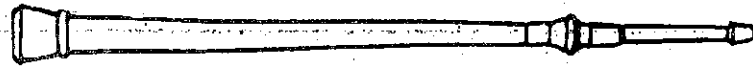




# OXFORD FIRE DEPARTMENT



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*

*Andrew Coy, Assistant Chief    John A. Downs, Jr., 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 10, 2017 are as follows:

The meeting was called to order by Chief Pelletier at 7:37 p.m.

**ROLL CALL:** The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Coy, AC Downs Jr., Vic Noll, Admin. Assistant, Marni Soss, Secretary, Keith Nelsen, Training Officer.

**AUDIENCE IN ATTENDANCE:** Kyle Leake.

**MINUTES:** The reading of the minutes of the April 12, 2017 meeting was waived because the minutes were mailed in advance. **Motion** made by AC Coy to approve, seconded by AC Downs. Motion passed unanimously.

## **CORRESPONDENCE:**

### **Received**

1. Company Reports - Center Fire Co., Riverside Fire Co.
2. 4/20/2017 Public notice of annual budget meeting
3. 5/1/2017 Letter from Beacon Hose Co. No. 1 Re: Elected officers
4. 5/2/2017 Background check update information from Employers Reference Source
5. 5/2/2017 Report from E. Hellauer Re: VFCRTS meeting
6. 5/2/2017 Letter from E. Hellauer Re: gas and cyanide meters for E51
7. 5/3/2017 Agenda for Board of Selectmen's Regular Meeting
8. 5/4/2017 Memo from Selectmen's Office Re: Award bid for Wireless Keyless Entry System
9. 5/5/2017 Memo from Selectmen's Office Re: RFC Kitchen Renovation funding request
10. 5/4/2017 Note from Captain Blood Re: Ladder repairs complete
11. 5/8/2017 HepB Refusal Form from Daniel Arrato
12. 5/8/2017 Memo from Finance Dept. Re: time sheets for May 2017
13. 5/10/2017 Letter from Center Fire Co. Re: Request to bring E42 to Stepney Parade on 8/13/17
14. 5/10/2017 Letter from Center Fire Co. Re: Request to bring E42 and TK46 to Beacon Falls Parade on 6/10/17
15. 5/8/2017 Letter from Quaker Farms Fire Co. Re: Request to bring E31, E32 & R35 to Beacon Falls Parade on 6/10/17
16. 5/1/2017 Letter from Riverside Fire Co. Re: Request to bring E51 and T53 To Beacon Falls parade on 6/10/17
17. 4/26/2017 Letter from Connecticut Orthopaedic Specialists Re: David Dubail-Tyler/Fit for duty (with brace).

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

**Sent**

1. Minutes for April 2017 meeting
2. Call notice for May 2017 meeting
3. Chiefs Meeting Package for April 2017 meeting
4. 3/20/2017 2017-005 Rev. 1 To: Sharon Trede, Tax Collector Re: Tax Abatement
5. 4/28/2017 2017-026 To: Captains Re: FF Missing OFD OSHA Minimum Req. 2017
6. 4/25/2017 2017-027 To: Captains Re: SCBA Physicals Due in June 2017
7. 4/24/2017 2017-028 To: BOS Re: Kitchen Renovation at RFC
8. 5/1/2017 2017-029 To: Canterbury Estates Re: Hydrants at Phase II #18 Rowland Farm to Jacks Hill Road
9. 4/24/2017 2017-030 To: BOS Re: Keyless entry system
10. 5/4/2017 2017-031 To: Captains Re: FF Missing OSHA Minimum Req. 2017 (Gear Inventory)
11. 5/2/2017 2017-032 To: Finance Director Re: Insurance Claim (Hose and extrication device)
12. 5/8/2017 Email To: Employers Reference Source Re: Background check-M.Esteves

**CHIEF'S REPORTS:****Fire Department**

	Calls	
	Month	Year
<b>Department</b>	38	133

	Calls		Drills/Training		Work Sessions	
	-#	Man Hrs	#	Man Hrs	#	Man Hrs
<b>Center</b>	37	255	2	64	5	322
<b>Quaker Farms</b>						
<b>Riverside</b>	32	127	3	84	6	194
	<i>* from FireHouse</i>					

**Quaker Farms** - Chief Coy reported all is up and running. E31 issue with tank seems to be resolved.

**Riverside** - AC Downs reported all is up and running. Right front tire of E51 has slice marks that don't appear to be deep. To be looked at by professional. Station's Spotted Dog monitor is mounted and will be wired soon.

**Oxford Center** - Chief Pelletier reported everything is up and running. Four tires were replaced on trailer. TK46 will go for mid-year service next week.

**Motion** to Amend the Agenda made by AC Coy to review Training at this time in the meeting. Second by AC Downs. Motion passed unanimously.

### **Training**

Keith Nelsen reviewed the upcoming training schedule.

### **Monthly training drills**

May - RIT and new airparks, location discussed

June - Water Rescue and boats

July - Roof Ops and Power Tools

Keith spoke about Junior membership being low. He plans to be at the OHS prom event and will also meet at the middle school to speak to eighth graders.

*Keith Nelsen excused himself from the meeting at 7:50 p.m.*

### **Follow up**

1. Daily Reminder Report/Equipment requiring testing - reviewed.
2. Probationary Members - reviewed.
3. Daily Reminders Notes - reviewed.
4. Call Attendance - reviewed.
5. Drill Attendance - reviewed.
6. Expired Drivers Licenses - reviewed.
7. Firefighters Missing Minimum Requirements - reviewed.
8. SCBA Physicals past due - reviewed.
9. Hep B shots due - reviewed.
10. Expired Drivers Med Cards - reviewed.

### **Membership**

1. Membership list - reviewed.
2. New Members - AC Downs reported that Ethan Downs submitted an application for RFC.

### **COMMITTEE REPORTS:**

Vic Noll reviewed the 2016-17 Budget.

Approved Budget	\$390,028.00
Expended	\$297,676.29
Planned Expenditures	\$103,054.95
Remaining	(\$10,703.24)

**Computer Committee** - Vic Noll reported that we are using Firehouse software from the cloud. Chiefs and administrative staff have access. Focus is to get log-in access for second lieutenants and others who need it. Chief Pelletier spoke about the use of Spotted Dog program in the stations. The program is being utilized on ipads in trucks. Training class will be held at the end of the month.

**Valley Fire Chiefs Regional Fire School** - Vic Noll read report from Ed Hellauer regarding the meeting held on 4/24/17.

**Standard Operating Procedures** - None.

**Policies** - None.

**UNFINISHED BUSINESS**

1. Specifications for E41- Preconstruction meeting will be scheduled by Pierce.
2. Air paks - New air paks received. Final training class to be held tomorrow.
3. Driveway at Riverside - No movement.
4. OFD Facilities Capital Plan - Figures to be confirmed.
5. Marine 1 lettering - Flash Signs will repair lettering.
6. Dry Hydrant - (Anthony's Pond) - No movement.
7. Underground Tank (Hart Court) - No movement.
8. Phone issue at QFC - AC Coy noted he is working on the issue.
9. Kitchen at RFC - Board of Selectmen reviewed the request at their meeting on May 3 and the matter was tabled. AC Downs led a conversation about the project.
10. Truck Committee - AC Coy noted he will be in Pennsylvania and look at chassis.
11. Tax abatement for retired volunteer FF - Data to be given to second lieutenants and their charge will be given for the project.
12. Juniors uniforms - AC Coy noted the shirts were ordered.
13. Radios/ setting standard frequency - AC Coy will handle this with officers at Riverside.
14. Take a Stand (Oxford High School event) - AC Coy noted it is planned for 5/22 (rain date 5/23) at 10 a.m. He reviewed plans for the event and apparatus to be taken.
15. Keyless entry system - Approved by Board of Selectmen. To be reviewed by Board of Finance.

**NEW BUSINESS**

1. Request for gators - AC Coy noted gators are requested for Memorial Day 5K.
2. Turnout gear - 6 sets of Morning Pride (lt. gold) turnout gear will be purchased from Firematic.
3. Gas meter and cyanide meter - Chief Pelletier spoke about E. Hellauer's letter of 5/2/17 and reviewed the location of gas meters and locations. He does not feel additional meters are needed. AC Coy agreed and noted the one at Riverside should be on E51. Chief Pelletier stated a mount and charger for a gas meter will be put in E51 and the meter can be moved from R54. AC Downs agreed this is a good plan.
4. Parade Requests - **Motion** to approve CFC to bring E42 to Stepney Parade on 8/13/17 made by AC Coy. Second by AC Downs. Motion approved unanimously.  
**Motion** to approve CFC to bring E42 and TK46, QFC to take E31, E32 & U35 and RFC to take E51 and TK53 to Beacon Falls Parade on 6/10/17 made by Chief Pelletier. Second by AC Coy. Motion passed unanimously.
5. Regional Tanker Water Supply drill - 5/21 at 8:30 in Southbury. Riverside will provide a tanker and QFC will bring an engine.

**AUDIENCE** - None.

**REMARKS FOR THE GOOD OF THE DEPARTMENT** Chief Pelletier noted we are getting close to summer months and reminded FF to keep hydrated. Stay safe and keep up the good work.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 9:05 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval  
 Marni Soss, Secretary *Marni Soss*

17 MAY 18 PM 3:49  
 TOWN OF OXFORD, CT  
*Chief Pelletier*  
 TOWN CLERK