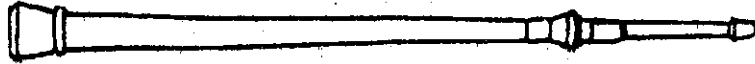




OXFORD FIRE DEPARTMENT



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 Special Meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Monday, **March 19, 2018**, are as follows: The meeting was called to order by Chief Pelletier at 7:33 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. Assistant, Keith Nelsen, Training Officer.

MINUTES: None reviewed.

Correspondence Received:

1. Company Reports – Center (Jan. 2018, Feb. 2018)
2. Call and Incident Reports from NW CT Public Safety – February 2018
3. 1/11/2018 Email from Dan Gramigna Re: Tax abatement go toward property tax
4. 1/12/2018 Letter from David Ceste Re: Tax abatement reimbursement in check form
5. 1/11/2018 Contact information for Shelton Fire Department
6. 1/29/2018 Email from GenQuip Re: Generator service/schedule date in March 2018
7. 2/12/2018 Copy of letter from B&B Engineering Re: Septic issue at Center Fire Co.
8. 2/16/2018 Spill Incident report for Larkin Trail between Pope Road and Hawley St.
9. 2/22/2018 Memo from BOS Re: RFC Chimney repair and Purchase portable Hurst pump
10. 2/23/2018 Letter from Eversource Re: Tier II hazardous materials inventory report
11. 3/1/2018 Email from Tom PondMicro Business Systems Re: Filing for AFG grant
12. 3/6/2018 Legal Notice of Town Meeting for 3/12/18 Re: Capital Improvement Plan
13. 3/8/2018 Legal Notice of Town Meeting for 3/21/18 Re: 2017 Ford Utility Police Interceptor, hire engineer for survey for proposed new fuel storage tank at Public Works, chimney repair at Riverside Fire Company and OFD portable Hurst pump.
14. 3/8/2018 Letter from State of CT-Dept. Public Health Re: Notice of Violation at QFC
15. 3/12/2018 Letter from Bill Burns of Oxford Housing Authority Re: Contact information

Sent:

1. Minutes for February 2018 Board of Fire Chief's Cancelled Meeting
2. Call Notice and Cancellation Notice for March 14, 2018 regular meeting
3. Call notice for March 19, 2018 Special meeting

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

4. Minutes for February 2018 Board of Fire Chief's Cancelled Meeting
5. Call Notice and Cancellation Notice for March 14, 2018 regular meeting
6. Call notice for March 19, 2018 Special meeting
7. 2/15/2018 2018-002 OFD Recall List
8. 2/12/2018 2018-024 Email to Jeff Horn/Firematic Re: Knox Box software
9. 2/18/2018 2018-025 Memo to BOS Re: Documentation of work required for Clerk/Secretary
10. 2/21/2018 Fax to Oxford Pharmacy Re: Report of FF who need HepB shots
11. 2/22/2018 2018-026 Memo to Captains Re: SCBA Annual physicals due April 2018
12. 2/22/2018 Email to NW CT Public Safety Re: Announcement of Bloodborne recertification class on 2/28/18
13. 3/1/2018 Email to NW CT Public Safety Re: Announcement of Hazmat recertification class on 3/10/2018
14. 3/6/2018 Purchase order to Valley Fire School Re: Fire Service Instructor I
15. 3/14/2018 Fax to BOE Re: Invoice for custodial services at Great Oak Middle School on 1/21/18
16. 3/15/2018 Email to NW CT Public Safety Re: Announcement of SCBA recertification class on 3/22/2018

Chief's Reports:

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

	Calls	
	Month	Year
Department	36	79

Chief Pelletier noted there are three call numbers that were not used in the consecutive list. Those numbers were used for other towns.

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	30	146	2	152	2	84
Quaker Farms						
Riverside						

Center – Chief Pelletier reported all is up and running. Old E41 is decommissioned. Location of where it will go is undetermined. (New E41- see Unfinished Business). Work to fix issue with Center Fire Company septic issue out to bid. Board of Selectmen will meet once bids are in. It may be fixed by mid-April. New Chief's vehicle is at Utility Communications for equipment.

Quaker Farms – AC Coy reported all is up and running. E31 had repair done and seems to be fine now.

Riverside – Chief Pelletier spoke to AC Downs who reported all is up and running. B55 came back last week. Hour meter for pump is on order. 2 ½ “gate will be added to intake on back/in house. Training session on pump will be scheduled. Improved access to priming handle will be assessed and worked on.

Membership

1. New members and resignations – None.

Follow up

1. Daily Reminder Reports/Equipment requiring testing – Not 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. OFD OSHA recertification – 10 firefighters still not completed. Last recertification classes scheduled are Bloodborne on March 28 and HazMat on April 2. Chiefs to review sending letters at April Chiefs meeting.
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	257,569.92
Planned Expenditures	137,950.12
Remaining	(265.04)

Training Schedule

January – Ice/cold water rescue – Kirk's Pond (with Newtown Dive)

February – Hybrid vehicles - CFC

March – Brush Fires - TBD

April – Ladders/Hose Advancement

May – Boats-water rescue

June – Extrication

July – Water supply

August – Electrical – Gas

September – Rope Rescue

Computer Committee - Vic Noll reported all is up and running. He has been working with Steve Hoffman. Issues with printing from FH in Town Hall discussed. Chief Pelletier encourages all, including Juniors, to use Spotted Dog software.

Valley Fire Chiefs Regional Fire School – No monthly report available. Discussion ensued about land in Beacon Falls for the new school.

Standard Operating Procedures – 102 Protective Clothing/Equipment and 401 Fire Apparatus Driver/Operation – To be reviewed at next Officer's meeting. Need for revisions to Driver Training documents discussed.

Policies – None.

Unfinished Business

1. New E41 – At Firematic to have equipment installed. Wet down scheduled for May 19.
2. Dry Hydrant (Anthony's Pond) - No movement.
3. Underground Tank (Hart Court) – No movement.
4. Kitchen at RFC – No report.
5. Truck Committee/ OFD tanker specification – No movement.
6. Tax Abatement for retired volunteer FF – AC Downs will be in touch with Mark Krassner to work on it.
7. Keyless Entry System – Not working at RFC front door (near ramp).
8. Turnout Gear – Washers to be shipped. Hooks for harnesses – price needs to be obtained and ordered.
9. Radio maintenance – Antenna at Coppermine cell site has been corrected. Purchase order was signed and equipment was ordered for moving Woodruff Hill site to the power plant. We are still in negotiations on the issue of communication at Quarry Walk.

Keith Nelsen excused himself from the meeting at 8:30 p.m.

New Business

1. Group Homes in town – Discussion ensued for creating a list of all group homes in town.

Tax Abatement - Vic Noll reviewed report of FF eligible for tax abatement. Motion made by AC Coy to accept 2017 Tax Abatement list with forty-one (41) firefighters eligible for tax abatement. Second by Chief Pelletier. Motion passed unanimously.

Remarks for the Good of the Department - Chief Pelletier commented that the snow is not gone yet. Please drive carefully, dress appropriately and be safe. Keep up the good work.

ADJOURNMENT AC Coy moved to adjourn the meeting at 8:48 p.m. Seconded by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

18 MAR 22 PM 3:02
TOWN OF OXFORD, CT
TOWN CLERK