

**MINUTES**  
**Litchfield Board of Fire Commissioners & EMS**  
**November 17, 2011 7:00 PM**  
**Town Hall Annex, 80 Doyle Road Bantam, CT**

**Members Present:** Chairman John Campbell, Francine Spencer, Paul Parsons, Teresa Berry Sam Kinkade, Doug Hatstat

**Also present:** Fire Marshal Thomas O'Hare, Chief M. Berry, Northfield Fire Department, Assistant Chief Evers, Litchfield Fire Department

Chairman J. Campbell called the meeting to order at 7:00 p.m.

**Approval of Minutes** – A motion was made by D Hatstat and seconded by S. Kinkade to approve the minutes of the October 20, 2011 meeting. Passed

**Public Requests/Comments** – None

A motion was made by S. Kinkade and Seconded by T. Berry to accept the meeting schedule for the Commission meetings for 2012. These meetings will be on the third Thursday of each month with the exception of December 2012 which will be on December 13, 2012. Passed

**Commission Requests** – P. Parsons asked what the procedure was for marking the fire hydrants in the winter so they can be found under the snow banks. After discussion FM O'Hare will look into who is required to mark these hydrants and what the costs may be if the town had to take on this project. S. Kinkade asked who is responsible for the clearing of snow around fire pond hydrants. FM O'Hare explained that past practice was that the town would push back snow around these hydrants after they have completed their routes. Chairman Campbell and FM O'Hare will discuss this issue with PW Director Healy.

**Budgets – Department and Capital** - Capital requests as approved by the board has been submitted to the Capital Committee. FM O'Hare and BO Worthington went to East Litchfield Fire Department and found that they need to have some work completed. The extent and cost of this work will be determined after an engineer that has been retained by East Litchfield has completed his survey and submits possible costs. This will have to be addressed in the future. Assistant Chief Evers went over the Capital Committee's meeting schedule with the Board. They will be meeting again on November 29, 2012 at which time they will address the Board of Education, the Fire Commission and Library; December 13, 2013 the Committee will be discussing Public Works and Park and Recreation, with a final draft to be completed by December 20, 2012. AC Evers requested Board and FD representation at these meetings.

**Fire Marshal**

Fire Marshal O'Hare reported that fire prevention have been completed for this year and acknowledged all of the help that was provided by the Fire Departments in the town. Litchfield has experience a string of serious fires this month and a lot of time this past month was spent on storm preparation and again he praised and thanked all the emergency services for their outstanding work during the storm.

**Department Physicals**

Fire Marshal O'Hare reported both LVA and Litchfield need to complete their physicals as bantam will be the next department to get physicals.

**EMS Business** – Nothing to report

**Communications** – AC Evers requested that the Board look into the use of the old LVA channel to be used as a Town wide frequency for use by all departments. Discussions were held with LVA on this use but the LVA Board of Directors declined to make this available. Chairman Campbell will look into who has actual ownership of the frequency and the equipment at the Camp Dutton Tower site and will report back to the Board.

With no other business to bring before the Board a motion was made by T. Berry seconded by F. Spencer to adjourn the meeting at 7:53. Passed

**Board of Fire Commissioners & EMS**

**Date**