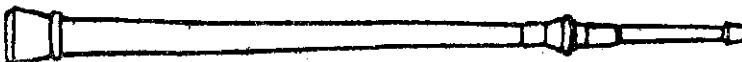




## OXFORD FIRE DEPARTMENT

405



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, **November 14, 2018**, 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 Coy, AC Downs, Jr. Marni Soss, Secretary, Vic Noll, Administrative Assistant, Keith Nelsen, Training Officer. Audience: None.

**MINUTES:** The reading of the Minutes of October 10, 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 and Quaker Farms Fire Companies
2. Call and Incident Reports from NW CT Public Safety – October 2018
3. 10/1/2018 Fuel usage reports for 7/1/18 through 9/30/18
4. 10/11/2018 Notice from Griffin Hospital Re: Open for firefighter physicals on 11/10/18
5. 10/17/2018 Agenda for BOS Regular Meeting
6. 10/18/2018 Memo from Office of First Sel. Re: Approval of portable radios for OFD
7. 10/18/2018 Proposal from New England Septic & Excavating for work at 3 fire stations
8. 10/19/2018 Email from The CT Water Co. Re: Project on Hawley Road
9. 10/19/2018 Certificate of Insurance for 10/23/2018 training class at Daddio's
10. 10/21/2018 Letter from Louis Mazzucco Re: Tax abatement
11. 10/24/2018 Spill incident report for 516 Oxford Road
12. 10/25/2018 Spill incident report for 534 Quaker Farms Road
13. 10/25/2018 2018 ESO Fire trends report
14. 10/26/2018 Letter from First Selectmen Re: Authorization to waive fees for new Middle School construction
15. 10/29/2018 Legal Notice of Town Meeting Re: Helmets, keyless entry system and radios for Fire Department
16. 11/7/2018 Agenda for BOS Regular Meeting
17. 11/5/2018 Letter from RFC Re: Seymour parade 11/25 request to take T53

18. 11/5/2018 Letter from RFC Re: Election of John Downs, Jr. as 2019 Company Chief
19. 11/8/2018 Letter from CFC Re: Election of Scott Pelletier as 2019 Company Fire Chief
20. 11/14/2018 Report of Valley Fire Chiefs Regional Training School
21. 11/14/2018 Letter from CFC Re: Seymour parade and Prospect parade requests

**Sent:**

1. Minutes for October 10, 2018 Board of Fire Chief's Regular Meeting
2. Call notice for November 14, 2018 Board of Fire Chief's Regular Meeting
3. 10/23/2018 2018-067 Memo to Captains Re: SCBA annual physicals due Dec. 2018
4. 10/29/2018 Fax to Oxford Pharmacy Re: Updated list of FF who need HepB shots
5. 11/1/2018 2018-068 Memo to Captains Re: Blue light permit/annual list
6. 11/5/2018 Purchase Order to Valley Fire School Re: FFI-Jordan Evancho

**Chief's Reports:**

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

	Calls	
	Month	Year
Department	46	652

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	40	432	1	44	3	98
Quaker Farms	29	84	0	0	4	61
Riverside						

**Center** – Chief Pelletier reported TK46 had UL service. It has to go to a dealer for re-gen. system issue. E42 is at Gowans-Knight for DOT maintenance. T43 will go next followed by E41 or R44. R44 has a bad check valve in cascade system. Door fixed at station and is working fine.

**Quaker Farms** – AC Coy reported issue with air ejects on E31 and radio. Door at station seems to be working well.

**Riverside** – AC Downs reported the back-up camera on T53 has an intermittent issue with the tire/valve stem extenders. New extenders needed. He noted two chrome caps were missing when returned from Gowans-Knight. He commented that other issues have come up when apparatus is returned from Gowans-Knight.

*Keith Nelsen arrived at 7:40 p.m.*

**Membership**

1. New members and resignations – Tom Coolidge's probation period extended for six months.

**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 to send a 30 day letter to Timothy Crouch for past due SCBA annual physical made by Chief Pelletier. Second by AC Coy. Motion passed unanimously.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed. Motion to send a 30 day letter to Daniel Wiemer for expired medical card made by AC Downs. Second by AC Coy. Motion passed unanimously.

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

Approved Budget	\$419,892.00
Expended	\$65,125.28
Planned Expenditures	\$354,766.72
Remaining	(\$0)

**Training Schedule** –

*September – Rope Rescue*

*October – Car Fires*

*November – Fire Fighter Safety/Maydays*

*December – SOP review/Christmas party*

Keith Nelsen spoke of new Junior applications received. Training for 2019 will be planned at December officer's meeting. Live burn will be included. Outside instructors will be used more in the new year. Chief Pelletier added that Valley Fire School is looking for a host for Fire Instructor I but he feels FFII is needed more. Connecticut Water will do an information session on hydrants at December training drill. He asked for two SOPs to be reviewed as well.

**Computer Committee** – Spotted Dog program issues discussed. Training computer issue was reported and discussed.

**Valley Fire Chiefs Regional Fire School** – FFI class – start date 1/2/19.

**Standard Operating Procedures** –None.

**Policies** – None.

**Unfinished Business**

1. Dry Hydrant (Anthony's Pond) - No movement. Hydrant on Perkins is in close proximity.
2. Kitchen at RFC –Contract and check were received. To be installed in January 2019.
3. Truck Committee/OFD tanker specification – AC Coy reported Freightliner chassis was chosen. We are waiting on quote from Utility Communications. Chief Pelletier asked that quotes be obtained by December Chief's meeting. AC Downs spoke about feedback he received that it seemed like decisions were made outside truck committee meetings. AC Coy explained the procedure that was followed which included following specifications for T43.
4. Tax Abatement for retired volunteer FF – No movement.

5. Turnout gear washer – Framing of a wall in QFC needed. This will be done prior to installation planned for next week.
6. Radio maintenance – Radio vendor and owners of Quarry Walk have met and requested additional testing to give better guarantee that service will be adequate when the apartment buildings are built. Chief noted they need to be aware of the change in results due to leaves being off trees. An additional repeater will be added to fix issue.
7. Turnout Gear – Gear received. One pair of pants needs to go back (D ring needed). Shipman's will measure for boots prior to ordering. Helmets – Met with Firematic; colors discussed.
8. Chimney at RFC – Measurements done; cap to be ordered.
9. Keyless Entry System – State approval to use LoCIP funds needed.
10. Decks at QFC – No movement.
11. Water testing – AC Downs to work on gathering data to show that water test should not be required at RFC and QFC.
12. Fire Prevention – Chief noted it went well at the schools in October. He thanked all who volunteered. 11/21 date set for student's ride to school in firetruck.
13. Training for power plant – Postponed.
14. MVA – Chief noted a new company who owns a wrecker is trying to open a business in town. Person in command at the scene needs to assess situation and return apparatus when responsibilities of Fire Department are complete.

#### **New Business**

1. AC Coy spoke of an issue with Riverside Fire Company soliciting for and accepted donations from the Quaker Farms area of town. Quaker Farms' captain spoke to Riverside's captain which did not fix the issue. AC Coy asked that AC Downs address the issue.
2. QFC Christmas party is set for 12/7 – AC Coy stated all are invited. Santa Claus/popcorn ball event set for 12/16 (snow date 12/23).
3. Parade requests – Motion to approve CFC to bring TK46 and RFC to bring T53 to Seymour Christmas Parade on 11/25 (rain date 12/2) and CFC to bring E42 to Prospect Christmas parade on 12/9 made by AC Downs. Second by AC Coy. Motion passed unanimously.
4. Chief's meeting schedule for 2019 – Motion to approve the proposed Chief's meeting schedule for 2019 as presented made by AC Coy. Second by AC Downs. Motion passed unanimously.
5. Fire Prevention badge – Boy Scout troop from Derby asked for help on 11/17 at Immanuel Lutheran Church. CFC brought E42.
6. Town Hall Christmas party – CFC will provide a Santa Claus on 11/30.

#### **Audience of Citizens** – None.

**Remarks for the Good of the Dept.** – Chief Pelletier noted last month was a busy month. He spoke of the incident with a man being electrocuted. All firefighters were checked to be sure there were no issues due to the difficult nature of the call. First major snow is expected tomorrow afternoon. Drive with caution and dress appropriately for the weather. Have a Happy Thanksgiving.

**Adjournment** – AC Coy moved to adjourn the meeting at 8:40 p.m. Seconded by AC Downs. Motion passed unanimously.

*Respectfully submitted, pending approval*

*Marni Soss*  
Marni Soss, Secretary

NOV 19 PM 3:26  
 TOWN CLERK  
 TOWN OF OXFORD, CT