

Litchfield Board of Fire Commissioners & EMS
Meeting Minutes
Bantam Fire House, 92 Doyle Rd., Bantam
August 14, 2014 7:00 PM

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

Members Absent: Aaron Lanthier

Also Present: David Rogers

Call to Order: John Campbell, Chair called the meeting to order at 7:03 p.m.

Approval of Minutes:

T. Berry moved to approve the minutes of the July 10, 2014 meeting as read, second by D. Hatstat. Motion passed unanimously.

Public Requests/Comments: None

Commissioners Request: None

Budgets:

Chair reminds everyone the budget season is approaching and would like everyone to start thinking about capital in October and operating budgets in November-December-January.

Bantam Fire Department Bathroom Project: On Thursday July 31st we received bids for the STEAP Grant; the low bid for the project is \$164,781.00. We will still need approximately \$20,000 more for the project. P. Parsons spoke with L. Paul and was advised there are four possibilities for the additional monies: 1. more state STEAP Grant money, 2. from Capital Non-Recurring or Fund Balance, 3. BFD supplying the money with some return the following year from Capital, or 4. we pay for the it all. L. Paul then instructed me to attend a BOF meeting this past Monday. At that meeting the BOF approved a \$20,000 transfer out of various capital projects. The next step is for the BOS to approve and then a town meeting will be held for final approval.

T. Berry made a motion for Bantam Fire Company to request from the BOS an additional \$20,000.00 for the BFD ADA Bathroom Upgrade Project. Second by F. Spencer, passed unanimously.

Fire Marshal Position:

David T. Rogers is our new Fire Marshal. J. Campbell has signed a letter addressed to L. Losee, Town Clerk, advising that D. Rogers will serve as the Acting Fire Marshal for a period of 180 days beginning at 0:00 hours on August 18, 2014. At the February 12, 2015 meeting the commission will vote to appoint D. Rogers as the permanent Fire Marshal for the Town of Litchfield.

Update of Department Physicals:

Continue to review your rosters and notify those that are still in need of a physical.

EMS Business:

Bantam Fire Department is still working with the State for billing approval for their services. An answer should be available at the next meeting.

Communications: None

Old Business:

T. Berry discussed the four bids for the new NFD truck and advised that the Federal Government has awarded \$358,625.00 to NFD towards the purchase. The difference in price from the recent LFD truck purchased is substantial. Chief Berry is making a comparison list and will present it to the Commission at the next meeting. J. Campbell stated a special meeting may be scheduled to discuss the issue if there is a need before the next scheduled meeting.

New Business:

David Rogers arrived and J. Campbell advised him that a letter to the Town Clerk will be delivered tomorrow with his official start date of August 18, 2014. D. Rogers requested information as to his responsibilities to the Commission. Chair advised the office will run similar to the previous Fire Marshal but different to your style. The meeting schedule and minutes, dress and clothing budget, inspections, fire protection, reporting at each meeting, budgets preparation and the suggestion of separate meetings with each chief to develop a working relationship was discussed.

D. Rogers shared that he has reviewed the status of the office with Sam Kinkade and there are a few ongoing projects. He has taken the new open burning official class and test and is now certified to do the job. He will be scheduling meetings with L. Paul, T. Vannini and P. Gibbs to discuss Emergency Management and his responsibilities with that aspect of the position.

D. Rogers requested the name of the insurance company for the fire companies for the September convention for Chief Koser. J. Campbell advised to check with R. Carroll, Administration Assistant, for that name.

Adjournment:

T. Berry made a motion to adjourn the meeting at 7:35 p.m. F. Spencer second, motion passed unanimously.

Transcribed by L. Bauer

John Campbell, Chairman