

**MINUTES**  
**Litchfield Board of Fire Commissioners & EMS**  
**November 12, 2015 7:00 PM**  
**Town Hall Annex, 80 Doyle Rd. Bantam, CT**

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

**Members Present:** Chairman John Campbell, Francine Spencer, Gary Shuhi, Paul Parsons

**Members Absent:** Teresa Berry, Douglas Hatstat

**Approval of Minutes –October 8 2015 –F.** Spencer moved to approve the minutes, G. Shuhi seconded and the motion passed unanimously.

**Approve bid for replacing Bantam FD Tanker 33**

Captain Ryan Litwin was present representing BFD and distributed information to the members explaining Bantam's request for a truck replacement. He stated that they formed a committee early this year to look at this replacement. It went out to bid in August, 8 bids packages were sent out and 3 bids were received back. Of the three received back Spartan ERV; the dealer, C&S Specialty was the high bid. A second bid from Northeastern; with the manufacturer Toyne was the low bid and the mid bid was from New England Fire, with US Tanker Corp. being the apparatus builder. The Chair asked Ryan to get copies of all the bids submitted to him so he could discuss them with the Board of Selectman. They decided to go with the New England Fire Apparatus bid with specifications shown on the proposal for a total of \$383,867.60. The truck will come with ladders, hoses and accessories as shown on the proposal. A \$2000. Contingency is requested for radio installation and any unforeseen circumstances. The total with the contingency is \$385,867.40 and is still \$13,132.40 under the total allocated for this truck. A discussion ensued regarding possible extra costs for the truck and perhaps leaving room for a larger contingency in case it is needed.

*P. Parsons moved to approve the purchase from New England Fire Apparatus for a total amount of \$390,000., G. Shuhi seconded and the motion passed unanimously. The Chair asked the Fire Marshal to have this item placed on the next Selectman's agenda.*

**Public Requests/Comments - None**

**Commission Requests – None**

**Budgets – Department, Capital & Operating Budgets**

The Chair noted that \$10,000 request from E. Litchfield for welding and repair of truck 26 will need to be put into Capital. Ed Evers was present to discuss the proposed budgets. For the 16/17 budget year the remainder of the funds are for 3 projects. The town wide air pack replacements has to occur this year because of the expiration of the bottles, the Litchfield bathroom project has \$114, 454 remaining in that account. When the project was put out to bid, all bids, including the low bid, came in over the amount allotted. The original amount allotted was \$125,000. The reason why there is only \$114K in there is because some of it was used for

asbestos removal which needed to be done before the project was bid. The other project is for the roof replacement for the Litchfield FH and the installation of air conditioning in the hall, kitchen and bathroom areas. The roof is currently leaking, some repair was done but continues to leak. The Chair requested putting a holder in the 17/18 Capital budget in the amount of \$10,000 for refurbishing and correcting structural cracks to compartments in E. Litchfield's truck 26 extending the life of the truck for up to 15 years and moving Bantam's parking project out one year to 18/19.

*F. Spencer made a motion to move the Capital Request budget in the amount of \$805,000 to the Board of Selectmen for approval, G. Shuhi seconded and the motion passed unanimously.*

The chair will speak with E. Litchfield regarding money that has already been appropriated for building repairs and the status of these projects. The Chair reminded everyone to get departmental operating budgets to the fire marshal before the December meeting so they can be discussed at that meeting..

### **Fire Marshal**

Dave Rogers noted that the fire departments did a fantastic job during fire prevention week and wanted to thank all the departments for their hard work.

He explained that he would like to update the Firehouse software program to allow Incident reports for calls to be generated and stored in the Cloud. Of course there is an extra fee for this service but he would like to have this up and running for the first of the year. Currently, the Firehouse program allows up to 4 users on individual computers. With the Cloud storage and access, it will allow responders to enter information on calls via cell phones, tablets, etc. making it much easier for incidents to be documented and retrieved. The cost of Cloud storage will be an additional \$2400 on top of the \$1100 we currently pay for licensing. . For an additional \$675 it could allow LCD to generate the report when a call comes in with some of the pertinent information then all the responders will have to input is a narrative and end times. The \$1100 that has already been paid for the licensing will be applied to the \$2400 cost to go to the Cloud. This will make it much easier for companies to complete their reports, allow for sharing of reports and easier reporting purposes. The chair asked whether there was money in the commission budget to cover the cost this year. The yearly fee for this update will be \$3110. A discussion ensued regarding possible accounts where the money could be moved to pay for this program. The Fire Marshal will look at budgets to see if money is available.

Fire Marshal Rogers explained his frustration in the backlog of building inspections that need to be performed. He would like to propose adding another \$10,000 per year to his operating budget to allow the deputies to assist with the inspections. This amount would cover a deputy to work one day a week performing 4 inspections in that time. He estimated that two of his five work days are dedicated to emergency management functions. The emergency management part of this job has grown exponentially and has taken more time away from the fire marshal duties. The commission agreed and suggested that Dave document his concerns and discuss with the First Selectman. Perhaps funds could be found to cover the help requested for the remainder of this year and then add the addition \$10,000 to the budget for next year.

### **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**

**Approve 2016 meeting dates** – F. Spencer moved to adopt the 2016 meeting dates, G. Shuhi seconded and the motion passed unanimously.

**Communications - None**

**Old Business**

- a. Discuss budget for training. – Continued to next meeting.
- b. Discuss budget for equipment – Continued to next meeting.

**New Business** - The Chair requested the new Chief of Litchfield FD to review a 30 year truck replacement list and a 10 year building repair list and talk with the other chiefs to ensure that the list is complete and accurate.

P. Parsons moved to appoint Ed. Evers as the fire commission liaison to the Capital Committee for a two year term, J. Campbell seconded and the motion passed unanimously.

**Adjournment** – G. Shuhi moved to adjourn at 8:49 p.m., F. Spencer seconded and the motion passed unanimously.

Act upon any business to properly come before the Commission

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

**Date**