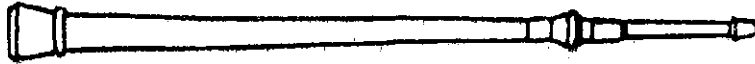




OXFORD FIRE DEPARTMENT

401



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

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

Scott J. Pelletier, Chief

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

The minutes of the Regular Meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Monday, **October 10, 2018**, are as follows: The meeting was called to order by Chief Pelletier at 7:34 p.m.

Roll Call: The roll call was taken and placed on file. Those in attendance: Chief Pelletier, AC Coy, AC Downs, Jr. Marni Soss, Secretary, Keith Nelsen, Training Officer. **Audience:** Sgt. Dan Semosky.

MINUTES: The reading of the Minutes of September 12, 2018 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by Chief Pelletier. Motion passed unanimously.

Correspondence Received:

1. Company Reports – Center Fire and Quaker Farms Fire Companies
2. Call and Incident Reports from NW CT Public Safety – September 2018
3. 9/16/2018 Spill incident report for Governors Hill Rd. and Great Oak Rd.
4. 9/18/2018 Spill incident report for 42 Cedar Lane
5. 10/1/2018 Spill incident report for 117 Old Church Rd.
6. 10/2/2018 Spill incident report for 291 Riggs Street
7. 10/3/2018 Agenda for Regular BOS meeting
8. 10/4/2018 Memo from BOS Re: Approval of \$28,980 from LoCIP for Keyless Entry System
9. 10/4/2018 Memo from BOS Re: Approval of \$21,996.78 from Capital/Non-Recurring for 78 black helmets
10. 10/10/2018 Legal Notice for Town Meeting for approval of eight items
11. 10/10/2018 Southbury Volunteer Firemen's Assoc. SOP for Far View Commons Water Supply dated 8/2018

Sent:

1. Minutes for September 12, 2018 Board of Fire Chief's Regular Meeting
2. Call notice for October 10, 2018 Board of Fire Chief's Regular Meeting
3. 9/17/2018 2018-058 Memo to Captain Gramgina Re: SCBA physical final notice
4. 9/20/2018 2018-059 Memo to BOS Re: Equipment maintenance/radio repairs
5. 9/20/2018 2018-060 Memo to Captains Re: SCBA physicals due November 2018
6. 9/20/2018 2018-061 Memo to BOS Re: Unplanned repairs to R44

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

7. 9/18/2018 2018-062 Memo to Captains Re: Long Range Capital Expenditures
8. 9/20/2018 2018-063 Memo to BOS Re: Capital Project / request to purchase helmets
9. 10/1/2018 2018-064 Letter to FF Matt Matula Re: Needs HepB shots
10. 10/2/2018 2018-065 Memo to BOS Re: Capital project/Keyless entry system
11. 10/10/2018 2018-066 Memo to BOS Re: Capital project/Portable radios

Chief's Reports:

Fire Department Calls - Last month and Year to Date – Reviewed.

	Calls	
	Month	Year
Department	48	606

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	45	326	2	103	1	26
Quaker Farms	32	56	1	6	1	5
Riverside						

Center – Chief Pelletier reported all is up and running. Vehicles will go for DOT annual maintenance according to the planned schedule. When tankers go for annual maintenance, the iPad mounts will be installed.

Quaker Farms – Chief Pelletier reported all is up and running. E31 went for service for an alternator issue. Also fixed were antifreeze leak, washer fluid leak, and rotten valve in rear heating system. DOT annual maintenance was also done. E32 is having DOT maintenance done now. E33 is scheduled next.

Riverside – AC Downs reported all is up and running. R54 will go for DOT maintenance last and have the LED updates done at that time. Rear tire on B55 will be checked during annual maintenance.

AC Coy and Keith Nelsen arrived at 7:38 p.m.

Membership

1. New members and resignations – Ethan Downs of RFC plans to submit a letter to change status to Social due to moving out of town. Joe Mannion and Jason Schwartz finished probation period and are active members of CFC.

Follow up

1. Daily Reminder Reports/Equipment requiring testing – reviewed.
2. Probationary Members – reviewed.
3. Daily Reminders Notes – reviewed.
4. Call Attendance – reviewed.

5. Drill Attendance – reviewed.
6. Expired Drivers Licenses – reviewed.
7. Firefighters Missing Minimum Requirements – reviewed.
8. OFD OSHA recertification – reviewed.
9. OFD SCBA recertification – reviewed.
10. SCBA Physicals past due – reviewed.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

COMMITTEE REPORTS – Chief Pelletier reviewed the budget for FY 2018-19.

Approved Budget	\$419,892.00
Expended	\$49,714.70
Planned Expenditures	\$370,177.30
Remaining	(\$0)

Training Schedule –

August – Company Operations

September – Rope Rescue

October – Car Fires

November – Fire Fighter Safety/Mayday

December – SOP Review/Christmas party

Computer Committee – Chief Pelletier reported all up and running with few problems. Ipads are being used in vehicles. More use is encouraged. Plan to meet with Nexgen to implement the program in apparatus.

Valley Fire Chiefs Regional Fire School – FFI class – start date 1/2/19.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. Dry Hydrant (Anthony's Pond) - No movement. Hydrant on Perkins is in close proximity.
2. Kitchen at RFC –All documents have been received by the State for LoCIP funds. Pending approval to expend funds.
3. Truck Committee/OFD tanker specification – AC Coy reported he plans to meet on 10/25.
4. Tax Abatement for retired volunteer FF – No movement.
5. Turnout gear washer – Needs to be installed at QFC.

6. Radio maintenance – Microwave link from power plant to Public Works has been working well. Line for EMS at Center Fire house was an issue today. Chief contacted Frontier Tier II and they are working on a solution. Quarry Walk has been meeting with radio service company about communication issues. All radios will need reprogramming once the issue is resolved. Letter was sent to Selectmen's office due to large expenditure for pager repairs.
7. Turnout Gear – Boots discussed. Helmets approved by Board of Selectmen. Board of Finance approval needed.
8. Chimney at RFC – Measurements to be done for purchase of caps.
9. Keyless Entry System – Board of Finance and Town Meeting approval needed. State approval to use LoCIP funds needed. Door to be installed at RFC on 10/30.
10. Decks at QFC – Quotes need to be obtained.
11. Water testing – AC Downs to work on gathering data to show that water test should not be required at QFC.
12. Fire Prevention – Scheduled for 10/11/18 at Quaker Farms School and 10/12/18 at Center School. Ace Hardware asked Center Fire to participate at fire prevention event on 10/20/18. Chief noted QFC and RFC should be involved as well.
13. Training for power plant – Video training will be used and walk-through to be done as well. During officer training, mutual aid officers will be included.

New Business

1. MVA – Response time for wrecker to arrive on scene – Sgt. Semosky attended the meeting to discuss the matter. He indicated a complaint will be filed if response time is lengthy (i.e., 45 to 60 minutes). Chief Pelletier spoke about issue with response time of Eversource and situations that require replacement of a damaged pole. He has spoken to them about the issue and their procedures should be modified and response time should improve.

Audience of Citizens – Sgt. Semosky attended to meeting. See New Business above.

Remarks for the Good of the Dept. – Weather is expected to change soon and will cause leaves to fall. Cold weather will follow a short time later. He noted media shows there is an increase in the number of accidents with firetrucks recently. Please use extreme caution when driving. Dress appropriately and keep up the good work.

Adjournment - AC Coy moved to adjourn the meeting at 8:20 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

OCT 12 PM 1:05
TOWN OF OXFORD, CT
TOWN CLERK