Minutes
Litchfield Board of Fire Commissioners & EMS
January 13, 2022 – 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, Sean Fogerty, Jack Hodges, Gary Shuhi, Michael Castielli, Jeff Zullo

**Members Absent:** None

Public Requests/Comments - None

Commission Requests - None

**Approval of Minutes – January 6, 2022**
S. Fogarty moved to approve, J. Hodges seconded and the motion passed unanimously.

**Budgets – Department, Capital & Operating Budgets**
The Chairman reviewed department operating budgets for FY 22-23 as follows: Bantam Fire Department increase of 2.15%, total dollar amount $2500, Northfield Fire Department 3.68% increase for total dollar amount of $3,480, Litchfield Fire Department 3.59%, total dollar amount $4,100, and East Litchfield Fire Department increase of 4.06%, total dollar amount of $2,200.

Total fire service increase of 3.4% with a dollar amount of $12,285.

Emergency Services (EMS) increases are as follows: Litchfield Volunteer Ambulance increase of 31% for total dollar amount of $3,816 and Bantam FD EMS 3.07%, dollar amount of $340.

The only increase for the Capital Budget was $10,000 for VIS insurance, which will be a new line item, but won’t be spent until discussions between the town and insurance agent are held and an agreement is reached.

Fire Marshal Department budgets increase is 64.16%, total dollar amount of $42,940 which is for the additional hours to return this position to full time.

The line item for truck tires will need to be reviewed for next year’s budget. All departments need to review.

S. Fogarty updated the commission on the capital spending: Litchfield’s project for their building went through with a mix of capital and ARPA funding, the LVA ambulance was approved through capital funding. Total bonding is projected to be $2.8 Million, total capital dollars is projected at $3,337,609

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

**Fire Marshal Report** – The fire marshal was not present.

**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  
A new building location for LVA was discussed.  

Old Business – Full Time Fire Marshal position  
A draft job description has been written and a committee to begin the interviewing process needs to be selected. An issue that needs to be addressed is the authorization allowing the fire marshal use of a town vehicle to take home. This was part of the union contract but was excluded from recent documents. This needs to be put in writing somewhere, either the job description or the union contract because it is vital for the new fire marshal to have use of a town vehicle at all times to respond to emergencies. J. Zullo suggested that mileage be paid for use of their personal car. Several members expressed concerns with that suggestion. What about transporting hazardous materials or turn out gear that is covered with toxic materials or smells?  

S. Fogarty and J. Campbell volunteered to sit on the interviewing committee, J. Zullo as a BOS representative and S. Kinkade. The Chairman will work with the Selectmen’s office to arrange interviews in conjunction with the First Selectman’s Administrative Assistant.  

New Business – None  

Adjournment  
J. Hodges moved to adjourn at 7:32 p.m., G. Shuhi seconded and the meeting adjourned  

John Campbell, Chairman  
Board of Fire Commissioners & EMS  

2-10-2022