

**MINUTES**  
**Board of Fire Commissioners & EMS**  
**March 12, 2026 – 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 5:04 pm.

**2. Approval of Minutes – January 8, 2026**

J. Koser motioned to approve the 01/08 minutes, M. Castelli seconded and approval was unanimous. J. Tarrant did not attend the January meeting and abstained

**3. Fire Marshal Report**

For January – There were 26 inspections, 14 Open Burning permits issued, 4 fire investigations and one smoke alarm installed. There was no activity for fire ponds, fire prevention, fireworks, equipment or any blasting permits issued. Fire call data is no longer being reported to NFIRS. As of Jan 1, all fire calls are being recorded on the NERIS system and once it is completely set up, data will automatically download to FEMA.

For February - There were 27 inspections, 3 Open Burning permits issued and 2 fire investigations. No blasting or firework permits were issued. There were no equipment changes in the office, no fire prevention and no smoke alarms activity. Once data is entered and then locked by a department, data is automatically downloaded from ESO to NERIS. J. Tarrant moved to accept the January and February FM reports, M. Castelli seconded and approval was unanimous.

**4. Committee Reports**

None.

**5. Pensions**

a. Proposed Merit Service Pension Update

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

The is no update for MSP. Departments were reminded of the 03/01/2026 deadline for Submitting Pay Per Call documents to the First Selectman’s office.

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

All budgets have been submitted. Chairman Campbell was in the First Selectman’s office last week reviewing budgets.

**7. Update on Department Physicals**

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

Commissioners received updated lists and were reminded physicals are criteria for participating in Pay Per Call.

**8. EMS Business Report**

None.

## **9. Old Business Report**

Radios - \$150,000 is coming this year for upgrades - some are state mandated; others are for communicating with other towns. Northfield needs tri-band on their radios in order to talk to Thomaston. Thank you to Ryan Litwin and John Cattey for continuously demonstrating exceptional commitment and leadership in pursuing ventures beneficial for all departments.

## **10. New Business Report**

On behalf of Park & Rec, J. Torrant would like to thank the Litchfield and Bantam departments for filling the new town ice skating rink. The volunteers time delivering the six truckloads of water was sincerely appreciated.

There was discussion on what to do in the event of an after-hours emergency requiring construction equipment, such as a backhoe to remove an electric car on fire before it consumes the surrounding building. If a contractor was called, they would expect to be reimbursed for their services. A recent incident occurred where town public works equipment was available nearby. What is the protocol for a fire department volunteer / town employee using town equipment instead of a contractor in an emergency?

Fire Marshal Rogers shared that Town Engineer R. Alexe and the Public Works employees assisted with the removal of the garage from Litchfield Fire Department's parking lot. Additionally, R. Alexe and Supervisor B. Seaman have been extremely instrumental in facilitating several capital improvement projects. The Commission extended gratitude, recognition and a thank you for the many instances of support received from Public Works.

Litchfield Fire Department had several recent and unexpected vehicle repairs, one for \$4,000 and then \$16,000 for the ladder truck. With sending all the DOT inspections to Public Works and the three engines for only the required pump tests, there will not be much left in this year's vehicle maintenance budget. The department also just spent \$4,800 on the boiler. Replacement may be needed before the boiler's scheduled replacement in the early 2030s.

Something to consider, the 120 updated radios will be worth over \$6,000 each. Should additional insurance be purchased to cover loss or damage? Radio insurance will be added to an upcoming agenda.

## **11. Adjournment**

J. Torrant moved to adjourn at 5:31 pm, M. Castelli seconded and vote was unanimous

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John Campbell, Chairman  
Board of Fire Commissioners & EMS

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Date