

LHFD MONTHLY MEETING MINUTES
THURSDAY, JUNE 11, 2026
7:00 P.M.

The meeting was called to order at 7:25 P.M. with Commissioner Joseph Peddle presiding

ATTENDANCE:

COMMISSIONERS: PEDDLE, ROWAN, KIRCHNER
ACCOUNTANT: MILLER
OFFICE MANAGER: SHERWOOD
FIRE CHIEF: MURPHY (virtual), SAMBROOK
OTHERS: ANDERSON, R. BOGEN

REPORT OF THE CLERK:

Minutes of the May 14, 2026 meeting were presented for approval.

**Motion made by Commissioner Kirchner to accept the May minutes as presented.
Seconded by Commissioner Rowan. No discussion.
Vote 3-0-0, motion carries.**

DISTRICT ACCOUNTANT'S REPORT:

All bank recs were completed for May and reconciled.

**Motion made by Commissioner Kirchner to accept the District Accountant's report
– seconded by Commissioner Rowan.
Vote-3-0-0, motion carries.**

TAX COLLECTOR'S REPORT:

Sandy was not in attendance however her report was reviewed and accepted by the commission.

**Motion made by Commissioner Rowan to accept the District Accountant's report
– seconded by Commissioner Kirchner.
Vote-3-0-0, motion carries.**

OFFICE MANAGER'S REPORT:

Phishing Training – *Select members have received electronic training from ADNET and have 30 days to complete.*

Free FOIA Training – *A free FOIA training session was scheduled with a representative from the State and members of the Trumbull Center and Nichols districts were invited to attend this informative session scheduled for June 25th at 10 am at LHFD Station 2.*

Summer Intern – *Ashley O'Connor is our summer intern and has been a great addition to the team. She has worked on organizing contracts, printing historical QuickBooks reports and*

accountability tags. Accountability tags will now look the same throughout the districts for easy identification of who is an officer and who is an interior firefighter etc.

BARF Mass – Long Hill hosted the annual Bridgeport Area Retired Firefighter’s Mass this year on June 2. The department did a beautiful job, Terrence McGovern was the Reverend and the event was well attended.

Firefighter 2 – President Novak, Chief SanFanAndre and Denise Sherwood will meet later this month to finalize the financial arrangements and scheduling of the August Firefighter 2 class the area departments are co-hosting.

QuickBooks Historical Company – Now that Ashley has created PDF copies of the past 7 years of reports for the historical company and a backup has been created, Denise has reduced the QB plan to the basic level at a cost of approximately \$35 month with hopes of cancelling the subscription all together after the next audit is completed.

Grant – MissionCIT (Jason Decremer) has been contracted with the approval of Chief SanFanAndre and Commission Chair Liam Baker to work on the grant process along with Trumbull Center. For a fee of \$2,000 the work will include a full analysis, meetings as needed, data entry into FEMA and work on grant narratives. It was discussed that if we do not receive grant funding after this attempt, we should consider not trying for a while as all previous attempts did not result in funding.

End of Fiscal Year Financials – Julie Miller, Denise Sherwood, Kathy Wakeley and Rick Wilkins met this morning to discuss and process the end of the year financial transfers. A check for \$518,000 will be left for Commissioner Baker’s signature tomorrow and will then be deposited into M&T Bank by Julie.

Upcoming Audit – Bryan Pennington has left Venman for a different opportunity. Denise and Rick have made connections with the team including Janet, Guy, and Madison regarding the upcoming audit and Commissioner Wilkins has signed the engagement letter to proceed for the year.

Circus Update – The cirque de sole was cancelled entirely therefore no members were hired to cover the event.

BILLS AND VOUCHERS:

No bills were submitted at this meeting.

FIRE CHIEFS REPORT:

Chief SanFanAndre was not in attendance. He forwarded a written report to the Commission prior to the meeting which was reviewed. It was noted that he has taken on a new responsibility as Region 1 and ESF4 Chairperson.

OFFICERS COMMENTS:

LH2 – ROB MURPHY:

Chief Murphy mentioned some operability issues Trumbull is facing now that the Easton FD has moved the Fairfield Regional Dispatch Center along with Fairfield and Westport. They are working out the bugs to make communication between Trumbull and Easton smoother during this transition due to system capabilities and Easton not being on the State system. The goal is to have a better connection as LHFD responds rather than waiting for communications upon arrival at the scene. This may require a new SOP in the future.

Radio project continues. There have been several repairs needed regarding the radios.

- 209 portable radios went down and have been sent out for repair for a flat fee of \$90 which is less than a new radio which sells for approximately \$16,000.
- 200 had a repeater issue and the ground fault needed repair
- Amplifier at Station 2 is not working correctly and does not feed all the speakers in the building. Norcom is troubleshooting, however, because they did not install the original wiring, it is taking them some additional time to address the issue. Norcom should be scheduling a return to Station 2 through Angelo Garcia. It was noted that the connection between the radios and the amp are working and the issue is on the way out.

Commissioner Peddle asked if any of the radio issues were covered under warranty and Deputy Chief Murphy responded that they are not as the installation took place in 2019.

LH3 – JIM SAMBROOK:

Assistant Chief Sambrook again mentioned the phishing training and noted that the firewall project began on Monday. The other IT projects will be completed one at a time for ease of project management. Denise was asked to reach out to Kristy at ADNET to ask them for a quarterly deck of all the things ADNET covers for us.

Commissioner Peddle inquired about our relationship with ADNET and suggested we take this time to consider looking at other companies to manage our IT needs. He will forward the name of a company he heard about and organize a meeting in the future to compare services. Chief Sambrook agreed with this idea.

Chief Sambrook reminded everyone present that as new projects are being taken on there will likely be IT needs that go along with them, and those should be considered when determining the cost of future projects.

Chief Sambrook mentioned he and Chief SanFanAndre were working with MES regarding the purchase of SCBA along with other area departments (Trumbull Center, Bridgeport) in order to receive discounted bulk purchase pricing.

LH4- STEVE VENDITTI:

Not present

OTHER OFFICER COMMENTS:

Station 1 – Captain Brian Williamson: Not present

Station 2 – Lt. Ryan Bogen – was in attendance but had to leave before it was his turn to speak.

Station 3 – Captain Chris Anderson:

Discussed the air conditioning at Station 3 and suggested we get a larger air conditioner for the meeting room. The current one is too small for the space and never shuts off. Commissioner Rowan said he would discuss it with Angelo.

Captain Anderson also said that he has a new driver, John, and a new blue helmet that are both very active.

VEHICLE MAINTENANCE: Commissioner Michael Rowan –

Nothing to report. Denise mentioned that when she spoke with Ryan Bogen earlier that he confirmed that the truck ordered for staff use will not be delivered until the next fiscal year. Commission Wilkins knew this was a possibility and instructed Denise to close the current PO and create a new one for the next fiscal year.

FACILITIES MANAGER REPORT – unavailable for coment

Denise read a written statement provided by Angelo Garcia in his absence.

EQUIPMENT MANAGER REPORT – unavailable for comment

Denise read a written statement provided by Ryan Southard in his absence.

PRESIDENT’S REPORT – FRANK NOVAK – unavailable for comment

Not present

CHAIRMAN’S REPORT: no comments

CORRESPONDENCE:

Commissioner Kirchner read a thank you note from Denise for the flowers that the district sent after her recent medical procedure.

COMMISSIONER’S COMMENTS:

No comments.

OLD BUSINESS:

Strategic Study – nothing to report

Sale of White Tahoe – proposed bid document approved and to be posted on the district website by Monday, June 15th.

NEW BUSINESS:

Discussion on Paratech Air Bag Equipment Purchase – We would like to purchase Paratech Air Bag Equipment before the end of the fiscal year to be utilized for vehicle extrication, rescue, and other emergency operations and will enhance the capabilities and safety of our firefighters during emergency incidents. The funding will come from miscellaneous budget line overages.

Newtown Savings Bank Signers – Julie and Commissioner Rowan will schedule a meeting with a representative from Newtown Savings Bank to add Commissioner Rowan as an additional Operating Account signer. All transactions that Commissioner Rowan signs will be made known to Commission Chairperson Liam Baker in advance and will only be done in Commissioner Baker's absence or unavailability. Additional insurance was added to the policy to cover the additional signer and will take effect on July 1.

Commissioner Peddle asked Denise to remind Angelo to contact him regarding the elevator service contract so it can be finalized.

Motion made by Commissioner Peddle to accept/ authorize the purchase funded up to but not exceeding \$37,500 using remaining funds from the current fiscal year. Seconded by Commissioner Rowan.

Vote-3-0-0, motion carries.

Any other business to be raised by the Commissioners and/or the public –
Nothing.

MEETING ADJOURNED: Motion made by Commissioner Peddle to adjourn the Monthly meeting at 8:18 pm - seconded by Commissioner Rowan.

Vote 3-0-0, motion carries.

The next Monthly Meeting will be held on July 9, conducted here at Station 2, 5400 Main Street beginning at 7:00 p.m.