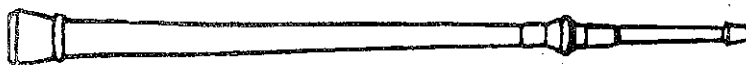




# OXFORD FIRE DEPARTMENT



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, **September 9, 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, Keith Nelsen Training Officer. Absent: Marni Soss, Vic Noll.

**Minutes:** Motion to Table review of the Minutes of the August 12, 2020 regular meeting made by Chief Pelletier. Second by AC Gramigna. Motion passed unanimously.

## **Correspondence:**

### **Received**

1. Company Reports – Quaker Farms Fire Company – August 2020
2. Call and Incident Reports from NW CT Public Safety – August 2020
3. Spill Incident Reports – August 2020
4. 8/12/2020 Letter from Glatfelter Claims Mgmt. Re: Claim for lost portable equipment (due to structure fire of 7/27/2020)
5. 8/13/2020 Memo from First Selectman Re: Award Bid for New E31
6. 8/13/2020 Notice from Travelers Indemnity Co. of CT Re: Workers compensation claims due to injury on 7/27/2020

### **Sent**

1. Call Notice for September 9, 2020 Board of Fire Chief's Regular Meeting
2. 8/3/2020 PO 26449 to Valley Fire School Re: 2Q Pump class (5 students)
3. 8/14/2020 2020-041 Letter To Whom It May Concern Re: G.Muttick/attendance at structure fire on 7/27/20
4. 8/18/2020 2020-042 Letter to Finance Director with Final Transfers FY 2019/20
5. 8/27/2020 2020-043 Letter to Captains Re: SCBA physicals due October 2020
6. 8/24/2020 2020-044 Letter to First Selectman Re: Annual Report FY 2019/20
7. 8/27/2020 Email to Oxford Pharmacy Re: Updated list of FF who need Hep B shots
8. 9/1/2020 2020-045 Memo to Asst. Chiefs and Captains Re: General fund budget FY2020/2021/approved
9. 9/1/2020 Email to Oxford Pharmacy Re: Updated list of FF who need Hep B shots

**Chief's Reports:**

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

	Calls	
	Month	Year
Department	102	348

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	86	604	1	30	1	24
Riverside						

**Quaker Farms** – AC Gramigna reported all is up and running. Phone line issue was discussed. Car 1 will call the phone company. Paint for deck needed.

**Riverside** – AC Downs, Jr. reported M2 is out of service. All other apparatus is up and running. T53 needs new battery and charger.

**Center** – Chief Pelletier reported TK46 remains out of service. 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.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

## **Committee Reports**

FY 2020/21

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

\*Information not available.

Keith Nelsen arrived at 8:00 p.m

**Training Schedule** – Keith Nelsen reviewed the training schedule.

July – Ropes/Rescue                      Location: CFC  
August – Power tools & Operation      Location: CFC  
September – Auto extrication          Location: CFC  
October – Power tools & Operation      Location: RFC

**Computer Committee** – Car 2 has an iPad issue – matter discussed.

**Valley Fire Chiefs Regional Fire School** – No report.

**Standard Operating Procedures** – SOP101 and SOP102 – updates to be made. No update.

**Policies** – None.

## **Unfinished Business**

1. Truck Committee/T33 – To be delivered next week.
2. Tax Abatement for retired volunteer FF – No movement.
3. Truck Committee/E31 – Contracts have been signed and apparatus ordered.
5. Property to the rear of QFC – No movement. Meeting with owners of property and First Selectmen to be scheduled.
6. Officers Meeting – September 24, 2020 is the next meeting at RFC.
7. Jensen Farm Rd. underground tank – Public Works has paving work to be done. Once that is done, it will be repaired.
8. Rolling Hills Dr. dry hydrant – No movement.

## **New Business**

None.

**Remarks for the Good of the Department** – Chief Pelletier noted August was a busy month. Keep up the good work, stay hydrated and safe.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:25 p.m. Second by AC Downs, Jr. Motion passed unanimously.

Respectfully submitted, pending approval

*Marni Soss*

Marni Soss, Clerk

21 JAN 14 PM 4:15  
TOWN OF OXFORD, CT  
*Christopher A. West*  
TOWN CLERK