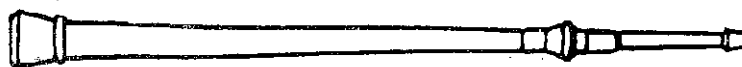




OXFORD FIRE DEPARTMENT

367



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 at 486 Oxford Road, Oxford, Connecticut on Wednesday, **December 13, 2017**, are as follows: The meeting was called to order by Chief Pelletier at 7:43 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, Vic Noll, Admin. Assistant, Keith Nelsen, Training Officer.

AUDIENCE IN ATTENDANCE: None.

MINUTES: The reading of the Minutes of November 8, 2017 was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by AC Coy. Discussion: AC Coy stated both Ryan Petitti and Kurt Petitti resigned and this should be corrected in the Minutes on page three under Membership. Motion to approve, as amended, passed unanimously.

CORRESPONDENCE: *Received*

1. Company Reports – Center, Quaker Farms and Riverside Fire Company
2. Call and Incident Reports from NW CT Public Safety – November 2017
3. 11/6/2017 Middlebury Fire Dept. Re: Fire department radio system frequencies
4. 11/12/2017 Fax RFC Re: Parade request
5. 11/13/2017 Letter RFC Re: John Downs, Jr. elected company Chief for 2018
6. 11/15/2017 Letter Oxford Safety Committee Re: Inspection reports for CFC and RFC
7. 11/15/2017 Spill incident report for 114 Willenbrock Road
8. 11/16/2017 Spill incident report for Willenbrock Road
9. 11/16/2017 Letter from Jim Gies Re: Tax abatement
10. 11/16/2017 Memo from BOS Re: Appointments for boards
11. 11/16/2017 Memo from First Sel. Re: In/Out board near receptionist area
12. 11/20/2017 Memo from James Munda/CFC Re: Parade Request
13. 11/27/2017 Letter from Infogroup Re: Tax exemption (forwarded to Finance Dept.)
14. 11/26/2017 Letter from QFC Re: Andrew Coy elected company Chief for 2018
15. 11/30/2017 Memo from Kristyn Rosa, Admin Asst Re: Supervisors time cards
16. 11/20/2017 Memo from Kristyn Rosa, Admin Asst Re: Calling in late or sick
17. 12/1/2017 Notice from Park & Rec Re: Christmas in Oxford tree lighting for 12/1
18. 12/4/2017 Letter from Matt Romeo Re: Tax abatement
19. 12/4/2017 Letter from RFC Re: Fire police for 2018
20. 12/4/2017 Letter from RFC Re: Officers for 2018

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

21. 12/6/2017 BOS Regular meeting Agenda
22. 12/6/2017 Letter from Dan Wiemer Re: Tax Abatement
23. 12/12/2017 Letter from Mike Blood Re: Tax Abatement
24. 12/12/2017 Letter from Nick Russell Re: Tax Abatement
25. 12/12/2017 Letter from Kyle Leake Re: Tax Abatement

Sent

1. Minutes for November 2017 Board of Fire Chief's Meeting
2. Call notice for December 2017 Board of Fire Chief's Meeting
3. 11/6/2017 Fax to Oxford Pharmacy – Updated list of FF who need Hepb shots
4. 11/9/2017 2017-046 2nd request-Memo to BOS Re: Capital project requests
5. 10/11/2017 2017-064 Letter to Waterbury Elks Re: Thomas Bernardini
4. 11/16/2017 Email to Employers Reference Source Re: Background check L.Bell
5. 11/17/2017 2017-065 Memo to RFC Re: Parade request
6. 11/17/2017 2017-066 Memo to Captains Re: SCBA physicals past due/30 day notice
7. 11/21/2017 2017-067 Memo to BOS Re: Unplanned repairs T33
8. 11/14/2017 2017-068 Memo to Assessor Re: Address change for D.Gramigna
9. 11/20/2017 2017-069 Memo to Middlebury Fire Chief Re: Fire ground frequencies
10. 11/20/2017 2017-070 Memo to Captains Re: SCBA physicals due January 2018
11. 11/21/2017 Email to Employers Reference Source Re: Background check 4 new firefighters
12. 11/21/2017 2017-071 Memo to BOS Re: Unplanned repairs E31
13. 11/21/2017 2017-072 Memo to CFC Re: Parade Request
14. 11/27/2017 2017-073 Memo to Captains Re: 2018 personal gear inventory
15. 12/5/2017 2017-074 Memo to Captains Re: Budget requests FY 2018-2019
16. 11/30/2017 2017-075 Memo to BOS Re: Unplanned expense/antenna RFC
17. 11/30/2017 Fax to NW CT Public Safety Re: Emergency contacts-Waterbury/Oxford airport
18. 11/30/2017 Fax to Knox Box Co. Re: Master keys
19. 12/5/2017 2017-076 Memo to Finance Director Re: insurance claim/hose
20. 12/5/2017 2017-077 Memo to Captains Re: Blue light permit updates
21. 12/11/2017 2017-078 Memo to BOS Re: Unplanned repair R44
22. 12/7/2017 2017-079 Memo to Firematic Re: Knox box for E41
23. 12/7/2017 Email to Employers Reference Source Re: Background check-J.Deer
24. 12/12/2017 2017-080 Memo to BOS Re: Septic Issues at CFC
25. 12/12/2017 Fax to Oxford Pharmacy Re: Updated list of FF who need HepB shots

CHIEF'S REPORTS:**Fire Department Calls - Last month and Year to Date – Reviewed.**

	Calls	
	Month	Year
Department	37	400

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	37	323	2	106	3	68

Quaker Farms						
Riverside	29	70	2	13	9	177

Center – Chief Pelletier reported all is up and running. Officers remain the same for 2018. Air leak in cascade system discussed. Septic issue persists – has backed up into station four times. Tank will be pumped monthly. 50' camera was used and there is no blockage. It appears leaching fields are a problem. E42 needs assessment of sensor in transmission. To be done at Gowans Knight. Had trouble starting E41 recently.

Quaker Farms – AC Coy reported all is up and running. All repairs are complete at the station. Officers for 2018: Captain Dan Gramigna, 1st Lt., Ryan Andrew, 2nd Lt., Steve Hoffman. Santa will visit the town on firetruck this weekend.

Riverside – AC Downs reported all is up and running. Officers for 2018: Captain Ed Hellauer, 1st Lt. Matt Hedge, 2nd Lt. Justin Bongiorno. E51 has a bad sensor in transmission and will be worked on at Gowans Knight.

Membership

1. New members and resignations – Reviewed.

Follow up

1. Daily Reminder Reports/Equipment requiring testing – reviewed.
2. Probationary Members – reviewed. Ethan Downs probationary period extended to Jan. 8, 2018.
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. SCBA Physicals past due – reviewed.
Motion made by AC Coy to remove Tim Crouch from interior firefighter status and send letter to him due to past due SCBA annual physicals. Second by AC Downs. Motion passed unanimously.
9. Hep B shots due – reviewed.
10. Expired Drivers Med Cards – reviewed.

All agreed to take Training Schedule at this time, out of order.

Training Schedule

November – Fire Company Operations – 66 Hawley Road, Oxford

December – SOP Review/Christmas party - RFC

January 21 – OSHA Sunday – Great Oak Middle School

January – Ice/cold water rescue

February – Hybrid vehicles

Juniors need gloves/to be purchased. Training for FF I and II discussed. Need to get a count of those interested.

Keith Nelsen excused himself from the meeting at 8:33 p.m.

COMMITTEE REPORTS Vic Noll reviewed the budget for FY 2017-18.

Approved Budget	\$389,255.00
Expended	127,695.73

Planned Expenditures	262,287.32
Remaining	(-728.05)

Computer Committee Vic Noll reported all is up and running. The server was moved to QFC.

Valley Fire Chiefs Regional Fire School – No update on the building.

Standard Operating Procedures – 102 Protective Clothing/Equipment and 401 Fire Apparatus Driver/Operation
– To be reviewed at next Officer's meeting.

Policies – None.

UNFINISHED BUSINESS

1. New E41 – January 26, 2018 is deliver/pick up date. Trip to go look at it will be planned.
2. Dry Hydrant – (Anthony's Pond) No movement.
3. Underground Tank (Hart Court) – No movement.
4. Kitchen at RFC – Need to get quote from last vendor from Massachusetts.
5. Truck Committee/ OFD tanker specification – No movement – discussed.
6. Tax Abatement for retired volunteer FF – No movement.
7. Keyless Entry System – Utility Communications will work on updates on server for new system.
8. Turnout Gear – Nine new sets received. Inventory identification numbers are incorrect inside the coats. Radio identification numbers were incorrectly used. Sales representative will deal with it.

NEW BUSINESS

1. Radio maintenance – Issue with antenna at Coppermine cell site due to weather conditions and age. New aluminum antenna was installed. Purchase order has been cut and signed for moving the Woodruff Hill site to the power plant. That gives us a microwave link.
2. Tax Abatement – Chief reviewed letters from FF for Tax Abatement 2017. Motion made by AC Coy to table action on requests from Nick Russell, Mike Blood and Dan Wiemer. Second by AC Downs. Motion passed unanimously. Motion made by AC Downs to approve request by Jim Gies to be exempt from training drill requirement for tax abatement 2017. Second by AC Coy. Motion passed unanimously.

AUDIENCE IN ATTENDANCE None.

REMARKS FOR THE GOOD OF THE DEPARTMENT Chief Pelletier noted snow and ice are expected this time of year. Respond with caution. Happy Holidays.

Vic Noll spoke about how he is finding it difficult to continue to be the lead person for equipment maintenance and other primary needs for OFD. He noted it has been great working with the Chief as Administrative Assistant and with the Assistant Chiefs. He feels they have done outstanding things in the life of the Fire Department. Chief Pelletier agreed and thanked him for his service over the years.

ADJOURNMENT AC Coy moved to adjourn the meeting at 9:17 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

17 DEC 21 PM 4:06
TOWN OF OXFORD, CT
TOWN CLERK
Cheryl A. West