



COMMISSION MEETING

November 11, 2025

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on November 11, 2025. Chairman Amy opened the meeting at 6:30 p.m. with the following Commissioners present – Peterson, Bysiewicz, Alderman, Scarrozzo, Balch, Turner and T. Bysiewicz. Commissioner Plummer was absent.

Others present were: Chief Ponzio, FDA Linda DeManche, and Ross Andrew.

Chairman Amy made a **MOTION** to open the public session, with no public comment closed on a **MOTION** by Comm. Peterson, all in favor.

-On a **MOTION** by Comm. Amy seconded by Comm. Peterson it was approved to accept the agenda as presented, all in favor.

-On a **MOTION** by Comm. Amy seconded by Comm. Turner it was approved to waive the readings of the October 14, 2025 regular meeting minutes and accept as written; all in favor.

The bills for October 2025, including the detailed Liberty & Lowes statements were reviewed; after all questions were answered, the bills were approved on a **MOTION** by Comm. Scarrozzo and seconded by Comm. Peterson, all in favor.

Tax Collector's Report

-On a **MOTION** by Amy and seconded by Scarrozzo the October tax collector report submitted by Tax Collector Leanna Harris was reviewed and approved, all in favor.

-On a **MOTION** by Amy and seconded by Scarrozzo it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 188.46, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly report for October was distributed and accepted on a **MOTION** by Scarrozzo and seconded by Balch, all in favor. The Board was updated on some issues regarding 588 Country Club Road with regard to the blasting that is happening in the area; and the results of the annual fire inspection of Peppermill Village Condominiums located at Burgundy Hill Lane. The Chief stated the Fire Marshall is addressing the concerns and will report back as needed. The Chief shared the reporting system for incidents is changing. The department will be adopting the new reporting standards as of the first of the year which is call NERIS – this is rolling out nationally.

Chief's Report

-The departments need to replace the existing AED's was addressed last month. The City was unable to provide LoCIP funding for these devices at this time. On a **MOTION** by Amy and seconded by Alderman it was approved to purchase 7 AED's from Common Cents in the amount of \$19,250; the funding will come from unassigned fund balance, all in favor.

-On a **MOTION** by Balch and seconded by Scarrozzo it was approved to purchase (50) new Class 2 reflective vests from R & R Industries, Inc. in the amount of \$1,204; this will come out of the Chief's budget, all in favor.

-Some of the rescue rope is on the 10-replacement schedule. On a **MOTION** by Balch and seconded by Alderman it was approved to purchase rope from Rock-n-Rescue in the amount of \$1,000; the cost will come out of CNR-Fire Hose Replacement, all in favor.

-The Chief shared the storage box in the back of the 2024 Chevy Tahoe is completed. It was built in-house and was custom designed for the specific needs. Appreciation was extended to Jeff & Dana for their efforts. The remaining items are the door lettering and to install the HAAS beacon.

-Captain Kohl & his wife made the suggestion for the department to sponsor families for Thanksgiving with a food/fund drive. The department will be the collection site for the items.

-The department's holiday party is scheduled for Friday, December 5th.

-The status of training classes for members was reported as follows: Q Endorsement – (1) member finished the classroom portion and is working on their driving hours to complete the course; FFI – (1) member is in class, Sept-Nov; EMS-I – A. Balch passed the course; FFII – members Carver, O'Neill & Terry have passed the course and now certified. FFI/FFII – (3) members will be in the class that will be hosted at WFD from Dec-June. The department completed two live burns in the last four weeks, one in Old Saybrook and in Middlefield using the live burn trailer.

Commissioner(s) Report

-Linda reported the Liberty money market account is open yielding 3.5% in interest and the accounts will start in fee analysis in December.

-The LOSAP committee met with Hometown Benefits and the Charles Schwab rep to review the asset portfolio. One of the American National (AN) annuities has reached maturity and there are two AN annuities that have a 10% penalty fee surrender value. With the funds currently available from the matured annuity, the penalty free withdrawals and savings there is \$205k for further investments. On a **MOTION** by Amy and seconded by Alderman it was approved to; 1) withdraw the 10% from AN annuity ending in 0823 & 2205 totaling approx., \$41,900; 2) transfer \$105,000 to the Charles Schwab account for further investments as discussed with the broker; 3) purchase a 5-year annuity with National Life in the amount of \$100k at a rate of 5% guarantee, the annuitant will be Matthew Scarrozzo; 4) if required the current trustees of Commissioners Amy, Peterson & Plummer will remain the same, all in favor.

-Linda shared that the storage shed is scheduled for delivery on Monday, November 17th.

New Business – None

Old Business – None

MOTION to go into Executive Session by Comm. Amy seconded by Comm. Turner at 7:10 pm, all in favor for discussions regarding: 2026 Chief & Training Officer Appointments pursuant to Statutes Section 1-200(6)(A) and Section 1-225(a) of the Connecticut General Statutes, as amended. In attendance at the Executive Session were Commissioners Amy, Peterson, Bysiewicz, Alderman, Scarrozzo, Turner, Balch, T. Bysiewicz, Chief Ponzio and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Amy seconded by Comm. Balch @ 8:33 pm, all in favor.

-Chief Ponzio informed the Board that he will not be seeking re-appointment as Chief for the 2026 term. The Commissioners expressed their thanks and gratitude for his years of service not only as the Fire Chief but for the many other officer positions he has held over the years. They wished him well.

-Letters of interest for 2026 Chief Appointments were received from the following members: Phillip Coco for Fire Chief; Jason Lubee for Deputy Chief or if a vacancy occurs would like to be considered for Chief; Michael Trevisan Assistant Chief; John Lockwood for one of the four positions of Chief; Adam Kohl for Assistant Chief; Jason Powers for Assistant Chief.

-Letters of interest for 2026 Training Officers were received from the following members: Jason Powers for Training Officer and Benjamin Velardi for Assistant Training Officer.

A **MOTION** was made by Amy and seconded by Alderman for the following slate of Officers; appoint Phillip Coco to Chief; Jason Lube to Deputy Chief; Michael Trevisan to First Assistant Chief; Adam Kohl to Second Assistant Chief; Commissioners Amy, Peterson, Bysiewicz, Alderman, Turner, T. Bysiewicz voted in favor; Commissioners Scarrozzo & Balch voted against, motion passed.

On a **MOTION** by Amy and seconded by Scarrozzo it was approved to appoint Jason Powers to training officer and Benjamin Velardi to assistant training officer; all appointments are for calendar year 2026, the current position descriptions for eligibility and the stipends remain the same all in favor.

MOTION to adjourn @ 8:35 pm by Comm. Balch and seconded by Alderman. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary