

Minutes
Litchfield Board of Fire Commissioners & EMS
January 14, 2016 7:00 PM
Town Hall Annex, 80 Doyle Rd. Bantam, CT

Chairman Campbell called the meeting to order at 7:05 p.m.

Members Present: Chairman John Campbell, Francine Spencer, Gary Shuhi, Paul Parsons, Teresa Berry, Douglas Hatstat

Members Absent: None

Approval of Minutes –

December 10, 2015 –G. Shuhi moved to approve the minutes, D. Hatstat seconded and the motion passed unanimously.

Public Requests/Comments - None

Commission Requests - None

Budgets – Department, Capital & Operating Budgets

Ed Evers was present to update the Commission on Capital Budget requests. All Commission requests were funded except for the air conditioning portion of the Litchfield Fire House roof repair. Air packs are funded at \$420,000 this year and \$200,000 existing, for a total of \$620,000. Litchfield Fire House bathroom upgrades are funded with \$120,000 added this year to the existing \$114,000 for a total of \$234,000. The roof for Litchfield Fire House totals \$265,000 split as \$110,000 for the roof repair and structural supports for the future air conditioning unit, which was pushed out to 2017/2018 with an additional \$155,000. He explained that the procedure for bonding will now be done in August as opposed to January as is currently done. The SCBA project should go out to bid as soon as this budget is approved with the total project being completed by August or September.

There was discussion on the formation of a committee of one member of each department to evaluate and put bid specs together for the air pack purchase. This should be done as soon as possible to meet the timeline of purchasing the air packs within the next budget. Ed agreed to get the names for each department and spell out the timeline and requirements to accomplish this.

Ed stated that the 15/16 and 16/17 budgets will be bonded in August. From there on out the budgets will be approved, the money will be available July 1, and bonding will occur in August, meaning the project cycle will be July 1 to June 30. E. Litchfield was urged to complete their project for site drainage and building repairs that already has \$234,000 appropriated.

The Commission agreed to begin Capital discussions in July this year.

The proposed increase for department budgets is projected at 4.35%. The Commission discussed ways to try to bring that amount down.

T. Berry moved to approve sending the proposed budget for Fire and EMS in the amount of \$518,995 to the Board of Selectmen for approval. This amount is a total increase of \$16,935, or a percentage increase of 3.37%, D. Hatstat seconded and the motion passed unanimously.

The Chair spelled out spending for turnout gear stating that the numbers go up and down every year. He suggested using a two year cycle to purchase the equipment. Two departments will each receive \$5000 this year and next year the same two companies will each receive an additional \$900 with the balance going to the other two companies so that it will be balanced out. This year the amount is \$10,000 and next year it will be \$13,600, the year after it's \$13,600 and then it jumps to \$21,400 because there are no tire purchases in that year. Northfield and E. Litchfield will spend the money this year.

Fire Marshal

Dave Rogers stated that he talked with Leo about sponsoring Troy Kaiser to take the Fire Marshal certification and he was agreeable to that. T. Berry moved to sponsor Troy Kaiser, F. Spencer seconded and the motion passed unanimously.

Dave mentioned that he is taking certification classes to be eligible to apply for the EMPG grant which pays about \$4,200 toward emergency management.

In the near future everyone will be using the Cloud for the Firehouse Software storage and will be able to share info with LCD.

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 - None

Old Business

- a. Discuss budget for training. - None
- b. Discuss budget for equipment. - None

New Business - None

Adjournment – T. Berry moved to adjourn at 8:20 p.m. G. Shuhi seconded and the motion passed unanimously.


John Campbell, Chairman
Board of Fire Commissioners & EMS

Date 2-11-2016