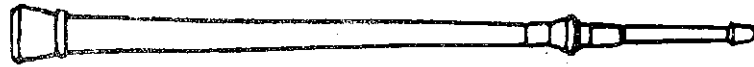




OXFORD FIRE DEPARTMENT

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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, May 11th, 2016 are as follows:

The meeting was called to order by Chief Pelletier at 7:30 p.m.

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

MINUTES: The reading for the minutes of the April 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. April Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 03/21/2016 Email from Nelsen re Occupant Questionnaire for Safety Officer
4. 04/13/2016 Emergency Incident Rehab for 117 Shelton Road
5. 04/18/2016 Cancel BOS Regular Meeting 4/20/2016
6. Agenda for BOS Special Meeting 4/21/2016
7. 05/02/2016 Agenda for BOS Regular Meeting 5/4/2016
8. 05/03/2016 Memo from BOS re National Day of Prayer on 5/5/2016
9. 05/03/2016 From Beacon Hose Co. No. 1 re newly elected slate of officers

Sent

1. Minutes for April meeting
2. Call for May meeting
3. Chiefs Meeting Package
4. 04/12/2016 2016-033 to Captains re SCBA Physicals Due in June 2016
5. 04/26/2016 2016-034 to Captains re FF Missing OFD OSHA Minimum Training
6. 05/05/2016 2016-035 to BOS re Transfer for 5325-905
7. 04/28/2016 Email to ERS for Background Check for Joseph Denigris

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	30	165

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	29	204	2	82	2	223
Quaker Farms						
Riverside	25	119				
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported all up and running. Watch seatbelt and door alarm issue on 31. Work done on radio and assessment is still being done.

Keith Nelsen entered meeting at 7:35 p.m.

Riverside - AC Downs reported that the bumper repair on E51 is done. Quality of workmanship is acceptable. R54 is still having intermittent problems on the Kussmal. He asked about B55 and Chief Pelletier noted oil needs to be purchased and added. Old boat needs battery. List of items needed for new boats will be given to Chief Pelletier. Quotes from West Marine for battery tenders for the motor in the new winch will be forwarded to Chief Pelletier.

Oxford Center - All up and running per Chief Pelletier. Oil water separator will be pumped by June 30.

Equipment Requiring Testing - reviewed.

Follow up

1. Daily Reminder Notes - discussed.
2. Expired Drivers Licenses - were reviewed.
3. SCBA Physicals past due - discussed.

COMMITTEE REPORTS:

2015-16 Budget

Vic Noll reported on the budget. He reviewed line items that were underfunded due to increase in fees half way through the fiscal year and noted transfers will be needed. Electricity is underfunded and heating oil has extra funds in the budget. Salt for water softeners was discussed between Chief Pelletier and AC Downs.

Approved Budget	\$372,421.00
Expended	\$273,718.88
Planned Expenditures	\$101,677.65
Remaining	(\$2,975.53)

2016-17 Budget - approved at public hearing Monday 4/18/2016

Training - Keith Nelsen reported the following:

Expanding instructors for the quarterly 16 hour Basic Pump Operations class was discussed. The goal is to keep it as a department drill. Keith noted OFD will not have much attendance for mutual aid tanker shuttle and it should be cut. This was agreed upon. He suggested it be done with water supply in June. No decision made. Juniors were discussed and company meetings each month with them is working well. AC Coy noted Juniors need to have a fund raiser for uniforms. Others will need to be involved for fund-raising.

Computer Committee - Vic Noll noted everything is up and running. In summer, we will be changing to FH Cloud so updates will be done automatically. Chief Pelletier commented that contact with firehouse support needs to happen to discuss issues. Vic will follow up on this.

Valley Fire Chiefs Regional Fire School - Chief Pelletier noted he went to the last meeting. Other than the legislative issue with the school it is in the hands of the Governor as to whether funding will be available. Hopefully they will be successful during a bonding meeting.

Membership

1. New Members - none.
2. Probationary Members were discussed.
3. Firefighters Missing Minimum Requirements - A Motion was made by AC Coy to send letters to Joseph Arnson, Andrew Carde and David Catlin who are missing OFD OSHA requirements. Second by AC Downs. Motion passed unanimously.
4. FFs with outstanding SCBA requirements discussed.
5. FFs Ann Marie & Louis Luskay have transferred from Center to Quaker Farms.

Standard Operating Procedures - None.

Policies - None.

Keyless Entry System - Scott to follow up on this.

UNFINISHED BUSINESS

1. Truck Committee – AC Coy reported the spec is 99% done. It will be reviewed to be sure there are no discrepancies.
2. Driveway at Riverside - no movement.
3. Facilities Capital Plan - Captains will be reminded that list of needs is due to be submitted.
4. Driver Cross Training - Chief Pelletier noted that this should be voted on at the next officer's meeting.
5. Boats - the grant for a new boat was approved. It was spec'd as a zodiac similar to M2. It will go to Quaker Farms as M3 instead of the old boat which will be decommissioned and returned to Riverside.
6. FFI course - Class is complete and everyone did well on written test. AC Coy reviewed upcoming required testing.
7. Mutual Aid tanker drill – cancelled.
8. Dry Hydrant – Anthony's Pond - machine needs to be brought there.
9. Underground Tank - Hart Court - confined space entry needed to assess repairs needed.
10. CIT and monitoring - it is working fine. Chief Pelletier reports that the phone line goes down often. Testing of circuit was done. More assessment and testing to be done. Switch from Waterbury to Prospect was made. Issues arose and Northeastern and Utility Communications will find/fix problem.
11. RIT ID Tags - some need to have new pictures and officer's are being redone. We will not get them from Valley Fire School in the future.

NEW BUSINESS

1. Chief Pelletier reports the turnout gear was received and issued to the stations. One issue with a pair of pants being short.
2. AC Coy reports that the phone issues at the station persists. Chief Pelletier commented that he will continue to report problems to phone company.
3. AC Coy reports Take A Stand is set for May 20 at 10 a.m Rain date 5/23. Apparatus needed R54, R44, E31.
4. Discussion ensued about Mutual Aid and the need to have one Chief in Oxford at all times.

AUDIENCE - none.

REMARKS FOR THE GOOD OF THE DEPARTMENT -Chief Pelletier commented the department has been busy. He mentioned that an award system will be discussed at the next officers meeting.

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

Respectfully submitted, pending approval,

Marni Soss

Marni Soss, Secretary

16 MAY 18 PM 12:00
 TOWN OF OXFORD, CT
Christopher A. West
 TOWN CLERK