



# 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, September 11<sup>th</sup>, 2013 are as follows:

The meeting was called to order by Chief Pelletier at 7:32 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, John Downs Sr. & Keith Nelsen.

**MINUTES:** The reading for the minutes of the August meeting was waived because the minutes were mailed in advance. AC Prajer made a motion to approve, seconded by AC Coy. The motion carried. No corrections.

## **CORRESPONDENCE:**

### **Received**

1. 06/17/2013 August Calls from Northwest
2. Company Reports - Center, Quaker Farms & Riverside
3. 08/14/2013 Valley United Way Campaign fm Selectmen's Office
4. 08/19/2013 SCBA Air Quality Analysis for Center & Riverside
5. 08/29/2013 Spill report 40 Punkup Road
6. 09/05/2013 Randall Road accepted as a Town road
7. 09/05/2013 Notice of Town Meeting on 9/17/2013
8. 09/10/2013 Appointment of E Benzon as Fire Police

### **Sent**

1. Minutes for August meeting
2. Call for September meeting
3. September Chiefs Meeting Package
4. 08/20/2013 2013-054 re Physicals due in October
5. 08/21/2013 email re Physical Results - Tyler
6. 08/26/2013 2013-055 re Tax Abatement Review Committee
7. 09/03/2013 email re Background check to Employers Reference Source
8. 09/05/2013 2013-056 re Unplanned Repairs at Center
9. 09/05/2103 2013-055 re Tax Abatement Review Committee
10. 09/05/2103 2013-057 re Unplanned Repairs for Car3

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

## CHIEF'S REPORTS:

### Fire Department

	Calls	
	Month	Year
Department	31	390

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	29	201	2	78	1	32
Quaker Farms	28	169	0		6	215
Riverside	20	87	4	66	7	85
	* from FireHouse					

**Quaker Farms** - AC Coy reported everything is up. Elimination of code 9 on phone line should be finalized in a couple of weeks per Chief Pelletier. He will also follow up with Comcast on problem connecting to the internet.

**Riverside** - AC Prajer and reported everything up & running. E51 primer working but should be checked when the vehicle goes out for annual service. The Hurst equipment has been upgrades on R54. E. Benzon was appointed as Fire Police by AC Prajer.

**Oxford Center** - Chief Pelletier reported that everything is up & running. T43 has a small fuel leak that will be repaired when it goes out of service.

**Equipment Testing** - Equipment requiring testing was discussed.

**Follow up** - Firefighters missing SCBA physicals were discussed. They will be informed if they do not have the physical by the next chief's meeting, they are coming off the interior FF list.

## COMMITTEE REPORTS:

### 2013-14 Budget

Approved Budget	\$317,178.00
Expended	\$46,146.62
Planned Expenditures	\$272,609.43
Remaining	(\$1,578.05)

### Training -

1. Department Drill - this month will be Car Fires at 7 pm 9/24 at Daddios. All Ffs that want to participate must have Daddios waivers completed and turned in.
2. 2Q class - will try to schedule in April 2014 based on availability of finances.
3. September 16<sup>th</sup> is the start of the pump class to be held at Center.
4. RIT recert is being scheduled for October 20, 2013.

**Computer Committee** – everything is up and running. Putting together a spec for ordering the new computer for Center.

**Valley Fire Chiefs Regional Fire School** - September 19<sup>th</sup> the VFC plan meeting will be at Center Station at 7 pm. FF2 will be starting in September - anyone interested in taking this class should contact your captain.

### **Membership**

1. RFC - A Braatz, Bongiorno and Dewey moving to active. W O'Connell moved to social.
2. QFC - W Calabrese moved to active.
3. CFC - J Schwartz moved to social.
4. Members missing minimum requirements were discussed. The two FFs remaining on the SCBA Re-certification Status list are from Quaker Farms and all need fit tests. The chiefs agreed that Quaker Farms should attempt again to get them tested and if they don't show up they will be removed from the Interior FF list.

### **Standard Operating Procedures** -

1. Firefighter Safety Checklist - A motion was made by AC Prajer, seconded by AC Coy to approve SOP 813 on Incident Safety Officer. All aye. Motion carried.

**Policies** - none

**Keyless Entry System** - no movement.

### **UNFINISHED BUSINESS** -

1. Salamander System - Ids for some of Riverside FFs were given to AC Prajer. More pictures needed. Pictures needed for Quaker Farms.
2. Truck Committee - AC Coy reported the specification should be completed tomorrow and copies to the chiefs by the next meeting.
3. Driveway at Riverside - per Chief Pelletier the selectmen will try to use LoCIP funds.
4. Turnout Gear for 2013 has been issued. Need lists of who needs new gear from the three companies.
5. Voting site - in the budget. Beacon Falls should be finished in 30 days then the work for Oxford should start. Estimated completion by the end of 2013.
6. Tax Abatement Committee - working.
7. SCBA bottles - ordered.
8. New Hurst equipment has been installed including new combo tools, rams and quick disconnects. All Hurst equipment on both rescues is now compatible.
9. Apparatus service should be starting beginning of October.
10. 2013 Fire Prevention Week - dates this year are 10/10 for Quaker Farms and 10/11 for Center. from the schools. FF Ellis will organize it again this year.

**NEW BUSINESS**

1. Chief Pelletier made a motion to change SOP 506, Mutual Aid to change the response for U35 to respond as an emergency unless other wise instructed. Second by AC Coy. All aye.
2. There was discussion on wearing OFD turnout gear when responding as an out of town fire fighter. It was agreed that this should not happen.

**AUDIENCE** - none

**REMARKS FOR THE GOOD OF THE DEPARTMENT**

Thanks for a job well don for both the Beacon Falls fire and the MVA on Quaker farms Road.

**ADJOURNMENT** - AC Coy moved to adjourn the meeting at 8:17 pm. Seconded by AC Prajer. All Aye.

Respectfully submitted,  
Pending approval,



Beth A. Noll  
Secretary

13 SEP 16 AM 9:10  
 TOWN OF OXFORD, CT  
 Margaret A. West  
 TOWN CLERK