



OXFORD FIRE DEPARTMENT

215



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

Scott J. Pelletier, Chief

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Ron W. Prajer, Assistant Chief

Andrew Coy, 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, September 10th, 2014 are as follows:

The meeting was called to order by Chief Pelletier at 7:39 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Prajer, AC Coy (arrived at 7:55 p.m.), Secretary Marni Soss, Admin. Assistant Vic Noll, John Downs Sr.

MINUTES: The reading for the minutes of the August 13, 2014 meeting was waived because the minutes were mailed in advance. AC Prajer made a motion to approve, seconded by Chief Pelletier. Correction noted that John Downs, Sr. was not in attendance at the meeting and his name should be removed from the roll call list. The Minutes, as amended, were approved. Motion carried

CORRESPONDENCE:

Received

1. August Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 08/07/2014 BOS re: Moved to forward Fire Commission ordinance to Public Hearing
5. 08/20/2014 Agenda for BOS regular meeting.
6. 08/27/2014 Memo from Joanne Pelton re: Community service work
7. 08/27/2014 Fax from CT DEEP re: Emergency Incident Report for Tilquist Rd.
8. 09/03/2014 Agenda for BOS regular meeting.
9. 09/08/2014 Notice of Insurance with Travelers Insurance Company from Finance Director

Sent

1. Minutes for August meeting
2. Call for September meeting
3. Chiefs Meeting Package
4. 08/14/2014 2014-061 to P&Z re: Oxford Towne Center Phase I
5. 08/14/2014 2014-062 to Captains re: 20 year Capital Long Range plan
6. 08/18/2014 2014-063 to BOS re: Unplanned repair to Quaker Farms Fire Station
7. 08/18/2014 Fax to Oxford Pharmacy re: Updated report for Hep B shots
8. 08/18/2014 Fax to Employers Reference Source re: Background check Ethan Downs
9. 08/18/2014 Fax to Griffin Hospital re: Ethan Downs new member of RFC
10. 08/18/2014 Fax to Griffin Hospital re: Gordon Childs, IV as new member of RFC
11. 08/18/2014 Fax to Oxford Pharmacy re: Updated report for Hep B shots
12. 08/19/2014 2014-064 to Tower Generator re: Termination of contract
13. 08/19/2014 2014-065 to Captains re: SCBA Physicals due in October 2014
14. 08/19/2014 2014-066 to Captains re: SCBA Physicals 30 day notice
15. 08/19/2014 Fax to Employers Reference Source re: Background check Gordon Childs, IV
16. 09/02/2014 Fax to Griffin Hospital re: Hep B shot information for Wendy Calabrese
17. 09/04/2014 Fax to Griffin Hospital re: Daniel R. Olszewski as new member of RFC
18. 09/04/2014 Fax to Oxford Pharmacy re: Updated report for Hep B shots

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

19. 09/04/2014 Fax to Employers Reference Source re: Background check for Daniel Olszewski
20. 09/08/2014 Fax to Griffin Hospital re: Howerd Perkins as new member of RFC
21. 09/08/2014 Fax to Employers Reference Source re: Background check for Howard Perkins
22. 09/08/2014 Fax to Employers Reference Source re: Background check for Christopher Lanci
23. 09/09/2014 Fax to Griffin Hospital re: Updated report for Hep B shots

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	37	281

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	33	161	1	20	3	36
Quaker Farms	33	87	1	13	4	69
Riverside	27	106	2	11	11	195
	<i>*from FireHouse</i>					

Quaker Farms - AC Coy reported that E32 has a water leak and E31 has oil leak. Chief Pelletier noted the repairs can be scheduled next week/mid week.

Riverside - AC Prajer reported that B55 has been serviced. E51 has been service. R54 is out for service at this time. Everything else is up & running.

Oxford Center - Chief Pelletier reported that after the last meeting there was an issued with TK46. He reviewed the items that were replace and noted it is back in service. Everything is up & running.

Equipment Testing - Six year maintenance on 20lb extinguisher due. Annual DOT inspection on R54 is being done, B55 is done and T53 is to be done next week. TK46 will have to go for its ladder test and the schedule will be adjusted accordingly.

Follow up

1. Inactive FFs with Gear not returned - discussed. Chief Pelletier noted the office is forwarding this information to Captains prior to their meetings to ensure it is reviewed.
2. Drivers Licenses - Two due between now and next month. All FF taking 2Q class need to submit a copy of their DL for office records before the class.
3. SCBA Physicals past due - Josh Downs received a 30 day notice letter after last meeting and a physical has not been scheduled. A motion was made to send a letter to Josh Downs stating that he is suspended from wearing SCBA until he receives his annual physical made by AC Prajer, seconded by Chief Pelletier. Motion carried. Other FFs due for physicals were discussed.

COMMITTEE REPORTS:

2014-15 Budget

Approved Budget	\$358,648.00
Expended	\$30,157.59
Planned Expenditures	\$329,670.41
Remaining	(\$1,180.00)

Training - Keith Nelson was unable to attend the meeting.

1. Chief Pelletier reported that this month's training will be water supply to be run by G.Hylinski.
2. Next month the training class will either propane or electrical emergencies.
3. Q2 - Eleven Oxford members will attend. There are five open slots and they have been offered to other towns. Beacon Falls has taken two. If the other slots remain open, Southbury and Stevenson will be informed.
4. Juniors will meet at RFC on 9/11 and will do a maze with SCBA
5. Driver physical requirements are being reviewed. Material will be supplied at next meeting.
6. New member Bloodborne and Hazmat class set for this Saturday (9/13).
7. Gator training coming up - reminder to those who are scheduled.
8. RIT recert to be scheduled soon. Barn at Haynes might be used before it is taken down.

Computer Committee – Vic Noll reported that a computer was upgraded to the latest version for Firehouse. There was an internal issue and a change was made to resolve it. A meeting will be set with apparatus inventory representative. We had a problem with severe virus on server and work was done to resolve problem.. Innovative did modification to run deeper checks for viruses on the server. Time is being spent to get Fire Inspector in use.

Valley Fire Chiefs Regional Fire School - There will be a meeting of the Building Committee. Chief Pelletier will be a member and has reviewed the plans and bid documents.

Membership

1. AC Prajer noted that Daniel Olszewski and Howard Perkins are new members of RFC.
2. Members currently on probation were discussed.
3. Hepatitis B Waiver or Shot - discussed.
4. Juniors membership - discussed.
5. Discussion ensued that new members that have not completed Physicals, Bloodborne and Hazmat training are not allowed to respond to calls or be issued gear. Captains will be reminded.

Standard Operating Procedures - Chief Pelletier noted he has information to rewrite Underground Storage Tanks to be modified for next meeting. Rope Rescue to be reviewed at Officers meeting.

Policies - None.

Keyless Entry System - No action.

UNFINISHED BUSINESS

1. Truck Committee - Preconstruction meeting to be held by the end of the month. The truck will go to production after the meeting. AC Coy asked if the change to electric primers is in writing. Chief Pelletier will confirm this.
2. Driveway at Riverside - Rails are up and curb was damaged. Chief Pelletier noted he spoke to the engineer about the curb and it will be worked on. The driveway was sealed. Compaction test was done and rating was not to top standard. Therefore, a credit will be given on the final bill.

3. Turnout Gear for 2014 - Three pair of boots were delivered. Officers decided three FF will be chosen for new gear. Velcro being placed on the gear inconsistently was discussed.
4. Voting site - Up and operational. Phone lines were adjusted and improvement was made. Bad antennae connection was fixed. Generator cord is being made which will be left on site.
5. Driver Physicals - There are forty-seven drivers on the list and six are not interior firefighters. Some drivers have a CDL with a medical card through their employment. Some have a CDL who do not get a physical through their employment and will need to get one through OFD. We met with Griffin Hospital. They may want a baseline physical for those who have not had a physical in a while before the drivers physical can be done. It will not be extensive like the Interior FF physical. Starting January 1, 2015 we will start to require all drivers to have a physical or provide a copy of their CDL medical card. It was suggested that the physical be done on the birthday for record keeping purposes. Motion made by AC Coy to require all OFD drivers who do not have a CDL medical card to have a physical. This requirement is to commence on January 1, 2015. Second by AC Prajer. Discussion: Chief Pelletier noted that firefighters may be asked to get their physical early to get onto our schedule. Motion carried.
6. Driver Cross-Training - Discussed at officer's meeting. Looking for feedback by next meeting.
7. Fire Hydrant List - Heritage list is in but Aquarian information is not all in. We will follow-up.
8. Tanker Strike Force 61 - We want to have a State representative meet with us in November.
9. Fire Police Strike Force - Basic guidelines have been set. Fire Police reviewed the information and made comments. Chiefs will be given information for review/approval in October.
10. Maintenance sheets handed out for tanks and dry hydrants.
11. Insurance - the town has switched insurance to ESIP. Policy was received and printed. Chief Pelletier will review and note any differences or lack of coverage and report same to officers. There is concern that all stations are not listed for OFD on the liability policy. The insurance agent from ESIP will meet with us. Notice of insurance from ESIP was given to Chiefs to be posted in each of the three stations.
12. U35 will be responding to water and ice rescue incidents. The SOP will be updated next year.
13. Bus radio frequencies to be added to FD equipment when available.
14. AC Coy noted that new company for generator service will do yearly maintenance in October.

NEW BUSINESS

1. Fire Prevention - October 2 and October 9. John Ellis stepped down from handling this. Mark Krassner and Tony Cumo are working on the project and looking for other volunteers. There was talk of the poster contest be done every other year.
2. Ambulance Association is having a public safety day on 9/14/14 at 10:00 a.m. They have asked that some OFD apparatus be on display (from 9:00 a.m. to 2:00 p.m.). We will provide engines for Life Star landing at 10:00 a.m. at Center School.
3. Street Smart Program (quarterly officer training). Tentative dated 9/25/2014.
4. Northwest being used by a large number of towns and the concerns were discussed.

AUDIENCE - None

REMARKS FOR THE GOOD OF THE DEPARTMENT

Chief Pelletier commented that change of season is coming and leaves will be falling. Be cautious and stay hydrated and keep up the good work.

ADJOURNMENT - AC Prajer moved to adjourn the meeting at 9:04 pm. Seconded by AC Coy. Motion passed unanimously.

Respectfully submitted,
 Pending approval,

Marni Soss

Marni Soss, Secretary

TOWN CLERK

SEP 17 AM 10:33
 TOWN OF OXFORD, CT
M. Jacob H. West