

**WESTFIELD FIRE DISTRICT**

653 East Street, Middletown, CT 06457



## **COMMISSION MEETING**

January 13, 2026

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on January 13, 2026. Chairman Amy opened the meeting at 6:32 p.m. with the following Commissioners present – Peterson, Plummer, Bysiewicz, Alderman, Scarrozzo, Balch, Turner and T. Bysiewicz.

Others present were: Chief Coco, DC Lubee, 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. Balch, all in favor.

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

-On a **MOTION** by Comm. Scarrozzo seconded by Comm. T. Bysiewicz it was approved to waive the readings of the December 9, 2025 regular meeting minutes and accept as written; all in favor.

The bills for December 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. Plummer, all in favor.

### **Tax Collector's Report**

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

### **Fire Marshal's Report**

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

### **Chief's Report**

-Chief Coco reported the completed incident responses for 2025 was 1099, down about 6% from last year.

-The conversion from the NFIRS and NERIS for incident reporting is completed and we are in compliance with our transmission for the national fire incident reporting system.

-The Chief shared that the first officer meeting was held and the 2026 officer assignments were issued. In addition to the traditional task assignment each officer has been assigned one piece of apparatus where they will be the resource officer, responsible for overall review (not mechanical) of the truck including tools, etc.

-The Chief shared some new policies regarding accountability, roll-all trucks policy, and some re-vamping of the driver training program which AC Kohl will lead.

-The Chief has challenged all officers to advance one level of certification during the year. Many officers have signed up for several class throughout the year.

-On a **MOTION** by Scarrozzo and Peterson it was approved to purchase 2 sets of EMS gear in the amount of \$4,627.50 from MES, Inc., all in favor. This will come out of the Chief's budget.

-On a **MOTION** by Peterson and seconded by Turner it was approved to purchase 20 pairs of firefighting gloves from Ragtop Fire in the amount of \$2,865.97, all in favor. This will come out of the Chief's budget.

- The Chief is reorganizing the space upstairs for firefighting equipment storage. He plans to order cabinets and storage shelving to be installed.
- On a **MOTION** by Balch and seconded by Peterson it was approved to contract with United Fire Training in the amount of \$4,800 for a 2-day Hogwall confidence training course later this year, all in favor. The cost will come out of the Chief's training budget.
- On Tuesday, February 10<sup>th</sup> at 6pm there will be a swearing-in ceremony for all the line officers.
- The department banquet is scheduled for March 28<sup>th</sup> at the Inn at Middletown.
- On Wednesday, January 14<sup>th</sup> at 2:30 pm WFD Fire Marshal's office is hosting this year's City of Middletown annual CT Fire Prevention poster award ceremony. The winners have been selected and tomorrow is the awards ceremony.
- The Chief is reviewing inventory of Class A uniforms for members. The plan is to present the needed funds for uniforms in his 2026-27 budget proposal.
- 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/FFII Combo – (3) members will be in the class that will be hosted at WFD from Dec-June; Fire Officer II – Officers Lemay & Velardi are in class (Jan-Feb); Fire Service Instructor I – Chiefs Lubee & Trevisan are scheduled (May).
- Comm. Scarrozzo asked the Chief if he had any other big changes that he anticipates. He indicated nothing really big but, the department is the process reviewing their SOPs for any updates needed and that all the language is aligned with what is currently in practice.

### **Commissioner(s) Report**

- It was reported the financial audit for June 30, 2025 is completed and electronic copies are now available. On a **MOTION** by Amy and seconded by Turner the professional services fee of \$8,750 for Costello Company, LLC was approved, all in favor. Linda will wait for adjusting entries and printed copies before releasing payment.
- Linda informed the Board of revised the payroll terms and conditions with QB's software to include what they consider an industry standard of a per month/per employee fee for processed checks. The new fee schedule will go into effect on February 1<sup>st</sup>. At the next renewal the Board will consider if there are other options that should be explored.
- It was brought to the Boards attention that the new minimum wage as of 1/1/26 is \$16.94. This will affect the daytime staff for the EMS and/or duty nights they participate in.
- The annual pay-per-call percentages were presented. Twenty-One (21) members made their percentage for a year of credited service in the service recognition program for 2025.
- The annual stipends for the EMS incentive program and the officer's mandatory drill training were presented for the Board's review. The established participation guidelines for these programs were also reviewed. Last year's past practice of compensation was applied for the officers that stepped up to cover several of the EMS duty nights when there were shortfalls in participation throughout the year. The Board appreciates the efforts of these 4 officers to cover an EMS shift in addition to their regular duty officer nights. On a **MOTION** by Amy and seconded by Scarrozzo it was approved for one adjustment to the EMS annual incentive based on the members participation, all in favor. After applying the one change the members will receive stipends as presented in the worksheets to the Board.
- Linda presented to the Board for their use a summary of all the current stipends the department has in place. Comm Scarrozzo would like the Board to consider a different compensation rate when covering a holiday which can be discussed at a later date.
- On a **MOTION** by Balch and seconded by Scarrozzo it was approved to issue a District Liberty credit card to Chief Phillip Coco and to cancel the current card for D. Ponzio, all in favor.
- The District received notification of the State OPM allocation for fiscal year 2026 for the Municipal Revenue Sharing Grant. As the District does not perform road improvements, a waiver can be filed stating the funds of \$10,801 would be restricted for the purpose of long-range capital improvements with minimum 20-year life expectancy. On a **MOTION** by Alderman and seconded by Peterson the Board approved filing the waiver request for the purpose of applying the funds to the down payment of the capital expenditure of the Pierce® 100' Aerial Platform, all in favor.
- As a reminder, letters of interest for a Commissioner position need to be received by January 16, 2026.

-The Board is in receipt of the latest financing options for the purchase of the Pierce® 100' Aerial Platform. After discussions and a careful review of the options a **MOTION** was made by Balch and seconded by Peterson for the following: 1) take advantage of the discount offered by Firematic Supply Co., Inc. and do a full project pre-pay for the Pierce® 100' Aerial Platform when entering/signing the contract; 2) enter into an agreement with Tax Exempt Leasing to finance \$1,100,000 with a term of 10 years at a rate of 4.79%, all in favor. Furthermore, on a **MOTION** by Amy and seconded by Peterson it was approved to pay the downpayment balance of \$740,199 to Firematic Supply from the District funds allocated in the CNR-Fire Apparatus fund, all in favor.

**Old Business** – Comm. Scarrozzo shared that based on his participation in the 1<sup>st</sup> quarter Telecommunication meeting the Commission is going over plans for the 911 facility.

**New Business** – None

**MOTION** to go into Executive Session by Comm. Amy seconded by Comm. Balch at 7:42 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, Plummer, Bysiewicz, Alderman, Scarrozzo, Turner, Balch, T. Bysiewicz, Chief Coco and FDA Linda DeManche.

**MOTION** to come out of Executive Session by Comm. Amy seconded by Comm. Alderman @ 7:51 pm, all in favor.

-On a **MOTION** by Balch and seconded by Scarrozzo it was approved to contract with MissionCIT to conduct written and oral exam testing for the entry-level Firefighter/EMT applicants, cost for the service is \$5,500, all in favor.

-On a **MOTION** by Balch and seconded by Peterson it was approved to make Patrick McGuire a permanent full-time firefighter effective on his one-year anniversary date; all appropriate benefits will be applied, all in favor.

**MOTION** to adjourn @ 7:53 pm by Comm. Balch and seconded by Plummer. Unanimously approved.

Respectfully submitted,

Linda DeManche  
Fire District Administrator  
as Recording Secretary