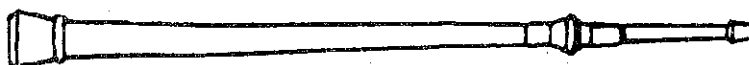




OXFORD FIRE DEPARTMENT

439



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.

John A. Downs, Jr., Assistant Chief Daniel R. Gramigna, Assistant Chief

The minutes of the Regular Meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Wednesday, **August 14, 2019**, 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 Downs, Jr., Marni Soss, Secretary, Vic Noll, Administrative Assistant and Keith Nelsen, Training Officer.
Audience: None.

Minutes: The reading of the Minutes of June 12, 2019 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by Chief Pelletier. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Riverside Fire Company – June 2019
2. Company Reports - Center and Quaker Farms Fire Companies – July 2019
3. Call and Incident Reports from NW CT Public Safety – July 2019
4. 6/11/2019 Letter from CFC Re: 8/3/19 Thompson Parade and 9/15/19 CT State Firefighters Convention Parade
5. 7/17/2019 Agenda for Board of Selectmen's Regular Meeting
6. Aug. 2019 Spill incident reports
7. 8/5/2019 Memo from Selectmen's Office Re: Annual Report due 8/26/19

Sent

1. Minutes for July 10, 2019 Board of Fire Chief's Regular Meeting
2. Call notice for August 14, 2019 Board of Fire Chief's Regular Meeting
3. 7/15/2019 2019-055 Memo to Finance Director Re: Storm/tornado of 5/16/18
4. 7/23/2019 2019-056 Memo to Captains Re: SCBA physicals due September 2019
5. 7/25/2019 2019-057 Memo to Planning & Zoning Re: Lot 10 Woodruff Hill Industrial Park
6. 7/20/2019 PO 26367 to Motorola Solutions Re: APX Equipment
7. 7/29/2019 2019-058 Memo to BOS Re: Unplanned repairs to TK46
8. 7/29/2019 2019-059 Memo to BOS Re: Unplanned expenses FY 2019/2020
9. 7/30/2019 2019-060 Memo to CFC Re: Parade requests
10. 8/12/2019 2019-061 Memo to CFC, QFC, RFC Re: OFD Call attendance report
11. 8/12/2019 PO 26368 to CFPC Re: Public Fire and Life Safety Educator 1/one student

Chief's Reports:**Fire Department Calls - Last month and Year to Date – Reviewed.**

	Calls	
	Month	Year
Department	49	303

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	48	311	1	34	5	152
Quaker Farms	40	155	1	65	6	239
Riverside						

Quaker Farms – Chief Pelletier spoke to AC Gramigna prior to the meeting and he reported that all is up and running. Issue with E31-wheel seal blew and took out front brakes. It was repaired. New Knox box installed but there is an issue to be assessed.

Riverside – AC Downs reported an issue with T53 axle seal. Was fixed by Gowans Knight. R54 has broken left warning lights. Parts will be ordered. Air conditioner needs to be charged on Chief's vehicle. B55 issue has been resolved. R54 air leak issue is being monitored. Air test at the station did not reveal an issue but it is still losing air.

Center – Chief Pelletier reported all is up and running. TK46 had an air conditioner issue. Needed compressor hose replaced. E41 and E42 – block leaking/was replaced. R44 had bad air compressor. Was repaired and is working fine. Annual maintenance of apparatus will be scheduled for September and October.

Membership

1. New members and resignations – Tyler Grailich of RFC Social status. Ryan Reynolds joined Juniors. Reanna Leddy and Mike Kwoka/Inactive Juniors.

Follow up

1. Daily Reminder Reports – 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. OFD OSHA recertification – reviewed.
9. OFD SCBA recertification – reviewed.
10. SCBA Physicals past due – reviewed.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

Keith Nelsen arrived at 7:45 p.m.

Committee Reports – Chief Pelletier reviewed budget FY 2018-19.

	Approved Budget	\$419,892
	Expended	\$418,602.22
	Planned Expenditures	\$1,289.78
	Remaining	\$0

Chief Pelletier reviewed budget FY 2019-20.

	Approved Budget	\$441,713.00
	Expended	\$11,868.05
	Planned Expenditures	\$429,844.95
	Remaining	\$0

Training Schedule – Keith Nelsen reviewed training schedule.

August – Low angle rescue – Instructor: Joe Galla. Location to be determined

September – Large Area Grid Search

October – Bloodborne & Hazmat – Instructors: Mark Krassner, Jim Gies

Juniors training discussed.

Computer Committee – Quick Books has been installed on the server and will be used for FY 2019/20. AC Downs reported the computer at RFC is running slow. To be assessed.

Valley Fire Chiefs Regional Fire School – No report from the monthly meeting was received. FFI class has finished. Two of the three students will take the exam in August and one will take the exam in September at Fairfield Fire School. Graduation is 8/22/19 – location to be determined. The new school is still on hold.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. Kitchen at RFC – AC Downs reported the project is on hold. Redesign with additional equipment needed was noted and no decision has been made.
2. Truck Committee – T33 – Contract signed, and chassis ordered. Truck committee can choose grey and yellow paint. AC Gramigna will set up a meeting.
3. Tax Abatement for retired volunteer FF – No movement.
4. Radio maintenance – The homeowner who agreed to the easement for the tower sold the land and the easement is not valid any longer. Costly fees are expected from the new owner. Siting council approval needs to be obtained and should be received in a week or two. Another option is to put the tower on a Haynes apartment building.
5. Water testing – Next inspection not set up to date. No movement.
6. Training for power plant – Training went well with department and mutual aid.
7. Training for power plant – Officers/mutual aid training set for 6/27/19.
8. Hose Testing – Completed. Only eight lengths failed.

9. Stevenson Dam bridge has a weight restriction of 15 tons. Waiver filed with Council of Governments and forwarded to DOT.
10. Power plant annual charitable donations. Selectmen agreed to helmets for Juniors.

New Business

1. HVAC at three fire stations – Assessment was done of three stations for new contract. Bids are being collected by the Town for budgeting.
2. Phone system at RFC – AC Downs asked if the new system is in the budget. He was informed it was not approved in the Town budget.
3. Driveway at RFC – AC Downs noted he is not pleased with the crack sealing that was done. A complete spray sealing was expected. Chief Pelletier noted we need to put improvement of the driveway in the Fire Department budget.
4. Ladder testing – Chief Pelletier noted all repairs were done on ladders.
5. Capital Long Range Plan – Reviewed. To be signed by all Chiefs.

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

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier commented last month was a busy month with forty-nine calls. This month is already busy. Keep up the good work. Be safe, stay hydrated and enjoy the rest of the summer.

Adjournment – AC Downs moved to adjourn the meeting at 8:18 p.m. Second by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval



Marni Soss, Secretary
Oxford Fire Department

19 AUG 22 PM 2:01
TOWN OF OXFORD, CT
TOWN CLERK
Angela A. West