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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, December 2, 2025 at 1:00 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

Deputy Director of Special Operations, Paul Betti

Fire Chiefs Association of Mass.
DFS

Training Subcommittee:

Iain McGregor, Chair

Shawn Green

Steven Chandler

John Weir

PFFM

Region 3

Region 4

Region 5

Absent at the meeting were the following members:

Membership Subcommittee:

Shawn Simmons

Francis Otting

Pat Sullivan

Robert Pensivy

Paul Pronco

Region 1

Region 2

Region 3

Region 4

Region 5

Training Subcommittee:

Mark McCabe

Paul Morrison

Region 1

Region 2

1. Meeting Opening and Introductions

Kelly Manning opened the meeting at approximately 1:03pm. 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.

3. Discuss tech rescue sub-committee correspondence

Manning indicated she had a lot of correspondence regarding one of the agenda items (tech rescue job descriptions).

4. Old Business

- a. NFPA Matrix Document/Training Hours Breakdown
 - McGregor goes over the document and states he is waiting for Pensivy and Morrison to break down the water category a little bit more. Manning suggests putting it on the next agenda for final discussion. Weir reports he will reach out to them to see if they need any more help.
- 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 was not present in current meeting and it was decided that this item will be tabled for right now.

5. New Business

- a. Job descriptions for regional teams – Manning indicates that she received current job descriptions from District 8, 14, Region 2, and Essex County. Manning shared screen; items were placed in an Excel Document for ease of comparison. Manning began by discussing some of the hazmat positions and associated stipends as well as staff positions in the office. After that, the group took a look at the various leadership positions that exist across some of the current regional/county teams. Generally speaking, the same types of positions exist across the teams. We need to consider the specific positions and how many positions should exist in each region. Betti asks how similar is this to the hazmat models. It seems likely there will be a need to mirror hazmat in term of team coordinators, assistant coordinators, truck managers/equipment coordinators, etc.
 - Where Manning felt it might be different is where technical rescue teams need squad leaders or leadership that is designated at the “boots on the ground level.” Manning discusses how in hazmat, the first person on scene is typically expected to operate as team leader, however they have a lot of support if they are junior in the role. Manning suggested that this could potentially set people up for failure in the tech rescue world. Tech rescue is a little faster paced and needs more oversight at the task level than hazmat. Manning was not exactly clear on the differences between equipment coordinator and truck manager in hazmat, although suggested that the equipment coordinator perhaps served as a liaison to the office and technical advisor. Weir suggested that we try to mirror hazmat and plug in squad leader as one of the differences. McGregor suggested that the squad leader was an important distinction for tech rescue as they have already been vetted as having the ability to manage people and have technical rescue skills.
 - Discussed a truck manager role – Weir stated that he felt this role was extremely important to assign a person to each truck to keep it in order. Betti states that in Region 1, they have over 19 vehicles/trailers. Betti remarks that there is a massive amount so it is unclear whether how many truck managers would be needed. It is possible that not all vehicles would come under state control. The number of vehicles for technical rescue may be higher than hazmat because of the disciplines and the need to get the equipment somewhere quickly to save a life. Hazmat at this point essentially has one TOMs and one ORU per district and they are standardized; Betti states it may not work with tech rescue model.

- Discussion of having the equipment subcommittee work on the truck/equipment manager job descriptions. Weir suggests figuring out what equipment will be needed to provide the services that the state wants to provide and then work backwards from there to determine how many vehicles and subsequently, how many equipment/truck managers we would need to maintain all that equipment. Betti reports he will try to get some more information on minimum amount of needed equipment/vehicles.
- Ended the discussion with agreeing that we need a team/assistant team coordinators and team/assistant training coordinators to start and come back to the table next month with some draft stuff.
- Discussion of use of steering committees versus the existing committees once the teams get up and running. Discussion of SOG committee member job description however no action was taken as to whether we would pursue this as a role at this point in time. Discussion of stipends and that we can look at the numbers once we have the number of positions and positions in order. There was also discussion about having roles (i.e. squad leaders) in certain geographic areas. Again, it was determined that the best course of action would be to start by pursuing the four positions that we know we need to have (previous bullet point).

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

9. Determination of future meeting dates

January 6, 2026 at 1 pm. Motion made by Weir to adjourn, second by McGregor. Meeting adjourned 1:58pm.