

**MINUTES**  
**Board of Fire Commissioners & EMS**  
**July 10, 2025 – 5:00 PM**  
**Litchfield Fire Department**  
**258 West St • Litchfield CT**

**Members Present:** John Campbell, Michael Castelli, Sean Fogarty, Jack Hodges, James Koser, Jon Torrant.

**Members Absent:** Fire Marshal Dave Rogers.

**1. Call Meeting to Order**

Chairman J. Campbell opened the meeting at 5:00 pm.

**2. Approval of Minutes – June 26, 2025 Special Meeting**

J. Koser moved to approve the 06/26/2025 minutes, J. Hodges seconded, there was no discussion and vote to approve was unanimous. M. Castelli and J. Torrant abstained as they did not attend the special meeting.

**3. Fire Marshal Report**

In May, there were 25 inspections, 1 Open Burning complaint, 1 Blasting permit and 17 Open Burning permits issued. There were no smoke detectors, fire prevention, fire incidents or investigation, firework or equipment permits. Three additional hours of continuing education credits/Fire Marshal training were completed. For June, there were 43 fire inspections, 3 vehicle fire investigations, 1 kitchen fire investigation, 2 Blasting permits and 13 Open Burning permits issued. Two smoke detectors were installed. There were no fire prevention, equipment or firework permits issued. On June 27<sup>th</sup>, the town fireworks were held without incident. Seven more hours for a total of 78 hours of the required 90 hours of Fire Marshal training have been completed. FM Rogers is intending on finishing training early so he can focus on other priorities such as ESO and Dry Hydrant repairs. All May and June NFIRS data was submitted to FEMA. J. Hodges moved to approve the May and June FM reports, J. Torrant seconded and the approval vote was unanimous.

**4. Committee Reports**

None.

**5. Pensions**

- a. Pension Retention Committee Report – Pay Per Call
- b. Proposed Merit Service Pension Update

a. Pay Per Call will be handled exactly the same for all five departments. Established criteria will be reviewed at another meeting or possibly a special meeting with the department chiefs in attendance. Grants for PPC will need to be applied for. Pension Retention Committee Report will be modified to Pension Retention Review Process on future agendas.

b. At the 06/26/25 Special Meeting to discuss a SAFER grant application, this board unanimously approved the formation of a subcommittee to process and administer any funds received. Chairman Campbell has since discovered this board can not apply for grants and he

cannot legally sign grant applications. All grant applications must come from the Town of Litchfield or one of the fire companies. J. Hodges moved to dissolve the subcommittee, J. Koser seconded and vote to dissolve was unanimous. First Selectman Raap informed Chairman Campbell that the town has a finance office and employs grant writers that should be completing grants applications instead of fire department or EMS volunteers. Chief Litwin knows of upcoming grants

several months in advance. The Town and departments will organize a plan so the hours dedicated to perfecting awardable grant applications will no longer be an expected additional responsibility of fire or EMS volunteers.

## **6. Budgets – Department, Capital & Operating Budgets**

Budgets - All department budgets went through and will be reviewed at the next meeting. Litchfield Fire had an enormous overage for emergency truck repairs, mostly for Engine 2, and is requesting reimbursement for \$30,664.88. J. Torrant moved to approve LFD's \$30,664.88 reimbursement request for the unexpected vehicle repairs, M. Castelli seconded and reimbursement approval was unanimous. LVA also had an unplanned overage for the Sprinter van and SUV repairs and is requesting a \$17,608.33 reimbursement. S. Fogarty moved to reimburse LVA \$17,608.33 for vehicle repairs, J. Torrant seconded and the reimbursement approval vote was unanimous. Reimbursement approvals will be presented to the BOS at their next meeting.

## **7. Update on Department Physicals**

Bantam FD, E. Litchfield FD, Litchfield FD, Northfield FD, LVA

All departments received updates.

## **8. EMS Business Report**

None.

## **9. Old Business Report**

None.

## **10. New Business Report**

The Region 5 dive company will be inspecting dry hydrants on Knife Shop Road and at the Baker Farm pond on the 20th. The Knife Shop pond was last dredged 30 years ago and water has a high silt level. Pond is on state land and request will be made for long overdue dredging. A full-time employee is needed to assist with overseeing grant, tracking/assisting departments with PPC and data input to ESO and FEMA, and to coordinate building/facilities maintenance. Unpaid town fire and EMS volunteers should not be obligated to repair and maintain aging department buildings.

## **11. Adjournment**

J. Torrant moved to adjourn at 5:19 pm, S. Fogarty seconded and vote was unanimous.