



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, **October 10, 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 and Vic Noll.

Minutes: Motion to Table review of the Minutes of the September 9, 2020 regular meeting made by Chief Pelletier. Second by AC Gramigna. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Quaker Farms Fire Company – September 2020
2. Call and Incident Reports from NW CT Public Safety – September 2020
3. Spill Incident Reports – September 2020
4. 9/16/2020 Board of Selectmen Agenda for Regular Meeting
5. 9/28/2020 Copy of letter to First Selectmen from Frontier Re: Emergency contact
6. 9/28/2020 Agenda for Board of Finance Regular Meeting
7. 10/8/2020 Memo from First Selectman Re: Change part-time clerk to full-time

Sent

1. Call Notice for October 10, 2020 Board of Fire Chief's Regular Meeting
2. 9/15/2020 2020-046 Memo to BOS Re: Unplanned repairs to T33
3. 9/15/2020 Email to Employers Reference Source Re: Background check Recine
4. 9/22/2020 2020-047 Memo to BOS Re: Unplanned expense/Computer Systems Software
5. 9/22/2020 Purchase order 26456 to Valley Fire School Re: 2Q/Basic Pump class
6. 9/28/2020 2020/048 Memo to Mutual Aid Re: Thank you for assistance at 7/27/2020 Quarry Walk structure fire
7. 9/24/2020 2020-049 Memo to Captains Re: SCBA Physicals due Nov. 2020
8. 10/2/2020 Email to Employers Reference Source Re: Background check Kalakay

Chief's Reports:

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

| | Calls | |
|------------|-------|------|
| | Month | Year |
| Department | 40 | 388 |

| | Calls | | Drills/Training | | Work Sessions | |
|--------------|-------|---------|-----------------|---------|---------------|---------|
| | # | Man Hrs | # | Man Hrs | # | Man Hrs |
| Center | 39 | 199 | | | | |
| Quaker Farms | 32 | 144 | 1 | 42 | 3 | 70 |
| Riverside | 23 | 74 | 3 | 40 | 3 | 4 |

Quaker Farms – AC Gramigna reported E31 is out for service.

Riverside – AC Downs, Jr. reported E51 is out for repair. Car 2 needs some repairs. Hose washer needs to be repaired.

Center – Chief Pelletier reported TK46 is back in service.

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.

Audience of Citizens – None.

Committee Reports

Budget / FY 2020/21

| | | | |
|--|--|----------------------|--------------|
| | | Approved Budget | \$428,200.00 |
| | | Expended | \$ 49,420.42 |
| | | Planned Expenditures | \$378,779.58 |
| | | Remaining | \$0 |

Training Schedule – Keith Nelsen reviewed the training schedule. Discussion ensued about training.

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 iPad issue was fixed. U35 iPad installed.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures – SOP101 and SOP102 – updates to be made.

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.
4. Property to the rear of QFC – No movement. Meeting with owners of property and First Selectmen to be scheduled.
5. Officers Meeting – Training set for 10/29/20 at RFC.
6. Jensen Farm Rd. underground tank – Public Works has paving work to be done. Once that is done, it will be repaired.
7. Rolling Hills Dr. dry hydrant – No movement.

New Business

1. Marine 3 (M3) – Need to get pricing.
2. Insurance for Firefighters – Discussion ensued on the topic.
3. Certificate of Insurance – Homeowner on Roosevelt Drive who allows OFD to use her property to access the river asked for insurance certificate. Car 2 will obtain her information for the document.

Remarks for the Good of the Department – Chief Pelletier noted all who were on scene at the water rescue did a good job. Stay hydrated, watch for weather changing and leaves on the road. Keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:38 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
August A. Clark
TOWN CLERK