



OXFORD FIRE DEPARTMENT

413



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, **January 9, 2018**, are as follows: The meeting was called to order by Chief Pelletier at 7:32 p.m.

Roll Call: The roll call was taken and placed on file. Those in attendance: Chief Pelletier, AC Downs, Jr., AC Gramigna, Marni Soss, Secretary, Vic Noll, Administrative Assistant, Keith Nelsen, Training Officer. Audience: None.

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

Correspondence Received:

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies – December 2018
2. Call and Incident Reports from NW CT Public Safety – December 2018
3. 11/23/2018 Letter from Charles Stankye/Boy Scouts-Thank you for help with Fire Safety merit badge
4. 12/1/2018 Recall notice from Ford Re: 2018 Ford Expedition/additional notice to be sent when parts are available
5. 12/18/2018 Letter from CFC Re: 2019 Fire Police
6. 12/18/2018 Spill incident report for 88 Perkins Road
7. 12/29/2018 BOS Notice of cancellation of regular meeting
8. 12/2/2018 HepB refusal form from Matt Matula
9. 12/14/2018 Fax from DEEP Re: 2019 spill incident notices to be sent via email
10. 12/23/2018 CT State Police Notice of incident involving E41
11. 1/3/2019 Memo from First Selectmen Re: Keyless entry – Approval at 1/2/19 meeting to change funding from LoCIP to General Fund

Sent:

1. Minutes for December 12, 2018 Board of Fire Chief's Regular Meeting
2. Call notice for January 9, 2019 Board of Fire Chief's Regular Meeting
3. 12/18/2018 Purchase order 26333 To Valley Fire School Re: FFI-S.Filo
4. 12/17/2018 Fax to Oxford Pharmacy Re: Updated list of FF who need HepB shots

5. 12/17/2018 2018-079 Memo to BOS Re: Unplanned repairs to B55
6. 12/17/2018 2018-080 Memo to BOS Re: Unplanned repairs to TK46
7. 12/20/2018 2018-081 Memo to Captains Re: SCBA physicals due Feb. 2019
8. 1/3/2019 2019-008 Memo to BOS Re: Unplanned repairs to E31
9. 1/3/2019 2019-009 Memo to BOS Re: Unplanned repairs to T53
10. 1/8/2019 2019-010 Memo to BOS Re: Unplanned repairs to T33
11. 1/3/2019 2019-011 Memo to BOS Re: Unplanned repairs to RFC/well pump
12. 1/8/2019 2019-012 Memo to BOS Re: Capital project / QFC decks/request approval

Chief's Reports:

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

	Calls	
	Month	Year
Department	48	760

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	42	328	1	60	2	85
Quaker Farms	40	139	0	0	5	214
Riverside	29	75	1	10	3	26

Center – Chief Pelletier reported all is up and running. All has gone for annual DOT maintenance except E41. To be done when parts for body work are received.

Quaker Farms – AC Gramigna reported all is up and running. Motorola radio from E31 was repaired and still has trouble. It is being sent back for further work.

Riverside – AC Downs reported he is keeping an eye on B55 wheels. All apparatus is up and running. Station has system air leaks in SCBA refill station (in plumbing and fittings). Replacement should get back in capital. LED lights for handicap spot is not working. He will check for guarantee of replacement since it's new. Well pump needed to be replaced in December which was an emergency.

Membership

1. New members and resignations – None.

Follow up

1. Daily Reminder Reports/Equipment requiring testing – reviewed. SCBA Air pak testing to be scheduled for 2/6/19. AC Downs reviewed results of fire extinguisher testing.
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	\$185,159.39
Planned Expenditures	\$237,179.61
Remaining	(\$2,447.00)

Training Schedule – OSHA Sunday set for 8 a.m. on 1/13 at Oxford High School. All firefighters are encouraged to attend. Members from Oxford Ambulance will be in attendance for OSHA recertification. Keith Nelsen reviewed the upcoming monthly training drills: January-Eversource safety; February-Size-Up & Building Construction. He spoke about future drill for Juniors that will include surrounding communities. To be scheduled in late spring/early summer.

Computer Committee – Chief Pelletier noted we signed a contract with NexGen. NexGen Responder software is set up with dispatch. To be used first in the three Chiefs vehicles and three OAA supervisor's vehicles. We will write policies and procedures if needed.

Keith Nelsen excused himself from the meeting at 8:20 p.m.

Valley Fire Chiefs Regional Fire School – No monthly report. We are looking to sponsor a FFII class. Date in the spring to be determined.

Standard Operating Procedures –None.

Policies – Policy for wearing vests discussed. Motion made by Chief Pelletier to create new policy stating: Vests are to be worn by all firefighters of the Oxford Fire Department when working within ten feet of the roadway whether the road is open or closed. Second by AC Gramigna. Discussion: Chiefs coats act in the place of the vest due to the reflective striping on the material. To be reviewed at officer's meeting for more discussion and possible updates. This will also affect the Protective Clothing SOP. Motion passed unanimously.

Unfinished Business

1. Kitchen at RFC – Hood plans approved by Fire Marshal. AC Downs waiting for a start date for the project.

2. Truck Committee/OFD tanker specification – The committee will meet again to finalize the project.
3. Tax Abatement for retired volunteer FF – No movement.
4. Radio maintenance – Second vendor is looking at the site. Chief Pelletier is waiting for further information.
5. Chimney at RFC –Cap to be ordered and installed.
6. Keyless Entry System – State did not approve use of LoCIP funds. BOS approved the funding to come from General Fund. Need BOF approval and approval at Town Meeting.
7. Decks at QFC (capital) – Pending BOS approval.
8. Water testing – AC Downs to work on gathering data to show that water test should not be required at RFC and QFC.
9. Training for power plant – Waiting to hear new date.
10. Shelving for turnout gear at QFC – AC Gramigna will get prices.

New Business

1. Hurst tool testing – Set for 2/1.
2. SCBA air pak testing – Set for 2/6 and 2/7.
3. Maintenance class – Set for 1/15 at 9 a.m. at CFC.
4. Officer meeting – 1/24 New vest policy to be discussed. New portable radios to be distributed. Old radios will go to Police Department.
5. Gear inventory – Personal information forms need to indicate gear that is no longer in use and placed in storage. Members should have only one set of turnout gear.
6. Budget preparation meeting for FY 2019-2020 set for 1/30 at 7 p.m. at QFC.
7. Mutual Aid-RIT call last week in Seymour and issue with response discussed. To be discussed further at Officer's meeting along with RIT training.

Audience of Citizens – None.

Remarks for the Good of the Dept. – Chief Pelletier noted 2018 was a busy year. 2019 is off to a moderate start. Weather is changing. Dress for calls keeping in mind they may be long term. Keep up the good work. AC Gramigna noted he and a group worked on clearing trails near reservoir. Plans to work on trails at Rock House Hill Sanctuary also. Date to be set. Help from other stations requested.

Adjournment – AC Gramigna moved to adjourn the meeting at 9:10 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

19 JAN 17 PM 4:35
TOWN OF OXFORD, CT
OFFICE OF THE TOWN CLERK
JENNIFER M. BLAKE