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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, April 14, 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:

Iain McGregor, Chair
Mark McCabe
John Weir

Professional Firefighters of Mass
Region 1
Region 5

Deputy Director of Special Operations, Paul Betti
Kerry Marcotte, 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:

Paul Morrison
Shawn Green
Steven Chandler

Region 2
Region 3
Region 4

1. Meeting Opening and Introductions

Kelly Manning opened the meeting at approximately 13:02. Disclosure made regarding the meeting being recorded for the purposes of generating meeting minutes.

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

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

3. Discuss tech rescue sub-committee correspondence

None.

4. Old Business

a. Finalize NFPA Matrix Document

McGregor states that the document appears to be finalized and that we could push it to the council. Betti asks if it needs to go to policy before it goes to council. McGregor states it could either way, but it really is not a policy. He states we could get an opinion from the council on this. The council already approved the hours, this document just puts the hours into buckets based on JPRs/NFPA. Betti says the policy/SOG committee is about to revive; Betti reports he will ask Chief Belsito where he wants us to send the document to. Betti reports that there are no standalone documents in hazmat, everything is a “policy.” To keep it consistent, it would be best to consider it as part of a policy. Betti to ask Chief Belsito his opinion on it before we decide where to send it.

b. Draft Team Coordinator/Training Job Description

The group at this time believes that they look good, we need to just confirm whether the appointments were going to be appointed by the steering committee versus elected. Manning states that she will go through the job descriptions and ensure the language is consistent across the job descriptions. The intent is for all of the positions to be appointed by the steering committee, even though this is different from what hazmat is currently doing.

5. New Business

a. Review Assistant Team and Training Coordinator Position Job Descriptions – the group reviewed these together. The job descriptions were not all that different from the person operating in the primary role. We discussed ensuring that similar sections were formatted with the same language. Manning reports that she will clean up any grammatical errors and formatting across all four descriptions and then send them back to the subcommittee for a final review.

6. Any matters not reasonably anticipated

a. Manning asks if there are other job descriptions that we should consider making? I.e. vehicle or equipment manager? Betti reports that the equipment subcommittee did recent meet and discussed this. Betti reports that the problem will be when mirroring hazmat is the sheer amount of equipment, trailers, etc in each region. Some regions may have more or less than other regions depending on what types of assets are there. McGregor talks about Squad Leaders/Assistant Squad Leaders may be needed to be considered in the future to ensure that there is proper supervision in the real world, rather than on paper. McCabe reports that he feels we have a good starting

point and once the legislation is passed and we have a budget, we can build job descriptions for other positions as it may vary by region.

- b. Job descriptions for officer positions – Betti reports that they keep 13 contract positions out of the hazmat office right now. Betti thinks it would be reasonable to ask for five to start. He knows that this number will need to grow, however he knows that there needs to be office position to support the teams out in the field. Some thoughts were training, equipment/logistics, data management/D4H - what are the five positions that need to be created?

7. Tasks and Assignments

- a. Betti to send NFPA Matrix Document to Chief Belsito for his opinion on whether it goes to full council or the SOP/SOG committee that is being revived.
- b. Betti to send out a list of positions that are on the hazmat side for comparison. Looking for feedback on the following positions: Vehicle/Fleet manager, Training, Financial/Purchasing, D4H, Logistics, Others?

8. Future Agenda Items

- a. Review final version of Team/Assistant Team & Training/Assistant Training Coordinators
- b. DFS Tech Rescue Office Support Staff Positions Discussion

9. Determination of future meeting dates

May 27, 2026 at 1 pm.

Motion made by Weir to adjourn, second by Betti. Meeting adjourned 13:50.