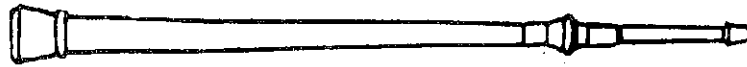




OXFORD FIRE DEPARTMENT

363



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, **November 8, 2017**, 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: Chief Pelletier, AC Coy, AC Downs, Jr., Marni Soss, Secretary, Vic Noll, Admin. Assistant, Keith Nelsen, Training Officer.

AUDIENCE IN ATTENDANCE: None.

MINUTES: The reading of the Minutes of October 11, 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 – October 2017
3. 9/30/2017 Fuel Usage Reports for CFC, QFC, RFC 7/1/17 through 9/30/17
4. 9/30/2017 Emergency Incident Rehabilitation Report for Griffin Downs
5. 10/12/2017 Email from Griffin Hospital Re: Updated medical forms
6. 10/14/2017 Letter James Munda/Secretary of CFC Re: Election of S. Pelletier as Chief for 2018
7. 10/18/2017 Agenda for Board of Selectmen's Regular meeting
8. 10/30/2017 Email from ESO Solutions/FireHouse Software Re: Log in issues for cloud base FH
9. 11/3/2017 Spill incident report for 3 Lounsbury Road

Sent

1. Minutes for October 2017 Board of Fire Chief's Meeting
2. Call notice for November 2017 Board of Fire Chief's Meeting
3. 10/11/2017 2017-057 Memo to Captain Gramigna/RFC Re: FF Missing OSHA Minimum Training for 2017
4. 10/19/2017 2017-058 Memo to Captains Re: SCBA Physicals past due
5. 10/19/2017 2017-059 Memo to Captain Gramigna/RFC Re: Gary Hylinski removed as driver
6. 10/17/2017 2017-060 Memo to BOS Re: Emergency repair chimney at RFC
7. 10/5/2017 2017-061 Memo to BOS Re: Oxford Safety & Health Committee
8. 10/30/2017 2017-062 Memo to Captains Re: SCBA Physicals due December 2017
9. 10/31/2017 2017-063 Memo to CFC QFC RFC Re: Thanks to all who participated in Fire Prevention

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	56	363

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	51	1266	2	95	3	213
Quaker Farms						
Riverside	44	49	3	14	8	86

Center – Chief Pelletier reported all is up and running. TK46 returning from annual service tomorrow. Striping on the back completed. Building has leak in rear portion of roof. Propane tank moved. Generator annual maintenance complete.

Quaker Farms – AC Coy reported all is up and running. E31 has issues and it will go for service once all other apparatus has annual DOT inspection complete. Driveway crack sealed. Generators annual maintenance complete. It needs screen near turbine head to keep mice out. Eastern Water Solutions did assessment and found the water softener needs minor repair and water tank drain valve needs to have back flow adaptor. Quote for repair will be obtained and sent to the Board of Chiefs.

Riverside – AC Downs reported there are no issues with apparatus. Car 3 needs a new battery. Bollards installed around propane tank. Back driveway resurfaced and front driveway crack sealed. LED lights put in fixtures in day room and meeting room. Eastern Water Solutions found that a battery needs to be put in on water conditioning system/to be fixed in-house.

Keith Nelsen arrived at 7:45 p.m.

Membership

1. New members and resignations – reviewed. Kurt Petitti resigned from QFC and Griffin Downs is on medical leave from RFC.

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 send letters to Kevin Shevlin and Timothy Crouch who are past due in having their SCBA Annual Physicals and will be dropped from Interior Firefighter list if it is not complete within thirty days. Second by AC Downs. Motion passed unanimously.

Discussion ensued about policy for officers who are missing minimum requirements.

8. SCBA Physicals past due – reviewed.
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	79,224.42
Planned Expenditures	313,935.98
Remaining	(-3,905.40)

Training Schedule

September – Car fires at Daddios

October – Relay Pumping at CFC

November – Fire Company Operations – 66 Hawley Road, Oxford

Keith Nelsen spoke about Junior membership. The Juniors have been doing fundraisers and there is a need for gloves, orange shirts and pagers. Junior pagers owned by OFD discussed. Need for traffic control training discussed. November training drill discussed. Bucket and tree rescue drill, chain saw drills discussed. Confined space drill at the power plant set for December 3 from 8 a.m. to 1 p.m.

OSHA Sunday set for January 14, 2018.

Keith Nelsen excused himself from the meeting at 8:15 p.m.

Computer Committee Vic Noll reported all is up and running. A business internet line has to be added at Quaker Farms station solely for the server. Ipads for the trucks are working well.

Valley Fire Chiefs Regional Fire School – No update on the building. 2Q class will be hosted at CFC in November. Interest in Fire Instructor I class discussed.

Standard Operating Procedures – 102 Protective Clothing/Equipment and 401 Fire Apparatus Driver/Operation – To be reviewed at next Officer's meeting.

Policies – None.

UNFINISHED BUSINESS

1. New E41 – It is being built and we will receive a job number and be able to see progress on line.
2. Dry Hydrant – (Anthony's Pond) No movement.
3. Underground Tank (Hart Court) – No movement.

4. Phone line at Quaker Farms – No movement. To be discussed at QFC monthly meeting.
5. Kitchen at RFC – Third vendor will be met with for quote.
6. Truck Committee/ OFD tanker specification – No movement – discussed.
7. Tax Abatement for retired volunteer FF – No movement.
8. Keyless Entry System – Demonstration was done and we are pleased with what it will do at the stations. The keyless entry system will be installed at Quaker Farms station after server is set up.
9. Turnout Gear – Nine new sets are ordered and will be shipped this month. Hooks for belts discussed.
10. Ladder Testing – Gowans-Knight doing repairs during annual DOT service. E31 ladder repair to be done at later date.
11. Hose Testing – Insurance claim was submitted for two lengths.
12. Fire Prevention – Went very well. Thank you to all who participated. Discussed of policy to require two firefighters and parent/legal guardian of child who wins contest and gets to ride to school in fire truck.
13. Wrecker time response at MVAs – Police Sergeant received information. NW Connecticut Public Safety will be sent a letter regarding need to review policy/procedures in handling MVA calls. Paying NW Connecticut Public Safety on quarterly basis discussed.
14. Riverside 75th Anniversary Ball set for 11/10/17.
15. Haynes/Quarry Walk – Requested fire truck on November 18 for Fill-a-Truck for Thanksgiving food drive and Touch-A-Truck event.

NEW BUSINESS – None.

AUDIENCE IN ATTENDANCE None.

REMARKS FOR THE GOOD OF THE DEPARTMENT Chief Pelletier noted October was a busy month. The weather is changing – please use caution and drive safely. Keep up the good work and enjoy Thanksgiving.

ADJOURNMENT AC Coy moved to adjourn the meeting at 8:39 p.m. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss
Marni Soss, Secretary

17 NOV 16 PM 3:54
TOWN OF OXFORD, CT
TOWN CLERK
Cheryl A. Clark