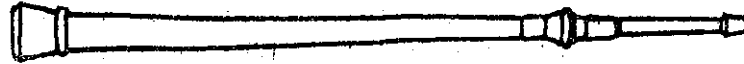




OXFORD FIRE DEPARTMENT

421



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 Wednesday, **March 13, 2019**, are as follows: The meeting was called to order by Chief Pelletier at 7:30 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: None.

Minutes: The reading of the Minutes of February 13, 2019 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Gramigna to approve, seconded by AC Downs. Motion passed unanimously.

Correspondence Received:

1. Company Reports – Center and Riverside Fire Companies – January 2019
2. Company Reports – Center and Quaker Farms Fire Companies – February 2019
3. Call and Incident Reports from NW CT Public Safety – February 2019
4. 2/25/2019 Spill Incident Reports – 16 Woodruff Hill Road
5. 3/3/2019 Spill Incident Report – 1 Oxford Road
6. 2/26/2019 Notice of Town meeting for 3/6/19 Re: QFC decks (5 additional items)
7. 2/27/2019 Notice of Town Meeting for 3/11/19 Re: Capital Improvement Plan
8. 3/6/2019 Notice of Town Meeting for 3/12/19 Re: QFC decks (5 additional items)
9. 3/5/2019 Notice of BOS special meeting
10. 3/6/2019 Notice of BOS special meeting
11. 3/11/2019 BOS proposed Capital Improvement Plan

Sent:

1. Minutes for February 13, 2019 Board of Fire Chief's Regular Meeting
2. Call notice for March 13, 2019 Board of Fire Chief's Regular Meeting
3. 2/7/2019 2019-020 Letter to BOS Re: Unplanned repairs to R54

Oxford Board of Fire Chiefs
Minutes of Regular Meeting/March 13, 2019

4. 2/14/2019 2019-023 Email to John Keeney Re: Knox system
5. 2/14/2019 2019-024 Letter to BOS Re: Capital budget request
6. 2/14/2019 Email to NW CT Public Safety Re: Announcement for 2/18 Hazmat Recert. & 2/21 Bloodborne Recert. classes
7. 2/14/2019 Email to NW CT Public Safety Re: Announcement for 2/27 SCBA Recert. class
8. 2/14/2019 Letter to BOS Re: Long range capital plan
9. 2/19/2019 2019-025 Letter to BOS Re: General fund budget request FY 2019/20
10. 2/19/2019 P.O. 26336 to CFPC Re: Fire Officer One class
11. 2/19/2019 P.O. 26337 to Valley Fire Regional Training School Re: Firefighter II class
12. 2/19/2019 Letter to BOS Re: 5300 budget request FY 2019/20
13. 2/29/2019 2019-030 Letter to Captains Re: SCBA physicals due April 2019
14. 3/4/2019 P.O. 26340 to Valley Fire Regional Training School Re: 2Q driver training class
15. 3/7/2019 2019-028 Letter to BOS Re: Unplanned repairs to T43
16. 3/7/2019 2019-029 Letter to BOS Re: Unplanned repairs to TK46
17. 3/12/2019 2019-031 Letter to BOS Re: Unplanned repairs to E31 radio
18. 3/12/2019 Email to Employer's Reference Source Re: Background check D.Ray, Jr.

Chief's Reports:

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

	Calls	
	Month	Year
Department	26	106

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	25	138	2	120	1	46
Quaker Farms	23	50	2	63	2	63
Riverside						

Quaker Farms – AC Gramigna reported all is up and running. Batteries changed on U35. Dehumidifier is not operating right. Issue is being assessed/warranty should be good still. Storage being updated for gear and gear is being organized. Radio on M3 was installed. Gear washer is up and running.

Keith Nelsen arrived at 7:38 p.m.

Riverside – AC Downs reported an odor in the station which is probably coming from kusmal on B55. Service needed. All other apparatus is up and running.

Center – Chief Pelletier reported all is up and running. Issue with R44 / exhaust issue. Parts received and installed today. TK46 had quartz lights that were bad that are now fixed. 20V Dewalt batteries for Vulcan flashlight are in and the last charger is in. To be installed on R44.

Membership

1. New members and resignations – Terrence Brown, Grace Pelletier and Jenna Blood are new probationary members of Center Fire Company.

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. Recertification class scheduled for 3/16. Chiefs agreed to send letters to firefighters who have not completed classes by then.
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	\$294,920.92
Planned Expenditures	\$136,257.40
Remaining	(-\$11,296.32)

Training Schedule – Keith Nelsen spoke about plans for training class for March. Plan to have a group with police dogs do search and rescue drill. PowerPoint presentation included. April is Power Plant walk through. May is ladders/hose and SCBA. June is low angle rescue. Live Burn in Fairfield is set for June 9. July is Water rescue.

Computer Committee – Chief Pelletier spoke about Nexgen. Email is set up. Corporate business account to be set up to register ipads. Nexgen will be added to ipads.

Valley Fire Chiefs Regional Fire School – Chief Pelletier noted Gov. Lamont is in support of the Valley Fire School and April Agenda will include bonding for the project. Upcoming classes reviewed. Chief Pelletier encouraged firefighters to sign up for training.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. Kitchen at RFC – Work began on 2/18 on hood system. Installation of hood system to be complete this week. Initially the wrong size roof fan and duct work was ordered. Modification made. Two fans will be on the roof instead of one. Kirk Products will bring in gas and set up control panel.
2. Truck Committee – Chief Pelletier noted we were notified by the current vendor that some of the spray we were going to apply to the truck does not meet NFPA requirements. It will not be used after all. Committee discussed matter and changes have been made to have charcoal top, stripe and standard diamond plate and aluminum wheels. Changes were made to bid specifications. Information to go to Board of Selectmen for approval.
3. Tax Abatement – Drill attendance, call attendance and number of drills for 2018 discussed. Motion made by AC Gramigna to accept 2018 Tax Abatement list with 391 calls and 44 firefighters eligible for tax abatement. Second by AC Downs. Motion passed unanimously.
4. Radio maintenance – Meetings are continuing between Haynes and First Selectman Temple.
5. Chimney at RFC – Incorrect cap received, then reordered. Cap to be installed when received.
6. Keyless Entry System – Parts to be installed when received.
7. Decks at QFC (capital) – Approved at Town meeting. Request submitted to LoCIP. Pending approval.

Keith Nelsen excused himself from the meeting at 8:20 p.m.

8. Water testing – AC Downs is working with water company to prove we are exempt from water testing at RFC and QFC.
9. Training for power plant – Scheduled for April training drill. Video not received.
10. Budget for FY 2019-2020 – Board of Selectmen approved proposed budget. Board of Finance meeting set for 3/18.

New Business

1. Take a Stand at Oxford High School – Set for 4/25 at 10 a.m. AC Gramigna is organizing the event. Discussed ensued. Discussion ensued about apparatus to bring to the event.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted it has been a busy year already. Weather is starting to change but it can still be cold with icy conditions. Be safe and keep up the good work. Happy St. Patrick's Day.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:32 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Secretary

19 MAR 21 PM 3:10
TOWN OF OXFORD, CT
TOWN CLERK
Margaret A. West