



**City of Westfield Massachusetts**  
**Westfield Fire Department**  
34 Broad Street  
Westfield, Massachusetts 01085



October 3, 2024

**SECOND LETTER**

Dear Property Owner,

The Westfield Fire Department is following up on the first letter sent in the spring regarding the removal of the radio master box. As stated previously, the City of Westfield currently provides the service of maintaining a radio master box system to receive signals from private fire alarms. Our records indicate that you own a property which has a radio master box.

Due to budgetary considerations and advances in fire alarm technology, it is no longer feasible to maintain this system. Therefore, the City of Westfield will discontinue monitoring radio master box signals on *January 1, 2025*.

**As a result, all radio master boxes must be replaced by a fire alarm communicator and central station monitoring prior to *this January 1, 2025 date*.**

To remain in compliance with the State Fire Code you are required to hire a fire alarm contractor to install this system and remove your radio master box. This process requires the following steps, and we ask that this letter be forwarded to your licensed fire alarm contractor to ensure the steps are followed correctly:

- 1) A permit must be pulled from the Fire Department by a licensed fire alarm contractor. A copy of the permit is attached.
- 2) The contractor must inform the Fire Department as to when the removal of the radio box and installation of the new fire alarm communicator is occurring.
- 3) The contractor must install the fire alarm communicator.
- 4) The radio master box must be fully powered down, completely removed from the building, and properly disposed of.
- 5) The contractor must confirm that the fire alarm system does not transmit CO detector activations, duct smoke detector activations, and single unit smoke detector activations as supervisory signals.
- 6) The contractor must schedule an acceptance test with the Fire Department to confirm the proper functioning of the new equipment.

If this work has already been completed, please contact the main office at 413-572-6330 or 413-572-6307 to confirm a permit has been pulled for the property address.

If you have any questions, I can be reached by email with a subject line indicated as  
"Radio Master Box Removal with your Property Address" at [fireprevention@cityofwestfield.org](mailto:fireprevention@cityofwestfield.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "Seth Ellis", with a long horizontal flourish extending to the right.

Seth Ellis

Deputy Chief, Fire Prevention