



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, April 9th, 2014 are as follows:

The meeting was called to order by Chief Pelletier at 7:38 p.m.

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

MINUTES: The reading for the minutes of the February 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. The March meeting was cancelled.

CORRESPONDENCE:

Received

1. March Calls from Northwest
2. Company Reports - Center and Riverside
3. /2014 From Reverend John A. Donnelly inquiring about being appointed OFD Chaplain.
4. 03/19/2014 From Civil re: Lot 5R & 8R 119 Hurley Road.
5. Memorandum regarding new Keurig coffee maker
6. 03/20/2014 From Selectmen's Office re: Firefighters 2013 Tax Abatement
7. 03/17/2014 Agenda for the Board of Selectmen meeting on 3/19
8. 03/25/2014 From Glatfelter Claims Management, Inc re: lost pager replacement check
9. 04/09/2014 From Riverside Fire Company re: funding to fix the wireless internet connection.

Sent

1. Minutes for Cancelled March meeting
2. Call for April meeting
3. April Chiefs Meeting Package
4. 03/13/2014 2014-018 to Board of Selectmen re: Unplanned repairs at Center
5. 03/13/2014 2014-019 to Board of Selectmen re: unplanned repairs R44
6. 03/18/2014 2014-020 to Captains re: SCBA Physicals due in May
7. 03/19/2014 2014-021 to Southbury, Seymour and Beacon Falls re: mutual aid for recent structure fires
8. 03/19/2014 2014-022 to Stevenson re: mutual aid for recent structure fires
9. 03/19/2014 2014-023 to Middlebury re: mutual aid for recent structure fires
10. 04/03/2014 2014-024 to Phoenix Propane re: Hazmat drill on propane
11. 03/18/2014 2 faxes to Griffin Hospital for Hep B info

CHIEF'S REPORTS:

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

Fire Department

	Calls	
	Month	Year
Department	37	105

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center *	37	547	2	87	18	36
Quaker Farms *	28	371	19	57	4	85
Riverside	18	241	1	12	10	75
	* from FireHouse					

Quaker Farms - AC Coy reported all is up and running. At department drill it was noted that antifreeze was leaking from the blowby on E31. Also that Sunday the oil smell returned. Gators will be out of service all day Sunday.

Riverside - AC Prajer reported that everything is up & running. There was a little problem with the low water relief valve on 55. It was cleaned out and is not leaking any longer. The 18" bolt cutters are missing from 54.

Oxford Center - Chief Pelletier reported that everything is up & running. They just got some more hose cleaner.

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. Generator testing is also coming up. These will be handled by Vic Noll.

Follow up

1. Gear not returned - Gregory Cody is inactive and has four gear items still issued in FH.
2. Drivers Licenses - none due
3. SCBA Physicals past due - 7 members needing physicals were reviewed. AC Coy made a motion to send Carde a certified letter. AC Prajer seconded. Chief Pelletier noted that if anyone is still on the list at next month's meeting, they will also receive the letter.
4. The fit testing machine is up and running. Fit tests should be scheduled.
5. 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.
6. OSHA Requirements - 5 members only need gear inventory. 8 need HAZMAT - a course will be scheduled. 6 for bloodborne. Lopez and Knapp can come off the list as they are no longer on QF's roster. Wilcox should have been removed from RFC's list. Chobian will be coming off the juniors list. If anyone does not attend the scheduled classes, they will be send a letter.

COMMITTEE REPORTS:

2013-14 Budget

Approved Budget	\$317,178.00
Expended	\$240,683.22
Planned Expenditures	\$98,156.42
Remaining	(\$21,661.64)

The new budget is in the hands of the Board of Finance.

Training - Training Officer Nelsen the following updates.

1. April - Search and rescue drill and Fire Police education. Location TBD. Officer Training April 30th at Center.

Computer Committee – Everything is up and running. There is an update to Firehouse waiting to be installed. Windows XP is no longer being supported by Microsoft. All department laptops and the one in the office are all XP. Chief Pelletier will speak with Jim tomorrow morning.

Valley Fire Chiefs Regional Fire School - they're planning a summer Firefighter 2 class. It will be either at Shelton or Woodbridge. If anyone is interested, go to the website and sign up then print out a copy of the application for approval. Things are moving along on the new school building and they spoke with the architect for a bit. Because the land is state owned already, things are moving ahead rapidly and they should be breaking ground next spring or sooner.

Membership

1. Quaker Farms has two new members from Shelton, both from Echos.
2. 4 members currently on probation were discussed.
3. Members missing Hepatitis B shots or waivers were discussed.

Standard Operating Procedures - SOP regarding facial hair was passed out for review. The SCBA policy will be updated as well. Chief Pelletier would like to create a sop for tanker dispatch to Oxford. An officer would call dispatch and say structure fire tanker response and Northwest will proceed to call in the appropriate mutual aid tankers. The sop would list who to call depending on location. Second alarm will reach out to more distant departments. The chiefs agreed.

Policies - None.

Keyless Entry System - In Capital budget.

UNFINISHED BUSINESS

1. Salamander System - Additional photos and paperwork is needed but is moving along. Vic will run the department roster off and have each chief review the list and mark off who has them so the system can be updated.
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. They are assuring us that 51 is being purchased..
3. Driveway at Riverside - Working with town engineer on issues..

4. Turnout Gear for 2014 - There was a sizing issue. They'd like to set a date so they can go over the sizing to ensure there are no problems.
5. Voting site - Power has been pulled to the box. Waiting for the phone wire. Once that is pulled, they will mount the equipment in the box.
6. Dispatch calling power company - Chief Pelletier has raised the issue to them.
7. Floor at Riverside - if the floor isn't done in time for the training this month, Quaker Farms is the alternate site.

NEW BUSINESS

1. Tax Abatement Committee - Chiefs - Make sure you discuss the changes at your next meeting.
2. Driver Physicals - performing physicals on firefighters rated as drivers only was discussed. If they do not have a CDL or are not SCBA certified, they aren't getting regular physicals. He requested Vic run a list of certified drivers for review. These drivers may be required to have CDL physicals every 2 years or as required. Be advised if you are going for bloodwork in association with your physical, you need to fast for 12 hours beforehand.
3. WiFi at Riverside - it was reviewed with the technician, Chief Pelletier, Vic Noll and John Congiu several months ago. The unit was working at the time. The tech said it should be replaced but it was working fine at the time. A quote was provided and was put into the budget for 2014-15. No further reports were made to the chiefs that it wasn't working until the letter was received today. Chief Pelletier will check the budget to see if there is any way the equipment can be replaced sooner than July. A letter will be sent.
4. Driver Cross-Training - was discussed.
5. A-B-C-D side of building determination - it will be determined by Command and announced on the radio.
6. AC Coy made a motion to send a letter to the Board of Selectmen to ask for the second engine. Seconded AC Prajer. All aye. A letter will be sent to the Board of Selectmen, copies to the Board of Finance and the Board of Fire Commission. Wording will be included that we will try to stagger them to get back to the 5 year spacing.
7. Department Chaplain - discussion ensued. AC Coy made a motion to accept him as department chaplain. Seconded by AC Prajer. Chief Pelletier will draft a letter and notify Northwest. Center will donate a chaplain helmet. All aye.

AUDIENCE - none

REMARKS FOR THE GOOD OF THE DEPARTMENT

We had a busy stretch there with two structure fires fairly close together. Chief Pelletier is very proud of our response and turnout. There were some issues that arose from these that we can learn from. All in all a nice job by everyone. Summer months are coming so dress appropriately and stay hydrated.

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

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth Noll, Secretary

14 APR 16 PM 1:54
 TOWN OF OXFORD, CT
Margaret A. West
 TOWN CLERK