



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

Office of the Fire Commission

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

The minutes of the regular monthly meeting of the Oxford Board of Fire Commissioners (BOFC) held in the Oxford Town Hall at 486 Oxford Road, Oxford, CT on Monday, Sept. 17, 2012 are as follows:

The meeting was called to order by Chairman Brian Francione at 19:06pm with Pledge of Allegiance.

Roll Call: In attendance: Chairman Brian Francione, Mark Krassner, John Morris, George Hamila, John Downs Sr., Chief Scott Pelletier, Asst. Chief Andy Coy. Absent: Mike Rubin, Asst. Chief Ron Prajer

MOTION made to accept the minutes of Aug. 20, 2012 meeting made by Mark Krassner, seconded by John Downs Sr. All aye. MOTION CARRIED. John Downs Sr. stated he would like to clarify his length of term as Commissioner stated in previous minutes. Brian Francione will confirm with Selectman George Temple length of term.

Public Session: Chairman Brian Francione clarified for the audience that the Board of Fire Commissioners meeting is comprised of the 6 (six) Board of Fire Commissioners with the 3 (three) Fire Chiefs. Anyone else who would like to speak during the meeting should do so during the Public Session. Chairman Francione then asked 3 (three) times if anyone from the Public would like to speak. Declaring none, the public session was closed.

Correspondence: Correspondence was received from the Board of Fire Chiefs approving a bid from US Tanker to replace tank and make repairs to Tanker 43. Letter also sent to Board of Selectmen to accept the bid to get the project underway. Chief Pelletier explained tanker bids were sent out to Firematic, Gowans and Knight and US Tanker. Chief Pelletier recommended US Tanker. After discussion, MOTION made to accept US Tanker bid made by John Morris. Seconded by Mark Krassner. All in favor, MOTION CARRIED.

Committees:

Fire Department Organizational Structure Committee: (Members: John Morris and John Downs Sr.) John Morris provided feedback on potential structure of the Fire Chief and Assistant Fire Chief positions. Materials provided to the Commissioners for review. After lengthy discussion, MOTION made to review materials independently for further discussion at next meeting. Seconded by George Hamila. All in favor. MOTION carried.

Department Report: Chief Pelletier stated that the generators were being serviced at the stations. They are working on a training schedule. Next week there will be departmental training, location to be determined. Doing well with budget. Service schedule for pumpers and DOT service to be started as well as UL test of aerial ladder. Andy Coy stated radiator at Quaker Farms to be fixed internally, new radiator needed and block heater and it will be completed soon.

Quaker Farms: No new business.

Riverside: No new business.

Oxford Center: No new business.

Unfinished Business: None

New Business: John Downs Sr. requested further information about the truck committee, the specifications for trucks and that the Board of Fire Commissioners should review the information prior to Selectmen. Chairman Brian Francione confirmed that it would need to be reviewed by the Fire Commissioners prior to the Selectmen. Chairman Francione also stated the Fire Chiefs appointed a Truck Committee prior to the Board of Fire Commissioners therefore 1-2 members of the Board of Fire Commissioners should also be representatives on the Truck Committee. After discussion, Mark Krassner and Brian Francione agreed to be representatives. Chief Pelletier reminded the Commissioners that 18-24 months ago specifications were sent to each fire house for review and comment. Standard specifications for pumper trucks to purchase were created from this information short of brand. He stated the Board of Fire Chiefs has recommended this process and it provides ease for firefighters as all trucks would have same equipment in same place on each truck. Chief discussed feature of specifications with Commission including cost and advantages of independent front suspension, difference between body styles, sole source providers, integrity of truck, maintenance issues. Chief Pelletier confirmed that although specifications were created, they would be sent to multiple bidders. He also suggested that any companies with any questions or concerns are invited to Center to review the truck they have that is made to these specifications and any drivers to test drive. After further discussion Mark Krassner stated he had the upmost confidence in the Truck Committee which was seconded by Chairman Francione.

Chairman Francione requested mailbox in Chief's office for Commission mail. Chief Pelletier stated mailbox currently available.

Chairman Francione discussed potential procedural process of reviewing line items and expenditures. Discussion by Commission members on policies and procedures. MOTION made by John Morris for Chairman Francione to set date and time to create monthly workshop to begin to draft policy and procedures. Chief Pelletier stated workshops should be posted and no voting should take place at this workshop but at monthly meeting. Chairman Francione set first meeting to be the last Wednesday of September on 26Sept2012. at 7pm at Town Hall. Chairman Francione to advise any Commission member not in attendance about this workshop.

John Downs, Sr. asked if resolution was made on Secretary for the Board of Fire Commissioners.

MOTION made by John Morris for temporary Secretary to be Nancy Caruso for this evenings meeting as well as the request for Selectmen to approve her as Board of Fire Commissioner Secretary. Seconded by Mark Krassner. All in favor. MOTION carried.

MOTION made to adjourn meeting made by John Morris at 8pm. Seconded by John Downs, Sr. All in favor. Meeting adjourned at 8pm.

Respectfully submitted,



Nancy Caruso, Temporary Recording Secretary

Board of Fire Commissioners

12 SEP 24 PM 12:13
T B. A. J. ORD, CT
C. Morris A. West
T. W. CLERK