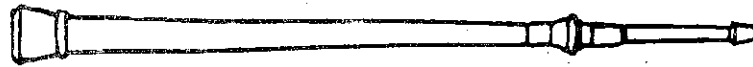




OXFORD FIRE DEPARTMENT

301



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 monthly meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall on 486 Oxford Road, Oxford, Connecticut on Wednesday, August 10, 2016 are as follows:

The meeting was called to order by Chief Pelletier at 7:33 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Coy, AC Downs Jr., Admin. Assistant Vic Noll and Gary Pelletier.

MINUTES: The reading for the minutes of the July 13, 2016 meeting was waived because the minutes were mailed in advance. AC Coy made a motion to approve, seconded by AC Downs. Motion passed.

CORRESPONDENCE:

Received

1. Company Reports - Center, Quaker Farms and Riverside
2. 7/27/2016 Spill incident report for 20 Coppermine Road
3. 7/30/2016 Spill incident report for Rt. 67 near Hogsback Road
4. 8/5/2016 Letter from RFC requesting permission to take E51 to Middlebury parade on 8/27
5. 8/8/2016 Job completion statement from Fail Safe re: hose testing
6. 8/8/2016 From Board of Selectmen - annual town report from each department due 8/29

Sent

1. Minutes for July meeting
2. Call notice for August meeting
3. Chiefs Meeting Package
4. 8/4/2016 2016-007 To Margaret West-Town Clerk - Website updates
5. 7/19/2016 2016-044 To Beth Noll - thank you for years of service
6. 7/18/2016 2016-045 To BOS - Unplanned repairs to Car 3
7. 7/19/2016 2016-046 To Captains SCBA Physicals due September
8. 7/19/2016 2016-047 To Captain Blood - J. Arnson Missing OFD OSHA minimum training
9. 7/19/2016 2016-048 To Captain Gramigna-D. Catlin Missing OFD OSHA minimum training
10. 7/21/2016 2016-049 To BOS - Unplanned repairs to TK46
11. 7/28/2016 2016-050 To Captains - Ladder Testing results - repairs needed
PO 26287 to Valley Fire Chiefs Reg. Train. School - FFII class (4 enrolled)

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	46	283

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	43	?	1	44	2	52
Quaker Farms	35	197	0	0	5	98
Riverside	31	108	3	34	2	31
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported all up and running.

Riverside - AC Downs reported all is up and running. Regarding boat, equipment received needs to be mounted and inventoried.

Oxford Center - All up and running per Chief Pelletier. Having problem with heater core on E41

Equipment Requiring Testing - reviewed. Chief Pelletier noted 4 SCBA bottles were hydro tested and returned.

Follow up

1. Daily Reminder Notes - discussed. AC Coy stated that Captain Gramigna has made numerous calls attempting to get gear back from Zachary Mercer. Mercer has been inactive since 4/12/2016. He has no success and needs help from the Chiefs. The first action would be to send a registered letter from the FD.
2. Expired Drivers Licenses - reviewed.
3. SCBA Physicals past due - reviewed. A motion was made by AC Coy and seconded by AC Downs to send Scott Brennen a letter stating that he is more than 60 days past due. All ayes.

COMMITTEE REPORTS:

2015-16 Budget - waiting for final bills to clear.

2016-17 Budget

Approved Budget	\$389,215.00
Expended	\$12,917.93
Planned Expenditures	\$376,297.07
Remaining	\$0.00

Training -

1. August - Low Angle Rescue
2. September - Haz-Mat
3. October - Car Fires

Procedure for Juniors turning 18 and becoming Ffs reviewed. Vic to send a draft to the captains. FFII class scheduled for September. Chief needs to sign applications. Low angle rescue scheduled for August 23, 2016. VFS to present Slope Evacuation class. New Junior officers were elected and the Oxford website will be updated.

Computer Committee - Vic Noll noted everything is up and running. There is a upgrade to the version of FH that we are using and we should install the upgrade so we will be using the latest when we transfer to running FH on the cloud. Mounts for the ipads on the first line pumpers will be installed during annual service.

Valley Fire Chiefs Regional Fire School - Funding for new facility still up in the air.

Membership

1. New Members - reviewed. Three Juniors turning 18 have submitted applications.
Connor Abbot - Center
Griffin Downs - Riverside
Richard Kovacs - Quaker Farms
2. Probationary Members were reviewed.
3. Firefighters Missing Minimum Requirements were reviewed. Scott to contact Joe Arnison. A motion was made by AC Downs and seconded by AC Coy to send a final letter if training is not completed. All ayes.
4. FFs with outstanding SCBA requirements reviewed.

Vic Noll noted that Fit Testing will be done annually in the fall from now on (September/October).

Standard Operating Procedures - None.

Policies - None.

Keyless Entry System - planning in progress. Chief Pelletier trying to meet with Ed Belinsky to move this along.

UNFINISHED BUSINESS

1. Truck Committee – Final for E41 specification. AC Coy stated that a final version dated 7/20/2016 was sent to the Chiefs. Review of this version has raised several updates. AC Downs asked several questions on the 7/20/2016 versions and a discussion followed. AC Downs was satisfied with his issues and made a motion to accept the current version with the changes mentioned at the meeting. AC Coy seconded the motion. All ayes.
2. Driveway at Riverside - Chief Pelletier to follow up on issues. Would sealing be needed?
3. Facilities Capital Plan - updates from Captains required.
4. Driver Cross Training - Chief Pelletier noted that this should be voted on at the next officer's meeting in September.
5. Boats - work in progress.
6. Dry Hydrant – Anthony's Pond - machine is at the site. Work still needs to be done.
7. Underground Tank - Hart Court - assessment will be done in August.
8. RIT ID Tags - they are done. Regular ID tags for officers will be done with titles in Jan 2017.
9. Phone issues not resolved at QFC station. AC COY to follow up with the phone company.
10. AC Downs reported that he needs to call two hood vendors for estimates.
11. Additional boat on order.
12. Damage to Center Fire Company in April 2016 -settled with Town's insurance. Work should start soon.

NEW BUSINESS

1. Repairs to ladders - Chief Pelletier stated we can replace rivets that show wear.
2. Chief Pelletier asked AC Coy to ask if the current members want to stay on the committee and start developing a standard specification for tankers.
3. Chief asked everyone to give some thought to adding AEDs to all apparatus.

AUDIENCE - None.

REMARKS FOR THE GOOD OF THE DEPARTMENT - Chief Pelletier stated that the Board of Chiefs thanks everyone that is working on the Truck Committee for the good job that they have done. It is working very well and has made positive changes for the Oxford Fire Department. We have been very busy with three structure fires in 7 days. A good job was done by one and all. Pay attention to the weather and stay hydrated.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:45 pm. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Victor Noll

Victor Noll, Administrative Asst.

16 AUG 18 PM 3:14
 TOWN OF OXFORD, CT
Matthew A. Clark
 TOWN CLERK