



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Scott J. Pelletier, Chief

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 13th, 2013 are as follows:

The meeting was called to order by Chief Pelletier at 7:36 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 and John Downs Sr.

MINUTES: The reading for the minutes of the October 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. 10/01/2013 October Calls from Northwest
2. Company Reports - Center, Quaker Farms & Riverside
3. 3rd qtr Fuel Reports
4. Invitation to Bid on Pumper, 1500 gpm pump, 1000 gal tank & rescue style body
5. 10/08/2013 fm Center FC to BOS re Concerns re Fire Commission/Commissioners
6. 10/09/2013 fm Christ Church to Public Servants of Oxford
7. 10/10/2013 fm Charter Oak to 1st Selectman re Notice of Permit Application
8. 10/15/2013 fm Finance Director re Riverside Firehouse Project
9. 10/21/2013 fm Quaker Farms FC re Board of Fire Commissioners
10. 10/22/2013 Newspaper Notice of Invitation to Bid
11. 10/28/2013 fm DEEP re Emergency Incident Report 10 Park Road
12. 11/11/2013 fm Riverside FC re Parade Request
13. 11/12/2013 fm Center FC to BOS re nomination for Chief 2014

Sent

1. Minutes for October meeting
2. Call for October meeting
3. November Chiefs Meeting Package
4. 10/24/2013 2013-060 to BOARD OF SELECTMEN reUnplanned repairs (T43)
5. 10/10/2013 2013-061 to Captains re Physicals Past Due
6. 10/15/2013 2013-062 to Captains re SCBA Recertification not Completed
7. 10/16/2013 2013-063 to Board of Selectmen re E51 Specification

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

8. 10/22/2013 2013-064 to Captains re SCBA Physicals Due in December 2013
9. 11/12/2013 P.O. 24266 to VFCRTS for 3 FFI applications
10. 11/12/2013 Email to VFCRTS re above

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	35	359

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	34	247	1	42	3	82
Quaker Farms	30	150	2	63	3	100
Riverside	21	87			14	142
	<i>* from FireHouse</i>					

Quaker Farms - AC Coy reported everything is up. All apparatus have completed their annual maintenance. Repairing fenders on gaiters after brush fires. Christmas party will be December 6.

Riverside - AC Prajer and reported everything up & running. All apparatus have completed their annual maintenance. Driveway project is progressing.

Oxford Center - Chief Pelletier reported that everything is up & running. Fuel leak on T43 has been repaired under warranty due to faulty part. E41 out for annual maintenance, Truck 46 scheduled next week and the rest are complete.

K. Nelsen entered meeting at 2050.

Equipment Testing - Equipment requiring testing was discussed. Husrt tool service has been completed at Center, Riverside is next. List of new equipment will be provided to Firematic so they can provide an updated estimate for service in FY2014-15 budget request.

Follow up

1. Drivers Licenses - Captain and AC to follow up on copy from J Downs Jr. since 5/29/2013.
2. SCBA Physicals Past Due - None more than 2 months past due. Eight Ffs have not completed their physicals by their due date and 3 will be 2 months past due by the end of this month. Chiefs to follow up with captains; list to be sent to captains.

COMMITTEE REPORTS:

2013-14 Budget

Approved Budget	\$317,178.00
Expended	\$86,069.00
Planned Expenditures	\$237,341.45
Remaining	\$6,232.45

Training - Training Officer Nelsen reported

1. Department Drill - this month will be at Lake Zoar dam at 7 pm 11/26. December drill will be Monday 12/16/2013 at Riverside at 7 pm.
2. Pump class - 9 FFs completed the class
3. Second RIT recert is now scheduled for November 24, 2013 at Center at 8am.
4. OSHA Sunday to be Sunday 1/12/2014 at 8 am at Great Oak School
5. A full SCBA class to be scheduled
6. No new FF or Junior applications have been received in the office. New FF classes scheduled for December will be cancelled. Names of Probies that have missed the any of the OFD New FF classes will be given to the TO.

Computer Committee – everything is up and running. The new computer for Center is in; waiting for UPS. Should be in next week.

Valley Fire Chiefs Regional Fire School - The schedule for building a new school for the Valley is holding at 3rd! The Building Committee is active again.

Membership

1. Three probies have been approved at company meetings; activities in FH need to be completed on all three.

Standard Operating Procedures - SOPs 1401, 1402 & 1403 are going to company officers for review and updates if required. This will complete the quota to be reviewed each year.

Policies - none

Keyless Entry System - no movement.

Officers Meeting

1. At least one spotter is required when backing up apparatus
2. Drivers should ensure that the parking brake is on when getting out of the apparatus.

UNFINISHED BUSINESS -

1. Salamander System - Juniors to be scheduled for Dec 5th at Center; Keith to follow up. Pictures needed for Quaker Farms.
2. Truck Committee - bids are scheduled to be back by 12/9/2013 and will be opened at 2 pm.
3. Driveway at Riverside - in progress, one tank in & waiting for the 2nd.
4. Turnout Gear for 2014 - Still need lists of who needs new gear from the three companies.

5. Voting site - met with Beacon Falls on Monday. Work in progress. Finalizing prices for cabinets and radio. We will possibly add a portable generator. Should be complete by Feb 2014.
6. Tax Abatement Committee - no meeting due to voting.
7. SCBA bottles - SCBA bottles received and in service.
8. New Hurst equipment - new mounting brackets received and distributed to the companies.
9. 2013 Fire Prevention Week - letters of thanks to be sent to the three fire companies, FF Ellis and Tony Cuomo for all their help in providing once again a excellent program for the Town of Oxford students.
10. Scott to follow up with the towns IT support staff to resolve the internet issue at Riverside Fire station.
11. Riverside appointed D Carey and Ed Hellauer as the company representatives to work with the Fire Commission. Names still needed from Center and Quaker Farms. Scott to determine the date of the first meeting.

NEW BUSINESS

1. AC Coy moved to approve request from Riverside to attend the Seymour Christmas parade. Seconded by AC Prajer. All Aye.
2. AC Prajer moved to approve request from Center use E42 to deliver Thanksgiving turkeys. Seconded by AC Coy. All Aye.

AUDIENCE

REMARKS FOR THE GOOD OF THE DEPARTMENT

Good job on the recent series of brush fires.

Be aware of the weather, leaves, ice and snow. Use caution and dress appropriately.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:28 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth A. Noll
 Secretary

13 NOV 20 AM 11:10
 TOWN OF OXFORD, CT
Margaret A. West
 TOWN CLERK