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MASSACHUSETTS TECHNICAL RESCUE
Joint Membership and Training Subcommittees

The Massachusetts Technical Rescue Joint Membership and Training Subcommittees held a virtual meeting in accordance with the provisions of M.G.L. c. 30A sec. 20 on Tuesday, January 6, 2026 at 1:06 p.m. and open to the public virtually through Microsoft Teams videoconference.

Present at the meeting were the following members:

Membership Subcommittee:

Deputy Chief Kelly Manning, Chair
Francis Otting
Paul Pronco
Deputy Director of Special Operations, Paul Betti

Fire Chiefs Association of Mass.
Region 2
Region 5
DFS

Training Subcommittee:

Iain McGregor, Chair
Mark McCabe
Shawn Green
John Weir

PFFM
Region 1
Region 3
Region 5

Kerry Marcotte

DFS

Absent at the meeting were the following members:

Membership Subcommittee:

Shawn Simmons
Pat Sullivan
Robert Pensivy

Region 1
Region 3
Region 4

Training Subcommittee:

Paul Morrison
Steven Chandler

Region 2
Region 4

1. Meeting Opening and Introductions

Kelly Manning opened the meeting at approximately 1:06pm. Read disclosure regarding meeting being recorded for the purposes of creating meeting minutes

2. Approval of the minutes of the previous meeting

Weir made motion to approve, seconded by Betti. All in favor via a roll call vote. McCabe abstained.

3. Discuss tech rescue sub-committee correspondence

Betti reports that there has been a lot of effort to replace various members of subcommittees; affecting membership is the addition of Seth Colby and training is the addition of Sean Green. Betti reports that this correspondence was going on between himself, Chief Belsito, and these individual members.

Manning reports that she had correspondence with one of the animal officers from Oxford. His name was Ed Hart and he is looking to see how animal control officers may be able to be integrated with the regional technical rescue teams, particularly for large animal rescue. Manning indicates that she has a virtual meeting schedule with him, Chief Belsito, and Deputy Chief Robin Dresser (from D7 Tech Team) next week to discuss the matter further.

4. Old Business

- a. NFPA Matrix Document/Training Hours Breakdown
 - McGregor is not yet present in the meeting, however Weir reports that he spoke to Pensivy today and that the plan is to follow up on this item next meeting. McGregor enters meeting
- b. Draft Scoring Tool for membership applications
 - Marc McCabe was in the process of attaching points values to various classes on the membership application. McCabe reports he has not been able to accomplish this yet. This item to be included on the agenda for next month.
 - Draft membership application out to respective teams for a trial? Greene requests another copy be sent out. Kerry Marcotte to take care of sending it out. Many in the meeting indicate that this will work on getting this out to their respective teams this month.

5. New Business

- a. Draft Team Coordinator Job Description
 - Manning begins by stating that this is a very generic starting point. McCabe begins by starting at section 3.5, Meetings and Committees of the document. He stated that 3.5.1 (c) perhaps should be looked at for the training coordinator. Items a, b, and c are a big ask for one person. Weir proposes *Team Coordinator, or his/her designee will ensure...*” McGregor proposes removing it all together and putting specific training responsibilities under training coordinator. The group decided eventually to remove 3.5.1 (c).
 - Betti noted that individuals often remain in coordinator positions for extended periods, largely because they are the only members willing to volunteer. In District 14, Green explained that coordinator positions are typically filled only upon retirement or resignation and that appointments are generally permanent. Betti added that the presence of stipends alters perceptions of both the appointment process and the expected length of service. He suggested seeking input from other teams and regions to gain broader perspectives on term length and whether positions are elected or appointed.
 - Manning raised concerns about elections, noting that a voting process does not necessarily ensure the selection of individuals with the appropriate knowledge, skills, and abilities for the role. This led to

discussion about potentially vetting candidates prior to placing them on a ballot, possibly through the steering committee. Betti questioned how this would work if a steering committee member were running for an elected position. Weir responded that the member would need to abstain from voting.

- McGregor noted that this process could result in a tie vote and suggested that provisions be established to address this possibility, such as allowing an assistant team or training coordinator to participate in the vote.
- The group agreed that a two-year term was an appropriate appointment length and that coordinator and assistant coordinator terms should be staggered to avoid a complete leadership turnover at any one time.
- Betti also poses to discuss in more detail in another meeting whether the process discussed previously under new business will be applied to all positions or just the Team and Training Coordinator (those would be the only two appointments because they actually sit on the steering committee). There was discussion about simply doing team elections for these positions. However other stated that it may be problematic to not fill all positions in the same manner. Manning suggested that how the positions are selected should be included as an agenda item for further discussion.
- Discussion of how the steering committee is assembled. Betti reports DFS simply maintains the list; individual regions can change out membership on the steering committee. McGregor reports that the steering committee is made up of two fire chiefs, a team coordinator, a team training coordinator, and a member at large. Unclear at this point how the steering committees may be decided when teams go under state control. It was also mentioned that there are no term limits set for the other steering committees (Chief and members at large).
- As of right now, not a lot of the steering committees are meeting due to the difficulty getting everyone together and having to follow open meeting laws.
- Strikeout item 4.4 as it no longer applies.
- 4.3 A, B, C is agreed by the group to be appropriate as written. Discussion of how to quantify merit. Weir states he believes it should be included; Manning said it could be quantified by attendance.
- 5.2 - *The Assistant Coordinator shall serve in this acting capacity until the position of Team Coordinator is formally filled.* Otting asks about quantifying the specific amount of time an assistant coordinator should act before being appointed and that it important to discuss because a stipend is involved.
- Section 6, governing authority struck out. Final approval authority rests with Massachusetts Technical Rescue Coordinating Council (added).
- Strike out 3.3.1 and 3.3.2
 - i. *3.3.1 Coordinate the efforts of all team members to achieve and maintain required training standards.*
 - ii. *3.3.2 Oversee and support training programs and training sessions sponsored by the Team.*

6. Any matters not reasonably anticipated

- None.

7. Tasks and Assignments

- a. Manning to work on team coordinator and assistant team coordinator position drafts
- b. McGregor/Chandler to work on training and assistant training coordinator position drafts
- c. Weir to follow up with Morrision and Pensivy - will work on finishing Matrix with motorized watercraft.
- d. Send membership application to respective teams for peer review.
- e. McCabe to work on training tab for suggested points of classes within membership application.

8. Future Agenda Items

- Old Business

- NFPA Matrix with water related items included
- Membership Application sent to respective teams to review.
- New Business
 - Membership Application with suggested points value for classes listed on membership application (McCabe).
 - Review draft job descriptions for team and training coordinators
 - Draft Team Coordinator Job Description
 - Discussion of whether other tech team roles (other than Team Coordinator and Training Coordinator) should be elected or follow the same appointment process at the team and training coordinators.
 - Discussion of section 5.2 and how long an assistant coordinator should serve in an acting capacity or officially appointed.
 - Section 7 – define 7.1.1-7.1.4 more clearly.
 - Draft Training Coordinator Job Description (McGregor/Chandler)

9. Determination of future meeting dates

February 3, 2026 at 1 pm. Motion made by McCabe to adjourn, second by McGregor. Meeting adjourned 1405.