



OXFORD FIRE DEPARTMENT

355



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, **September 13, 2017**, are as follows:

The meeting was called to order by Chief Pelletier at 7:31 p.m.

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

AUDIENCE IN ATTENDANCE: None.

MINUTES: The reading of the Minutes of July 12, 2017 was waived because the minutes were mailed in advance. The August 9, 2017 meeting was cancelled. Motion made by Chief Pelletier to approve, seconded by AC Coy. Motion passed unanimously.

CORRESPONDENCE: *Received*

1. Company Reports – Center, Quaker Farms and Riverside Fire Company
2. Call and Incident Reports from NW CT Public Safety – July 2017 and August 2017
3. 8/1/2017 Letter from First Sel. Temple Re: Project to replace Dutton Rd. bridge
4. 8/8/2017 Email from Employer's Reference Source Re: Back to school and background checks
5. 8/10/2017 Letter from Sandy Hook Fire & Rescue Co. Re: Officers Positions
6. 8/16/2017 Agenda for BOS Regular Meeting
7. 8/17/2017 Memo from Selectmen's Office Re: Approval of OFD Capital Projects
8. 8/18/2017 Copy of letter from AT&T to DEP Re: Chemicals stored/59 Shelton Rd.
9. 8/22/2017 Notice from IAFC Re: Recruitment and Retention Seminar: Stress Relief on 9/22/17 in Wethersfield, CT
10. 8/29/2017 Letter from Eversource Re: Energy Deficiency Exercise on 9/18/17
11. 8/30/2017 Email from Fail Safe Re: Hose Test scheduled for 9/9/17
12. 8/31/2017 Email from Employers Reference Source Re: Emergency Volunteers and Background checks
13. 9/6/2017 Copy of letter from CT Siting Council Re: Petition No. 1226/proposed Towantic Switching Station

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

14. 9/7/2017 Memo from Selectmens office Re: Approval of Capital Project purchases
15. 8/24/2017 Report of monthly apparatus maintenance from QFC
16. 9/13/2017 Memo from AC Downs Re: Absence at Chiefs meeting/items to discuss

Sent

1. Minutes for August 2017 Board of Fire Chief's Meeting
2. Call notice for September 2017 Board of Fire Chief's Meeting
3. 8/10/2017 Email to Employer's Reference Source Backg. check A.Dorazio
4. 8/11/2017 Email to Captain Blood Re: Adam Duke/status
5. 8/14/2017 2017-047 To: Captains Re: Ladder Testing
6. 9/5/2017 2017-048 To: Board of Selectmen Re: Annual Report FY2016-17
6. 8/17/2017 Email to Captains Re: Three SCBA bottles due for hydro testing
7. 8/21/2017 2017-049 To: Captains Re: SCBA Physicals due October 2017
8. 8/30/2017 2017-050 To: BOS RE: Final transfers
9. 9/7/2017 2017-051 To Whom It May Concern Re: J.Downs, Jr. and Griffin Downs
Bloodborne & Infectious Disease and Hazmat certification
10. 9/7/2017 2017-052 To Whom It May Concern Re: J.Downs, Jr. qualifications

CHIEF'S REPORTS:

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

	Calls	
	Month	Year
Department	20	274

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	20	186	1	40	1	44
Quaker Farms	18	106	0	0	5	86
Riverside	17	93	2	46	4	42

Center – Chief Pelletier reported all is up and running. Compressor had an automatic air drain replaced. Saws received and will be brought to stations.

Quaker Farms – AC Coy reported all is up and running. E31 was discussed.

Riverside – Chief Pelletier reviewed memo from AC Downs and reported all is up and running. T53 has a rear side guide light out. To be repaired during annual DOT inspection.

Membership

1. New members and resignations – reviewed.

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.

Motion to send a letter to firefighters who are ninety days past due in having their SCBA annual physical and will be dropped from interior firefighter list if it is not completed made by AC Coy. Second by Chief Pelletier. Discussion: Letters are to be sent to Michael Aiello, Joe Arnson, Daniel Carey, Joshua Downs and Kyle Leake. Motion passed unanimously.

COMMITTEE REPORTS

Vic Noll reviewed the budget for FY 2017-18.

Approved Budget	\$389,255.00
Expended	34,574.72
Planned Expenditures	354,680.28
Remaining	\$0

Training Schedule

August – Tanker water shuttle

September – Car fires (DAddios)

October – TBD /Flash Fire Industries of Monroe

Keith reviewed schedule and spoke about the large group of Juniors. Chief Pelletier added the power plant has requested a Confined Space Entry. Officers should go on a tour; tentative date is 10/29/17.

Computer Committee Vic Noll reported all is up and running. New server discussed. Internet speed at QFC needs to be adequate before server is moved. Ipad mounts will be put in two rescue vehicles during DOT inspection. Board needs to discuss Ipads for tankers. FM deputies will gather preplan data for Spotted Dog.

Valley Fire Chiefs Regional Fire School Chief Pelletier noted CFC was asked and agreed to host a Q Drivers class. Some OFD members are interested. Dates will be discussed.

Standard Operating Procedures SOPs 102 and 401 will be brought to Officer's meeting for review.

Policies – None.

UNFINISHED BUSINESS

1. Specifications for new E41 – Final drawings all came back. Inventory list being worked on.

Oxford Board of Fire Chiefs
Minutes of Regular Meeting/September 13, 2017

2. Facilities Capital Plan – Driveway at Riverside needs to be crack sealed and bollards near propane tank needs to be installed. AC Downs will get prices for roofs at three stations.
3. Marine 1 lettering – Scheduled to be done this week.
4. Dry Hydrant – (Anthony's Pond) No movement.
5. Underground Tank (Hart Court) – To be worked on this fall.
6. Phone line at Quaker Farms – Issues and increase in cost for service from Frontier discussed.
7. Kitchen at RFC – AC Downs is waiting for third and final quote from vendors.
8. Truck Committee/ OFD tanker specification - Truck committee should consider T43 as a model. Need to look at a new chassis.
9. Tax Abatement for retired volunteer FF – AC Downs met with second lieutenants from three stations. Meeting will be held in October and later discussed at Officer's meeting.
10. Keyless Entry System – We received the new systems. Wiring at fire houses and installation to be worked on. Server needs to be up and running at QFC.
11. Turnout Gear – Issue with pants addressed and nine new sets are ordered for FY 2017-18..
12. Ladder Testing – Testing done and reports received. Repairs will be done during DOT service.
13. Hose Testing – Complete. Three lengths of hose failed. 2018 appointment for testing is 7/17/18 for Center Fire Company and 7/18/18 Quaker Farms and Riverside.
14. Stucco work at Riverside – AC Downs reported work on side and rear of building near completion. Chimney work needs to be done and quote will be obtained.
15. Fire Prevention – Set for Quaker Farms School on 10/12 and Center School on 10/13.

NEW BUSINESS

1. Lighting audit – Chief Pelletier needs a count from each station of all screw in light bulbs, different wattages and whether or not they are on dimmers.
2. AC Downs noted department personnel expressed concern about wrecker time response at MVAs. They want Chiefs to meet with Police Commissioner and Resident State Trooper to discuss the matter. Discussed ensued.
3. AC Downs was approached by Oxford High School personnel regarding annual Seymour Pink Campaign and idea of FD boot drive. Discussion ensued.
4. Riverside 75th Anniversary Ball set for 11/10/17.

AUDIENCE IN ATTENDANCE None.

REMARKS FOR THE GOOD OF THE DEPARTMENT Chief Pelletier noted it was a quiet summer. The season is changing. Use caution when driving, stay safe and keep up the good work.

ADJOURNMENT AC Coy moved to adjourn the meeting at 8:23 p.m. Seconded by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

17 SEP 21 PM 3:49
 TOWN OF OXFORD, CT
 TOWN CLERK