



CITY OF WESTFIELD MASSACHUSETTS

Westfield Fire Commission

Westfield Fire Department
34 Broad Street
Westfield, Massachusetts 01085



COMMISSIONERS:

Albert J. Masciadrelli, Chairman
C. Lee Bennett
Jeffrey M. Siegel

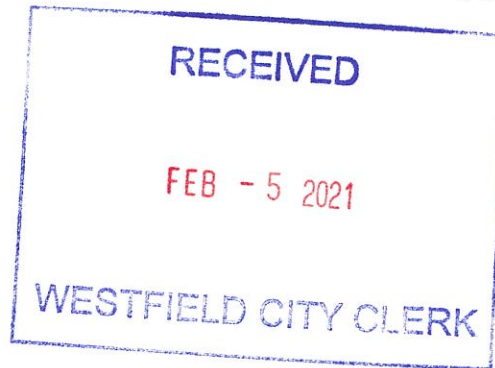
WESTFIELD FIRE CHIEF:

Patrick Egloff, Chief

02.05.2021

Ms. Karen Fanion, City Clerk
City Hall - Office of the City Clerk
59 court Street
Westfield, Massachusetts 01085

To whom it may concern:



MEETING NOTICE

WESTFIELD FIRE COMMISSION

DATE

February 11, 2021 – Thursday

LOCATION

LITTLE RIVER FIRE STATION

SUBSTATION - STATION 2, 'COMMUNITY ROOM', 366 LITTLE RIVER ROAD WESTFIELD, MA

TIME

1300 hrs. [1:00pm]

REFERENCE AGENDA: *ITEM 1- MEETING CALLED TO ORDER*

TELEPHONE CONFERENCING

FOR THIS MEETING, MEMBERS OF THE PUBLIC WOULD BE ABLE TO LISTEN TO THE SPECIAL MEETING VIA TUNING INTO THE COMMUNITY ACCESS TV CHANNEL 15 LIVE STREAM.

Westfield Fire Commission
Appointing Authority

Cc: Mayor Donald Humason Jr., Fire Commissioner Albert J. Masciadrelli, Fire Commissioner C. Lee Bennett, Fire Commissioner. Jeffery Siegel, Fire Chief Patrick Egloff,

Public Posting
02.05.2021

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Special Scheduled & Executive Session Meeting Agenda & Guide

COMMISSIONERS

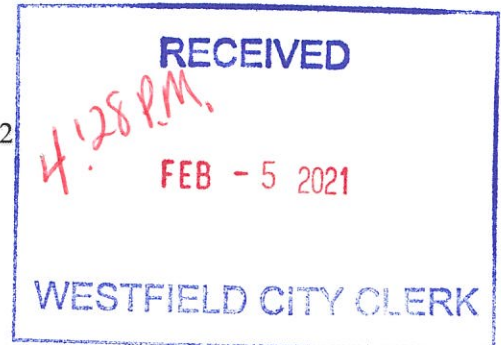
Albert J. Masciadrelli, Chairman
C. Lee Bennett
Jeffrey M. Siegel

WESTFIELD FIRE CHIEF
Patrick Egloff, Chief

Meeting Date: 11 February 2021

Location: LITTLE RIVER FIRE STATION SUBSTATION - STATION 2
'COMMUNITY ROOM'
366 LITTLE RIVER ROAD
WESTFIELD, MA 01085

Time: 1300 hours



1. MEETING CALLED TO ORDER:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Westfield, **Westfield Fire Commission** will be conducted via remote participation. Specific information can be found on the City of Westfield website at www.cityofwestfield.org. For this meeting, members of the public who wish to listen to the meeting may do so by tuning into Channel 15 or Channel 12 or online at westfieldtv.org or online at Youtube.com - Westfield Community Programming Channel. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City's website an audio recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

1) ACCESS INFORMATION FOR THE MEETING IS AS FOLLOWS:

- a) **Join Zoom Meeting:** <https://cityofwestfield-org.zoom.us/j/85083363830?pwd=MU00NjF0L25pQ2NwK042NS94Q3p3UT09>
Meeting ID: 850 8336 3830
Passcode: 2?3e2aQT
- b) **Dial by your location:** +1 646 558 8656
Meeting ID: 850 8336 3830
Passcode: 48896097

2. ROLL CALL:

- Fire Commissioner Albert J. Masciadrelli
- Fire Commissioner C. Lee Bennett
- Fire Commissioner Jeffrey M. Siegel

3. INTRODUCTION

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4. READING OF THE RECORD OF:

- a) WFC Minutes 03 November 2020 Special Meeting – *Fire Commission*

5. PUBLIC PARTICIPATION:

6. ELECTION:

- a) Fire Commission Chairman for 2021 – *Fire Commission*

7. REPORTS FROM THE WFD & WFC:

- a) Operations, Equipment, Facilities, & status Staffing – *Fire Commission/Fire Chief*

8. OLD BUSINESS:

- a) WFD Sacket Street Facility – discussion action item – *Fire Commission/Fire Chief*
- b) Appointing Authority motion for the purpose of accepting a letter {dated: 03 Nov. 2020, of resignation (Firefighter) – *Fire Commission*
- c) Superintendent of Emergency Medical Services (hereinafter SEMS) position discussion – *Fire Commission/Fire Chief*
- d) WFD Departmental (Fire Chief, Deputy Fire Chief & Fire Captain) Promotional Testing 2021 via HRD div. Civil Service Unit Action item update – *Fire Commission/Fire Chief*
- e) Departmental Annual Report (3 FY) status – *Fire Commission/Fire Chief*
- f) Firefighters Probation Evaluation Report – *Fire Commission/Fire Chief*
- g) Rules and Regulation Change Status – *Fire Commission/Fire Chief*
- h) Ambulances, Command Vehicle Status – *Fire Commission/Fire Chief*

9. NEW BUISNNES:

- a) WFD action item for a Firefighter/Paramedic Certified List requisition via HRD div. Civil Service Unit (4-5 vacancies) – *Fire Commission/Fire Chief*
- b) ‘City WFC Procedural (Process) guidelines for Vacancy Appointments’ revision discussion – *Fire Commission/ City Personnel /Fire Chief*

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- c) 'WFC Weekly Informational Report from the Office of the Fire Chief' – *Fire Commission*
- d) Move the responsibility of the Fire Chief in creating the WFC Agenda for all meetings. – *Fire Commission/Fire Chief*
- e) Discussion on vote on streamlining the hiring process (to align with the practice of the Police department – *Fire Commission/Fire Chief*
- f) Discussion and vote on designating the Fire Chief (Remove Personnel) as the point person for NEOGOV to improve the efficiency of the hiring process (to align with the practices of the Police Commission). – *Commission/Fire Chief*
- g) Personnel – 'Performance Cycle for Department Heads' City document discussion – *Fire Commission*
- h) Discussion on the procedure of selecting the Chair of the Fire Commission (annual vote/rotating) – *Fire Chief*
- i) Two Firefighters requesting education incentive pay adjustment – *Fire Commission*

MOTION:

1. Ascertain a motion to enter into Executive Session for the purpose of is as follows:
 - Executive Session pursuant to **M.G.L. Chapter 30A, Sec. 21** to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, and / or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.
 - a. Westfield Fire Fighters Union Local 1111 action item hearing - Grievance Number 10 22 20

Note: It is **not** the intent of the Commission to return / reconvene in open session at the conclusion of the executive sessions.

10. ADJOURNMENT:

- a) Motion to adjourn – Fire Commission

City of Westfield, Massachusetts
Westfield Fire Commission

Submitted
02.05.2021
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