

**MINUTES**  
**Board of Fire Commissioners & EMS**  
**November 13, 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 Tarrant, Fire Marshal Dave Rogers.

**Members Absent:** None.

**1. Call Meeting to Order**

Chairman J. Campbell opened the meeting at 5:01 pm.

**2. Approval of Minutes**

a. October 9, 2025

J. Koser moved to approve the 10/09/25 minutes, J. Hodges seconded and vote to approve by eligible members was unanimous. M. Castelli and J. Tarrant abstained as they did not attend the 10/09 meeting.

b. October 14, 2025 Special Meeting

J. Tarrant moved to approve the 10/14/25 minutes, J. Koser seconded and vote to approve was unanimous.

**3. Fire Marshal Report**

FM D. Rogers read the report - 18 inspections and one fire investigation were performed. Five smoke detectors were serviced and 13 open burn permits were issued. There were no water supply or equipment inspections and no firework or blasting permits. Fire prevention material was ordered. Fire companies visited LIS and Center School. Deputy FM Litwin performed fire prevention work at two preschools. All NFIRS data was submitted to FEMA. J. Hodges moved to approve the Fire Marshal report, S. Fogarty seconded, there was no discussion and vote was unanimous.

**4. Committee Reports**

None.

**5. Pensions**

a. Pension Retention Review Process – Pay Per Call

First “year” start date has changed again and program will now only run 12/01/25 to 05/31/26. Executive Administrator N. Yarrish, Assistant to the Finance Director S. Dionne and all Fire & EMS Chiefs will be invited to the next meeting to discuss turning program over to the Town and Departments.

b. Proposed Merit Service Pension Update

E. Marriott and J. Morosani are still working on it and may not be ready until 2026.

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

Budgets – LFC up \$6,500 - \$500 training, \$5,000 vehicle maintenance and \$1,000 for contracted services and EMS is up \$2,750. NFC up \$5,230, EMS up \$700 for combined 4.56%. BFC at \$145,184 is up 4% with EMS staying the same at \$21,750. ELFC up \$6,400 for a \$74,850 total at 9.35%. Last year’s budget was \$837,419.97. LVA was \$57,000 last year. This year they are proposing \$800,411. Chairman Campbell understands why for the increase but this Commission can not double their budget and submit LVA’s numbers. Adjusted LVA numbers will be presented next month.

Emergency Management numbers, for a ninth year, are expected to be unchanged. FM budget increases are due to full time salaries and the ESO professional services yearly cost escalation.

FM also needs to find where to add a line item of \$10 per member for the \$680 total going to the state for the cancer bill. Calculation is based on sixty-eight members with five-year interior experience. Line item should be in FC & EMS since it's based on total of sixty-eight members from all four fire companies. Contribution into cancer fund is now a reoccurring expense and will be adjusted yearly. Turn out gear and tire numbers will stay the same. The 2026 VFIS Insurance renewal is \$7,950 but additional benefits may be added for a slight increase. It was noted, LVA will have a mortgage next year. FM Rogers suggested Medical not stay stagnant. The Commission increased Medical from \$26,000 to \$30,000.

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

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

Physicals list for departments were not available and Commissioners will be emailed monthly updates.

## **8. EMS Business Report**

None.

## **9. Old Business Report**

The Capital Improvements Committee meeting scheduled for 11/18 has been cancelled. Proposed projects discussed at the 10/14 FC & EMS meeting will now be presented at their first meeting on 12/02.

## **10. New Business Report**

The new LVA building is going up. J. Hodges stated Engine 1 broke down at a Live Burn in Burrville. Engine was smoking and cost \$780 to tow home. Department volunteers found shorted out wires coming from the main battery. Thank you to the volunteers that repaired Engine 1 in house, with about \$120 worth of parts.

## **11. Adjournment**

J. Tarrant moved to adjourn at 5:45 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