

**MINUTES – SPECIAL MEETING**  
**Board of Fire Commissioners & EMS**  
**September 18, 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 – July 10, 2025**

J. Koser moved to approve the 07/10/2025 minutes, J. Hodges seconded, there was no discussion and vote to approve was unanimous.

**3. Fire Marshal Report**

In July, 17 fire inspections and one fire investigation were performed. Two Blasting and 6 Open Burning permits were issued in addition to the transfer station receiving a permit to burn brush for August. Smoke detectors were purchased with the Seherr-Thoss grant and all fire departments received some to carry and install. The required 90 hours of Fire Marshal training is complete. Lisa B is back working in the office every day and is catching up. She has ESO log ins for posting physical updates for Litchfield and East Litchfield and will soon be set up for the other departments. J. Torrant motioned to accept the July FM report, then rescinded the motion until after the August report is read.

For August, there were 75 inspections and 5 fire incidents investigated. One Blasting and 9 Open Burning permits were issued. Park & Rec hosted a small fire prevention event at Community Field. For July and August, there were no smoke detectors installed, no firework permits issued and no equipment or water supply reports. All NFIRS data is up to date and submitted to FEMA. With the five fires investigations and school inspections, month was very busy. J. Torrant modified his motion to accept the July and August 2025 FM reports, M. Castelli seconded and approval was unanimous.

**4. Committee Reports**

None.

**5. Pensions**

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

a. Pension Retention Committee Report will be changed to Pension Retention Review Process on next and future agendas. Start date is 01/01/26. Town will run program finalized by Pension Retention Committee on 08/07/2024 (Attached at end of minutes), accepted by Board of FC & EMS on 08/08/24 and submitted to BOF and BOS for approval.

b. As requested, update discussion was postponed for 6 months. J. Campbell, J. Torrant and D. Morosani will meet with D. Raap soon to review pensions.

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

Department - Each received three copies of budget. Please fill out all three and return by the November meeting.

Capital - S. Fogarty reviewed the 5- and 10-year plans, vehicle replacement list through 2032 and Form B for the current year FY 2026-27 that includes four projects - the LVA 2018 Ambulance 9 replacement, LFD Engine 2 frame repair (approximately \$220,000), town wide radios (\$150,000) and the FM vehicle replacement. Exact numbers will be finalized at next month's meeting and will be presented to the Capital Committee on 11/18. J. Hodges commented NFD roof has leaked for 10 years. Department has spent \$5,000 - \$6,000 on roof repairs. A major leak was fixed but leak from improper roof installation still exists. Roof will either leak for 11 years with placeholder for 2027-8 or FM vehicle will get bumped if leak repair urgency is upgraded. LVA previously did 1,400 calls per year and now handles over 1,500. With additional mileage and usage, ambulance replacement may be modified to eight years instead of the current ten. S. Fogarty shared a well organize, impressive brochure for a capital project is an excellent tool to inform the public of where crucial support is needed. J. Torrant stated the fire departments and EMS are one of last volunteer organizations in town and the Fire Commissioners are the salesmen generating town support for their projects. J. Torrant motioned to go forward with the four projects, priorities and estimated amounts as listed on Form B, revision 9 - LVA Ambulance 9 replacement, LFD Engine 2 frame repair, radio upgrades and the FM vehicle replacement, J. Koser second, there was no discussion and approval vote was unanimous.

Operating Budget - Prior to her retirement, N. Boccio advised BFC Chief Litwin regarding the Engine 36 corrosion repairs. A quote for \$18,488.84 was received from local Spartan Fire Apparatus dealer Gowans-Knight. Since quote is under \$20,000 and within BFC's capital line item, quote does not need to out to bid and BFC can request a waiver of the three-bid requirement. The 11/07/2024 Gowans-Knight \$18,488.84 bid for Engine 36 corrosion repairs includes:

- Removing the two air tanks from the apparatus and supply and install two new air tanks with new air tank brackets,
- Remove the current fuel tank from the apparatus and supply a new fuel tank with new fuel tank straps and rubber isolators,
- Remove the rear leaf springs from the apparatus and supply and install new rear leaf springs on the apparatus,
- Clean the corrosion from the frame rear suspension and fuel tank area in the rear and
- Apply chassis black corrosive resistant paint to cleaned surfaces.

J. Torrant moved to approve the BFC Engine 36 corrosion repairs for \$18,488.84, S. Fogarty seconded, there was no discussion and approval vote was unanimous.

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

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

All Commissioners received department physical updates. ELFD updates are not being posted correctly. There is concern inaccurate data will classify volunteer meeting all PPC program requirements as ineligible.

## **8. EMS Business Report**

None.

## **9. Old Business Report**

Region 5 dive team inspected the Knife Shop Pond and silt was 3' lower than expected. J. Hodges reported pond is in wonderful shape and no work needs to be done. NFD is expecting Engine 1 delivery in January 2026, 600 days from date ordered. S. Fogarty inquired about the SAFER grant discussed in June. Chairman Campbell stated FC did not have access to the appropriate federal numbers from departments. D. Morosani will correct so grant application can be submitted next year.

## **10. New Business Report**

Condolences and remembrance were shared regarding the 09/16/25 passing of former NFD Chief Bob Johnson. Bob served on NFD's building committee, Litchfield's BOF and BOS and was a member of the Northfield Volunteer Fire Department for 62 years. A Celebration of Life honoring Bob's tremendous contribution, service and dedication to our community is planned for 11 am on Sunday, October 12<sup>th</sup> at the Northfield Firehouse.

J. Campbell noted there are no holidays on the 2026 calendar to conflict with 2nd Thursday meeting. J. Torrant motioned to approve the 2026 2nd Thursday meeting, J. Koser seconded and approval was unanimous.

## **11. Adjournment**

J. Torrant moved to adjourn at 5:42 pm, J. Koser seconded and vote was unanimous.

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**John Campbell, Chairman**  
**Board of Fire Commissioners & EMS**

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**Date**

Attached:

2026 Meeting Schedule

Pension Retention Committee Pay Per Call Plan 08/07/2024, approved by FC & EMS on 08/08/24.

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# MEMORANDUM

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DATE: September 18, 2025

TO: Lisa Losee, Town Clerk

RE: 2026 Meeting Dates – Board of Fire Commissioners & EMS

The Board of Fire Commissioners & EMS's regularly scheduled meetings for 2026 are listed below. Please be advised that all meetings will be held at 5:00 pm at the Litchfield Fire Department, 258 West Street, Litchfield, CT or via remote meeting by live internet video stream and telephone.

Thursday, January 8

Thursday, February 12

Thursday, March 12

Thursday, April 9

Thursday, May 14

Thursday, June 11

Thursday, July 9

Thursday, August 13

Thursday, September 10

Thursday, October 8

Thursday, November 12

Thursday, December 10

## **Litchfield Pay Per Call Program – Effective January 1, 2026**

### **Purpose:**

This is a pay per call program for LVA, LFD, BFC, ELFD and NVFD in order to increase recruitment and retention.

### **Scope:**

This program will apply to all volunteer first responders in the Town of Litchfield who shall meet the following requirements.

1. The participant shall be classified as an active member of the Litchfield Fire Department, Litchfield Volunteer Ambulance, Bantam Fire Company, East Litchfield Fire Department, or Northfield Volunteer Fire Department, per the bylaws of their department.
2. The participant shall file appropriate tax paperwork with the Town of Litchfield along with notice of their intent to participate in the program.
3. The participant must be 18 years of age.
4. The participant shall fulfill all annual OSHA required training for their position.
5. The participant shall maintain a valid CPR certification.
6. The participant shall attend at least one annual live burn.
7. The participant shall have an annual physical exam to be filed with the town of Litchfield. The training mentioned in these requirements should be offered at well spaced intervals by the emergency services in Litchfield in an effort to allow participants to complete required training in town. The participants' department chief may approve training (OSHA, CPR, live burn) from an outside agency to fulfill these requirements at their discretion.

### **Procedure:**

- The program shall be considered a pilot until it has run for a full fiscal year at which point the budget, pay period, and any other changes necessary will be re-evaluated.
- The pay per call program shall be included in the town budget. The program shall be initially budgeted at \$160,000 dollars per fiscal year. This will be re-evaluated when the program exits its pilot stage.
- The rate of compensation shall depend on call volume and the number of participants. Participants will receive at most \$20 per call. If a rate of \$20 per call would exceed the budget in a given year the rate of compensation will be lowered so that the budgeted amount is paid out. No participant shall receive in excess of \$3,500.00 per year.
- There shall be one payment period at the end of the fiscal year. This will be re-evaluated when the program exits its pilot stage.
- Proof that the participant has met the requirements set forth in the scope section shall be maintained on file by each participant's department. The department will notify the town if a participant does not meet these requirements.
- Participants shall receive compensation for each call that they respond to. Participants shall not receive compensation for calls they respond to while already being paid by the town of Litchfield eg. town employees responding during work hours or a fire marshal responding to perform his duties. Participants shall not receive compensation if they are not responding as a volunteer eg. an employee of a staffing agency who also volunteers at a department will only be compensated while volunteering. A participant will only receive compensation once per call, even if they respond with multiple departments or are a member of multiple departments.
- The participants shall also receive compensation for each required training item (OSHA, CPR, live burn) that they complete in town, and for completing their physical exam. Compensation is only for training offered by a Litchfield emergency service. Participants will not receive compensation for outside training approved by their chief.

**Program by Pension Retention Committee – Approved 08/07/2024**

**Fire Commission & EMS – Approved 08/08/2024**