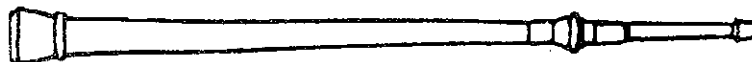




# OXFORD FIRE DEPARTMENT



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, **August 11, 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 July 14, 2021 Regular Meeting made by AC Gramigna. Second by Chief Pelletier. Motion passed unanimously.

## **Correspondence:**

### **Received**

1. Company Reports – Quaker Farms and Riverside Fire Companies – July 2021
2. Call and Incident Reports from NW CT Public Safety – July 2021
3. Spill Incident Reports for July 2021
4. 6/10/2021 Letter from Assessor Re: Approval of change of address/38 Little Punkup Rd.
5. 7/10/2021 Letter from CFC Re: Parade request for Beacon Falls Parade on 10/16/21
6. 7/15/2021 Public Act No. 21-191 (Substitute Senate Bill No. 837) Re: Firefighting foam
7. 7/22/2021 Memo from First Selectman Re: Board of Selectmen approval of request for Tax Abatement change in policy
8. 8/2/2021 Email from Jeff Rudzavice of Gowrie Re: Insurance coverage /use of boat launch at property on Roosevelt Drive
9. 8/5/2021 Memo from First Selectman Re: Annual Report due 8/23/21
10. 8/9/2021 Letter from Assessor Re: Change of address Prokop Rd. to 12 East Commerce Drive
11. 8/9/2021 Letter from Assessor Re: Change of address 12 East Commerce Dr. to 20 East Commerce Drive

### **Sent**

1. Minutes of July 14, 2021 Board of Fire Chief's Regular Meeting
2. Call Notice for August 11, 2021 Board of Fire Chief's Regular Meeting

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TOWN OF OXFORD, CT  
*August A. Clark*  
TOWN CLERK

3. 7/15/2021 2021-041 Memo to QFC Re: Parade request for Thomaston Parade on 7/31/21
4. 7/15/2021 2021-040 Memo to Assessor Re: Request for change of address on Little Punkup Rd.
5. 7/16/2021 Email to Employers Reference Source Re: Background check for D. Almeida
6. 7/22/2021 Email to Employers Reference Source Re: Background check for C. Chmiel
7. 7/26/2021 2021-042 Memo to Captains Re: SCBA physicals due September 2021
8. 7/27/2021 2021-043 Memo to Board of Selectmen Re: Unplanned repairs to E51
9. 7/27/2021 Email to Oxford Pharmacy Re: Updated list of FF who need HepB shots

### **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	39	249

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	20	43	0	0	5	78
Riverside	19	67	1	3	3	16

**Quaker Farms** – AC Gramigna reported all apparatus is up and running. Air conditioner installed in office where server is located. Prop guard installed on M3. U35 sent out for decals to be redone. Some colors and sizes of letters are not acceptable and it needs to be redone. New phone line and internet are up and running.

**Riverside** – AC Downs reported all apparatus is up and running. Still waiting for lettering on M2. Car2 has a power steering issue. Front tires replaced on T53 and other tires need to be replaced. New phone line and internet are up and running.

Keith Nelsen arrived at 7:45 p.m.

**Center** – Chief Pelletier reported all apparatus is up and running. Issue with air conditioning detected again on E41. New company hired for pest control at the three fire stations.

### **Membership**

1. New members and resignations – Thomas Giacchi, Social Status. Thomas Romeo inactive.

### **Follow up**

1. Daily Reminder Reports – Reviewed.
2. Probationary Members – Reviewed.
3. Daily Reminders Notes – Reviewed.
4. Call Attendance – Reviewed.

AUG 17 PM 1:44  
 TOWN OF OXFORD, CT  
 TOWN CLERK  
*Thomas Romeo*

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	\$436,905.72
	Planned Expenditures	\$0
	Remaining	\$294.64

FY 2021/22 budget reviewed.

	Approved Budget	\$416,542.00
	Expended	\$ 9,001.72
	Planned Expenditures	\$ 407,540.28
	Remaining	\$0

**Training Schedule** Keith Nelsen reviewed the monthly training schedule as follows:

August – Stand Pipe – Quarry Walk

September – Heavy Lift – RFC

October – Extrication

Training about approaching individuals with disabilities was discussed.

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

**Computer Committee** – New internet service is up and running at RFC and QFC.

**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. R44 Truck Committee – AC Gramigna reported further planning will be done for placement of equipment.
3. Property to the rear of QFC – No movement.

4. Officers – Meeting set for September 23, 2021 at RFC.
5. Marine 2 – Lettering has been ordered. Follow-up will be done.
6. Certificate of Insurance – Letter will be sent with insurance information to homeowner on Roosevelt Dr. who allows OFD to use her property to access the river for training.
7. Radios – Quarry Walk site is up and running. Beacon Falls site is down at this time. Ants damaged equipment. We purchased two new receivers and the site should be up and running later this month.
8. Foam for firefighting – Old foam will be collected by the State. State tested the tanks and we are waiting for results.
9. Tax Abatement – Proposed policy change was approved at Board of Selectmen meeting on 7/21/21.
10. Fireworks – Set for 8/27/21 (7/2/21 fireworks were cancelled due to rain). QFC will sell fried dough and B55 is needed for fireworks.
11. Hose Testing – Set for 8/25/21 at Quaker Farms School.
12. Fire Hydrant Field Inspection – Rowland Farms and Trailer Park have been inspected. Additional fire hydrants will be added. This is being addressed by the water company.

**New Business**

1. Haynes Touch-A-Truck – BH Care planned the event and set it for 8/14/21 from 10:30 am to 2:30 pm. We need to bring apparatus to the event.
2. Beacon Falls Parade – CFC requested in their letter dated 8/10/21 to take R44 and TK46 to the Beacon Falls parade on 10/16/21. Motion made by AC Gramigna moved to approve the request from CFC to bring R44 and TK46 to the Beacon Falls parade on 10/16/21. Second by AC Downs. Motion passed unanimously.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier commented the weather is very hot this time of year. Stay hydrated at all times. Keep up the good work.

**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 AUG 17 PM 1:46  
TOWN OF OXFORD, CT  
*AC Gramigna*  
TOWN CLERK