



OXFORD FIRE DEPARTMENT



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, February 12th, 2014 are as follows:

The meeting was called to order by Chief Pelletier at 7:36 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Prajer, Marni Soss (filling in for Beth Noll), Keith Nelsen, Joe Calabrese, John Downs, Sr., John Ellis.

MINUTES: The reading for the minutes of the January meeting was waived because the minutes were mailed in advance. AC Prajer made a motion to approve, seconded by Chief Pelletier. The motion carried. No corrections.

CORRESPONDENCE:

Received

1. January Calls from Northwest
2. Company Reports - Center and Riverside
3. 01/02/2014 Sprinkler System test report for Center from Fire Protection Testing, Inc.
4. 01/06/2014 From Center re: 2014-Fire Police
5. 01/06/2014 From Center re: 2014-Officers
6. 01/08/2014 From NFPA re: NFPA Survey of fire departments for 2013 fire experience
7. 01/14/2014 Public Works re: Town road acceptance list

Sent

1. Minutes for January meeting
2. Call for February meeting
3. February Chiefs Meeting Package
4. 01/08/2014 2014-002 to Board of Selectmen, et al re: Recall list for 2014
5. 01/18/2014 2014-003 to Board of Selectmen re: Chief of the Department
6. 01/08/2014 2014-004 to Valley Fire Chiefs Training School re: OFD representative
7. 01/08/2014 2014-006 to Chiefs/Captains re: Radio call signs signals & codes revised for 2014
8. 01/08/2014 2014-007 to Firefighter L Luskay re: Tax abatement for 2013.
9. 01/07/2014 2014-008 to BOS re: 5300 Emergency Communications General Fund request
10. 01/16/2014 2014-010 to Captains re: SCBA physicals due in March 2014
11. 01/21/2014 2014-011 to Board of Selectmen re: General Fund budget request package
12. 01/21/2014 2014-012 to Board of Selectmen re: Capital budget request package
13. 01/09/2014 2014-013 to BOS re: Approval of bid for new pumper for RFC
14. 01/07/2014 Fax to Employers Reference Source re: Background check for J. Pereira
15. 01/23/014 2014-014 to Board of Selectmen re: Transfer for 2325-517-0052-0110

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	40	40

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center *	40	428	0	0	0	0
Quaker Farms *	35	446	0	0	4	126
Riverside	28	133	2	38	5	52
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy was not in attendance. Joe Calabrese noted he is not aware of any issues.

Riverside - AC Prajer reported that everything is up & running.

Oxford Center - Chief Pelletier reported that everything is up & running.

Equipment Testing - Chief Pelletier reported that the 2.5 lb fire extinguisher on the Gator needs to be replaced. It cost more to test than to replace. Fire extinguisher for R44 needs hydro test. Air quality is coming due soon. Fire extinguisher for E32 needs hydro test and air bottles will be going out of service from E32 and TK46. These will be handled by Vic Noll.

Follow up

1. Gear not returned - Gregory Cody is inactive and has four gear items.
2. Drivers Licenses - Jim Gies provided a copy of his new license.
3. SCBA Physicals past due - Cal Brennen, Andrew Carde, Douglass Coy.
4. Chief Pelletier reviewed SCBA requirements due.
5. The fit testing machine is up and running. Fit tests should be scheduled.
6. Reviewed list of members that have not completed Bloodborne, HAZMAT and SCBA. He encouraged Chiefs to have these members attend training classes schedule this month.

COMMITTEE REPORTS:

2013-14 Budget

Approved Budget	\$317,178.00
Expended	\$195,210.89
Planned Expenditures	\$134,611.17
Remaining	(\$12,644.06)

Chief Pelletier noted that the Facility Maintenance account is in the red. He asked that any funds needed in this area be discussed with the company chief before spending. The Chief will notify he and Vic so that the necessary paperwork be done regarding the budget. The new budget was reviewed and approved by a subcommittee of the Fire Commission. This was submitted to the Finance Department.

Training - Training Officer Nelsen reported that the instructors met and came up with a drill schedule for the year as follows:

1. February - Search and rescue dogs demonstration and review of meters and use of thermal imaging cameras.
2. March - Regional Hazmat.
3. April - Search and rescue drill and Fire Police education.
4. May - Extrication.
5. June - Water rescue.
6. July - Water supply.
7. August - Rope rescue.
8. September - Propane.
9. October - Car fires.
10. November - Electrical (emphasis on solar power).
11. SOPs.

He noted that officer training will be focused on for the year (class held every other month). All officers and those who may want to be officers will be urged to attend. Live burn may be held on a week night instead of weekend as done in the past. SCBA requirements was reviewed and he noted that firefighters that are training for FFI need more fire experience. The instructors decided that they want to go to the Board of Chiefs and suggest that all new firefighters that are going to be interior will have FFI certification. With regard to drivers training it will be suggested that drivers attend training once a month. The above information will be posted at each fire station. Chief Pelletier noted that FFI requirement will be discussed at the Officers meeting on March 6. He noted that he sent email to all Captains that New Haven County Fire Chiefs is running officers PIO (Public Information Officer) class on Feb. 20 at 7 p.m. at Center Fire Station. Ten openings are available and officers need to contact him with the names of those taking the class so he has a count.

Computer Committee – Everything is up and running.

Valley Fire Chiefs Regional Fire School - No report.

Membership

1. No new members. Scott Brennen, Jr. will be coming up for membership next month.
2. Lisa Constantino is inactive (Social).
3. Members missing Hepatitis B shots or waivers were discussed.

Standard Operating Procedures - None.

Policies - None.

Keyless Entry System - In Capital budget.

UNFINISHED BUSINESS -

1. Salamander System - Additional photos and paperwork is needed but is moving along..
2. Truck Committee - Bids were accepted by Chiefs and forwarded to Board of Selectmen. Board of Finance is considering the needs of the Fire Department and vehicles for other departments. The truck is also requested in the FY2014-15 Capital budget.
3. Driveway at Riverside - Project on hold until spring. The engineer is checking the site weekly.

4. Turnout Gear for 2014 - Has been ordered and expected in six to eight weeks.
5. Voting site - Box is mounted and we are waiting for power and antennae.
6. Antonio Lopez's blue light permit was discussed and follow-up will be done.

NEW BUSINESS

1. Tax Abatement Committee - Joe Calabrese reported that the committee reviewed the Ordinance, discussed talked to Vic and to members of each companies. Two recommendations were decided upon as follows: a) That the current graduated scale for abatement from one to five years be eliminated so that when a firefighter becomes eligible for the abatement they would be eligible for the amount of the abatement that the FF qualified for based on call attendance. The basis of this is that it was their understanding that this was created to retain firefighters to give them an incentive. An incentive of \$100 after being a FF for one year was not much of an incentive; b) There was a request from a number of FFs that the abatement be applied to their tax bill or that they receive the abatement in the form of a check. The Tax Collector does not have a problem with this. John Ellis noted that all three companies were informed of the above items and had the chance to vote on them. Joe noted that Quaker Farms did not vote on the items but that they were discussed, comments were heard, and members were in favor. AC Prajer asked if this will affect a large number of people and Joe indicated that it is very few. Chief Pelletier noted that this will be reviewed, then voted on at the next meeting. At that point it will go to Town Counsel for review, then it will go to the Board of Selectmen.
2. **Motion** to accept FY2014-15 General Fund for \$381,636.00 made by AC Prajer. Second by Chief Pelletier. Motion passes unanimously.
3. **Motion** to accept FY2014-15 Capital Project and Capital Nonrecurring budgets made by AC Prajer. Second by Chief Pelletier. Discussion: Chief Pelletier noted that Capital Project items include new fit testing machine, CTI remote comparator reader and remote keyless entry systems for the firehouses. Capital nonrecurring requests include E51 and replacement of boat. Motion passes unanimously.
4. Tax Abatement List for 2013 - Total calls was 422; 119 false alarms. Without the false alarms the total for year is 303. 43 firefighters are eligible for the tax abatement program.

Motion to accept the Tax Abatement list for 2013 with total calls of 303, removing the 119 false alarms made by AC Prajer. Second by Chief Pelletier. Motion passes unanimously.
 The list will be sent to the stations, Board of Selectmen for approval then to the Tax Collector.

AUDIENCE John Downs, Sr commented that the situation with the Q2 needs to be addressed. Chief Pelletier noted that it is in the budget and will be done as soon as the budget passes.

REMARKS FOR THE GOOD OF THE DEPARTMENT

Chief Pelletier noted that another storm is coming and encouraged all to use caution, dress appropriately and be safe. Reminder that blue lights are a courtesy light and all rules of the road apply when light is being used.

ADJOURNMENT - AC Prajer moved to adjourn the meeting at 8:21 pm. Seconded by Chief Pelletier. Motion passes unanimously.

Respectfully submitted,
 Pending approval,

Marni Soss
 Marni Soss, Clerk

14 FEB 19 PM 2:40
 TOWN CLERK
Margaret A. West