



# 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, July 15, 2013 are as follows:

The meeting was called to order by Chairman Brian Francione at 7:09pm with Pledge of Allegiance.

John Downs, Sr. requested a moment of silence in honor of Raymond Pope.

### **Roll Call:**

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

MOTION made to accept the minutes of June 17, 2013 meeting was made by Mike Rubin and seconded by Mark Krassner. All were in favor. MOTION was carried.

### **Public Session:**

Chairman Francione then opened the meeting to the Public. Chairman Francione asked three (3) times if anyone from the public would like to speak. Declaring none, the public session was closed.

### **Communication:**

Correspondence was received from the following:

1. June 27, 2013 – Letter from Board of Fire Chiefs to Board of Selectmen re: Firematic Invoice for Hurst tool pump failure.

### **Committees/Workshops:**

**Ordinance:** Brian Francione discussed the proposed draft Ordinance. Brian Francione provided draft copy of proposed Ordinance for final review to all in attendance. MOTION made to accept the current draft Ordinance proposal dated 07/15/2013 as final made by Mark Krassner. Seconded by Mike Rubin. All in favor. MOTION carried.

**Chiefs/Department Report:** Chief Pelletier updated the Commission that the old budget was being closed out and the new budget had been distributed. He also provided an update that he had ordered

all Hurst equipment and air bottles, tank gauges on 31, Tanker 33 and Brush 55 were repaired, discussed that the boat motor was running rough and he was waiting for the report, Ladder testing completed, Hose testing will be on 30<sup>th</sup> of July which in an all day event. He is still working with Beacon Falls in regards to the Rimmon Hill site and looking at 4-6 weeks out in planning stage. Car 3 and Chief did radio testing and it went well. Commissioner Downs asked if the site on Rimmon will equate to less tax dollars, Chief stated that it would. Chief discussed the last Department drill and the need to provide 24 hour notice of drills to the Water Company and he had discussed this with the Selectmen.

**Unfinished Business:**

None.

**New Business:**

Mike Rubin stated he had a false alarm at his house and expressed that he wanted to thank the Chief and the department.

Mark Krassner made a MOTION that the final draft Ordinance dated 7/15/2013 be distributed to each individual companies as well as Town Council. Seconded by George Hamila. All in favor. MOTION carried. Discussion ensued that Town Council will review for any changes that may be required.

**Good of the Commission:**


Reminder provided by Commissioner Francione to that the Quaker Farms Carnival was held on July 10th-13<sup>th</sup>. The children enjoyed Freddie the Fire Truck and it was definitely as asset to the Department.

Reminder of next Fire Commission meeting on Monday, August 19<sup>th</sup> at 7pm.


John Downs, Sr. asked where Commission stood on Policies and Procedures, Mark Krassner added that Vic, Brian and he have been making good headway. Discussion ensued relative to workshops and subcommittees. List of policies/procedures and topics for further discussion and action on by Commission re-distributed to the Commission members. He also questioned if Selectmen had chosen another Fire Commissioner yet. Further discussion ensued.

MOTION made to adjourn meeting made by George Hamila and seconded by Mike Rubin. All in favor. MOTION carried. Meeting adjourned at 7:43 pm.

Respectfully submitted,

  
Nancy Caruso, Recording Clerk

Board of Fire Commissioners

13 JUL 22 AM 10:42  
TOWN OF OXFORD, CT  
  
TOWN CLERK



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### **The Oxford Fire Department Fire Commission Ordinance (FINAL DRAFT 7/15/2013)**

The Oxford Fire Department Board of Fire Commissioners consists of six members, one active firefighter from each fire company and three civilians. The Board of Fire Commissioners duties and responsibilities are to manage the administrative duties of the Oxford Fire Department. These duties include overseeing annual budget requests, develop and maintain Oxford Fire Department policies, develop and maintain an organizational structure, manage and develop procedures for selecting all Chiefs positions providing recommendations to the Board of Selectmen, assist in grant development programs, and to operate as a cohesive group with the Chief Officers to report, oversee, and promote the best interests of the Oxford Fire Department. The Commission will ensure that policies for disciplinary actions and grievances incorporate those provisions of Section 7-301 and 302 of the Connecticut General Statutes that may apply. The Commission will also strive to seek input from the individual Fire Companies, Chief Officers and resident's of the Town of Oxford. The terms of office shall be as follows: Each appointed Commissioner shall serve a three year overlapping term with one firefighter and one civilian Commissioner being appointed every year. Commissioner's terms will expire December Thirty First and they will be appointed on January First. Appointments for all fire department Commissioners shall be recommended by each individual fire company, with the recommendations sent in letter form to the Board of Selectmen for final approval. Civilian appointments shall be made by the Board of Selectmen.