



# WESTFIELD, MASSACHUSETTS

## WESTFIELD FIRE COMMISSION

### MEETING MINUTES

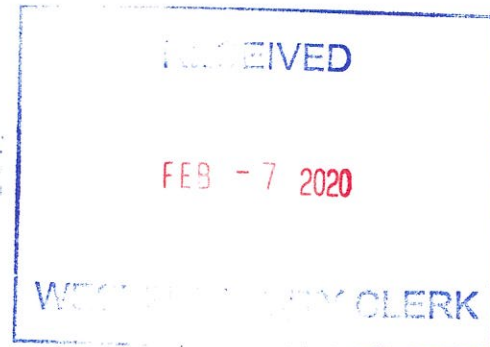


Fire Commissioner Albert Masciadrelli called the meeting of the Westfield Fire Commission (hereinafter "WFC") of January 13, 2020 to order.

Location: Westfield Fire Department  
Station 2 Committee Room  
366 Little River Road  
Westfield, Massachusetts

Date: January 13, 2020

Time: 1800 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 January 13, 2020 is being audio recorded.

The Chairman of the WFC, Commissioner Albert Masciadrelli also asked if there is anyone making a video or audio recording of the meeting. Peter Currier, Westfield Evening News, was also audio recording the meeting.

#### PRESENT:

Westfield Fire Commissioner Albert Masciadrelli, Westfield Fire Commissioner Lee Bennett and Westfield Fire Commissioner Jeffrey Siegel.

Fire Chief Patrick Egloff, Deputy Fire Chief Eric Bishop., Fire Captain Chris Kane, Fire Captain Mike Szenda, Fire Captain Mike Hawthorne, Acting Fire Captain Jonathan Starr, Firefighters Micheline Turgeon, Mike Feyre, Kyle Morrissey, Rick Porter, Steve Makos, David Avezzie, Ben Hogan, Shaun Trant, Randy Quarles, Eric Liptak, Ted Drummey, Travis Lucia Mr. Peter Currier, Westfield Evening News, City Councilor Mike Burns, Mr. Zachary Kareta

#### MINUTES TAKEN:

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

**READING OF THE RECORDS OF:**

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Meeting Minutes October 7, 2019.

Fire Commissioner Jeffrey Siegel made a motion to approve the October 7, 2019 Meeting Minutes.

Fire Commissioner C. Lee Bennett seconded the motion.

Fire Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote by the members of the WFC.

**Motion Passed**

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Executive Session Meeting Minutes October 7, 2019.

Fire Commissioner C. Lee Bennett made a motion to approve the October 7, 2019 Executive Session Meeting Minutes.

Fire Commissioner Jeffrey Siegel seconded the motion.

Fire Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote by the members of the WFC.

**Motion Passed**

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Meeting Minutes November 4, 2019.

Fire Commissioner C. Lee Bennett made a motion to approve the November 4, 2019 Meeting Minutes.

Fire Commissioner Jeffrey Siegel seconded the motion.

Fire Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote by the members of the WFC.

**Motion Passed**

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Meeting Minutes November 19, 2019.

Fire Commissioner Jeffrey Siegel made a motion to approve the November 19, 2019 Meeting Minutes.

Fire Commissioner C. Lee Bennett seconded the motion.

Fire Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote by the members of the WFC.

Motion Passed

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Meeting Minutes November 25, 2019.

Fire Commissioner C. Lee Bennett made a motion to approve the November 25, 2019 Meeting Minutes.

Fire Commissioner Jeffery Siegel seconded the motion.

Fire Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote by the members of the WFC.

Motion Passed

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Executive Session Meeting Minutes December 10, 2019.

Fire Commissioner Jeffrey Siegel made a motion to approve the December 10, 2019 Executive Session Meeting Minutes.

Fire Commissioner C. Lee Bennett seconded the motion.

Fire Commissioner Masciadrelli asked if there was any discussion and seeing none asked for an acknowledgement vote by the members of the WFC.

Motion Passed

Fire Commissioner Albert Masciadrelli ascertained a motion to approve the Fire Commission Executive Session Meeting Minutes December 18, 2019.

Head Clerk advised Commissioner Masciadrelli that the minutes were not completed. There were some corrections that were not complete.

**PUBLIC PARTICIPATION:** Firefighter Steve Makos stated he had the pleasure with working with Temporary Fire Captain Jon Starr for the last few months at Head Quarters on C group, while he was filling in as the roll of acting Captain. Jon does right by his crew he looks forward to working with him in the future.

**ROUTINE BUSINESS:**

a. Introduction

Westfield Fire Commission of the Westfield Fire Department for the extraordinary job they perform. Commissioner Masciadrelli stated the department routinely receives feedback from our community and the surrounding communities. The commission extended their sincere thanks and appreciation for a job well done.

Commissioner Masciadrelli indicated he had a late communication in regards to Firefighter Travis Lucia he wants to bring everyone up to date.

- Travis was looking for compensation for some education standards, degrees that he has received.
- The degree did not quite fit the criteria.
- Commissioner Jeffrey Seigel made a motion to bring it forward to the Personnel Director, with a suggestion that a waiver be granted to Firefighter Travis Lucas to allow the education background as indicated by materials brought here to be accepted.

Commissioner Masciadrelli received communications from Personnel which is from the City Personnel Director Mr. Dennis Miles, that he, Mr. Dennis Miles, has reviewed the matter along with Mayor Humason, based upon the recommendations of Fire Chief and the Westfield Fire Commission the add hawk request to recognize Firefighter Travis Lucia associate degree in health science is approved for the career incentive paying program.

b. Letters & Communications

- Fire Chief Egloff has a thank you card thanking the EMT's and firemen that saved his life. This was on C group.
- Fire Chief Egloff received a thank you to the Ambulance crew who took them to the hospital on Saturday along with several other trips.
- Fire Chief Egloff received a letter from the Town Administrator of Blandford Mr. Joshua Garcia December 11, 2019. He thanked the Chief and the Westfield Fire Department for assisting with a call that involved a tractor trailer accident with entrapment on the Mass Pike on December 9, 2019. The professionalism and collaborative efforts between your firefighters and the Blandford Fire and Rescue was exceedingly impressive. Although the incident was a tragedy, it is great to know that we have a team of trained responder prepared to help with the inevitable.
- Chief Egloff has a letter dated January 2, 2020 from Deputy Chief Eric Bishop on a call involving Acting Captain Jon Starr and Firefighter Rich Porter. On the afternoon of December 12, 2019, he had received a request from the Chicopee

Fire Department for mutual aid in the search of a missing child. The Chicopee Fire Department request the use of the hover craft, this apparatus is capable of maneuvering around and over some ice flows. In order to safely deploy the hover craft, the apparatus needs to be trained by manned personnel. They requested the apparatus arrive no later than 7:00 am. Rick Porter and Jonathan Starr answered the Deputies request to provide assistance with one phone call. It is important to note that neither person hesitated at the early start, they both stated no problem that they would be there. It is my understanding that our staff participated in the search on a cold and rainy day with no complaints. I would like to acknowledge and thank them, not only for their participation also their professionalism and attitude in a very difficult situation.

Commissioner Masciadrelli indicated that he used the Ambulance Service and he wanted to thank Firefighter Niles LaValley, Firefighter Jon Camerota and Firefighter Leon Morin for their service. He said that those firefighters were phenomenal.

Commissioner Masciadrelli thanked the whole Fire Department for such a great job, he also wishes Firefighter Leon Morin luck on his military deployment.

He again thanked Firefighters Niles, Jon and Leon for helping him {Commissioner Masciadrelli.

**SPECIAL BUSINESS:**

- a. Massachusetts HRD div. Civil Service Unit Five Year Rule – *Fire Commission*
  - 1. Action item: Interview of candidate for one (1) vacant full –time permanent Firefighter {Paramedic, position in the WFD’s Organization.
    - 1) WFD – Firefighter candidate
      - a. Mr. Zachary Kareta

Commissioner Masciadrelli stated the Zachary was with the Department and fits within that five-year rule (reinstatement) that Civil Service has.

Commissioner Masciadrelli asked Zachary to step forward for the interview proceedings.

Commissioner Siegel asked what the reason was that Zachary stepped aside and why he would like to come back to the Department.

Commissioner Bennett asked Zachary how long he was on the job before he left the Department.

Commissioner Masciadrelli proceeded with the interview.

The following questions were asked to Mr. Zachary Kareta:

- a. Mr. Zachary Kareta made an opening statement
- b. What personal attributes do you possess that would make you successful in the Westfield Fire Department?
- c. What do you see as your biggest challenge getting back to the job now?
- d. If selected to fill this position what are you committed goal and objective be to your firefighting paramedic profession in the Westfield Fire Department? Also where do you see yourself five to ten years?
- e. Have any of your emergency medical certifications past and present ever revoked or suspended by Medical Control or any other affiliated agency?
- f. What new or unique skills could you bring to the job that other candidates are not likely to have or offer?

Commissioner Masciadrelli after the interview stated that normally they do a pre-interview, but Personnel Director suggested they not do the pre-interview that you had done that in the past.

Did Mr. Kareta updated all the City documentation?

- The City Personnel Director indicated yes.
- Mr. Miles related to the Commissioner that there were no anomalies what so ever.
- That is the reason we moved you right into the process, the Fire Commission Chairman Masciadrelli just wanted to make sure Mr. Kareta understood that.

Commissioner Masciadrelli asked Fire Chief Egloff what his thoughts were.

- Chief Patrick Egloff said when Zach was first hired, he may not have been ready for the Academy, because he was not in shape like he is now. The Fire Chief thinks Zach deserves a second chance, he is somebody that we need in the Department, as in he is a paramedic and he an established paramedic. He has been working on Southwick for two years. He has been a paramedic for about five years. This is what we need right now, we need experienced paramedics. He thinks Zach will breeze through the Academy now.

Mr. Kareta Zachary was asked to make a closing statement.

Commissioner Albert Masciadrelli:

I would like to ascertain a motion for a 'Conditional Offer of Employment' for a vacant Firefighter position namely a Firefighter with Paramedic Certification from a received communication request for a Reinstatement of employment via the MA Civil Service Unit {Fire (5) Year Separation Clause within the organization of the City of Westfield 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
- Cori and all background checks.

Fire Commissioner Jeffrey Siegel made the motion to hire Mr. Zachary Kareta.

Fire Commissioner C. Lee Bennett seconded the motion.

Roll Call Vote:

Fire Commissioner Albert Masciadrelli	<u>YES</u>
Fire Commissioner Lee Bennett	<u>YES</u>
Fire Commissioner Jeffrey Siegel	<u>YES</u>

Yes (3) No (0)

Motion Passed

OLD BUSINESS:

a) HRD via NEOGOV Certified Civil Service List

1. Certified Civil Service List Number 05591

1) WFD Vacancy: One (1) Permanent full-time open vacancy

- a. Candidate acknowledgement the candidate will accept the Permanent full-time appointment by the candidates' signature acknowledgement affix to HRD's form.

2) WFD Permanent Full-time Fire Captain

- a. Temporary {Effective Date 06.28.2019, Fire Captain Jonathan Starr

2. Review & up-date pass interview process data.

3. Motion for Permanent full-time Fire Captain appointment; action item.

Commissioner Albert Masciadrelli ascertain a motion to make the following departmental promotion for a Fire Captain vacancy position in the organization of the Westfield Fire Department and that this appointment is to be effective one minute after midnight January 14, 2020. Do I have a motion?

Commissioner C. Lee Bennett made the motion.

Commissioner Jeffrey Siegel seconded the motion.

Seeing no discussion.

Roll Call Vote:

Commissioner C. Lee Bennett	<u>YES</u>
Commissioner Jeffrey Siegel	<u>YES</u>
Commissioner Albert Masciadrelli	<u>YES</u>

Yes (3) No (0)

Motion Passed

4. Review & up-date pass interview process data.

b) Document – *Rules & Regulations for the Government & Discipline of the WFD*  
(Revision 2004)

1. Significant Review/change in line with all processes of  
Emergency Services of the WFD.

Commissioner Masciadrelli said that the Fire Chief had approached him and would like to update the Rules and Regulations for the Government & Discipline of the WFD, the last revision was 2004. This document is totally antiquated and doesn't fit anything we are doing right now. It needs extensive updating. The Chief will start reviewing it and make changes in line with all processes in emergency services of the WFD.

Fire Chief Egloff said the last time these were revised was 2004. He stated that this document should be a living document, where we find something doesn't work, we can bring it to the Commission attention. The Commission either agrees with fire administration or they don't. If they do agree we should be able to change the document as we go. The way this document is now it only allows us to make changes once a year, in the month of November. He would like to change this so that it is a living document.

There are many things in the Rule and Regulations that are antiquated, they don't even fit there is stuff that has to with the Watch Desk, we don't even have the Watch Desk, or Dispatch anymore.

The Fire Chief would like to get the Deputies together to see how we can make these better, for the Department as a whole.

Commissioner Bennett asked if he would invite the Union to contribute.

The Fire Chief Egloff said he did not believe he had too.

- Rules and Regulations have nothing to do with the Union. There will be nothing to do with changes in work conditions or wages. There will be nothing to do with collective bargaining agreement. These are the Rules and regulations of the Fire Department as a whole. That means they cover the Chief, Deputy, and the Privates all three tiers, all three associations. He will check with both Personnel and the Law Department on this.



Commissioner Jeffrey Siegel is concerned that perhaps the Union Contract was negotiated knowing that X were the rules, and now during the course of a contract we are making them Y. Whether or not we have to notify the Union Local 1111 or get their input. They may very well say you are right; this has nothing to do with what we bargained for.

Fire Chief Egloff said he will not make any changes until he consults with the Law Department.

Commissioner Masciadrelli asked Chief Egloff to get back to them with this information.

**NEW BUSINESS:**

a) Document "Replacement Strategy 2020 REV.01.07.2020"

1. Discussion & Review

Commissioner Albert Masciadrelli said he had put a chart together along with the Fire Chief as to what he is looking for. Depending on what we do here tonight we could activate a Civil Service List.

Fire Chief Egloff requested, to the Commission, that they call for a Paramedic Firefighter List from the Massachusetts Civil Service to hire five firefighters' paramedics.

- He said to make it a state wide list for paramedics. If you call for five you should have at least eleven people in front of you for interviews.
- I think the Commission and the City of Westfield deserve the best we can get. This mean getting the maximum amount. He feels if we have to expand the list to get the maximum, we should up to two times. There is about eleven months left on the current list right now. It is pretty sparse when it comes to paramedics.

Commissioner Masciadrelli said if everyone agrees he will start the process through NEOGOV to start the requisition. Commissioner Bennett and Commissioner Siegel agreed.

b) City Document Requirement "WFD Annul Report 2019 &2020"

1. Dissemination – WFC Members, Office of the Mayor, City Council President & Councilors, Office of the City Clerk for public record.
2. Discussion – action item implementation.

Commissioner Albert Masciadrelli indicated we need to have an annual report, this was not done in 2019. Commissioner suggested doing the 2019 and 2020 as one. This document gives a history of what is going on in the Department, call volumes, capital planning and all that.

Past Westfield Fire Chiefs have done a phenomenal job on this, putting it together.

3. Sacket Street Facility needs.

Commissioner Albert Masciadrelli indicated that something has to be done with the WFD Sacket Street facility.

- He said the building is falling apart, it needs a new roof which is over \$100,000.00 for the new roof.
- It used to be the mechanic shop, but now the mechanic is up on Western Ave located in the Fire Station facility that was deactivated. This is now just a storage area, and from his understanding the Westfield Police Department is using it the most.
- All utilities except electric has been disconnected. We have no use for it. The Fire Chief has reached out to the Westfield Chief of Police. Fire Chief Egloff said this does affect the Police Department, they have equipment stored there, they take up about 1 ½ bays.
- Fire Chief is looking at surplus for the old equipment that is not being used and the building itself. The biggest thing is the Westfield Police Department and antique fire truck which belongs to the WFD Local Union 1111. They are going to have to figure out where they will put the antique.
- Fire Chief Egloff will put together a report on this.

Commissioner Albert Masciadrelli said that hopefully next meeting we will have a vote to surplus the building.

Commissioner Masciadrelli ascertained a motion to adjourn.

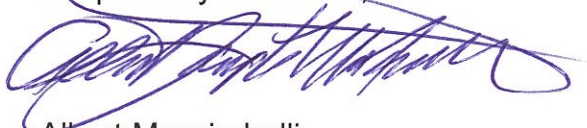
Commissioner Siegel made a motion to adjourn.

Commissioner Bennett seconded the motion.

**Motion Passed**

**TIME:** 1844 hours

Respectfully submitted,



Albert Masciadrelli  
Secretary, Westfield Fire Commission  
ajm/pab