



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services
Massachusetts Technical Rescue Coordinating Council



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MASSACHUSETTS TECHNICAL RESCUE
Joint Membership and Training Subcommittees
DRAFT

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, March 3, 2026 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
Francis Otting
Seth Colby

Fire Chiefs Association of Mass.
Region 2
Region 3

Training Subcommittee:

Mark McCabe
Paul Morrison
Shawn Green
Deputy Director of Special Operations, Paul Betti
Kerry Marcotte

Region 1
Region 2
Region 3
DFS
DFS

Absent at the meeting were the following members:

Membership Subcommittee:

Shawn Simmons
Robert Pensivy
Paul Pronco

Region 1
Region 4
Region 5

Training Subcommittee:

Iain McGregor, Chair
Steven Chandler
John Weir

Professional Firefighters of Mass
Region 4
Region 5

1. Meeting Opening and Introductions

Kelly Manning opened the meeting at approximately 13:05.

2. **Approval of the minutes of the previous meeting – February 3, 2026**

McCabe made motion to approve, second by Betti. All in favor after roll call vote.

3. **Discuss tech rescue sub-committee correspondence**

None.

4. **Old Business**

a. Finalize NFPA Matrix Document

Paul Morrison reports he sent a draft of the small watercraft/boat to the group within the last hour. Manning shared it on the screen for the call participants. The draft gave a summary of the hours for each level (awareness, operations, and technician levels). Morrison looking to have group take a look at it before the next meeting and then discuss with a possible vote.

b. Review revised membership application

Participants on the call reported there was nothing else that needed to be added.

c. Draft Team Coordinator Job Description

The group reviewed section 7.2 Skills and 7.3 Abilities – participants on the call indicated that these sections looked good. We discussed whether we push these to the council as individual descriptions or as a package. The group agreed that they should be sent to the council as a package and formatted in a similar fashion.

5. **New Business**

a. Review draft Training Coordinator Position – this was completed by McGregor although he was not present at the meeting to give specific context. Betti asks if there are other people besides the training coordinator or assistant coordinator who deliver training. McCabe reports that subject matter experts will also deliver training; Green reports that those folks that are subject matter experts are brought in by the training coordinators. Discussed which roles would receive a stipend – assistants and coordinators both receive a stipend in the hazmat world. If we are mirroring this, we should ensure there is a specific job description for the assistant defined as well. Manning reports that we can look at what some of the differences should be between the coordinator and assistant job descriptions at a future meeting. She also mentioned tying it back to the NFPA Matrix document; Betti says that maybe the job description should reference that the training coordinators would use the NFPA Matrix hours to plan their training. This would also help ensure continuity in training for each region with the exception of topics that may not be applicable to that region (i.e. ocean rescue in non-coastal communities). McCabe states we should stay general and reference that training officers will do their best to adhere to the amount of hours set for the various training topics.

6. **Any matters not reasonably anticipated**

None.

7. **Tasks and Assignments**

a. Manning to work on Draft Assistant Team and Training Coordinator Job Descriptions

8. **Future Agenda Items**

- a. Finalize NFPA Matrix Document
- b. Assistant Team and Training Coordinator Job Descriptions

9. **Determination of future meeting dates**

April 7, 2026 at 1 pm.

Motion made by McCabe to adjourn, second by Betti. Meeting adjourned 13:36.