## APPROVED MINUTES OF MEETING

**MTRCC Joint MEMBERSHIP & TRAINING Sub-Committee**

## The Massachusetts Technical Rescue Coordinating Council Membership and Training Sub-Committees held a virtual meeting in accordance with the provisions of M.G.L. c. 30A § 20 on, May 8th, 2023, at 1:30 p.m. This public meeting was conducted via video conference on Microsoft Office Teams:

## Present at the meeting were the following Sub-Committee members:

## Paul Betti Department of Fire Services

## Iain McGregor Training MTRCC Representative

## Mark McCabe Training Region 1

## Michael Pavone Training Region 2

## Tom Rinoldo Training Region 3

## John Weir Training Region 5

## Absent at the meeting were the following Sub-Committee members:

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## Jason Saunders Membership MTRCC Representative

## Shawn Simmons Membership Region 1

## Francis Otting Membership Region 2

## Pat Sullivan Membership Region 3

## RJ Pensivy Membership Region 4

## Paul Pronco Membership Region 5

## Steven Chandler Training Region 4

## DFS Employees in Attendance:

##  Linda Crowley DFS WebEx Host

## Other Attendees:

##  Sang Pham General Public

1. Meeting Opening and Introductions
	* + Call to Order: **May 8th 1:33 pm**
		+ Virtual Meeting attendance and all votes done as roll call
2. Approval of the minutes of the previous meeting held on March. 13th, 2023
	* + **Motion**: John Weir, Tom Rinoldo 2nd: **Pass** unanimous
3. Discuss Tech Rescue Sub-Committee Correspondence.
	* + None
4. **Old Business**

* 1. Matrix for Response Levels and Criteria:
		+ Discussion around Tiers, agreement with Mark McCabe’s layout 5 Tiers.
			- Tier 1 Hazardous Risk Assessment phone call or up to 5 SMEs
			- Tier 2 Rope, Con Space, Water incident 12 technicians
			- Tier 3 Trench or Collapse incident 30 technicians
			- Tier 4 Multiple Operational Periods in one region
			- Tier 5 Multi Regional Response multiple operational periods
		+ **Motion** to submit tier recommendations with notes to Policy Sub-committee
			- John Wier, Mike Pavone 2nd: **Pass** Unanimous
	2. Discuss edits to Membership Application
		+ No need to discuss, edits were made by MTRCC
		+ MTRCC Adopted team membership application with edits made.
		+ Note was made that still need Legislation to allow DFS to be Fund Trustee and Fiduciary
1. **New Business**
	1. Discuss activation flyer and flow chart: Otting, Weir, McCabe
		* Francis Otting building out documents
		* Primary discussion tabled to next meeting when working group members are present
		* Discussion by members present on Notification Flyer to Dispatch centers
			+ Need to be clear and concise and disseminated to all Dispatch
		* Discussion by members present on Activation Flowchart to Local Department Company Officers/ICs
		* Need for education on both items to both groups
2. Any matters not reasonably anticipated by the Chair.
	* + Question on who can discuss documents off line.
		+ Clarified that no more than 2 members of each sub-committee
3. Tasks/Assignments.
4. Future agenda items.
5. Determination of future meeting date(s).
	* + Tuesday, June 20th 1:30pm Virtual Meeting
6. Meeting Adjourned: **May 8th 2:13pm**

Notated by Iain McGregor from notes and recorded video.