

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, January 14th, 2014 are as follows:

The meeting was called to order by Chief Pelletier at 7:30 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, Admin. Assistant Vic Noll, Dan Gramigna, Brian Francione, John Downs Sr.

MINUTES: The reading for the minutes of the December 10, 2014 meeting was waived because the minutes were mailed in advance. AC Coy made a motion to approve, seconded by AC Prajer. All aye. Motion carried.

CORRESPONDENCE:

Received

1. December Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 1/5/2015 Fuel Usage Reports
4. 12/31/2014 Agenda for Board of Selectmen special meeting
5. 12/23/2014 Copy of a letter to Selectman From State of CT Dept of Housing re: Center Firehouse Mitigation
6. 12/11/2014 Agenda for Board of Selectmen regular meeting
7. 1/6/2015 From RFC re: 2015 election of chief
8. 1/6/2015 From RFC re: 2015 Fire Police
9. 1/6/2015 From RFC re: 2015 officers

Sent

1. Minutes for December meeting
2. Call for January meeting
3. Chiefs Meeting Package
4. 1/14/2015 Email to Dan Olszewski re: HepB shots
5. 1/8/2015 Email to Employers Reference re: background check M Athanasioi
6. 1/8/2015 Email to Employers Reference re: background check M Make
7. 12/30/2014 Fax to NE Uniform re PO 24248 FP Gloves
8. 12/29/2014 Fax to Oxford Pharmacy re firefighters missing Hep B shots
9. 12/29/2014 Special Chiefs Meeting 12/3/2014 cancellation notice
10. 12/11/2014 Cancellation of transfer request re tires
11. 12/19/2014 Fax to CFA re PO 24249
12. 12/15/2014 PO 24244 FFI training

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

13. 12/11/2014 2014-093 to FF L Luskay re: Tax Abatement Request
14. 12/11/2014 2014-094 to FF S Hoffmann re: Tax Abatement Request
15. 12/16/2014 2014-096 to Board of Selectmen re: unplanned repairs on R44
16. 12/22/2014 2014-097 to Board of Selectmen re: under funded tire replacement for T46
17. 12/23/2014 2014-098 to Captains re: SCBA Physicals due Feb 2015

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	40	411

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	36	412	1	22	24	60
Quaker Farms	28	121.46	1	24	2	119
Riverside	24	257	1	28		
	<i>* from FireHouse</i>					

Quaker Farms - All up and running. AC Coy provided a punch list of issues to Chief Pelletier

Riverside - All up and running. AC Prajer reported the alarm system was tested and is working fine.

Oxford Center - All up and running. Chief Pelletier reported that there was an issue with the battery on R44. Had a problem with the air auto eject. Waiting for parts

Equipment Testing - equipment requiring testing was discussed.

1. Inactive FFs with Gear not returned - discussed.
2. Drivers Licenses - were reviewed.
3. SCBA Physicals past due - discussed. Motion made and seconded to follow up with letters as applicable.

COMMITTEE REPORTS:

2014-15 Budget

Approved Budget	\$358,648.00
Expended	\$173,647.03
Planned Expenditures	\$187,553.11
Remaining	(\$2,552.14)

Will set a date next week to meet and discuss next year's budget.

Training - Keith Nelson joined late.

1. Those who missed OSHA annual recert were discussed. Make ups will be scheduled. Captains will be notified of their members who are missing requirements.
2. RIT Recert - January 25th
3. Department Drill - ice rescue. Will start off with the trucks that have ice rescue equipment open the compartments and do a show and tell.
4. Next month is solar panels. Discussed the ordinance in process for placards on houses with solar and trusses. The question of including oxygen cylinders on the placards was raised. Scott said he would discuss with the officers.
5. Valley Fire School will do the drill in March.
6. Making FFI required for Ffs will be discussed at the next officer's meeting.

Computer Committee – up and running. Added required upgrade last month and everything is up and running. Vic will schedule annual meeting with captains on FH.

Valley Fire Chiefs Regional Fire School - no meeting last month. No progress on the new building.

Membership

1. New Members were discussed.
2. Probationary Members were discussed.
3. Firefighters missing minimum requirements were discussed.

Standard Operating Procedures - waiting for 2nd Lt review for driver cross training.

Policies - none

Keyless Entry System - No action.

UNFINISHED BUSINESS

1. Truck Committee - having issues scheduling meeting. Chief Pelletier will contact Pierce tomorrow and set a meeting.
2. Driveway at Riverside - still creating a punch list for warranty issues.
3. Capital Projects - captains need to review all three stations and come up with capital projects to be added to the capital plan. The potential for adding OFD and OAA offices at Center Fire House is one possibility. Will discuss at the officer's meeting at CFC on the 29th.

4. Driver Cross-Training - 2nd Lieutenants to develop requirements for cross training drivers.
5. Daytime FFI course - to be hosted here in Oxford - two days a week (Tuesdays and Thursdays)
6. Mutual Aid tanker drill - needs to be scheduled.
7. Dry Hydrant - Anthony's Pond. Chief Pelletier will follow up with Pattonelle who offered to dig it up.
8. Flood Plan - was discussed. Maybe have someone respond and check the situation out before toning out for standby
9. Board of Fire Commissioners - waiting for January 28th at 7:30 pm meeting.

NEW BUSINESS

1. Chief of Department election - AC Coy made a motion, seconded AC Prajer to keep the order as is. All aye.
2. VFC Board of Directors - Chief Pelletier made a motion to nominate Vic Noll to the board. AC Prajer seconded. All aye.
3. Radio call signs - AC Coy made a motion, seconded AC Prajer to accept Radio Call Signs policy. All aye
4. Recall list - V. Noll noted there is missing information for the Juniors. OAA officers are incorrect. A motion was made by AC Coy and seconded by AC Prajer to send this out as revised. All aye.
5. Tax Abatement memo - in process.

AUDIENCE -

1. John Downs Sr - asked for clarification on the remediation at CFC. Chief Pelletier noted it was related to a grant request for separating the drainage system for Kirk's Pond from CFC. He asked about why he is hearing a lot of mike keying during the day, it sounds like a call is going out but nothing comes. It seems to happen more often. Chief Pelletier will look into it. He asked to recommend that the dry hydrant on Barry Road be removed from service as it is useless. Dan noted they were able to test it recently. Chief Pelletier noted they are reviewing it.
2. Brian asked to confirm the meeting on the 28th with the selectman. He will send a letter to the commissioners. V. Noll noted that if the commissioners are all going to come, it had to be posted as an official meeting. Brian will post it this week. V. Noll asked for a copy of the commissioners meeting schedule so the Chiefs can add them to their calendar.

REMARKS FOR THE GOOD OF THE DEPARTMENT

Be sure to dress and drive appropriately for the weather.

Respond with caution during weather events. If there is a major incident, be sure to stay hydrated as you can dehydrate faster in the winter.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:21 pm. Seconded by AC Prajer. Motion passed unanimously.

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth Noll, Secretary

15 JAN 21 PM 4:03
 TOWN CLERK
Pattonelle A. West