



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 Special Meeting of the Oxford Board of Fire Chiefs, held at Center Fire Station, 484 Oxford Road, Oxford, Connecticut on Wednesday, **July 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., Training Officer Keith Nelsen. Absent: AC Gramigna, Marni Soss, Vic Noll.

Minutes: The reading of the Minutes of the June 10, 2020 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Downs, Jr. to approve. Seconded by Chief Pelletier. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center Fire and Quaker Farms Fire Companies – June 2020
2. Company Reports – Riverside Fire Company – Jan. through May 2020
3. Call and Incident Reports from NW CT Public Safety – June 2020
4. Spill Incident Reports – June 2020
5. 6/10/2020 Copy of letter from First Selectmen to Town Clerk Re: Approval of OFD funding request from General Fund Balance for repair of TK46
6. 6/19/2020 Letter from Sandy Hook Vol. Fire & Rescue Re: Officers
7. 6/30/2020 Email from Fail Safe Re: Hose testing scheduled for 8/19 and 8/20/2020
8. 7/6/2020 Letter from Glatfelter Claims Management Re: VFIS claim for loss of personal property-approved

Sent

1. Call Notice for July 8, 2020 Board of Fire Chief's Regular Meeting
2. Minutes for June 10, 2020 Board of Fire Chiefs Special Meetings
3. 6/9/2020 2020-030 Letter to VFIS Re: Claim for loss of personal property on 5/26/20
4. 6/15/2020 2020-031 Memo to BOS Re: Emergency repair to compressor at RFC
5. 6/15/2020 2020-032 Memo to Captains Re: SCBA physicals past due-30 day letters
6. 6/22/2020 2020-033 Memo to BOS Re: Unplanned repairs to R54
7. 6/22/2020 2020-034 Memo to Captains Re: SCBA physicals due August 2020
8. 6/30/2020 2020-035 Memo to Captains Re: Ladder testing for 2020

8. 6/20/2020 2020-036 Memo to BOS Re: Unplanned repairs to E32
9. 7/2/2020 Email to Employers Reference Source Re: Background check M.Sabitsky
10. 7/7/2020 2020-037 Memo to 3 stations Re: Training Officer/Safety Off. retirement

Chief's Reports:

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

	Calls	
	Month	Year
Department	31	214

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	27	148	1	38	2	96
Quaker Farms	30	57	2	64	2	50
Riverside						

Quaker Farms – All is up and running. Well pump issue discussed.

Riverside – M2 is out of service. SCBA unit/T53B has a bad strap.

Center – TK46 is out of service for repairs. All other apparatus is up and running.

Membership

1. New members and resignations discussed.

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 – Fit Testing needs to be completed by all interior firefighters. Other requirements cannot be completed in 2020 due to COVID-19.
9. OFD SCBA recertification – Cannot be completed in 2020 due to COVID-19.
10. SCBA Physicals past due – reviewed. Motion made by AC Downs, Jr. to send final letters to Douglas Coy and Thomas Ruane on 7/16/20 regarding their past due SCBA annual physicals. Second by Chief Pelletier. Motion passed unanimously.
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	\$404,633.47
	Planned Expenditures	\$37,079.53
	Remaining	\$0

Approved budget FY 2020/21 - Details have not been released from the Finance Department.

Training Schedule – Keith Nelsen reviewed the schedule.

July – Ropes/Rescue Location: CFC

August – Power tools & Operation Location: CFC

September – Auto extrication Location: RFC

October – Power tools & Operation Location: RFC

New FF class schedule reviewed:

Day 1 – 7/14/20 7 p.m. at RFC; Day 2 – 7/16/20 7 p.m. at QFC

Hazmat/Bloodborne – 7/22/20 6 p.m. at CFC

Junior helmets were distributed.

Computer Committee – Car 2 ipad issue discussed.

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 hood inspection with Fire Marshal set for 7/15/20.
2. Truck Committee/T33 – Final inspection is an issue at the factory. To be done in CT.
3. Tax Abatement for retired volunteer FF – No movement.
4. E31 Truck Committee – Motion to send a letter to BOS to put on agenda for approval of bid to purchase the Pierce engine from Firematic Supply Co., Inc. in amount of \$914,471 made by AC Downs, Jr. Second by Chief Pelletier. Motion passed unanimously.
5. Property to the rear of QFC – No movement.
6. Power Plant Grant – Discussion ensued about additional funding which is available in the new fiscal year.
7. Grant from State of Connecticut - The grant was received for T-bars for SCBA masks.
8. Boat Maintenance – M2 is out of service.
9. Hose Testing – Scheduled for 8/19/20 and 8/20/20.
10. Officers Meeting – No meetings in July and August. Will resume in September 2020.
11. Communication – Issues to be discussed with management at NW Public Safety.

12. Fireworks - Set for 8/1/20 at Oxford High School. We need E32, B55 and E42 at the event.

New Business

None.

Remarks for the Good of the Department – Chief Pelletier noted the weather is warmer now. Stay hydrated and stay safe. Keep up the good work.

Adjournment – AC Downs, Jr. moved to adjourn the meeting at 8:27 p.m. Second by Chief Pelletier. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Clerk

21 JAN 14 PM 4:16
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK