



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 at S.B. Church Memorial Town Hall, 486 Oxford Road, Oxford, CT on Wednesday, **July 14, 2021**, 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, AC Gramigna, Keith Nelsen, Training Officer, Marni Soss, Secretary.

Audience: None.

Minutes: Motion to approve Minutes of the June 9, 2021 Regular Meeting made by AC Gramigna. Second by AC Downs. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies – June 2021
2. Call and Incident Reports from NW CT Public Safety – June 2021
3. 6/10/2021 Letter from Penny Mudget, Assessor Re: Change of address 337 Chestnut Tree Hill Road
4. 6/18/2021 Memo from Gordon Gramolini, Building Official Re: Quarry Walk parking issue
5. 6/21/2021 Notice from Southbury FD Re: Officers contact list
6. 6/26/2021 Letter from Sandy Hook Fire & Rescue Re: Officers list
7. 7/13/2021 Memo from Quaker Farms Fire Co. Re: Parade request-Thomaston 7/31/21

Sent

1. Minutes of June 9, 2021 Board of Fire Chief's Regular Meeting
2. Call Notice for July 14, 2021 Board of Fire Chief's Regular Meeting
3. 6/10/2021 Email to Employers Reference Source for background check/J. Yish
4. 6/11/2021 Email to Employers Reference Source for background check/J. Kondor
5. 6/14/2021 2021-032 Letter to Town Clerk Re: Updated schedule with location change for Fire Chiefs Meetings for the remainder of 2021
6. 6/14/2021 2021-034 Letter to Board of Selectmen Re: Tax Abatement-Request for policy change

7. 6/24/2021 2021-033 Letter to Captains Re: SCBA physicals due August 2021
8. 7/2/2021 Email to Oxford Pharmacy Re: Updated list of firefighters who need Hep B shots
9. 7/2/2021 2021-037 Letter to Board of Selectmen Re: Unplanned repairs to TK46
10. 7/2/2021 2021-035 Letter to Captains Re: Ladder Testing for 2021
11. 7/6/2021 2021-038 Letter to Planning & Zoning Re: Quarry Walk-Parking issue
12. 7/14/2021 2021-039 Letter to Walter Seaman, Asst. Chief Naugatuck Fire Re: Events of June 25, 2021

Chiefs' Reports

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

	Calls	
	Month	Year
Department	37	210

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	37	382	2	52	1	44
Quaker Farms	29	216	1	32	8	200
Riverside						

Quaker Farms – AC Gramigna reported all apparatus is up and running. Water issue in rear of property is affecting apparatus bays. U35 out of service for lettering. T33 has returned from tank repair. E31 is on limited response. Station roof was repaired today.

Riverside – AC Downs reported E51 had repair work done for issue with air conditioning. T53 is out of service for repair of cooling fan and issue with front tire will be assessed. Car 2 has power steering issue. Issue with roof leak discussed. Seal coating on driveway at station discussed. He was advised the Town plans to seal coat every two years.

Center – Chief Pelletier noted all apparatus is up and running. New e-tool is now located on TK46. Notice received to re-register the oil water separator for the station.

Keith Nelsen arrived at 7:40 p.m.

Membership

1. New members and resignations – None.

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 – Report reviewed.
9. OFD SCBA recertification – Report reviewed. Fit Testing will begin soon.
10. SCBA Physicals past due – Reviewed.
11. Hep B shots due – Reviewed.
12. Expired Drivers Med Cards – Reviewed.

Committee Reports

FY 2020/21 budget reviewed.

		Approved Budget	\$437,200.00
		Expended	\$425,231.47
		Planned Expenditures	\$0
		Remaining	\$ 11,968.53

Training Schedule Keith Nelsen reviewed the training schedule.

New member classes will be scheduled for July 2021. Monthly training drills:

- July – Water Rescue at New Haven Rowing Club
- August – Stand Pipe – Location to be determined
- September – Heavy Lift – RFC
- October – Extrication

Keith Nelsen excused himself from the meeting at 8:15 p.m.

Computer Committee – Issue with server was reported today. Issue was resolved. Internet service and phone service is being changed at RFC and QFC to Comcast. Frontier accounts will be cancelled. Discussion ensued about the process for the changeover.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. Tax Abatement for retired volunteer FF – No movement.
2. Truck Committee/E31 – AC Gramigna reported the new E31 arrived last week. Equipment from the old E31 will be moved over. New Equipment needs to be added and radio equipment needs to be installed.
3. R44 Truck Committee – AC Gramigna reported the committee will meet to plan the layout of the bins for storage of equipment.
4. Property to the rear of QFC – No movement.
5. Officers – Meeting set for September 30, 2021 at RFC.
6. Marine 2 – Lettering has been ordered. Follow-up will be done.

7. Certificate of Insurance – AC Downs will speak to homeowner on Roosevelt Dr. who allows OFD to use her property to access the river and who asked for insurance certificate.
8. Proposed budget FY 2021/2022 – Budget was approved at referendum on June 3, 2021. Detailed report will be released this month.
9. Radios – No issues reported at Quarry Walk site lately. Issue with Beacon Falls site discussed. Ants damaged equipment. The landscape needs to be maintained regularly and insecticide will be applied to the area regularly from now on.
10. Foam for firefighting – Old foam will be collected by the State. Discussion ensued about procedure to follow for cleaning tanks prior to using new foam.
11. Tax Abatement – Proposed policy change will be on the Board of Selectmen Agenda for the July 21, 2021 meeting.

New Business

1. Fireworks – July 2 fireworks were cancelled due to rain and are rescheduled for August 27.
2. Car show at CFC – Set for July 24 with rain date of July 25.
3. Hose Testing – To be scheduled.
4. Fire Hydrant Field Inspection – Rowland Farms and Trailer Park have been inspected. Additional fire hydrants will be added.
5. Haynes/Quarry Walk parking – Issue with inadequate parking has been noticed. Letter was sent to Planning & Zoning to address the issue.
6. Thomaston Parade – QFC requested permission to take apparatus to the Thomaston parade on July 31, 2021. Motion made by AC Gramigna to permit QFC to take U35 and T33 to the Thomaston Parade on July 31, 2021. Second by AC Downs. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier commented - Keep up the good work and stay hydrated.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:36 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Secretary, Oxford Fire Department

21 JUL 20 PM 4:31
TOWN OF OXFORD, CT
Thomaston A. West
TOWN CLERK