



**WESTFIELD, MASSACHUSETTS
WESTFIELD FIRE COMMISSION
SCHEDULED MEETING MINUTES
JUNE 6, 2022**

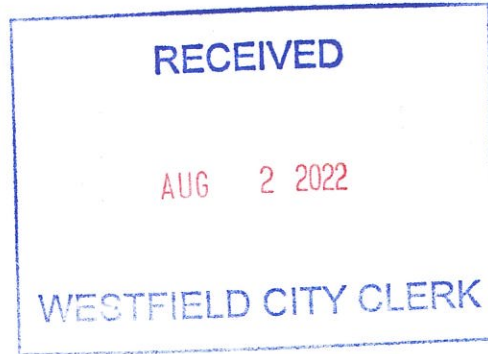


Fire Commissioner C. Lee Bennett called the meeting of the Westfield Fire Commission (hereinafter WFC) of June 6, 2022 to order.

Location: 366 Little River Road
Little River Substation

Date: June 6, 2022

Time: 18:00 hours (6:00pm)



MINUTES TAKEN:

Ms. Patricia Breton, Westfield Fire Department (hereinafter 'WFD') Office Manager

Chairman's announcement:

Westfield Fire Commissioner C. Lee Bennett 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 June 6, 2022 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..

Westfield Fire Commissioner C. Lee Bennett 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.

PRESENT IN ATTENDANCE:

Westfield Fire Commissioner C. Lee Bennett, Westfield Fire Commissioner Jeffrey Siegel, Westfield Fire Commissioner Albert Masciadrelli, Fire Chief Patrick Egloff, and Deputy Chief Eric Bishop,

ROLL CALL:

Commissioner C. Lee Bennett asked for a roll call.

- Commissioner C. Lee Bennett – present
- Commissioner Jeffrey Siegel – present
- Commissioner Albert Masciadrelli – present

PLEDGE OF ALLEGIANCE

READING OF THE RECORD OF:

- a. WFC Regular Scheduled Meeting Minutes May 2, 2022. Vote to accept.

Commissioner C. Lee Bennett ascertained a motion to accept the Regular Scheduled Meeting Minutes of May 2, 2022.

Commissioner Albert Masciadrelli made the motion to accept the Regular Scheduled Meeting Minutes of May 2, 2022.

Commissioner Jeffrey Siegel seconded the motion.

Roll Call

Commissioner Albert Masciadrelli	YES
Commissioner Jeffrey Siegel	YES
Commissioner C. Lee Bennett	YES

YES (3) NO (0)

Motion Passed

PUBLIC PARTICIPATION:

Deputy Chief Eric Bishop explained about the LEPC Grant, that it is continuing to move forward. Two thermal imagining cameras have been purchased, these should be in by the end of July. He has also purchased four gas meters. There was also enough money in the grant to buy batteries for the Police Department. Other items have been purchased to help the University and the Springfield Water and Sewer.

Deputy Chief Eric Bishop also explained his trip to the National Fire Academy in Emmitsburg, Maryland, it was a 10-day course. He explained he was with 15 leaders from throughout the Country. He was very grateful he had the opportunity to go.

ROUTINE BUSINESS:

- a. Introduction – Chief Egloff went right into Letters and Communications.
- b. Letters and Communications – Chief Patrick Egloff read a thank you card from the Staff at Paper Mill Elementary. They want to thank the Fire Department for participating in the Touch –A- Truck event. Fire Fighter Patrick Scanlon and Fire Fighter Roger Bernier let the children climb around in the truck, it really brought big smiles to all their faces.

REPORTS FROM THE WFD & WFC:

a) Chief Egloff to report on status of key areas of the department.

Departmental Promotional List:

Chief stated that the Deputy Chief's exam occurred May 21st and that we are awaiting the results.

Organization Status:

New recruit update, they both worked for two weeks on days, the first week was fire related and the second weeks was EMS related. Erika Rubner has started on "B group" and Dustin Russo has started on "D group". They have both been signed off by medical control to work on the ambulance rotation. I anticipate that they will be going to the MFA late this fall.

There are two members that are in the process of retirement.

There are two probationary firefighter progress reports, Deputy Seth Ellis delivered Evan Dias's to him on 5/20/22, his review was very good. He is meeting the expected performance standards at the 5 month mark. Deputy Patrick Kane Jr. delivered Katie Verrochi's report to him on 5/22/22, she is meeting the expected performance standards at the 1- year mark.

The Deputies are continuing to review and update the Departments S.O.G.'s, they are sending them to the Chief for review and acceptance. This process should be completed by the end of the summer.

The City, the Supervisors Association and the Local 1111 are currently in the midst of contract negotiations.

Acquisition of 2022 Apparatus/Equipment:

Mayor McCabe has added funding for a new fire apparatus in the FY 2023 budget. Paying for the first year of the lease to own prior to delivery of the apparatus gives the City a substantial discount.

FY2023 Budget:

The Chief will be discussing this with the finance committee this Thursday June 9, 2022.

Grant Processes:

We ordered a SCBA fit tester and an extra set of gloves and Nomex hood for each firefighter through the Mass DFS FY22 Firefighter Safety Equipment Grant

Program. We have received the fit tester and gloves, we are still waiting for the backordered Nomex hoods, these should be arriving next week.

We are awaiting news on the 2022 AFG Grant that we wrote, to replace all of our aging SCBA's, we hope to hear in the coming months. This will be about 250,000.00, Chief says he feels good about this.

OLD BUSINESS:

a) Westfield Fire Department Annual Report

Commissioner Albert Masciadrelli handed out the copies that he had printed. He made a copy for the Deputy's Office and for each of the Captain's Offices at each station. He had a report for City Council and the Mayor and City Clerk.

Commissioner Albert Masciadrelli had the templet done and said that every year you can just change the number and some of the verbiage. He recommended there be a section in the report that covers the training the Department does.

Commissioner Albert Masciadrelli said he would drop the boiler plate and the rough draft to the Chief at the Station. He was going to also send the Chief the electronic version.

Commissioner C. Lee Bennett thanked Albert and everyone that worked on it. She said it was a beautiful job. That this is a lot of work there, a very heavy manual.

NEW BUSINESS:

a. Discussion and vote on contract Signature Authority Form.

Commissioner C. Lee Bennett made a motion to approve the Contact Signature Authority Form.

Commissioner Albert Masciadrelli seconded the motion.

Commissioner Jeffrey Siegel asked if there was a dollar limit on the form. Commissioner Jeffrey Siegel looked over the form and agreed with the motion.

Roll Call

Commissioner C. Lee Bennett	YES
Commissioner Albert Masciadrelli	YES
Commissioner Jeffrey Siegel	YES

YES (3) NO (0)

Motion Passed

- b. Vote to accept Colin Burn's Resignation.

Commissioner Albert Masciadrelli made the motion to accept Colin Burn's resignation.

Commissioner Jeffrey Siegel seconded the motion.

Roll Call

Commissioner Albert Masciadrelli	YES
Commissioner C. Lee Bennett	YES
Commissioner Jeffrey Siegel	YES

YES (3) NO (0)

Motion Passed

- c. Discussion and vote on calling for a requisition for a Paramedic/Firefighter.

Chief Egloff asked for permission to call for a requisition for a Paramedic/Firefighter. He is hoping that the Commission would put in the motion that once the ten days are up and no one signs, he would like them to let him call for a requisition for a Basic EMT. That is if, no one signs the Paramedic list.

Commissioner C. Lee Bennett called for a motion to call for a requisition for a Paramedic/Firefighter by the Chief and if there is no one that comes in to sign, to then call for a requisition for a Basic EMT.

Commissioner Albert Masciadrelli made the motion.

Commissioner Jeffrey Siegel seconded the motion.

Roll Call

Commissioner C. Lee Bennett	YES
Commissioner Albert Masciadrelli	YES
Commissioner Jeffrey Siegel	YES

YES (3) NO (0)

Motion Passed

Commissioner C. Lee Bennett ascertained a motion to adjourn.

Commissioner Albert Masciadrelli made a motion to adjourn.

Commissioner Jeffrey Siegel seconded the motion.

YES (3) NO (0)

Motion Passed

Time: 18:21

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Lee Bennett". The signature is written in a cursive style with a large, sweeping initial "C".

C. Lee Bennett, Chair
Westfield Fire Commission
pab