

MINUTES
Litchfield Board of Fire Commissioners & EMS
November 10, 2016 7:00 PM
Litchfield Fire House, 258 West St., Litchfield

Chairman Campbell called the meeting to order at 7:02 p.m.

Members Present: Chairman John Campbell, Douglas Hatstat, Gary Shuhi, Paul Parsons, Francine Spencer and Jack Hodges

Members Absent: None

Approval of Minutes –October 13, 2016

J. Hodges moved to approve the October 13 minutes, with the correction to Public Requests/Comments noting that Paul Gibb, Acting Emergency Management Director for Litchfield, was present with an overview of the EMS Plan for the Town. G. Shuhi seconded and the motion passed unanimously.

P. Parsons moved to replace “brush truck” with Engine 25 under Budgets, correct vote in paragraph 3 to read “voting in favor were D. Hatstat, P. Parsons, J. Hodges voting against was G. Shuhi and F. Spencer with J. Campbell abstaining. The motion passed.” D. Hatstat seconded and the motion passed. J. Hodges moved to approve the minutes as amended, F. Spencer seconded and the motion passed unanimously.

Public Requests/Comments

None

Commission Requests

None

Budgets – Department, Capital & Operating Budgets

Department budgets were discussed. Litchfield Fire is proposing an increase of \$3,000 for a total amount of \$94,500 which is a 3% increase. LVA is proposing an increase of \$2,667 for a total amount of \$24,544 which is a 12% increase. Bantam Fire is proposing an increase of \$2,200 for a total amount of \$106,938 which is a 2.1% increase. E. Litchfield is asking for \$1,600 for a total amount of \$47,650 for a total increase of 3.5%. Northfield Fire is asking for \$5,598 increase for a total of \$87,026, a 6.8% increase. Medical for Northfield is asking for \$1,160 for a total of \$11,270, a 23.7% increase.

There was a lengthy discussion on how the ambulance services get paid and spend money.

There was discussion on formulating a town wide spec for the purchase of turnout gear which would hopefully save the town money.

The Chair reminded the Fire Marshal to provide what salaries will be in the budget for next year including the salary for the Emergency Manager.

The Chair asked all departments to get in details for their departments to be included in a spread sheet for discussion next month.

Fire Marshal - Report from Acting Fire Marshal

Sam Kinkade summarized items in his report dated 11/20/16.

The fire pond on Scenic View Drive was discussed. The Commission agreed that they should get a legal opinion on the liability issues associated with fire ponds.

Sam stated that he attended a class on social media postings by emergency responders in performance of their duties. He suggested that each department either, update their policy, if they have one, or initiate one so members are aware of the rules. He noted State Statue Sec. 53-341 which spells out what everyone should be mindful of. He suggested that Commissioners and Chiefs should visit the website www.firelawblog.com for information and suggestions on policies. The Chair suggested that the chiefs should discuss this at their next meeting.

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**

Any EMS Business that needs to be discussed

None

Old Business

Chairman Campbell stated that the Town of Litchfield Emergency Medical Plan agreement that was discussed by Paul Gibb last month needs to be signed by the Chiefs and himself, as Chairman, to formalize it. F. Spencer moved to authorize John Campbell to sign as accepting the agreement for the Commission, D. Hatstat seconded and the motion passed unanimously.

New Business - Review and approve 2017 meeting dates

D. Hatstat moved to approve the meeting dates, F. Spencer seconded and the motion passed unanimously.

Sam stated that each fire department needs to get their fire alarms inspected yearly.

The Chair stated that Northfield has been having problems with their fire alarm. Jack Hodges explained that they have been having problems with the system since January. They have been told by the alarm company, Berkshire Alarm, that they believe the system took a hit by lightning. They had a second alarm company come in and look at it and did some minor repairs, but the system is still not functioning. The fire department has spent \$1,917.63 out of their allotment line item 0226 and still owe \$2,110.75 which they do not have, for service calls attempting to make the system operational. The alarm company recommended replacing the system because the main board is gone. They are asking for an emergency expense request in the amount of \$12,573.83 to install a new system and an additional \$2,110.75 to pay the outstanding invoices. The Commission asked if an insurance claim had been filed.

The Fire Marshal commented on the information for the fire alarm system at the Northfield Firehouse.

On October 4, 2007 the State Building Inspector approved a modification to the State Building Code allowing the second floor to remain unfinished while addition funds are obtained to complete the project. The completion of the building includes installing one hour rating on the second floor walls and ceiling. Conditions of the Modification are as follows;

1. Second floor to remain unoccupied with no storage.

2. Access to the second floor shall remain locked to prevent occupancy and that access is only allowed for maintenance and construction.
3. The apparatus bay be limited to storage.
4. The meeting room shall be limited to an occupancy load that the means of egress can support.
5. The second floor shall be provided with smoke or heat detection to provide notification to the occupants of the first floor.

There are questions on whether the systems were installed or wired wrong. The alarm company stands by the system getting hit by lighting. P. Parsons recommended pursuing an insurance claim. The Fire Marshal determined that this is an emergency repair that needs to be done ASAP. J. Campbell stated that the fire company should pay the bill out of their operating budget and come back to the town at the end of the fiscal year if they need more money.

F. Spencer moved to recommend that, based on the urgent situation, Northfield Fire Company should:

- (1) make a request to the Fire Marshal's office to get the proper emergency coverage (Fire Watch) to protect the building until the alarm is replaced,
- (2) pursue a potential insurance claim in a timely fashion based on the alarm company's opinion that it was damaged by a lighting strike and
- (3) request an emergency amount of \$12,573.83 and inform the BOS that this cannot wait for a capital budget request and is being done as an emergency repair,

G. Shuhi seconded and the motion passed unanimously.

Adjournment

D. Hatstat moved to adjourn at 9:07 p.m., F. Spencer seconded and the motion passed unanimously.



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

11-8-2016

November 3, 2016