



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 regular monthly meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall on 486 Oxford Road, Oxford, Connecticut on Wednesday, February 10th, 2015 are as follows:

The meeting was called to order by Chief Pelletier at 7:31 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Coy, AC Downs Jr., Secretary Beth Noll and Admin. Assistant Vic Noll.

MINUTES: The reading for the minutes of the January 16, 2016 meeting was waived because the minutes were mailed in advance. AC Coy made a motion to approve, seconded by AC Downs.

CORRESPONDENCE:

Received

1. January Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 01/21/2016 From Selectmen's Office re: closure of Woodruff Hill Road
4. 01/14/2016 Agenda for Board of Selectmen regular meeting
5. 01/15/2016 Rehab Company Check in/out sheet for 51 Oakwood Drive 1/15/2016
6. 01/19/2016 From Pomperaug District Department of Heath re: Vaccine Fees
7. 01/28/2016 From CT DEEP re: EIR for 30 Charter Oak Drive
8. 02/01/2016 Agenda for Board of Selectmen regular meeting
9. 02/02/2016 From Planning and Zoning re: revision of conservation & development plan
10. From Gary Hylinski re: Backing Incident 41 Punkup Road
11. 02/02/2016 From CT DEEP re: EIR for Asylum Ave and Broad Street
12. 02/03/2016 From Riverside re: Old Boat (Marine 1)
13. 02/10/2016 From Fire Protection Testing - Report of 5 Year Test at Center
14. Notice of Middlebury Fire Department's Annual Ball

Sent

1. Minutes for January meeting
2. Call for February meeting
3. Chiefs Meeting Package
4. 01/29/2016 16-002 Recall List 2016
5. 01/19/2016 16-003 To Board of Selectmen re: Chief of the Department
6. 02/10/2016 16-005 to Board of Selectmen re: Tax Abatement List for 2015
7. 01/19/2016 16-009 To Board of Selectmen re: Unplanned repairs to E42
8. 01/19/2016 16-010 to Board of Selectmen re: unplanned repairs to TK46
9. 01/14/2016 16-011 to Board of Selectmen re: replacement of tires E31
10. 01/18/2016 16-012 to FF L. Luskay re: Tax Abatement Request
11. 01/18/2016 16-013 to FF E. Belinsky re: Tax Abatement Request
12. 01/21/2016 16-014 to Captains re: SCBA Physicals due in March
13. 01/26/2016 16-015 to Board of Selectmen re: Unplanned Repairs E41

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

14. 02/01/2016 16-016 to Board of Selectmen re: Unplanned repairs to E32
15. 01/28/2016 16-017 to Board of Selectmen re: Capital Budget Request for FY2016-17
16. 02/05/2016 16-018 to Board of Selectmen re: Unplanned repairs to E31
17. 02/08/2016 16-019 to James Hliva Finance Director re: lost pager
18. 02/09/2016 16-020 to Board of Selectmen re: General Fund Budget Request for FY2016-17
19. 02/09/2016 16-021 to Board of Selectmen re: 5300 General Fund Budget for FY2016-17
20. 01/19/2016 Fax to Griffin Hospital re: PIFs for new members
21. 01/21/2016 Fax to FailSafe re: Quote 00003897 for hose testing schedule
22. 01/19/2016 Email to Employer's Reference re: background check

CHIEF'S REPORTS:**Fire Department**

	Calls	
	Month	Year
Department	30	30

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	30	247	1	20	1	40
Quaker Farms	27	90	1	84	4	112
Riverside	23	90	2	34	5	32
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported all up and running. 32 is back from the door repair. AC Coy noted there are some issues with the finished product - Chief Pelletier to review and check against the bill.

Riverside - AC Downs reported all up and running. He hasn't gotten the new plugs yet but will address it before the next meeting. Reports there are still some harmonics going on with 54 - Chief Pelletier suggested to run it for a while and observe when it happens unless it becomes a safety issue. There is also an air leak in the driver's door like the gasket doesn't seal properly.

Oxford Center - All up and running per Chief Pelletier. There is an issue with the aerial. It is okay to leave in service but they don't recommend climbing it. AC Coy recommends leaving it in service with notice that it will be in limited service only. Chief Pelletier notes they will call for mutual aid to roll if they need aerial ladders. There is a leaking valve in the cascade system - he will order a replacement.

Equipment Testing - reviewed.

Follow up

1. Inactive FFs with Gear not returned - discussed.
2. Drivers Licenses - were reviewed.
3. SCBA Physicals past due - discussed.

COMMITTEE REPORTS:

2015-16 Budget

Approved Budget	\$372,421.00
Expended	\$195,444.26
Planned Expenditures	\$179,002.34
Remaining	(\$2,025.60)

2016-17 Budget - to be discussed under new business

Training - Keith Nelson reported the following

1. Quaker Farms School - four classroom sessions of 30 minutes each
2. RIT Recert will be in March

Computer Committee - Everything is up and running.

Valley Fire Chiefs Regional Fire School - no meeting. Chief Pelletier is still looking for someone to volunteer to be the town's representative to the Fire School. If anyone is interested, please contact your chief.

Membership

1. New Members - discussed.
2. Probationary Members were discussed.
3. Make Up dates for HazMat, Bloodborne and SCBA recerts were forwarded to Chiefs and Captains. Those who missed Super Sunday must attend one of those scheduled sessions. AC Coy asked whether some of the gear that's assigned to him personally should be assigned to the vehicle instead of personally to the Chief.

Standard Operating Procedures - none

Policies - none

Keyless Entry System - Scott to get team in place.

UNFINISHED BUSINESS

1. Truck Committee – the committee met and began with the list of things to be added to the spec. Goal is to have revision complete by end of March to submit to the Board of Selectmen. The committee agrees that when the bid sheets come back, the Committee should get it to review before the Chiefs sign off on the bid. Chief Pelletier said he would make sure it happens. AC Coy asked for a copy of the last bid sheet for them to review.
2. Driveway at Riverside - waiting for Town Engineer to write a report to send to the Selectmen advising them what needs to be done.
3. Facilities Capital Plan - submitted to the Board of Selectmen.
4. Driver Cross Training - draft plan needs to be reviewed by the new officers then put in place.
5. FFI course - in progress
6. Mutual Aid tanker drill – Keith will get started on that.
7. Dry Hydrant – Anthony's Pond – no action. Chief Pelletier will discuss with the town. Several are being monitored.
8. Broken Underground Tank - still being monitored, waiting for warmer weather.
9. New Boats - will be picked up tentatively next week with 35. Need to borrow a 2" ball for the trip. When the trailer is back, we will buy one based on the actual needs.

10. CID and monitoring - all the wire has been pulled from the radio room to the location. Waiting for lightning protection before installation is complete. The batteries will be replaced in the receiver sites. Chief Pelletier will see if there is enough money in the line item to buy a spare receiver in case one should go down.
11. Spectra Power plant - waiting for a decision.
12. Halligan Bars - to return the defective new one for a replacement.
13. Fire Lane Ordinance - has been rewritten. It has been presented to the Police Department Sargent for review. Copies will be presented to the Chiefs for review.

NEW BUSINESS

1. Tax Abatement - the proposed letter was distributed to the Chiefs for review. AC Coy made a motion to accept the memo as written. AC Downs seconded. All aye.
2. Interior Firefighting - this item had been tabled last meeting. Chief Pelletier asked for a motion to require an interior firefighter be a minimum of FF1. Members that are SCBA interior firefighters prior to February 10th, 2016, are exempt. AC Coy made a motion. AC Downs seconded. AC Downs noted he was appreciative of being allowed the additional time to bring himself up to speed on this issue. AC Coy asked if we should think about reclassifying firefighters to differentiate between SCBA/Interior firefighters from those not SCBA certified to wear SCBA. AC Coy suggested changing the color of the text of the labels on the helmets to signify certified firefighters vs. exterior firefighters. This action will move forward at this time - the discussion of how to differentiate between the two visually will continue. Also it shall be noted that the FF must pass the test and receive their certificate to qualify as a Certified FF1. SOP's and Policies will need to be reviewed and updated. All aye. Motion carried.
3. Marine 1 - Letter from Riverside was discussed. The intent of the boat reassignment to Quaker Farms and redesignated as Marine 3 was to reallocate the asset as part of the fire study. He wanted it to be known that, should it be determined that the asset be removed from service, it would be returned to Riverside to be dispositioned as they saw fit. Chief Pelletier noted that it has always been part of the plan of getting another boat was that Marine 1 be reallocated to Quaker Farms. AC Downs made a motion that the Board of Chiefs respond to the letter with the points that were discussed. AC Coy seconded. A draft will be sent for review prior to posting. All aye. The letter will be drafted.
4. New Budget - AC Coy made a motion to approve the budget. AC Downs seconded. All aye.

AUDIENCE - none

REMARKS FOR THE GOOD OF THE DEPARTMENT

Great Job by everyone at the structure fire last night. He noted in his walk through that there were a lot more items saved than lost. A job well done. He wants to schedule a round table meeting to discuss the technical points. Everyone worked hard. He noted that everyone on scene needs to be signed out and cleared before leaving the scene. He reports the firefighter that was taken to the hospital as a precaution has been released with no restrictions.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 9:13 pm. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted,
Pending approval,

Beth A. Noll

Beth Noll, Secretary

16 FEB 17 AM 11:08
TOWN OF OXFORD, CT
Margaret H. Clark
TOWN CLERK