

MINUTES
SPECIAL MEETING
Litchfield Board of Fire Commissioners & EMS
January 12, 2023 – 5:00 PM
Litchfield Fire Department
258 West St, Litchfield CT

Members Present: John Campbell, Michael Castelli, Sean Fogarty, Jack Hodges, Jon Torrant, Fire Marshal C. Wilcox.

Members Absent: None

1. Call Meeting to Order

Chairman J. Campbell opened the meeting at 5:00 p.m. LFD still does not have a fire commissioner. Chief Rogers is representing LFD.

2. Public Requests/Comments - None

3. Commission Requests - None

4. Approval of Minutes – December 8, 2022

Motion to approve made by J. Torrant, seconded by S. Fogarty and vote was unanimous.

5. Budgets – Department, Capital & Operating Budgets

Capital – There was a recent capital meeting and they are, so far, proceeding forward will all the commission's requests. Next steps are BOS, BOF and town meeting.

Operating – J. Campbell stated operating budget report totals for Northfield, Bantam, Litchfield and E. Litchfield fire departments, LVA, EMS, Emergency Management and the Fire Marshal's office. It was noted, the majority of the expected 2023-2024 increases are directly related to unavoidable rising fuel and electricity costs and are not due to operating expenses. Also discussed, were expenses for the tire replacement schedule, turnout gear, VFIR insurance and mandatory physicals. A special budget meeting will be scheduled for next week.

Department – Commission discussed urgent need for badge system to be used by all four fire companies and LVA. Request initiated with FM S. Kinkade but town funds still have not been found to pay for OSHA mandated system. Badges can also be used for all town employees. C. Wilcox stated \$3,000 is included in his budget. J. Torrant will get this emergency issue added to next week's BOS meeting agenda.

6. Committee Reports - None

7. Fire Marshal Report

C. Wilcox reported budget is ready for fire commission review. The "new" 22 year old FM vehicle, the blue Dodge pickup, will have a light bar and electronics package installed soon. After receiving a repair bill for vehicle maintenance, it needs to be determined who is financially responsible for the town vehicle. Previously, public works has always taken care of maintenance.

There were 83 inspections for December. For 2022, there were 344 total inspections with 297 completed since 07/01/22. Donated smoke detectors received from the Lion's Club have been distributed to appreciative residents. All NFIRS reports are up to date. Emergency reporting is working on correcting IT issues with setting up CAD imports. Fire safety messages were sent out over the holidays. Social Services hosted a Senior Lunch at the Bantam fire house. C. Wilcox gave a brief talk on fire safety and distributed literature and smoke detector batteries to the attendees. December had one fire investigation for a total of 15 from 07/01/22 through the end of the year. S. Kinkade saved fire investigations by address instead of year so there are no accurate numbers for the first half of 2022. There are no blasting reports. However, Chris spoke with D. Raap today regarding neighbors of the Litchfield Torrington town line solar project receiving notification letters informing them of upcoming blasting. In December, 17 open burning permits were issued for a 2022 total of 185. This is less than the 250-300 issued during previous years. Thank you to the CT Fair Plan for the \$500 grant received to purchase two Milwaukee tower lights for use with scene lighting during investigations. J. Torrant moved to approve the fire marshal report as read, S. Fogarty second and vote was unanimous.

8. Update on Department Physicals - Review updated department rosters

- a) Bantam FD due in April – 36 out of date
- b) E. Litchfield FD due in May – 12 out of date
- c) Northfield FD due in June – 25 out of date
- d) Litchfield FD due in November – 19 out of date
- e) LVA due in November – possibly 21 out of date but number may be less

J. Campbell stated the above department numbers for overdue physicals and reminded everyone the grace period is returning to three months as of 05/01/23. C. Wilcox will start using Emergency Reporting Software town already pays for instead of current Excel spreadsheets. System will help with tracking of EMT certification and recerts and will allow chiefs to view in real time.

9. Any EMS Business that needs to be discussed - None

10. Adjournment

S. Fogarty moved to adjourn at 5:27 pm, J. Torrant seconded and vote was unanimous.



John Campbell, Chairman
Board of Fire Commissioners & EMS

3-13-2023
Date