



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, April 10th, 2013 are as follows:

The meeting was called to order by Chief Pelletier at 7:31 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, B. Francione.

MINUTES: The reading for the minutes of the February 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. March Calls from Northwest
- 2. Company Reports - Center, Quaker Farms & Riverside
- 3. 03/18/2013 Agenda for the Board of Selectmen regular meeting
- 4. 03/21/2013 From Board of Selectmen re: Firefighters 2012 tax abatements
- 5. 04/04/2013 Fax from DEEP re: emergency incident report for 2 Great Hill Road
- 6. Meter calibration log & SCBA pak monthly check from Quaker Farms
- 7. From FEMA re: Ops Paper Application #27
- 8. Board of Finance meeting schedule 2013
- 9. Ansonia Fire Department Contact Information
- 10. From Dr. John F. Reilly - return to work form for R. Schaar
- 11. Copy of comments on Fire Commission Ordinance

Sent

- 1. Minutes for March meeting
- 2. Call for April meeting
- 3. April Chiefs Meeting Package
- 4. 03/13/2013 2013-5 to Board of Selectmen re: Tax abatement list for 2012
- 5. 03/18/2013 2013-21 to Board of Selectmen re: Unplanned repairs to T43
- 6. 03/18/2013 2013-23 to Board of Selectmen re: Unplanned repairs to TK46
- 7. 03/14/2013 2013-24 to Captains re: Long Range Capital Expenditure Revised
- 8. 03/13/2013 2013-25 to Planning & Zoning re: Reality Road
- 9. 03/13/2013 2013-26 to Planning & Zoning re: Patriot Business Park
- 10. 03/13/2013 2013-27 to Planning & Zoning re: Belmar Farms LLC
- 11. 03/13/2013 2013-28 to George Dewey re: fundraiser
- 12. 03/15/2013 2013-29 to Captians re: driver training program
- 13. 03/18/2013 2013-30 to Board of Selectmen re: unplanned repairs to E41
- 14. 03/18/2013 2013-31 to Board of Selectmen re: unplanned repairs to T33
- 15. 03/17/2013 2013-32 to Board of Selectmen re: lost pager
- 16. 03/19/2013 2013-33 to Captains re: SCBA physicals due in May
- 17. 04/04/2013 2013-34 to Board of Selectmen re: unplanned repairs to Center Fire Station
- 18. 04/02/2013 Emails (3) re: background checks

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

“SINCE 1940”

“An Equal Opportunity Employer”

16. 03/19/2013 2013-33 to Captains re: SCBA physicals due in May
 17. 04/04/2013 2013-34 to Board of Selectmen re: unplanned repairs to Center Fire Station
 18. 04/02/2013 Emails (3) re: background checks

CHIEF'S REPORTS:Fire Department

	Calls	
	Month	Year
Department	28	126

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	27	189	1	44	9	146
Quaker Farms	23	235	2	58	3	96
Riverside	21	82	3	49	5	77.6
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported everything is up. Having trouble with the tank gages on 31 and 33. T33 hit something and needs to have a minor fiberglass repairs.

Riverside - AC Prajer and reported everything up & running. Relay switch on the cooling fan for 54 was replaced. At the brush fire the other day they lost a brush nozzle for one of the forestry hoses. They are not sure if it might have been picked up by Seymour or if it is in the woods. Also the valve on E51 is still not right, it continues to freeze up. The tank fill gages are also acting up on B55.

Oxford Center - Chief Pelletier reported that everything is up & running. TK46 is due for mid year service and should go out by the end of the month.

Equipment Testing - Equipment regarding testing was discussed.

Follow up - Firefighters overdue for SCBA physicals were discussed. AC Coy made a motion to send a letter to the two firefighters with overdue SCBA physicals stating that they have 30 days to complete their physical or they will be removed from the Interior FF list. AC Prajer seconded. All aye. Motion carried.

COMMITTEE REPORTS:

2012-13 Budget

Approved Budget	\$311,223.00
Expended	\$271,252.72
Planned Expenditures	\$71,168.68
Remaining	(\$31,198.40)

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 - AC Coy made a motion to accept the driver training program effective May 1st. AC Prajer seconded. All aye. Motion carried. V. Noll handed out the grandfather sheet that will be sent to captians requesting a list of all drivers approved prior to 4/10/2013 and what apparatus they are approved to drive.
2. 2Q - TO Nelsen proposed he teach the course here. He has all the equipment and materials needed for the test by the state. V Noll asked if state certification is required to teach the course. Chief Pelletier asked TO Nelsen to look into the requirements.
3. He took the driving course offered by the insurance company. He suggested a drivers log be kept. Chief Pelletier notes the driver should be logged when the run information is entered in Firehouse. If driver training is performed, it should also be logged in Firehouse as training.
4. An approved driver competency test was discussed - he handed out a score sheet and driving course sample for review.
5. Monthly Drill will be 4/23/2013 at Daddios on vehicle extrication.
6. Confined space recert - April 28th at Center.

Computer Committee – everything is up and running.

Valley Fire Chiefs Regional Fire School - did not attend.

Membership

1. CFC - Michael Cone - junior moving up to membership. Probationary members were discussed.
2. Members missing minimum requirements were discussed. AC Coy made a motion to send letters to these members notifying them that if they do not make arrangements to meet their requirements they will no longer be an active member of the Oxford Fire Department. AC Prajer seconded. All aye. Motion carried.

Standard Operating Procedures - none

Policies - none

Keyless Entry System - no movement.

UNFINISHED BUSINESS -

1. Salamander System - Chief Pelletier reported quite a bit of paperwork has been received. He is now in discussions over how to best get the pictures done.

2. Map/ Hydrant Books - not in the budget for this year. However, Chief Pelletier noted that Northwest's mapping system has been updated. They are working on GIS updates to get aerial views and hydrant mapping. Once that has been established, dry hydrants can also be added.
3. Safety Officer Check List - TO Nelsen distributed copies of a checklist he downloaded from the internet for review.
4. Truck Committee - AC Coy reported that they are in their final stages and he should have a draft on or before next month's chiefs meeting. They had also considered adding a sheet in the spec that a trade in value must be provided so disposal of the existing truck can be addressed up front.
5. Fire Safety Trailer - the robot has not yet come in but other fire safety materials will be distributed. We were denied for the air pack 2012 FEMA grant.
6. Driveway at Riverside - bids are due back next week.
7. Tanker 43 is in. Final installation is in process. There is a possibility of putting it in service on 4/19. AC Coy made a motion to accept Tanker 43 as presented. AC Prajer seconded. All aye. Motion carried. A letter to be sent to the fire commission notifying them the truck has been accepted by the board.
8. Turnout Gear - ship date is the 28th.
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. The spec received from Riverside for the new boat was discussed. This will be discussed at next month's meeting.
11. A Second 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. A letter will be sent to captains.
12. SCBA - Chief Pelletier met with Scott. Our paks are okay and will need to be updated in 2018. A decision needs to be made if we keep the 30 minute bottles or change over to the 45 minute bottles. He spoke with other departments and they are keeping the 30 minute bottles because of the expense of adjusting to the new sizes. AC Coy made a motion to stay with the 30 minute bottles. Seconded by AC Prajer. Some discussion ensued in support of staying with the 30 minute bottles and updating the capital plan to add the new air paks in starting around 2015. Chief Pelletier is following up on flow testing requirements because most of ours do not need to be retested every year. All aye. Motion carried.

NEW BUSINESS

1. The Safety Officer is the only member who should be responding in a private vehicle to Mutual Aid calls.
2. May 2nd - Officers Meeting at Riverside.
3. Take a stand day will be May 3rd.

AUDIENCE - none

REMARKS FOR THE GOOD OF THE DEPARTMENT

We're getting into brush fire season. Please dress appropriately and keep hydrated. Everyone stay safe.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:30 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,
Pending approval,



Beth A. Noll
Secretary

13 APR 17 AM 11:09
TOWN OF OXFORD, CT
Margaret A. Clark
TOWN CLERK