



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, **August 12, 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 Gramigna, Training Officer Keith Nelsen and Vic Noll. Absent: AC Downs, Jr. and Marni Soss.

Minutes: Motion to Table review of the Minutes of the July 8, 2020 regular meeting made by Chief Pelletier. Second by AC Graminga. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Quaker Farms Fire Company – July 2020
2. Call and Incident Reports from NW CT Public Safety – July 2020
3. Spill Incident Reports – July 2020
4. 7/27/2020 Memo from First Selectman Re: Award Bid for New E31/Tabled
5. 8/3/2020 Memo from First Selectman Re: FY 2019/20 Annual Report
6. 8/4/2020 Email from ESO Re: Changes in ESO products supported starting 1/1/2021

Sent

1. Call Notice for August 12, 2020 Board of Fire Chief's Regular Meeting
2. Minutes for July 8, 2020 Board of Fire Chiefs Regular Meeting
3. 7/11/2020 2020-038 Letter to BOS Re: Contract for New E31
4. 7/20/2020 2020-039 Memo to Captains Re: SCBA Physicals/final notice
5. 7/20/2020 Email request for background check for T. Minar and D. Potter
6. 7/23/2020 2020-007R1 Memo to Marge West Re: Update to town website
7. 7/23/2020 2020-040 Memo to Captains Re: SCBA physicals due September 2020
8. 7/30/2020 Email to Employers Reference Source for background check for J. Gresik
9. 8/10/2020 Email to Oxford Pharmacy Re: Updated list of FF who need HepB shots

Chief's Reports:

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

	Calls	
	Month	Year
Department	32	246

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	30	379	1	34	3	82
Riverside						

Quaker Farms – AC Gramigna reported a loss of water from the well at the station.

Riverside – M2 is out of service.

Center – TK46 is out of service. Otherwise, all 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.
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	\$422,095.67
	Planned Expenditures	\$0
	Remaining	\$19,617.33

Approved budget FY 2020/21

	Approved Budget	\$428,200
	Expended	\$*
	Planned Expenditures	\$0
	Remaining	\$428,200

*Information not available.

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

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. No updated.

Policies – None.

Unfinished Business

1. Truck Committee/T33 – Final inspection is an issue at the factory. To be done in CT.
2. Tax Abatement for retired volunteer FF – No movement.
3. Truck Committee/E31 – BOS approved bid to purchase the Pierce engine from Firematic Supply Co., Inc. in amount of \$914,471 on 8/12/20 and forwarded to Board of Finance.
5. Property to the rear of QFC – No movement. Meeting with owners of property and First Selectmen needs to be scheduled.
6. Power Plant Grant – Discussion ensued about additional funding which is available in the new fiscal year. Documents for grant are being worked on.
7. Boat Maintenance – M2 is out of service/to be replaced. Quotes need to be obtained.
8. Hose Testing – Scheduled for 8/19/20 and 8/20/20.
9. Officers Meeting – No meeting in August 2020. September 24, 2020 is the next meeting.

New Business

1. Jensen Farm Rd. underground tank – Repair is needed. Public Works involved in repair.
2. Rolling Hills Dr. dry hydrant - Repair is needed. Public Works involved in repair.

Remarks for the Good of the Department – Discussion ensued about Haynes/Quarry Walk fire which occurred on July 27, 2020. Chief noted there was positive feedback from the owner. Owner is planning a First Responder Appreciation day. Date to be determined. All firefighters were reminded to stay hydrated and keep up the good work.

Adjournment – AC Gramigna 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 4:15
TOWN OF OXFORD, CT
August H. West
TOWN CLERK