

**MINUTES**  
**Litchfield Board of Fire Commissioners & EMS**  
**April 13, 2023 – 5:00 PM**  
**Litchfield Fire Department**  
**258 West St ▪ Litchfield CT**

**Members Present:** John Campbell, Michael Castelli, Sean Fogarty, Dave Rogers, Jon Tarrant, Fire Marshal Chris Wilcox.

**Members Absent:** Jack Hodges.

**1. Call Meeting to Order**

Chairman J. Campbell opened the meeting at 5:02 p.m. LFD still does not have a fire commissioner. Chief Rogers is representing LFD.

**2. Public Requests/Comments**

None.

**3. Commission Requests**

J. Tarrant noted Litchfield and Bantam were well represented last week at the induction ceremony for James Gavell of Bantam at the CT State Firefighter's Hall of Fame.

**4. Approval of Minutes – Special Meeting March 13, 2023**

J. Tarrant moved to approve the 03/13/23 minutes, M. Castelli seconded and approval from voting members was unanimous. S. Fogarty abstained as he was not present on 03/13/23.

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

Budget - BOF meeting on budget is at LIS on 04/27/23 at 7:00 pm. Town vote on budget is 05/11/23. J. Campbell noted the First Selectman's office cut an additional \$4,900 from LVA's budget. J. Tarrant questioned how the town's budget was approved at the BOS 03/13/23 special meeting and then additional, unapproved cuts were made from LVA.

Departments - Several departments still need to change their electric supplier. To change, have a monthly statement available and go on [ctenergize.com](http://ctenergize.com).

Capital – ELFD has received no bidders for the replacement of the apparatus bay ceiling. Bid will be open until something is received.

D. Rogers presented Burlington Construction's \$343,614.00 bid to replace the asbestos flooring, deterioration around the exterior apparatus bay doors, install metal soffit panels on the original building to match existing panels on the addition, replace 11 windows and the storefront installed in 1968 and install a new acoustical ceiling, unit heaters and aquastats. Bid was budgeted at \$266,000.00. After discussion with J. Tarrant, D. Raap, N. Boccio, A. Obi and meetings with the house committee and fire company, the decision was to replace the asbestos flooring, improve building's uniform appearance and increase the building's energy efficiency by replacing the windows. The recommendation is for approval of the following:

1. Furnish labor and material and equipment to demo/abate flooring and install new flooring at the meeting room, meeting room entrance, bar, kitchen and kitchen hall \$ 94,138.00
  2. Furnish labor and material to install metal soffit panels at the original building to match existing panels at the addition. \$ 39,272.00
  3. Furnish labor and material to abate window caulking, demo windows/storefront, and install new window and storefront. \$121,563.00
- \$254,973.00

The commission questioned if the unused, budgeted \$11,027.00 fund balance would be available for another capital improvement. Repairs for around the apparatus doors and ceiling replacement will be proposed for the 2024-25 budget year. J. Campbell moved to approve the \$254,973.00 contracted bid from Burlington Construction, S. Fogarty seconded and approval vote was unanimous.

## **6. Committee Reports**

None.

## **7. Fire Marshal Report**

FD physicals are visible to Chiefs in Emergency Reporting. DFM Litwin is working on a template for the badge printing system. DFM Kinkade is determining what fire ponds need maintenance. In March, there were 48 inspection activities, 1 fire investigation, 17 Open Burning Permits, no firework reports and 1 Blasting Permit issued for a driveway on Johnson Road. All NFIRS reports are up to date. There are still fire alarms available and more will be purchased before the end of the fiscal year. FM Wilcox, DFM Kinkade and DFM Litwin gave two fire prevention presentations at the Litchfield School House. Public works installed the lighting on the blue Dodge. Radios will be installed next week. Some equipment has been moved into the truck but can't move all the equipment until a cap or tonneau cover has been purchased. J. Torrant advised C. Wilcox to get a quote on the preferred cap and submit it to the BOS. There may be some funds available.

## **8. Update on Department Physicals**

- 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

FM C. Wilcox stated all information is available in Emergency Reporting. J. Campbell noted the four page respirator form needs to be revised as there is too much redundancy. AFC in Torrington has yet to send a bill for any physicals. There was concern that invoices for this year would not be received by June 30.

**9. Any EMS Business that needs to be discussed**

Garage floor that has been repaired and resurfaced with waterproof epoxy is complete.

**10. Old Business**

Recruitment retention committee has been meeting for a year. Report cannot be completed since they are still waiting for data from Bantam and Litchfield.

**11. New Business**

None.

**12. Adjournment**

J. Torrant moved to adjourn at 5:38 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**