

MINUTES
Board of Fire Commissioners & EMS
July 9, 2026 – 5:00 PM
Litchfield Fire Department
258 West St ▪ Litchfield CT

Members Present: John Campbell, Michael Castelli, Sean Fogarty, James Koser.

Members Absent: Jack Hodges, J. Torrant, Fire Marshal Dave Rogers.

1. Call Meeting to Order

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

2. Approval of Minutes – June 11, 2026

S. Fogarty motioned to approve the 06/11 minutes, J. Koser seconded and approval was unanimous.

3. Fire Marshal Report

June - There were 69 inspections, 9 Open Burning permits and one blasting permit issued. No smoke detectors were installed. There were no fire incidents, fire investigations or fire prevention. The June 27 fireworks went off without a hitch. The 262 Milton Road dry hydrant is complete. In May, P. Scully completed the code portion of his certification. FM Rogers is working with a Sourcewell vendor through Fast Lane Emergency Vehicles to purchase a new fire marshal's vehicle. All June data was reported to NERIS. S. Fogarty moved to accept the June FM report, J. Koser seconded and approval was unanimous.

4. Committee Reports

S. Kinkade has requested to be removed from the active Deputy Fire Marshal roster. Mr. Kinkade informed the FM office his certification has lapsed and he has been inactive for some time. M. Castelli moved to release S. Kinkade from Active Deputy Fire Marshal, motion was seconded by S. Fogarty and approval vote was unanimous.

The Board of Fire Commissioners & EMS would like to express their sincere appreciation and gratitude to S. Kinkade for his many years of dedicated service with the Fire Marshal's office, serving as Deputy Fire Marshal as well as Fire Marshal.

5. Pensions

a. Proposed Merit Service Pension Update
No update.

b. Pension Retention Review Process – Pay Per Call

1. 12/01/25 – 05/31/26

The first time payment of the new program should have been received this week by the 62 eligible volunteers that completed the requirements to qualify.

2. 2026 – 27

Program for the next year will run June 1 to November 30, 2026 and December 1, 2026 to May 31, 2027.

6. Budgets – Department, Capital & Operating Budgets

Radios - The Town of Litchfield budgeted 2026-7 capital cost for radios was \$150,000.00. The bid received for \$149,829.86 from Goosetown Communications – Guilford is within this parameter and was accepted. S. Fogarty moved to award the bid for \$149,829.86 for the five departments' radios to Goosetown Communications, J. Koser seconded and approval vote was unanimous.

BFC Fire Alarm System - There are two fire alarm vendors but only one bid was received. The bid of the BFC Fire Alarm System replacement of the outdated conventional fire alarm with a nonproprietary addressable type system is \$31,495.02. The Town of Litchfield's capital cost of the bid is \$30,000.00 The additional \$1,495.02 will be paid for by BFC. S. Fogarty moved to award the BFC Fire Alarm System bid for \$31,495.02 to Berkshire Alarm of Litchfield, J. Koser seconded and the award approval was unanimous.

BFC Fire Alarm System waiver of Building Department fees - A member of the Commission will attend the next BOS meeting to request a waiver required by the Building Department for the installation of fire alarm system. M. Castelli moved to request a waiver of the BFC's \$330.00 Building permit fees from the BOS for the alarm system, S. Fogarty seconded and vote was unanimous.

S. Fogarty reviewed the 5- & 10-year Capital Improvements. Scheduled for 27/28 is the ELFD E24 \$400,000 Off Body Repair, LFD Rescue 5 Equipment (1997) for \$100,000, Townwide Radios at \$100,000 and the off year \$10,00 for fire ponds totaling \$610,000. For 28/29 is Townwide Radios for \$100,000, BFC E35 (Pumper 2001) at \$1,000,000 and the LFD \$65,000 Apparatus Floor Drain Work that totals \$1,165,000. However, the LFD drain work may be substituted with a furnace. Capital will be revisited in September.

LFD received a bid from Zeller Tire for E4 tires at \$8,627.04 and L1 for \$7,370.48 for a \$15,997.52 total. M. Castelli moved to approve the Zeller bid for LFD's E4 and L1 tire replacement for \$15,997.52, J. Koser seconded and approval vote was unanimous.

Additionally, each department will receive \$4,750 for gear.

7. Update on Department Physicals

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

All Commissioners, except Northfield's J. Hodges, received updates.

8. EMS Business Report

None.

9. Old Business Report

As stated in the FM Report, FM Rogers is working with a Sourcewell vendor through Fast Lane Emergency Vehicles to purchase a new fire marshal's vehicle.

10. New Business Report

a. Appointment of P. Scully Jr. to Deputy Fire Marshal

P. Scully completed his code certification in May and meets the qualifications for Deputy Fire Marshal. S. Fogarty moved to appoint P. Scully to Deputy Fire Marshal, M. Castelli seconded and vote to approve was unanimous.

b. Present waiver and appointment to BOS on 07/21/2026

Chairman Campbell will present five agenda items voted on today to the BOS at their next meeting. Items are the release of S. Kinkade from Deputy FM, appointment of P. Scully, Jr to Deputy FM, the award of the radio bid to Goosetown Communications, the award of the BFC fire alarm bid to Berkshire Alarm of Litchfield and the building fees waiver request for the BFC alarm installation.

A Waterbury Republican invoice for \$132.45 for the BFC advertisement of the Fire System bid was given to Chairman Campbell. Invoice will be forwarded to the BFC and a payment will be sent to the Town of Litchfield Finance office next week.

11. Adjournment

S. Fogarty moved to adjourn at 5:19 pm, M. Castelli seconded and vote was unanimous.

John Campbell, Chairman
Board of Fire Commissioners & EMS

Date