



# 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.

*Ron W. Prajer, Assistant Chief      Andrew Coy, 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, March 13<sup>th</sup>, 2013 are as follows:

The meeting was called to order by Chief Pelletier at 7:36 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, S. Bernadino, Dan Gramigna, B. Francione, and TO Keith Nelsen.

**MINUTES:** The February meeting was cancelled. The reading for the minutes of the January meeting was waived because the minutes were mailed in advance. AC Coy made a motion to approve, seconded by AC Prajer. The motion carried. No corrections.

## **CORRESPONDENCE:**

### **Received**

1. February Calls from Northwest
2. Company Reports - Center, Quaker Farms & Riverside
3. 02/06/2013 From CT DEEP re: wildland fire training
4. 02/08/2013 Cc Emergency Training Solutions re: New Vehicle Technologies class
5. 02/15/2013 Cc letter From NW CT Public Safety to Selectman re: FY 2013-14 assessment
6. 02/21/2013 From Selectman's Office re: Capital Improvement Plan reminder
7. 02/21/2013 Board of Finance Meeting Schedule
8. 02/25/2013 Minutes from the 02/25/2013 Board of Fire Commissioners meeting
9. 03/03/2013 From Gary Markman re: thank you for emergency response
10. 03/04/2013 Cc letter From N. Guarracino and M. Cohen to S. Kopec re: 6 Randall Drive
11. 03/04/2013 From Spectra Energy re SERC Tier II Inventory reporting forms
12. 03/05/2013 Copy of a letter From Town Clerk to Board of Selectmen re: resignation of John Morris from BOFC
13. 03/13/2013 BOFC workshop announcement
14. 03/13/2013 Agenda for the 3/18 BOFC meeting
15. 03/13/2013 Boat Spec from Riverside for review.
16. Draft of the Fire Commission ordinance for review.

### **Sent**

1. Minutes for February meeting
2. Call for March meeting
3. March Chiefs Meeting Package
4. 02/14/2013 Fax to FailSafe
5. 02/14/2013 2013-015 To Board of Selectmen re: Unplanned repairs E41
6. 02/14/2013 2013-018 To Board of Selectmen re: Unplanned repairs R54
7. 03/05/2013 2013-022 To Employers Reference Source re: background clearance request

## **CHIEF'S REPORTS:**

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

Fire Department

	Calls	
	Month	Year
Department	43	98

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	42	640	1	50	1	50
Quaker Farms	24	90	1	27	2	66
Riverside	28	484.6	1	2.5	4	50
	<i>* from FireHouse</i>					

**Quaker Farms** - AC Coy reported everything is up & running. 35 is going out Friday the 15<sup>th</sup> for a recall service. Should only be out of service for a few hours.

**Riverside** - AC Prajer and reported everything up & running.

**Oxford Center** - Chief Pelletier reported that everything is up & running. Still covering for Seymour's ladder truck. Will call firematic on Friday. Still waiting to hear from the insurance company on 42. Waiting for the budget to go through to replace one set of chains that was worn down during the last storm.

**Equipment Testing** - Equipment regarding testing was discussed.

**Follow up** - AC Coy is following up on an inactive member with gear still issued at Quaker Farms. Firefighters overdue for SCBA physicals were discussed. If they are not scheduled within the next two weeks, they will be sent a letter. Drivers with expiring licenses were discussed and are to be followed up by the chiefs. There is one at each company.

**COMMITTEE REPORTS:**

**2012-13 Budget**

Approved Budget	\$311,223.00
Expended	\$239,114.93
Planned Expenditures	\$93,506.75
Remaining	(\$21,298.68)

**2013-2014 Budget**

Changes made by the Board of Selectmen were incorporated to our working copy. Have to meet with Dick Burke to discuss - tentatively scheduled for next Thursday. Once confirmed by the Board of Finance, Chief Pelletier will pass on the information. The 20 year capital plan was discussed.

**Training** - TO Nelsen reported

1. Driver Training Program - Copies were distributed to chiefs for review. Once the training program is approved by the Board, a list of approved drivers for each apparatus will be requested from each

company. After that, all drivers will need to be certified. Company captains to review with all members. The tanker driving requirement of ten hours was discussed and raised to twenty hours. Please contact Vic or TO Nelson with any proposed changes. The Board will vote to accept the program on at the next meeting.

2. Two day pump training class was discussed
3. The drill will be building survey at GEM and Consulting Engineering Services
4. April will be at Daddios, May and June will be puming.
5. New Member program went well.
6. Chain of command was raised.
7. Additional Extrication certificates for hybrid extrication should be received shortly. TO Nelson has received extensive files regarding hybrids that he will pass along to the Chiefs.

**Computer Committee** – everything is up and running. Vic will meet with the captains to discuss potential enhancements. QF Computer is up and running.

**Valley Fire Chiefs Regional Fire School** - TO Nelson reported that the pumper blew up - the transmission seal let go. The building is on hold and there is no where to put it. Several new courses are being offered.

### **Membership**

1. QF - Wendy Calabrese is coming back to active status. Center has a junior moving up to membership. Riverside had three new members in February and 2 juniors moving up in March. Probationary members were discussed.
2. Members missing minimum requirements were discussed. If not addressed by next month, letters will be sent.

**Standard Operating Procedures** - none

**Policies** - none

**Keyless Entry System** - no movement.

### **UNFINISHED BUSINESS** -

1. Salamander System - Chief Pelletier reported that some of the tags are coming in. The addition of an expiration date to the salamander accountability tags was raised - what is the time frame? AC Coy proposed every two years. Do we do it by calendar year or birthdate? AC Coy suggested August 2015 for the expiration date on all the cards for now as that will allow us to add the item to the budget. After that it will be every two years. AC Coy made a motion to add a two year expiration date with all new cards expiring on 8/15. Cards will expire every two years after. AC Prajer seconded. All aye.
2. Map/ Hydrant Books - Waiting funding.
3. Safety Officer Check List - no action.
4. Truck Committee - AC Coy requested an inventory list from 51 and received it after meeting.
5. Fire Safety Trailer - Grant for Freddie the Fire Robot submitted.
6. Driveway at Riverside - waiting for the town engineer.
7. Tanker 43 Spec - making progress - still on target for the end of the month to go have a look at it. During the teardown, a couple NFPA issues arose that needed to be addressed. When they tore down to redo the console, the wiring does not meet NFPA specs and has to be brought up to spec - cost \$799. There was an issue with the main wiring going to the charging unit - that needed to be redone - cost \$118. During the pump test, two valves are leaking - cost \$155. Throttle didn't meet NFPA specs - \$235 cost. No gage heaters on that truck - recommended adding them for \$500. \$1808 total change orders. AC Coy made a motion to approve. AC Prajer seconded. All aye.
8. Turnout Gear - helmets and boots are in. Within the next two weeks the rest of the gear should be in.
9. The voting site at 100 Oxford Road 67 was approved by the Board of Selectmen, waiting on Board of Finance. It is in the FY 2013-14 capital budget. Still waiting for finance meeting to discuss the new budget with them.
10. AC Prajer asked on the status of the new pumper spec. The final version was printed and distributed to all committee members.

**NEW BUSINESS**

1. The spec received from Riverside for the new boat was discussed. Copies were given to the chiefs for their review. Marine 1 has been moved back to FY2016-17 by the Board of Selectmen in their FY2013-14 plan.
2. FEMA money - list of 78 firefighters who will be getting a check from the town on behalf of FEMA. Anyone who receives more than \$600 will also receive a 1099. Chief Pelletier distributed the list to the chiefs. The checks will be going out tomorrow.
3. Fund Raising - if anyone uses the Oxford Fire Department name as a sponsor or to elicit any funds or donations, they must notify the Department. The funds must be recorded and distributed among the three companies. AC Prajer asked if there is any liability to the Department? Andy Coy made a motion that there must be an accounting of funds received and it must be reported to the Department. AC Prajer seconded. All aye.
4. Reminder to the captains that they need to send a letter to the Board of Chiefs with the name of a member to be on the Tax Abatement Review committee.
5. SCBA - NFPA is making a change in 2013 that if the air packs are not updated to 2007, the departments need to replace them. Do we bring them up to 2007 or wait to bring them up to 2013? Chief Pelletier is waiting for the Scott representative to meet and discuss potential cost.
6. AC Coy made a motion to approve the revised Long Range Capital Expenditure Proposal. AC Prajer seconded. All aye.
7. Tax Abatement Program for 2012 - V Noll presented the data from Firehouse. AC Coy made a motion to approve and send the list to the Board of Selectmen. Seconded by AC Prajer. All aye. The letter will be sent tomorrow and copies distributed to the officers.
8. New Plans to review: Reality Road - based on zoning regulations section 4.6 and section 8, we recommend that a fire tank to be put in at the cul-de-sac. AC Prajer made a motion to request the fire tank to be put in. AC Coy seconded. All aye. Belmar Farms, LLC Oxford Rd - plans were provided for accessibility and fire review. Chief Pelletier also suggested a yard hydrant added to the center island. AC Coy made a motion recommending sending a letter to P&Z to approve the access and requesting the hydrant with the spring loaded marking flag. Seconded by AC Prajer. All aye. Patriot Business Park - plans were provided of the planned access road for accessibility and fire review. Chief Pelletier recommended a hydrant at the intersection of Hawley Road and Patriot Way and another 1000' into Patriot Way from Hawley. Additional plans for accessibility will be provided as the lots are developed. AC Prajer made a motion to send a letter to P&Z with these recommendations. AC Coy seconded. All aye.
9. AC Coy would like a policy for IC on scene. If the IC is not in an operational situation, he does not need to be in full turnout gear. Chief Pelletier amended that if they are in the road, they need to wear the reflective vest and if they go into a hot zone they must wear full turnout gear. AC Prajer made a motion to approve, AC Coy seconded. This only applies to the IC - anyone else on scene must wear full gear. All aye.

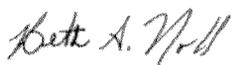
**AUDIENCE** - none

**REMARKS FOR THE GOOD OF THE DEPARTMENT**

We've been very busy lately and everyone is pulling together as a department. Keep up the good work.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 9:12 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,  
Pending approval,



Beth A. Noll  
Secretary

13 MAR 20 AM 10:25  
TOWN OF OXFORD, CT  
TOWN CLERK  
*Handwritten signature*