



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, Oct. 15, 2012 are as follows:

The meeting was called to order by Chairman Brian Francione at 19:05pm with Pledge of Allegiance.

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

MOTION made to accept the minutes of Sept. 17, 2012 meeting made by John Downs, Sr. with clarifying for the minutes that the Fire Chiefs are guests at the Fire Commissioner meeting and not part of the Fire Commission. Seconded by John Morris. All aye. MOTION CARRIED.

Public Session: Chairman Francione then asked if anyone from the Public would like to speak. Dan Gramigna, 8 Perkins Rd. Oxford, CT addressed the Board. He requested that the BOFC send monthly meeting minutes to each Company Captains. Chairman Francione stated that they could. Chairman Francione asked three (3) times if anyone else from the public would like to speak. Declaring none, the public session was closed.

MOTION made by John Downs Sr. at 7:07pm to move into Executive Session to discuss a personnel matter. Seconded by Mike Rubin. All in favor. MOTION made to re-adjourn into Regular session at 7:18pm by Mike Rubin, seconded by George Hamila. All in favor. Executive session closed 7:18pm.

Correspondence: Correspondence was received from the Board of Fire Chiefs to Board of Selectman cc to Board of Fire Commission in regards to a lost pager requesting submission of a claim to VFIS. Correspondence was received from the Board of Fire Chiefs to Board of Selectman cc to Board of Fire Commission in regards to request for Cedarstone Road change from Private to a Town Road. Board of Fire Chiefs recommendation is the road should not be accepted as a town road as it does not meet current town road standards and that in the future all roads in Oxford should meet the current town road standards. Correspondence was received from the Board of Fire Chiefs to Board of Selectman cc to Board of Fire Commission in regards to unplanned repairs to Engine R54 that were not included in the General Fund budget. Correspondence was received from the Board of Fire Chiefs to Board of Selectman cc to Board of Fire Commission in regards to unplanned repairs to Engine E51 that were not included in the General Fund budget. Correspondence was received from the Board of Fire Chiefs to

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

Board of Selectman cc to Board of Fire Commission in regards to unplanned repairs to Tanker T33 that were not included in the General Fund budget.

Committees:

Fire Department Organizational Structure Committee: (Members: John Morris and John Downs Sr.) Chairman Francione distributed draft Organizational Structure. MOTION made by John Morris for BOFC to review materials and discuss further at next Workshop. Seconded by Mark Krassner. All in favor. MOTION carried.

Policy and Procedures: Draft policy on Expenditures reviewed by Board. MOTION made to accept draft as final made by John Morris, seconded by Mike Rubin. All in favor. MOTION carried.

Draft mission statement reviewed by Board with discussion. John Downs, Sr. discussed prior Mission statement from 1944 and the question if this statement was for the Oxford Fire Dept. or for the Board of Commissioners and why this was not being used. Mark Krassner suggested interpretation be obtained from Town Attorney and discuss further at next months meeting. MOTION made by John Morris to obtain interpretation from Town Attorney prior to further discussion, seconded by Mark Krassner. All in favor, MOTION carried.

Department Report: Chief Pelletier reported that Fire Prevention was held last week and activities at Center and Quaker Farms were attended well. Costs were \$68.00 above budgeted expenditures. Discussed small fuel and possible air leak on 31, mechanic to check. Driveway specs for Riverside reviewed by members, recommendations to Town Engineer, hoping for bids by spring. Town wide truck committee next meeting to be held at Center Thursday, Driver training minimum standards ongoing with goal by first of year, air bottle testing continued. Department training chimney fire drill to be held at Quaker Farms on Tuesday, RIT recertification to be scheduled for Nov. 18th and we will be participating with Bethany for a drill on Nov. 4th.

Quaker Farms: Brian Francione discussed that Kitchen Committee from Quaker Farms will be speaking with Selectman Temple in regards to the remodel of the Quaker Farms kitchen.

Riverside: No new business.

Oxford Center: No new business.

Unfinished Business: BOFC requested active firefighter roster be provided to the board for next months meeting as this was as this was requested 2 months prior. Chief Pelletier stated he will provide roster directly after this meeting.

New Business:

Discussion by Board on Charges of Fire Commission and re-distributed charges initially presented to Commissioners by Selectman Temple. Mark Krassner requested Charges be added to workshop session for further discussion. Chief Pelletier requested guidance in regards to Chiefs responsibilities, how to

distribute information, and what the Chiefs can do independently without approaching the Board. Mark Krassner made a MOTION to invite the three (3) Chiefs to attend the workshop session. John Morris seconded. All in favor. MOTION carried. Discussion amongst Board and Chief in regard to date for workshop. To be held Nov. 7, 2012 at 7pm at Town Hall. Mark Krassner requested Secretary to send reminders to Chiefs for workshop. Board discussed Inventory lists received and that only truck inventory was received. Requested gear as well as any other tools or extra inventory at Fire Houses. Chief Pelletier stated they will work on the gear list and that the Company Captains will be given a list to provide for all other loose inventory to complete. John Downs, Sr. asked if the department carried "extras". Chief Pelletier stated no other than gloves, speedy dry and SCBA masks which are kept in locked cabinet in Chiefs office.

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, Recording Secretary

Board of Fire Commissioners

12 OCT 26 AM 11:41
TOWN OF GROTON, CT
C. Margaret A. West
TOWN CLERK