

**MINUTES**  
**Litchfield Board of Fire Commissioners & EMS**  
**June 8, 2023 – 5:00 PM**  
**Litchfield Fire Department**  
**258 West St ▪ Litchfield CT**

**Members Present:** John Campbell, Michael Castelli, Jack Hodges, Jon Tarrant, Fire Marshal Chris Wilcox.

**Members Absent:** Sean Fogarty, LFD still does not have a fire commissioner.

**1. Call Meeting to Order**

Chairman J. Campbell opened the meeting at 5:00 p.m.

**2. Public Requests/Comments**

None.

**3. Commission Requests**

None.

**4. Approval of Minutes – April 13, 2023**

J. Tarrant moved to approve the 04/13/23 minutes, M. Castelli seconded and approval was unanimous

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

Capital – Bantam's already went out and will be ready for approval next month. J. Campbell will check with D. Rogers on current, generator and remaining building projects. D. Rogers need to meet with N. Boccio and R. Alexe regarding parking lot. Engine 1 will be going out to bid in about a month.

Operating – J. Campbell will email budget numbers to everyone next week.

**6. Committee Reports**

Recruitment retention committee has been meeting for a year. D. Morosani from the Pension Commission gave a presentation a few months ago. At the April FC & EMS meeting, it was stated the RRC report cannot be completed since they are still waiting for data from Bantam and Litchfield. R. Litwin gave the committee Bantam's numbers a year ago and D. Rogers is not here today to ask. J. Tarrant thought proposed increase would be from current \$15 to \$35 but could not recall the exact dollar amount. Once the RRC completes their report, recommendations will need approval from this committee, the BOS and Pension Commission.

## **7. Fire Marshal Report**

DFM Litwin distributed the excel template for printing badges to all the Chiefs. First large batch for Bantam is almost ready for printing. In May, C. Wilcox completed the Fire Officer I & II class and is now certified to the level of Fire Officer II. There were 82 inspection activities for April and May. There was one incident investigation in April. There are no reports for smoke alarms, water supply or blasting. All NFIRS reports are up to date. In May, DFM Litwin distributed fire prevention supplies at the Touch A Truck event and taught the LCFMA Fire Investigation class. In April and May, 50 open burning permits were issued. Firework displays on 6/16 and 6/30 will be covered by DFM Litwin, DFM Kaiser and FM C. Wilcox. Fire prevention funds were used to purchase a hard folding tonneau cover to protect investigation equipment stored in the bed of the Fire Marshal's pickup. The 2022-23 fiscal year should finish just under budget

## **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

There is no update. All companies can go into the system but no chief has asked C. Wilcox how to access information yet. Records are available in real time. If anyone has problems accessing program, please contact Lisa in Fire Marshal's office. AFC finally submitted invoices for several months' worth of physicals. J. Golding will update forms.

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

None.

## **10. Old Business**

An update is needed on changes to pensions.

## **11. New Business**

There is a class on 06/26 at 6:00 pm regarding extinguishing electric vehicle fires. A Tesla fire requires 26,000 gallons to put out.

## **12. Adjournment**

J. Torrant moved to adjourn at 5:13 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**