



OXFORD FIRE DEPARTMENT

349



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 at 486 Oxford Road, Oxford, Connecticut on Wednesday, **July 12, 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: Chief Pelletier, AC Coy, AC Downs, Jr., Marni Soss, Secretary, Vic Noll, Admin. Asst., Keith Nelsen, Training Officer.

AUDIENCE IN ATTENDANCE: None.

MINUTES: The reading of the Minutes of June 14, 2017 was waived because the Minutes were mailed in advance. **Motion** made by AC Downs to approve, seconded by AC Coy. Motion passed unanimously.

CORRESPONDENCE:

Received

1. Company Reports – Center Fire Company, Riverside Fire Company
2. Call and Incident Reports from NW CT Public Safety – None
3. 6/29/2017 Legal Notice of Town Meeting for 7/12/17
4. 6/29/2017 Notice of new hours for Griffin Hospital Occupational Medicine Center
5. 6/30/2017 Fuel Usage Reports for CFC, QFC, RFC for 4/2/17 through 6/30/17
6. 7/1/2017 Spill incident report for 29 Fiddlehead Road
7. 7/3/2017 Notice from Employers Reference Source Re: Protect your non-profit
8. 7/3/2017 Officers list for 2017-2018 from Bethany Fire Department
9. 7/5/2017 Updated Personnel Policy for Town Employees from Board of Selectmen
10. 7/5/2017 Officers list for 2016-2017 from Southbury Volunteer Firemen's Assoc.
11. 7/11/2017 Letter from Riverside Fire Company Re: Extension of probationary period for Shellie Allen and Kevin Burwell
12. 7/12/2017 Site map CS100 for Quarry Walk

Sent

1. Minutes for June 2017 Board of Fire Chief's Meeting
2. Call notice for July 2017 Board of Fire Chief's Meeting
3. Chiefs Meeting Package for June 2017 Board of Fire Chief's Meeting
4. 6/27/2017 2017-038 To Captains Re: List of FF with Physicals Due Aug. 2017

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

5. 6/28/2017 2017-039 To BOS Re: Emergency repair to sprinkler system at CFC
6. 7/6/2017 2017-040 To BOS Re: Unplanned repairs to T53

CHIEF'S REPORTS:

Fire Department Calls - Last month and Year to Date – Reviewed.

	Calls	
	Month	Year
Department	35	210

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	34	307	1	26	1	45
Quaker Farms						
Riverside	30	161	3	61	4	24

Quaker Farms – AC Coy reported all is up and running. Springs ordered for E31. The AC unit was checked by Gowans Knight and no issues were found. Chief Pelletier spoke about the different conditions that the vehicle was put under and no leak was found. It will continue to be watched.

Riverside – AC Downs reported all is up and running. The valve on E55 is an issue. One small leak was found in roof of R54. To be sealed in house. Strobe bars on R54 and T53 discussed.

Oxford Center – Chief Pelletier noted all is up and running. E41 - AC unit compressor is broken and will not be replaced. The station had a sprinkler leak due to rotted pipe which was repaired.

Membership

1. New members and resignations – reviewed. Chief Pelletier received letters of resignation from Michael Coppola, Jonathan Spemullo and Mike Lery AC Coy noted that Andrew Carde and Christopher Huber resigned.

Follow up

1. Daily Reminder Reports/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:

Vic Noll reviewed the budget for FY 2017-18.

Approved Budget	\$389,255.00
Expended	-
Planned Expenditures	-
Remaining	\$389,255.00

Training Schedule:

Keith Nelsen reviewed the training schedule.

June – Water rescue and boats / Jackson's Cove

July – Ladders, Roof ops and Power tools

August – Tanker water shuttle

September – TBD /Flash Fire Industries of Monroe

October – Car fires

Keith spoke about the Juniors being a large group. Reminder that there is no tolerance for bullying. Chief Pelletier reiterated there is no tolerance for bullying.

Computer Committee:

Vic Noll reported Firehouse on the cloud is up and running. Issues with log in are being addressed. New server is up and running but issues between programs on old server and new one need to be worked out. New server will be moved to QFC when everything is running well, including issues regarding internet connection. Ipads for rescue trucks are in the budget and E41. Mounts are ordered and will be installed when the vehicles go for service. Firematic will install the ipad on E41.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures – None.

Policies – None.

UNFINISHED BUSINESS

1. Specifications for E41 – AC Coy noted there is a meeting Tuesday, 7 p.m. at Center to review drawings and answer questions. All members of the committee were informed.
2. Air paks – All new are in service. All old will be destroyed except for four for each station to be used for training. Masks and voice amplifiers will be donated once permission of First Selectman is obtained.
3. Driveway at Riverside – No movement. We plan to seal all three driveways this year.

4. Facilities Capital Plan – Figures to be confirmed.
5. Marine 1 lettering – Flash Signs will repair lettering.
6. Dry Hydrant – (Anthony's Pond) No movement. Small machine from Public Works may be useful. Permission from Inland Wetlands obtained.
7. Underground Tank (Hart Court) – No movement.
8. Phone issue at QFC – AC Coy noted there is no change and new lines need to be put in the building. This issue is affecting internet service.
9. Kitchen at RFC – AC Downs noted two more quotes need to be obtained.
10. Truck Committee/ OFD tanker specification - Truck committee should consider T43 as a model. Needs to look at a new chassis.
11. Tax Abatement for retired volunteer FF – Board of Fire Chiefs will be given a charge for the project. AC Downs will act as liaison between committee and Board of Fire Chiefs.
12. Keyless Entry System – Meeting next week with project manager. Server must be up and running-this is tied into the server.
13. Turnout Gear – Purchased six sets in FY 2016-17. Nine sets will be purchased in FY 2017-18.
14. Ladder Testing – Testing done/waiting for report.
15. Air Bags – Delivery expected in July.
16. Hose Testing – Set for August 5 (Saturday). Chief Pelletier needs help with moving trucks.

NEW BUSINESS

1. Layout for Quarry Walk – New Site Plan (CS100) which shows Phases I, II and III reviewed. Letter to be sent to P&Z to remind the developer of the existing requirements for emergency services in and around all existing and new buildings on site at Quarry Walk.

AUDIENCE IN ATTENDANCE – None.

REMARKS FOR THE GOOD OF THE DEPARTMENT – Chief Pelletier noted it has been busy. Keep up the good work, try to be safe, stay hydrated. AC Downs noted that Victor Noll became an Honorary Lifetime Member of Riverside Fire Company on July 10, 2017. Victor thanked Riverside for the award.

ADJOURNMENT – AC Coy moved to adjourn the meeting at 8:37 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

17 JUL 20 PM 3:45
TOWN OF OXFORD, CT
Margaret H. West
TOWN CLERK