



# OXFORD FIRE DEPARTMENT

211



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, August 13<sup>th</sup>, 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, Admin. Assistant Vic Noll, J. Downs Sr.

**MINUTES:** The reading for the minutes of the July 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.

## **CORRESPONDENCE:**

### **Received**

1. July Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. Notice of FY 2014-15 Holidays
4. Out of office note for the Selectman's Admin Assistant
5. Monroe Turnpike Road Closure notice
6. 07/10/2014 Fax to Oxford Pharmacy re: FF missing Hep B shots
7. 07/10/2014 Memo from Board of Selectmen re: transfer request
8. 07/14/2014 Cancellation notice for Board of Selectmen regular meeting
9. 07/29/2014 Riverside FC re: graphics/logos for new engine
10. 08/04/2014 Agenda for Board of Selectmen regular meeting.
11. 08/05/2014 Riverside FC re: details on two tone paint scheme for new engine
12. 08/05/2014 Fax from CT DEEP re: emergency incident report Courtland Ave
13. 08/04/2014 From John Congiu re: two-tone paint scheme
14. 08/06/2014 Website Notice
15. 08/07/2014 Memo from Board of Selectmen re: Tax Abatement Criteria revision.
16. 08/07/2014 Notice of Public Hearing to discuss fire commission ordinance.
17. 08/07/2014 Notice of Town Meeting re: fire commission ordinance
18. 08/11/2014 Return to sender of certified letter to David Terrell
19. 08/11/2014 Fax to Oxford Pharmacy re: FF missing Hep B shots
20. 08/13/2014 Email from Griffin Hospital re: physical schedules

### **Sent**

1. Minutes for July meeting
2. Call for August meeting
3. Chiefs Meeting Package

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

4. 07/15/2014 2014-054 to AC & company captains
5. 07/15/2014 2014-056 to captains re: SCBA physicals past due list
6. 07/16/2014 2014-055 to captains re: FF missing OSHA requirements
7. 07/24/2014 2014-057 to captains re: SCBA physicals due in September
8. 08/05/2014 2014-058 to First Selectman re: insurance options.
9. 08/07/2014 2014-060 to captains re: SCBA Physicals final notice
10. 08/11/2014 2014-059 to Board of Selectmen re: Year End Transfer Request
11. 08/13/2014 PO 24234 for FFII

### **CHIEF'S REPORTS:**

#### Fire Department

	Calls	
	Month	Year
Department	45	244

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	42	348	1	19	5	100
Quaker Farms *	40	372			7	171
Riverside	40	331	5	97	5	34
	<i>* from FireHouse</i>					

**Quaker Farms** - AC Coy reported that everything is up & running. E32 is leaking water and it is being monitored. The pump is still having issues

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

**Oxford Center** - Chief Pelletier reported that everything is up & running. Still waiting for Trident on front suction primer issue. Waiting for the engineer from Trident to come down. The issue is believed to be a flaw in the primer system.

**Equipment Testing** - Still missing a fire extinguisher off 44. V. Noll to follow up. Still waiting for a ladder trst sheet. Tower is doing a quote for QF generator testing.

#### **Follow up**

1. Inactive FFs with Gear not returned - discussed.
2. Drivers Licenses - none due between now and next month.
3. SCBA Physicals past due - several have scheduled. A motion was made to send Josh Downs a letter re: lack of physical by AC Prajer, seconded by AC Coy. AC Coy made a note that he was on the list of the 2Q class as well.

## **COMMITTEE REPORTS:**

### **2014-15 Budget**

Approved Budget	\$358,648.00
Expended	\$11,753.56
Planned Expenditures	\$346,989.44
Remaining	(\$95.00)

### **Training -**

1. This month's training will be ropes (slope evacuation and lifting with the aerial. The planned location is behind Great Oak School but is still TBD
2. 2Q class - 9/18, 9/25. 10/4, 10/11 are the dates. Several candidates have been identified from each Company
3. UTV training upcoming as well - first date is 10/5, second is 11/1.
4. Solar Panel training needs to be scheduled.

**Computer Committee** – Everything is up and running. Neil is going to set up a meeting to do the upgrade of Firehouse and installing the base for Firehouse inspector for the Fire Marshal.

**Valley Fire Chiefs Regional Fire School** - no meeting. They have been released to go to bid for items.

### **Membership**

1. No new members to announce.
2. Members currently on probation were discussed.
3. Hepatitis B Waiver or Shot - discussed.
4. Juniors membership - discussed.
5. Sending company captains these reports prior to the Chief's meeting was discussed - it is felt that this will help get updates done in a more timely manner. Vic to set this up.

**Standard Operating Procedures** - None.

**Policies** - None.

**Keyless Entry System** - no action.

## **UNFINISHED BUSINESS**

1. Truck Committee - Town Meeting voted to get the truck. Waiting for the Truck Committee to meet to finalize then the pre-construction meeting.
2. Driveway at Riverside - no progress. The rain shows up the outrigger pad marks.
3. Turnout Gear for 2014 - is in. The small suspenders are not short enough. AC Coy to mark a spare pair and having them altered will be attempted. Please come up with names for next round of new gear.
4. Voting site - up and operational but there is an intermittent issue with the phone line system. Should be finalized within the next week.

5. Driver Physicals - met with Griffin to discuss the criteria. Program to be finalized and funds added to next years budget. Looking for a July 2015 start to roll out the new package.
6. Driver Cross-Training - nothing to report. Will discuss at officer's meeting.
7. Paging List Updates - need to be submitted to Northwest.
8. Fire Hydrant List - Northwest should be finishing up the overlay.
9. Tanker Strike Force 61 - progressing slowly.
10. Fire Police Strike Force - requests for information on our fire police was discussed. A regional pool of fire police are trying to be established. Chiefs discussed and felt it should go through dispatch rather than contact members directly. Chief Pelletier will call for more information.

### **NEW BUSINESS**

1. Another letter needs to be sent to Planning & Zoning regarding Oxford Towne Center plan.
2. Long Range Capital Plan - discussed. Modifying the brush truck rather than replacing it, moving the boat to next year, possibly getting two smaller boats and adding Gators to the plan was discussed. Vic will make the change to move the boat to 15-16. AC Coy made a motion to accept as revised, AC Prajer seconded. The motion carried.
3. Chief Pelletier will distribute check sheets for hydrants and inground tanks.
4. Center would like to take the ladder truck to Bridgewater for their parade. AC Coy suggests checking that there is a ladder available for mutual aid then that is okay. AC Coy made a motion, seconded by AC Prajer. The motion carried.
5. Insurance - the town has switched insurance to ESIP. Chief Pelletier has passed out new insurance cards for vehicles. He has requested official copies of the full policies for review. He has also requested the new insurance carrier to come down and do a presentation for fire service and EMS. Town Attorney has assured that everyone is covered.
6. AC Coy - at last month's department drill, there was a rapid deployment craft. Quaker Farms would like to purchase it with their own funds and put it on U35. Then revisions to be made to water and ice rescue SOPs to include U35. Chief Pelletier made a motion to approve the purchase and update the SOPs and training. AC Prajer seconded. All aye. The motion carried.
7. Radio frequencies will be updated for new bus company frequency and the task force frequency.

**AUDIENCE** - none

### **REMARKS FOR THE GOOD OF THE DEPARTMENT**

Reminder, the town meeting to vote on the ordinance is next Wednesday at 7 pm. This is your time to have your voice heard. Please attend to vote.

Schools will be back in session at the end of the month - be cautious when responding and watch out for school buses.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 9:12 pm. Seconded by AC Prajer. Motion passes unanimously.

Respectfully submitted,  
 Pending approval,

*Beth A. Noll*

Beth Noll, Secretary

14 AUG 20 PM 12:35  
 TOWN CLERK  
*Theresa A. West*  
 TOWN CLERK