



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, May 14th, 2014 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 Prajer, AC Coy, Secretary Beth Noll, Vic Noll, J Downs Sr. And Junior G Downs.

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

CORRESPONDENCE:

Received

1. April Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 04/03/2014 Fire Sprinkler Testing Report - OFD/Town Hall
4. 04/10/2014 From Civil 1 re: XAL, Inc Lot 15A Hawley Road
5. 04/10/2014 From Civil 1 re: Patriot Business Park, Lot 12, 15A, 15B Hawley Road
6. 04/14/2014 Public Notice that the Town Hall is closed 04/18/2014
7. 04/14/2014 From Board of Selectmen re: agenda for monthly meeting
8. 04/17/2014 From Selectmen's Office re: Observance of National Day of Prayer
9. 04/14/2014 Public Notice of Annual Budget Meeting
10. 04/30/2014 From Selectmen's Office re: Observance of National Day of Prayer
11. 04/30/2014 From Beacon Hose Co. #1 re: Line Officer elections
12. 05/06/2014 From Payroll Department re: timesheets
13. 05/05/2014 From Board of Selectmen re: agenda for monthly meeting
14. 05/08/2014 From Board of Selectmen re: FY 2014-2015 Holidays
15. 05/14/2014 From Oxford Center re: Parade Requests

Sent

1. Minutes for April meeting
2. Call for May meeting
3. May Chiefs Meeting Package
4. 04/17/2014 Email to Employer's Reference.com re: (2) background clearance requests.
5. 04/15/2014 2014-026 to Planning & Zoning re: Oxford Commons, 117 Hurley Road
6. 04/15/2014 2014-027 to Planning & Zoning re: Glendale TH, Christian Street
7. 04/15/2014 2014-028 to Captains re: SCBA Physicals due in June
8. 04/17/2014 2014-029 to Board of Selectmen re: order 2nd new pumper
9. 04/17/2014 2014-030 to Tim Richmond re: workers compensation insurance
10. 04/17/2014 2014-031 to Versteeg Associates re: Truck 46
11. 04/22/2014 2014-032 to Civil 1 re: Hurley Group project
12. 04/22/2014 2014-033 to Board of Selectmen re: unplanned repairs to E31

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

13. 04/22/2014 2014-034 to Civil 1 et al re: Patriot Business Park, lots 12, 15A, 15B Hawley Rd
14. 05/08/2014 2014-035 to Civil 1 et al re: XAL Inc, lot 15A Hawley Road
15. 05/08/2014 2014-036 to Planning & Zoning re: 207 Christian Street
16. 05/08/2014 2014-037 to Benn Development LLC re: 35 Oxford Road
17. 05/13/2014 2014-038 to Board of Selectmen re: Emergency Expenses Facility Maintenance
18. 05/13/2014 2014-039 to Rev. John A. Donnelly re: OFD Chaplain

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	31	136

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center *	27	356	1	40	8	526
Quaker Farms *	28	174	1	39	6	109
Riverside	21	189	1	17.5	12	267
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported all is up and running. Still monitoring the antifreeze and oil leaks that are sporadic on E31. Still having problems with the blow-off but also sporadic. The pump on the Gator needs replacing. It can be used as a relay but it will not draft. Waiting for price from Gowans. The kitchen is nearly done. The gas valve will be installed next week then the fire suppression system. The wiring for the hood and plumbing will be finished soon.

Riverside - AC Prajer reported that everything is up & running. The electrician came to check the overflow sensor on the tank. The sensors for the door alarms were removed from R54 during maintenance for replacement. AC Prajer asked if they have been received yet. The floor upstairs is completed. The handicap ramp should be installed shortly.

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

Equipment Testing - Fire extinguisher for R44 needs hydro test. Air quality is coming due soon. Fire extinguisher 01293 on E32 needs hydro test. Generator testing is due.

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. Chief Pelletier made a recommendation to send Glen Wilkinson a letter notifying him if he does not schedule an appointment, he will be removed from the SCBA list. AC Coy made a motion, AC Prajer seconded. The motion carried.

Keith Nelsen entered the meeting.

COMMITTEE REPORTS:

2013-14 Budget

Approved Budget	\$319,858.00
Expended	\$275,098.22
Planned Expenditures	\$69,643.35
Remaining	(\$24,883.57)

The new budget failed at the referendum so the Board of Finance is reviewing for additional cuts.

Training -

1. OSHA Recert Status was discussed. Anyone still on list at the next meeting will be sent a letter.
2. Vehicle Extrication at D'addios. Details TBD. Waiver forms are in. Anyone wishing to participate in the drill must fill out a waiver prior to attending the drill.
3. Fire Police - he suggested that fire police be able to drill on their own during drills that don't relate to them but get credit for drills. Chief Pelletier noted that, in order for them to get credit for a drill, the same criteria apply as a fire department drill (the course must be documented, there must be a training plan on file, etc.). TO Nelsen will review the upcoming schedule to see what training nights might be applicable. Fire Police dues were discussed.

Computer Committee – Everything is up and running. Waiting for the town to give an answer on how the Windows XP issue will be addressed.

Valley Fire Chiefs Regional Fire School - the new school building seems to be moving in the right direction. There seem to be some problems with the current firefighter class that's going through. It seems to be centered around a lack of interest in putting in the effort toward applying the training. Our two enrollees are not exhibiting this behavior at this point so keep up the good work.

Membership

1. Members currently on probation were discussed.
2. Members missing Hepatitis B shots or waivers were discussed.

Standard Operating Procedures -

1. SOP 202 - AC Coy made a motion to enact SOP 202. AC Prajer seconded. All aye. The motion carried.
2. SOP 501 Rev 17 - changes were reviewed. AC Prajer made a motion to accept as revised. AC Coy seconded. All aye. The motion carried.
3. SOP 506 Rev 8 - changes were reviewed. AC Coy made a motion to accept as revised. AC Prajer seconded. All aye. The motion carried.
4. SOP 913 - structure fire mutual aid tanker response. AC Coy made a motion to accept as revised. AC Prajer seconded. All aye. The motion carried.

These SOP's will be published.

Policies - None.

Keyless Entry System - In Capital budget request.

UNFINISHED BUSINESS

1. Salamander System - Procedure for new applicants was discussed.
2. Truck Committee - Waiting for the it to appear on the Board of Selectmen.

3. Driveway at Riverside - met with the contractor, reviewed the checklist. There are still some items not complete. These items are not negotiable. This is in the hands of the engineer right now.
4. Turnout Gear for 2014 - Should be delivered in June.
5. Voting site - Everything is in just waiting for the phone company to come in and complete the installation.
6. Emergency contact with power company - CL&P has been contacted. Other towns have also been contacting them. There may be a meeting in the future but nothing scheduled.

NEW BUSINESS

1. Tax Abatement Committee - waiting to talk to Finance.
2. Driver Physicals - Chief Pelletier believes we should modify our policy regarding having our certified drivers get a CDL style physical to maintain driver certification status.
3. Chief Pelletier will ask Marsha to follow up on the issue with Keith's physical.
4. WiFi at Riverside - it appears to be up and running. They still need to make a modification to security settings.
5. Driver Cross-Training - was discussed at the officer's meeting. A policy or SOP will need to be drafted for review.
6. Department Chaplain was invited to the June Chief's meeting for introductions.
7. Parade Requests from Center - Bethany June 13 with E41 or E42. Beacon Falls June 14 E41 or E42 and the ladder. AC Coy made a motion to approve. AC Prajer seconded. All aye. The motion carried. A letter will be sent.
8. Juniors - TO Nelsen noted he is putting together a powerpoint for recruitment. Officers were introduced. *
9. Sandy Hook tanker drill was discussed. It may be this Sunday but more information will be forthcoming.
10. Oxford Ambulance - are doing fundraising for the family on Sioux Drive. They asked if we would be interested in helping them with a boot drive tentatively scheduled for 6/7. The chiefs are to check with their membership and see if they are willing to help as well and let Scott know.
11. Memorial Day Parade - Monday 5/26, step off will be 11 am. QFC will lead this year.
12. Quaker Farms Carnival will be the 6/25 - 28. The fireworks will be the 25th and 27th. Issues of fireworks clearance were discussed as well as parking and road closures. They will go up to the school and review the measurements.

AUDIENCE - John Downs Sr. - suggested if they don't have any luck with CL&P to have the alliance of Chiefs contact the DPUC or even raise it to a higher level.

REMARKS FOR THE GOOD OF THE DEPARTMENT

Under homeland security, we are now have our own electronic message board. It is being held at public works waiting for plates for the trailer.

We had another structure fire this past month, things went well with tanker operations and setting up the draft sites.

The weather is changing. Please dress appropriately and stay hydrated.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:42 pm. Seconded by AC Prajer. Motion passes unanimously.

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth Noll, Secretary

14 MAY 21 PM 3:42
 TOWN CLERK
Christina A. Noll