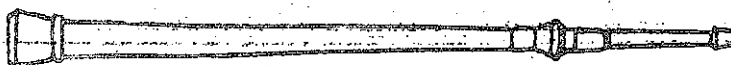




OXFORD FIRE DEPARTMENT



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, November 9, 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 Downs Jr., Admin. Assistant Vic Noll, Acting Secretary, Marni Soss. (AC Coy was attending FFII class). No audience in attendance.

MINUTES: The reading for the minutes of the October 12, 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 Fire Company.
2. Call and Incident Reports for October 2016 from NW CT Public Safety
3. 9/14/16 Notice of publication in Voices newspaper-Pumper Specification
4. 10/17/16 Formal bid specification opening - Bid received from Pierce \$802,538.11
5. 10/19/16 Agenda from BOS - Cancellation of 10/19/16 meeting
6. 10/20/16 Memo to Town Hall Employees - Christmas card photo
7. 10/27/16 Legal Notice for Town Meeting for 11/2/16
8. 10/19/16 CT Dept. Of Energy & Environmental Prot. - Information from Forestry Div.
9. 10/22/16 Spill Incident report re: 135 Maple Tree Hill Road
10. 10/30/16 Spill Incident report re: 31 Larkey Road
11. 11/2/16 Agenda from BOS - for Regular meeting
12. 11/8/16 Notice of Town Hall Chili Cook-Off Competition set for 11/17/16
13. 11/8/16 Letter from RFC - appointment of John Downs, Jr. Company chief for 2017
14. 11/8/16 Request from RFC - Tanker 53 to Seymour Christmas Parade

Sent

1. Minutes for October 2016 meeting
2. Call notice for November 2016 meeting
3. Chiefs Meeting Package
4. 10/13/2016 Fax from Adm. Asst. To Firehouse Software
5. 10/13/2016 Purchase Order to RnB Enterprises for Smart Board licenses (\$147.00)
6. 10/18/2016 2016-067 To Captains Re: Annual physicals due December 2016

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

7. 10/18/2016 2016-069 To BOS re: unplanned repairs to Engine 41
8. 10/13/2016 2016-070 To Xerox Government Systems re: FH Hosting Agreement
9. 11/1/2016 2016-071 To NW Connecticut Public Safety re: Dispatch issues
10. 11/2/2016 Final Bid Spec for Scott Safety Air Pak "X3"
11. 11/2/2016 Invitation to Bid Scott Safety Air Pak "X3" - due November 28, 2016

CHIEF'S REPORTS:

Fire Department

| | Calls | |
|------------|-------|------|
| | Month | Year |
| Department | 31 | 390 |

| | Calls | | Drills/Training | | Work Sessions | |
|--------------|------------------|---------|-----------------|---------|---------------|---------|
| | # | Man Hrs | # | Man Hrs | # | Man Hrs |
| Center | 30 | 219 | 2 | 66 | 1 | 46 |
| Quaker Farms | | | | | | |
| Riverside | | | | | | |
| | * from FireHouse | | | | | |

Quaker Farms - Chief Coy was asked earlier today and he commented he had nothing to report.

Riverside - AC Downs reported Tanker 53 the backup alarm appears to be intermittently operational. Brush 55 the check valve/solenoid for the pump is leaking during operation. Car3 has a problem with the battery losing its charge quickly. The am/fm radio was removed from the battery which seems to help. He will continue to assess the problem. The new leaf blower on E51 has no power and will be sent for repair.

Oxford Center - Chief Pelletier reported E41 had annual DOT inspection. TK46 had annual DOT inspection but needs to go back for UL test. Ipad mount was installed in TK46. E42 is out being serviced now and ipad mount will be installed. R44 will go for DOT inspection soon. QFC apparatus will go for DOT inspection next. Honda generator is out for service. Floating pump was fixed last month.

Equipment Requiring Testing - reviewed.

Follow up

1. Daily Reminder Notes - discussed. AC Downs noted all Connor McDonnell's equipment has been returned. Jeff Berger claims all his gear has been returned. This will be checked at the station.

2. Expired Drivers Licenses - reviewed.
3. Expired Drivers Med Cards - reviewed.
4. SCBA Physicals past due - reviewed. It was noted that Joseph Denigris' new firefighter physical was not done. His probationary period expired 10/12/16.
5. Hep B shots due report reviewed. Five firefighters who had negative titer test have not started their Hep B shots. **Motion** made by Chief Pelletier to send letters with Hepatitis B waiver to each of the five firefighters who have not started HepB shots. Second by AC Downs. Motion passed.

COMMITTEE REPORTS:

2016-17 Budget

| | |
|----------------------|--------------|
| Approved Budget | \$389,215.00 |
| Expended | \$68,435.86 |
| Planned Expenditures | \$320,779.14 |
| Remaining | \$0.00 |

Training

Chief Pelletier noted that Keith Nelsen asked if anyone wants anything in training schedule different for next year that they contact him. Dates for OSHA Sunday, rope class, RIT re-certification and confined space re-certification to be announced at the December Chief's meeting.

1. November - Building Survey
2. December - SOPs and Christmas Party
3. January - OSHA Sunday - date to be determined.

Vic Noll asked if anyone needs the basic pump class (fourth quarter is December). Those present know of no need. Driver Training report reviewed. Updates requested; to be reviewed at the next meeting. Report of SCBA Masks reviewed. Updates requested; to be reviewed at the next meeting.

Computer Committee - Vic Noll spoke about shifting operations to the Cloud for Firehouse. First meeting occurred and we gave them a list of users. We need to provide backed up data that will be put in the Cloud.

Valley Fire Chiefs Regional Fire School - We did not have a representative at the last meeting for updates.

Membership

1. New Members - reviewed.
2. Probationary Members - reviewed.
3. Firefighters Missing Minimum Requirements - reviewed. FFs with outstanding SCBA requirements reviewed.
4. Notice from CFC - 11/8/16 Connor Abbot resignation letter received.

Standard Operating Procedures - Draft to Cross Training was done. Questions came up that will be addressed.

Policies - None.

Keyless Entry System - Chief Pelletier noted we have prices for entry doors that we want to have done. We will compile a list of additional doors and the cost. He will speak to the Selectmen to see if we can do the entire project at one time.

UNFINISHED BUSINESS

1. Specifications for E41 - To be reviewed by Board of Selectmen.
2. Air packs - Specification complete and request for bids sent. Due November 28, 2016.
3. Driveway at Riverside - No movement.
4. Facilities Capital Plan - Chief Pelletier recently reminded the stations that figures need to be put together and implemented into the budget.
5. Boats - Lettering to be done on zodiaks. Flash Signs will do the work.
6. Dry Hydrant - (Anthony's Pond) Still shallow due to lack of rain. We will continue to monitor.
7. Underground Tank Hart Court - No movement. We will continue to monitor.
8. Phone issue at QFC - No report from AC Coy.
9. Kitchen at RFC - AC Downs reported that more quotes were received for items in the kitchen.
10. Ladder testing - Ladders with rivet issues will be repaired.
11. Truck Committee - they were meeting today. There were some discrepancies that were worked out. The cost of the truck will not change. Commitment letter should be received soon. Chiefs need to review and approve then it will go to the Selectmen's agenda. AC Downs noted that John Congiu resigned and will be replaced by Matt Hedge. Thanks to John for his work on the committee.
12. Automatic defibrillator (AEDs) - Grant Writer is looking for grants.
13. Tax abatement for retired volunteer FF - To be reviewed at officer's meeting.
14. Fire Prevention week - Letters to be sent to three stations thanking them for their participation.
15. Trick-or-Trunk on 10/31 at Oxford High School was successful.

NEW BUSINESS

1. **Motion** made by Chief Pelletier to approve Riverside Fire Company taking Tanker 53 to the Seymour Christmas Parade on November 27, 2016. Second by AC Downs. Motion passed.

AUDIENCE - None.

REMARKS FOR THE GOOD OF THE DEPARTMENT - Chief Pelletier commented on the multiple brush fires this week and reminded the firefighters to be diligent in looking for anything out of the ordinary and to report the same. We were busy for a few months and had a period that slowed down. We are busy again and he commented that everyone is doing a great job. Reminder regarding tax abatements that those who work nights need to provide letter to be reviewed at next Chief's meeting. Please check call and drill attendance reports for accuracy. The weather is changing. Please drive carefully, dress appropriately and be careful - thank you.

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

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Acting Secretary

16 NOV 15 PM 3:22
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK