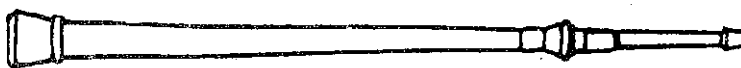




# OXFORD FIRE DEPARTMENT



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, February 8, 2017 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. (arrived at 8 p.m.), Admin. Assistant Vic Noll, Secretary, Marni Soss. Audience in attendance: Robert Wilcock.

**MINUTES:** The reading of the minutes of the Jan. 11, 2017 meeting was waived because the minutes were mailed in advance. AC Coy moved to approve, seconded by Chief Pelletier. Motion passed.

## **CORRESPONDENCE:**

### **Received**

1. Company Reports - Center Fire Co., Quaker Farms Fire Co., Riverside Fire Co.
2. Call and Incident Reports from NW CT Public Safety Inc. For January 2017
3. Fuel Usage Report for CFC, QFC, RFC for 10/1/16 through 12/31/16
4. CO Meter calibration log from QFC
5. 1/5/17 Letter from NW CT Public Safety Re: appointment of new Director of Operations
6. 1/10/17 Memo from BOS re: issues or complains from employees
7. 1/17/17 Report of Shelton Fire Department re: contact information
8. 1/18/17 Agenda for BOS Regular Meeting
9. 1/20/17 Letter from First Light Power Resources invite to Shepaug Tabletop and Functional Exercises
10. 1/24/17 Spill Incident report for 53 Oxford Road
11. 1/27/17 Spill Incident report for 61 Quaker Farms Road
12. 1/26/17 Letter from Robert Wilcock re: House Bill #5277-Tax relief to retired employees
13. 2/1/17 Agenda for BOS Regular Meeting
14. 2/2/17 Memo from Selectmen's Office re: approval of new E41
15. 2/8/17 Legal notice for 2/21 Town Meeting re: Expenditure for new E41
16. 1/23/17 Notice from Dayton re: recall list of dehumidifiers
17. 1/13/17 Letter from Condon & Savitt re: Legal opinion-Out of town member/officer of OFD

### **Sent**

1. Minutes for January 2017 meeting
2. Call notice for February 2017 meeting
3. Chiefs Meeting Package for January 2017 meeting

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

4. 1/5/2017 Email to Wright-Pierce re: Emergency Action Plan acknowledgement forms for Housatonic River Project, Shepaug Development and Rocky River Development
5. 1/12/2017 2017-003 Memo to BOS re: Chief of the Department
6. 1/16/2017 2017-004 Memo to Valley Fire Chiefs Training School re: Oxford's Rep.
7. 1/17/2017 Fax to Fail Safe Testing with 2017 Quote for hose testing
8. 1/19/2017 2017-010 Letter to Gowans Knight re: service ticket at time of service
9. 1/12/2017 2017-011 Memo to BOS re: Unplanned repairs to HVAC at CFC
10. 1/19/2017 2017-012 Memo to George Muttick re: OSHA Sunday
11. 1/19/2017 2017-013 Letter to Haynes Construction re: Quarry Walk-communication issue
12. 1/19/2017 2017-014 Memo to Captains re: SCBA physicals due March 2017
13. 1/19/2017 Email to Employer's Reference Source-Background check Andrew Temple
14. 1/31/2017 2017-015 Memo Re: Scott Halstead-requirements for classes for Exposure to Bloodborne Pathogens and Hazardous Materials
15. 2/2/2017 2017-016 Memo to BOS re: General Fund Budget Request FY2017-18
16. 2/7/2017 2017-016 Memo to BOS re: 5300 Emerg. Comm. Budget Request FY2017-18
17. 2/2/2017 2017-017 Memo to BOS re: Capital Budget Request FY2017-18
18. 2/6/2017 Email to Employer's Reference Source-Background check Pat Gannon
19. 2/6/2017 Email to NW CT Public Safety re: announcements of 2/9/17 SCBA recert. class

### **CHIEF'S REPORTS:**

#### **Fire Department**

	Calls	
	Month	Year
<b>Department</b>	30	30

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
<b>Center</b>	28	233	1	22	2	52
<b>Quaker Farms</b>	22	70	1	27	3	61
<b>Riverside</b>	25	100	2	92	8	40
	<i>* from FireHouse</i>					

**Quaker Farms** - Chief Coy reported all is up and running.

**Riverside** - AC Downs reported all up and running. R55 is back after service at GowansKnight. No service ticket was on the seat and it is not known what service was done or if any follow-up is required. Chief Pelletier commented he will talk to them and that a letter was sent recently on this issue. Lens for R55 received. To be put in at the station. Wiper blades will be purchased for E51. Chief Pelletier noted tires should be received for E53 next week.

**Oxford Center** - Chief Pelletier reported everything is up and running. Tires should be received for E41 next week. K12 circular saw and chain saw from R44 are out for repair.

**Equipment Requiring Testing** - reviewed.

**Follow up**

1. Daily Reminder Notes - discussed. AC Downs noted he has gear returned from Jeff Berger. He also has extra dress shirts that can be used in the department by juniors.
2. Expired Drivers Licenses - reviewed.
3. Expired Drivers Med Cards - reviewed.
4. SCBA Physicals past due - reviewed. **Motion** made by AC Coy to send letter to Matthew Matula to get his annual physical or he will become inactive. Second by AC Downs. Motion passed unanimously.
5. Hep B shots due report reviewed.

**COMMITTEE REPORTS:**

**2016-17 Budget**

Approved Budget	\$389,215.00
Expended	\$197,601.21
Planned Expenditures	\$199,593.29
Remaining	(\$7,979.50)

**Training**

**Monthly training drills**

- February - Gas Meters - RFC
- March - Ropes and Knots
- April - RIT and new airpaks

**Computer Committee** - Chief Pelletier noted Neil Silberkleit is looking into making the conversion to the new server. Vic spoke about the screwdriver program update that should be installed. We also need a software update to be able to access compressed background check data.

**Valley Fire Chiefs Regional Fire School** - No report.

**Membership**

1. New Members - reviewed.
2. Probationary Members - reviewed.
3. Firefighters Missing Minimum Requirements - reviewed.

**Standard Operating Procedures** - The draft of Driver Training SOP to be approved at officer's meeting.

**Policies** - None.

**Keyless Entry System** - Bid specifications to be sent out.

**UNFINISHED BUSINESS**

1. Specifications for E41- Approved by Board of Finance at Special Meeting on 2/7. AC Coy reported they want us to add to the bid spec. penalties to be paid if the builder doesn't meet periodic deadlines. This will be addressed.
2. Air packs ordered. We have ordered identification tags for the masks. We anticipate to receive them in March.
3. Driveway at Riverside - AC Downs reported there is a serious crack where seam is which is splitting apart.
4. OFD Facilities Capital Plan - Discussed at officer's meeting. Captains need to update the OFD plan including estimates and present to the Chiefs.
5. Boats - Zodiac letters are done. Flash Signs will do the lettering on Marine 1.
6. Dry Hydrant - (Anthony's Pond) - No movement.

7. Underground Tank (Hart Court) - No movement.
8. Phone issue at QFC - No movement.
9. Kitchen at RFC - AC Downs reported he needs pricing on appliances. Specifications need to be put together to go to Board of Selectmen.
10. Ladder testing - Rivets were obtained and will be put on ladders as needed.
11. Truck Committee - AC Coy reported a meeting will be scheduled soon.
12. Tax abatement for retired volunteer FF - Mr. Wilcock noted the act applies to those who have twenty-five years of service. Second lieutenants will be working on this to be reviewed by the Board of Selectmen. **Motion** made by AC Coy to appoint the Second Lieutenants to be a Committee with the Administrative Assistant and have the task to write Tax Abatement amendment. Second by AC Downs. Discussion ensued. Motion passed unanimously.
13. Legal opinion request on resident of Town - Opinion received from Condon & Savitt defining proof of residency. Captain of Riverside was asked to obtain proof of residency for the firefighter.

### **NEW BUSINESS**

1. Juniors uniforms. AC Coy spoke about a prior issue with the Juniors not having sufficient funds to buy dress uniforms. Discussion led to idea of changing uniform requirement to be less formal. Casual pants, polo shirt with logo and baseball hat with logo would be the uniform and only Officers will be required to wear dress uniform. This recommendation is to be proposed to the Training officer.
2. Standard helmet fronts. Chief Pelletier noted the Board of Chiefs were in agreement when the new gear was purchased that a standard would be followed for helmet fronts. It is not being followed. **Motion** made by AC Coy to set a standard for helmet fronts as follows: Officers wear red /white letters, probationary members wear green/yellow letters, regular firefighters wear black/white letters, Chiefs and Fire Marshals wear white fronts or gold fronts. Second by AC Downs. Discussion ensued. This is to be added to SOP 101. AC Downs noted some FF have embellished their helmets. It was agreed that this is fine as long as color standard is followed and lettering/numbers are clear and visible. Motion passed unanimously.

**AUDIENCE** - Robert Wilcock thanked the Board for their efforts in the amendment to Tax Abatement.

**REMARKS FOR THE GOOD OF THE DEPARTMENT** Chief Pelletier stated bad weather is expected tomorrow. Dress appropriately and be safe. Keep up the good work.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 9:00 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

*Marni Soss*

Marni Soss, Secretary

17 FEB 16 PM 3:46  
 TOWN OF OXFORD, CT  
 TOWN CLERK