



OXFORD FIRE DEPARTMENT

117



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

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

Scott J. Pelletier, Chief

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, July 11th, 2012 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, Administrative Assistant Vic Noll, Secretary Beth Noll, TO Nelsen and J. Downs Sr.

MINUTES: The reading of the minutes for the June 13th 2012, meeting was waived because the minutes were mailed in advance. AC Coy moved to accept the minutes as presented. Seconded by AC Prajer. All aye.

CORRESPONDENCE:

Received

1. June Calls from Northwest
2. Company Reports
3. 06/25/12 Fax from DEEP re: spill incident form transmission
4. 07/11/12 Notice for Town Meeting to be held July 17, 2012

Sent

1. Minutes for June meeting
2. Call for July meeting
3. June Chiefs Meeting Package
4. 06/25/12 2012-040 To Board of Selectmen re: Insurance claim for pager 08-1023
5. 06/27/12 2012-041 To Board of Selectmen re: Insurance claim for scene light on E32

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	29	187

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center *	26	228	2	97	2	253
Quaker Farms *	22	100	0		5	134
Riverside	17	128	1	16	2	8
	* from FireHouse					

Quaker Farms - AC Coy reported all up & running. Parts are in for E32's damaged scene light and it will be repaired. The light on one of the gators needs repairs. 35 is going to Shaker's for a recall.

Riverside - AC Prajer and reported everything up & running. The step on 54 waiting to be replaced.

Oxford Center - Chief Pelletier reported that everything is up & running. E42's power wire for the onboard computer shorted - Pierce came down and rewired it. The light tower switch has been replaced. The steering issue in 41 is being worked and T43 is still leaking. Performed AC service on 3 of the trucks, will complete leak testing and service on the last one this week.

Equipment Testing - Ladder 651 needs to be located. Little Giant from 44 was tested - waiting for report. SCBA and ska paks are being tested.

Follow up - J. Solis cannot locate his pager. If it still cannot be located, an insurance claim will need to be filed.

COMMITTEE REPORTS:

2011-12 Budget

Approved Budget	\$300,909.00
Expended	\$290,651.39
Planned Expenditures	\$10,783.45
Remaining	(\$525.84)

2012-13 Budget - has been approved - beginning to submit bills against new budget.

Training - Training Officer Nelson reported

1. Monthly drill will be ladders, location TBD.
2. Driver Training Procedure - TO Nelsen passed around the checklist used by Quaker Farms currently. Use of form and procedure were discussed. He will bring a draft of the unified form for comment next meeting.
3. He noted one of the Captains suggested we keep track of who has watercraft operators' licences.

4. Options for taking the state run rescue core course was discussed. This course is required if anyone wishes to move on to more focused training.

Computer Committee – up and running. Riverside's new computer is up and running. Quaker Farms' new computer is on order. Center's will be replaced next year. V. Noll suggested they look into laptops for next upgrades. He asked Chief Pelletier to schedule a meeting with the officers to discuss blue light permits.

Valley Fire Chiefs Regional Fire School - no meeting.

Membership

1. New and Probationary Members were discussed. Applications received for 1 new junior and 3 at Quaker Farms.
2. Members missing minimum requirements were discussed. Members missing SCBA physicals were discussed. Members missing Hepatitis B shots or wavers as well as probationary members were discussed.

Standard Operating Procedures - there are about 14 left to be updated to new format and electronic copies. SOP 806 Flood Alert on Housatonic Fireground rev 1 to add code red - AC Coy made a motion, AC Prajer seconded to approve as revised. All ayes. SOP 909 Flood Alert on Housatonic Communications rev 1 to add code red - AC Coy made a motion, AC Prajer seconded to approve as revised. All ayes. SOP 810 Knox Box Use at Public Works not revised - released to electronic copy only. V. Noll suggested once this process is complete, the board should review the 6 oldest SOPs yearly to ensure they remain current.

Policies - none

Keyless Entry System - waiting funding

UNFINISHED BUSINESS

#	Assignees	Date	Description	Action
3	Scott	5/14/10	Salamander System	Chief Pelletier reported that the computer needed to be replaced - will wait till September to proceed
5	Scott	6/09/10	Map/ Hydrant Books	Waiting for the funding
9	TO Nelsen	11/12/10	Safety Officer Check List	In progress
11		9/15/11	Truck Committee	no meeting
12			Fire Safety Trailer	The trailer will be going out for an estimate in 2 weeks for repairs/upgrades.

OTHER UNFINISHED BUSINESS -

1. Chief Pelletier reports the lime cones should be in next week.
2. Chief Pelletier reported that hose testing will begin July 19th
3. AFG Grant - the deadline was missed but the grant writer is working to try to get the paper copy mailed in by Monday.
4. Is the 68 Ford at Riverside registered and insured? AC Prajer brought it up at the meeting - it is insured and they are looking into getting antique plates for it.

NEW BUSINESS

1. AC Prajer reports that work will be starting on the evening of the 19th on the floors. It will require no access for 72 hours. They are making arrangements to locate the equipment locally. Apparatus will sign on waiting for crew then report to the firehouse to meet crew.
2. AC Prajer also requests that dispatch speaks more clearly when dispatching calls. Chief Pelletier also will talk to Stevie to have them resume texting the call information as it seems they have stopped doing that.
3. V. Noll reports that approval has been given for background checks for applicants. He will put a package together to show the Chiefs for approval. There will be another form with the application package that is a release form for a background check. There will be no credit checks done. It will be less than \$40 per applicant.
4. Chief Pelletier distributed the Tanker Spec for comment at next month's meeting.
5. At the department officer's meeting, an SOP for standard hydrant setup was discussed. Chief Pelletier will look at drafting something for the next meeting.
6. Northwest will be updating the mapping system within the next month to include updated cross street information.
7. The First Selectman is supposed to be getting an engineer to work on the driveway at Riverside. There will be meetings to discuss.
8. The call on Captain Wooster Road went well - congratulations to everyone that participated - job well done!

AUDIENCE - none

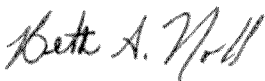
REMARKS FOR THE GOOD OF THE DEPARTMENT

Things are going well - everyone is getting things done - keep up the good work.

AC Coy wishes to thank Center and Riverside for fireworks coverage - the carnival went well and your support is appreciated.

ADJOURNMENT - AC Prajer moved to adjourn the meeting at 8:37 pm. Seconded by AC Coy. All Aye.

Respectfully submitted,
Pending approval,



Beth A. Noll
Secretary

12 JUL 18 AM 10:54
TOWN CLERK
Margaret A. Coy