



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, **December 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. Absent: Keith Nelsen Training Officer, Vic Noll and Marni Soss.

Minutes: Motion to Table review of the Minutes of the November 11, 2020 regular meeting made by AC Gramigna. Second by AC Downs, Jr. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center Fire Company October 2020 and Center Fire, Quaker Farms and Riverside Fire Stations – November 2020
2. Call and Incident Reports from NW CT Public Safety – November 2020
3. 9/28/2020 Agenda for Board of Finance Regular Meeting
4. 11/4/2020 Agenda for Board of Selectmen's Regular Meeting
5. 11/5/2020 Memo from Office of First Selectman Re: Change part-time fire department/Fire Marshal clerk to full-time/matter tabled
6. 11/2020 Letter from Connecticut Water Re: Merge with Heritage Village Water Company
7. 11/18/2020 Agenda for Board of Selectmen's Regular Meeting
8. 12/2/2020 Agenda for Board of Selectmen's Regular Meeting
9. 12/2/2020 Notice of Incident from CT State Police /Location: 75 Great Hill Road, Oxford (R44 involved)
10. 12/8/2020 Letter from Riverside Fire Co. Re: Recommendation for Chief 2021

Sent

1. Call Notice for December 9, 2020 Board of Fire Chief's Regular Meeting
2. 10/29/2020 2020-050 Memo to Board of Selectmen Re: Unplanned repairs to T53
3. 10/19/2020 Federal Excise Tax Form for Pierce Manufacturing
4. 10/20/2020 2020-051 Memo to Captains Re: SCBA physicals due Dec. 2020

5. 10/27/2020 Email to Oxford Pharmacy Re: Firefighters who need HepB shots
6. 11/3/2020 2020-053 Memo to Captains Re: Budget requests FY 2021/2022
7. 11/3/2020 2020-052 Memo to Captains Re: Annual list of Blue Light Permits
8. 11/5/2020 Purchase order 26462 to Valley Fire School Re: Firefighter 1
9. 11/12/2020 Email to Employers Ref. Source Re: Background check R.Evans
10. 11/23/2020 Memo to Captains Re: 2021 Personal Gear Inventory
11. 11/24/2020 Memo to Captains Re: SCBA Physicals due January 2021
12. 12/1/2020 Memo to Board of Selectmen Re: Unplanned repairs TK46

Chief's Reports:

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

	Calls	
	Month	Year
Department	49	466

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	41	312				
Quaker Farms	36	89	1	35	3	102
Riverside	30	290	2	49	3	26

Quaker Farms – AC Gramigna reported U35 is going to Shawn & Sons Automotive for service.

Riverside – AC Downs, Jr. reported T53 is out for annual service. E51 has a fan in the AC unit that needs repair.

Center – Chief Pelletier reported R44 is going out for annual service on Monday, December 14.

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 reviewed.

	Approved Budget	\$428,200.00
	Expended	\$85,896.16
	Planned Expenditures	\$342,303.84
	Remaining	\$0

Training Schedule – Chief Pelletier noted all training at the company level is cancelled for the month due to COVID-19.

December – SOP review/Christmas Party Cancelled due to Covid-19

Computer Committee – Riverside has an issue with printing that needs to be resolved.

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 – Equipment is being mounted this week and radio to be installed Monday. Delivery next week is possible.
2. Tax Abatement for retired volunteer FF – No movement.
3. Truck Committee/E31 – Preconstruction meeting completed on 12/2/2020. All is on track as planned.
4. Property to the rear of QFC – No movement. AC Gramigna plans to meet with First Selectman.
5. Officers Meeting – Set for 12/17/2020 at 7:30 p.m. at Center Fire Company.
6. Marine 3 (M3) – Need to get additional prices for review by Board of Selectmen.
7. 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.
8. New thermal imaging camera for U35 – New Argus camera ordered.

New Business

1. Long Range Capital Plan – Updated report to be reviewed.
2. Chiefs meeting schedule for 2021 – Meetings to be held the second Wednesday of each month at Center Fire Station. Motion to approve Chiefs Meeting Schedule for

2021 as presented made by AC Gramigna. Second by AC Downs, Jr. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted the Fire Department is still following the temporary policy for COVID-19 including wearing masks and following social distancing. Please respond with caution. The weather is changing and road conditions may be hazardous. Dress appropriately, stay hydrated and keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:20 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
Margaret A. West
TOWN CLERK