFC") of January 18, 2017 to order.

Location: Westfield City Hall
59 Court Street, City Council Chambers
Westfield, Massachusetts

Date: January 18, 2017

Time: 1800 hours

All Commissioners are present:

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 January 18, 2017 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 January 18, 2017 is not being electronically transmitted via TV or via the internet by the City of Westfield. He announced that if they chose to go into executive session this will also be recorded.

READING OF THE RECORDS OF:

Meeting Minutes of January 9, 2017 were not completed.

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Executive Fire Commission Minutes of January 9, 2017.



Fire Commissioner Patrick Olearcek motioned to accept the November 9, 2016 Executive Fire Session Meeting Minutes.

Fire Commissioner Carlo Bonavita seconded the motion.

Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote.

Motion Passed

PRESENT:

Westfield Fire Commissioner Albert Masciadrelli, Westfield Fire Commissioner Carlo Bonavita and Westfield Fire Commissioner Patrick Olearcek. Westfield Fire Chief Mary Regan, Deputy Fire Chief Eric Bishop and Deputy Fire Chief Patrick Kane Jr. Fire Captain Keith Supinski and Temporary Fire Captain Christopher King, Firefighters Ben Hogan, Brian McEwan, Scott Bullock and Nicholas Gezotis. City Personnel Director Ms. Jane Sakiewicz, candidates Mr. Cody Chatterton, Mr. Matthew Potter, Mr. Zachary Kareta, Mr. Michael Consolini and Mr. Ben Bliraust.

MINUTES TAKEN:

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

PUBLIC PARTICIPATION:

- a. None

ROUTINE BUSINESS:

- a. None

SPECIAL BUSINESS:

- a. HRD Certification Civil Service List Number 04255 - Interviews action item. This is for two positions open in the WFD for candidates with paramedic credentials.

Commissioner Albert Masciadrelli announced that all candidates are present.

Commissioner Albert Masciadrelli acknowledged Personnel Director Ms. Jane Sakiewicz, Fire Chief Mary Regan the Deputy Fire Chief Patrick Kane Jr. and Fire Captain Keith Supinski.

Commissioner Albert Masciadrelli thanked all the candidates for participating in the interviewing process. This interview will be for two vacant positions for

Westfield Fire Commission

01/18/2017

Page 3 of 6

Firefighter with Paramedic Credentials from the a active Civil Service list, Title Code 0081A, Certification Number 04255.

Details of the interview process are as follows, the interview process will be executed in a public forum setting. These rules are governed by HRD. When there is more than one candidate the other candidates will be asked to wait outside the interview room in fairness to the candidate being interviewed. This is not a requirement but a request.

The Commission on the completion of the oral interview review of your submitted data and along with the back ground check the appointing authority is planning on making a conditional offer of employment at the conclusion of this interviewing process.

The next phase process is the elements for condition of employment which is as follows. You are required to pass:

- Pre-employment medical screening
- Pre-employment hearing exam
- Pre-employment psychological screening
- Massachusetts Human Resources Division 'Physical Abilities Test' (PAT), this is at your own expense \$150.00.

A meeting will be held once everything is completed to make the official appointment and to have the w' Westfield City Clerk give the Oath Of Office.

Commissioner Albert Masciadrelli proceeded to explains the process of the interview.

He explained that the interviews will be recorded and if executive session is requested this too will be recorded.

The questions will be the same to all candidates. If there is something that was supplied by the candidate prior to the interview, the Commission may ask a question of understanding request addition information for the purpose of further understanding.

Each candidate will have the opportunity to request an executive session to answer any question that is being asked.

The questions will be asked to each candidate in the order that the candidate appears on the Civil Service List.

The interviews were is the following order:

- Zachary Kareta
- Michael Consolini
- Matthew Potter
- Cody Chatterton
- Ben Bligraust

Commissioner Albert Masciadrelli thanked everyone for their professionalism during these past few days. He indicated that for those not picked tonight that there may be opportunities in the future, to keep that in mind.

There are two vacancies.

Commissioner Albert Masciadrelli ascertained a motion for a 'Conditional Offer of Employment' for one vacant Firefighter position namely a Firefighter with Paramedic Certification from the HRD's Certified List Number 04255 within the organization of the City of Westfield's Fire Department as a Firefighter with Paramedic Certification's and that this 'Conditional Offer of Employment' is that the Candidate successfully passes all the 'Elements for the Conditional offer of Employment' which are as follows:

- Pre-employment medical screening
- Pre-employment hearing exam
- Pre-employment psychological screening
- Massachusetts Human Resources Division 'Physical Abilities Test' (PAT)

Commissioner Patrick Olearcek made a motion for a 'Conditional Offer of Employment' to Candidate Zachary D. Kareta as a Firefighter with Paramedic Certification from the HRD's Certified List Number 04255 within the organization of the City of Westfield's Fire Department and that this 'Conditional Offer of Employment' is that the Candidate Zachary D. Kareta successfully passes all the 'Elements for the Conditional offer of Employment' which are as follows:

- Pre-employment medical screening
- Pre-employment hearing exam
- Pre-employment psychological screening
- Massachusetts Human Resources Division 'Physical Abilities Test' (PAT)

In addition Candidate Zachary D. Karet must complete the following:

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

Commissioner Carlo Bonavita second's the motion.

Commissioner Albert Masciadrelli asked if there is any discussion.

Roll Call Vote

Fire Commissioner Albert Masciadrelli	YES
Fire Commissioner Patrick Olearcek	YES
Fire Commissioner Carlo Bonavita	YES

YES (3) NO (0)

Motion Passed

Commissioner Albert Masciadrelli ascertained a motion for a 'Conditional Offer of Employment' for a second vacant Firefighter position namely a Firefighter with Paramedic Certification from the HRD's Certified List Number 04255 within the organization of the City of Westfield's Fire Department as a Firefighter with Paramedic Certification's and that this 'Conditional Offer of Employment' is that the Candidate successfully passes all the 'Elements for the Conditional offer of Employment' which are as follows:

- Pre-employment medical screening
- Pre-employment hearing exam
- Pre-employment psychological screening
- Massachusetts Human Resources Division 'Physical Abilities Test' (PAT)

Commissioner Patrick Olearcek made a motion for a 'Conditional Offer of Employment' to Candidate Matthew B. Potter as a Firefighter with Paramedic Certification from the HRD's Certified List Number 04255 within the organization of the City of Westfield's Fire Department and that this 'Conditional Offer of Employment' is that the Candidate Matthew B. Potter successfully passes all the 'Elements for the Conditional offer of Employment' which are as follows:

- Pre-employment medical screening
- Pre-employment hearing exam
- Pre-employment psychological screening
- Massachusetts Human Resources Division 'Physical Abilities Test' (PAT)

In addition Candidate Matthew B. Potter must complete the following:

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

Commissioner Carlo Bonavita second's the motion.

Commissioner Albert Masciadrelli asked if there is any discussion.

Westfield Fire Commission

01/18/2017

Page 6 of 6

Roll Call Vote

Fire Commissioner Albert Masciadrelli	YES
Fire Commissioner Patrick Olearcek	YES
Fire Commissioner Carlo Bonavita	YES

YES (3) NO (0)

Motion Passed

Commissioner Masciadrelli instructed the candidates to call the Personnel Department tomorrow to set up all the appointments.

EXECUTIVE SESSION:

a. None

CLOSING REMARKS:

MOTION:

The Fire Commission Chairman ascertained a motion to adjourn the WFC meeting of January 18, 2017.

Westfield Fire Commissioner Patrick Olearcek made a motion to adjourn.

Fire Commissioner Carlo Bonavita seconded the motion.

Motion pass

TIME: 1855 hours

Respectfully submitted,

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

