



OXFORD FIRE DEPARTMENT

137



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

Scott J. Pelletier, Chief

Ron W. Prajer, Assistant Chief Andrew Coy, Assistant Chief

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

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, January 9th, 2013 are as follows:

The meeting was called to order by Chief Pelletier at 7:33 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Prajer, AC Coy, Vic Noll, Beth Noll, Captain J Spremullo and TO Keith Nelsen.

MINUTES: The reading of the minutes for the December 12th 2012, meeting was waived because the minutes were mailed in advance. AC Coy moved to accept the minutes as presented. Seconded by AC Prajer. All aye.

CORRESPONDENCE:

Received

1. December Calls from Northwest
2. Company Reports - Center, Quaker Farms & Riverside
3. 12/11/2012 From Naugatuck Fire Department re: mutual aid for Rubber Ave apartment fire
4. 12/12/2012 From Pipeline Association for Public Awareness re: educational programs
5. 12/12/2012 From Payroll Department re: Christmas Holiday Time sheets
6. 12/16/2012 From QF re: Officers for 2013
7. 12/17/2012 From Board of Fire Commissioners re: Workshop Meeting Agenda
8. 12/17/2012 From Board of Fire Commissioners re: Meeting Schedule 2013
9. 12/17/2013 Agenda for the Board of Selectmen special meeting
10. 12/17/2012 Cancellation notice for Board of Selectmen regular meeting
11. 12/20/2012 Copy of a letter from QF to Board of Selectmen re: Chief for 2013
12. 2012-2013 Holiday Schedule
13. 1/8/2013 From SVFA re: mutual aid on 572 Jacob Road
14. 1/8/2013 From Louis Luskay III re: Tax abatement
15. 1/8/2013 From Oxford Center re: fire police 2013
16. 1/9/2013 Email from Bethlehem Volunteer FD re: Charity Softball Tournament
17. Fuel usage reports 4th qtr 2012

Sent

1. Minutes for December meeting
2. Call for January meeting
3. January Chiefs Meeting Package
4. 12/18/2012 Purchase Order 24195 Rev 2 to VRFTS re FFI Class
5. 12/13/2012 Purchase Order 24197 to CFA 2 classes
6. 12/17/2012 2012-076 To Employers Reference Source re Background Clearance Requests
7. 12/17/2012 2012-077 To FF D. Wiemer re: Tax Abatement Request
8. 12/21/2012 2012-078 To Captains re: SOPs for 2012
9. 12/28/2012 2012-079 To Captains re: SCBA Masks

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"



- 10. 12/28/2012 2012-080 To Captains re: Firefighters with physicals due in February
- 11. 1/7/2013 2013-008 To Board of Selectmen re: Unplanned repairs to E51

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	43	464

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	39	405	1	36	2	182
Quaker Farms	34	239	0		3	93
Riverside	27	183	0		6	20
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported everything is up & running.

Riverside - AC Prajer and reported everything up & running.

Oxford Center - Chief Pelletier reported that everything is up & running. E41 out for service. E42 has not been sent out because the town had not sent in the insurance paperwork. T43's tank is being built.

Equipment Testing - Equipment regarding testing was discussed. Gear Inventory is still progressing.

Follow up - AC Prajer to follow up on two inactive members at Riverside that still have not returned gear. AC Coy is following up on one at Quaker Farms. Chief Pelletier has received email from J Solis saying he found the pager and will return it. No firefighters are overdue on SCBA physicals. No drivers with expired licenses.

COMMITTEE REPORTS:

2012-13 Budget

Approved Budget	\$311,223.00
Expended	\$155,356.48
Planned Expenditures	\$168,525.62
Remaining	(\$12,659.10)

Training - TO Nelsen reported

1. January will be Rescue involving Hybrid Cars on 1/22 at Center - please try to arrive early - there is a lot to cover.
2. Driver Training Procedure - updated copies were distributed. Companies have reviewed and would like to meet with the Training Officer.
3. OSHA Sunday will be Sunday January 13th at Great Oak School starting at 8 am.
4. VFIS's Emergency Vehicle Driver Training Program was discussed.
5. The chiefs asked if he would get meet with all OFD instructors and develop a six month training schedule.
6. RIT Recert will be 1/27 for the ten remaining people who need it.

Computer Committee – everything is up and running. Planning a meeting with captains in January and see what progress has been made and if there is anything else that can be done.

Valley Fire Chiefs Regional Fire School - no meeting

Membership

1. No new members. Probationary members were discussed.
2. Members missing minimum requirements were discussed.

Standard Operating Procedures

1. SOP 812 - Hydrant Hookup - officers had no changes. AC Coy made a motion to accept, AC Prajer seconded. All aye. Motion carried

Policies - none

Keyless Entry System - no movement.

UNFINISHED BUSINESS -

1. Salamander System - Chief Pelletier reported that they're coming to do the program for OAA on Monday. He has a sheet for information. Some details still need to be worked out.
2. Map/ Hydrant Books - Waiting funding - will be added to next year's budget
3. Safety Officer Check List - received Chiefs meeting.
4. Truck Committee - AC Coy reported the process is on going and slow progress is being made. Next meeting is 1/31
5. Fire Safety Trailer - The trailer will be stripped once it warms up. Grant for Freddie the Fire Robot being revised. Modification to the grant is being made.
6. Driveway at Riverside - AC Prajer reported everything looks good except they didn't note that the door will need to have a revised swing due to the ramp. Chief Pelletier will review the plan and ask for a revision.
7. Tanker 43 Spec - the Board of Selectmen approved the change order for changing finish on fittings from mirror to satin.
8. Turnout Gear - work in progress. Looking at getting gear bids from other vendors.
9. Junior Issues from last meeting. Chiefs need to make a decision about Juniors responding to MVAs in personal vehicles or on a truck. Juniors parking issues are still ongoing.
10. The voting site at 100 Oxford Road 67 was approved by the Board of Selectmen, waiting in finance.

NEW BUSINESS

1. A motion to approve the request for Monthly Drill Credit by FF Luskay due to 2nd shift work was approved was made by AC Coy & seconded by AC Prajer. All aye.

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2. Chief of Department Election - AC Coy made the motion to keep the order as is. AC Prajer seconded. All aye. The motion carried.
3. Valley Fire School Representative - V. Noll as rep, TO Nelsen as second. AC Coy made the motion, AC Prajer seconded. All aye. The motion carried.
4. The recall list was distributed for review. AC Coy made the motion approve as corrected. AC Prajer seconded. All aye. The motion carried.
5. Radio Call signs list was distributed for review. AC Coy made the motion to approve as corrected. AC Prajer seconded. All aye. The motion carried.
6. At the Officers Meeting setting up a tax abatement committee to review the procedures. It was suggested that one member from each department be assigned to the committee to be headed by Vic Noll as he administers the program. A letter will be sent to the company captains.
7. At the Officers Meeting setting up a full SCBA class was requested for the new members. A list of potential members needing the class was requested.
8. At the Officers Meeting, private vehicle parking was discussed as well - all members are reminded to use their heads when parking their vehicles at fire and accident scenes.
9. RIT Vehicle - discussion ensued as to whether to switch to using Engines for RIT. AC Prajer made a motion to keep the Rescue as the RIT vehicle. Chief Pelletier seconded. Chief Pelletier & AC Prajer ayes; AC Coy opposed. Motion carried. AC Prajer suggested that if a rescue is taken out of service, the equipment that's needed for RIT should be taken off and have it ready to be put on a pumper should it need to respond in its place. All agreed. V. Noll to update the SOP.
10. Emergency response vs. traffic response was discussed. It was suggested to leave things as is for now and evaluate until after the next officer's meeting.
11. Finance asked Chief Pelletier to provide information regarding leasing programs for this coming year. What items should be submitted was discussed. AC Coy suggested submitting everything that is in the capital plan currently. AC Coy made a motion to approve the lease package. AC Prajer seconded. All aye. Motion carried

AUDIENCE - none

REMARKS FOR THE GOOD OF THE DEPARTMENT

Make sure that you look at your call attendance and submit tax abatement as required. The call attendance numbers will be set next month.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 9:10 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,
Pending approval,



Beth A. Noll
Secretary

13 JAN 16 PM 12:17
TOWN OF OXFORD, CT
Margaret A. Clark
TOWN CLERK