



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, August 14th, 2013 are as follows:

The meeting was called to order by Chief Pelletier at 7:32 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.

MINUTES: The reading for the minutes of the June 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. 06/17/2013 July Calls from Northwest
2. Company Reports - Center, Quaker Farms & Riverside
3. 06/12/2013 From Middlesex Hospital re: William O'Donnell
4. 07/02/2013 From Oxford Center re: funding for hood system cleaning
5. 07/30/2013 From Selectmen's Office re: Annual Town Report
6. 08/01/2013 From Web Site Committee re: Town's Web Site
7. 08/01/2013 From Board of Selectmen re: Meeting Cancellation
8. 08/05/2013 From Oxford Center re: Parade Request
9. 08/07/2013 From First Selectman re: Oxford High School Athletic Fields Dedication
10. 08/07/2013 From James Hliva re: clerical line item change
11. 08/14/2013 From VFIS re Accident and Sickness Summary of Coverages

Sent

1. 07/17/2013 Cancellation Notice for July meeting
2. Call for August meeting
3. August Chiefs Meeting Package
4. 07/09/2013 Background report for Joseph Arnson
5. 07/16/2013 Fax to Griffin Hospital re: Bloodborne Pathogen training
6. 08/05/2013 Fax to Marcia Blood re: Hep B shots
7. 07/17/2013 2013-051 to Board of Selectmen re: year end transfer request
8. 07/26/2013 2013-051 R1 to Board of Selectmen re: year end transfer request
9. 07/18/2013 2013-052 to company captains re: SCBA physicals due in September
10. 08/13/2013 2013-053 To Board of Selectmen re: lost pager

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	31	259

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	28	216	1	36	6	501
Quaker Farms	21	44	1	29	5	138
Riverside	22	119	3	11	5	119
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported everything is up. Their chief engineer broke his foot and will be out of service until further notice.

Riverside - AC Prajer and reported everything up & running. E51 back up lights and warning alarm is not working again. AC Prajer advised his drivers to be aware of the issue and believe it can wait for regular service. Also had a serviceman out to fix the AC in the firehouse.

Oxford Center - Chief Pelletier reported that everything is up & running. The AC in one of the trucks stopped working but there was a recall so the repair is covered.

Equipment Testing - Equipment requiring testing was discussed. All the hose was tested. During testing we lost 11 lengths of hose. We were able to replace these with hoses from the racks. Waiting for data to come back from testing company. Phasing out the 2 ½ and 3" spare hose was discussed. When the results come in, this will be reviewed again.

Follow up - Firefighters missing SCBA physicals were discussed. They will be informed if they do not have the physical by the next chief's meeting, they are coming off the list.

COMMITTEE REPORTS:

2013-14 Budget

Approved Budget	\$317,178.00
Expended	\$18,812.27
Planned Expenditures	\$298,352.68
Remaining	\$13.05

Training - TO Nelsen was not in attendance.

1. Department Drill - this month will be Pumping 7 pm 8/27 at Riverside
2. 2Q class - Cost for the VFS to run the class is \$1,500 for 12 students plus a CT state testing fee. Chief Pelletier said to schedule on in Oxford in September or October.
3. September 16th is the start of the pump class. All new drivers for any apparatus with a pump must attend to be certified. If you have pump certification from the state or the VFS, provide a copy of your certification to your captain for credit.
4. September Drill is Car Fires at D'addios - food will be provided for participants
5. RIT recert is being scheduled for October.

Computer Committee – everything is up and running. Reviewed the process for changing probie to active status in the system with the captains. System was updated and everything seems to be running well. Putting together a spec for ordering the new computer for Center.

Valley Fire Chiefs Regional Fire School - summer class is just about done. The three students we have in the class are doing well. September 19th the VFC meeting will be at Center Station at 7 pm. FF2 will be starting in September - anyone interested in taking this class should contact your captain.

Membership

1. RFC - one moving from Juniors to Probationary Active, e Benzon and Simon moving to active.
2. QFC - two members were voted out of Quaker Farms at their meeting. They have no gear.
3. 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. Firefighter Safety Checklist - was reviewed at the officers meeting. Two were distributed for review. A basic SOP for usage is in process. A motion to approve the package that was presented to the officers was made by AC Coy, seconded by AC Prajer. All aye. Motion carried.

Policies - none

Keyless Entry System - no movement.

UNFINISHED BUSINESS -

1. Salamander System - some pictures have been taken; more are needed.
2. Truck Committee - AC Coy reported there was little progress over the summer break.
3. Driveway at Riverside - per Chief Pelletier they are still waiting to close out the Great Hill Road project before they can assign the remaining funds to the project. Tree trimming around the transfer lines will be starting on Monday near the dam. It will be an 18 month project.
4. Turnout Gear for 2013 has been issued. Need to see who still needs turnout gear.
5. Voting site - in the budget. Waiting on Beacon Falls to be ready to commit.
6. New boat for Riverside - in the capital budget
7. Tax Abatement Committee - all names are in. The Board of Chiefs need to provide a charge and to schedule the initial meeting. Chief Pelletier suggested they charge the committee with seeing if they can get a check or money off their property taxes. The first meeting will be held Wednesday 8/26 at 7pm at Quaker Farms. Any recommendations have to go to the Board of Selectmen for approval. A motion to establish the charge was made by AC Prajer, seconded by AC Coy. All aye. The motion carried.

8. SCBA bottles - reviewing marking on the new bottles provided by the vendor to eliminate tags.
9. Drivers Program - at the officers meeting, the age of the drivers was discussed and it will be age 20. A motion to amend the drivers training program to state the required age is 20 was made by AC Coy and seconded by AC Prajer. All aye. Motion carried.
10. New Hurst equipment is in. It will be installed starting September 3rd.
11. August 25th there will be fireworks at the High School. Coverage will be discussed.
12. Apparatus service should be starting beginning of October.
13. 2013 Fire Prevention Week - waiting for dates from the schools. Chief Pelletier will ask FF Ellis if he wishes to organize it again this year.
14. Officer's meeting September 5th at Quaker Farms.
15. The phones at Quaker Farms are not working properly. They have no alarm system monitoring at the fire house at the moment because it cannot dial out with the dial 9 option.

NEW BUSINESS

1. AC Prajer made a motion to approve the parade request by Center company to take T46 to the Bridgewater parade. Second by AC Coy. All aye.
2. Seymour is looking for an engine to stand by at Great Hill Sunday 8/18 from 7:30 am till noon. They are doing a mass casualty drill and would like coverage. They may want a second engine but they won't know until tomorrow.
3. Some new pagers came in.
4. Chief Pelletier found some sleeves that will hold the salamander tags and RIT tags. They are 1.99 each. He will check their durability.
5. The revised plans for Glendale were reviewed. The Board has several recommendations, including cleaning up the cul-de-sacs, accommodating the DOT turning radius of the ladder truck on all corners and cul-de-sacs, ensuring the roads are the width of the town roads, review the hydrant layout, and recommend they consider snow removal.

AUDIENCE - none

REMARKS FOR THE GOOD OF THE DEPARTMENT

Quaker Farms wishes to thank Center and Riverside for their help with the fireworks.

Seymour extends their thanks and commends Oxford Fire Department for their support in the last mutual aid call.

Stay hydrated when its warm out and rotate crews.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 9:14 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth A. Noll
 Secretary

13 AUG 21 AM 11:06
 TOWN OF OXFORD, CT
Margaret A. West
 TOWN CLERK