



## TOWN OF OXFORD

S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298

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### Board of Selectmen Regular Meeting

Wednesday, November 4, 2020  
7:30 PM – Virtual Meeting/Hangout Meets

The Town of Oxford Board of Selectmen Regular Meeting was called to order by First Selectman George Temple at 7:33 PM, and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Esq., Selectman Arnold Jensen, Selectman Heather Haney, Kristyn Rosa, Administrative Assistant to the First Selectman

Absent: None.

#### ACCEPTANCE OF MINUTES

##### 1. 9/16/20 Regular Meeting

#### MOTION:

Selectman Arnold Jensen moved to approve the 10/21/20 Regular Meeting minutes as presented. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

#### AMENDMENT OF AGENDA

None.

#### APPOINTMENTS

None.

## NEW BUSINESS

### 1. **Great Oak Middle School Evaluation & Improvement Committee Phase II Funding Request**

#### MOTION:

Selectman Arnold Jensen moved to remove this matter from the table. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

#### MOTION:

First Selectman George Temple moved to approve an additional funding, in the amount of \$8,028,183 to be taken from bonding in order to complete the renovation of the Great Oak Middle School Building and grounds as outlined in the letter dated 10/7/20 from the Great Oak Middle School Building and grounds as outlined in the letter dated 10/7/20. This was seconded by Selectman Heather Haney. This matter will be forwarded to a Joint Meeting between the Board of Selectmen and the Board of Finance.

Discussion: First Selectman George Temple discussed this matter today with the Superintendent of Schools and indicated that he is not comfortable with the \$8 million dollar allocation. This discussion will continue with the Superintendent and others for prioritizations. Herman Schuler, Middle School Building Committee, explained the projects that spanned two years. Jack Kiley, Board of Finance Chairman, stated that once the Board of Finance completes its audit, it will then assess the funding amount.

#### MOTION:

Selectman Arnold Jensen moved to *table* the motion for approval of additional funding. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

### 2. **FFY 2020 Department of Homeland Security Grant Resolution – Approve and Authorize First Selectman to Sign**

#### MOTION:

Selectman Arnold Jensen moved to approve the following FFY 2020 Department of Homeland Security Grant Resolution and authorize the First Selectman to sign the Memorandum of Agreement:

**RESOLVED**, that the Oxford Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security and any all documents which it deems necessary or appropriate; and approves the FY 2020 State Homeland Security Grant Program Region 5 Memorandum of Agreement and

**FURTHER RESOLVED**, that George R. Temple, as First Selectman of the Oxford Board of Selectmen, is authorized and directed to execute and deliver any and all documents on behalf of the Oxford Board of Selectmen and to do and perform all acts and things he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreement and documents contemplated by such documents.

This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Kathleen O'Neil, Grant Writer and Administrator, explained that this is an annual blanket resolution that authorizes the First Selectman to execute any Homeland Security grant for the Town of Oxford. This is not grant specific.

**3. Change Part-Time Fire Department/Fire Marshal Clerk to Full-Time Fire Department/Fire Marshal Clerk**

**MOTION:**

First Selectman George Temple moved to remove this matter from the table. This was seconded by Selectman Arnold Jensen. All 3 Ayes. Motion carries.

**MOTION:**

First Selectman George Temple moved to change the Part-Time Fire Department/Fire Marshal Clerk to a Full-Time Fire Department/Fire Marshal Clerk and approve the attached job description (Attachment A); as presented and recommended by the Chief of Chiefs in his letter dated 2/18/20. This was seconded by Selectman Heather Haney.

Discussion: Selectman Arnold Jensen indicated that he would look into the position as a union position and would like to negotiate the level of the position with the union as it relates to the costs associated with it. Selectman Heather Haney and First Selectman George Temple also discussed the position. It was agreed that there should be an absolute financial cost understanding for the Town budget.

**MOTION:**

First Selectman George Temple moved to table this. This was seconded by Selectman Arnold Jensen. All 3 Ayes. Motion carries.

Discussion: This will be looked into further and more research will be conducted.

**4. Hire Part-Time Snowplow Drivers**

**MOTION:**

Selectman Arnold Jensen moved add Jesse Echevarria of 56 Park Road to the list of Part-Time Plow Drivers for the Public Works Department along with Mark Krassner, Charlie Christensen and Gary Pelletier; all as presented and recommended by the Road Foreman

in his letter dated 10/26/20. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Wayne Watt, Director of Public Works, explained that this is done every year to maintain a pool of part-time snow plow drivers.

**5. Planning & Zoning Commission C.G.S. 8-24 Referral for Cornerstone Assembly of God Purchase and Sale Agreement with the Town of Oxford**

Discussion:

A Connecticut General Statute 8-24 referral from the Planning & Zoning Commission was required for this matter. A favorable recommendation was given by the Planning & Zoning Commission at their meeting held on 10/20/20; as stated in their Memorandum dated 10/29/20. This matter can now be forwarded to Town Meeting.

Discussion: This is a statutory requirement for Planning & Zoning approval before the agreement can be moved forward.

**6. Report of First Selectman**

1. **Presidential Election.** First Selectman George Temple thanked everyone involved in the election process. The election was efficient, safe and moved quickly.
2. **Trick or Trunk.** All of the Oxford Selectmen were in attendance and distributed candy. First Selectman George Temple thanked the all of the first responders for helping to make Trick or Trunk a success: police, ambulance, firemen. Park and Recreation did a great job planning and organizing the event.
3. **Veterans Day.** Veterans Day is approaching. There will be modifications to the Town of Oxford Veterans Day celebration. The veterans will assemble at the post at 9:00 AM and proceed to the monuments for the ceremony. Everyone is required to wear a face mask.
4. **Helmet Drive.** There will be a fundraising drive on Saturday, November 7, 2020 beginning at 9:00 AM at the American Legion that will help to defray costs. This is a way to say "thank you" to our veterans and show support.

**AUDIENCE OF CITIZENS**

None.

**ADJOURNMENT**

Selectman Arnold Jensen moved to adjourn the meeting at 8:06 PM. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mary LoPresti", with a horizontal line extending to the right.

Mary LoPresti  
Clerk, Board of Selectmen

### **Clerk for Fire Department / Fire Marshal**

This position handles all clerical office work for the Fire Chief and Fire Marshal. A knowledge of using FireHouse Software, Microsoft Office (Word, Excel), and QuickBooks is necessary. Ability to prioritize tasks is an essential part of the job. Minimal supervision is given and, therefore, the clerk must work independently to complete the large workload required.

The following are duties and responsibilities of this position (not limited to this outline):

Assist Fire Department officers with use of FireHouse software. Add new officers to personnel list to enable access to the software.

#### **SCBA Annual physicals**

Inform all firefighters through correspondence of the due date for his/her annual SCBA physical. Correspond with hospital staff for status of exams that are due, receipt of clearance letters for firefighters who are cleared to wear SCBA and firefighters who need further medical evaluation. Correspond with local pharmacy regarding firefighters who need Hep B shots. Confidential information must be handled professionally.

Maintain records for FF who have been cleared to wear SCBA and record expiration dates.  
Maintain records for HepB shots that are needed and completed.  
Maintain records for medical cards for drivers of Fire Department apparatus.

Correspond with Captains at three fire stations to keep them informed of above listed information.

#### **Firefighter applications**

Upon receipt of a completed and signed application, enter all new firefighter information in FireHouse software. Send out authorization for background check. Notify Griffin Hospital of new firefighter's need for physical. Prepare and assign new member booklet to each new firefighter. Add new firefighter to station roster and monitor new member requirements. Confidential information must be handled professionally.

#### **Training**

Monthly, annual, and specialized training all need to be recorded in FireHouse software and expiration dates need to be monitored so that all firefighters maintain their requirements on a timely basis. This is crucial so that the Town is not at risk for liability.

#### **Training lesson plans**

Maintain lesson plans for all training. If there is an investigation by OSHA or NFPA, our lesson plans will be reviewed. Keeping of these records is crucial so that the Town is not at risk for liability.

### **Training - OSHA requirements**

Maintain records of attendance for annual OSHA training classes. Meet with instructors to set up a schedule for Recertification classes for firefighters who were not in attendance. Contact dispatch company with information for upcoming recertification classes to be announced over FD radios. Arrange for payment of all training instructors.

### **Apparatus/vehicle maintenance**

Maintain annual maintenance records for all OFD apparatus including: Engines, pumpers, aerial ladder truck and rescue vehicles. DOT requirements are followed for all apparatus.

### **Equipment maintenance**

Maintain annual maintenance records for all SCBA Air paks, air bottles, fire hydrants, ladders, Hurst tools, generators, air compressors, hose and fire extinguishers. Monitor dates for all equipment maintenance so maintenance is done on a timely basis.

### **Chiefs' monthly meeting and station monthly meetings**

Update and compile reports with data that includes information about: Call attendance, drill attendance, driver's licenses, medical cards, OSHA training requirements, SCBA training requirements, Fit testing requirements, SCBA annual physicals, HepB shots, and status of requirements for probationary members.

For Chiefs' meeting, include budget report along with the above list of information. Attend meeting and make a list of items to be acted on. Prepare meeting Minutes and Agenda for next monthly meeting and file with the Town Clerk. File list of annual meetings with Town Clerk prior to each new calendar year.

### **Budget for new fiscal year**

Keep a log of all increases in costs for budget planning for new fiscal year.  
Assists in preparation of annual department budget proposal.  
Create new fiscal year budget using QuickBooks.

### **Invoices (Current annual budget: \$428,200)**

Prepare bills for payment by deciding the correct account to charge each bill to. Obtain authorization of payment from three department chiefs and submits invoices for payment. Record all expenditures and monitor account balances throughout the fiscal year. Prepare and sign purchase orders as needed. Reconcile records with Finance Dept. on a monthly basis. Prepare budget transfers and submit to Finance Department as needed during FY. Prepare final transfers and submit to Finance Department at the end of FY.

### **Vehicle annual maintenance**

Record Department of Transportation annual inspection information for all apparatus using FireHouse software. Using QuickBooks, enter charges from itemized invoices including maintenance services for chassis, generator, pump, NFPA pump test, automatic transmission,

light tower, brakes, foam service and cost for undercarriage protection Write letter of explanation to Board of Selectmen if costs for annual maintenance exceed the budget.

**Personal Protective Clothing / Gear Inventory**

Annual inspection of all gear is required by OSHA.

Provide to Captains of three fire stations, a list of gear issued to each firefighter at their station (currently 130 members).

Record updates/changes as needed.

This procedure is crucial so that the Town is not at risk for liability.

**Blue light permit Certification**

Provide list of all blue light permits issued and forward to three stations for review. Record updates/changes as needed.

**Tax Abatement for firefighters**

Analyze data including years of service, call attendance and drill attendance to determine eligibility and amount of tax abatement. Review data with Chief of department and submit report to Board of Selectmen for approval.

**Annual report**

Prepare document for review by Chief of department. Incorporate additional data and submit to First Selectmen for approval and publication.

**Calendar**

Maintain calendar to include all monthly meetings, training drills and other department events. Forward updates to all Chiefs and officers on a monthly basis.

**Standard Operating Procedure manuals**

Update procedures as approved by Board of Chiefs. Forward updated information to all Chiefs and officers.

**National Fire Code books**

Incorporate updates issued by NFPA to the 18 volume set of books.



**Fire Marshal office**

The following are duties and responsibilities of this position (not limited to this outline):

Using FireHouse Software, maintain schedule of annual inspections for all 360 occupancies in town (including commercial businesses, group homes, apartments, restaurants, churches and schools).

Schedule all monthly inspections. Sync data with Ipads for use by Fire Marshal deputies.

Prepare and mail all abatement letters, inspection reports, no-violation letters, time extension forms and Certificates of Inspection upon approval and signature by Fire Marshal.

Prepare all correspondence for the Fire Marshal.

Assists in preparation of annual department budget proposal.

Answer phone and take messages when Fire Marshal is out of the office.

Maintain data for all residential Automatic Alarm registrations.

Maintain list of all oil tanks removed at residential and commercial properties in town.

Maintain list of all Spill incident reports.

Assist Fire Marshal deputies with Fire Prevention program for grade schools in Town.