



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

Scott J. Pelletier, Chief

OXFORD CENTER VOL. FIRE CO.

QUAKER FARMS VOL. FIRE CO.

RIVERSIDE VOL. FIRE CO.

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 Center Fire Station, 484 Oxford Road, Oxford, CT on Wednesday, **April 14, 2021**, are as follows:

The meeting was called to order by Chief Pelletier at 7:33 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, Marni Soss, Clerk.

Audience: None.

Minutes: Motion to approve Minutes of the March 10, 2021 Regular Meeting made by AC Gramigna. Second by Chief Pelletier. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center Fire Co. and Quaker Farms Fire Co. – March 2021
2. Call and Incident Reports from NW CT Public Safety – March 2021
3. March 2021 Spill Incident Report
4. 3/9/2021 Recognition Agreement from UPSEU Local 424 Union Re: Fire Dept./Fire Marshal/Finance Dept. Clerk
5. 3/17/2021 Letter from Penny Mudgett, Assessor Re: Change of address
6. 3/17/2021 Email from First Selectwoman of Seymour Re: Thank you for mutual aid/structure fire on March 16, 2021
7. 3/24/2021 Letter from Southbury Volunteer Firemen's Assoc. Re: Thank you for mutual aid/brush fire on March 12, 2021
8. 3/28/2021 Letter from American Legion Post 174 Re: Plans for Memorial Day Parade
9. 4/2021 Letter from J. Blakeman Re: Tax Abatement call/drill attendance
10. 4/6/2021 Letter from First Selectwoman of Seymour Re: Thank you for mutual aid/animal rescue
11. 4/2021 Letter from Jared Blakeman Re: Tax abatement/drill credit

Sent

1. Call notice for April 14, 2021 Board of Fire Chief's Regular Meeting
2. Minutes of March 10, 2021 Board of Fire Chief's Regular Meeting
3. 3/23/2021 Letter to Captains Re: SCBA physicals due May 2021
4. 4/6/2021 Letter to R. Smith, Jr. of Timberlake Development Partners Re: Timberlake Apartments at Oxford Greens

- 4/8/2021 Email to Employers Reference Source requesting background check for R.Haas

Chiefs' Reports

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

	Calls	
	Month	Year
Department	42	96

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	41	617	1	48	2	75
Quaker Farms	35	245	1	52	3	105
Riverside						

Quaker Farms – AC Gramigna reported T33 is out of service due to recurring anti-freeze leak and issue with side chute opening unexpectedly. E32 has hydraulic leak (possibly overflow). Issue will be monitored. Equipment on boat was organized and front of boat will be repaired.

AC Downs, Jr. arrived at 7:40 p.m.

Riverside – AC Downs, Jr. reported: E51- still monitoring a couple of minor fluid leaks coming from coolant system; still missing attic ladder. T53 - cooling fan appears to always be on - never shuts off. Temp gauge in normal range. Will check to be sure switch is set on auto. Marine 1 - searching for weather proof enclosure for radio. Marine 2 - follow up with Mike McCarthy to get back to install lettering and mount lights. Car2 – damage due to accident. Chief Pelletier noted he is waiting on Police Department to verify the insurance claim was submitted. Parts for rust damage were ordered.

Center – Chief Pelletier noted all is up and running. E42 – Internal leak in fan clutch was repaired and changed to hard fitting to alleviate the issue.

Membership

- New members and resignations discussed. Robert Haas, Jr. new member of CFC. Ryan Gatton of CFC will become inactive due to military leave.

Follow up

- Daily Reminder Reports – Reviewed.
- Probationary Members – Reviewed.
- Daily Reminders Notes – Reviewed.
- Call Attendance – Reviewed.

5. Drill Attendance – Reviewed.
6. Expired Drivers Licenses – Reviewed.

Keith Nelsen arrived at 7:55 p.m.

7. Firefighters Missing Minimum Requirements – Reviewed.
8. OFD OSHA recertification – Reviewed.
9. OFD SCBA recertification – Reviewed. Fit Testing will be started once the majority of FF are vaccinated. This is not required but it is the choice of the department.
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	\$428,200.00
	Expended	\$325,258.88
	Planned Expenditures	\$102,941.12
	Remaining	\$0

Training Schedule

Keith Nelsen reviewed the schedule for monthly training drills:

April- Ladders

May – Hose Advancement

June – Haz-Mat

OSHA Recertification report and SCBA Recertification report reviewed. Additional recertification classes will be scheduled. Confined space drill set for April 15, 2021 at the power plant.

Junior members – Helmets are due in next month. Discussion ensued about the need to keep them active. Town has a meeting scheduled to discuss possibly opening Town Hall and other town buildings to the public. Information to follow.

Keith Nelsen excused himself from the meeting at 8:20 p.m.

Computer Committee – AC Downs' ipad and R54 ipad issues will be worked on.

Valley Fire Chiefs Regional Fire School – No report. Chief Pelletier noted FFI class is progressing and OFD students are doing well.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. Tax Abatement for retired volunteer FF – Meeting to be scheduled.
2. Truck Committee/E31 – AC Gramigna reported the building of E31 began last week. He will continue to report progress as it becomes available.
3. Property to the rear of QFC – No movement.
4. Officers – Meeting set for April 22, 2021 at QFC.
5. Marine 2 – Lettering is ordered and we are waiting for installation.
6. 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
7. Proposed budget FY 2021/2022 – Board of Finance has not approved budget to date.
8. R44 Truck Committee – AC Gramigna needs to hear from Jeff Horn and a meeting will be scheduled with the committee.
9. Tax Abatement – Board of Selectmen approved tax abatement. Since then, Jared Blakeman of CFC submitted a letter indicating he attended a class, giving him an additional drill credit which makes him eligible for tax abatement for 2020. Motion made by AC Gramigna to approve Jared Blakeman's request for one added drill credit which makes him eligible for Tax Abatement for 2020. Second by AC Downs.
Discussion: We will forward this information to the Board of Selectmen for approval. Motion passed unanimously.

New Business

1. Riggs Street apartments – Plans for new apartment buildings received and reviewed by Chief Pelletier, AC Gramigna and AC Downs.
2. Radios – Issue with phone lines and levels on phone lines an issue as well. We are negotiating with Frontier and AT&T to find out what type of line we can get that is more reliable.
3. Memorial Day Parade – Set for May 31, 2021. Line up order is CFC, QFC, RFC at Quarry Walk.

Audience of Citizens – None.

Remarks for the Good of the Department – The weather is starting to get warmer and brush fires have been an issue in the past month. Stay hydrated and stay safe. Keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:28 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Clerk, Oxford Fire Department

21 APR 19 PM 4:30
TOWN OF OXFORD, CT
Christopher A. Clark
TOWN CLERK