

Minutes
Litchfield Board of Fire Commissioners & EMS
October 13, 2016 7:00 PM
Litchfield Fire House, 258 West St., Litchfield

Chairman Campbell called the meeting to order at 7:04 p.m.

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

Members Absent: None

Approval of Minutes –September 8 & 22, 2016

P. Parsons moved to approve the September 8 minutes, F. Spencer seconded and the motion passed unanimously. F. Spencer moved to approve the September 22 minutes, D. Hatstat seconded and the motion passed unanimously.

Public Requests/Comments

Paul Gibb, Acting Emergency Management Director for Litchfield, was present with an overview of the EMS Plan for the Town.

Commission Requests

None

Budgets – Department, Capital & Operating Budgets

The Commission discussed Capital Budgets as shown on Form B for Fire & EMS. Fire Marshal vehicle will be included in public works budget, not Fire Commission. This year's capital priorities in order of importance include (1) E. Litchfield Engine 25 for \$240K (2) LVA's ambulance for \$100K, (3) E. Litchfield E-24 Body for \$11.4K, (4) Litchfield Roof/AC for \$155K and (5) Fire ponds for \$10k as (5).

E. Litchfield explained their reason for the \$10,000 increase for the brush truck replacement. They are requesting a mini-pumper comparable to what they have now. A lengthy discussion followed on the use of the truck the equipment to be installed, etc.

D. Hatstat moved to approve FY17/18 Capital Project Requests for a total amount of \$516,400 as listed above, P. Parsons seconded, voting in favor were D. Hatstat, P. Parsons, J. Hodges, voting against were G. Shuhi and F. Spencer. J. Campbell abstained. The motion passed.

F. Spencer moved to approve Capital Project Requests for the following:

FY18/19 = \$320,000
FY19/20 = \$610,000
FY20/21 = \$168,000
FY21/22 = \$610,000
FY22/23 = \$310,000

D. Hatstat seconded and the motion passed unanimously.

The Chair asked all departments to submit operating budgets next month for discussion.

Fire Marshal

Sam Kinkade, Acting Fire Marshal summarized his report submitted to the Commission dated October 13, 2016. He stated that he has visited the fire pond on Scenic View Dr. and believes this is the most critical pond to be repaired. The Commission asked Sam to talk with public works to see if they could help with this repair. He explained that a spec needs to be formulated for work on fire ponds.

He has been working with Firehouse software to get the cloud for the NFIRS up and running.

The Commission and Sam discussed the breakdown for Fire Marshal, Deputy Fire Marshals and EMD salary and hours. Sam suggested that fire ponds could be inspected by someone that doesn't have to be a certified Fire Marshal. Perhaps a firefighter in town would like to take over fire prevention activities. This would free up the limited hours that have been allotted to the Fire Marshal and EMD budgets. There was discussion on training for deputy fire marshals to replace current deputies when they resign.

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

Communications

Old Business

New Business

There was discussion on Litchfield FD becoming supplemental first responders. P. Parsons moved to support Litchfield Fire Company's application for a Supplemental First Responder License. J. Hodges seconded and the motion passed unanimously.

Adjournment

F. Spencer moved to adjourn at 8:31 p.m., D. Hatstat seconded and the motion passed unanimously.

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

Date