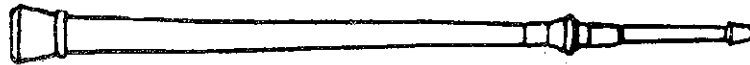




OXFORD FIRE DEPARTMENT

359



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 at 486 Oxford Road, Oxford, Connecticut on Wednesday, **October 11, 2017**, are as follows:

The meeting was called to order by Chief Pelletier at 7:30 p.m.

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

AUDIENCE IN ATTENDANCE: Gary Hylinski spoke of the requirement to have a current medical card to be a driver. He has passed all the requirements except the eye exam. Chief Pelletier commented the department is not flexible about this requirement. It will be discussed at an Officers meeting. Gary requested to be removed as a driver.

MINUTES: The reading of the Minutes of September 13, 2017 was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by AC Coy. Motion passed unanimously.

CORRESPONDENCE:

Received

1. Company Reports – Center, Quaker Farms and Riverside Fire Company
2. Call and Incident Reports from NW CT Public Safety – September 2017
3. 6/30/2017 Certificate of Liability Insurance
4. 9/22/2017 Notice from Conduent-Planned maintenance outage
5. 9/25/2017 Permit for open burning at Daddio's/Seymour for 9/26/17 training drill
6. 9/26/2017 Memo from Finance Dir. Re: BOF did not approve chevrons for trucks and request for transfer from OFD budget
7. 10/11/17 Email from IAFC Re: Error on their annual invoice-confirmed paid in full
8. Quote from Kevin Tymon for chimney repair at RFC – estimate \$1250

Sent

1. Minutes for September 2017 Board of Fire Chief's Meeting
2. Call notice for October 2017 Board of Fire Chief's Meeting
3. 9/14/2017 2017-053 Memo to Board of Selectmen Re: Request for new Chief's vehicle
4. 9/19/2017 2017-054 Memo to Captains Re: SCBA physicals due November 2017
5. 9/18/2017 2017-055 Memo to Finance Director Re: Insurance claim for Motorola pager
6. 9/21/2017 2017-056 Memo to Captains Re: SCBA physicals past due
7. 10/5/2017 Email to Employers Reference Source Re: Background check for F.Armitage

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

CHIEF'S REPORTS:**Fire Department Calls - Last month and Year to Date – Reviewed.**

	Calls	
	Month	Year
Department	33	307

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	29	375	2	72	1	33
Quaker Farms						
Riverside	30	186	10	97	1	18

Center – Chief Pelletier reported all is up and running. TK46 battery charger not working –to be fixed during annual DOT inspection. Hydrostatic test of cascade bottles will be done on R44. Schedule of annual DOT inspections reviewed. T43 had issue at recent structure fire with rear dump valve. T43 sent for DOT annual service.

Quaker Farms – AC Coy reported all is up and running. Parts not received for issue with E31.

Riverside – Chief Pelletier reviewed memo from AC Downs and reported all is up and running. In process of doing vehicles annual DOT inspections. Process of getting authorization to update pump on B55 discussed.

Membership

1. New members and resignations – reviewed. Matthew J. Romeo was approved as an active member of CFC.

Follow up

1. Daily Reminder Reports/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. Motion made by AC Coy to move Ryan Petitti to inactive status and send letter to him due to missing minimum OSHA requirements. Second by AC Downs. Motion passed unanimously.
8. SCBA Physicals past due – reviewed. Motion made by AC Coy to remove Daniel Carey, Kyle Leake and Joshua Downs from interior firefighter status and send letters to them due to past due SCBA annual physicals. Second by AC Downs. Motion passed unanimously.
Discussion ensued about officers who do not meet minimum requirements and the need for a policy that would revoke their position in this type of situation.
9. Hep B shots due – reviewed.
10. Expired Drivers Med Cards – reviewed.

COMMITTEE REPORTS

Vic Noll reviewed the budget for FY 2017-18.

Approved Budget	\$389,255.00
Expended	55,139.10
Planned Expenditures	334,302.95
Remaining	(\$187.05)

Training Schedule

September – Car fires (Daddios)

October – Truck company ops /Flash Fire Industries of Monroe at CFC

Juniors want to have a fundraising event at Market 32. Plan to purchase shirts for Juniors discussed.

Computer Committee Vic Noll reported all is up and running. Firehouse on Cloud is working well. Server to be moved to QFC. We need to upgrade to a business service with internet supplier (Comcast). I pads for rescue vehicles will be put in during annual maintenance. Email addresses to be set up.

Valley Fire Chiefs Regional Fire School – 2Q class will be hosted at CFC in November.

Standard Operating Procedures SOPs 102 and 401 to be reviewed at Officer's meeting in November.

Policies – None.

UNFINISHED BUSINESS

1. Specifications for new E41 – Final drawings all came back. Inventory list being worked on.
2. Facilities Capital Plan – Driveway at Riverside needs to be crack sealed and bollards near propane tank needs to be installed. AC Downs will get prices for roofs at three stations.
3. Dry Hydrant – (Anthony's Pond) No movement.
4. Underground Tank (Hart Court) – To be worked on this fall.
5. Phone line at Quaker Farms – No movement.
6. Kitchen at RFC – AC Downs noted the company giving us a third quote was sold and they no longer sell hood systems. Third quote will be obtained.
7. Truck Committee/ OFD tanker specification – Truck committee should consider T43 as a model. Need to look at a new chassis.
8. Tax Abatement for retired volunteer FF – AC Downs met with second lieutenants from three stations. Details reviewed at Officer's meeting. Committee will meet again.
9. Keyless Entry System – New system received. Later this month, demonstration of new software to be held at Utility Communications to see software being used.
10. Turnout Gear – Nine new sets are ordered. Issue with hooks for belts to be dealt with.
11. Ladder Testing – Gowans-Knight doing repairs during annual DOT service. E31 ladder repair to be done at later date.

12. Hose Testing – Insurance claim to be submitted for two lengths.
13. Fire Prevention – Set for Quaker Farms School on 10/12 and Center School on 10/13.
14. Lighting audit – New bulbs purchased. Installation discussed.
15. Wrecker time response at MVAs – Chief to give copy of OFD procedure to Police Sergeant.
16. Riverside 75th Anniversary Ball set for 11/10/17.

NEW BUSINESS

1. Fire Prevention – Nov. 3 Quaker Farms School children who won contest will get a ride to school in fire truck.
2. Haynes/Quarry Walk – Requested fire truck in November for Fill-a-Truck for Thanksgiving food drive and Touch-A-Truck event. Details to follow.

AUDIENCE IN ATTENDANCE None.

REMARKS FOR THE GOOD OF THE DEPARTMENT Chief Pelletier noted the weather is changing and leaves will be on the roads. Stay safe. Thank you for efforts at recent house fire. Keep up the good work.

ADJOURNMENT AC Coy moved to adjourn the meeting at 8:35 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

17 OCT 19 PM 4:08
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK