

**Minutes – Special Meeting
Litchfield Board of Fire Commissioners & EMS
March 14, 2024 – 5:00 PM
Litchfield Fire Department
258 West St ▪ Litchfield CT**

Members Present: John Campbell, Michael Castelli, Sean Fogarty Jack Hodges, James Koser, Fire Marshal Dave Rogers.

Members Absent: Jon Tarrant.

1. Call Meeting to Order

Chairman J. Campbell opened the meeting at 5:00 pm.

2. Approval of Minutes – February 8, 2024

J. Koser moved to approve the 02/08/24 minutes, M. Castelli seconded, there was no discussion and vote to approve was unanimous. S. Fogarty did not attend the 02/08 meeting and abstained.

3. Appoint New Rep to LCD

Frank VanOrmer submitted his resignation from LCD. The Commission thanked him for his service. Commissioner S. Fogarty moved to appoint former ELFD Chief Mark Cattey to LCD. Motion was seconded by J. Koser, there was no discussion and approval was unanimous.

4. Pension Report – Pay Per Call Discussion and Possible Action

Commission noted town is delaying 2024-25 final budget for this proposal submission. After a lengthy discussion, Commission concluded it was not possible to complete an analysis to determine a budget cost amount prior to the 04/02 BOS meeting in eighteen days and before the 04/08 BOF meeting. Efforts and commitment by Selectman Dan Morosani for the organization and promotion of the pilot Pay Per Call Program were recognized and appreciated. Committee will prepare a formal written plan for the recruitment and retention of volunteers for 2025-26. M. Castelli motioned to not pursue the Pay Per Call Plan for the 2024-25 fiscal year, J. Koser seconded, there was no further discussion and vote was unanimous.

5. Fire Marshal Report

For February, there were 40 inspections and 23 Open Burning permits. There were no fire incidents or investigations. NFIRS were submitted to FEMA. A fire prevention talk was given to the staff at 11 Country Place. In February, D. Rogers attended blasting events at Silicon Ranch on eight occasions. Neighbors received text notifications prior to each blasting event. There has been no blasting there for over two weeks. Quotes received for the new software to replace Emergency Reporting were \$2,000 - \$7,500. The committee selecting the replacement is meeting with a vendor one more time prior to making a commitment. It was noted the FM office was trimming expenses to allow for the new software purchase and training. Office has not purchased new PPEs or uniforms, did not attend any conventions and saved on payroll by working part time for several months prior to the official full time start date. Town used savings to pay grant writer.

FM is concerned there will not be sufficient funds to purchase the new software. Three quotes were received for the remaining FD foam for disposal. Selectmen will be asked to approve contingency funds to complete the project. The current vendor used for background checks is taking too long to verify new recruit's eligibility. A new vendor with a \$35/two day turnaround time is being considered.

6. Committee Reports

None.

7. Budgets – Department, Capital & Operating Budgets

Budget for 2024-25 has been submitted and will go before BOF on 04/08.

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

The Commission noted there is \$1,521 remaining in this year's budget for physicals. The change in vendor doubled the cost of physicals. Interior firefighter physical cost is \$600-\$800 and a standard physical is approximately \$200. Expected upcoming issue, three departments are due for physicals before the end of this fiscal year.

9. EMS Business Report

None.

10. Adjournment

M. Castelli moved to adjourn at 5:45 pm, J. Koser seconded and vote was unanimous.

John Campbell, Chairman
Board of Fire Commissioners & EMS

Date