

MINUTES  
**BOARD OF FINANCE**  
**SPECIAL MEETING**  
**April 1, 2013**

The meeting was called to order by Chairman Lila Ferrillo at 6:30 p.m. and the pledge of allegiance was recited.

Present: Chairman Lila Ferrillo, Jack Kiley, Richard Burke, Nancy Schmitt and Tom Kelly.  
Also present: James Hliva. Absent: Robert DeBisschop.

The purpose of the meeting is to review the 2013/2014 budget requests.

**Planning and Zoning**

*Bill Johnson attended the meeting.* Bill asked about request for wage increases for employees and he was told that no decision would be made regarding raises until after union negotiations are complete. Request for a part-time Zoning Enforcement Officer was discussed. The Board of Selectmen did not approve of this new position. Bill commented that the department could use a person to fill in from time to time so that the office can stay open to the public. Plan of Conservation and Development and the cost for the work was discussed. It was agreed that the job needs to go out to bid. Bill talked about upcoming building in town that will lead to a shortage of funds in the department in the current budget.

**Fire Department**

*Scott Pelletier and Victor Noll attended the meeting.* Scott spoke about a price change for air packs that were ordered. The vendor misquoted the price. This change will decrease the following line items: Equipment maintenance can drop by \$2,000, supplies departmental can drop by \$310. The requested increase in hours that the clerk works per week was discussed. Scott noted that the clerk currently works four hours per week and the selectman approved twelve hours per week. Scott spoke about the Fire Commission (which was formed in the past year) and was asked to describe the role that it plays within the department and the roles and responsibilities of the commissioners. The Commission reports to the Selectmen. It has a clerk who does the minutes of the meetings and a request for a lap top is in the budget. Equipment depreciable was discussed. This includes turnout gear. The life of the gear and requirements for testing was reviewed. Seven to eight sets of gear per year is planned to be retired and replaced to meet NFPA standards. Replacement of the Hurst pump used with the Hurst tool broke and is irreparable. Scott noted that the request for replacement is in the capital plan and regular budget and should be taken out of one. Equipment lease purchase was discussed. Scott noted that this is for the Fire Department server to be housed and serviced if needed. Facility maintenance was discussed. The request includes a smart board for Quaker Farms Station and replacement of the floor at Riverside Fire Station. Garage door openers are needed at Quaker Farms Firehouse. The domestic water tank at Quaker Farms Station needs to be replaced. Physical examinations was reviewed. Vehicle maintenance was discussed. There are many unplanned repairs each year. Repairs to E51 (1988 vehicle) were discussed. The requested Fire Chief vehicle was discussed. The new vehicle was previously used by the Police Department. A Ford Expedition is being requested and Chairman Ferrillo suggested that Scott get a price on a Ford truck as a possible alternative. Hurst equipment that is requested was discussed. Comparator display that was requested was discussed. SCBA air bottles need to be replaced and

Scott explained the maintenance requirements for them. He noted that the department tried to get approval for replacement of a portion of the bottles each year. Approval was not given and the majority of the bottles need to be replaced. The bottles have a life of fifteen years and are tested every five years.

**Fire Marshal** budget was discussed. Request to increase the clerk's hours was discussed.

**Ambulance Corp.**

*Jerry Schwab attended the meeting.* Contracted services CMED was discussed. Jerry explained that his dispatching fee is located in a different line item. Contracted services-VEMS was discussed. Jerry commented that it should be a separate department. Consideration to move the two above-mentioned line items to be in the Emergency Services budget was discussed. The Board decided to show the Contracted Services CMED and Contracted Services-VEMS line items separately in this budget. The department is to be called Emergency Medical Services. Billing was discussed. Jerry noted that he was notified that reimbursement rates will be cut approximately 5% (by Medicare). Increase in call volume, response time and passed calls were discussed. Contracted services-labor shows an increase due to a request for an additional full-time employee to be a training coordinator. The employee will also help cover emergency calls. He noted that the department is operating with the same amount of staff as ten years ago.

*Nancy Schmitt excused herself at 8:45 p.m.*

Capital plan items were discussed. The department is requesting a new ambulance and a fly car. Jerry explained that he is requesting a full size ambulance and the Board asked if a van would be adequate. Jerry explained the reasons why a van is not adequate. Mileage on the vehicles in the department was discussed.

**Adjournment**

Motion to adjourn was made by Jack Kiley at 9:15 p.m. This was seconded by Tom Kelly. Motion passes.

Respectfully submitted, subject to approval

*Marni Soss*  
Marni Soss, Clerk

13 APR 10 PM 1:35  
TOWN OF OXFORD, CT  
*Margaret A. Clark*  
TOWN CLERK