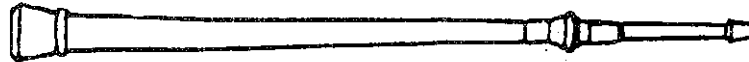




# OXFORD FIRE DEPARTMENT



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*

*John A. Downs, Jr., Assistant Chief Daniel R. Gramigna, Assistant Chief*

The minutes of the Regular Meeting of the Oxford Board of Fire Chiefs, held in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Wednesday, **January 8, 2020**, 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: Chief Pelletier, AC Downs, Jr., AC Gramigna, Marni Soss, Secretary, Vic Noll, Administrative Assistant and Keith Nelsen, Training Officer. Audience: None.

**Minutes:** The reading of the Minutes of the December 11, 2019 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Gramigna to approve. Seconded by AC Downs, Jr. Motion passed unanimously.

## **Correspondence:**

### **Received**

1. Company Reports – Center and Quaker Farms Fire Companies – Dec. 2019
2. Call and Incident Reports from NW CT Public Safety – December 2019
3. 11/29/2019 Letter from Airgas USA Re: Lease renewal information
4. 12/16/2019 Letter from Louis Luskay, III Re: Tax abatement
5. 11/25/2019 Agenda for Board of Selectmen's Special Meeting for 1/8/2020
6. 12/4/2019 Affirmative Action Policy Statement – signed by First Selectmen
7. 12/23/2019 Fair Housing Policy Statement – Signed by First Selectmen
8. 1/6/2020 Legal Notice of Town Meeting for 1/15/2020
9. 1/5/2020 Quote from Fail Safe – Hose testing 2020

### **Sent**

1. Call notice for January 8, 2020 Board of Fire Chief's Regular Meeting
2. 12/12/2019 2019-080 Letter to Frontier Communications Re: Radio Site/Quarry Walk
3. 12/ /2019 2019-081 Letter to Captain of RFC Re: Gear Inventory Past Due
4. 12/16/2019 Email to Employers Reference Source for background check for K.Henningsen
5. 12/18/2019 2019-082 Letter to BOS Re: Lot for sale/Quaker Farms Road near QFC
6. 12/19/2019 2019-083 Letter to Captains Re: SCBA physicals due February 2020
7. 12/18/2019 2019-084 Letter to Frontier Re: Data circuits – 40 Woodruff Hill Rd./ Second notice
8. 12/19/2019 PO 26375 To North East Squad Concepts Re: When RIT Becomes Fast
9. 1/6/2020 2020-008 Letter to BOS Re: Unplanned repairs to E42

### **Chief's Reports:**

#### **Fire Department Calls - Last month and Year to Date – Reviewed.**

	Calls	
	Month	Year
Department	30	491

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	26	185	0	0	2	146
Quaker Farms	23	47	0	0	5	253
Riverside						

**Quaker Farms** – AC Gramigna reported all is up and running. The meeting hall at the station will be painted this winter.

**Riverside** – AC Downs reported all is up and running.

**Center** – Chief Pelletier reported all is up and running. Main computer on R44 broke and was repaired. Annual DOT inspection is complete for all apparatus. E43 had radiator hose and door switch replaced. Based on the DOT inspections from this year, we need to include in FY 2020/21 budget the replacement of fuel tank on R54 and replacement of outrigger cylinders on TK46 as well as replacement of quartz lights to LED.

### **Membership**

1. New members and resignations discussed. Karl Henningsen is a new member of QFC. Daniel Ray of QFC is inactive and has filled out a membership application to become active again.

### **Follow up**

1. Daily Reminder Reports – reviewed.
2. Probationary Members – reviewed.
3. Daily Reminders Notes – reviewed.
4. Call Attendance – reviewed.
5. Drill Attendance – reviewed.
6. Expired Drivers Licenses – reviewed.
7. Firefighters Missing Minimum Requirements – reviewed.
8. OFD OSHA recertification – reviewed.
9. OFD SCBA recertification – reviewed.
10. SCBA Physicals past due – reviewed.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

*Keith Nelsen arrived at 7:50 p.m.*

**Committee Reports** – Chief Pelletier reviewed budget FY 2019-20.

	Approved Budget	\$441,713.00
	Expended	\$166,397.13
	Planned Expenditures	\$275,431.21
	Remaining	\$0

**Training Schedule** – Keith Nelsen reviewed training schedule.

January - Ice Rescue with Newtown Dive

January 19 – OSHA Sunday at Oxford High School. Discussion ensued about the schedule for training classes.

February – Pre-incident walk through – two locations

March – Chain saw safety

RIT recertification will be scheduled for a Sunday in February 2020.

Discussion ensued about Kyle Graham's Eagle Project with dry hydrants. He received donations that exceeded his costs for the project. Donation of \$200 is to go to each of our three stations to be used for supplies for Junior training. \$150 will be used for Junior supplies/gear. This will be added to the agenda for the next Officer's meeting.

**Computer Committee** – We continue to work through issues that arise. A recent update to Firehouse software caused an issue with emailing ability and sending incident reports to the State. Issue was fixed earlier this week. Ipad for U35 was delivered. Nexgen software to be installed. Issue with ipad for Car 2 needs to be resolved.

**Valley Fire Chiefs Regional Fire School** – FFI class starts this week. Albert Satkowski is attending.

**Standard Operating Procedures** – SOP101 and SOP102 were reviewed at December 2019 training drill. Further revisions to SOP 101 are needed. "Gear is not to be altered without permission from the Board of Chiefs", needs to be added. To be discussed at Officer's meeting.

**Policies** – None.

*Keith Nelsen excused himself from the meeting at 8:10 p.m.*

**Unfinished Business**

1. Kitchen at RFC – AC Downs reported wiring needs to be completed and subsequently the Fire Marshal will do a final inspection.
2. Truck Committee/T33 - AC Gramigna reported the colors are yellow/charcoal. Possibility of July 2020 delivery date.
3. Tax Abatement for retired volunteer FF – AC Downs indicated Joseph Calabrese will join the committee. He needs to know who will join from CFC. Discussion ensued about other local towns that are making changes to their tax abatement programs. We will look at our requirements and come up with a proposal to go the Board of Selectmen.

4. Radio maintenance – The antennas were installed on the Griffin Hospital building at Quarry Walk. Monitoring equipment needs to be mounted. Testing will be done prior to our using the new antennas.
6. E31 Truck Committee – AC Gramigna spoke about the committee meeting. They reviewed specifications for E41. Further changes need to be made. They plan to meet in January. Final specifications to be reviewed at a Board of Chiefs meeting.
7. Flashing Light Signs – To be added to proposed budget for FY 2020/21.
8. Fire extinguisher testing – AC Downs noted he has a tentative date for testing and will keep all informed. Help is needed at the stations in locating all extinguishers for testing. Chief Pelletier noted CFC has two 20 lb. fire extinguishers that need to be replaced.
9. Property to the rear of QFC – Letter of explanation sent to BOS in December 2019.
10. Power Plant Grant – Approval received. Junior helmets were ordered.
11. Budget meeting – Set for 1/20/19 at 10 a.m. at QFC for FY 2020/21.

#### **New Business**

1. Fire Extinguisher testing – Testing was completed in December 2019. AC Downs reviewed the testing report. He noted two from CFC and two from RFC were not located. Another search will be done and testing completed when they are found.
2. Take-A-Stand at Oxford High School – Tentative date set for Friday, May 15, 2020. Prom is later on Memorial Day Weekend, but not good date for OFD. AC Gramigna will speak to the officials at Oxford High School.
3. Gas meters – Have been ordered and shipped to us. Chargers will be given out for the stations.
4. RIT training – Recertification to be scheduled for a Sunday in February 2020.
5. Tax Abatement 2019 – Letter received from Louis Luskay, III requesting exemption from drill requirement. Motion made by AC Gramigna to approve exemption of drill requirement for Louis Luskay, III for consideration for Tax Abatement for 2019. Second by AC Downs, Jr. Motion passed unanimously.
5. Election - Motion made by AC Downs to approve Scott Pelletier as Chief for 2020. John Downs, Jr. is to remain Car 2 and Daniel Gramigna is to remain Car 3. Second by AC Gramigna. Motion passed unanimously.

#### **Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier reported that 2019 was a very busy year. Calls included a triple fatality and large dollar amount for loss of property. All firefighters did a good job at the recent commercial fire. The owners of the property were impressed with our work. Keep up the good work. Dress appropriately and stay safe.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:35 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval  
Marni Soss, Secretary, OFD

*Marni Soss*

20 JAN 17 PM 2:27  
TOWN OF OXFORD, CT  
TOWN CLERK  
*Christina N. West*