

WESTFIELD, MASSACHUSETTS



WESTFIELD FIRE COMMISSION SPECIAL MEETING MEETING MINUTES

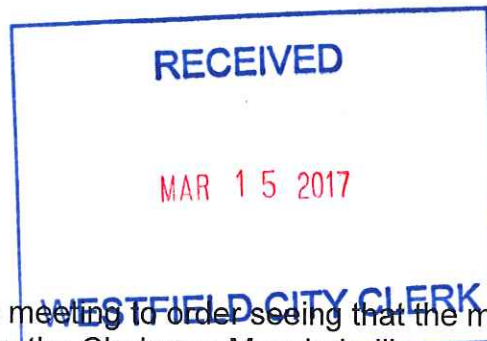


Fire Commissioner Albert Masciadrelli called the meeting of the Westfield Fire Commission (hereinafter "WFC") of February 13, 2017 to order.

Location: Westfield City Hall
59 Court Street, Room 315A
Westfield, Massachusetts

Date: February 13, 2017

Time: 1800 hours



WFC Chairman Albert Masciadrelli called the meeting to order seeing that the meeting room was not capable to handle the attendees the Chairman Masciadrelli ascertained a motion to move the WFC Special Meeting to meeting room 201.

Commissioner Patrick Olearcek made a motion to move the WFC Special Meeting to meeting room 201 on the recommendation of the WFC Chairman.

Chairman asked for a second to the motion.

Chairman Masciadrelli second the motion.

Chairman asked if there is any discussion.

- Chairman Masciadrelli proceeded in say that signs must be posted strategically throughout City Hall so that all visitors coming to said meeting will know of the meeting room change.

WFC Chairman proceeded for an acknowledgement vote.

- Motion passed.

Note: The Westfield Fire Commission Meeting was reconvened in Room 201 at 1803 hours, due to the attendants since room 315A would have been too crowded and would not be able to handle everyone, so the Commission moved the meeting to Room 201

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 13, 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 February 13, 2017 is not being electronically transmitted via TV or via the internet by the City of Westfield. The Westfield News was also recording the meeting.

READING OF THE RECORDS OF:

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

Fire Commissioner Patrick Olearcek motioned to accept the January 9, 2017 Regular Session Meeting Minutes.

Fire Commissioner Albert Masciadrelli seconded the motion.

Motion Passed

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Minutes of January 18, 2017.

Fire Commissioner Patrick Olearcek motioned to accept the January 18, 2017 Regular Session Meeting Minutes.

Fire Commissioner Albert Masciadrelli seconded the motion.

Motion Passed

PRESENT:

Westfield Fire Commissioner Albert Masciadrelli and Westfield Fire Commissioner Patrick Olearcek. Westfield Fire Chief Mary Regan, Deputy Fire Chief Andrew Hart. City Personnel Director Ms. Jane Sakiewicz, City Clerk Karen Fanion, Mr. Dan Desrochers and Mr. Lynn bold from the Westfield News Paper. Firefighters Zachary D. Kareta and Matthew B. Potter. Mr. Gary Landers, Ms. Liz Landers, Ms. Paul Bishop, Mr. Roger Bishop, Mr. David Kent, Ms. Christian Labonte, Ms. Lauren Landers, Ms.

Patricia Cormcei-Potter, Mr. Joey Potter, Mr. Brian Potter, C. Bouche, Mr. David Parent, Ms. Charlene Fortaine, Mr. Joseph Pessimato.

Commissioner Carlo Bonavita was unable to attend due to a work commitment.

MINUTES TAKEN:

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

PUBLIC PARTICIPATION: None

ROUTINE BUSINESS:

- a. Introduction -- Commissioner Masciadrelli, on behalf of the Commission, expressed thanks to all that have attended tonight. He also thanked the members of the Fire Department, for their extraordinary service since the last meeting was held, also through the last snowstorms we have had. He receives many excellent supportive comments from the Community as he travels throughout and wants to pass that along to the members.
- b. Late Communications – Chief Regan received a letter from DFS that we have been awarded the Student Awareness Fire Education Grant in the amount of \$5641.00. This is for the programs that we do in the schools. In addition we received the Senior Safe Grant for \$2996.00. Chief Regan has sent a letter the Mayor asking him to accept this.

WFC Chairman and Commission decided to move the rest of Routine Business to after Special Business without objections.

SPECIAL BUSINESS:

- a. HRD Certification Civil Service List Number 04255 – Commissioner Albert Masciadrelli thanked the two new hires for their professionalism and their patience during the procedures.

Commissioner Albert Masciadrelli ascertained a motion to make the following first vacancy appointment.

Commissioner Masciadrelli recognized Commissioner Patrick Olearcek.

Commissioner Patrick Olearcek made a motion to appoint Mr. Zachary D. Kareta to the 1st vacancy of Firefighter in the organization of the Westfield Fire Department and that this appointment is acknowledgment that Mr. Zachary D.

Kareta successfully passed all the 'Elements for Condition of Appointment' which are as follows:

- Medical Physical
- Hearing Exam – Comprehensive
- Psychological Testing
- Criminal Offender Record Information (CORI) Check
- Commonwealth of Massachusetts 'Physical Abilities Test' (PAT)
- Has a current 'Paramedic Credential'.

In addition Mr. Kareta 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 with in the Massachusetts Fire Academy facility.

Commissioner Albert Masciadrelli seconded to the motion.

Commissioner Albert Masciadrelli asked if there was any discussion.

Roll Call Vote

Fire Commissioner Patrick Olearcek YES
Fire Commissioner Albert Masciadrelli YES

Yes (2) No (0)

Motion Passed

Commissioner Albert Masciadrelli ascertained a motion to make the following second vacancy appointment.

Commissioner Masciadrelli recognized Commissioner Patrick Olearcek.

Commissioner Patrick Olearcek made a motion to appoint Mr. Matthew B. Potter to the 2nd vacancy of Firefighter in the organization of the Westfield Fire Department and that this appointment is acknowledgment that Mr. Matthew B. Potter successfully passed all the 'Elements for Condition of Appointment' which are as follows:

- Medical Physical
- Hearing Exam – Comprehensive
- Psychological Testing
- Criminal Offender Record Information (CORI) Check
- Commonwealth of Massachusetts 'Physical Abilities Test' (PAT)

- Has a current 'Paramedic Credential'.

In addition Mr. 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 with in the Massachusetts Fire Academy facility.

Commissioner Albert Masciadrelli seconded to the motion.

Commissioner Albert Masciadrelli asked if there was any discussion.

Roll Call Vote

Fire Commissioner Patrick Olearcek YES

Fire Commissioner Albert Masciadrelli YES

Yes (2) No (0)

Motion Passed

City Clerk Ms. Karen Fanion then issued the City Oath of Office to Firefighter Zachary D. Kareta then Firefighter Matthew B. Potter.

Fire Chief Mary Regan told them that she is hoping to have them start on February 27, 2017.

A small recess was given to congratulate the new hires.

SPECIAL BUSINESS: Continued

Chief Regan received another letter that was posted on the Westfield Community Forum. She read a letter about a home that was filled with smoke and the gentlemen's wife and children had to evacuate the residence. The furnace had misfired and had filled the basement and first floor with smoke. He wanted to thank the 911 operator and the Fire Department for how quickly and professional they were when we needed them.

OLD BUSINESS:

- a. "WFD Little River Fire Station 2" Action Item (renovation up-grades)
Informational discussions – Fire Chief Regan said that Little River Station is right on schedule, contracts have gone through purchasing to get some of the furniture. She believes that we may be in there by early March, at least in

- b. the living quarters. They are using the bays now. Fire Chief Regan said we are on budget and on time.

NEW BUSINESS:

a. Motion to amend Executive Session Meeting Minutes of 09 January 2017 -

- 1. Add document attachment 'WFC Exhibit J & K -

Commissioner Albert Masciadrelli ascertained a motion to amend the Executive Session Meeting minutes of 09 January 2017.

These are two documents that were up in legal at the time of the meeting.

Commissioner Patrick Olearcek made a motion to amend the Executive Session Meeting minutes of January 9, 2017 to add attachments J and K to the Westfield Fire Commission Executive Session meeting minutes of January 9, 2017.

Commissioner Albert Masciadrelli seconds the motion.

Roll Call Vote

Fire Commissioner Patrick Olearcek YES
Fire Commissioner Albert Masciadrelli YES

Yes (2) No (0)

Motion Passed

REPORTS FROM THE WFD & WFC:

- a. Apparatus/Ambulance/Vehicle Integrity, Support Equipment, Facility & Communications Integrity Status/Report:

Fire Chief Regan said a committee has been formed to work on a new engine; she has been in communication with the Mayor on this. She is waiting for prices right now and is hoping that it will go to Council at the next meeting.

She is looking at doing a five year lease on this, as we have done in the past. This should be out of the Ambulance Fund.

Chief said just daily routine maintenance on the equipment is being done; Chris is keeping up with everything. Fire Chief Regan stated she appreciated Mr. Chris Bard coming in on his time off to make sure everything is working.

Fire Chief Regan talked about the 'Penguin Plunge' event, which was called the 'Fire and Ice' this year. MA Senator Don Humason presented us a document from the MA Senate House thanking us for our participation. The

following are the volunteers that spent most of the day up at the Plunge, Firefighters Mike Albert, Ben Hogan, Tony Rogers, Joe Szenda, Micheline Turgeon, Rick Paul, Niles LaValley, Connor Hedge, Joe Manfredi, Phil Prouty, Richard Ponti-Smith, Tyler Richie, Mike Sedlak and Willard Kopatz.

Some of these firefighters were in the water with wet suits on.

The department had equipment and an ambulance up there. She was very please for the participation from the department.

The Fire Chief gave the Commissioners a letter in regards to her vacation coming up on March 25, 2017. She has also forwarded a letter to the Westfield Mayor. Fire Chief said she will leave on March 25, 2017. She noted to the Commission that they can chose to hire an acting Chief during that time, or anytime during that period.

The Fire Chiefs Association has a conference coming up this is a professional development conference. This will be three days in Worchester, Deputy Fire Chief Patrick Egloff, Deputy Fire Chief Eric Bishop and Fire Captain Seth Ellis are also going to attend.

The new ambulances are about six weeks out; they will be here before June of 2017.

Fire Chief Regan said she will put a committee together to talk about an open house at Station 2.

Commissioner Albert Masciadrelli asked about the speed bumps, Chief said she spoke with the City Mayor about the one by Academy Street and the one by the Westfield Bank, these are the worst ones. She said the Mayor agreed to take care of this, but there was no time line.

Chief Regan passed out her annual report to the Commissioners. This is the FY16 Annual Report.

b. 'Personnel out of Work Report':

Fire Chief Regan said we still have one out sick and one IOD and the two open positions that are now going to be filled. With the four open positions we need about \$153,000.00 to get through the year; we have about \$100,000.00 in the account right now. If we can get one back now and with the two new hires this should lower our expenses. We should be able to make it through the end of the year without having to go to Council.

EXECUTIVE SESSION:

a) N/A

MOTION:

The Fire Commission Chairman Albert Masciadrelli ascertained a motion to adjourn.

Westfield Fire Commissioner Albert Masciadrelli made a motion adjourn.

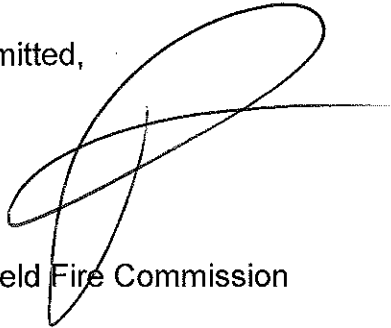
Fire Commissioner Patrick Olearcek seconded the motion.

Motion pass

TIME: 18:39 hours

Respectfully submitted,

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

A handwritten signature in black ink, appearing to be 'Patrick Olearcek', written over the typed name and title.