



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 Regular Meeting of the Oxford Board of Fire Chiefs, held at Center Fire Station, 484 Oxford Road, Oxford, CT on Wednesday, **May 12, 2021**, 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, Marni Soss, Clerk.

Audience: None.

Minutes: Motion to approve Minutes of the April 14, 2021 Regular Meeting made by AC Gramigna. Second by AC Downs. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Quaker Farms and Riverside Fire Companies – April 2021
2. Call and Incident Reports from NW CT Public Safety – April 2021
3. April 2021 Spill Incident Reports
4. 4/10/2021 Letter from Middlebury Fire Department Re: Thank you for mutual aid on April 10, 2021 for water rescue
5. 4/22/2021 Memo from Office of First Selectman Re: Tax Abatement 2020 approve request for revision
6. 5/6/2021 Peddler Permit for Timbercrafts at Kirk's Pond parking area

Sent

1. Call notice for May 12, 2021 Board of Fire Chief's Regular Meeting
2. Minutes of April 14, 2021 Board of Fire Chief's Regular Meeting
3. 4/15/2021 2021-006 Letter to Chiefs and Captains Re: Radio Call Signs, Signals & Codes revised for 2021
4. 4/15/2021 2021-021 Letter to Board of Finance Re: Radio update project
5. 4/16/2021 2021-023 Letter to Board of Selectmen Re: Tax Abatement 2020-Revision
6. 4/20/2021 2021-022 Letter to Board of Selectmen Re: Unplanned repairs E42
7. 4/26/2021 2021-024 Letter to Captains Re: SCBA physicals due June 2021
8. 5/10/2021 2021-026 Letter to TJ Billings Re: 9 Lake Drive burn permit
9. 5/11/2021 2021-025 Letter to Finance Director Re: Storm of August 4, 2020

Chiefs' Reports

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

	Calls	
	Month	Year
Department	40	136

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	35	134	4	57	4	105
Riverside	22	34	3	13	2	7

Quaker Farms – AC Gramigna reported all apparatus is up and running. Station has an issue with back drain. A service call will be ordered.

Riverside – AC Downs reported all apparatus is up and running. Repair was done on Car 2. Preparations for Memorial Day parade are being worked on. All is up and running at the station.

Center – Chief Pelletier noted all apparatus is up and running. Parts for repair of air compressor are ordered. R44 may need to fill up at RFC.

Membership

1. New members and resignations – None.

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 – Report reviewed.
9. OFD SCBA recertification – Report reviewed. Fit Testing will begin soon.
10. SCBA Physicals past due – Reviewed. Motion made by AC Gramigna to send a final letter to Daniel Wiemer advising him he is being removed from the interior fire fighter list and cannot wear SCBA due to his past due annual physical. Second by AC Downs. Motion passed unanimously.
11. Hep B shots due – Reviewed.
12. Expired Drivers Med Cards – Reviewed.

Keith Nelsen arrived at 7:45 p.m.

Committee Reports

FY 2020/21 budget reviewed.

		Approved Budget	\$428,200.00
		Expended	\$360,079.27
		Planned Expenditures	\$68,120.73
		Remaining	\$0

Training Schedule

Keith Nelsen reviewed the schedule for monthly training drills:

May – Hose Advancement

June – Haz-Mat

OSHA recertification scheduled was reviewed. Classes will be held at RFC. SCBA recertification is to be done at each station. Junior members discussed. Juniors will be involved in the Memorial Day parade.

Computer Committee – No issues reported. New computer for CFC is on back-order.

Valley Fire Chiefs Regional Fire School – No report.

Keith Nelsen excused himself from the meeting at 7:55 p.m.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. Tax Abatement for retired volunteer FF – Meeting set for May 19, 2021.
2. Truck Committee/E31 – AC Gramigna reported building of the new engine continues. Post construction inspection tentatively set for June 15, 2021. Captains will meet to set up training on E41 and E51 in preparation for the new E31.
3. R44 Truck Committee – AC Gramigna reported the committee met with Shelton Fire to get ideas of tool placement and organization ideas. They plan to meet with other local fire departments for ideas as well.
4. Property to the rear of QFC – No movement.
5. Officers – Training set for May 27, 2021 at QFC.
6. Marine 2 – Lettering has been ordered.
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. Proposed budget FY 2021/2022 – Board of Selectman have a special meeting set for May 17, 2021 to ratify the budget.
9. Tax Abatement – Board of Selectmen approved our request to update tax abatement report for 2020 to include Jared Blakeman.
10. Radios – Issue seems to be corrected at this time. We are looking into a permanent fix to avoid more issues.
11. Memorial Day Parade – Set for May 31, 2021. Line up order is CFC, QFC, RFC at Quarry Walk.

New Business

1. Foam for firefighting – All the foam we currently have needs to be discarded. Chief Pelletier noted we will only use foam for firefighting if needed for a serious incident at the airport, for example. He reviewed the plan to safely collect and discard the foam which is hazardous to our health/cancer causing. The State has a program for disposal of the foam and we will follow the guidelines.

Audience of Citizens – None.

Remarks for the Good of the Department – Warm weather will be arriving soon. Stay hydrated, stay safe and keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:12 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Clerk, Oxford Fire Department

21 MAY 17 PM 4:14
TOWN OF OXFORD, CT
Marybeth A. West
TOWN CLERK