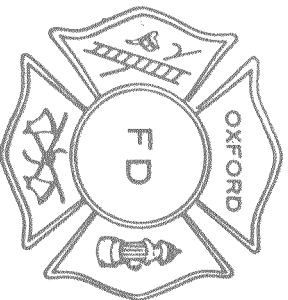


OXFORD FIRE DEPARTMENT



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, August 8th, 2012 are as follows:

The meeting was called to order by Chief Pelletier at 7:34 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.

MINUTES: The reading of the minutes for the July 11th 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. July Calls from Northwest
2. Company Reports
3. 07/20/12 Email from Firehouse Software re: support renewal
4. 08/03/12 From Naugatuck Fire Department re: thank you for mutual aid
5. 08/08/12 Minutes from Board of Fire Commission Organizational Meeting held 6/18/12
6. 08/08/12 From Riverside re: participation in the driveway planning

Sent

1. Minutes for July meeting
2. Call for August meeting
3. August Chiefs Meeting Package
4. 07/12/12 2012-042 To Captain Belinski re: firefighters missing minimum requirements
5. 07/16/12 2012-045 To Company Captains re: SOP Package 2012.03
6. 07/30/12 2012-046 To Company Captains re: SCBA physicals due in September
7. 08/01/12 2012-047 Request for Budget Transfer for Physicals
8. 08/07/12 PO 24189 for Fire Fighter II classes

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	AUGUST	2012

OXFORD FIRE DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"
"An Equal Opportunity Employer"

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	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center *	41	199	1	40	3	348
Quaker Farms *	43	197	0	0	4	83
Riverside	34	100	1	7	9	267.82
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported the air horns don't work on 31, E32s compartment open light is on and the rear valve light is being monitored, T33 tank is leaking at the weld near the rear dump and the pump is still leaking. The gas meter from E32 is out of service - the O2 sensor needs to be replaced.

Riverside - AC Prajer and reported everything up & running. There are reports that the tach on 51 isn't working properly - AC Prajer will look into this.

Oxford Center - Chief Pelletier reported that everything is up & running. 46 had a bad #2 fuel injector and they ended up replacing the whole cam shaft - still under warranty. 42 - one of the wiring harnesses came loose and shorted out the main computer - that has been fixed and the light tower is now working. The windshield is starting to delaminate in one corner - a new windshield has been provided as Pierce had received a shipment of bad windshields. All A/Cs have been serviced.

Equipment Testing - Little Giant ladder was tested - waiting for report. 2 of the bottles in the trailer are out for testing. Gas sensors are being tested.

Follow up - AC Prajer made a motion to send a letter to Jason Schwartz a letter re: SCBA Physical. Seconded AC Coy. All aye. The motion carried.

COMMITTEE REPORTS:

2012-13 Budget

Approved Budget	\$311,223.00
Expended	\$294,291.62
Planned Expenditures	\$16,925.38
Remaining	\$6.00

Training - TO Nelsen was not present. Chief Pelletier reported

1. Monthly drill is TBD.
2. Driver Training Procedure - The plan of action is that a plan should be drafted, presented to the Board for review then brought to the company officers for comments.
3. AC Coy suggested that a training session be held with all apparatus at one location and go through where all the equipment is on all the trucks.

Computer Committee – up and running. The internet problem between AT&T and Comcast Monday has been resolved. The server is going to have Microsoft Office Suite upgraded soon so it will match the version on the new computers. The truck inventory is going well.

Valley Fire Chiefs Regional Fire School - meeting was held Monday. The new school is still waiting progress with the State. The school is in process of developing the layout for the new school. Most night classes will be reduced to one instructor instead of two. Firefighter II is starting on 9/6. If you register on line, print out a copy of the form and bring it to the Chiefs to sign so it can be added to the PO. They offered thanks to the Department for the equipment they have donated.

Membership

1. Reminder - September is the month that has the new member training scheduled. If you are planning to approve members at your September meeting, try to get them scheduled for this meeting or else they will have to wait three months for this training. The new member applications have been sent to the Captains - each new member must complete both forms. AC Coy asked if we wanted to run the background check on members that have recently been moved to probationary status. A discussion ensued. It was decided that members that have been added to the list since the applications were changed would need to fill out the new forms.
2. Members missing minimum requirements were discussed. Members missing SCBA recerts were discussed. Chief Pelletier will see if the fit testing machine is back yet.

Standard Operating Procedures - SOP 510 rev 01 for cellar pump outs has been modified to include what utility & engine. SOPs 807, 911, 912 and 1202 were changed into the new format. AC Coy made a motion to approve 510R01 as revised, AC Prajer seconded. All aye.

Policies - none

Keyless Entry System - front door, one bay door and two offices plus cameras were installed in the ambulance bay area for \$5000. The price would be less for Center because they would be running the wires themselves. He will pursue this avenue to get pricing for all the fire houses.

UNFINISHED BUSINESS

#	Assignees	Date	Description	Action
3	Scott	5/14/10	Salamander System	no action

#	Assignees	Date	Description	Action
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	AC Coy reports no meeting was held.
12			Fire Safety Trailer	The trailer will be going to Hemlock Hill for repairs.

OTHER UNFINISHED BUSINESS -

1. Chief Pelletier reports the cones are in - 10 in the pumpers and ladder truck, 20 on the rescue trucks.
2. AFG Grant - the paperwork has been submitted.
3. Is the 68 Ford is in process of being registered. AC Prajer asked after the title. Chief Pelletier noted that there was never a title because the truck was never registered.
4. The floor at Riverside - AC Prajer reports that the floor is completed and that the company pulled together to complete the work.
5. Standard hydrant setup - a standard procedure will be drafted.
6. Northwest will be updating the mapping system within the next month to include updated cross street information. Chief Pelletier will also remind them that the dispatchers need to log the times when apparatus log on and off.
7. Driveway at Riverside - the engineers were there taking measurements trying to form a plan.

NEW BUSINESS

1. Tanker 43 Spec - AC Coy made a motion to send to the Selectmen. AC Prajer seconded. All aye.
2. Minutes from the Commission Meeting - they are scheduled to meet the 20th at 7pm at the Town Hall.

AUDIENCE - none**REMARKS FOR THE GOOD OF THE DEPARTMENT**

Good job on the two house fires - everyone did an excellent job. Center Picnic is 8/25. Quaker Farms is 8/26

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:26 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,
Pending approval,



Beth A. Noll
Secretary

2 AUG 15 PM 2:51
TOWN CLERK
Beth A. Noll
ORD. CT