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Litchfield Board of Fire Commissioners & EMS

Regular Meeting Minutes

Litchfield Fire House, 250 West St, Litchfield, CT.

February 8, 2018 7:00 p.m.

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

Absent: Heather Karpa

Also Present: Sam Kinkade, John Pudlinski, Ryan Litwin, Lisa Rhodes

Call to Order: John Campbell, Chair called the meeting to order at 7:02 p.m.

Approval of Minutes: Regular meeting January 11, 2018, J. Hodges moved to approve the minutes, second D. Hatstat, corrections by P. Parsons under Budgets, second paragraph, third sentence change 0% increase to 0 dollars, fifth sentence change LVA to EMS and last sentence change increase to decrease. J. Hodges moved to approve the minutes with corrections, D. Hatstat second, all ayes, motion passed.

Approval of Special meeting minutes of January 30, 2018, motion made by J. Hodges, second by D. Hatstat, corrections by P. Parsons page 2 fifth paragraph second sentence change LVA to total EMS. Sixth paragraph second sentence change \$381,176 to \$386,176 and sixth sentence change \$382,176 to \$386,176. D. Hatstat moved to approve January 30th minutes with corrections, second J. Hodges, all ayes, motion passed.

Public Requests/Comments: None

Commission Requests: None

Budgets: Capital: J. Campbell reported after meeting with selectmen on Tuesday the capital review meeting has been changed to the Feb. 20th selectman's meeting. At that meeting all capital projects will be reviewed. It is important for members to attend the meeting to answer any questions the selectmen may have and to support the requested projects. After that meeting it will go to the Board of Finance and then to a Town Meeting. Support from all companies is necessary at all meetings.

LVA: Bid project and request for \$134,450.00 Per J. Pudlinski presented the required documents and stated the total bid is for \$134,450.00, with \$100,000.00 coming from capital, \$34,450.00 from LVA. The current contract will become null and void at the signing of this new contract. Bid specs were presented by J. Pudlinski and will be submitted with these minutes.

Motion by P. Parsons to approve the bid as presented by LVA to Bulldog Fire and Emergency Apparatus for the sum of \$134,450.00 with \$100,000.00 coming from capital and the balance of \$34,450.00 from LVA, seconded by J. Hodges, all ayes, motion passed.

Fire Marshal Report: S. Kinkade reported that Deputy Fire Marshal Ethan Walker will be retiring. Once he submits his resignation letter Inspector Ryan Litwin will be appointed as a Deputy. He will be attending Fire Investigation training in February, once he has completed that module he can be appointed as a full Deputy Fire Marshal.

DRAFT

Water Supply: S. Kinkade met with the owner of the Wheeler Rd about the dry hydrant and he is very willing to work with us to keep the system open. He believes fresh water mussels are clogging the strainer because in the past divers had found that problem. He suggests trying that again.

NFIRS: All must be entered ASAP and are due to the State no later than March 18th.

Inspections: Continuing with the 3 year inspections, currently Bantam Rd is being done, once completed Bantam Lake Rd will start and then Torrington Rd. Annuals continue to be completed as they come due.

J. Campbell requested monthly report documents be added to the records, S. Kinkade advised this is currently being done.

S. Kinkade has requested 19 hours for the FM and 6 hours weekly for the deputies for the next budget year.

277 Campville Rd (Group Home) Fire: Arrest has been made.

D. Hatstat asked about the dry hydrant on Blue Swamp Rd. Discussion about the current hydrant, how it works and about the current pilot program which will be tested in the spring. If the program works Public Works will put it in their budget for additional hydrants.

Department Physicals: Currently LVA is being done and Bantam is next. J Campbell advised that a new way to enforce our physical policy must be developed and a way to check on pension points also needs to be addressed. The Chair requests anyone sitting on this board must be current with their physical. A report for all departments was given to members. J. Hodges advised the current policy states physicals are “recommended”, so that wording needs to be changed. J. Campbell advised that can be done by them and will be addressed when developing the new process to start within the next month.

J. Campbell received a Letter from LVA wishing to have Lisa Rhodes as their representative to this commission but until they get a letter of resignation from Heather Karpa she cannot be appointed. H. Karpa’s term will expire in April, if no letter is received before then, a new member can be appointed in April. The commission would like someone from LVA to attend the meeting until a formal representative can be appointed as it is important to for all entities be represented and heard. J. Pudlinski has attempted to reach H. Karpa, several times and ways. He had sent an email to her requesting her signature, which he presented a copy to the Commission, however she has not signed or returned it.

Insurance: J. Campbell explained he will be calling a special meeting soon with Liz Callahan attending to address insurance issues. She will explain workers comp insurance and how members can access other available insurance. Any questions members might have should be sent to J. Campbell prior to the meeting, he will give them to L. Callahan so she can research before the meeting. He would like this to happen within the next few weeks and would like a couple of members’ form each company in attendance. J. Campbell will contact all companies and set the meeting.

Establish a truck committee: J. Campbell wants to establish a committee to study the possibility of combining rescue trucks with pumpers. He wants at least two representative from each company and wants Ed Evers to be a non-voting member also as our capital representative. He would like LVA to be included.

DRAFT

Motion: G. Shuhi moved for all Chiefs to establish rescue replacement truck committee, consisting of two members from each company, with Ed Evers to sit on as a non-voting member, as our representative to the capital committee. A report should be ready by the August meeting. Second by D. Hatstat, all ayes, motion passed.

Software Replacement: Has been tabled and will be removed from further agendas. S. Kinkade will advise when necessary to add.

Communications: None received

Old Business: J. Campville advised all Chiefs are putting together a truck replacement list which can be combined with the new rescue truck replacement committee, with a presentation in September. Separate reports should be submitted for new equipment and removed equipment. LVA needs to be part of this for their ambulances.

New Business: J. Hodges explained their parking lot is cracking and he is trying to maintain the property. He had requested it be crack sealed last year however was told by Public Works his request was too late to try next year. He requested it again this year he was told it was not being done this year. J. Campbell asked J. Hodges to speak directly with R. Alexz and discuss the best way to resolve this situation, if it needs to be added to their budget or if it comes out of the Public Works budget and suggested a meeting on site would be beneficial.

Adjournment: D. Hatstat made a motion to adjourn the meeting at 7:33 p.m. G. Shuhi seconded, motion passed unanimously.

Transcribed by L. Bauer

Date: _____

John Campbell, Chairman