



# OXFORD FIRE DEPARTMENT



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.

*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, June 8<sup>th</sup>, 2016 are as follows:

The meeting was called to order by Chief Pelletier at 7:44 p.m.

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

**MINUTES:** The reading for the minutes of the May 11, 2016 meeting was waived because the minutes were mailed in advance. AC Downs made a motion to approve, seconded by AC Coy. Motion passed.

**CORRESPONDENCE:**

**Received**

- 1. May Calls from Northwest
- 2. Company Reports - Center, Quaker Farms and Riverside
- 3. 06/07/2016 From Center re: parade request Beacon Falls Parade
- 4. 05/26/2016 Legal Notice of Town Meeting on 6/1/16
- 5. 05/11/2016 Copy of Traffic Investigation Report for Oxford Towne Center
- 6. Flyer regarding Red Nose Day
- 7. 05/16/2016 Emergency Response report from 300 Christian St
- 8. 05/10/2016 From CT Water re: Heritage Water merger
- 9. 04/26/2016 Copy of letter from McCallum Enterprises re: Drawdown of Lake Housatonic
- 10. 05/18/2016 FY2016-17 Holidays & Summer Hours
- 11. 05/16/2016 From Hydro Technologies re: Water Analysis
- 12. 05/24/2016 From Riverside re: Parade Request for Beacon Falls Parade
- 13. 05/24/2016 From Jim Hliva re: Changes in insurance coverage
- 14. 06/08/2016 From Beth Noll re: resignation as Secretary
- 15. Training Schedule

**Sent**

- 1. Minutes for May meeting
- 2. Call for June meeting
- 3. Chiefs Meeting Package
- 4. 05/16/2016 2016-036 To FF Missing OFD OSHA Minimum training
- 5. 05/17/2016 2016-037 To Captains re: SCBA Physicals due July 2016
- 6. 05/17/2016 Request for Transfer from 5325-729 to 5325-798

## **CHIEF'S REPORTS:**

### Fire Department

	Calls	
	Month	Year
<b>Department</b>	32	197

	Calls		Drills/Training		Work Sessions	
	-#	Man Hrs	#	Man Hrs	#	Man Hrs
<b>Center</b>	15	66.35			1	32
<b>Quaker Farms</b>	23	103.95	1	18	5	126
<b>Riverside</b>	28	94.51	2	31.75	8	66.25
	<i>* from FireHouse</i>					

**Quaker Farms** - AC Coy reported all up and running. E31 is out of service at GK. When it was out for ladder testing it was noticed that the alternator was not working properly. They will also look at the front braking issue.

**Riverside** - AC Downs reported all is up and running. Some minor repairs were made, receipts were submitted.

**Oxford Center** - All up and running per Chief Pelletier. Just a few rivets to replace from the ladder test.

**Equipment Requiring Testing** - reviewed.

### **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	\$301,384.87
Planned Expenditures	\$74,873.49
Remaining	(\$3,837.36)

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

**Training** - Keith Nelsen reported the following:

1. Pump Operations on the 16<sup>th</sup> and 23<sup>rd</sup>.
2. New Member training - schedule TBD
3. Training Schedule is available online now.
4. AC Coy noted that QF members will most likely not attend department drill as they will be setting up for the carnival.

**Computer Committee** - Vic Noll noted everything is up and running. Waiting for the new budget to begin making upgrades.

**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 - letters were sent to Joseph Arnson, Andrew Carde and David Catlin who are missing OFD OSHA requirements.
4. FFs with outstanding SCBA requirements discussed.

**Standard Operating Procedures** - None.

**Policies** - None.

**Keyless Entry System** - progressing. Will sit with Ed Belinsky for input before meeting with AC Downs.

**UNFINISHED BUSINESS**

1. Truck Committee – AC Coy reported the spec was given to the builder rep for review.
2. Driveway at Riverside - 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 needs to be brought there.

- 7. Underground Tank - Hart Court - confined space entry needed to assess repairs needed.
- 8. RIT ID Tags - some need to have new pictures and officer's are being redone. We will not get them from Valley Fire School in the future.
- 9. AC Coy reports that the phone issues at the station have been confirmed to be with the town's phone line. Chief Pelletier will contact Frontier Tier II to resolve.

**NEW BUSINESS**

- 1. Hose Testing will be August 8<sup>th</sup>.
- 2. Riverside request for E51 to Beacon Falls Parade 6/11 - AC Coy made a motion to allow E51 to go to the parade, seconded by AC Downs. All aye.
- 3. Center request to take E42 and T46 to Beacon Falls Parade and to Middlebury's 75<sup>th</sup> Anniversary - AC Coy made a motion to approve. AC Downs seconded.
- 4. Beth's resignation - AC Downs made a motion to approve AC Coy seconded. All aye
- 5. Coverage for QF Carnival fireworks - Wednesday and Friday
- 6. AC Coy confirmed that the FFI attendees were credited for drill attendance during their class.

**AUDIENCE** - none.

**REMARKS FOR THE GOOD OF THE DEPARTMENT** - Chief Pelletier reports Take A Stand day went well - thanks to everyone who participated. It's been a busy year call-wise. Please remember to rotate and hydrate as the weather heats us.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 8:30 pm. Seconded by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval,



Beth Noll, Secretary

16 JUN 15 AM 9:23  
TOWN OF OXFORD, CT  
*Angela A. West*  
TOWN CLERK