

Massachusetts Tech Rescue Policy/SOG Subcommittee

Meeting Minutes

Thursday, January 16, 2025 at 1305

Virtual Meeting via Microsoft Teams

A Virtual Meeting via Microsoft Teams of the Massachusetts Technical Rescue Policy/SOG Subcommittee was opened at 1305 hour, with a quorum, by Chairman Chief Matthew Belsito.

Members in attendance remotely. Roll Call taken:

Matthew Belsito, Council Rep/Fire Chief -Sutton

Paul Betti, Deputy Director of Special Operations, DFS

Jon Martin, Lieutenant-Auburn/Region 3 Rep

Daryl Springman, Firefighter-Northampton/Region 4 Rep

Kerri Marcot, Guest-DFS Admin for HazMat/Spec Ops & Rescue

Cheryl Barker, Guest-Sutton

2. APPROVAL OF MINUTES:

Motion: A motion was made by Deputy Director Betti to accept the minutes of the **December 11, 2024** meeting as written. The motion was seconded by Lieutenant Martin and with no further discussion passed unanimously. Roll Call Vote Taken; Belsito-yes; Betti-yes; Martin-yes; Springman-yes.

3. MTR SOP Subcommittee Correspondence: Chief Belsito and Deputy Director Betti both reported that with the exception of the policies that Lieutenant Martin put forward, they did not have any correspondence for this committee.

4. OLD BUSINESS: Discussion-

4.1.A-Tiered Response:

Chief Belsito asked Deputy Director Betti if there were any updates from the Membership/Training Sub Committees on this. Deputy Director Betti advised that their committee has been focused on Membership Applications and the Training Matrix. Tiered Response has been put on the back burner for now. Deputy Director Betti also advised that he would be attending their next meeting.

4.1.B- Organization Chart:

Chief Belsito asked that the new organization chart, created by Lt. Martin, be shared on the screen. This is the updated copy of what has been previously discussed.

Discussion: Deputy Director Betti stated that he did not believe that a Logistics Subcommittee had been created. Lt. Martin will make correction. FF Springman asked if the Asst. Team Coordinator title should be changed to Deputy Coordinator. That position within the HazMat model goes by Team Leader. Deputy Director Betti feels that the title of Team Coordinator would distinguish between HazMat and Tech Teams. The Deputy Director also asked if additional boxes should be added for the members. Lt. Martin will add additional boxes for Team Members under the Team Coordinator. Chief Belsito asked if Lt. Martin could get the updated chart to him in time to present to the Council at their next week's meeting. Question: Should the chart be an appendix to the SOG or a part of the SOG. Deputy Director Betti prefers that it be an appendix to the SOG. Lt. Martin will build that into the SOG #1. Lt. Martin created an SOG titled Organization Structure and another one titled Regional Team Management. Would the committee prefer that the two be combined to become Regional Organization, which would include chart, team descriptions, job lists, all in one SOG.

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4. OLD BUSINESS: Discussion-

4.1.B- Organization Chart: cont'd.

Motion: Deputy Director Betti moved to accept the new SOG as re-written, consolidating the two SOG's. The motion was seconded by FF Springman and with no further discussion passed unanimously.

Roll Call: Lt. Martin, yes; FF Springman, yes; Deputy Director Betti, yes; Chief Belsito, yes.

4.1.C-DFS folder in Shared Drive:

-Deputy Director Betti advised that the DFS folders are all the same. There's been no movement.
-Deputy Director Betti reported on **D4H**: He reported that he had recently spoken with Maribel with regards to where the process was. He advised that there were still some requirements that they needed to comply with. He stated that he asked what he would have to do to get the software in FY25. He will be meeting with the owner of D4H. He will be discussing the Tech Rescue portion of the program. He is waiting for a response from Maribel. One of the sticking points is that at this time they would only be able to use a portion of the program. They would not be able to input personnel until the membership becomes part of State Teams and employees of DFS. They would, however be able to begin building the equipment sections and creating forms. He is hoping that they will allow the purchase of the program so that they could begin inputting equipment information. Deputy Director Betti is still hunting for surveys from Region 5.

4.1.D-Review HazMat Spreadsheet:

-Chief Belsito stated that the members can continue to review the HazMat policies and to bring any forward if it is felt that they should be added to Tech SOP's. Nothing has been brought forward at this time.

-In addition, experts can be brought in for some policies. For example, Tufts could be brought in for Large Animal Rescue.

4.1.E-EMAC's:

Chief Belsito advised that the committee could circle back as Chief O'Brien has yet to arrive.

Pre-Staging EMACs: Deputy Director Betti reported that he reached out to the Fire Marshal with regards to setting up the EMAC after plan. He will step in to set this up. He will pull together those members that the Marshal chose to work on this and will broker the meeting that will start generating ideas.

4.1.F-FIU/TRT Pilot Program:

Chief O'Brien is not in attendance to present.

5. NEW BUSINESS

5.2.-Identify New Policies:

DISCUSSION: Code of Contact Policy, SOP#2

-FF Springman-how would a violation of the COC be reported, and to whom.

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5. NEW BUSINESS, cont'd.

DISCUSSION: Code of Contact Policy SOP#2,

-Deputy Director Betti advised that HazMat does have a COC Policy.

-Under what category would violations be set? Where would HazMat put it?

-Lt. Martin believes that it should be under a Discipline SOG or under the Code of Conduct SOG.

-FF Springman believes that HazMat has it under Rules, Regulations and Standards, it does not state who the violation would be reported to, just that it would be reviewed.

-It would be good to have that process in writing.

-FF Springman suggested that there could be a line stating that "a Violation would be reported as listed in the Discipline SOP. This would establish that a rule has been broken, if Yes move forward. If they did that then they would be forced to include this line in every SOP. Or to simplify should they just leave it under a Discipline SOG.

-HazMat has a stand-alone SOG they are currently revamping.

FF Springman agrees to accept this SOG as is.

Motion: Deputy Director Betti moved to accept SOG#102 as written. The motion was seconded by FF Springman and with no further discussion was passed unanimously. Roll Call taken: Lt. Martin, yes; FF Springman, yes; Deputy Director Betti, yes; Chief Belsito, yes.

-FF Daryl Springman advised that he would be leaving the meeting a 1400 hrs.

New SOP#103 Regional Team Management:

Discussion:

-Should Asst. Training Coordinator be added to the list as their duties would be different than the Training Coordinator in Tech Rescue.

-Equipment Manager also needs to be added to the chart. Org Chart has been changed to match the Position descriptions.

-FF Springman believes there should be a Glossary of Terms and Responsibilities.

Discussion: the roles of other committees:

-Steering Committee-What are their responsibilities/their charge. It is thought that it was just choosing membership. And what will their role be when Tech is a State entity. What will the Steering Committee make decisions on vs what decisions will be the responsibility of DFS? Deputy Director Betti doesn't think that this SOP is ready to be voted on. Lt. Martin will continue to work on it and resubmit. Deputy Director Betti will pull this from the Council agenda, it can be resubmitted next month.

Deputy Director Betti is still questioning if the other Committees are even meeting. There are no minutes listed. He advised that there is a list of the members on the Steering Committee on SharePoint. He is not sure how the Steering Committee will fit. They will need to review Con-Ops to see where this fits in with the Organizational Plan. Does Con-Op need to go back to the Council? Should Steering Committee be doing something right now or do they just have nothing to do yet? Is there a reason for Steering Committees to be meeting yet? The HazMat Steering Committee gets together for appointments.

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5. NEW BUSINESS, cont'd.

-COC and Regional Team SOG on hold under Old Business for further discussion.

-Deputy Director will send out the Con Ops to the committee members so that everyone can read it with regards to the Steering Committee.

-Should the Con Op document be on the agenda for a Council meeting? Will discuss further at February meeting.

-At this time, we are missing three Regional reps. Would like to see more review on the SOG's before they go out to Council.

Motion to Adjourn: Deputy Director Betti made the motion to adjourn. The motion was seconded by Lt. Martin and with no further discussion was passed unanimously. Roll Call: Lt. Martin, yes; Deputy Director Betti, yes; Chief Belsito, yes; FF Springman got bounced off the call.

Next Meeting: February 12, 2025

Meeting adjourned at 1420 hours

Minutes prepared by Chery Barker, Admin Asst., Sutton Fire