



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, December 9th, 2015 are as follows:

The meeting was called to order by Chief Pelletier at 7:39 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Prajer, AC Coy, Secretary Beth Noll, John Downs Jr., John Congiu, and Admin. Assistant Vic Noll.

MINUTES: The reading for the minutes of the October 10, 2015 meeting was waived because the minutes were mailed in advance. AC Prajer made a motion to approve, seconded by AC Coy.

CORRESPONDENCE:

Received

1. October and November Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. Fuel Usage Reports
4. Pet pictures with Santa flyer
5. Thank You letter from 1 Jacks Hill Road incident
6. 10/19/2015 From Heritage Water re: 2016 holiday schedule
7. 10/28/2015 From Selectmen's Office re: Solar Panel installation
8. 11/09/2015 From Selectmen's Office re: Appointments / Reappointments
9. 11/09/2015 Agenda for Board of Selectmen Special Meeting
10. 11/10/2015 From Oxford Center re: Election of Chief for 2016
11. 11/13/2015 From NcNeil & Co re: claim for lost pager
12. 11/13/2015 From DEEP re: EIR at 1 Jacks Hill Road
13. 11/16/2015 From Board of Selectmen to Joseph Chicoski re: dissolution of the Fire Commission and a record of the gear he returned
14. 11/16/2015 NFPA Wildland Fire newsletter
15. 11/17/2015 Legal Notice of Town Meeting
16. 11/17/2015 Town Hall Extension list
17. 11/19/2015 From Selectmen's Office re: Capital Funds Request for CTI Voter Monitoring System
18. 11/24/2015 Legal Notice of Town Meeting
19. 12/07/2015 From DEEP re: EIR at 502 Oxford Road
20. 12/09/2015 Logs from Quaker Farms

Sent

1. Minutes for October meeting
2. Call for December meeting
3. Chiefs Meeting Package

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

5. 10/22/2015 2015-069 to captains re: SCBA physicals
6. 10/21/2015 2015-070 to Board of Selectmen re: Funding for CTI Voter Monitoring System
7. 11/17/2015 2015-071 to captains re: SCBA physicals
8. 11/24/2015 2015-072 to Michael Cone re: Medical Bills
9. 11/24/2015 2015-073 to Board of Selectmen re: Unplanned Repairs on R44
10. 11/24/2015 2015-074 to captains re: 2016 Personal Gear Inventory
11. 10/15/2015 Fax to Oxford Pharmacy re: Hep B shots
12. 10/15/2015 Email re: Pump Operator Training info
13. 10/15/2015 Email Request for Background Check
14. 11/05/2015 Email Request for Background Check
15. 11/19/2015 Fax to Oxford Pharmacy re: Hep B shots

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	35	386

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	33	283.51	1	36	4	176
Quaker Farms	27	164.40			6	158
Riverside	23	121.53	5	68	3	66.22
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported all up and running. Had an issue with E32 - the solenoid on the primer burned out but this was fixed. He reports they were able to draft at Anthony's Pond. He reports the ears on the cap are broken and it should be replaced. It does still need to be cleaned out. Chief Pelletier noted he is still waiting to hear about it being fixed. The cascade system donated from Stratford has been installed at Quaker Farms and is up and running. It will be added to annual maintenance schedule. Thank you letters from company and department to be sent.

Riverside - AC Prajer reported all up and running. They had their elections and he reports John Downs Jr will be Chief. Tanker 53 out getting service. The levelers for the water keep going on and off on 55 - its on the list for service and will go up next. The vibration on 54 is getting worse. It will cycle through DOT after 55.

Oxford Center - All up and running per Chief Pelletier. The tank sensor is still not functioning. He will have it replaced after the DOT services are done. He reports public works is removing the curbs between the parking lot and the street to allow for better snow removal in the winter.

Equipment Testing - reviewed.

Follow up

1. Inactive FFs with Gear not returned - discussed.
2. Drivers Licenses - were reviewed.
3. SCBA Physicals past due - discussed.

COMMITTEE REPORTS:

2015-16 Budget

Approved Budget	\$372,421.00
Expended	\$99,637.98
Planned Expenditures	\$274,880.39
Remaining	(\$2,097.37)

Training - Keith Nelson reported the following

1. Super Sunday will be 01/10/2016.
2. Training Schedule for 2016 has been set. It will be typed up and sent out.
3. Some Sunday sessions will be set for the year.
4. FFI starting in mid-January. We have 10 firefighters enrolled.

Computer Committee - Everything is up and running.

Valley Fire Chiefs Regional Fire School - did not attend. Chief Pelletier has no news on the building.

Membership

1. New Members - discussed.
2. Probationary Members were discussed.

Standard Operating Procedures - none

Policies - none

Keyless Entry System - a team is being formed - will meet after the first of the year.

UNFINISHED BUSINESS

1. Truck Committee – E51 iis in service and complete.
2. Driveway at Riverside - Chief Pelletier talked with Jim Galligan and found there was no real answer regarding this.
3. Facilities Capital Plan - need to get estimates for items on the list, specifically the estimate for the work on the kitchen at Riverside so that work can begin.
4. Driver Cross-Training - no report. This will be discussed at the officers' meeting.
5. Daytime FFI course - will end up being a night one starting the 3rd week of January.
6. Mutual Aid tanker drill – on the training schedule.
7. Dry Hydrant – Anthony's Pond – no action. Chief Pelletier will discuss with the town.
8. Board of Fire Commissioners – a letter was sent to all commissioner's requesting their gear be returned. This item is closed.
9. Old E51 – no contact. Will give to the end of December then make a decision what to do with the truck.

10. Broken Underground Tank - AC Coy reports that it had dropped significantly over the course of a week. Chief Pelletier asked them to keep an eye on it. He noted we may be able to use it as a confined space drill.
11. Spec on the Boat - J Congiu reported that the Boat Committee put together a spec on the trailer and boats. Need to ensure the hitch is compatible with the trucks that will need to haul it. Chief Pelletier reported that the surge brakes will be installed at the Town Garage for an additional \$400 for materials. They passed around a copy of the spec for review. Chief Pelletier met with the Selectman and noted that he didn't think securing the additional funds to meet the spec price would be a problem. Will be looking for a request to the Board of Selectmen / Town Meeting for the \$40,168 from Capital Non-Recurring. AC Prajer made a motion to accept the spec and pass it on to the Selectmen for approval. AC Coy seconded. All aye. The motion carried. Hopefully this will be on the Board of Selectmen agenda for next Wednesday. If this is the case, we will need to attend the Board of Finance meeting the night of the department drill. He will keep everyone posted.
12. CID and monitoring - Approved at Town Meeting last night. The equipment was ordered. They will probably come in a week to begin installation.

NEW BUSINESS

1. Spectra Power plant - Chief Pelletier met with the Spectra and got some site drawings. Once their facility is constructed, they will be blocking the radio tower 100%. In negotiations with Spectra to move the antennas to the smokestacks on their building. Chief Pelletier has drafted a letter to send requesting they cover the cost of the relocation.
2. 2016 Chief's meeting schedule memo - reviewed. AC Coy made a motion to accept, AC Prajer seconded. All aye. Memo will be sent.
3. Chief of Chief Election - Chief Pelletier asked the AC's to check their schedule and see if a special meeting held on 12/30 at 9am would fit their schedules.

AUDIENCE -

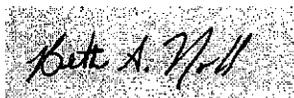
1. John Downs Sr - noted that he had volunteered to be the keyless entry rep and wanted to know what had changed. Noted Chief Pelletier will speak to Eddie.
2. Keith noted that the fewer doors on the keyless entry system, the better. He also asked for suggestions of which SOP's they should review at the meeting. Chief Pelletier suggested Cold Water Rescue and Ice Rescue along with SCBA with regards to facial hair.
3. Welcome AC Downs Jr. to the board and thank AC Prajer for all his years of service.

REMARKS FOR THE GOOD OF THE DEPARTMENT

Holiday season is upon us. Please everyone take the appropriate actions and be responsible. Stay safe, drive carefully and dress appropriately. Merry Christmas, Happy New Year, Happy Chanukah.

ADJOURNMENT - AC Prajer moved to adjourn the meeting at 8:41 pm. Seconded by AC Coy Motion passed unanimously.

Respectfully submitted,
 Pending approval,



Beth Noll, Secretary

15 DEC 16 AM 9:40
 TOWN OF OXFORD, CT
Margaret A. Clark
 TOWN CLERK