



# 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, March 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., Admin. Assistant Vic Noll, Secretary, Marni Soss. Keith Nelsen, Training Officer. No audience in attendance.

**MINUTES:** The reading of the minutes of the February 8, 2017 meeting was waived because the minutes were mailed in advance. AC Coy moved to approve, seconded by AC Downs. Motion passed unanimously.

## **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 February 2017
3. SCBA equipment report from QFC dated 2/19/17
4. 2/8/2017 Legal Notice of Town Meeting on 2/21/17 Re: purchase E41
5. 2/15/2017 Notice of cancellation of BOS Regular meeting for 2/15/17
6. 2/15/2017 BOS Agenda of Special Meeting
7. 2/22/2017 Xerox statement of 1/9/17 and email from Admin. Asst. Dated 2/22/17
8. 2/22/2017 Letter from Eversource with Tier II hazardous materials inventory report for 3 Commerce Drive
9. 2/24/2017 Fire System Services LLC-Fire Protection System and Equipment Inspection Contract
10. 3/1/2017 Conservation Commission's Resolution for Town Wide Cleanup Month
11. 3/1/2017 BOS Agenda for Regular meeting
12. 3/2/2017 Legal Notice of Town Meeting on 3/13/17 Re: Capital Improvement Plan
13. 3/7/2017 Notice from Oxford Friends of Library-Buy a Brick campaign
14. 3/1/2017 Letter of thanks from Beacon Hose Co. No. 1 for coverage on 3/1/17

### **Sent**

1. Minutes for February 2017 meeting
2. Call notice for March 2017 meeting
3. Chiefs Meeting Package for February 2017 meeting
4. 2/9/2017 2017-002 To BOS, et al - Re: Recall List
5. 2/2/2017 2017-018 To BOS - General Fund Budget Request 5300 account
6. 2/14/2017 2017-019 To Matt Matula - Past due annual physical

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

7. 2/27/2017 Email to Employers Reference Source -background check for A.Duke
8. 2/27/2017 2017-020 To Captains - SCBA physicals due April 2017
9. 2/27/2017 2017-021 To BOS - Unplanned repairs to E31
10. 2/28/2017 2017-022 To P&Z - Pheasant Run Business Park
11. 2/28/2017 Survey of Fire Departments for United States Fire Experience for 2016

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

#### **Fire Department**

	Calls	
	Month	Year
Department	25	56

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	25	198	1	62	2	66
Quaker Farms	19	79	3	57	2	42
Riverside	18	53	2	25	5	25
	* from FireHouse					

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

**Riverside** - AC Downs reported all is up and running. Last month tires were replaced on the tanker to meet NFPA requirements. E55 is out for repair. Pump was tested and no problems found.

**Oxford Center** - Chief Pelletier reported everything is up and running. The new airbags came in for R54 and R44. There is a discrepancy in the order. Will be resolved with vendor. Gas meters are being rotated out one at a time for required service.

*Keith Nelsen arrived at 7:40 p.m.*

**Equipment Requiring Testing** - reviewed.

#### **Follow up**

1. Daily Reminder Notes - discussed.
2. Expired Drivers Licenses - reviewed.
3. Expired Drivers Med Cards - reviewed.
4. SCBA Physicals past due - reviewed.
5. Hep B shots due report reviewed.

## **COMMITTEE REPORTS:**

### **2016-17 Budget**

Approved Budget	\$389,215.00
Expended	\$223,817.73
Planned Expenditures	\$172,189.27
Remaining	(\$6,792.00)

Purchase of turnout gear discussed.

### **Training**

Keith Nelsen reviewed the upcoming training schedule.

#### **Monthly training drills**

- March - Ropes and Knots
- April - RIT and new airpaks
- May - Ladder and hose
- June - Water Rescue and boats

**Computer Committee** - Vic Noll noted we received notice in February from Neil Silberkleit that FH has ability to print on multi-function printers. We were able to back up data to the cloud and were successful with printing in Town Hall. Set up needs to be done at the Fire Marshal's office and three stations. Chief Pelletier spoke of the plan later this month to use gps capability on ipads in the fire trucks.

**Valley Fire Chiefs Regional Fire School** - Chief Pelletier will speak to Ed Hellauer about keeping us informed, through email, of information obtained at meetings at the fire school.

*Keith Nelsen excused himself at 8:15 p.m.*

### **Membership**

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

**Standard Operating Procedures** - SOP 101 - Turnout Gear Specification. Revision made to item 5, helmet fronts. SOP 808 - Electrical Hazard. Revision made to document to replace CL&P(Eversource) to "power company". Documents reviewed by Chiefs.

**Motion** made by AC Coy to approve SOP 101 Rev. 1 and SOP 808 Rev. 2, with revisions. Second by AC Downs. Discussion: Vic noted photos of helmet fronts will be kept with SOP 101 in office in Town Hall. Motion passed unanimously.

**Policies** - Radio Call Signs, Signals & Codes, 2017 Rev. 1 reviewed.. **Motion** to approve made by Chief Pelletier. Second by AC Coy. Motion passed unanimously.

Cross Qualification of Apparatus Drivers. **Motion** to approve made by AC Coy. Second by AC Downs. Discussion: Vic noted this was approved at the company officer's meeting last month. One change made to add definition of qualified driver. Chief Downs led discussion of the responsibility of the driver before

apparatus is put back in service (after going on a call). Chief Pelletier noted the policy is the same at each of the three stations. Motion passed unanimously.

Tax Abatement - Vic Noll reviewed report of total calls . He noted the total calls for 2016 was 472. Chiefs reviewed number of calls that were false alarms. **Motion** made by AC Coy to take 147 false alarms off total calls of 472 and approve 325 as total calls for 2016 for purpose of Tax Abatement. Second by AC Downs. Discussion: Chief Pelletier noted Vic will use this new information to figure Tax Abatement eligibility and submit to the town. AC Downs led conversation about method of payment for those eligible for tax abatement. Motion passed unanimously.

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

### **UNFINISHED BUSINESS**

1. Specifications for E41- Contracts have been signed. Preconstruction should begin in two to three months.
2. Air packs ordered. We are waiting for the shipment.
3. Driveway at Riverside - No movement.
4. OFD Facilities Capital Plan - Figures need to be obtained and added to plan..
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 noted prices being obtained for appliances. Should receive this week.
10. Ladder testing - Rivets were obtained and will be put on ladders as needed.
11. Truck Committee - No movement.
12. Tax abatement for retired volunteer FF - Second Lieutenants will work on this. Chiefs will review at officer's meeting and meet with second lieutenants to review their responsibility.
13. Juniors uniforms - To be reviewed with Keith Nelsen. AC Coy offered to order uniforms when final decision is made.

### **NEW BUSINESS**

1. Radios/ setting standard frequency - Dates and times reviewed to have the work done (in house).
2. Take a Stand (Oxford High School event) - AC Coy noted no date scheduled. Held in May each year.

**AUDIENCE** - None.

**REMARKS FOR THE GOOD OF THE DEPARTMENT** Chief Pelletier commented to FFs - good job. Keep up the good work.

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

Respectfully submitted, pending approval

*Marni Soss*  
Marni Soss, Secretary

17 MAR 16 PM 3:17  
 TOWN OF OXFORD, CT  
 TOWN CLERK