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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 Monday, June 22, 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:

Kelly Manning, Chair
Seth Colby

Fire Chiefs Association of Mass.
Region 3

Training Subcommittee:

Iain McGregor, Chair
Mark McCabe
Shawn Green

Professional Firefighters of Mass
Region 1
Region 3

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

DFS

Absent at the meeting were the following members:

Membership Subcommittee:

Shawn Simmons
VACANT

Region 1
Region 2

Robert Pensivy
Paul Pronco

Region 4
Region 5

Training Subcommittee:

Paul Morrison
Steven Chandler

Region 2
Region 4

John Weir

Region 5

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 – April 14, 2026

Betti made a motion to approve the minutes, seconded by Colby. All in favor.

3. Discuss tech rescue sub-committee correspondence

None.

4. Old Business

a. Final Review of Team Coordinator, Assistant Team Coordinator, Training Coordinator and Assistant Training Coordinator Job Descriptions

- The subcommittee completed a final review of the four job descriptions. Manning had formatted the documents consistently without changing the substantive content previously discussed.
- The group reviewed two previously approved SOGs concerning Team Leader and Assistant to Team Leader. It was clarified that those documents address operational roles at an incident, while the four new documents address administrative team positions.
- The group agreed that the existing operational SOGs and the new administrative job descriptions should remain distinct. Betti will update the SOG matrix to place the four new positions in the administrative section rather than the operational section.
- The Training Coordinator document was reviewed for minor wording and formatting corrections. The group agreed that the applicable federal, state and local regulations language should include a focus on NFPA 1006 and best practices related to technical rescue operations. The same clarification will be applied to the Assistant Training Coordinator document.
- The Assistant Training Coordinator role was confirmed as the succession position when the Training Coordinator is absent or unavailable.
- McCabe raised the question of final approval authority and the role of the steering committees. The group discussed that the Council remains the governing body and that the subcommittees and regional steering committees will continue to have defined roles.
- A motion was made by McCabe, seconded by Betti, to move the four job descriptions to the SOG Committee for review and placement in the appropriate numbering sequence, with the intent that they then be submitted to the full Council for approval. All in favor.

5. New Business

a. Tech Rescue Office Support Staff Positions

- Betti presented the initial concept for DFS office support positions for the future statewide technical rescue program. The initial budget contains funding for five contract positions, recognizing that the number of positions may need to grow as the organization expands.
- The group discussed using the existing Hazmat and Special Operations office structures as models for technical rescue administrative support.

- The group identified a dedicated training position as an immediate need. The training position would coordinate with regional training coordinators and assistant coordinators and help maintain consistency in training materials and job aids.
- A separate equipment/fleet/logistics position was discussed to manage fleet maintenance, repairs, equipment needs and coordination with regional equipment and truck managers.
- The group discussed a separate purchasing/finance position to handle purchase requests, budgeting, financial tracking and related administrative responsibilities. It was agreed that purchasing and fleet/logistics should be separate functions because of the anticipated workload.
- The need for dedicated D4H support was discussed. Responsibilities could include maintaining member records, training and call information, equipment tracking, warehouse functions and reconciliation of information in D4H.
- The group discussed the need for a program coordinator or similar office position to provide day-to-day coordination among the regional teams and the various administrative support functions. Colby, Green and others supported establishing this coordinating function early rather than adding it after the program has grown.
- Interoperability and statewide standardization were identified as important responsibilities, including consistency in equipment, training and operations among regional teams.
- The group also discussed future administrative support needs, including additional logistics, equipment maintenance, communications and general technical support as the program grows.
- Betti will develop job descriptions for the initial office positions for review by the subcommittee. The group agreed to begin with the program coordinator and training-related positions and continue developing the remaining positions as the work progresses.

6. Any matters not reasonably anticipated

- The group briefly discussed the status of proposed legislation and efforts underway to move the legislation forward. No action was taken by the subcommittee.

7. Tasks and Assignments

- Betti will coordinate with the SOG Committee regarding review and numbering of the four team-position job descriptions and their eventual submission to the Council.
- Betti will draft initial job descriptions for the Tech Rescue Office support positions and circulate them for subcommittee review.
- The office support position discussion will continue as a future agenda item.

8. Future Agenda Items

- Review of Tech Rescue Office support position job descriptions.
- Continued development of administrative support structure and program coordinator role.

9. Determination of future meeting dates

- September 8, 2026 at 1:00 p.m.
- Motion made by McCabe to adjourn, second by Colby. All in favor. Meeting adjourned at approximately 2:12 p.m.