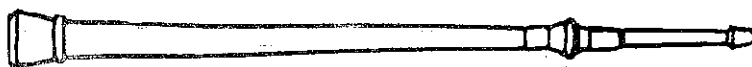




OXFORD FIRE DEPARTMENT



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, September 14, 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 Downs Jr., Admin. Assistant Vic Noll, Marni Soss, Acting Secretary, Keith Nelsen (arrived at 7:45). (AC Coy is attending FFII class). No audience in attendance.

MINUTES: The reading for the minutes of the August 10, 2016 meeting was waived because the minutes were mailed in advance. AC Downs made a motion to approve, seconded by Chief Pelletier. Motion passed.

CORRESPONDENCE:

Received

1. Company Reports - Center, Quaker Farms and Riverside
2. Call and Incident Reports for August 2016 from NW CT Public Safety
3. 8/15/2016 Spill incident report for 1 Oxford Road
4. 8/16/2016 From AFG (Assistants Firefighters Grant Program) Unable to fund grant
5. 8/16/2016 From Employers Reference Source Re: Service information
6. 8/18/2016 Spill incident report for Wyant Road
7. 8/24/2016 Spill incident report for 19 Larkey Road
8. 8/28/2016 Spill incident report for 339 Christian Street
9. 9/1/2016 (2) Service information brochures from JP Maguire
10. 9/7/2016 Agenda for Board of Selectmen's meeting-approve bid process for E41
11. 9/8/2016 From BOS - approved bid process at 9/7 meeting
12. 9/8/2016 From BOS - alarmed emergency exit doors in Town Hall

Sent

1. Minutes for August 2016 meeting
2. Call notice for September 2016 meeting
3. Chiefs Meeting Package
4. 8/15/2016 2016-007 To M. West Re: update Junior information on Town website
5. 8/15/2016 2016-052 Transfer of funds to acct. 595 Electricity
6. 8/15/2016 2016-053 Transfer of funds to acct. 605 Equip. Maintenance
7. 8/15/2016 2016-054 Transfer of funds to acct. 812 Vehicle repairs
8. 9/12/2016 2016-055 To BOS final transfers for FY 2015/16

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

9. 8/17/2016 To Finance Director - List of FF for Workers Comp Audit per his request
10. 8/17/2016 2016-057 To Scott Brennan Re: overdue annual physical
11. 8/18/2016 2016-058 To Captain Blood - Notice of letter to Scott Brennan
12. 8/22/2016 Fax to Oxford Pharmacy Re: updated list of FF needing Hep B shots
13. 8/29/2016 2016-059 To BOS - Annual Report
14. 8/23/2016 2016-060 To RFC re: permission to take E51 to Middlebury Parade 8/27
15. 9/1/2016 2016-061 To BOS re: Unplanned repairs to E31
16. 9/7/2016 2016-062 Reference letter for Thomas Romeo

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	48	331

	Calls		Drills/Training		Work Sessions	
	-#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	47	21	2	88	2	72
Quaker Farms						
Riverside						
	<i>* from FireHouse</i>					

Quaker Farms - Chief Pelletier reported for AC Coy that all is up an running.

Riverside - AC Downs reported that rotation for annual preventative maintenance of apparatus at Gowans Knight has started with E54. Chief noted they are getting prices for us to change lights to LED. E51 is there currently. He spoke of an issue with the driver's air seat. Car 3 went for tune-up issues and it is running better now. They will have a couple company drills in the fall and take the boat out before colder weather and look for added launching sites on the lower lake and will also spend time on Lake Zoar. Chief Pelletier spoke of the need to finish lettering on the zodiac boat. A letter will be sent to Riverside stating the old boat is to be considered out of service.

Oxford Center - Chief reported that the alternator broke on E41 and heater core has been repaired and will be put back in during annual maintenance. Floating pump has been taken off the tanker and will be brought for repair. New motor may be needed if repair cannot be done. Small Honda generator taken off E42 and needs service.

Equipment Requiring Testing - reviewed.

Follow up

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

COMMITTEE REPORTS:

2016-17 Budget

Approved Budget	\$389,215.00
Expended	\$34,883.89
Planned Expenditures	\$376,297.07
Remaining	(\$21,965.96)

Long Range Capital Plan - Report reviewed by Chief Pelletier. Copies to be sent to Chiefs and Captains.

Training -

Keith Nelsen attended meeting at 7:45 and reviewed plans for upcoming training.

1. September - Safety
2. October - Car Fires (at Daddios)
3. November - Building Survey

Assessment of need for Basic Pump Operations class to be done and discussed at Officer's meeting.

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. Chief Pelletier commented that there is no set date with Northwest for the global system for the ipads. He spoke about pricing for ipad mounts to be installed and the intent to have them installed during annual service.

Valley Fire Chiefs Regional Fire School - The next meeting is Tuesday in Bethany. There is no movement on the school.

Membership

1. New Members - reviewed.
2. Probationary Members were reviewed.
3. Firefighters Missing Minimum Requirements were reviewed. FFs with outstanding SCBA requirements reviewed.

AC Downs indicated he will follow-up with families of Jeffrey Berger, Connor McDonnell and Zachary Mercer for return of gear.

Standard Operating Procedures - None.

Policies - None.

Keyless Entry System - planning in progress discussed. Keith Nelsen spoke about wireless system recently installed in buildings in Town. Chief Pelletier will review the specifications from that system.

UNFINISHED BUSINESS

1. Specifications for E41-Bids due on October 17. They will be reviewed and may be ready for our November meeting.
2. Air packs - AIG grant was not received for air paks. Funding is in Capital projects. Chief Pelletier noted he spoke with Scott and their vendor, Shipman's. They will put a bid spec together for us. We are looking to get the pack tracker and in mast thermal imaging camera. Chief reviewed list of apparatus that will have this equipment. Training class will be planned.
3. Driveway at Riverside - Chief Pelletier noted he is looking for the Town to seal it before winter.
4. Facilities Capital Plan - To be discussed at Officer's meeting at the end of this month.
5. Driver Cross Training - Chief Pelletier noted that this should be voted on at the next officer's meeting in Sept.
6. Boats - Marine 3 was delivered and located at Quaker Farms. They are working with Mike McCarthy for training.
7. Dry Hydrant - Anthony's Pond - We will need to hire someone with a machine to do the work.
8. Underground Tank - Hart Court - Needs to be checked. Confined space training to be done there.
9. RIT ID Tags - they are done. Regular ID tags for officers will be done with titles in Jan 2017.
10. Phone issue at QFC - No report from AC Coy.
11. Kitchen at RFC - AC Downs reported that the project will start with hood and pricing will be collected soon.
12. Damage to Center Fire Company in April 2016 - Chief Pelletier noted that work on the floors in the day room and training room will begin tomorrow. Upcoming classes will be relocated to QFC while project is being done.
13. Ladder testing - Ladders with rivet issues will be repaired.
14. Truck Committee - Current members were asked to stay on for T33.
15. Adding AEDs to the apparatus was discussed. Funding will come from a grant.

NEW BUSINESS

1. AC Downs led discussion about a House bill that was passed for 25 year member who is retired to receive \$1,000 tax abatement annually. (Pertaining to volunteer firefighters and fire police) AC Downs suggested this be discussed at the next Officer's meeting. Chief noted that the tax collector and First Selectmen are aware of this and he will follow up with them.
2. Fire Prevention week is October 13 and October 14 at Center School and Quaker Farms School. The department need volunteers for those two days. Poster contest will be held at Quaker Farms School and three winners will get a ride to school in an engine.

AUDIENCE - None.

REMARKS FOR THE GOOD OF THE DEPARTMENT - Chief Pelletier commented that the last two months have been very busy and everyone has been doing well. Keep up the good work. Weather will be changing and we will be dealing with wet roads with leaves on them. Use caution and stay hydrated.

ADJOURNMENT - AC Downs moved to adjourn the meeting at 8:18 pm. Seconded by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Acting Secretary

16 SEP 22 PM 1:49
 TOWN OF OXFORD, CT
 TOWN CLERK
Stephanie A. West