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By Michele Urch at 3:11 pm, Sep 22, 2026

TOWN OF SUFFIELD

Meeting Minutes
Fire Commission
Special Meeting

Meeting Date:	September 15, 2026
Time:	6:30 p.m.
Location:	Hybrid (In-Person and Zoom) Suffield Police Station, 911 Mountain Road, Suffield CT 06078
In Attendance:	Interim Fire Commission Chair, Colin Moll, Commissioner Bucior, Commissioner Christian, Commissioner O'Hurley, Commissioner Prusi, Commissioner Thibedeau, Commissioner Vindigni, Chief Gauthier, Lieutenant Louis and Recording Secretary Susan Smyth

Call to Order
The meeting was called to order at 6:30 p.m.by Interim Chair Moll.

Pledge of Allegiance

Roll Call

Public Comment
Don Miner addressed the Fire Commission, urging them to take leadership on the renovation or replacement of the main fire station, which he described as the most significant issue facing the fire service in Suffield in the last 50 years. He emphasized that decisions made in the next six months would impact taxpayers for decades, with estimated costs of $15-20 million for the fire station and potentially $50 million for the middle school project that would follow. Don Miner warned that without commission leadership, the Fire Department's needs could be delayed, comparing the situation to the failed Kent Memorial Library replacement proposals that resulted in extensive renovation costs and disruption.

Discussion and Approval of June 9, 2026 Regular Meeting
Interim Chair Moll asked for a motion to accept the June 9, 2026 Regular Meeting Minutes. Commissioner Thibedeau made a motion to accept the June 9, 2026 Regular Meeting Minutes. Commissioner Vindigni seconded. The motion passed with a vote of 5 in favor (Prusi, O'Hurley, Bucior, Thibedeau, and Vindigni), and 1 opposed (Christian).

Commissioner Thibedeau raised a procedural point of order regarding the pattern of uncontextualized opposition votes on minutes over past months, citing Robert's Rules of Order. Commissioner Thibedeau raised concerns about the recent trend of minutes being voted down without justification. Commissioner Thibedeau created a packet and distributed containing By Laws stating Roberts Rules of Order. Interim Chair Moll received legal advice from Attorney Donnelly about voting requirements. Interim Chair Moll mentioned he had received an email from Attorney Donnelly stating does not need to state specific reason needed to be listed in voting no. He will distribute the email to the Commission to review (As of the submission of these minutes, a copy of the referenced email had not been provided to attach).

Opposing commissioner offered no comment when asked for clarification.

Election of Fire Commission Chair
Interim Chair Moll began the Election of Chairperson.

Nominations for the position of Chairman
Commissioner Thibedeau nominated Nathan Prusi for the position of Chairman. Commissioner Vindigni seconded the nomination.

Vote of Nathan Prusi for the position of Chairman. Motion failed 3-3.

Updates from Task Forces
Career Recruitment:
No updates provided.

Volunteer Recruitment and Retention:
Commissioner Vindigni mentioned that they have not met recently. There are no updates.

Facilities:
No updates provided.

Fire Commission Procedures:
Commissioner Prusi discussed the draft policies which were emailed to all the Commissioners to codify the Commission's role in serving as a check and balance. The group agreed to conduct a deeper dive into the five draft policies during the October meeting. Interim Chairman Moll stated he will add this to the October Meeting Agenda to discuss further.

Apparatus:
No updates provided.

Budget:
Commissioner Vindigni stated there was a meeting in July. Commission Vindigni, Commissioner Christian and Chief Gauthier attended this meeting. Also attended was Brad Belcher, Chair of the ACCE Committee and an alternate on the Board of Finance. Looked over was the Current CIP for the Fire Department. General terms were discussed about the spending plan for the FY 26-27 year. The group is working on a deeper dive within its accounts and meeting its overall goals. 5-10-year timeline for CIP focuses on big ticket items. This is to ensure that the correct amount is appropriated each year. There will be another meeting.

Bylaws/Rules and Regulations
Commissioner Perusi presented proposed changes to the Commission's Rules and Regulations, including requirements for 48-hour notice of commission matters, changes to agenda items requiring minority party alignment, and new structure for the order of business to better accommodate new members. The most significant change discussed was how to handle deadlock situations in Chairman or Secretary elections, with three options proposed: majority vote of the board, first select person, or Board of Selectmen. The Commission agreed to review these proposals over the next month, with Interim Chair Moll adding a discussion item to the October agenda. Commissioner Christian requested Interim Chair Moll to have the Town Attorney review the proposed changes for compliance with Robert's Rules and the Special Act.

Commissioner Thibedeau added discussion of Section C Order of Business. If the current layout for meetings is best suited for Commission, the current order can be certainly updated to reflect it. Commissioner Christian stated there needs to be more time to review. Interim Chair Moll stated he will add this to the agenda in October for a discussion and approval.

Commissioner Christian added that he would like to have this looked at by legal. He believes there are conflicts with Roberts Rules and the Special Act. Commission Vindigni pointed out when the Attorney does take a look, to consider the Provision in Town Charter states the Fire Chief reports to the First Selectman for daily operations. Item 6 states that the Fire Chief is absent as far as within administrative functions. Injecting the Chairman of Fire conflicts with Town Charter

for administrative duties. Commissioner Thibedeau asked Commissioner Christian what he identified was a violation of the Roberts Rules or Special Act. Commissioner Christian raised the point about the Chairman doing the agenda and believes Roberts Rules is majority of the Commission which consists of 4 and not 2. Commissioner Prusi addressed Commissioner Christian that it was not changing the agenda, it was constructing the agenda. Interim Chair Moll reiterated he will follow up with the Town Attorney to make sure everything lines up.

Chief Gauthier asked to strike out that the Chief in picking a Commission member. He believes it will create bias.

Discussion on Review and Updating of By-Laws
Discussed in previous discussion. Nothing to add.

Discussion on Review of Policy and Procedures
Chief Gauthier discussed changes to the Medical Response Policy and Mutual Aid Response Policy. The Medical Response Policy now allows all department members with medical certifications to respond to calls while those without certifications remain on standby at their stations, not just the Career Staff. He reported progress on an out-of-town Mutual Aid Policy being developed by Lieutenant Louis, which will clarify procedures and equipment assignments. Both still in draft form.

Commissioner Vindigni asked if there needed to be input from the Police Department since they process the incoming receipt of information. Chief Gauthier stated there would not be much change for the Police Department. However, they will be informed.

Commissioner Thibedeau inquired about how many Volunteers could respond collectively. Chief Gauthier stated if there is medical certification they can all respond. However, if they do not have certification, they will go to station on standby for coverage. Commissioner Thibedeau inquired whether a designated EMS Officer or point of contact within the Fire Department would be identified. Chief Gauthier stated that Lisa had previously served in that capacity but had stepped back, and that two volunteers are currently responsible for inventory. Commissioner Thibedeau inquired whether the individuals responsible for inventory should be identified within the policy and updated as necessary and asked about the frequency of equipment checks when Squad 1 is the responding unit. Chief Gauthier stated that the equipment is checked daily. Commissioner Thibedeau noted that the frequency of equipment checks may be appropriate to include in the policy if a separate policy addressing the matter is not developed. Commissioner Thibedeau further reminded Chief Gauthier to distinguish between effective dates and draft policies, noting that an effective date indicates when a policy is placed into force, whereas a policy in draft form remains subject to discussion and review. She commended it was a great start.

The meeting covered several updates including thank you letters from community members for various services, Captain Cannon's brief leave of absence, and Firefighter Liquori's resignation to accept a position in his hometown. Financial concerns were raised regarding vehicle maintenance costs, particularly for sensors and other equipment reaching their half-life, with costs reaching $5,000 per replacement.

Fire Chief's Report
Correspondence:

- Thank you from 32 Greenbrier for the department helping to get in locked house.
- Thank you from the Lynch's for assisting with a Lockout of vehicle with Baby inside.
- Thank you from Terry from the Senior Center for participation with High Tea.
- Terry from the Senior Center wanted to express how kind it was when she had witnessed career staff at Suffield Market interacting with children. It was a very sweet interaction.
- Letter from the Cadets praising Advisor McIntyre leadership and the complete turnaround in the past 6 months.

Financials:
Chief Gauthier presented financials.

Calls and Activities:
Chief Gauthier reported that the department responded to 48 calls for service during the past month.

Calls of Interest

- Motor Vehicle accident with Entrapment on Quarry Road.
- Small house fire on Pheasant Lane.
- Mutual Aide structure fire in East Granby.
- 1160 South Street commercial ware house fire. Mutual aide from Bradley, Enfield and Thompsonville.

Activities

- 9/11 Barbeque at Fire Station.
- Part time fire fighter exam.
- Violent intruder tabletop with other first responder departments in town.
- Part Time interviews.
- National Night Out.
- Officers Meetings.
- Fire extinguisher training with Lieutenant Louis.
- Town Employee Lunch at Fire House.

Apparatus:

- Vehicle Maintenance budget is being used quicker than anticipated. A lot of apparatus is at the half life. Therefore, maintenance cost going up. Commissioner Vindigini asked if this was by surprise. Chief Gauthier believes DEF Filters and Sensors are costly repair.

Station and Facilities:

Chief Gauthier mentioned Station Four is still a work in progress. Floors have been measured and ordered. The Women's Club donated a forcible entry prop worth $14,000. Allows department to practice Forcible Entry on multiple types of doors. The department is very grateful for this donation. Four Thermal Imaging cameras were received from the Zack Grant. They will be put on Squad 1, Car 1, Engine 4 and in Captain Nicora's vehicle.

Equipment:

Chief Gauthier stated that they have been experiencing higher than expected vehicle maintenance costs. Particularly for DEF filters and sensors. With each sensor replacement costing approximately $5000. Chief Gauthier is exploring alternative maintenance options including Fleetmasters in Windsor Locks.

Personnel:

- Captain Cannon is taking a short leave of absence. He will return in a few days.
- The 2 new Part-time firefighters started this past Saturday and Sunday and did a great job.
- Firefighter Liquori has submitted a letter of resignation. He has accepted a position with Town of Enfield.

Commissioner Thibedeau requested that the minutes reflect the Commission's sincere appreciation of Firefighter Liquori for his time, service, and contributions to the Town of Suffield and the Fire Department.

Commissioner Thibedeau inquired as to when the posting was anticipated to be issued. Chief Gauthier addressed the matter which led to the next topic of discussion.

Career:

Eric Muniz was hired as a Part-Time Firefighter last month. Chief Gauthier recommended promoting Eric Muniz as a Career Firefighter to take the place of Firefighter Liquori. The start of hiring a Part-Time Firefighter will begin.
Commissioner Thibedeau inquired regarding the process for selecting candidates from an established applicant list, including whether discretion may be exercised in determining which candidate is considered next or whether candidates must be considered off the list in order. Interim Chair Moll explained when there is a group of candidates, selection of the candidate considered best suited for the position is acceptable. Chief Gauthier stated that he had consulted with Human Resources and was advised that, if there were no candidates on the list the Department wished to pursue, it was permissible not to move forward with a candidate.

Commissioner Thibedeau noted during the prior Part-Time hiring process, only two candidates were presented to the Commission for consideration for the two positions and that the Commission was not provided with the broader pool of applicants for review. Commissioner Thibedeau stated that, moving forward, a fair, consistent, and impartial process for reviewing and presenting candidates would be advisable. Commissioner Thibedeau continued confidence in the process as long as all certifications and requirements were vetted and approved by HR. Motion was made by Commissioner Vindigni to approve Eric Muniz as a Full-Time Firefighter. Seconded by Commissioner Perusi. Vote: 6–0 in favor. Motion passed unanimously.

Commissioner Christian expressed his trust in the Chief's past hiring decisions and candidate recommendations and stated his support for the Chief's recommendation for the position.

Commissioner Christian brought the discussion back to the motion to accept the discussed financials. The motion was made to accept the financials as presented. Vote: 6–0 in favor. Motion passed unanimously.

Chief Gauthier reviewed calls and activities and as of recent, there has been an uptick of vehicles in the brook. No issues were reported.

Volunteer:

- Volunteer John Flanagan put in a leave of absence
- Alexander Honey is in Fire Fighter 1
- James Quinn is now online and responding to calls.
- Eric Vincent is online and responding to calls.
- Orlowski is in Fire Fighter 1
- Captain Cannon is on a leave of absence.
- John Guzie has put in for a leave of absence for Personal reasons.
- Nikki Robles is starting Fire Fighter 1 in the Spring with 2 more joining her.

Commissioner Vindigni discussed a comparison that Chief Gauthier shared comparing staffing from April 2026 and September 2026. There has been an increase of 8 members. Volunteers are up from 11 to 19 members. Commissioner Vindigni is glad to see that. Interim Chair Moll agreed and thanked Chief Gauthier. Commissioner Christian also wanted to express his thanks to Chief Gauthier, Lieutenant Louis and Engineer Domin for the BBQ cookout for 9/11. The Fire Department was well represented at the golf tournament. Commissioner Christian believes it showed great support from the Town of Suffield and that we never forget 9/11.

Commissioner Thibedeau referenced the June 9 Chief's Report regarding individuals interested in re-joining the Department and inquired about the status of their Volunteer requests and onboarding. Chief Gauthier clarified that Paul Caginalp was not part of the Shift Program and that his inclusion was an error, and that John Shelanskas had withdrawn his request.

Chief Gauthier reported that performance information for the remaining candidates did not meet the standards outlined in a recently drafted policy. Commissioner Thibedeau questioned applying standards from a policy that was not yet formally in effect and emphasized the importance of a fair, consistent, and established process. Chief Gauthier noted that other existing policies may apply.

Commissioner Thibedeau inquired how everyone is doing with the new requirements now that it has been a couple of months. Inquiring if everyone has been meeting the 20%. Chief Gauthier noted that all members are meeting the 20% except Firefighter Hudson who is at 15-20%.

Commissioner Thibedeau referenced a previous Chief's report identifying Hudson Wang and Paul Caginalp as individuals interested in the Shift Program. Commissioner Thibedeau noted that reflected in the minutes when Hudson had completed Firefighter I training, however she was unable to locate in the minutes when the date was when he was accepted as a member by vote of the Fire Commission. Chief Gauthier noted that his onboarding appeared to have occurred prior to his

tenure. Commissioner Thibedeau expressed concern is if Hudson was onboarded during a period at the beginning of the year when Commission business was limited to matters related only to the election of a Chairman.

Chief Gauthier stated that the policy for the program was within the Chief's discretion. Commissioner Thibedeau agreed that it was, however, if Hudson had not been formally presented to and approved by the Commission as a member of the Fire Department, the matter would require further review and should be addressed promptly. Commissioner Thibedeau stated that she had been unable to locate documentation of a Commission vote or approval in the minutes to date. Chief Gauthier shared he would look into it.

Cameron Wood reached out about the Shift Program.

Lieutenant Reports
Lieutenant Louis presented training activities.

- Saturday morning functional physical fitness training. Including tire flipping, sludge hammer and dummy drag.
- Forcible Entry Prop Training.
- Monday night training first week canceled.
- Members from Bradley Fire came to go over Power Point on what to do in an emergency at the airport.
- Wyatt McIntyre who is in charge of Cadet Training did basic pumping and hose advancement. Also, functional fitness training.

Chairman and Secretary Reports and Updates
Chairman:

- None

Secretary:

- Commissioner Thibedeau informed if anyone has anything for discussion purposes, please bring at the end of meeting. Then we can include in the minutes.

Interim Chairman Moll wanted to recognize all that participated in Suffield on the Green and National Night Out. Wanted to thank Chief Gauthier for the invitation to the 9/11 Barbeque. Also, PZC is meeting is Tomorrow night if anyone wants to log in to attend.

Adjournment
Commissioner Thibedeau made a motion to adjourn the meeting. Commissioner Perusi seconded the motion. Vote: 6–0 in favor. Motion passed unanimously.

Respectfully submitted,
Susan Smyth
Recording Secretary

Amanda Thibedeau
Fire Commission Secretary

Attachments:
(1) Town of Suffield Board of Fire Commissioners Rules and Regulations and Roberts Rules Order of Minutes packet from Commissioner Thibedeau, (2) Fire Chief Reports from 9/8 and 8/4, (3) August Incident Report, (4) Financials, (5) Medical Response Policy, (6) Cadet Parent Thank You letter, (7) Out of Town Mutual Aid Responses Policy, (8) Updated Staffing Comparison April to September 2026, (9) Lieutenant's Report.

Town of Suffield

Board of Fire Commissioners

Rules and Regulations

I. BOARD OF FIRE COMMISSIONERS

A. The Board of Fire Commissioners shall carry out all the duties and responsibilities as granted in Special Act No. 89 and Act establishing a Fire Department in the Town of Suffield and by the Town Charter.

B. The Board of Fire Commissioners shall have general management, supervision and control of the department, shall have sole power of appointment, promotion and removal of officers and department members and shall establish such policies and procedures as needed for the smooth and efficient operation of the department.

C. The Chief of the department or his designee, shall be the senior official at the scene of an emergency. Commission members shall have no operational authority on an emergency scene and should not attempt to direct or control an emergency operation or fire.

II. RULES AND REGULATIONS FOR CONDUCT OF MEETINGS

A. TYPES AND SCHEDULE OF MEETINGS

1. REGULAR MEETINGS-The commission shall establish its schedule of meeting dates, times, and location at or before the Regular Meeting held in November each year.

   Regular Meetings may be suspended by vote of the Commission.

   The annual schedule of Regular Meetings shall be posted in the Town Clerk's office by January 1st of each year.

2. SPECIAL MEETINGS-Special meetings may be convened either by the Chairmen or, upon the request of a majority of the Commission members.

Special meetings may be called up to 24 hours before the time set for the meeting by posting a notice in the Town Clerk's office. The notice shall state the time, place, and business to be transacted. No other business may be transacted.

Commission members shall be notified no later than 24 hours before the meetings. Notice must be made by verbal contact or via email.

3. EMERGENCY MEETINGS-Emergency Meetings may be convened either by the Chairman, or upon the request of a majority of the Commission members.

   Emergency Meetings may be held to address critical matters without complying with the preceding notice requirements. However, minutes, including the reason for the emergency meeting must be filed with the Town Clerk within 72 hours after the meeting.

B. AGENDAS

1. A written agenda shall be made available by the Chairman and posted in the Town clerk's office of all Regular and Special meetings at least 24 hours before the meeting.

2. A copy of the agenda shall be transmitted to Commission members and others who have requested the same prior to the meeting. A fee may be established by the Commission to recover the cost of such individual requests.

3. Any Commission member desiring to have a topic listed on the agenda shall contact the Chairman at least 9 days prior to the meeting.

4. Any item can be added to the agenda at any Regular Meeting by 2/3 vote of the Commission members present and voting.

5. The order of the agenda may be modified, if necessary, by vote of the members present and voting.

6. Relevant public input regarding agenda items shall be allowed under the direction of the Chairman.

C. ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Roll Call (silent)
4. Introduction of New Members
5. Secretary's Report
6. Minutes:
7. Financials:
8. Correspondence:
9. Calls & Activities:
10. Public Comment:
11. Old Business:
12. New Business:
13. Chief's Report:
    - Fire Apparatus:
    - Fire Stations:
    - Equipment:
    - Personnel:
    - Applications:

      New Recruit Status:

      Change in Member's Status:

      Training:
14. Incident-Commander's Report:
15. Chairperson's Report
16. Adjournment:

D. <u>MINUTES:</u>

1. Minutes shall be taken by the Commission secretary or such individual as designated.

2. The secretary or their designate shall prepare type-written minutes and file them with the town Clerk within 7 days following the meeting.

3. The minutes must contain the record of each member's vote upon any issue and be made available to the public on request within 48 hours, excluding weekends and holidays.

E. PARLIAMENTARY PROCEDURE:

1. The Commission shall follow "Roberts Rules of Order" in conducting its meetings.

2. A majority of the members of the Board shall constitute a quorum.

3. The Chairman shall rule on points of order, and such ruling shall be final.

4. Meetings shall be held in accordance with the "Connecticut Freedom of Information Act."

F. CORRESPONDENCE:

1. Correspondence shall be handled by the Chairman or in his absence a Commission member as designated by vote of the Commission.

G. FINANCIAL:

1. The Commission members, with the assistance of the Chief, shall formulate an annual operating budget for each fiscal year.

2. The proposed budget shall be submitted in accordance with procedures and times specified by the Board of Selectmen, but not later than January 1st for the year.

3. The Chief of the Department shall be authorized to approve and expend funds within the approved budget as required in the daily operation of the department.

4. All policies and procedures adopted by the Town Treasurer and the Board of Fire Commissioners relative to expenditures shall be strictly adhered to.

5. The allocated budget shall not be exceeded except with approval by the Board of Fire Commissioners and the Board of Finance.

6. In the Absence of the Chief, the chief, with prior approval of the Commissioner Chairman may delegate some or all of his administrative duties to other department personnel, or the commission Chairman may assume the administrative duties of the Chief.

III. AMENDMENTS

A. Any proposed amendment to the rules and regulations in Article I and/or II shall be submitted in writing at a Regular Meeting of the commission. Such proposed amendment shall thereupon be read and without further action shall be laid upon the table until the next Regular Meeting of the Commission when the same may be considered and acted upon, and such proposed amendment shall become part of these rules and regulations when adopted by vote of 2/3 of active members of the commission. All members shall receive a copy of the proposed change (s) before voting thereon.

Revised: June 2024

Approved: July 2024

Paul Christian, Chairman

Board of Fire Commissioners

If you've adopted Robert's Rules, much of your meeting planning is done for you. This order of business framework is really all you need to develop your meeting agenda.

Approving the minutes

In the years before word processors and copy machines, the secretary wrote the minutes of meetings in a book kept for that purpose. When the next meeting rolled around, the secretary read the minutes, the chairman asked for any corrections, and the secretary made notations in the margins of the minutes being corrected.

Today technology has made its mark on meeting minutes. The secretary can now draft the minutes and easily send copies to the members for them to read before the meeting; then members can come to the meeting prepared with any corrections. You can still read the minutes aloud to the members in the meeting, if you want to, but if time is precious, distribute the draft of the minutes in advance.


WARNING

You need to be mindful that minutes drafted ahead of time aren't the official minutes *until the members approve them*. Because changes may be made in the minutes before they're approved, it's good practice for the secretary to note somewhere on the distribution copy that it's a "draft for approval" at the next regular meeting. Flip to Chapter 17 for the complete breakdown of how to write good minutes.

Members who make notes of any corrections to meeting minutes are able to keep accurate records if they keep their copies of the draft minutes on file (if a final version isn't automatically distributed to them at a later date).

Handling the approval of your minutes

Contrary to popular belief, a motion to approve minutes is unnecessary and a waste of time.

The process for approving minutes (as opposed to their correction after having been approved) involves only taking and

disposing of proposed corrections followed by the presiding officer's declaration that the minutes are approved.

The presiding officer says, "The minutes have been [read/distributed] to you. Are there any corrections?" If corrections are offered, the chair handles each by offering the correction to the membership, just to be sure everyone agrees that the correction is accurate. When no (further) corrections are offered, the presiding officer says, "If there are no (further) corrections . . . (pause) . . . the minutes are approved as [read/distributed/corrected]."

That's all there is to it.



WARNING

It's never in order for a member to simply object to the approval of minutes. If a member has some objection to the content of the minutes, they must offer a correction. If disagreement arises about the correction, the correction can be amended using the rules for amendments. Check out Chapter 9 for details on procedures for handling amendments.

Approving minutes by committee

If the assembly isn't meeting again for a long time (if at all), such as in annual membership meetings, conventions of delegates, or the last meeting before a periodic change of some or all of the assembly's members, such as in a board or other elected body, the process of approving the minutes is delegated to a special committee or an executive board. This practice produces an approved and legal record of the meeting shortly after the meeting closes but before memories of what occurred in the meeting fade.



WARNING

If yours is a group that customarily deals with minutes by a motion to "dispense with the reading of the minutes," you need to make a change. Your intent is probably to approve them with that motion, but you don't actually approve anything. You just agree not to read them at that time. If you've adopted a motion to dispense with the reading of the minutes, you've not foregone their reading. You've delayed it.

TOWN OF SUFFIELD

FIRE DEPARTMENT

DATE: 09/8/2026

TO: Town of Suffield Fire Commission and Suffield First Selectman Colin Moll

FROM: Brian Gauthier, Fire Chief, Suffield Fire Department

RE: Fire Chief's Report

Policy/Procedure: 1) Medical Response Policy
2) Mutual Aid Response Policy

Correspondence: Thank You from Terry at the Senior Center (also SVM experience)
Thank You from 32 Green Briar to LT Louis and FF Griffin (lock out)
Thank you from the Lynch's (MV Lockout with baby inside)
Captain Cannon Leave of Absence until 9/21/26
Thank you from Sunrise Day Campers
Letter from Cadet parents Praising FF McIntyre's Leadership with Cadets
Letter of resignation from FF Liquori

Financials: See Attached

Calls and Activities: See Attached:

Calls:	48
Mutual Aid Given:	0
Mutual Aid Received:	1

8/1 PT FF Exam CFA
8/4 Violent Intruder Tabletop
8/4 National Night Out
8/5 Officer's Meeting
8/6 Town Employee Extinguisher Training

8/6 PT FF Interviews
8/8 UT-1 attended the Town Green Car Show
8/19 Hosted Town employee lunch
8/20 PBC Meeting to Endorse Option 1 for new Firehouse
8/24 Special Commission Meeting

Apparatus: Engine 3 DEF sensor and head unit replaced

Stations and Facilities:
Station 1- N/A
Station 2- N/A
Station 3- N/A
Station 4- Work in Progress-Showers and Sinks done-next is flooring

Equipment: Forcible Entry Prop Donated by the Women's Club of Suffield
(4) Seek TIC's Ordered through Zak Grant
Helmets/Boots/Gloves/Coats/Pants ordered

Personnel:

Career: PT FF Muniz and Russo were given offers and accepted (start 9/5/26)
FF Liquori Resignation last Shift 9/11/26

Volunteer:

John Flanagan-Leave of Absence (Injury)
Alex Honey- Firefighter I
James Quinn- Online
Beau Orlowski- Firefighter I
Eric Vincent- Online
Captain Cannon- Leave of Absence (vacation)
John Guzie- Leave of Absence (personal)
Nikki Robles- Onboarded Enrolled FFI Spring 2027

Shift Program:

Paul Caginalp
Hudson Whang

TOWN OF SUFFIELD

73 Mountain Road, Suffield, Connecticut 06078
www.SuffieldCT.gov

Brian Gauthier
Fire Chief
BGauthier@SuffieldCT.Gov
860-668-3303

Board of Fire Commission Summer Report 8/4/2026

To All,

I hope everyone is having a great summer and finding some time to relax. We have been busy at the FD with high call volumes and many events planned for or residents. Both our new career and volunteer firefighters are stepping up and finding their place in the department. Thank you for the continuous support and I look forward to our meeting in September. As a reminder, I will be on vacation 8/8-8/15. LT Louis will handle day to day operations and Capt. Nicora will have operational control.

-Chief Gauthier

Incidents: See Attached

Activities:

- 6/3 Cirma Pre-OSHA visit-minor infractions that have been corrected
- 6/5 Duty Crew Served High Tea at the Senior Center
- 6/15 Yearly Fire Extinguisher Testing was completed
- 6/24 Swearing in Ceremony
- 6/25 Chief attended CCM Leadership Training at Guilford Community Center
- 6/27 Suffield Summer Fair/Fireworks Mutual Aid from: Enfield FD, East Granby FD, and Southwick FD
- 7/15 Budget Task Force met with ACCE Chair
- 7/20 Annual Pump Testing was completed
- 7/23 FD Hosted Employee BBQ
- 7/24 Annual Hurst (extrication) Tool Maintenance completed

The Fire Department also provided the following services to Summer Camps:

- (8) Sunrise Waterslide visits
- (4) Sunrise Egg Drop Competitions
- (3) Spaulding Water Day visits
- (2) Spaulding Hero Day visits

Part Time Firefighter Positions:

5 applicants tested on 8/1
Interviews to follow

TOWN OF SUFFIELD

73 Mountain Road, Suffield, Connecticut 06078
www.SuffieldCT.gov

Brian Gauthier
Fire Chief
BGauthier@SuffieldCT.Gov
860-668-3303

Three new volunteers are scheduled to take the CFA's Firefighter I Course:

Beau Orlowski-	Fall 2026
Alexander Honey-	Fall 2026
Suzanne Robles-	Spring 2027

June Training:

6/8 - Water supply with EGFD - in EG
6/15 - Water supply with EGFD - in Suffield
6/22 - RIT
6/29 - Burn building with EGFD (not live burn) - ladder work, hose stretch and search and rescue

July Training:

7/13 - Pre-connect - minute man load
7/20 - 1760 Mapleton Ave
7/27 - hose and water supply

Upcoming August Training:

8/10 - Airport drill - Bradley Fire *scheduled - outside speaker
8/17 - Extrication
8/24 - live burn
8/31 - Doll house - smoke/fire flow *scheduled - outside speaker

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	08/2026	Grand Total
Accidental alarm	4	4
CO alarm	1	1
Citizen assist / service call	8	8
Electrical power line down / arcing / malfunction	1	1
Fire / smoke alarm	12	12
Gas alarm	1	1
Malfunctioning alarm	6	6
Motor vehicle collision	1	1
Motor vehicle collision extrication / entrapment	1	1
No appropriate choice (medical response)	1	1
Odor investigation	3	3
Other Alarm	1	1
Other false call	2	2
Other outside fire	1	1
Person in distress	1	1
Structural involvement	2	2
Unknown problem (medical)	1	1
Well person check	1	1
Grand Total	48	48

3-EMS

0 - Mutual Aid Given

1 - Mutual Aid Received

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
26-0000319	8/2/26	04:34	685 HALE Street	Accidental alarm	N\A
26-0000321	8/2/26	23:33	30 MICHAEL Lane	Malfunctioning alarm	N\A
26-0000320	8/2/26	18:00	133 COLD SPRING Lane	Fire / smoke alarm	N\A
26-0000322	8/3/26	06:15	66 N MAIN Street	Citizen assist / service call	N\A
26-0000323	8/3/26	07:50	102 DIANE Lane	Citizen assist / service call	N\A
26-0000324	8/3/26	10:55	776 THOMPSONVILLE Road	Odor investigation	N\A
26-0000325	8/3/26	12:16	190 MARBERN Drive	Citizen assist / service call	N\A
26-0000326	8/3/26	13:39	699 QUARRY Road	Motor vehicle collision extrication / entrapment	N\A
26-0000327	8/4/26	15:39	24 PHEASANT Lane	Other outside fire	Structural involvement
26-0000328	8/4/26	23:48	2 EMILY Way	Citizen assist / service call	N\A
26-0000330	8/6/26	21:08	5 FIRESTONE Drive	Other Alarm	N\A
26-0000329	8/6/26	19:40	138 GRIFFIN Road	Fire / smoke alarm	N\A
26-0000331	8/7/26	06:51	260 MOUNTAIN Road	Fire / smoke alarm	N\A
26-0000332	8/7/26	10:51	0 HAZARD Avenue	No appropriate choice (medical response)	N\A
26-0000333	8/7/26	22:45	578 EAST Street S	CO alarm	N\A
26-0000334	8/8/26	11:10	82 N MAIN Street	Fire / smoke alarm	N\A
26-0000335	8/8/26	13:27	82 N MAIN Street	Fire / smoke alarm	N\A
26-0000336	8/9/26	01:01	240 FAIR HILL Lane	Gas alarm	N\A
26-0000337	8/9/26	01:50	28 BRAMBLE BUSH Circle	Structural involvement	N\A
26-0000338	8/10/26	15:38	17 STRATHMORE Lane	Malfunctioning alarm	N\A
26-0000339	8/12/26	13:43	350 MOUNTAIN Road	Fire / smoke alarm	N\A
26-0000340	8/12/26	16:43	7 PEMBROKE Drive	Other false call	N\A

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
26-0000341	8/14/26	13:33	18 MEADOW WOOD Drive	Accidental alarm	N\A
26-0000342	8/15/26	09:02	1260 SPRUCE Street	Other false call	N\A
26-0000344	8/15/26	19:09	500 MOUNTAIN Road	Odor investigation	N\A
26-0000343	8/15/26	10:57	350 MOUNTAIN Road	Malfunctioning alarm	N\A
26-0000345	8/16/26	17:13	949 NORTH Street	Fire / smoke alarm	N\A
26-0000346	8/16/26	17:52	133 BRIDGE Street	Fire / smoke alarm	N\A
26-0000347	8/16/26	19:29	56 FOURTH Street	Citizen assist / service call	N\A
26-0000348	8/17/26	03:11	4 STILES Lane	Fire / smoke alarm	N\A
26-0000349	8/17/26	10:33	1060 SHELDON Street	Accidental alarm	N\A
26-0000350	8/18/26	11:38	801 THOMPSONVILLE Road	Odor investigation	N\A
26-0000351	8/18/26	12:10	1153 EAST Street S	Citizen assist / service call	N\A
26-0000352	8/18/26	18:00	140 PILGRIM Lane	Citizen assist / service call	N\A
26-0000353	8/19/26	09:00	1552 HILL Street	Citizen assist / service call	N\A
26-0000354	8/19/26	22:29	1760 MAPLETON Avenue	Accidental alarm	N\A
26-0000355	8/20/26	11:19	920 SUFFIELD Street	Malfunctioning alarm	CO alarm
26-0000356	8/21/26	02:37	7 EMILY Way	Unknown problem (medical)	N\A
26-0000358	8/21/26	14:51	1146 SUFFIELD Street	Motor vehicle collision	N\A
26-0000360	8/21/26	23:20	390 BOSTON NECK Road	Well person check	Law enforcement support
26-0000361	8/22/26	19:18	125 BRIDGE Street	Fire / smoke alarm	N\A
26-0000362	8/22/26	19:35	4 STILES Lane	Fire / smoke alarm	N\A
26-0000363	8/25/26	21:27	1160 Street S	Structural involvement	N\A

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
26-0000364	8/27/26	07:55	73 MOUNTAIN Road	Person in distress	N\A
26-0000365	8/27/26	14:36	975 THRALL Avenue	Malfunctioning alarm	N\A
26-0000366	8/28/26	11:50	223 FAIR HILL Lane	Malfunctioning alarm	N\A
26-0000367	8/28/26	20:43	623 FOREST Road	Electrical power line down / arcing / malfunction	Other outside fire
26-0000368	8/30/26	21:20	1760 MAPLETON Avenue	Fire / smoke alarm	N\A

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR: 0151011 FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50160 PAYROLL							
0151011 50160 PAYROLL	856,434	856,434	123,810.99	.00	.00	732,623.01	14.5%
50210 EMPLOYEE BENEFITS							
0151011 50210 EMP BEN	65,517	65,517	9,181.25	.00	.00	56,335.75	14.0%
50219 RECRUITING/RETENTION							
0151011 50219 RECRUIT	5,000	5,000	.00	.00	.00	5,000.00	.0%
50310 CONTRACTED SERVICE							
0151011 50310 CONTR SVC	0	0	183.45	.00	.00	-183.45	100.0%
50344 HEALTH SERVICES							
0151011 50344 MEDICAL EX	6,000	6,000	553.00	.00	.00	5,447.00	9.2%
50384 UNIFORMS AND CLEANING							
0151011 50384 UNIFORMS A	9,000	9,000	796.98	.00	.00	8,203.02	8.9%
50419 MTNCE FIRE RADIOS							
0151011 50419 MTCE RADIO	1,000	1,000	.00	.00	.00	1,000.00	.0%
50433 REPAIRS AND MAINTENANCE EQUIPM							
0151011 50433 REPAIRS AN	14,000	14,000	1,915.00	.00	.00	12,085.00	13.7%
50435 REPAIRS AND MAINTENANCE BUILDI							
0151011 50435 RM - BLDG	8,000	8,000	.00	.00	.00	8,000.00	.0%

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR: 0151011 FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50436 REPAIRS AND MAINTENANCE VEHICL							
0151011 50436 RM VEH	65,000	65,000	2,366.00	.00	12,616.37	50,017.63	23.0%
50439 SERVICE MAINTENANCE CONTRACTS							
0151011 50439 SERV MAINT	31,000	31,000	12,899.08	.00	4,050.00	14,050.92	54.7%
50530 POSTAGE							
0151011 50530 POSTAGE	50	50	.00	.00	.00	50.00	.0%
50581 MILEAGE/CAR ALLOWANCE							
0151011 50581 MILEAGE/CA	40	40	.00	.00	.00	40.00	.0%
50610 OFFICE SUPPLIES							
0151011 50610 OFF SUPP	1,000	1,000	354.20	.00	.00	645.80	35.4%
50626 GASOLINE							
0151011 50626 GASOLINE	4,000	4,000	134.90	.00	.00	3,865.10	3.4%
50628 DIESEL FUEL							
0151011 50628 DIESEL FUE	12,000	12,000	1,188.81	.00	.00	10,811.19	9.9%
50690 OTHER SUPPLIES							
0151011 50690 OTHER SUPP	1,000	1,000	275.88	.00	.00	724.12	27.6%
50693 FOOD SUPPLIES							
0151011 50693 FOOD SUPPL	2,000	2,000	166.14	.00	.00	1,833.86	8.3%

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR: 0151011 FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50725 EQUIPMENT FIREFIGHTING							
0151011 50725 EQ FIRE	40,000	40,000	3,747.39	.00	.00	36,252.61	9.4%
50726 FIRE EQUIP RADIOS							
0151011 50726 FIRE RADIO	3,400	3,400	.00	.00	.00	3,400.00	.0%
50733 FURNITURE, FIXTURES AND EQUIPM							
0151011 50733 FURNITURE,	9,000	9,000	199.98	.00	.00	8,800.02	2.2%
50810 DUES AND FEES							
0151011 50810 DUES AND F	2,000	2,000	50.00	.00	.00	1,950.00	2.5%
50812 TRAINING							
0151011 50812 TRAINING	28,000	28,000	604.54	.00	.00	27,395.46	2.2%
TOTAL FIRE COMMISSION	1,163,441	1,163,441	158,427.59	.00	16,666.37	988,347.04	15.0%
TOTAL EXPENSES	1,163,441	1,163,441	158,427.59	.00	16,666.37	988,347.04	

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,163,441	1,163,441	158,427.59	.00	16,666.37	988,347.04	15.0%

** END OF REPORT - Generated by BRIAN GAUTHIER **

TOWN OF SUFFIELD

FIRE DEPARTMENT

Medical Response Policy

Policy Number: 0004
Effective Date: July 14, 2026
Authorized By: Fire Chief and Suffield Board of Suffield Fire Commission

Section 1. Authority

This policy is issued under the authority of the Fire Chief of the Suffield Fire Department ("SFD") and pursuant to the Town of Suffield's responsibility to provide emergency services in accordance with applicable state statutes, municipal ordinances, and recognized standards of care.

Section 2. Purpose

The purpose of this policy is to establish the conditions and procedures under which the Suffield Fire Department shall respond to medical incidents when primary emergency medical resources are unavailable, and to define the responsibilities of SFD personnel during such responses.

Section 3. Scope

This policy applies to all members of the Suffield Fire Department, including career personnel and volunteer members. Provisions relating to medical care apply specifically to members who hold a valid medical license recognized by the State of Connecticut.

Section 4. Activation Criteria

The Suffield Fire Department shall be dispatched to medical incidents **only** under the following circumstances:

- **No Ambulance or Police Available** — When there is **no ambulance or police officer available** to respond to the incident.
- **Request from Police or EMS** — When on-scene or responding Police or EMS personnel formally request assistance from the Suffield Fire Department.
- **Dispatch Notification** — Emergency Communications shall notify SFD when any of the above conditions are met.

Upon activation, the incident shall be assigned to **Squad 1,** with additional response by qualified volunteer personnel as provided herein.

Section 5. Response Assignment

- **Primary Apparatus:** Squad 1 shall serve as the primary responding apparatus for medical incidents initiated under this policy.
- **Licensed Medical Personnel:** Only SFD members who possess a valid medical license (EMR, EMT, AEMT, or Paramedic) may provide medical care or participate in patient-care activities. Such members must maintain current credentials on file with SFD administration.
- **Non-Medical Personnel Standby:** Non-medically trained volunteers shall report to their assigned stations and remain on standby for fire-related incidents while Squad 1 is committed to patient care.

Section 6. Operational Guidelines

- **Level of Care:** All SFD members engaged in medical response shall operate to the **Emergency Medical Responder (EMR) level of care.**
- Responding personnel shall provide care consistent with state medical protocols, established standards of practice, and the limits of their certification or licensure.
- SFD personnel shall coordinate with incoming ambulance units and transfer patient care upon their arrival, unless otherwise directed by EMS command.
- Incident command shall remain with the SFD officer on scene until formally transferred to EMS or other appropriate authority.
- All patient-care activities shall be documented in accordance with SFD reporting requirements and applicable state regulations.

Section 7. Limitations

Nothing in this policy shall be construed to authorize self-dispatch by SFD personnel. Medical response shall occur **only** upon proper notification by Emergency Communications and in accordance with the activation criteria set forth herein.

Section 8. Review and Amendment

This policy shall be reviewed annually by the Fire Chief or designee. Amendments may be issued as necessary to maintain compliance with state law, municipal requirements, and operational needs.

Signatures

Fire Chief, Suffield Fire Department

Name: _____ Date: _____

Chair, Suffield Fire Commission

Name: _____ Date: _____

August 7, 2026

Dear Chief Gauthier,

I am writing to share my appreciation for Wyatt McIntyre and his leadership and dedication to the Fire Cadet program at Suffield Fire Department. The positive impact he has had on this group of cadets as well as the culture of the entire program says so much about him as a person.

For a few years the program was not one to be proud of. These children had a less than enjoyable experience with prior program leaders. However, since Wyatt's takeover of the program, there has been a very noticeable shift. The environment has become extremely welcoming and always positive while remaining professional. Wyatt is always approachable and patient towards the cadets and their parents. Wyatt's dedication to this group goes far beyond firefighting skills. Cadets have mentioned his support in many areas including school, fitness and life. They all feel more valued, supported and inspired than in the past years.

Please extend my gratitude for the time, effort and dedication Wyatt brings to this program. Mentors like him help shape the next generation of firefighters in a town that has seen challenges in the past. He leads by example, includes all the cadets, encourages them and believes in them. I know he is doing his part in helping to reshape the future of SFD with all he contributes to the team.

The future of SFD looks bright as of late. The citizens of Suffield are lucky to have the group that we currently have. Keep up the good work.

Sincerely,

A Proud Cadet Parent

Out-of-Town Mutual Aid Responses Policy
Policy Number: 0005

Effective Date:

Authorized By: Fire Chief and Suffield Board of Fire Commission

Section 1. Authority

This policy is issued under the authority of the Fire Chief of the Suffield Fire Department ("SFD") and pursuant to the Town of Suffield's responsibility to provide emergency services in accordance with applicable state statutes, municipal ordinances, and recognized standards of care.

Section 2. Purpose

To establish a standardized procedure for responding to mutual aid requests from neighboring municipalities, ensuring optimal resource allocation while maintaining adequate local coverage.

Section 3. Scope

This policy applies to all personnel, including career and volunteer staff, during any dispatched mutual aid event.

Section 4. Specific Apparatus Assignments

To streamline dispatch operations and ensure predictable resource allocation, default apparatus responses are designated for specific neighboring jurisdictions unless other apparatus is requested:

- **Windsor Locks Fire Department:** The automatic response will be **Engine 2**.
- **East Granby Fire Department:** The automatic response will be **Engine 2**.
- **Thompsonville Fire Department:** The automatic response will be **Engine 4**.
- **Southwick Fire Department:** The automatic response will be **Engine 3**.

- **All Other Jurisdictions:** For any mutual aid request from communities not listed above, the response will be **as requested by the calling agency** or dispatch center.

Section 5. Personnel and Privately Owned Vehicles (POVs)

- **No Out-of-Town Response in Personal Vehicles:** Under no circumstances will department personnel respond directly to an out-of-town incident scene or staging area in their privately owned vehicles (POVs).

Section 6. Crew Staffing Requirements

- **Minimum certification level for mutual aid response:** Any member responding to a mutual aid incident must be certified to the Firefighter 1 level at minimum.
- **Minimum Crew Size:** To ensure scene safety and operational capability, no apparatus will respond out of town with **less than a crew of three (3) personnel** (one officer/operator and two interior qualified firefighters). If minimum staffing is not met within the designated turnout time, dispatch must be notified immediately to find an alternate resource.

Section 7. Accountability and Safety

- **Crew Integrity:** Personnel must remain with their assigned apparatus and crew at all times during mutual aid operations.
- **Command Structure:** Upon arrival at an out-of-town incident, the apparatus officer will report to the scene's Incident Commander (IC) or designated Staging Officer for assignment.

TOWN OF SUFFIELD

FIRE DEPARTMENT

September 14th, 2026

Suffield Fire Department

Staffing Comparison April-Sept 2026

Positions	April 2026	September 2026
Volunteer Firefighters	11	19
Career Firefighters	5	7
Part-Time Firefighters	2	2
Cadets	5	3
Total	23	31

Lieutenant's report for August 2026

Monday evening training:

8/4- Drill Cancelled (Rug Pad USA CO2 extinguishment system was put in service)

8/10- Airplane fire powerpoint (DC Leahey Bradley Fire)

8/17- No Drill

8/24- Forcible entry door prop

Saturday morning training:

8/1- Functional Fitness/ Extrication techniques

8/29- Functional Fitness/ Ropes review

Cadet training:

8/5- Basic pumping/ hose advancement with 1 ¾" and 2.5" hoselines

8/26- Forcible Entry door