AGENDA
Board of Fire Commissioners & EMS
January 8, 2026 – 5:00 PM
Litchfield Fire Department
258 West St ▪ Litchfield CT

Members Present: John Campbell, Sean Fogarty, Jack Hodges, James Koser, Michael Castelli, Fire Marshal Dave Rogers. Also present: Executive Administrator Nikky Yarrish, Assistant to the Finance Director Stacy Dionne, Member Gary Shuhi, Chief Cattey, Deputy Chief David Carroll and attending by phone from ELFC, Dillon Regis.
Members Absent: Jon Torrant.

1. Call Meeting to Order
Chairman J. Campbell opened the meeting at 5:03 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.

All participating volunteers need to submit the required forms to N. Yarrish in the First Selectman's office. Each department was provided with packets that included the following forms and information – *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*. Additionally, packet forms and info were emailed to all Commissioners and Chiefs. A link to the forms will be added to the Fire Marshal page on the town website soon. It is noted, forms applying to a specific year, such as CT-W4 2026, will be updated as needed. Departments were asked to discuss requirements at their next meetings and to set submittal deadline for 03/01/2026. If it is determined something is missing from a volunteer, N. Yarrish will contact the department's administrator. S. Dionne will have participating volunteer payments ready for review by the 06/11/26 meeting. A possible consideration is to do two payments during 2026-27.

(At 5:20 pm, there was an emergency call for a vehicle rollover on Route 202 in Bantam. By the conclusion of this agenda item at 5:22 pm, Commissioner S. Fogarty, FM D. Rogers and all additional guests left, except for Deputy Chief Carroll.)

3. Budgets – Department, Capital & Operating Budgets

All department budget numbers submitted at previous meetings were presented, as is, with the exception of LVA's modification now reflects a 10% increase. Also, adjustments were made to tires and turn out gear, VFI Insurance was slightly increased, LVA's mortgage is included and Pay Per Call is increased to $160,000. The proposed 2026-27 budget is $988,139.00 - an increase of $150,719 with $80,000 just for Pay Per Call. J. Hodges moved to present the proposed $988,139 budget to the town, M. Castelli seconded and vote to approve was unanimous.

4. Executive Session – Personnel - for a New Fire Investigator
Deferred until after the **5. Fire Marshal Report**.

J. Hodges voted to go into executive session at 5:28 pm, J. Koser seconded and vote was unanimous.

M. Castelli voted to come out of executive session at 5:31pm, J. Hodges seconded and vote was unanimous.

Action taken: Personnel discussion regarding the six-month appointment of Patrick J. Scully Jr. to Acting Fire Investigator with a review after six month (date is to be determined by sworn in date) and an expected reappointment for an additional six months. After the year is completed, it is intended that P. Scully will obtain the necessary Fire Investigator certification. As required by State of CT § 29-311, P. Scully will be available to conduct fire investigations if FM Rogers is unreachable or on vacation. J. Hodges moved to appointment Patrick J. Scully Jr. to Acting Fire Investigator for a duration of six months from sworn in date, followed by a June or July 2026 review and expected reappointment for an additional six months, motion was seconded by M. Castelli and approval was unanimous. A letter requesting support of the Commission's appointment of Acting Fire Investigator Scully will be submitted to BOS for their 02/03 meeting.

5. Fire Marshal Report - in FM Roger's absence, M. Castelli read both reports.

For December - There were 27 inspections, 13 Open Burning permits issued and 2 fire investigations. Smoke detector batteries were changed in 4 homes. No blasting or firework permits were issued. There were no equipment changes in the office and no fire prevention. Water supply work was awarded to Chestnut Hill, LLC. All received data was sent to FEMA. J. Hodges moved to accept the December FM report, J. Koser seconded and approval was unanimous.

Review of 2025 - The office performed 381 inspections and issued 180 Open Burning and 10 Blasting permits. The usual fire prevention activities were performed at the local public schools with Deputy FM Litwin taking care of the several preschools. The yearly battery replacement for 4-5 smoke detectors per house at several Indian Knolls residences, with 9' ceiling, was conducted without incident. A Seherr-Thoss $1,600 grant was secured to purchase smoke detectors. Each Fire Company received a supply of detectors and batteries to carry of fire apparatus and install where needed. The office performed 18 fire investigations. FM Rogers is happy to report, none were major fires or arson fires. Fires included 4 car fires, a small fire

ignited by a magnifying glass in the sun, two run-away battery incidents and two house fires caused from electrical issues resulting in minor damage throughout the home. There were 2 after-the-fact fire injuries last year, neither generated a fire department response. Six Open Burning complaints were investigated, with "some hot button areas". The Town had fireworks in June. Work was done on some dry hydrants and money many actually get spent in 2026. The FM office did not add any equipment. This year's budget has funding for an iPad and hopes to include the future purchase of a better camera for the investigation kit on the Ladder Truck. NFIRS will end 01/31/2026 but office will be starting NERIS as of 01/01. The new ESO Software will automatically send data to FEMA. Administrative Assistant, L. Beyers, will be starting full time in the FM office in January. FM Rogers training and certifications are complete and his new cycle for FM starts 03/01. The next 4 years on Open Burning office appointment is all set. J. Hodges motion to accept the 2025 FM report, J. Koser second and approval was unanimous.

6. Committee Reports

None.

7. EMS Business Report

None.

8. Old Business Report

None.

9. New Business Report

Northfield Fire Company received a Seherr-Thoss grant to replace their 45-year-old pickup truck. The Commission congratulated NFC on the milestone.

10. Update on Department Physicals

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

Commissioners received updates.

11. Approval of Minutes

a. November 13, 2025

J. Hodges motioned to approve the 11/13 minutes, J. Koser seconded and approval was unanimous.

b. December 11, 2025

J. Hodges moved to approve the 12/11 minutes, J. Koser seconded and approval was unanimous.

12. Adjournment

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

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John Campbell, Chairman Date

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