

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, October 8th, 2014 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 (arrived at 7:55 p.m.), Secretary Beth Noll, Admin. Assistant Vic Noll.

MINUTES: The reading for the minutes of the September 10, 2014 meeting was waived because the minutes were mailed in advance. AC Prajer made a motion to approve, seconded by Chief Pelletier. Correction noted that John Downs, Sr. was not in attendance at the meeting and his name should be removed from the roll call list. The Minutes, as amended, were approved. Motion carried

CORRESPONDENCE:

Received

- 1. September Calls from Northwest
- 2. Company Reports - Center, Quaker Farms and Riverside
- 3. 09/09/2014 Notice of late opening of Town Hall and 9/11 memorial
- 4. 09/15/2014 Agenda for Board of Selectmen regular meeting 09/17/14
- 5. 09/22/2014 From Board of Selectmen re: Employee Tag Sale 10/18
- 6. 09/29/2014 Agenda for Board of Selectmen regular meeting 10/01/14
- 7. 10/01/2014 Fuel usage reports

Sent

- 1. Minutes for September meeting
- 2. Call for September meeting
- 3. Chiefs Meeting Package
- 4. 09/11/2014 Fax to Tower Generator re: Contract Termination (Memo 2014-064)
- 5. 09/11/2014 2014-067 To Board of Selectmen re: Unplanned repairs to T-46
- 6. 09/12/2014 2014-069 to Captains re: SCBA Physicals final notice
- 7. 09/15/2014 Fax to Oxford Pharmacy re: Hepatitis B shots
- 8. 09/22/2104 2014-071 to Captains re: SCBA physicals due in November
- 9. 09/24/2014 2014-068 to Board of Selectmen re: unplanned repairs to R-54
- 10. 10/06/2014 Fax to Oxford Pharmacy re: Hepatitis B shots

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	27	308

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	27	217.49	1	44	4	140
Quaker Farms *	20	73.99	1	16	2	42
Riverside	19	68.28	4	39.45	7	91.8
	<i>* from FireHouse</i>					

Quaker Farms - All up and running. AC Coy reported that E31 had water coming out of the overhead switch console. GK didn't find anything and QF will monitor it.

Riverside - All up and running. AC Prajer reported that the gaskets on the dump valves were serviced.

Oxford Center - All up and running. Chief Pelletier reported their equipment is being cycled through warranty services.

Equipment Testing - in process

Follow up

1. Inactive FFs with Gear not returned - discussed. Chief Pelletier noted the office is forwarding this information to Captains prior to their meetings to ensure it is reviewed.
2. Drivers Licenses - three due this month. Reminder: All FF taking 2Q class need to submit a copy of their DL for office records before the class.
3. SCBA Physicals past due - Josh Downs received a 30 day notice letter after last meeting and a physical has not been scheduled. A motion was made to send a letter to Josh Downs stating that he is suspended from wearing SCBA until he receives his annual physical made by AC Prajer, seconded by Chief Pelletier. Motion carried. Other FFs due for physicals were discussed.

COMMITTEE REPORTS:

2014-15 Budget

Approved Budget	\$358,648.00
Expended	\$51,147.98
Planned Expenditures	\$308,680.02
Remaining	(\$1,180.00)

Training - Keith Nelson reported

1. This month should be RIT. Scott to get the key from Haynes and TO Nelsen will walk through. Cannot cut it up as originally planned but can fill it with smoke. Chief Pelletier will find out if we can put a hole in the floor to practice rescue. Will also see if he will keep the colonial on the corner up so we can use it during the winter.
2. Training/personnel issues raised during FF2 training were discussed.

Computer Committee – up and running. There may be more mandatory updates to be run before the first of the year. AC Coy asked to be added to the computer at Quaker Farms and remove Francione. Chief Pelletier asked to put a generic shortcut for the chiefs at all fire houses. Issues with Northwest were discussed. Will go up there and review the system next week. If you have any issues with Northwest, be sure to notify the dispatcher.

Valley Fire Chiefs Regional Fire School - Meeting at Beacon. Things are moving along on the school. Fairfield has solved their issues and we are 2nd after them. Chief Pelletier has volunteered to be on the building committee.

Membership

1. No New Members.
2. Members currently on probation were discussed.
3. Hepatitis B Waiver or Shot - discussed.
4. Juniors membership - discussed.
5. Discussion ensued that new members that have not completed Physicals, Bloodborne and Hazmat training are required to respond to calls or be issued gear. Captains will be reminded.

Standard Operating Procedures - Chief Pelletier noted he has information to rewrite Underground Storage Tanks to be modified for next meeting. Rope Rescue to be reviewed at Officers meeting.

Policies - None.

Keyless Entry System - No action.

UNFINISHED BUSINESS

1. Truck Committee - had a meeting two weeks ago. Committee selected Gary to meet with Pierce to go over a few issues. Waiting on a date for the pre-construction meeting with Pierce. This should be within the next month.

2. Driveway at Riverside - According to the Town Engineer, the driveway is substantially complete. AC Prajer reported there is an area where it appears to be settling more and more in the area just outside the door. Keep a running list for warranty items to be addressed.
3. Turnout Gear for 2014 - Three pair of boots were delivered. Guidelines for assigning new gear should be better thought out. Should look at who needs what or perhaps who is going to calls more.
4. Voting site - Up and operational. Beacon Falls is finally all set. Chief Pelletier will have a cord made for the generator and have the fence installed.
5. Driver Cross-Training - Discussed at officer's meeting. Looking for feedback by next meeting.
6. Fire Hydrant List - Heritage list is in but Aquarian information is not all in. We will follow-up.
7. We want to have a State representative meet with us in November to discuss the Strike Forces.
8. Check sheets handed out for tanks and dry hydrants. Many of them are too overgrown to be inspected. Chief Pelletier will provide a list to Public Works locations for weeds to be sprayed.
9. Insurance - Chief Pelletier has been reviewing it. The Ambulance Corps offered to have their attorney compare it to VFIS. Waiting for the results of this comparison.
10. U35 will be responding to water and ice rescue incidents. The SOP will be updated next year.
11. Bus radio frequencies - waiting for schedule.
12. Fire Prevention - in progress
13. Street Smart Program - needs to be rescheduled.

NEW BUSINESS

1. Air Pack Flow Testing - scheduled for 11/17 & 18.
2. Aerial Ladder testing - scheduled
3. December 5th is the tree lighting.
4. Fit Testing Machine Upgrade - \$7460 with 5 year warranty and calibration. Chief Pelletier will place the order.
5. Capital Projects - captains need to review their stations and come up with capital projects to be added to the capital plan for next year. The potential for adding OFD and OAA offices at Center Fire House is one possibility.

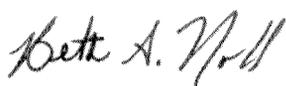
AUDIENCE - None

REMARKS FOR THE GOOD OF THE DEPARTMENT

The weather is starting to change - drive with caution and dress appropriately.

ADJOURNMENT - AC Prajer moved to adjourn the meeting at 8:46 pm. Seconded by AC Coy. Motion passed unanimously.

Respectfully submitted,
 Pending approval,



Beth Noll, Secretary

14 OCT 15 AM 9:32
 TOWN OF BEACON FALLS, CT
 Margaret A. West
 TOWN CLERK