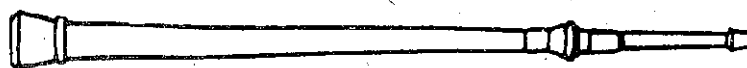




OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

Scott J. Pelletier, Chief

OXFORD CENTER VOL. FIRE CO.

QUAKER FARMS VOL. FIRE CO.

RIVERSIDE VOL. FIRE CO.

Andrew Coy, Assistant Chief John A. Downs, Jr., Assistant Chief

The minutes of the regular monthly meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall on 486 Oxford Road, Oxford, Connecticut on Wednesday, October 12, 2016 are as follows:

The meeting was called to order by Chief Pelletier at 7:30 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Downs Jr., Admin. Assistant Vic Noll, Acting Secretary, Marni Soss. (AC Coy was attending FFII class). No audience in attendance.

MINUTES: The reading for the minutes of the September 14, 2016 meeting was waived because the minutes were mailed in advance. AC Downs made a motion to approve, seconded by Chief Pelletier. Motion passed.

CORRESPONDENCE:

Received

1. Company Reports - Center, Quaker Farms and Riverside
2. Call and Incident Reports for September 2016 from NW CT Public Safety
3. 7/22/2016 House Bill No. 5277 Re: Property tax relief for retired volunteer firefighters
4. 8/31/2016 Highway Use Permit for the 2nd Annual Stratford PAL motorcycle ride on 9/24
5. 9/13/2016 Highway Use Permit for the 2016 Sunshine kids motorcycle ride on 10/2
6. 9/21/2016 Updates from Employers Reference Source
7. 9/21/2016 BOS Agenda - 2015-16 Transfer requests
8. 9/26/2016 Breast Cancer Awareness Month - information
9. 10/6/2016 Spill Incident Report for 163 Bowers Hill Road
10. 10/7/2016 St. Peter's Episcopal Church - Episcopalians Together in Oxford

Sent

1. Minutes for September 2016 meeting
2. Call notice for October 2016 meeting
3. Chiefs Meeting Package
4. 8/11/2016 2016-063 To BOS Re: E41 Final Specifications
5. 9/13/2016 Fax to Oxford Pharmacy - Report of FF who need HepB shots
6. 9/19/2016 2016-064 To RFC re: 1983 Aluma Craft boat-remove from service
7. 9/19/2016 Purchase Order 26287 for 9 FF to attend FFII class
8. 9/19/2016 2016-065 To Captains - SCBA Physicals due November 2016
9. 9/27/2016 2016-066 To Asst. Chiefs and Captains - FY 2016-17 Capital expenditures approved and capital projects summary; and Long range capital expenditure proposal-20 year forecast

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	28	359

	Calls		Drills/Training		Work Sessions	
	-#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	26	131	1	60	0	0
Quaker Farms	18	104	2	59	3	70
Riverside	21	72	8	16	4	28
	<i>* from FireHouse</i>					

Quaker Farms - Chief Pelletier reported for AC Coy that all is up and running. They believe there is a bad ground on spotlights in the rear of the truck on E31. This was added to list for service when truck goes for annual maintenance.

Riverside - AC Downs reported all is up and running. He also noted they are watching for an air leak which could be in the air suspension system on R54. The vehicle passed DOT inspection and the trouble began later. The new inflatable boat is down on air again. Discussion of how fluctuations in temperature will have an affect on this. It will be watched. CAR3 has a check engine light on and needs to go for service.

Oxford Center - Chief Pelletier reported that E41 is out for DOT inspection. The AC pump broke and the radiator had a leak which was repaired. Heater core was repaired also. Otherwise all is up and running.

Equipment Requiring Testing - reviewed. Vic Noll commented that a new person to coordinate the inspection of Fire Extinguishers in the three stations and Town Hall needs to be assigned. AC Downs agreed to work with Vic this year on coordinating the task.

Follow up

1. Daily Reminder Notes - discussed. AC Downs noted that he was in touch with the families of Connor McDonnell and Jeff Berger. They are aware gear needs to be returned and they have AC Down's phone number. He will follow up.
2. Expired Drivers Licenses - reviewed.
3. SCBA Physicals past due - reviewed.

COMMITTEE REPORTS:
2016-17 Budget

Approved Budget	\$389,215.00
Expended	\$45,884.82
Planned Expenditures	\$343,330.18
Remaining	\$0.00

Training

1. October - Car Fires (at Daddios)
2. November - Building Survey
3. December - SOPs and Christmas Party

Rope rescue/slope evacuation training, RIT recert, confined space recert, UTV training and OSHA Sunday discussed. Dates for these to be determined. Quarterly training scheduled for December. Basic Pump class discussed also. Vic Noll spoke about the new fall schedule for Fit Testing and encouraged reminder of this at Company meetings.

Computer Committee - Vic Noll noted that licenses for Smart Boards at three stations due. Price quote received. Chief Pelletier said annual contract is best. Discussion ensued about the two license keys and who should be in possession of them. Vic spoke to Firehouse support representative about moving to the cloud. Chief Pelletier signed the contract and it will be faxed.

Valley Fire Chiefs Regional Fire School - Chief Pelletier noted there is a special meeting set for 10/13/16 at 7:00 p.m. AC Downs will attend to gather information.

Membership

1. New Members - reviewed.
2. Probationary Members were reviewed.
3. Firefighters Missing Minimum Requirements were reviewed. FFs with outstanding SCBA requirements reviewed.

Standard Operating Procedures - Revision to Cross Training will be reviewed at the next Chief's Meeting.

Policies - None.

Keyless Entry System - Chief Pelletier spoke to the vendor for bid specs which is needed by the end of next week. If this is not received, he will look for a new vendor.

UNFINISHED BUSINESS

1. Specifications for E41-Bids due on October 17. Chief Pelletier noted there are questions from the bids that they raised and responses. He will get copies to assistant chiefs.
2. Air packs - Chief Pelletier noted he got information for bid specifications. Information will be sent out to Assistant Chiefs. Scott will be asked to come for an informational session.
3. Driveway at Riverside - Chief Pelletier noted he is looking for the Town to seal it before winter. Cold weather is coming and we hope to get it sealed this fall.

4. Facilities Capital Plan - Figures need to be added to the list of projects. This information will be used when preparing the budget for the next fiscal year.
5. Driver Cross Training - Chief Pelletier noted that this should be voted on at the next officer's meeting.
6. Boats - Issues with lettering are being worked on for Marine 2 and 3.
7. Dry Hydrant - Anthony's Pond - We will need to hire someone with a machine to do the work.
8. Underground Tank Hart Court - Doesn't seem to be leaking badly. We will continue to monitor.
9. RIT ID Tags - Once we do our next recert we will be making our own.
10. Phone issue at QFC - No report from AC Coy. Chief Pelletier knows he has been working on it.
11. Kitchen at RFC - AC Downs reported that he has been meeting with vendors for the hood system. The kitchen committee will meet this month.
12. Damage to Center Fire Company in April 2016 - Chief Pelletier noted that repair work is complete and everything has been cleaned.
13. Ladder testing - Ladders with rivet issues will be repaired.
14. Truck Committee - Next project will be tankers. Current members were asked if they wish to stay on the committee. They will meet in November.
15. Automatic defibrillator (AEDs) - Grant Writer is looking for grants.
16. Tax abatement for retired volunteer FF - To be discussed at officer's meeting.
17. Fire Prevention week is October 13 and October 14 at Quaker Farms School and Center School.

NEW BUSINESS

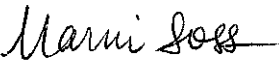
1. Trick-or-Trunk on 10/31 at Oxford High School and which apparatus will be there was discussed.

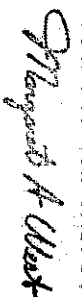
AUDIENCE - None.

REMARKS FOR THE GOOD OF THE DEPARTMENT - Chief Pelletier noted we are coming to the time of year with weather changing and leaves falling. Use caution when driving and dress appropriately for the weather. Keep up the good work and be safe.

ADJOURNMENT - AC Downs moved to adjourn the meeting at 8:22 pm. Seconded by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval


Marni Soss, Acting Secretary

16 OCT 20 PM 3:00
TOWN OF OXFORD, CT

TOWN CLERK