

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

Members Present: John Campbell, Michael Castelli, Jack Hodges, Dave Rogers, Fire Marshal Chris Wilcox. Sean Fogarty arrived at 5:21 pm.

Members Absent: Jon Tarrant.

1. Call Meeting to Order

Chairman J. Campbell opened the meeting at 5:06 pm. LFD still does not have a fire commissioner. Chief Rogers is representing LFD. Meeting was suspended at 5:15 until S. Fogarty arrived at 5:21 pm and meeting resumed with a quorum.

2. Approval of Minutes –June 8, 2023

M. Castelli moved to approve the 06/08/23 minutes, J. Hodges seconded and approval was unanimous.

3. Capital Report

Northfield has a draft for the proposed engine. Truck will adhere to basic specs and take approximately 400 days to be completed. J. Hodges will get 123 page final report. Proposal needs to go to N. Boccio and the town. Four bids are expected.

Litchfield's asbestos floor tiles are currently being abated. Entryway, hall and kitchen will be retiled. Windows including store front are ordered. D. Rogers is waiting for an actual metal color sample before selecting an exterior soffit color. They are working on bid for the parking lot which is expected to be completed by 08/18. There will be no hall rentals until September.

4. Approve Bantam's Capital Bid

A single bid of \$222,300.00 for the Bantam Fire Company heating system pipe fittings replacement was received. Bid from West State Mechanical was \$19,950.00 under budget and has been accepted. J. Hodges moved to approve the \$222,300.00 contracted bid from West State Mechanical Inc., S. Fogarty seconded and the commission's approval vote was unanimous. The capital budget authorization letter will be emailed to J. Golding, A. Combes, R. Alexe and the Board of Selectman tomorrow (07/13).

5. Fire Marshal Report

In June, 85 inspection activities were completed for a 22/23 budget year total of 584. There were no fire investigations this month and the 22/23 year had 19 investigations. There were 2 requests for smoke detectors. In order to train the acting fire marshal on the process, NFIRS reports will be uploaded next week. One blasting permit was issued for a boulder on Iffland Pond Road. June had 20 open burn permits issued. The successful graduation and 4th of

July firework events were covered by FM Wilcox, DFM Litwin and DFM Kaiser with support from Chief Rogers and Litchfield Fire. A new camera for deputies to use on call for investigations has been ordered. He is working on getting iPads ordered and operating for the acting marshal and deputies to perform inspections. C. Wilcox thanked the Commissioners, Officers and Members of the Fire and EMS departments for the great experience serving the Town of Litchfield for the previous year.

6. Accept Fire Marshal's Resignation

Fire Marshal C. Wilcox has accepted a position with another municipality and will no longer be able to serve as town fire marshal. He has enjoyed working with everyone in this wonderful town but has submitted his letter of resignation to the Commission. J. Hodges motioned to reluctantly accept the resignation of Fire Marshal Christopher Wilcox as of 4:00 pm on Wednesday, July 26, 2023. The motion was seconded by S. Fogarty and the commission's vote to accept was unanimous. The Commission thanked C. Wilcox for his service over the previous year.

7. Appoint Acting Fire Marshal

J. Hodges motioned to appoint David Rogers as Deputy Fire Marshal for the Town of Litchfield and Borough of Bantam. The motion was seconded by M. Castelli and the commission's approval vote for the deputy fire marshal appointment was unanimous. J. Hodges motioned to appoint David Rogers as acting Fire Marshal for the Town of Litchfield and Borough of Bantam for a period of up to 180 days effective as of 4:00 pm on Wednesday, July 26, 2023. The motion was seconded by S. Fogarty and the commission's approval vote for the acting fire marshal appointment was unanimous.

8. Appoint Interviewing Committee for New Fire Marshal

The Commission discussed appointing the same interviewing committee as last year. A motion to appoint J. Campbell, S. Fogarty, J. Torrant and possibly a deputy fire marshal to the interviewing committee was made by J. Hodges, M. Castelli seconded and approval vote was unanimous.

9. Insurance Update

It took three years but insurance policy is effective as of 07/15/23 and will be on file in Bantam. J. Campbell asked for copies to be sent to all departments.

10. Adjournment

M. Castelli moved to adjourn at 5:26 pm, J. Hodges seconded and vote was unanimous.

John Campbell, Chairman
Board of Fire Commissioners & EMS

Date