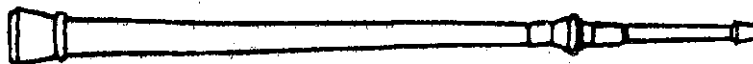




OXFORD FIRE DEPARTMENT

397



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, **September 12, 2018**, are as follows: The meeting was called to order by Chief Pelletier at 7:29 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, Administrative Asst. Audience: John Downs, Sr.

MINUTES: The reading of the Minutes of July 11, 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 Fire, Quaker Farms and Riverside Fire Companies
2. Call and Incident Reports from NW CT Public Safety – August 2018
3. 8/15/2018 Agenda for BOS regular meeting
4. 8/16/2018 Letter from First Sel. To Atty. Peter Olson Re: Third Garden Park settlement agreement
5. 8/20/2018 Memo from Selectmen's Office Re: Annual Report due 8/27/18
6. 8/28/2018 Report from Valley Fire School meeting of 8/27/18
7. 8/29/2018 Letter from Brian Vizzo Re: Damage to E31
8. 8/30/2018 Letter from State of CT/Dept. Public Health Re: Notice of violation – Monitoring and/or reporting
9. 9/5/2018 Agenda for BOS regular meeting

Sent:

1. Minutes for August 8, 2018 Board of Fire Chief's Regular Meeting (cancelled)
2. Call notice for September 12, 2018 Board of Fire Chief's Regular Meeting
3. 8/13/2018 2018-051 Memo to Chiefs & Captains Re: Capital Expenditures Approved FY 2018/2019
4. 8/13/2018 Memo to BOS Re: Final transfers FY 2017/2018
5. 8/13/2018 Purchase order to Valley Fire Chiefs Regional Training School Re: 2Q Driver Training and Basic Pump Operator class / J.Carroll
6. 8/24/2018 2018-053 Memo to Captains Re: SCBA physicals due October 2018

7. 8/30/2018 2018-56 Memo to BOS Re: Annual Report FY2017/2018
8. 9/11/2018 Fax to Oxford Pharmacy Re: Updated report of FF who need HepB shots

Chief's Reports:**Fire Department Calls** - Last month and Year to Date – Reviewed.

	Calls	
	Month	Year
Department	39	558

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	35	252	1	55	1	34
Quaker Farms						
Riverside	27	156	2	38	6	40

Center –Chief Pelletier reported all is up and running.**Quaker Farms** – AC Coy reported all is up and running. Issue with air compressor that stopped working – parts received for repair. E31 mirror damaged while out at a fire call - to be repaired.**Riverside** – AC Downs reported all is up and running. Wheel covers for B55 need to be purchased. Air compressor leaking at filling station - to be repaired. Rear tire on B55 issue – need to do further assessment. Tires ordered for Car 3.**Membership**

1. New members and resignations – None.

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. OFD OSHA recertification – reviewed.
9. OFD SCBA recertification – reviewed.
10. SCBA Physicals past due – reviewed. Motion made by AC Coy to send final letter to Dave Dubail informing him he is off interior firefighter list due to past due physical. Second by AC Downs. Motion passed unanimously.
11. Hep B shots due – reviewed. Motion made by AC Coy to send letter to Matt Matula regarding his need to start HepB shot series. Second by AC Downs. Motion passed unanimously.

12. Expired Drivers Med Cards – reviewed. Motion made by AC Coy to send letter to Dave Dubail-Tyler regarding his expired medical card. Second by AC Downs. Motion passed unanimously.

COMMITTEE REPORTS – Chief Pelletier reviewed the budget for FY 2018-19. He spoke of the expenditures for radio maintenance and the fact that the budget has been used. A letter will be sent to the Board of Selectmen informing them of the same.

Approved Budget	\$419,892.00
Expended	\$36,853
Planned Expenditures	\$383,038
Remaining	(\$0)

Training Schedule – Chief Pelletier reviewed the scheduled. Keith Nelsen, who could not attend the meeting, wanted all to know that rope rescue is scheduled for September. Joe Galla is the lead instructor and all who attend need to wear their vest. Location will be announced.

August – Company Operations

September – Rope Rescue

October – Car Fires

November – Fire Fighter Safety/Mayday

December – SOP Review/Christmas party

Computer Committee – Vic Noll noted there is no longer an issue with remote log-in due to software updated. Chief Pelletier spoke about Nexgen program for use with ipads for dispatch information. Informational presentation will be set up for an upcoming officer's meeting. We will need to write an OFD policy when it is in use.

Valley Fire Chiefs Regional Fire School – Report from 8/27/18 meeting reviewed. RIT curriculum has been redone. Instructors training to be held end of September. FFII starting in September at Hilltop. FFI starting in January 2019 – host department is being sought. Orange is a possibility. The school had a \$14,000 deficit last year due to lack of funding from the state.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. New E41 – New Knox box is in. Code to be given to Chiefs and drivers of E41.
2. Dry Hydrant (Anthony's Pond) - No movement. Hydrant on Perkins is in close proximity.
3. Kitchen at RFC –All documents have been received by the State for Locip funds. Pending approval to expend funds.
4. Truck Committee/OFD tanker specification – AC Coy reported the committee is continuing to drive different trucks so they can make a decision on a chassis.
5. Tax Abatement for retired volunteer FF – No movement.
6. Turnout gear washers – Needs to be installed at QFC.

8. Radio maintenance – All antenna work needed due to damage from May tornado is done. A lightning strike in August took out phone line to Public Works and was repair was covered by insurance. Microwave link at power plant to Public Works is operational. We have not had many calls in that area but it was reported that EMS has good service. We are working with Frontier to find a way to re-route our lines for the two repeaters. Chief received a phone call from the owner of the Quarry Walk project regarding communications issues. The radio company needs the owner's permission to have a Fire/EMS repeater on the cell tower. Updating portable radios will continue to be done.
9. Turnout gear – Discussion ensued about the regulation for interior firefighters to have their gear replaced after ten years of use. This regulation does not apply to exterior firefighters. Quotes received for new helmets (capital expenditure).

New Business

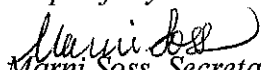
1. Chimney at RFC – Discussion ensued as to who was hired to do the renovation and the cost. A contract was recently signed with a new contractor.
2. Keyless entry system – Work was done to install fobs at RFC. Design needs to be done for installation of new door.
3. Decks at QFC – Quotes need to be obtained.
4. LED lighting – Need to talk to vendor about lighting for R54.
5. Water testing – Water testing scheduled for 9/17/18. Chief asked AC Downs to work on gathering data to show that water test should not be required at QFC.
6. Fire Prevention – Scheduled for 10/11/18 at Quaker Farms School and 10/12/18 at Center School. Ace Hardware asked Center Fire to participate at fire prevention event on 10/20/18. Chief noted QFC and RFC should be involved as well.
7. Long Term Capital – Updated report dated 8/8/18 reviewed. Motion to approve Long Term Capital report dated 8/8/18 made by AC Coy. Second by AC Downs. Motion passed unanimously.
8. Training for power plant – OFD will have classroom training. Three evenings of training (one for each fire company) will be held on site. Informational session will be done for mutual aid.

Audience of Citizens – John Downs, Sr. spoke of the extensive time it takes for a wrecker to respond to a MVA. Discussion ensued. Chief noted once all the responsibilities of OFD are complete, they can leave the scene and the police department will remain at the scene to wait for a wrecker.

Remarks for the Good of the Dept. – Chief Pelletier reminded drivers to drive carefully, cautiously and always obey the rules of the road. Leaves will be falling soon- use extra caution. Firefighters are encouraged to participate in fire prevention at the schools in October. Keep up the good work.

Adjournment - AC Downs moved to adjourn the meeting at 8:37 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval


Marni Soss, Secretary

18 SEP 20 PM 2:32
 TOWN OF OXFORD, CT
 TOWN CLERK