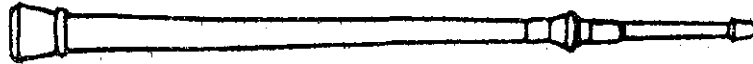




OXFORD FIRE DEPARTMENT

409



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, **December 12, 2018**, are as follows: The meeting was called to order by Chief Pelletier at 7:32 p.m.

Roll Call: The roll call was taken and placed on file. Those in attendance: Chief Pelletier, AC Downs, Jr., AC Gramigna, Marni Soss, Secretary, Vic Noll, Administrative Assistant, Keith Nelsen, Training Officer. Audience: Andrew Ryan.

Chief Pelletier asked for a moment of silence in remembrance of Assistant Chief Andrew Coy.

Minutes: The reading of the Minutes of November 14, 2018 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by AC Gramigna. Motion passed unanimously.

Correspondence Received:

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies – November 2018
2. Company Reports – Riverside Fire Company – October 2018
3. Call and Incident Reports from NW CT Public Safety – November 2018
4. 11/20/2018 Memo from Selectmen's Office – Appointments/Re-Appointments
5. 11/28/2018 Memo from QFC Re: Chief and Officers
6. 11/20/2018 Memo from Selectmen's Office Re: Commission appointments
7. 11/28/2018 Memo from Middlebury Fire Dept. Re: Updated list of officers
8. 11/28/2018 Letter from NW CT Public Safety Re: Appointment of Exec. Director
9. 11/28/2018 Legal Notice of Town Meeting 12/5/18 Re: Board of Ed./Armed Security officer
10. 12/3/2018 Letter of thanks from President of Oxford Greens Re: 11/23/18 response of OFD
11. 12/4/2018 Spill Incident reports (Newgate Rd & Pondview Rd, 193 Park Rd., 16 N. Larkey)
12. 12/4/2018 Letter from Middlebury Fire Dept. Re: RIT training/offer to assist OFD
13. 12/5/2018 Letter from RFC Re: Probationary Members' status (4 members)
14. 12/5/2018 Repair estimate from Firematic Re: E41
15. 12/4/2018 Deer Kill Incident Report Re: E41
16. 12/5/2018 BOS Agenda for Regular meeting
17. 12/6/2018 BOS Regular meeting schedule for 2019
18. 12/7/2018 Letter from Glatfelter Claims Management Re: Insurance claim/repair E41
19. 12/10/2018 Letter from Lois Luskay Re: Tax abatement

Sent:

1. Minutes for November 14, 2018 Board of Fire Chief's Regular Meeting
2. Call notice for December 12, 2018 Board of Fire Chief's Regular Meeting
3. 11/15/2018 Purchase order 26332 To: Motorola Solutions/radio equipment
4. 11/19/2018 2018-068 Memo to Captains Re: Blue light permit updates
5. 11/19/2018 2018-069 Memo to CFC Re: Seymour & Prospect parade requests
6. 11/19/2018 2018-070 Memo to CFC, QFC Re: Thank you-Fire Prevention
7. 11/19/2018 2018-071 Memo to RFC Re: Seymour parade request
8. 11/19/2018 2018-072 Memo to RFC Re: 30 day letter-past due Med Card
9. 12/3/2018 2018-073 Memo to Captains Re: Annual gear inventory
10. 11/20/2018 2018-074 Memo to Captains Re: Company budget requests
11. 11/20/2018 2018-075 Memo to Captains Re: SCBA physicals due Jan. 2019
12. 12/6/2018 2018-076 Memo to 3 stations Re: Thank you-AC Coy's service
13. 12/6/2018 2018-077 Memo To Whom It May Concern Re: G.Muttick 11/30/18
14. 12/6/2018 2018-078 Memo to Mutual Aid Re: Thank you-AC Coy's service

Chief's Reports:

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

	Calls	
	Month	Year
Department	60	712

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	53	410	1	52	2	103
Quaker Farms	44	794	1	15	4	126
Riverside	34	427	0	0	9	280

Center – Chief Pelletier reported all is up and running. DOT on E41 is due. Damage from incident with ambulance fly car will be repaired during DOT maintenance. Insurance company approved claim; parts are ordered. Deer ran into E41 while out at a call causing damage to stainless steel skirt near left rear wheel. To be repaired. T43 will have repair to 5" discharge when parts are received.

Quaker Farms – AC Gramigna reported all is up and running. Waiting to hear back about radio for E31. Keeping an eye on hydraulic leak on pump E31. Need for shelving for turnout gear discussed. Issue with gas gauge on Car3 discussed.

Riverside – AC Downs reported issue with rear wheel extensions on T53. Repair done. B55 is being monitored. Lights on R54 and planned upgrades discussed. Need for portable radio, small tool kit, bolt cutters, jumper cables for Car2 discussed. Issue with key pad on door discussed.

Membership

1. New members and resignations – CFC-Mike Lombardi inactive; Shannon Filo new member. RFC-Daniel Olszewski and Michael Frattarola inactive.

Keith Nelsen arrived at 7:45 p.m.

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.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

COMMITTEE REPORTS – Chief Pelletier reviewed the budget for FY 2018-19.

Approved Budget	\$419,892.00
Expended	\$140099.40
Planned Expenditures	\$279,792.60
Remaining	(\$0)

Training Schedule – Monthly drill set for 12/17 – SOP review/Christmas party. Connecticut Water will do presentation. Two SOPs will be reviewed. Keith Nelsen reviewed plans for 2019 training. OSHA Sunday is set for 1/13/19. Chief Pelletier commented that company training is needed in addition to department training.

Computer Committee – Ipads for tankers have been ordered.

Valley Fire Chiefs Regional Fire School – No monthly report. Chief Pelletier spoke of the possibility of hosting FFII class.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. Dry Hydrant (Anthony's Pond) – QFC pumped it and got a draft. Needs to be dug out.
2. Kitchen at RFC – AC Downs reported he needs to talk to hood representative. The plan was for mid to late December.
3. Truck Committee/OFD tanker specification – Plans are almost complete. The committee will meet again to finalize the project.
4. Tax Abatement for retired volunteer FF – No movement.
5. Radio maintenance – Further testing was done with the radio company. Haynes is hiring a second radio vendor for further testing and they will be in touch with Chief Pelletier.
6. Turnout gear - One pair of pants sent back for (D ring needed on snap). Measure for boots 12/17/18 6:30 p.m.
7. Chimney at RFC – Measurements done; cap to be ordered.

8. Keyless Entry System – State did not approve use of LoCIP funds. The request was reworded and resubmitted. Pending approval.
9. Decks at QFC (capital) – Paperwork to be put in order and submitted to BOS for approval.
10. Water testing – AC Downs to work on gathering data to show that water test should not be required at RFC and QFC.
11. Fire Prevention – State Fire Marshal poster contest to be judged next week. We will be awarding first and second place prizes due to 10th Anniversary. Funding from Power Plant helped make this possible.
12. Training for power plant – Postponed.
13. MVA – No changes.
14. Soliciting by RFC in QFC area – AC Downs noted he will be looking into the issue.

New Business

1. NW CT Public Safety/Dispatch – Chief Pelletier and representatives from Ansonia and Derby met to discuss ways to simplify things for dispatch. There are significant differences in requirements between towns and it will be difficult to mainstream the work for dispatch employees. Another meeting will be held in the spring and other towns should be in attendance.
2. Ipads for tankers – Ordered and should be delivered this week.
3. Election – Motion made by AC Downs to approve Scott Pelletier as Chief. Amended Motion made by AC Downs to approve for 2019 Scott Pelletier as Chief of the Department, John Downs, Jr. to remain Car 2 and approve Daniel Gramigna as Car 3. Second by AC Gramigna. Motion passed unanimously.
4. RFC Christmas party – AC Downs noted the party is set for Saturday evening, 12/15/18 at 7 p.m. (officers from all companies invited).

Audience of Citizens – No comments.

Remarks for the Good of the Dept. – Chief Pelletier congratulated Ryan Andrew on becoming Captain of QFC although it was due to unfortunate circumstances. AC Gramigna thanked CFC and RFC and mutual aid who showed their support during the wake and funeral for AC Coy. AC Downs agreed the support was impressive. Chief Pelletier thanked all who worked hard and showed support when needed due to the loss of AC Coy. He heard all was handled professionally and all involved should be proud. He was unable to attend, which was very difficult for him. Be safe and have a wonderful holiday.

Adjournment – AC Downs moved to adjourn the meeting at 8:56 p.m. Seconded by AC Gramigna. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

10 DEC 18 PM 3:30
TOWN OF OXFORD, CT
OFFICE OF THE CLERK
TOWN CLERK