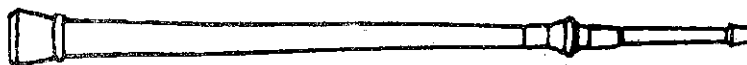




OXFORD FIRE DEPARTMENT



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, July 13, 2016 are as follows:

The meeting was called to order by Chief Pelletier at 7:53 p.m.

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

MINUTES: The reading for the minutes of the June 8, 2016 meeting was waived because the minutes were mailed in advance. AC Coy made a motion to approve, seconded by AC Downs. Motion passed.

CORRESPONDENCE:

Received

1. CO meter calibration log from Quaker Farms
2. Company Reports - Center, Quaker Farms and Riverside
3. 6/30/2016 Fuel Usage Reports from Center and Riverside 4/30 to 6/30/16
4. 06/07/2016 Spill incident report for 4 Aspetuck Lane
5. 06/16/2016 Letter from First Sel. Temple re: motor cycle run on 7/30
6. 06/27/2016 Notice from Finance Dept. Re time sheets due for end of FY
7. 07/05/2016 From Board of Selectmen - notice of meeting cancellation for 7/6/16

Sent

1. Minutes for June meeting
2. Call notice for July meeting
3. Chiefs Meeting Package
4. 06/08/2016 2016-039 To CFC re: apparatus for Beacon Falls and Middlebury parades
5. 06/14/2016 Email to Employers Ref. Source for background check Thomas Ruane
6. 06/20/2016 2016-040 To Captains re: SCBA physicals due August 2016
7. 06/21/2016 2016-041 BOS re: Request for full time clerk for FM and FD
8. 7/11/2016 Letter to BOS re: Repairs to E31
9. 7/11/2016 Letter to BOS re: Repairs to R54
10. 7/11/2016 Fax to Oxford Pharmacy re: updated report of FF who need HepB shots
11. 7/13/2016 Fax to Tom Pond re: Annual support contract renewal confirmation

Motion to review Training at this time, out of order, made by AC Coy. Second by AC Downs. Motion passed.

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

Training - Keith Nelsen provided a report for 2016 training.

1. July - Tanker shuttle
2. August - Low Angle Rescue
3. September - Haz-Mat
4. October - Car Fires

Keith Nelsen indicated the Juniors will meet at Jackson Cove on 7/14 for training. AC Coy commented that water was treated today and is not safe for swimming. Procedure for return of gear by inactive Juniors reviewed. FFII training scheduled for September. Chief needs to sign applications.

Keith Nelsen excused himself from the meeting at 8:05 p.m.

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	40	237

	Calls		Drills/Training		Work Sessions	
	-#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	39	254.51	1	30	0	0
Quaker Farms	38	179.11	0	0	6	148
Riverside	35	113.87	4	45	3	8
	* from FireHouse					

Quaker Farms - AC Coy reported all up and running. Since E31 repairs were made, one driver on one occasion felt that the truck pulled in the opposite direction. This will be watched.

Riverside - AC Downs reported all is up and running. Some light bulbs were replaced at the station. Recent truck check shows one SCBA bottle is missing. Regarding boat, bumpers were ordered and fire extinguisher and water resistant binoculars will be added also. Service and repairs were done to Car3.

Oxford Center - All up and running per Chief Pelletier. Ladder truck came back after mid-year service. Repairs were made. Air conditioner was charged at station.

Equipment Requiring Testing - reviewed. Chief Pelletier noted ladders were tested. We are waiting for reports and invoice. Insurance cards received for all OFD vehicles.

Follow up

1. Daily Reminder Notes - discussed.
2. Expired Drivers Licenses - were reviewed.
3. SCBA Physicals past due - discussed.

COMMITTEE REPORTS:

2015-16 Budget

Approved Budget	\$372,421.00
Expended	\$332,939.73
Planned Expenditures	\$36,169.89
Remaining	\$3,311.38

2016-17 Budget - approved at public hearing Monday 4/18/2016.

Computer Committee - Vic Noll noted everything is up and running. Firehouse software will be run off the cloud in new FY. Chief Pelletier noted that ipads for engines were received. Mounts need to be added. Plan to put in use in September or October. Mapping and preplanning will be available on ipads. Chief Pelletier reviewed detailed information.

Valley Fire Chiefs Regional Fire School - Funding still up in the air.

Membership

1. New Members - discussed.
2. Probationary Members were discussed.
3. Firefighters Missing Minimum Requirements were discussed.
4. FFs with outstanding SCBA requirements discussed.

Vic Noll noted that Fit Testing will be done annually in the fall from now on (September/October).

Motion was made by AC Coy to send letters to Joseph Arnson and David Catlin who are missing OFD OSHA requirements.. Second by AC Downs. Motion passes unanimously.

Standard Operating Procedures - None.

Policies - None.

Keyless Entry System - progressing.

UNFINISHED BUSINESS

1. Truck Committee – AC Coy reported six items need to be changed on specification.
2. Driveway at Riverside - Chief Pelletier noted there are issues on site- no movement.
3. Facilities Capital Plan - Captains will be reminded that list of needs is due to be submitted.

4. Driver Cross Training - Chief Pelletier noted that this should be voted on at the next officer's meeting.
5. Boats - waiting on documentation.
6. Dry Hydrant - Anthony's Pond - machine is at the site. Work needs to be done.
7. Underground Tank - Hart Court - assessment will be done in August.
8. RIT ID Tags - they are done. Regular ID tags for officers need to be done with titles.
9. AC Coy reports that he received a letter stating the phone issues is at the station. He will contact the phone company.
10. AC Downs reported that updates to kitchen at Riverside are being decided and figures collected.

NEW BUSINESS

1. AC Coy - four FF need radio numbers assigned. Vic Noll reviewed procedure to follow.
2. Chief Pelletier noted Gatorade packs to add to water bottles were purchased for FF.
3. Grant for an additional boat purchase is available from First Light.
Motion to purchase boat per specifications from First Light grant made by AC Coy. Second by AC Downs. Motion passed unanimously.
4. Beth Noll resigned as secretary in June. Letter to thank her for years of service will be sent.
5. Damage to Center Fire Company in April 2016 - Offer made by our insurance company for 2/3 less than estimate. Not accepted. Now we are working with the adjuster for Town's insurance company - estimate of damage complete. Repairs should be made in August.
6. E41 - specifications are ready - AC Coy reviewed four changes to be made. Per AC Downs' request, copy of specification will be forwarded to him by email for review.

AUDIENCE - None.

REMARKS FOR THE GOOD OF THE DEPARTMENT - Chief Pelletier reports that last month proved to be busy and July has been busy already. Firefighters need to be aware of weather changes, de-gear at proper time and stay hydrated.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:58 pm. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Clerk

16 JUL 21 PM 3:11
TOWN OF OXFORD, CT
Gregory A. Clark
TOWN CLERK