

WESTFIELD FIRE DISTRICT

653 East Street, Middletown, CT 06457



COMMISSION MEETING

December 9, 2025

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on December 9, 2025. Chairman Amy opened the meeting at 6:31 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, DC Lubee, FDA Linda DeManche, Dana Andrew, Mike Hanratty w/Firematic Supply and Ross Andrew.

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

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

-On a **MOTION** by Comm. Balch seconded by Comm. Peterson it was approved to waive the readings of the November 11, 2025 regular meeting minutes and accept as written; all in favor.

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

Tax Collector's Report

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

-On a **MOTION** by Balch and seconded by Alderman it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 77.35, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly report for November was distributed and accepted on a **MOTION** by Scarrozzo and seconded by Balch, all in favor.

Chief's Report

-The holiday events for the Department are as follows: there will be cookies & cocoa with Santa on Saturday, 12/13 from 3-5 pm at the firehouse and will be accepting donations, toys, etc. for the sponsored families; this will be followed by the apparatus parade throughout the District beginning at 6:30pm +/-; on Saturday, 12/20 the donations for the adopt-a-family program will be delivered to the families.

-The department banquet has been scheduled for Saturday, March 28th with a change in venue to the Inn at Middletown.

-The Chief updated the Board on the status of the truck committee's work for the replacement of the current W6-1996 Spartan ladder. The committee reviewed a few different apparatus specifications (Pierce & E1, etc.) and are prepared to make a recommendation to the Board in the hopes an order can be approved. The committee is in favor of a Pierce® 100' Aerial Platform thru the dealer Firematic Supply Company, LLC out of East Yaphank, NY. The Chief introduced Mike Hanratty, the local Firematic dealer with whom the committee

worked closely with on the specification documents. Committee members Dana Andrew the Chief presented the specifications and answered any questions the Board had. The Firematic contract proposal along with the HGAC co-op pricing worksheet and the optional discount payment structures were presented, Mike Hanratty addressed all the questions presented. The delivery time period is specified as 48-months in the contract but Mike stated our apparatus specifications may be considered as part of a Pierce fast-track program so it is trending more to a 36-month delivery, but no guarantee. The Board was in support of the truck committee's recommendation and on a **MOTION** by Balch and seconded by Peterson the following was approved; 1) enter into a contract with Firematic Supply Co., Inc. for an amount of \$2,130,407 for a Pierce Aerial Platform; 2) the Board anticipates signing the contract within 30-days upon clarification of a few additional financing questions, all in favor.

-Commissioner Alderman stated on behalf of the Board he would like to thank the truck committee for all their time and effort put into make this recommendation for this apparatus replacement.

-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 – member Waldsmith has passed and is FF1 certified; FFI/FFII Combo – (3) members will be in the class that will be hosted at WFD from Dec-June.

Commissioner(s) Report

-It was reported the FF Gagne and Shettleworth submitted their resignation and their last day of work will be December 16, 2025.

-Daytime FF's McGuire, Arroyo, DiCostanzo and Lubee requests for various training courses were reviewed. Pump Ops & Aerial Ops for McGuire; Fire Instructor 1 for Lubee; Instructor Development for DiCostanzo were approved on a **MOTION** by Scarrozzo and seconded by Peterson, all in favor. The remaining training requests are on hold at this time.

-The storage shed was installed on November 17th and the electrical installed. The final budget cost was \$20,108.

-The Board was informed that the June 30, 2025 financial statement preparation is still in progress with the auditor. Charles Costello, CPA anticipates delivery of the draft audit by Friday, December 13th. Upon receipt Linda will email a draft to the Board for approval so it can be filed with OPM by December 31, 2025.

-The risk management recommendation report was received from McNeil & Company following the November 20th walk-thru. The report indicated four recommendations. The Chief, Dana and Linda will work on the response to those recommendations with the intended actions if any are required.

-On a **MOTION** by Balch and seconded by Alderman it was approved to follow the past practice of giving the employees a holiday bonus in the amount of \$200 for the permanent full-time employees and 2 part-time DFM's, all in favor.

-The Board reviewed the year-end training stipend incentive for the daytime staff and is okay with the payments indicated.

-A legal notice will be posted in the newspaper, on the WFD website and in the station accepting letters of interest from those who wish to be considered candidates for the elected position of Commissioner at the Annual meeting on February 3, 2026. The deadline to receive those letters is January 16, 2026. Commissioners Alderman, Scarrozzo and Theodore Bysiewicz are up for re-election.

New Business – The Chief stated his in receipt of a Tri-Town Hazmat Trailer joint use agreement regarding the joint use, maintenance, restocking, liability, and storage of a shared hazardous materials (hazmat) trailer with Middlefield Vol. Fire Company, Durham Vol. Fire Company, and Westfield Fire District. Upon complete review of the document Chairman Amy delegates Chief Ponzio to sign the agreement, the parties are proposing a 5-year initial term.

Old Business – None

MOTION to go into Executive Session by Comm. Amy seconded by Comm. Balch at 7:43 pm, all in favor for discussions regarding: Personnel – New hire 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. Peterson @ 8:16 pm, all in favor.

MOTION to adjourn @ 8:17 pm by Comm. Scarrozzo and seconded by Turner. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary