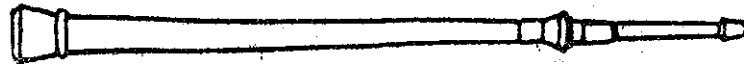


OXFORD FIRE DEPARTMENT

417



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 Wednesday, **February 13, 2019**, are as follows:
The meeting was called to order by Chief Pelletier at 7:38 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, Keith Nelsen, Training Officer. Audience: None.

Minutes: The reading of the Minutes of January 9, 2019 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by AC Gramigna. Discussion: Correct year 2019 on page one. Motion passed unanimously.

Correspondence Received:

1. Company Reports – Quaker Farms Fire Company – January 2019
2. Call and Incident Reports from NW CT Public Safety – January 2019
3. 1/9/2019 Memo from First Selectman Re: Request for Capital improvement plan expenditures
4. 1/17/2019 Memo from First Selectman Re: BOS approval on 1/16/19 of quotes for QFC decks
5. 1/17/2019 Notice from Eversource Re: Maintenance outage required at RFC / schedule
6. 1/21/2019 Spill incident reports 19 Hawkins Rd., 91 O'Neill Rd., 57 Old Litchfield Tpke.
7. 1/23/2019 Memo from CT DEEP Re: Introductory Wildfire & Refresher Training opportunities
8. 1/29/2019 Memo from Ed Hellauer Re: Valley Fire School meeting on 1/28/19
9. 2/11/2019 Legal Notice of Town Meeting for 2/20/19 at 7 p.m. Re: Decks at QFC

Sent:

1. Minutes for January 9, 2019 Board of Fire Chief's Regular Meeting
2. Call notice for February 13, 2019 Board of Fire Chief's Regular Meeting
3. 1/4/2019 2019-016 Memo to BOS Re: Unplanned repairs to E51

4. 1/4/2019 2019-017 Memo to BOS Re: Unplanned repairs to R44
5. 1/4/2019 2019-018 Memo to BOS Re: Unplanned repairs to E42
6. 1/5/2019 2019-002 Memo to BOS Re: Recall List for 2019
7. 1/9/2019 2019-013 Memo to Finance Director Re: Storm/tornado 5/15/18
8. 1/17/2019 2019-003 Memo to BOS Re: Chief of Department 2019
9. 1/17/2019 2019-014 Memo to BOS Re: Fire hydrants
10. 1/17/2019 Email to NW CT Public Safety Re: Hazmat Recert. Class on 1/23/19
11. 1/24/2019 Email to NW CT Public Safety Re: SCBA Recert. Class on 1/30/19 and Bloodborne Recert class on 1/31/19
12. 1/24/2019 2019-015 Memo to Captains Re: SCBA physicals due March 2019
13. 1/24/2019 Fax to Oxford Pharmacy Re: Updated list of FF who need HepB shots
14. 2/4/2019 2019-007 Memo to Town Clerk Re: Updates to OFD website
15. 2/5/2019 2019-021 Letter to Charles Kohanowski Re: SCBA physical due
16. 2/7/2019 2019-022 Letter to Gary Hylinski Re: SCBA physical due
17. 2/8/2019 PO 26334 To: RnB Enterprises Re: Smart Learning Suite-2 yr. subscription
18. 2/9/2019 2019-019 Memo to BOS Re: Transfer request for Clerk/wages

Chief's Reports:

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

	Calls	
	Month	Year
Department	80	80

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	72	283	2	84	1	30
Riverside						

Center – Chief Pelletier reported all is up and running. E42 has leaking tank pump valve. To be serviced. E41 had body damage repaired. Paint job was unacceptable and was redone. SCBA door to be replaced. TK46 connection at top doesn't mesh with new air paks.

Quaker Farms – AC Gramigna reported all is up and running. Gator had parking brake fixed. Radio on M3 was installed. E31 white rear lens fell out. To be fixed.

Riverside – AC Downs reported E51 has broken bumper post light. Chief Pelletier noted we may have repair parts at station. Fill valve has a leak on SCBA refill system. Call will be made for service. Door closures at the station need some attention. When day room door is replaced, closures will be fixed.

Membership

1. New members and resignations – None.

Follow up

1. Daily Reminder Reports/Equipment requiring testing – reviewed.
2. Probationary Members – reviewed. AC Gramigna noted William Bassett came off probation. Daniel Ray is presently a Junior and completed an application for QFC.
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	\$253,281.13
Planned Expenditures	\$170,006.63
Remaining	(\$3,395.76)

Training Schedule – Keith Nelsen noted Eversource is not available to do training in February or March. Building Construction & Fire Behavior is planned for February with Joe Arnson and Ed Hellauer as instructors. Schedule will be rearranged for March and following months. Mark Krassner was asked to be in touch with a retiring police officer who is in charge of a K-9 division. A group in Monroe has search and rescue dogs who have offered a search and rescue drill (to be held on a weekend). We need someone to take over handling checkbook and bank statements for Junior bank account. AC Gramigna volunteered. Keith will do recruiting in March at Great Oak Middle School.

Computer Committee – No report.

Valley Fire Chiefs Regional Fire School – FFII class to be held here in town from 3/27 through 5/29. Shelton is hiring instructors for FFI. Shelton doing a Q2 pump class in March. Motion made by AC Gramigna to re-appoint Ed Hellauer as Oxford Fire Department representative for Valley Fire School Board of Directors. Second by AC Downs. Motion passed unanimously.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. Kitchen at RFC – Tentative start date set for 2/18.
2. Truck Committee/OFD tanker specification – Specifications discussed. Committee has completed their work on the project.
3. Tax Abatement for retired volunteer FF – No movement.
4. Radio maintenance – Meetings are continuing between Haynes and First Selectman Temple.
5. Chimney at RFC – Cap to be installed this week.
6. Keyless Entry System – Approved by Board of Selectmen. Approved by Board of Finance to be paid from Finance Contingency. Order put in for equipment.
7. Decks at QFC (capital) – Approved by Board of Selectmen. Town meeting set for 2/20 at 7 pm.
8. Water testing – AC Downs is working with water company to prove we are exempt from water testing at RFC and QFC.
9. Training for power plant – New training video not approved yet. Waiting for new training date.

Keith Nelsen excused himself from the meeting at 8:25 pm

10. Shelving for turnout gear at QFC – Shelves donated may work for storage of turnout gear or hooks may be used to hang gear. To be decided.
11. Hurst tool testing – Completed. R44 tool had bad control knob and was replaced.
12. Portable radios – New portables have been distributed to officers. Vehicle chargers to be distributed for RFC tonight. Old radios will go to Police Department per Board of Selectmen.
13. Budget preparation meeting for FY 2019-2020 held. Follow-up meeting needed and budget will then be completed and submitted.

New Business

1. Tanker bid specification – Motion made by AC Gramigna to approve Bid Specifications for new Tanker 33 and forward to Board of Selectmen. Second by AC Downs. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted we are off to a busy start this year. Yesterday's weather was difficult and there were no calls. Please keep the Noll family in your thoughts due to the death of Ellie's Mother. Memorial service to be held 2/17 at 10 a.m. at Good Shepherd Lutheran Church in Monroe. Thank you everyone and keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:31 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Secretary

19 FEB 19 PM 4:24
TOWN OF OXFORD, CT
Gramigna, A. West
TOWN CLERK