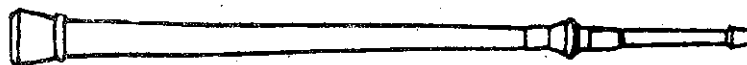




OXFORD FIRE DEPARTMENT



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.

Andrew Coy, Assistant Chief John A. Downs, Jr., 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 14, 2016 are as follows:

The meeting was called to order by Chief Pelletier at 7:34 p.m.

ROLL CALL: The roll call was taken and placed on file. Those in attendance were Chief Pelletier, AC Coy, AC Downs Jr., Admin. Assistant Vic Noll, Acting Secretary, Marni Soss. No audience in attendance.

MINUTES: The reading for the minutes of the November 9, 2016 meeting was waived because the minutes were mailed in advance. AC Coy made a motion to approve, seconded by AC Downs. Motion passed.

CORRESPONDENCE:

Received

1. Company Reports - Center Fire Co., Quaker Fire Co. and Riverside Fire Co.
2. Call and Incident Reports for November 2016 from NW CT Public Safety
3. 11/4/2016 Letter from Northwest CT Public Safety Communication Center Re: Incident at 31 Larkey Road
4. 11/14/2016 Employer's Report of Occupation Injury Re: Dan Gramigna
5. 11/16/2016 Agenda for Board of Selectmen's regular meeting
6. 11/21/2016 Letter from QFC Re: election of AC Coy to serve as Chief for 2017
7. 11/29/2016 Legal Notice from Board of Selectmen re: appropriation for library
8. 11/30/2016 Spill incident report from CT DEEP re: 6 North Street
9. 12/2/2016 Letter from Beacon Hose Co. No.1 -Thank you for assistance at structure fire
10. 12/6/2016 Letter from Daniel Wiemer re: work schedule and drill attendance
11. 12/7/2016 Agenda for Board of Selectmen's meeting regular meeting
12. 12/8/2016 Memo from Selectmen's office re: approval of funding for E41 pumper
13. 12/4/2016 Hep B Refusal Form from Dave Dubail
14. 12/12/2016 Letter from Louis Luskay re: work schedule and drill attendance
15. 12/5/2016 Letter from RFC re: Officers for 2017
16. 11/30/2016 CO meter Calibration log from QFC

Sent

1. Minutes for November 2016 meeting
2. Call notice for November 2016 meeting
3. Chiefs Meeting Package
4. 11/15/2016 2016-068 To Captains re: SCBA Physicals due Jan. 2017
5. 11/10/2016 2016-073 To Board of Selectmen re: Unplanned repair to CFC

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

6. 11/14/2016 2016-075 To CFC,QFC,RFC re: Thank you for help with Fire Prev.
7. 11/15/2016 2016-076 To Five FF re: Hep B Refusal Form
8. 11/14/2016 2016-077 To Bd of Selectmen re: Board of Chiefs approval of bid specs for E41
9. 11/30/2016 2016-078 To Board of Selectmen re: Unplanned repairs on E41
10. 11/30/2016 PO #26294 to Shipman's Fire Equipment re: Air Pak X3
11. 12/1/2016 2016-079 To Captains re: Annual personal gear inventory
12. 12/1/2016 2016-080 To Planning & Zoning re: Oxford Greens-Assisted Living Development
13. 12/8/2016 2016-081 To Finance Director re: Clerk's start date in Feb. 2011
14. 12/5/2016 2016-082 To Captains re: Budget Requests for FY 2017-18
15. 12/12/2016 2016-083 To Shipman's Fire Equipment re: numbering for 20 SCBA bottles
16. 12/13/2016 2016-084 To Chiefs and Captains re: Annual Fire Extinguisher inspection
17. 12/6/2016 2017-001 To Oxford Town Clerk re: Chief's meeting schedule for 2017

CHIEF'S REPORTS:

Fire Department

	Calls	
	Month	Year
Department	45	435

	Calls		Drills/Training		Work Sessions	
	-#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	45	570	2	80	1	46
Quaker Farms	40	260	1	27	4	97
Riverside	36	220	0	0	8	161
	<i>* from FireHouse</i>					

Quaker Farms - Chief Coy reported E32 is out for DOT annual inspection. E33 has air leak on the compressor on motor. Gowans/Knight will be out to service it. E33 still in service. Watching Hurst tool. It was reported that fluid leak occurred, oil was added. Annual service and repairs to generator complete.

Riverside - AC Downs reported all up and running. Gowans Knight was at station for ipad mount. B55 was checked and needs to go for service due to leak. It is in service at this time. Officers discussed items to put in budget for new fiscal year. Chief Pelletier asked for tire sizes for T53 and B55.

Oxford Center - Chief Pelletier reported everything is up and running. Annual service and repairs to generator complete - invoices not received to date. Circulator leaking in HVAC system - will be serviced.

Equipment Requiring Testing - reviewed.

Follow up

1. Daily Reminder Notes - discussed. AC Downs reported all gear for Connor McDonnel has been returned. Ryan Petitti offered to speak to Jeff Berger and collect gear. Captain Blood has attempted to collect gear from Connor Abbot. Gear still outstanding.
2. Expired Drivers Licenses - reviewed.
3. Expired Drivers Med Cards - reviewed.
4. SCBA Physicals past due - reviewed.
5. Hep B shots due report reviewed.

AC Coy excused himself to go to a fire call at 8:02 p.m.

COMMITTEE REPORTS:

2016-17 Budget

Approved Budget	\$389,215.00
Expended	\$118,292.97
Planned Expenditures	\$271,532.03
Remaining	(\$610.00)

Training

December 19 - SOPs and Christmas Party at CFC
January 22 - OSHA Sunday - Great Oak Middle School
February- to be determined
March 12 - RIT Recertification
April 22 and 23 - Rope Rescue
April 30 - Confined Space

Computer Committee - Vic Noll noted we will do latest update to FH software. Evaluation on going to cloud done and problem with printer support with software is a problem. It is not practical and we will not use Firehouse on the cloud but continue to use the Oxford Fire Department server. Neil Silberkleit will update operating system Discussion of relocation of server to QFC discussed.

Valley Fire Chiefs Regional Fire School - Representative needed on the Board for Oxford.

Membership

1. New Members - reviewed.
2. Probationary Members - reviewed.
3. Firefighters Missing Minimum Requirements - reviewed.
4. Matt Matula - physical sixty days past due. Letter to be sent to him.
5. Dan Carey to go on medical leave.
6. Keith Nelsen to go on medical leave.

Standard Operating Procedures - None.

Policies - Commendation Bars. The new policy was reviewed. Discussion ensued about including gold bar for fifty-year OFD members. It was agreed that this should be added.

Motion made by Chief Pelletier to approve policy with addition of gold bar for fifty-year members. Second by AC Downs. Discussion: Chief Pelletier noted AC Coy gave approval of policy prior to leaving meeting. Motion approved unanimously.

Keyless Entry System - Chief Pelletier noted additional funding is not available. List of doors to be done with approved funds reviewed. Funds for additional doors that need keyless entry system can be added to request in new FY budget.

UNFINISHED BUSINESS

1. Specifications for E41- Approval passed at Board of Selectmen meeting. Not approved by Board of Finance.
2. Air packs ordered. Fit tests have been done for majority of firefighters with new masks. Review of members who need to complete Fit Test reviewed. This is considered the annual Fit Test.
3. Driveway at Riverside - No change.
4. Facilities Capital Plan - To be reviewed at Officer's meeting.
5. Boats - Lettering to be done on zodiacs. Flash Signs will do the work. Waiting for shipment of patches.
6. Dry Hydrant - (Anthony's Pond) Still shallow due to lack of rain. We will continue to monitor.
7. Underground Tank Hart Court - We have monitored it and there is a small leak. QFC will work on it.
8. Phone issue at QFC - No report.
9. Kitchen at RFC - AC Downs reported that they are waiting for one last estimate.
10. Ladder testing - Rivets were obtained and will be put on ladders as needed.
11. Truck Committee - No meeting in the last month.
12. Automatic defibrillator (AEDs) - To be reviewed in early 2017.
13. Tax abatement for retired volunteer FF - To be reviewed at officer's meeting.

NEW BUSINESS

1. Tax Abatement - Dan Wiemer requested waiver for department drills due to his work schedule. Louis Luskay requested waiver from department drills due to his work schedule.

Motion made by AC Downs to approve two letters submitted by Dan Wiemer and Louis Luskay. Second by Chief Pelletier. Discussion: AC Downs asked for review of procedure in figuring who is eligible for tax abatement. Chief Pelletier reviewed this. Motion passed.

2. Notice of Officers appointed for RFC for 2017 received and reviewed. Officers appointed for CFC for 2017 reviewed by Chief Pelletier. No changes to membership for QFC reported by Chief Pelletier.

AUDIENCE - None.

REMARKS FOR THE GOOD OF THE DEPARTMENT Chief Pelletier noted 2016 has been a busy year with 435 calls to date and the total may reach 450 by the end of the year. Some major fires were included in the calls. All firefighters have done a great job. Hopefully we will keep up that momentum for next year. The three Chiefs were nominated again for 2017. Weather will be changing. Dress appropriately, stay hydrated, be safe - Merry Christmas and Happy New Year.

ADJOURNMENT - AC Downs moved to adjourn the meeting at 8:48 p.m. Seconded by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Acting Secretary

16 DEC 22 PM 2:47
 TOWN OF OXFORD, CT
Gregory A. West
 TOWN CLERK