



# 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, June 12<sup>th</sup>, 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, & Brian Francione.

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

## **CORRESPONDENCE:**

### **Received**

1. 06/17/2013 May Calls from Northwest
2. Company Reports - Center, Quaker Farms & Riverside
3. Fm Litchfield Area Zone re Recruitment and Retention class
4. 04/04/2013 Fm Selectmen's Office re Fund Raising Activity
5. 04/01/2013 Fm ISO, Inc re Public Protection Classification Summary Report
6. 05/06/2013 Fm CT DEEP re spill at Griswold Road
7. 05/06/2013 Fm Hydro Technologies Inc. Re Water test @ Quaker Farms
8. 05/06/2013 Fm Hydro Technologies Inc. Re Water test @ Riverside
9. 05/15/2013 Fm CFC re Use of Apparatus for parade
10. 05/21/2013 Fm ERS re Background Check for J Lesak
11. 05/21/2013 Fm Southbury Volunteer FD re Thanks for help o 5/11 & 5/12
12. 05/22/2013 Fm Quaker Farms FC re E32 for Flag day
13. 05/22/2013 Fm Quaker Farms FC re Apparatus for Beacon Hose parade
14. 06/11/2013 Fm ERS re Background check
15. 06/12/2013 Fm Admin Asst re Parking at Town Hall
16. 06/13/2013 Fm BOARD OF SELECTMEN re Agenda for regular meeting 6/5/2013
- 17.

### **Sent**

1. Minutes for May meeting
2. Call for June meeting
3. June Chiefs Meeting Package
4. 05/14/2013 2013-043 To Captains re SOP Package 2013.02

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY  
"SINCE 1940"

*"An Equal Opportunity Employer"*

- 5. 05/21/2013 2013-044 To Captains re SCBA Physicals Due in July 2013
- 6. 05/23/2013 2013-045 To Quality Auto re Thank You
- 7. 05/23/2013 2013-046 To Michael Kwoka re Thank You
- 8. 06/12/2013 PO 24209 To CT Fire Academy re Fire Service Instructor-I Class
- 9.

**CHIEF'S REPORTS:**

Fire Department

	Calls	
	Month	Year
<b>Department</b>	33	192

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
<b>Center</b>	30	210	3	60	6	222
<b>Quaker Farms</b>	27	245			4	130
<b>Riverside</b>	24	210	5	65	6	100
	<i>* from FireHouse</i>					

**Quaker Farms** - AC Coy reported everything is up. AC issue in day room. Tank gages on 31 and 33 have been repaired.

**Riverside** - AC Prajer and reported everything up & running. B55 out for repairs.

**Oxford Center** - Chief Pelletier reported that everything is up & running. E46 to to Firematic for mid year check. E42 was out to take care of the body damage. Hurst pump on R44 blew during the monthly training. There is a temporary gas unit on the truck now while they wait for the parts to arrive so it can be rebuilt. T43 hard suction replaced with 4"

**Equipment Testing** - Equipment requiring testing was discussed. Ladder testing will be June 18 & 19 starting at 4 pm.

**Follow up** - Firefighters overdue for SCBA physicals were discussed. The chiefs agreed to remove I. Frew, W. O'Donnell and G. Pelletier from Interior FF status. K Leake will be notified that he is past due and will be removed from Interior FF status if physical is not scheduled in a week. One OFD driver needs to submit a copy of renewed drivers license. AC Prajer to follow up.

## **COMMITTEE REPORTS:**

### **2012-13 Budget**

Approved Budget	\$311,223.00
Expended	\$315,688.95
Planned Expenditures	\$30,805.75
Remaining	(\$35,271.70)

### **Training** - TO Nelsen reported

1. Department Drills - the schedule developed so far for the rest of 2013 is June, July & August - 3 pumping classes to cover all aspects of pumping, in the Fall - Car Fires at Daddios & TBD Foam
2. Juniors - scheduling them to be at a company for a month; seems to be working ok.
3. 2Q class - Cost for the VFS to run the class is \$1,500 for 12 students. Chief Pelletier said to schedule on in Oxford in September or October.
4. Monthly Drill on 6/25/2013 will be the first of 3 classes on pumping and will be at Center

**Computer Committee** – everything is up and running. The update available to Firehouse is scheduled for next week. Working with captains for electronic notification via FireHouse when a member is approved as an active FF.

**Valley Fire Chiefs Regional Fire School** - no report

### **Membership**

1. CFC - David Ceste and Michael Cuppola approved to active. Reminder follow up on paperwork in FireHouse. Probationary members were discussed.
2. Members missing minimum requirements were discussed. The four FFs remaining on the SCBA Re-certification Status list are from Quaker Farms and all need fit tests. The chiefs agreed that Quaker Farms should attempt to get them tested and if they don't show up they will be removed from the Interior FF list.

### **Standard Operating Procedures** -

1. SOP 910 rev 2 Emergency Dispatching - no input from companies or officers.

**Policies** - none

**Keyless Entry System** - no movement.

### **UNFINISHED BUSINESS** -

1. Salamander System - some pictures have been taken; more are needed.
2. Map/ Hydrant Books - no action
3. Safety Officer Check List - Presented his final draft of the Safety Officer Checklist for the chiefs approval. Also an up to date list of the members that are currently certified Fire Safety Officers should be included. Chief Pelletier asked the TO to send an electronic copy to the Administrative Assistant.

4. Truck Committee - AC Coy reported they received some updates from \*. Should have it finalized for vote by the Chiefs next month.
5. Driveway at Riverside - per Chief Pelletier the BOS appear to be ready to approve the bid and pass it to the BOF to provide funding.
6. Turnout Gear for 2013 has been issued. Need updated, signed PIFs for 2 Quaker Farms FFs.
7. Voting site at 100 Oxford Road 67 - in the budget. Tests using Beacon Falls site were very good. BOS & BOF on board with using the BF site.
8. New boat for Riverside - on hold
9. Tax Abatement Committee - all names are in. The Board of Chiefs need to provide a charge and to schedule the initial meeting.
10. SCBA bottles - reviewing new marking on the bottles provided by the vendor. It can be used to identify the bottles as OFD property and with our numbers eliminating tagging.
11. Drivers Program - the chiefs that the Captains are responsible for ensuring that each member that asks to drive an OFD apparatus meets the minimum company and OFD requirements. They also affirmed that our insurance carrier states that 21 is the minimum age a member can drive apparatus to an emergency response call. Chief Pelletier will discuss this issue at the next officers meeting.

### NEW BUSINESS

1. Officers meeting - was July 4, 2013 rescheduled to Thursday August 1, 2013 @ 7 pm at Center
2. Hose testing - July 30, 2013 at Quaker Farms school. Times to be announced
3. 2013 Fire Prevention Week - 9/6 through 9/12/2013. Chief Pelletier will ask FF Ellis if he wishes to organize it again this year.
4. AC Prajer made a motion to approve the parade requests by Center and Riverside companies. Second by AC Coy. All aye.
5. AC Coy mentioned that there was a septic issue at Quaker Farms. Chief to decide what to do. He also mentioned that they have been having telephone problems since the alarm system was connected to the phone line. Chief Pelletier to check with Armed & Ready

AUDIENCE - none

### REMARKS FOR THE GOOD OF THE DEPARTMENT

We having heavy rain and flooding issues but nothing major so far. We are due for some warm, humid weather so dress appropriately. Keep up the good work, stay safe and stay hydrated.

Reminder: if an injury occurs, be sure to notify the IC.

ADJOURNMENT - AC Coy moved to adjourn at 8:45 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,  
 Pending approval,

*Beth A. Noll*

Beth A. Noll  
 Secretary

13 JUN 19 AM 10:19  
 TOWN OF OXFORD, CT  
*Beth A. Noll*  
 TOWN CLERK