



OXFORD FIRE DEPARTMENT

FILE COPY



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, November 12th, 2014 are as follows:

The meeting was called to order by Chief Pelletier at 7:35 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.

MINUTES: The reading for the minutes of the October 8, 2014 meeting was waived because the minutes were mailed in advance. AC Prajer made a motion to approve, seconded by Chief Pelletier.

CORRESPONDENCE:

Received

1. October Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 10/3/2014 Copy of a letter from Nafis & Young to Finance Director re: Riverside Firehouse
4. 10/16/2014 From Selectmen's Office re: 2013-2014 Annual Town Report
5. 10/21/2014 From Goodyear re: tire for R-44
6. 10/22/2014 From FEMA re: National Fire Department Census
7. 10/22/2014 Pink the First Selectman flyer
8. 10/24/2014 From Yankee Gas re: Unsafe Condition at Dunkin Donuts 71 Oxford Road
9. 10/24/2014 Town Hall Holiday Shape Up flyer
10. 11/06/2014 Memo from the Selectman's Office re: appointments/re-appointments
11. 11/04/2014 From RFC re: Tanker 53 Parade request
12. 11/11/2014 From CFC re: election of chief for 2015
13. 11/12/2014 From Jared Blakeman re: leave of absence

Sent

1. Minutes for October meeting
2. Call for November meeting
3. Chiefs Meeting Package
4. 11/04/2014 PO 24246 to CFMA re: FH licensing
5. 10/16/2014 2014-070 to Board of Selectmen re: Unfunded tire replacement
6. 10/16/2014 2014-073 to Planning and Zoning re: Oxford Towne Center Phase I
7. 10/16/2014 2014-074 to TSI Inc re: Fit Tester
8. 10/20/2014 2014-075 to captains re: SCBA Physicals due in December
9. 11/03/2014 2014-076 to Board of Selectmen re: Annual Report FY2013-14
10. 11/03/2014 2014-077 to Board of Selectmen re: Unplanned repairs on Engine 51

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

- 11.
12. 11/03/2014 2014-078 to Board of Selectmen re: Unplanned repairs on Engine 41
13. 11/03/2014 2014-079 to captains re: Budget requests for FY2015-16
14. 11/06/2014 2014-080 to captains re: blue light permit updates
15. 10/16/2014 Fax to Oxford Pharmacy re: Hep B shots
16. 10/23/2014 Fax to Fairfield Fire School re: customer contact information
17. 10/23/2014 Fax to Griffin Hospital re: Hep B information for Scott Halstead
18. 10/30/2014 Fax to Oxford Pharmacy re: Hep B shots

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	30	338

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	28	215.25	1	42	3	211
Quaker Farms	22	107.94	1	33	5	104
Riverside	20	96	2	33	6	245
	<i>* from FireHouse</i>					

Quaker Farms - All up and running. 32 went yesterday to have the speed sensor changed. The gator pump is put back together but still leaks. It was tested drafting out of it's own tank and it works so they will test it drafting out of a pond.

Riverside - All up and running. AC Prajer reported there was a faulty plug on the tanker and there is a problem with the battery charger. Gowans came down to fix it. Still waiting for the hose on 55.

Oxford Center - All up and running. All DOT's were done. Ordered the tires for 46. Will bring 54 to Center when they are there to look at the tires. There may be a problem with sizes.

Equipment Testing - all DOT testing is done. Need to order batteries. The Hurst tools will be serviced, this Friday at Center then next Friday at Riverside. 31 will need to go over there. The new Fit Testing machine has been received. Need to load the new software and get it up and running.

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.

3. SCBA Physicals past due - discussed. Melissa Krassner could not take physical due to injury and will schedule not. AC Coy made a motion to send letters to the two who are over 60 days. AC Prajer seconded. The motion carried. Others were discussed.

COMMITTEE REPORTS:

2014-15 Budget

Approved Budget	\$358,648.00
Expended	\$68,518.40
Planned Expenditures	\$292,950.30
Remaining	(\$2,820.70)

The doors for Center and Quaker Farms will be installed this week. Smart Board will be installed next week. The remaining items for rope rescue will be procured.

Training - Keith Nelson joined late.

1. 2Q - 2 OFD people did not pass the driving portion. Reminder to those that have passed - there is still an SOP to be followed to becoming a certified driver for fire apparatus. Pump class to be scheduled.
2. Instructors meeting will be this Monday. This month's drill and Super Sunday will be discussed in addition to trying to put together a schedule for next year. Please forward any suggestions for drills and training.
3. Chief Pelletier is working on dates for RIT and other training. Also, NIMS and traffic control were suggested as training that is needed. Live burn in the spring and gas powered hand tools.

Computer Committee – up and running.

Valley Fire Chiefs Regional Fire School - did not attend the last meeting.

Membership

1. New Members were discussed.
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 not allowed to respond to calls or be issued gear. Captains will be reminded.

Standard Operating Procedures -

1. AC Coy made a motion to accept the ebola SOP to be transferred to our format. AC Prajer seconded. Discussion ensued about response. All aye. Motion carried.
2. Hall agreement. Draft was passed out. Chief Pelletier will run it by legal before proceeding.
3. Lower Naugatuck Valley Fire Police Task Force SOG's - distributed for review.

Policies - Physicals. AC Coy made a motion to accept. AC Prajer seconded. All aye.

Keyless Entry System - No action.

UNFINISHED BUSINESS

1. Truck Committee - waiting on Pierce. Looking to have a video conference on Monday
2. Driveway at Riverside was discussed
3. Bus radio frequencies - next Wednesday the programming will begin. If any officers want their portables updated, leave them at the fire house to be programmed.

NEW BUSINESS

1. Air Pack Flow Testing - scheduled for 11/17 & 18.
2. December 5th is the tree lighting.
3. Fit Testing Machine Upgrade - The new machine is in. Software on laptops need to be updated.
4. 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.
5. Cross-Training - officers to develop requirements for cross training drivers.
6. Riverside Parade Request - AC Coy made a motion to approve. AC Prajer seconded. All aye. A letter will be sent.
7. Daytime FFI course - Chief Pelletier is looking into the possibility of having FFI run during the day.
8. Mutual Aid tanker drill - needs to be scheduled.
9. Popcorn Bowl Sunday the 14th at Quaker Farms. Friday the 6th is the Quaker Farms Christmas Party.
10. December Department drill is the 15th at Center station.

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 9:01 pm. Seconded by AC Coy. Motion passed unanimously.

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth Noll, Secretary

14 NOV 19 AM 11:09
 T. J. COY
 CLERK
 11/19/14
 West