Minutes
Litchfield Board of Fire Commissioners & EMS
February 11, 2021  7:00 PM
Litchfield Fire House, 258 West St., Litchfield

Chairman John Campbell opened the meeting at 7:00 p.m.

**Members Present:** John Campbell, Gary Shuhi, Sean Fogerty, Michael Castelli, Jeff Zullo

**Members Absent:** Jack Hodges

**Public Requests/Comments - None**

Paul Gibbs, Emergency Manager for the town was present to explain that the state Department of Public Health Office of Emergency Medical Services requires each municipality submit an EMS Plan. The last one done by Litchfield was in 2016. It has to be updated and signed by EMS service providers as well as the town every 5 years. A specific section of the plan called “Performance Measures”, which monitor response times for providers, was discussed with the chiefs and was approved to be submitted.

It was moved, seconded and voted to authorize the chairman sign the plan as discussed.

**Approval of Minutes – January 14, 2021**

It was moved, seconded and voted to approve the minutes.

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

J. Zullo explained that the town is in good shape financially. The fund balance is at 1.8M and there is 2.1M left in the insurance pre pay plan. The fund balance is at 21% which is high considering the town usually likes to keep at least 15%. Taxes are being collected even with the executive order for extensions. The grand list has increased with many new houses being built and new businesses coming to town (i.e. Tractor Supply and a purchase agreement on the Rose Haven property). A pay as you go system is being discussed by the BOS.

**Discussion with Chiefs – 10 year Capital Plan for buildings, truck replacement list, Firehouse Software and current insurance.**

The Chairman reminded everyone to get these lists from their chiefs so it can be discussed with the Commission and the all the chiefs sooner rather than later.

A discussion on grant writing ensued. It was mentioned that the town might be looking to hire a grant writer.

The Chairman suggested inviting the First Selectman’s administrative assistant to an upcoming meeting to explain insurance and pension.

**Fire Marshal Report** – The Fire Marshal was not present, but submitted a monthly report for the Commission to review.
Update on Department Physicals - Review updated department rosters
   a) Bantam FD due in April
   b) E. Litchfield FD due in May
   c) Northfield FD due in June
   d) Litchfield FD due in November
   e) LVA due in November

Any EMS Business that needs to be discussed- None

Old Business- None

New Business – None

Communications - None

Adjournment
A motion to adjourn was made and seconded at 7:16 p.m. The meeting adjourned.

John Campbell, Chairman
Board of Fire Commissioners & EMS

Date 3-11-2021