

**MINUTES**  
**Litchfield Board of Fire Commissioners & EMS**  
**November 9, 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 Dave Rogers.

**Members Absent:** None.

**1. Call Meeting to Order**

Chairman J. Campbell opened the special meeting at 5:00 pm. LFD still does not have a fire commissioner.

**2. Public Requests/Comments**

None.

**3. Commission Requests**

None.

**4. Approval of Minutes – October 12, 2023**

Correction to minutes – under New Business – Fourth sentence states “LFD has two severe roof leaks.” Roof is leaking at Northfield Fire House, not Litchfield. S. Fogarty moved to approve the minutes with the correction of “NFD has two severe roof leaks”, J. Hodges seconded, there was no discussion and approval vote with correction was unanimous.

**5. Approval of 2024 Meeting Calendar**

S. Fogarty moved to approve the 2024 meeting calendar, J. Hodges seconded, there was no discussion and approval vote was unanimous.

**6. LVA Building**

Location of new building needs to be determined. Behind Town Hall is a possibility. Item will be revisited at the December meeting.

**7. Pension Letter to Selectmen**

Recruiting & Retention Committee’s Proposed Changes to the Litchfield First Responder Incentive Plan will be presented at the 11/21/23 BOS meeting. J. Hodges moved to support the following requested changes to the Litchfield First Responder Incentive Plan, M. Castelli seconded, there was no discussion and the commission’s approval vote was unanimous.

Proposed Changes to Litchfield First Responder Incentive Plan

1. Re-valuation of Pension accrual from \$15/month per year of service to \$35/month
  - a. Specific provision for future re-valuation by Pension Commission at 5-year intervals

2. Increase in number of accruable Pension years from 30 to 45
  - a. Currently serving First Responders who have already completed more than 30 years of service will be credited with the additional years they have served at the \$35/year rate and continue to accrue Pension benefits up to the new 45-year maximum
3. New pay-per-call incentive plan
  - a. Officers and non-officers: \$20/call for up to 100 calls per year (maximum \$2,000/year)
  - b. First Responders shall elect whether to receive benefit as an annual lump-sum 1099 payment or as a credit against their Town of Litchfield tax bill
4. Additional Privileges
  - a. Free Town Beach access (to include spouses and children of First Responders)
  - b. Free burn permits
  - c. 50% off Town Recycling Center fees (Personal/non-commercial use to First Responder and immediate family)
  - d. Formalized head-of-line privileges for Town-sponsored affordable housing

#### **8. Budgets – Department, Capital & Operating Budgets**

There will be some oil savings this year. It now costs \$3,100 - \$3,200 for pants and a coat. This does not include the helmet, boots, belt or gloves. Price has doubled in two years. Gear cos needs to be increased from \$25,000 to \$50,000.

Capital – D. Rogers met with the chiefs to put together a vehicle inventory list so town is aware of vehicles life expectancies and when they are due for replacement. Department owned vehicles were not included. J. Hodges moved to present the truck list to the town, S. Fogarty seconded, there was no additional discussion and approval vote was unanimous. *Review Truck List* will be a separate line item on future agendas.

#### **9. Committee Reports**

None.

#### **10. Fire Marshal Report**

For October, there were 39 inspections, 9 Open Burning permits issued and 1 care fire investigation. There were no blasting or fireworks permits issued. Public Works was issued a permit to burn brush at the transfer station. The four Fire Companies and LVA participated in the Fire Prevention Program at LIS and Center School. September and October NFIRS reports were sent to FEMA. D. Rogers will be sworn in at 10:00 am on 11/13/2023. He thanked the Commissioner for giving him the opportunity to serve the Town. Gratitude was extended to S. Kinkade for bringing structure to the Fire Marshal's Office.

#### **11. 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

Everyone is to bring updates for the December meeting.

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

None.

**13. Old Business**

D. Carroll discussed three bids received for the Northfield Fire Pumper Truck. Bid committee was hesitant on accepting the low bid from Alexis Fire Equipment Company since they are not comfortable with using a new vendor and truck specs were not exact. Alexis does not have any vehicles near CT but was willing to fly committee members to another state to determine their truck quality. Committee also had concerns regarding future service and repairs. D. Carroll stated committee was recommending the middle bid received from New England Fire Apparatus for \$882,463.00 as it is within the required specs. Commission questioned if bid should go out a third time but truck prices are increasing by approximately \$20,000 every month and did not want further unnecessary delays. NFD has \$849,784.24 available for this purchase. There were concerns regarding if and how NFD would fulfill the \$32,678.76 overrun cost with the higher than expected bid. With too many unanswered questions, S. Fogarty moved to table the bid discussion today and schedule a special meeting next week, M. Castelli seconded, there was no discussion and vote to postpone bid was unanimous.

**14. New Business**

East Litchfield received a canned drinking emergency water system grant and will be sharing with the other departments.

**15. Adjournment**

S. Fogarty moved to adjourn at 6:07 pm, J. Hodges seconded and vote was unanimous.

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**John Campbell, Chairman**  
**Board of Fire Commissioners & EMS**

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**Date**