



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 Meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Monday, **July 11, 2018**, 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: Chief Pelletier, AC Coy, AC Downs, Marni Soss, Secretary, Vic Noll, Administrative Assistant and Keith Nelsen. Audience: Ronald Prajer.

**MINUTES:** The reading of the Minutes of June 13, 2018 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Coy to approve, seconded by AC Downs. Motion passed unanimously.

**Correspondence Received:**

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies
2. Call and Incident Reports from NW CT Public Safety – June 2018
3. 6/20/2018 BOS Agenda for regular meeting/cancelled
4. 6/20/2018 Letter from Sandy Hook Fire & Rescue Re: Officers
5. 6/26/2018 Letter from CFC Re: Bridgewater parade request- Aug. 17
6. 6/27/2018 Copy of First Selectman's letter to Horbal & Judson, Land Surveyors Re: Approval of common driveway variance-Beth Acres and Stonebridge subdivision
7. 6/13/2018 Spill incident report for 16 Woodruff Hill Rd.
8. 6/30/2018 Spill incident report for 60 Oxford Rd.
9. 7/2/2018 Spill incident report for 4 Old Country Rd.
10. 7/5/2018 Spill incident report for Rt. 67 West St.
11. 6/30/2018 Fuel usage reports - 4/1/18 thru 6/30/18
12. 7/1/2018 Contract Operator Service Agreement from Eastern Water Solutions
13. 7/11/2018 Letter from Oxford Safety & Health Committee Re: 11/15/17 inspection

**Sent:**

1. Minutes for June 13, 2018 Board of Fire Chief's Regular Meeting
2. Call notice for July 11, 2018 Board of Fire Chief's Regular Meeting
3. 6/12/2018 Fax to Oxford Pharmacy Re: Updated list of FF needing HepB shots
4. 6/18/2018 2018-040 Memo to BOS Re: Unplanned repairs to E42

5. 6/18/2018 Email to Employers Ref. Source Re: Background check W.Bassett
6. 6/14/2018 2018-041 Memo to Center Fire Co. Re: 6/13 Bethany parade request
7. 6/25/2018 2018-042 Memo to Captains Re: SCBA physicals due August 2018
8. 7/10/2018 2018-043 Memo to BOS Re: Unplanned repairs to E31
9. 7/5/2018 2018-044 Memo to BOS Re: Unplanned repairs to E32
10. 7/5/2018 2018-045 Memo to BOS Re: Unplanned repairs to E42
11. 7/9/2018 Purchase Order to Seton Re: Property tags

**Chief's Reports:**

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

	Calls	
	Month	Year
Department	43	479

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	42	398	1	76	1	75
Quaker Farms	32	79	1	16	1	20
Riverside	25	80	3	37	5	27

**Center** – Chief Pelletier reported all is up and running. Nozzle for E41 is at Firematic for repair. Generator was fixed on E41.

**Quaker Farms** – AC Coy reported all is up and running. No issues reported.

**Riverside** – AC Downs report all is up and running. B55 – noise was found to be wheel covers. R54– Dewalt charger not working.

*Keith Nelsen arrived at 7:46 p.m.*

**Membership**

1. Center Fire Co. - Two new members: Marc Athanasiou and Ryan Hooper. Michael Evancho and Jordan Evancho completed probationary period.
2. Juniors – Keith Nelsen noted Jeyron Frate is inactive.

**Follow up**

1. Daily Reminder Reports/Equipment requiring testing – reviewed.
2. Probationary Members – reviewed. One month extension granted for Ethan Downs.
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. OFD OSHA recertification – reviewed. Motion to send a letter to firefighters who are past due in completing OSHA requirements including Adam Dobrovich, Griffin Downs and Joshua Downs made by AC Coy. Second by AD Downs. Motion passed unanimously.
9. OFD SCBA recertification – reviewed.
10. SCBA Physicals past due – reviewed. Motion to send a letter to firefighters who are past due in completing SCBA Annual Physical including Michael Aiello, Joshua Downs, Dave Dubail and Daniel Wiemer made by AC Coy. Second by AC Downs. Motion passed unanimously.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

**COMMITTEE REPORTS** Vic Noll reviewed the budget for FY 2017-18.

Approved Budget	\$421,418.00
Expended	\$410,919.38
Planned Expenditures	\$25,436.71
Remaining	(\$14,938.09)

**Training Schedule** Keith Nelsen spoke of the June water rescue monthly drill being interrupted by a fire call and the need to have it in July. Jackson Cove not available due to summer concert. Alternate locations discussed.

*May – Boats-water rescue – Cancelled due to tornado*

*June – Boats-water rescue – Jackson Cove 6/28 – Spotted Dog training*

*July – Water rescue – location to be determined*

*August – Company Operations*

*September – Rope Rescue*

*October – Car Fires*

**Computer Committee** – Vic Noll noted all is up and running.

**Valley Fire Chiefs Regional Fire School** – No report received.

**Standard Operating Procedures** – 501 R18 Apparatus Running Rules – Changes to the SOP were discussed and agreed upon. Motion to approve SOP 501 R18 made by AC Coy. Seconded by AC Downs. Motion passed unanimously.

**SOP 102 SCBA Use** - reviewed. No changes made. Motion to approve SOP 102 R2 made by AC Coy. Seconded by AC Downs. Motion passed unanimously.

**SOP 401 Emergency Vehicle Response** - reviewed. No changes made. Motion to approve SOP 401 R1 made by AC Coy. Seconded by AC Downs. Motion passed unanimously.

*Keith Nelsen excused himself from the meeting at 8:33 p.m.*

**Policies** – None.

**Unfinished Business**

1. New E41 – Knox box issued discussed. Knox Co. does not sell radio controlled box any longer. A new type of system is in the works but not available at this time. Alternatives discussed.

2. Dry Hydrant (Anthony's Pond) - No movement. Hydrant on Perkins is in close proximity.
3. Underground Tank (Hart Court) - AC Coy noted the water level is sufficient. No further action to be taken.
4. Kitchen at RFC - Project approved at June 6 BOS meeting. Pending BOF review and approval.
5. Truck Committee/ OFD tanker specification - AC Coy reported he spoke with dealers about chassis. Plans for assessment will be made.
6. Tax Abatement for retired volunteer FF - No movement.
7. Turnout gear washers - We have materials needed for installation. Work to be scheduled.
8. Radio maintenance - Meeting held yesterday with First Selectman and owner of Quarry Walk about communications. Additional meeting needed to come to agreement. Radio antennas at the main tower damaged during tornado were replaced. Woodruff Hill receiver site - box has been installed and cable was installed to 140' platform. 7/25 antennas will be installed, microwave link will be adjusted and matched to the one at our tower. Shortly thereafter the radio equipment will be moved to the new cabinet and we'll be on the air.

### **New Business**

1. New firefighter physicals - Background checks need to be received and approved before new firefighter is cleared to go for his physical at Griffin Hospital. Vic noted the office staff will not release a New Member Booklet until the background check is approved.
2. Bridgewater Parade - CFC requested to take E41 or TK46 to parade on 8/17. Motion made by AC Coy to approval of Center Fire Company to take E41 to Bridgewater Parade on August 17. Second by AC Downs. Discussion: Chief Pelletier agreed to CFC taking E41 as long as they fulfill their obligation to firework standby in town with E42. Motion passed unanimously.
3. Safety Committee/letter of 7/11/18 - Chief noted we handled all issues that were recommended with the exception of exit signs which are not required by code. Letter will be sent notifying them all issues were corrected.
4. Turnout gear - Chief Pelletier asked for five names of firefighters who need gear from both QFC and RFC.
5. Hose testing - Scheduled for 7/17 for CFC and 7/18 for QFC and RFC.
6. Water usage - Chief Pelletier noted as a reminder that we are not to fill any swimming pools with water obtained from hydrants.

**Remarks for the Good of the Department** - Chief Pelletier noted June was a busy month. FF who responded to the structure fire did a great job. The occupants of the home did a great job in calling 911 early and closing doors and hatchways. They were greatly appreciative of OFD in the care we took of their home. Warm weather is here. Stay hydrated, dress appropriately and take needed breaks. Keep up the good work.

**Adjournment** - AC Coy moved to adjourn the meeting at 9:01 p.m. Seconded by AC Downs. Motion passed unanimously.

*Respectfully submitted, pending approval*

*Marni Soss*  
Marni Soss, Secretary

JUL 18 9 PM 4:05  
 TOWN OF OXFORD, CT  
 CLERK