



WESTFIELD, MASSACHUSETTS WESTFIELD FIRE COMMISSION MEETING MINUTES



Fire Commissioner Albert Masciadrelli called the meeting of the Westfield Fire Commission (hereinafter WFC) of February 3, 2020 to order.

Location: Little River Fire Station
Community Room
366 Little River Road
Westfield, Massachusetts

Date: February 3, 2020

Time: 1600 hours



MINUTES TAKEN:

Ms Patricia Breton, Westfield Fire Department Head Clerk

Chairman's announcement:

The Chairman of the Westfield Fire Commission, 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 Westfield Fire Commission Regular Schedule meeting of February 3, 2020 is being audio recorded and if the Westfield Fire Commission 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 Westfield Fire Commission, 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 Westfield Fire Commission meeting of February 3, 2020, is not being electronically transmitted via TV or via the internet by the City of Westfield.

The Chairman of the WFC, Commissioner Albert Masciadrelli also asked if there is anyone making a video or audio recording of the meeting.

Mr. Peter Currier of the Westfield News was audio recording the meeting.

All Commissioners are present.

PRESENT IN ATTENDANCE:

Westfield Fire Commissioner Albert Masciadrelli, Westfield Fire Commissioner Jeffery Siegel, Fire Commissioner C. Lee Bennett. Fire Chief Patrick Egloff, Deputy Chief Eric Bishop, Fire Captain Keith Supinski. Mr. Peter Currier from the Westfield News and Mr. Zachary Kareta, Mr. Bill Herbert from ESGR and City Council Mr. Michael Burns.

READING OF THE RECORDS OF:

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

Fire Commissioner C. Lee Bennett made a motioned to approve the December 18, 2019 Special Scheduled Executive Session Meeting Minutes with corrections that were sent.

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 Regular Scheduled Meeting Minutes January 13, 2020.

Fire Commissioner Jeffery Siegel made a motioned to approve the January 13, 2020 Regular Scheduled 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 Special Scheduled Executive Session Meeting Minutes January 14, 2020.

Fire Commissioner C. Lee Bennett made a motioned to approve the January 14, 2020 Special Scheduled 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

PUBLIC PARTICIPATION:

- Mr. Bill Hebert who is a volunteer with the 'Employer Support of the Guard and Reserve' presented a plaque to Fire Chief Patrick Egloff.
- Westfield Firefighter Leon Morin nominated Fire Chief Patrick Egloff for the 'Patriots Award'. The Patriot Award honors individual supervisors for their support and to recognize employers who support their National Guard and Reserve Employees.

ROUTINE BUSINESS:

a. Introduction –

- The Chairman and members of the WFC also thanked the members of the Westfield Fire Department (hereinafter 'WFD'), for their superb work since the last meeting was held. He, Chairman Masciadrelli receives many excellent supportive comments from the Community as well as the surrounding Hill Town Communities, as he himself travels throughout and wants to pass that along to the members of the WFD, WFC and Community.

b. Letters & Communications –

- Fire Chief Patrick Egloff has a letter from Nancy Kotowitz of Shaker Farm Country Club dated January 10, 2020. On behalf of the Shriners Hospital and the Children of Westfield, she wanted to thank the Fire Department for Santa's ride to Shaker Farms.
- Chief Egloff read a letter from Mr. and Mrs. Leonard Osowski conveying their thanks to all that were involved in putting out the fire at 123 Meadow Street located in Westfield, MA on January 3, 2020. They saw firsthand the dedication and hard work, and at times dangerous job that they, the WFD personnel, performed that day. Fire Chief Egloff indicated that 'D Group' was on duty.

SPECIAL BUSINESS:

- a. N/A

OLD BUSINESS:

- a. Massachusetts HRD div. Civil Service Unit Fire Year Rule – Fire Commission

1. Action item:

- Completion of all the elements of the Conditional Offer of Employment of candidate for one (1) vacant full-time permanent Firefighter {Paramedic, position in the WFD's Organization – Fire Commission
- 1) WFD – Firefighter candidate: Mr. Zachary Kareta
- Commissioner Albert Masciadrelli indicated that Mr. Zacchary Kareta has passed all the elements of condition of offer. Personnel Director indicated that everything is in check including all his documentation.

Motion for MA Reinstatement of Employment

VACANCY POSITION FIREFIGHTER/PARAMEDIC APPOINTMENT

Motion:

1. **Commissioner Albert Masciadrelli:** I would like to ascertain a motion to appoint **Mr. Zachary D. Kareta** to the Firefighter Paramedic vacancy in the organization of the Westfield Fire Department and that this appointment is an acknowledgment that **Mr. Zachary D. Kareta** has successfully passed all the 'Elements for the Condition offer of Employment' which are as follows:
 - Passed the Medical Physical
 - Passed the Hearing Exam – Comprehensive
 - Psychological Testing
 - Criminal Offender Record Information (CORI) Check
 - Has a current 'Paramedic Credential'.

Commissioner C. Lee Bennett made the motion.

Commissioner Jeffrey Siegel seconded the motion.

2. Commission Chairman Masciadrelli asked if there is any discussion and added the following verbal statement as follows:

In addition, **Mr. Zachary D. 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 within the Massachusetts Fire Academy facility.

3. Seeing no more discussion; the Fire Commission Chairman asked for a roll call vote.

Fire Commissioner C. Lee Bennett YES

Fire Commissioner Jeffrey M. Siegel YES

Fire Commissioner Albert Masciadrelli YES

ROLL CALL

YES (3) NO ()

Motion Passed

Chairman Masciadrelli noted that Fire Chief Patrick Egloff will make arrangements for the 'Firefighter's Oath of Office' to be given once Firefighter Zachary starts.

Firefighter Zachary start date is as follows: Monday February 10, 2020.

- b. Document – 'Rules & Regulations for the Government & Discipline of the WFD'.

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

- Fire Chief Patrick Egloff has discussed this with the Personnel Director and they came to the conclusion that it is best to work with the Local 1111 and have Fire Captain Keith Supinski involved also, in order to revamp the 'Rules & Regulations for the Government & Discipline of the WFD'.

Fire Captain Supinski said he believes that we need to update the rules and regulations, however he wanted to point out that it has to be done in the November meeting. We can come up with everything, but will have to be done in November.

- c. Document "Replacement Strategy 2020 REV. 01.07.2020.

1. Discussion Update- action item implementation

- Commissioner Albert Masciadrelli said that everyone had gotten a copy over the last few weeks. This is still active; it is a live document and we tweak it every once and a while.
- Fire Chief Egloff said it just changed today. We had six openings now we have five, because of the hiring of Firefighter Zachary Kareta.

Westfield Fire Commission

02/03/2020

Page 6 of 8

- We have a current list, and Commissioner Masciadrelli will take him off the list.
- d. City Document Requirement "WFD Annual Report 2019 & 2020"
1. Discussion update
- Commissioner Masciadrelli indicated that the annual report has not been done in a while. He stated that the Fire Chief is working on that. This is usually presented at the beginning of the fiscal year. Once it is approved it goes to the City Clerk and then it is a public record.
- e. Sacket Street Facility needs.
1. Status of investigation of value as being useful to WFD
- Fire Chief Egloff has had a meeting with the building facilitator in the City. He has had conversations with the Law Department. He has been told exactly how it has to happen, when they are ready he will bring it to the Commission. The Commission will need to vote on it in order to surplus the building. Once this is done the City purchasing director gets notified, then they will offer it to other departments. If there is no interest then they will auction it off.
 - Chief Egloff is looking into putting a Conex Box at Station 2 and at Station 1 for storage.
 - Deputy Fire Eric Bishop asked about the antique Fire Truck and what would be done with it.
 - Fire Chief Egloff has spoken with Fire Captain Joseph Szenda about the antique and the Union will find someplace to store it.
 - Fire Captain Keith Supinski said he would like to find a place where this will be taken care of, in a heated building. Deputy Fire Chief Eric Bishop said there is no doubt it is a pride thing.
- f. HRD Certification Civil Service List Number 06906 Action Item Status.
- Commissioner Albert Masciadrelli did cut a requisition through NEOGOV for five vacant fire fighter positions with Paramedic Certification's. All the paperwork is done. The Fire Chief got the justification from the Auditors for the five positions.
 - We, do have a Certified State List, there are 248 candidates on the list.

- Chief Egloff said, two candidates have signed so far. This list current State Certified List will expire in December 2020.

Fire Captain Supinski was recognized and said, this spring (2020) is when the new paramedics certification list come out, so if you recycle this list, you will find some new paramedics on it.

Fire Chief Egloff said do not give up on paramedics right now, there will be more paramedics coming out.

NEW BUSINESS:

- a. N/A

REPORTS FROM THE WFD & WFC:

- a. Operations, Equipment, Facilities, & Staffing-
 - Fire Chief Egloff went to the Finance Committee last Thursday for more overtime money. We are a little low due to six people retiring and those sick and injured long term during the high overtime months of July and August. This comes out of the Ambulance fund so it not on tax payers dollars.
 - He received a three positive votes from the Finance Committee approving it. This will go to Council on this coming Thursday.
 - Fire Chief Egloff wrote two letters to the Mayor last week, one was for permission to purchase two new Ambulance. This would be with the Ambulance money. Normally we lease these over a three-year period, this year between the Auditor, Purchasing Director and Chief Egloff they asked the Mayor if they could purchase these outright. This will go to Council this coming Thursday.
 - Chief Egloff said back in July the budget was cut by \$157,000.00, he wrote the letter to the Mayor asking to fund the first year of a three-year lease. This is for a new command vehicle, a new brush truck and a new Chief's vehicle, because the Fire Prevention vehicle has a blown transmission. The Deputy is currently driving around in an eighteen-year-old pickup truck to do his inspections. The Chief's vehicle will then go to the Fire Prevention Deputy. This will also go to City Council on Thursday. Chief will be going in front of Finance on February 13, 2020.
 - Chief Egloff indicated that he and Firefighter Ben Hogan who is the ALS coordinator went to Northampton and they looked at a vending machine for medical supplies. This will make a controlled inventory. We will be aware of what supplies are needed and where they went.

Westfield Fire Commission

02/03/2020

Page 8 of 8

Councilor Mike Burns was recognized and said that the Westfield Water Department is using a vending machine for supplies. He said it is absolutely more efficient.

Adjournment:

Commissioner Albert Masciadrelli ascertained a motion to adjourn.

Commissioner Jeffrey Siegel made a motion to adjourn the meeting.

Commissioner C. Lee Bennett seconded the motion.

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

MOTION PASSED

Time: 1643 hours

Respectfully submitted,



Albert Masciadrelli, Chairman
Westfield Fire Commission
AJM/ajm/pab