



## 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, **November 11, 2020**, are as follows:

The meeting was called to order by Chief Pelletier at 7:48 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, Vic Noll.  
Absent: Marni Soss.

**Minutes:** Motion to Table review of the Minutes of the October 10, 2020 regular meeting made by Chief Pelletier. Second by AC Gramigna. Motion passed unanimously.

### **Correspondence:**

#### **Received**

1. Company Reports – Center and Riverside Fire Companies – September 2020 & Quaker Farms and Riverside Fire Companies – October 2020
2. Call and Incident Reports from NW CT Public Safety – October 2020
3. Spill Incident Reports – October 2020
4. 11/8/2020 Email from James Vincent, Valley Fire Chiefs Regional Training School Re: John Carroll

#### **Sent**

1. Call Notice for November 11, 2020 Board of Fire Chief's Regular Meeting

No other correspondence reviewed.

**Chief's Reports:**

**Fire Department Calls** - Last month and Year to Date – Not reviewed.

	Calls	
	Month	Year
Department	30	418

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	29	105				
Quaker Farms	20	47	0	0	3	75
Riverside	18	48	10	140	5	73

**Quaker Farms** – Nothing to report.

**Riverside** – Nothing to report.

**Center** – Nothing to report.

**Membership**

1. New members and resignations discussed.

**Follow up**

1. Daily Reminder Reports – not reviewed.
2. Probationary Members – not reviewed.
3. Daily Reminders Notes – not reviewed.
4. Call Attendance – not reviewed.
5. Drill Attendance – not reviewed.
6. Expired Drivers Licenses – not reviewed.
7. Firefighters Missing Minimum Requirements – not 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 – not reviewed.
11. Hep B shots due – not reviewed.
12. Expired Drivers Med Cards – not reviewed.

### **Committee Reports**

Budget / FY 2020/21 (Data as of 10/14/20 – not reviewed)

	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
November – Ladders	Location: TBD

**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. Equipment appointment to be scheduled.
2. Tax Abatement for retired volunteer FF – No movement.
3. Truck Committee/E31 – Preconstruction meeting set for 12/2/2020.
5. Property to the rear of QFC – No movement. Meeting with owners of property and First Selectmen to be scheduled.
6. Officers Meeting – Set for 12/17/2020 at 7:30 p.m. at Center Fire Company.

### **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.

4. New thermal imaging camera for U35 – Motion to purchase new thermal imaging camera for U35 made by Chief Pelletier. Second by AC Gramigna. Discussion: Need to talk to company captains. Motion passed unanimously.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier reported the Fire Department is still following temporary policy for COVID-19 including wearing masks and following social distancing. He noted a reminder to respond with caution and keep up the good work.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:54 p.m. Second by AC Downs, Jr. Motion passed unanimously.

Respectfully submitted, pending approval

*Marni Soss*

Marni Soss, Clerk

21 JAN 14 PM 4:16  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK