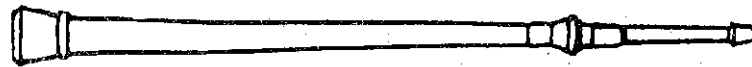




# OXFORD FIRE DEPARTMENT

345



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, June 14, 2017 are as follows:

The meeting was called to order by Chief Pelletier at 7:34 p.m.

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

**AUDIENCE IN ATTENDANCE:** None.

**MINUTES:** The reading of the minutes of the May 10, 2017 meeting was waived because the minutes were mailed in advance. **Motion** made by AC Coy to approve, seconded by AC Downs. Motion passed unanimously.

**Motion** to waive reading of Correspondence Received/Sent made by AC Coy. Second 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 for April 2017
3. Call and Incident Reports from NW CT Public Safety for May 2017
4. 5/17/2017 Agenda for BOS regular meeting
5. 5/20/2017 Emergency Incident Rehabilitation Report (incident 00162)
6. 5/23/2017 Letter from Bridgeport Fire Dept. Re: Certifications of D.Coy
7. 5/22/2017 Spill Incident Report for 18 Tram Drive
8. 5/23/2017 Spill Incident Report for 16A Woodruff Hill Road
9. 5/24/2017 Notice from Employers Ref. Source Re: Employment Screening Shapes for Society
10. 5/25/2017 Legal Notice for Town meeting Re: Keyless Entry System for Firehouses and "Other Expenses" for the New School Building Committee
11. 6/7/2017 Spill Incident Report for "at the end of Hemlock Trail"
12. 6/7/2017 Agenda for BOS regular meeting
13. 6/13/2017 Notice from Employers Ref. Source Re: Summer service and best practices
14. 6/13/2017 Notice from Fail Safe Re: Hose testing
15. 6/1/2017 Equipment maintenance report from QFC

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

**Sent**

1. Minutes for May 2017 meeting
2. Call notice for June 2017 meeting
3. Chiefs Meeting Package for May 2017 meeting
4. 5/11/2017 Fax to Oxford Pharmacy Re: Report of FF needing HepB shots
5. 5/15/2017 Email to Employer's Reference Source Re: Request for Background check E.Downs
6. 5/16/2017 2017-033 Letter to Chiefs Re: Spending of funds from FY 2016-17 budget
7. 5/16/2017 2017-034 Letter to CFC Re: Beacon Falls Parade request
8. 5/16/2017 2017-035 Letter to RFC Re: Beacon Falls Parade request
9. 5/23/2017 2017-036 Letter to Captains Re: SCBA Physicals due July 2017
10. 6/9/2017 2017-037 Letter to P&Z Re: Commercial and Industrial Projects

**CHIEF'S REPORTS:****Fire Department**

	Calls	
	Month	Year
<b>Department</b>	42	175

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
<b>Center</b>	30	238	4	147	7	402
<b>Quaker Farms</b>	33	136	1	36	3	58
<b>Riverside</b>	30	151	4	80	7	126
	<i>*from FireHouse</i>					

**Quaker Farms** - AC Coy reported all is up and running. Old smoke detector discussed.

**Riverside** - AC Downs reported all is up and running. One tire replaced on E51. Computer work done to get Spotted Dog program up and running. Light strip issue on boat discussed. Quote to be provided.

**Oxford Center** - Chief Pelletier reported everything is up and running. Issue with a gas meter and repair discussed.

**Membership**

1. Membership list - reviewed.
2. New Members - Chief Pelletier noted Cal Brennan was voted in as member of CFC.

**Follow up**

1. Daily Reminder Report/Equipment requiring testing - reviewed.
2. Probationary Members - reviewed.
3. Daily Reminders Notes - reviewed.
4. Call Attendance - reviewed.
5. Drill Attendance - reviewed.
6. Expired Drivers Licenses - reviewed.
7. Firefighters Missing Minimum Requirements - reviewed.
8. SCBA Physicals past due - reviewed.
9. Hep B shots due - reviewed.
10. Expired Drivers Med Cards - reviewed.

### **COMMITTEE REPORTS:**

No report available for FY 2016-17 Budget.

Approved Budget	\$390,028.00
Expended	
Planned Expenditures	
Remaining	

**Computer Committee** - Vic reviewed log on/off procedures for use of Firehouse on Cloud. Spotted Dog program is in use in all three stations.

**Valley Fire Chiefs Regional Fire School** - Chief Pelletier noted meeting is set for 5/22/17 at 7 pm/CFC..

**Standard Operating Procedures** - None.

**Policies** - None.

**Training** Keith Nelsen arrived at 8:00 p.m. and reviewed the training schedule.

### **Monthly training drills**

June - Water Rescue and boats - QFC is not available for the drill. Location: Jackson's Cove

July - Ladders, roof Ops and Power Tools

August - Outside Search and Rescue (with Gators)

September - Tanker water shuttle

October - Car fires

Junior membership - eight new applications received. Orange shirts needed for carnival and car show. AC Coy will order them.

Chief Pelletier noted he will be in touch with Mike McCarthy to discuss additional boat training class.

### **UNFINISHED BUSINESS**

1. Specifications for E41- Preconstruction meeting will be scheduled by Pierce/next month. Pierce has chosen E51 for advertising of their heavy rescue pumper.

2. Air paks - All new air paks in service. Recommendation is to dispose of old air paks. Masks and voice amplifiers can be donated and used by another town.
3. Driveway at Riverside - No movement. Discussion ensued on suggestion to seal annually.
4. OFD Facilities Capital Plan - Figures to be confirmed.
5. Marine 1 lettering - Flash Signs will repair lettering next week.
6. Dry Hydrant - (Anthony's Pond) - No movement.
7. Underground Tank (Hart Court) - No movement.
8. Phone issue at QFC - AC Coy noted issue remains and suggested new lines in the building be run.
9. Kitchen at RFC - AC Downs noted he and E.Hellauer met with First Selectmen Temple. The priority will be bringing the hood /suppression system up to code and removal of exterior fans. The figure is approximately \$20,000 (which will come from Town funding). Appliances will need to be funded by the station. Quotes need to be given to First Selectmen Temple.
10. Truck Committee - AC Coy noted they need to look at chassis. T43 will be used as a model.
11. Tax abatement for retired volunteer FF - AC Downs will gather data on the law to be given to second lieutenants. Their charge will be given for the project.
12. Juniors uniforms - AC Coy will order orange shirts.
13. Radios/setting standard frequency - One portable and one unassigned radio from RFC to be programmed.
14. Take a Stand at OHS - Chief Pelletier noted it was a success and he thanked all who participated.
15. Keyless entry system - Pending receipt of equipment. Installation discussed.
16. Turnout gear - Six sets of Morning Pride (light gold) turnout gear will be purchased from Firematic.
17. Regional Tanker Water Supply drill - Discussed. Keith Nelsen noted we should consider having a drill with apparatus on a hill.

#### **NEW BUSINESS**

1. Ladder testing - Schedule for June 20 and 21.
2. Air Bags - Due to be delivered mid July.
3. Fireworks scheduled for June 28 and 31.
4. Hose Testing - Chief Pelletier noted date is August 5 (Saturday). This date is not preferred. Dates in July did not work due to paving being done at Quaker Farms School.
5. Repair at Riverside - Proposal discussed with vendor (currently \$3,900 per AC Downs).

**AUDIENCE** - None.

**REMARKS FOR THE GOOD OF THE DEPARTMENT** - Chief Pelletier noted May was a busy month. We are getting into warm weather, need to wear appropriate gear and stay hydrated. Keep up the good work.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 8:36 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss, Secretary *Marni Soss*

TOWN CLERK

17 JUN 20 PM 3:14  
 TOWN OF OXFORD, CT