



# 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, November 14<sup>th</sup>, 2012 are as follows:

The meeting was called to order by Chief Pelletier at 7:35 p.m.

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

**MINUTES:** The reading of the minutes for the October 10<sup>th</sup> 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. October Calls from Northwest
2. Company Reports
3. 10/24/2012 From VFIS re: notice of privacy policies and practices
4. 11/12/2012 Copy of a letter from Center Company to Board of Selectmen re election of Chief for 2013
5. 11/1/2012 Fax from CT DEEP ERSPD re: spill on 4 Little Punkup
6. Fuel Usage reports
7. 10/12/2012 Sprinkler inspection testing report for Center
8. 10/15/2012 Flier re Children Trick or Treating around town hall
9. From VFIS re certificate of liability insurance for training
10. From First Selectman to Chief Pelletier re: air system not in operation at Center
11. From Office of the Fire Commission re: Draft Policy on Expenditures
12. 11/14/2012 From Riverside re: Parade Request Seymour Christmas Parade 11/24/2012

### **Sent**

1. Minutes for October meeting
2. Call for November meeting
3. November Chiefs Meeting Package
4. 10/16/2012 To Board of Selectmen re: Line item transfer
5. 10/15/2012 2012-054 to Board of Selectmen re: lost pager
6. 10/12/2012 2012-056 to Board of Selectmen re: unplanned repairs of E51
7. 10/15/2012 2012-057 to Board of Selectmen re: Unplanned repairs to R54
8. 10/15/2012 2012-058 to Board of Selectmen re: unplanned repairs to T33
9. 10/15/2012 2012-059 to Board of Selectmen re: request for Cedarstone Road change from private to town road
10. 10/15/2012 2012-060 to Employers Reference Source re: Background clearance requests
11. 10/16/2012 2012-061 to captains re: firefighters removed from interior firefighter list
12. 11/2/2012 2012-063 to captains re: Station Inventory

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

13. 10/31/2012 2012-066 To captains re: SCBA physicals due in December

### CHIEF'S REPORTS:

#### Fire Department

	Calls	
	Month	Year
Department	77	375

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	72	2185	19	38	62	102
Quaker Farms						
Riverside						
	<i>* from FireHouse</i>					

**Quaker Farms** - AC Coy reported everything is up & running. The air dryer stopped working causing the hose to fail to disconnect as they were leaving. The nipple on the truck was broken and the piping on the wall is damaged

**Riverside** - AC Prajer and reported everything up & running. E51 is out of service for jake brake and electrical issues. Chief Pelletier reported the battery charger was the issue and it has been upgraded to the newer style. Provided a list of equipment that needs to have batteries replaced. They re-elected Chief Prajer for next year. AC Coy asked for another dozen air mask straps at least.

**Oxford Center** - Chief Pelletier reported that everything is up & running. 46 is going tomorrow to fix the tire chains. Pierce came down to look at the lifting cylinder because it was leaking during the test. They also looked at 42 for an estimate of the storm damage. Spoke to the vendor on 43 - they are shooting for sometime near the end of December to get the tank fitted out. They will come and replace all the bulbs in the light tower on 42 because they feel the long drive down may have damaged the lighting elements.

**Equipment Testing** - Working on the DOT testing cycle. Fire extinguisher and SCBA flow testing are coming up. Hurst tool annual maintenance is Thursday the 29<sup>th</sup>. They will start at Center at 830 and will then go to Riverside.

**Follow up** - AC Prajer to follow up on three inactive members at Riverside that still have not returned gear. Firefighters missing SCBA physicals were discussed.

## **COMMITTEE REPORTS:**

### **2012-13 Budget**

Approved Budget	\$311,223.00
Expended	\$84,076.65
Planned Expenditures	\$263,759.18
Remaining	(\$9,612.83)

### **Training** - TO Nelsen reported

1. Monthly drill will be Jackson's Cove on cold water rescue.
2. December will be SOP review, January is planned to be Rescue involving Hybrid Cars.
3. Driver Training Procedure - final version presented to the chiefs for review.
4. OSHA Sunday will be Sunday January 13<sup>th</sup> at Great Oak School starting at 8 am.
5. A reminder to wear your PPE for all calls. Officers are asked to remind your members to wear your gear whenever you get out of the truck.
6. RIT Recert 11/25 - 8 am location probably Seymour.

**Computer Committee** – everything is up and running. Had a meeting with the vehicle inventory group. The group didn't believe that spanner wrenches should be identified with a tag or a number. They should be inventoried and it should be noted where they are located on the apparatus. They agreed the wrenches should all be marked with company colors.

**Valley Fire Chiefs Regional Fire School** - meeting cancelled. Ground breaking after 1<sup>st</sup> of the year.

### **Membership**

1. No new members. Amanda Vizzo was voted to active membership at Quaker Farms. Other probationary members were discussed.
2. Members missing minimum requirements were discussed.

**Standard Operating Procedures** - Officers currently reviewing Hydrant Hookup and MAYDAY.

**Policies** - none

**Keyless Entry System** - no movement.

### **UNFINISHED BUSINESS** -

1. Salamander System - Chief Pelletier reported that OAA is making form for our use on their system. OAA will be setup as a regional point for that. Looking for rollout around the first of the year.
2. Map/ Hydrant Books - Waiting funding - will be added to next year's budget
3. Safety Officer Check List - TO Nelsen said that the committee is working on updates. Final version will be ready for the December Chiefs meeting.
4. Truck Committee - AC Coy reported they are reviewing the height and numbers on the 42. They found they were able to get it under 10'. A lot of punchlist items that were not on 42 are being added. Meeting this week.
5. Fire Safety Trailer - The trailer will be scrapped. Freddie the Fire Robot will be purchased with the balance of the grant and remaining funds.
6. Driveway at Riverside - Eric has a revised conceptual plan based on Riverside's inputs and should have it for review next week.

7. Tanker 43 Spec - the Board of Selectmen are waiting for a date.
8. Turnout Gear - Shipman's has asked for us to give them another opportunity. Since there is gear in the budget, Chief Pelletier agreed to meet with them but feels if they won't meet our needs, we will not be going through Globe again.
9. This Friday is the reschedule date for the ride to school for the contest winners.
10. Officers meeting to be rescheduled to Thursday December 6<sup>th</sup>.
11. The Annual Drill is at Quaker Farms this year on December 17<sup>th</sup>.
12. Tree lighting is December 7<sup>th</sup>. Its Center's year to bring Santa.

### NEW BUSINESS

1. AC Coy raised the subject of Juniors attending MVAs with extrications. He feels they should return to station when the tone is put out as an extrication. A discussion ensued. Chief Pelletier suggested we check with other towns and next month a decision will be made.
2. AC Coy has also gotten two complaints on Juniors driving erratically.
3. Brian reported the night of Sandy there was a Junior on one of Centers trucks after the call was toned out as no Juniors.
4. The issue of Juniors jumping from fire to ambulance at a call was also discussed.
5. Riverside Parade request - AC Coy made a motion to approve, AC Prajer seconded. All aye.
6. Reminder - need to submit food bills from the storm.
7. The voting site on 67 was discussed. AC Coy made a motion to send a letter to get the site set up at the sewer pumping station at 100 Oxford Road. AC Prajer seconded. All aye.
8. The town held a debriefing after the storm and all in all, the department did well. Chief Pelletier talked about getting a sheet to record pole numbers to notify dispatch instead of calling them in one by one. There was one minor injury this year and minimal damage to apparatus. The town and the Board are appreciative of everyone's good work.
9. During the last extrication, there was a problem with the cutters where the center bolt loosened up. Keep an eye on this for future reference.
10. The recent extrications have gone well. The structure fire, apart from the technical issues with pumping, went very well. The interior crew did their job very well, apart from some issues with people ignoring the staging procedures.
11. Sunday December 16<sup>th</sup> is Popcorn Sunday at Quaker Farms with a snow date of December 23<sup>rd</sup> and December 14<sup>th</sup> is the Christmas Party. Their children's party is Sunday December 2<sup>nd</sup>.

AUDIENCE - none

### REMARKS FOR THE GOOD OF THE DEPARTMENT

Have a safe and happy thanksgiving. Mind the weather and dress appropriately. Respond with caution.

ADJOURNMENT - AC Prajer moved to adjourn the meeting at 8:54 pm. Seconded by AC Coy. All Aye.

Respectfully submitted,  
 Pending approval,

*Beth A. Noll*

Beth A. Noll  
 Secretary

12 NOV 21 AM 10:38  
 TOWN OF OXFORD, CT  
*Margaret A. West*  
 TOWN CLERK