



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, **March 11, 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 and Vic Noll, Administrative Assistant and Keith Nelsen, Training Officer. Audience: None.

Minutes: The reading of the Minutes of the February 12, 2020 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 – February 2020
2. Call and Incident Reports from NW CT Public Safety – February 2020
3. 2/28/2020 Letter from RFC to Selectmen Re: 2020 Fire Police for RFC
4. 2/17/2020 Spill Incident Reports
5. 2/19/2020 Agenda for Board of Selectmen's Regular Meeting
6. 2/20/2020 Letter from 2020 Ride for Hope Committee Re: 6/7/20 Ride for Hope Charity Motorcycle Ride
7. 2/23/2020 Letter from CFC to Selectmen Re: 2020 Fire Police for CFC
8. 2/26/2020 Legal Notice of Town Meeting on 3/9/20 Re: Capital Improvement Plan
9. 3/4/2020 Agenda for Board of Selectmen's Regular Meeting
10. 3/24/2020 Notice of Special Meeting for 3/24/20 Re: Fire Department proposed budget for FY 2020/2021
11. 3/9/2020 Letter from Beacon Hose Co. No 1 Re: Recertification complete M. Pratt

Sent

1. Minutes for February 12, 2020 Board of Fire Chief's Regular Meeting
2. Call notice for March 10, 2020 Board of Fire Chief's Regular Meeting
3. 2/18/2020 Fax to Oxford Pharmacy Re: Updated list of FF who need HepB shots
4. 2/18/2020 2020-2016 Memo to First Selectmen Re: Clerical Job Description – Fire Department and Fire Marshal

5. 3/2/2020 Fax to Oxford Pharmacy Re: Updated list of FF who need HepB shots
6. 3/2/2020 Purchase order 26383 To Litchfield County Regional Fire School/Middlebury Fire Co. Re: FFI – C. DuBois
7. 3/2/2020 2020-017 Memo to Captains Re: SCBA physicals due April 2020
8. 3/10/2020 Email to Employers Reference Source Re: Background check for M.Keller

Chief's Reports:

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

	Calls	
	Month	Year
Department	37	71

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	36	238	2	141	1	63
Quaker Farms	37	94	1	30	3	90
Riverside						

Quaker Farms – AC Gramigna reported all is up and running. Compressor dryer needs maintenance. We are looking for a company to do the job.

Riverside – AC Downs reported all is up and running. SCBA bottle refilling station/bottle two has a severe leak. Proposal for repair was received. R54 crew cab door latch on inside is broken. R54 Kusmall ejector needs repair.

Center – Chief Pelletier reported all is up and running. Battery powered chain saw was purchased for R44. Battery powered leaf blower and battery powered cut off saw with 9' blade was also purchased. Two 1" lengths of hose were damaged at the recent brush fire.

Keith Nelsen arrived at 7:40 p.m.

Membership

1. New members and resignations discussed. Dan Carey of RFC is on medical leave.

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.

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

	Approved Budget	\$441,713.00
	Expended	\$299,158.52
	Planned Expenditures	\$142,554.48
	Remaining	\$0

Training Schedule – Keith Nelsen reviewed the training schedule.

March – Chain saw safety

RIT recertification - Date TBD

Junior members discussed. Laura Congiu and Thomas Romeo are off the roster due to their age (over 18).

Computer Committee – Nexgen is being used on U35. Ipad installed in E32. Nexgen to be put back on Ipad for Car 2. Town IT has password for Nexgen and will do the work.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures – SOP101 and SOP102 – updates to be made.

Policies – None.

Unfinished Business

1. Kitchen at RFC – AC Downs reported the inspection with Fire Marshal not scheduled to date. Plans to hold a fish fry during Lent were cancelled due to concerns with Coronavirus. Pancake breakfast planned for April 26, 2020.
2. Truck Committee/T33 - AC Gramigna reported the concern with the painting issue has been rectified. Delivery date expected for August 2020.
3. Tax Abatement for retired volunteer FF – No movement.
4. Radio maintenance – The antennas were installed on the Griffin Hospital building at Quarry Walk. Simulcast repeater was built and tested. Radios will all need to be reprogrammed. Private radios will be reprogrammed as well during one evening, as a favor by the communications company. Chief Pelletier reviewed the procedure for changing over to the new system.

Keith Nelsen excused himself from the meeting at 8:10 pm.

5. E31 Truck Committee – AC Gramigna reported the committee had further communications with the manufacturer and bid package should be received soon. Committee will meet again prior to presentation to Board of Chiefs.
6. Flashing Light Signs – Included in proposed Capital budget for FY 2020/21.

7. Fire extinguisher testing – Two fire extinguishers need to be located for testing. All others have been serviced.
8. Property to the rear of QFC – First Selectman agreed to spend \$60,000 to purchase a portion of the land for sale. We will speak to the seller about our proposal.
9. Power Plant Grant – Approval received. Junior helmets were ordered. Cairns model 1044 is not available in orange. Cairns model 1010 was ordered in orange.
10. Budget meeting – Meeting with Board of Finance set for March 24, 2020.
11. Take-A-Stand at Oxford High School – OHS did not agree to Friday, May 15, 2020. The event is set for Thursday, May 14, 2020.
12. RIT training – Recertification to be scheduled.
13. Tax Abatement 2019- Report of firefighters eligible for tax abatement was reviewed by Marni Soss. Motion made by AC Gramigna to approve Tax Abatement Report for 2019 with forty-one (41) firefighters eligible for tax abatement. Second by AC Downs. Motion passed unanimously.
14. Grant from State of Connecticut- Chief Pelletier will meet with the grant writer. First Selectman agreed to the Fire Department applying for the full amount of the grant for air filling station and E-tool.
15. OSHA Requirements - Motion to send a final letter to FF Fran Messier of RFC and remove him from the active roster made by AC Gramigna. Second by AC Downs. Discussion: This action is due to 2019 minimum requirements not being met. Motion passed unanimously.

New Business – None.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted it was a busy month. Keep up the good work and be safe. Happy St. Patrick's Day.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:34 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval



Marni Soss, Secretary

20 MAR 16 PM 4:06
TOWN OF OXFORD, CT
Marni Soss
TOWN CLERK