

**FIRE SERVICE COMMISSION
MINUTES OF MEETING
November 20, 2025**

The Fire Service Commission held a meeting on Thursday, November 20, 2025, via conference call under Mass. General Law Chapter 30A, Section 20.

Present at the meeting were the following Commission members:

Chief John S. Ingram
Deputy Secretary Susan Terrey
Captain Michael McCullough
Chief Matthew Grafton
Ms. Roberta Fitzpatrick
Chief Peter J. Burke Jr.
FF Richard D. MacKinnon Jr.

No Commission Members were absent.

DFS staff present at the meeting:

State Fire Marshal Jon Davine
General Counsel Glenn Rooney
JoAnne Caruso

There were no guests present.

Meeting called to order by Chairman Chief John Ingram at 11:01 a.m.

AGENDA

A. Approval of Minutes of the October 23rd meeting

A motion was made by Captain McCullough and seconded by Chief Grafton that the minutes of the October 23, 2025 meeting be approved as written.

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes
Ms. Roberta Fitzpatrick – Yes
Chief Peter J. Burke Jr. – Yes
FF Richard D. MacKinnon Jr. - Yes

The vote was unanimous in favor of the motion.

B. Vote on Credentialing and Re-Credentialing

A motion was made by Chief Burke Jr. and seconded by Chief Grafton to award accreditation to:

- Battalion Chief Kenneth MacEwen – Marlborough Fire Department

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes
Ms. Roberta Fitzpatrick – Yes
Chief Peter J. Burke Jr. – Yes
FF Richard D. MacKinnon Jr. - Yes

The vote was unanimous in favor of the motion.

A motion was made by Chief Burke Jr. and seconded by FF MacKinnon to award re-accreditation to:

- Chief Harrie Ashley – Freetown Fire Department

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes
Ms. Roberta Fitzpatrick – Yes
Chief Peter J. Burke Jr. – Yes
FF Richard D. MacKinnon Jr. - Yes

The vote was unanimous in favor of the motion.

A motion was made by Chief Burke Jr. and seconded by Chief Grafton to award re-accreditation to:

- Chief Robert Flaherty Jr. – Hatfield Fire Department

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes
Ms. Roberta Fitzpatrick – Yes
Chief Peter J. Burke Jr. – Yes
FF Richard D. MacKinnon Jr. - Yes

The vote was unanimous in favor of the motion.

A motion was made by Chief Burke Jr. and seconded by FF MacKinnon to award re-accreditation to:

- Chief Timothy Kelly – Devens Fire Department

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes

Ms. Roberta Fitzpatrick – Yes
Chief Peter J. Burke Jr. - Yes
FF Richard D. MacKinnon Jr. - Yes

The vote was unanimous in favor of the motion.

A motion was made by Chief Burke Jr. and seconded by FF MacKinnon to award re-accreditation to:

- Chief William Spillane – Dedham Fire Department

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes
Ms. Roberta Fitzpatrick – Yes
Chief Peter J. Burke Jr. - Yes
FF Richard D. MacKinnon Jr. - Yes

The vote was unanimous in favor of the motion.

C. Annual Report Discussion

DFS Staff will obtain year-end statistics to complete the Annual Report and present a draft during the January meeting.

D. General Issues and Updates from DFS

Marshal Davine briefed the Commission NERIS updates including the informative training that Derryl Dion of the Fire Safety Division has been providing to Departments- following the completion of onboarding, data extracts will be run and provided to elected officials and a video will be created to explain to Chiefs how to use the data; The Intel Analyst started at the Fusion Center and DFS/MSP will create a process for contacting them for requests; FIFA planning continue; and lastly this years Fire Fighter of the Year event at Mechanics Hall was a huge success with ~500 registered and in attendance.

E. Determination of Date/Time for Next Meeting

The date of the next meeting of the Fire Service Commission will be held on Monday, December 22, 2025 at 10:00am via conference call.

A motion to adjourn was made by FF MacKinnon and seconded by Chief Burke Jr..

Roll Call:

Chief John Ingram – Yes
Deputy Secretary Susan Terrey – Yes
Captain Michael McCullough – Yes
Chief Matthew Grafton – Yes
Ms. Roberta Fitzpatrick – Yes

Chief Peter J. Burke Jr. – Yes
FF Richard D. MacKinnon Jr. - Yes

Said motion was approved by a unanimous vote of the Commission.
The meeting of the Fire Service Commission concluded at 11:18am.