



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

Scott J. Pelletier, Chief

Ron W. Prajer, Assistant Chief Andrew Coy, Assistant Chief

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



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 10th, 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, Brian Francione, George Hamilia, John Downs Sr, Joe Chicowski, John Downs Jr.

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

CORRESPONDENCE:

Received

1. November Calls from Northwest
2. Company Reports - Center, Quaker Farms and Riverside
3. 10/29/2014 Copy of Meeting Report on State Project 84-93 - replacement of the Stevenson Dam bridge
4. 11/10/2014 From Quaker Farms re: election of Andrew Coy as Chief.
5. 11/17/2014 From Board of Selectmen re: Agenda for Regular Meeting
6. 11/17/2014 From McNeil Company re: claim # 12671117
7. 11/17/2014 From Oxford Fire Commissioner Chairman
8. 11/21/2014 From Southbury Vol. Firemen's Assoc. re: mutual aid for 383 Berkshire Road
9. 12/03/2014 From Selectman's office re: Appointments / Re-appointments
10. 12/09/2014 From Louis Luskay III re: 2013 Tax Abatement
11. From Sikorsky Aircraft Fire Department re: work schedule for Steve Hoffmann

Sent

1. Minutes for November meeting
2. Call for December meeting
3. Chiefs Meeting Package
4. 11/13/2014 Fax to Employers Reference Source re: background clearance
5. 11/13/2014 Fax to Oxford Pharmacy re: Firefighters needing Hep B shots
6. 12/08/2014 Fax to Griffin Hospital re: Hep B information for ff
7. 12/10/2014 2014-081 to Board of Selectmen re: unplanned repairs to Brush Truck 55
8. 11/14/2014 2014-082 to Riverside re: parade request
9. 12/10/2014 2014-083 to Board of Selectmen re: unplanned repairs on R54

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY
"SINCE 1940"

"An Equal Opportunity Employer"

10. 12/10/2014 2014-084 to Board of Selectmen re: unplanned repairs on T33
11. 12/10/2014 2014-085 to Board of Selectmen re: unplanned repairs on E32
12. 11/20/2014 2014-086 to captains re: SCBA physicals due in January
13. 11/20/2014 2014-087 to captains re: 2015 Personal Gear Inventory
14. 11/20/2014 2014-088 to captains re: SCBA physicals 30 day notice
15. 12/01/2014 2014-089 to Wendy Calabrese re: SCBA Physical
16. 12/01/2014 2014-090 to Christopher M. Vizzo re: SCBA Physical
17. 12/04/2014 2014-091 to Pierce Manufacturing re: E51
18. 10/09/2014 2014-092 to Board of Selectmen re: unplanned repairs E42

CHIEFS REPORTS:

Fire Department

Calls	Department	
	Month	Year
	33	371

Calls	#	Man	Hrs	Drills/Training		Work Sessions
				#	Man	
Center	30	165.05	1	26	2	108
Quaker Farms	22	47.23	2	69	4	100
Riverside	16	36.50	1	45.00	5	64.54
		<i>*from FireHouse</i>				

Quaker Farms - All up and running. AC Coy reported the airhorn having intermittent problems on *
Riverside - All up and running. AC Prajer reported they put a new charger in the tanker and replaced the hoses on 51.
Oxford Center - All up and running. Chief Pelletier reported that the tires were replaced on the ladder truck.

Equipment Testing - equipment requiring testing was discussed.
Follow up
 1. Inactive FFs with Gear not returned - discussed. Joe Chobian brought his equipment to JD Sr's house and it was brought to the firehouse. It has not been updated in Firehouse by Keith.
 2. Drivers Licenses - were reviewed.

3. SCBA Physicals past due - discussed. Letters were sent to two people regarding scheduling but no physical has been scheduled. AC Coy made a motion to send letters to the two who are over 60 days. AC seconded. The motion carried. Others were discussed.

COMMITTEE REPORTS:

2014-15 Budget

Approved Budget	*
Expended	\$0.00
Planned Expenditures	\$0.00
Remaining	\$0.00

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. OSHA Recert - January 11th
2. RIT Recert - January 25th
3. Department Drill - Monday 12/15 at Center Station. SOP review and Christmas gathering.
4. Chief Pelletier requested a printed training schedule and subjects to be posted at the firehouses.

Computer Committee – up and running. The main problem now are the laptops. He recommends updating the training laptop and the backup computer for training and fit testing. The switch from toughbooks to iPads is being made for the Chief's vehicles.

Valley Fire Chiefs Regional Fire School - did not attend the last meeting. Chief Pelletier attended the instructor's meeting. The school is now held up in bonding. It should be approved at the next meeting.

Membership

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

Standard Operating Procedures - none

Policies - none

Keyless Entry System - No action.

UNFINISHED BUSINESS

1. Truck Committee - met with Pierce for pre-construction. Truck is waiting for production - final build should be in the middle of April.
2. Driveway at Riverside - still creating a punch list for warranty issues.
3. Cross-Training - 2nd Lieutenants to develop requirements for cross training drivers.
4. Mutual Aid tanker drill - needs to be scheduled.

5. 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.
6. Daytime FFI course - to be hosted here in Oxford - two days a week (Tuesdays and Thursdays)
7. Popcorn Bowl is this Sunday December 14th at Quaker Farms.

NEW BUSINESS

1. Dry Hydrant - Anthony's Pond. AC Coy asked to pull the record on the testing last year. They tried and cannot get a draft out of it after putting 1000 gallons of water into it. He believes there is either a break in the pipe or a fitting let go. It needs to be excavated and inspected. Chief Pelletier will follow up with Pattonelle who offered to dig it up. Vic Noll noted there was another in a recent report that needs to be looked at as well. Chief Pelletier will review.
2. Projector at Quaker Farms - AC Coy got a quote for moving the projector and they will have the work done on QF's funds.
3. Flood Plan - was discussed. Maybe have someone respond and check the situation out before toning out for standby
4. Drill credit request for tax abatement for Steve Hoffmann and Louis Luskay III - Chief Pelletier made a motion to grant both pending review of Steve Hoffmann's membership join date. Seconded AC Prajer. All aye. Motion carried. Letters to be sent after review.
5. Board of Fire Commissioners - the First Selectman asked that a special meeting be scheduled for the Commissioners, Fire Chiefs and First Selectman to meet. Due to scheduling conflicts, the date of January 28th at 7:30 pm was suggested if the meeting is to be held at night. AC Prajer made a motion to schedule the meeting. Chief Pelletier seconded. All aye.

AUDIENCE -

1. J. Downs Sr requested further notice be given if special meetings will be held. Chief Pelletier explained that the reason the special meeting was such short notice was due to the fact that they were waiting for confirmation of the First Selectman's attendance.
2. J. Downs Sr also asked how the dispatch center is handling their increased volume because he noticed our tone tests always seem to come off late. He asked if the voting site is working because he had a hard time hearing Chief Pelletier when he was in Seymour. Discussion followed.

REMARKS FOR THE GOOD OF THE DEPARTMENT

Everyone have a safe and Merry Christmas and a Happy New Year. Be sure to dress and drive appropriately for the weather.

ADJOURNMENT - AC Coy moved to adjourn the meeting at 8:11 pm. Seconded by AC Prajer. Motion passed unanimously.

Respectfully submitted,
 Pending approval,

Beth A. Noll

Beth Noll, Secretary

DEC 17 01:09:55
 2014