

MINUTES
Board of Fire Commissioners & EMS
December 11, 2025 – 5:00 PM
Litchfield Fire Department
258 West St ▪ Litchfield CT

Members Present: John Campbell, Sean Fogarty, Jack Hodges, James Koser, Jon Torrant, Fire Marshal Dave Rogers.

Members Absent: Michael Castelli (Happy Birthday Mike!).

1. Call Meeting to Order

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

2. Pensions

a. Proposed Merit Service Pension Update

E. Marriott and J. Morosani are still working on numbers. Update coming soon.

b. Pension Retention Review Process – Pay Per Call – 12/01/25 – 05/31/26

i. Official transfer of PPC Program to EMS & Fire Companies

ii. Requested attendance - All Fire & EMS Chiefs, Executive Administrator
N. Yarrish, Assistant to the Finance Director S. Dionne.

iii. Background checks

The original plan was for program to be turned over to chiefs and administrators at today's meeting. Unforeseen issues requiring revisions to a few documents created an unexpected delay. Transfer is postponed until the January meeting. J. Torrant motioned to approve the Pay Per Call Program revisions as discussed (final copy will be included at end of minutes), J. Hodges seconded and approval was unanimous. PPC first year is 12/01/25 to 05/31/26. Subsequent years will run 06/01 to 05/31. After reviewing, J. Torrant motioned to approve the Notice of Intent Pay-Per-Call form, J. Hodges seconded and approval was unanimous. Additional forms and information to be included in department packets – Amended and Restated Merit Pension Retirement Plan, Medical and Respiratory Physical Examination Program for Volunteer Emergency Workers, Employment Eligibility Verification Form and Worksheets, Employee's Withholding Certificate Form and Form CT-W4.

The Commission thanked Chief Pudlinski for the many years of performing background checks for the town. Commissioners received information on the new company, Baker St. Assoc, to utilize for all future background checks.

3. Fire Marshal Report

FM D. Rogers read his report – For November, 29 inspections were performed and 25 Open Burning permits were issued. There were no smoke detector activities, no fire incidents, no fire prevention, no blasting or firework permits and no equipment inspections. Deputy FM Kaiser did an Open Burning investigation. FM Rogers and Public Works Supervisor, B. Seamans, are making progress on some fire ponds. Three quotes have been received for installation of a dry hydrant at 262 Milton Road. Work will get started once the ground thaws out. All NFIRS data was submitted to FEMA. FM office is reorganizing and L. Bachetti is scheduling more inspections. There will be an executive session on next month's agenda regarding the addition of a new fire investigator.

4. Committee Reports

None.

5. Budgets – Department, Capital & Operating Budgets

Capital - S. Fogarty presented five projects at the 12/02 Capital Improvements Committee meeting – a LVA ambulance at \$250,000, the LFC Engine 2 midlife refurbish at \$220,000, Townwide radio replacement at \$150,000, a new FM vehicle at \$75,000 and a BFC fire alarm system (which currently has a 70% failure rate) for \$30,000. The five requests total \$725,000. Discussion will continue at the next CIC meeting on 01/06/26. S. Fogarty thanked everyone that attended the 12/02 meeting in support of the proposed projects.

Budgets – Chairman Campbell apologized for not sending an Excel spreadsheet. The fire company budgets were discussed at the November meeting. LVA will increase by 5%. J. Hodges stated the VFIS insurance will increase by \$781. Increase is due to the weekly disability benefits being extended for an additional 260 weeks and may be collected for a total of ten years (\$481). Also, members hospitalized or requiring outpatient physical therapy for a covered injury will receive additional weekly income while recovering (\$300). FM Rogers inquired as to what account the mandatory \$680 interior firefighter cancer bill contribution would be paid from. Chairman Campbell stated it would stay in medical. Last months data and today's updates will be finalized and presented at the next meeting

6. Update on Department Physicals

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

All departments, except LVA, received updates. LVA's will be emailed tomorrow.

7. EMS Business Report

None.

8. Old Business Report

None.

9. New Business Report

See **11. Adjournment** below. Discussion occurred after meeting reconvened at 5:43 pm. The residents of Prospect Street have requested the town install speed bumps. First Selectman Raap asked the FM's office and this Commission for comment. FM Rogers read a draft letter opposing speed bumps as a first course of action to slow traffic. Speed is an issue on many town roads. Speed bumps effect emergency response time and create a safety issue that could result in numerous possibilities for damaging emergency vehicles resulting in injuries to responding volunteers, pedestrians and/or transported patients. Alternative, less impactful solutions such as chicanes, lateral road shifts, chokers, road diets, speed tables or speed cushions should be explored. The Commission is sympathetic to the legitimate concerns and will work with residents for the safest solution. J. Tarrant motioned to authorize Chairman Campbell to revise and sign a letter from this Commission, S. Fogarty seconded and approval was unanimous. Meeting then adjourned for the second time – see below.

10. Approval of Minutes – November 13, 2025

Minutes were not available and approval is deferred to next month.

11. Adjournment

J. Tarrant moved to adjourn at 5:41 pm, J. Hodges seconded and vote was unanimous.

Meeting was recalled at 5:43 pm. As first reported, except for M. Castelli, all members were present. Please see **9. New Business Report** discussion regarding the Prospect Street letter. Motioned for adjournment of meeting for a final time was made at 5:49 pm by J. Tarrant, seconded by S. Fogarty and unanimously approved.

John Campbell, Chairman
Board of Fire Commissioners & EMS

Date