



OXFORD FIRE DEPARTMENT

425



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 in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Wednesday, **April 10, 2019**, are as follows: The meeting was called to order by Chief Pelletier at 7:32 p.m.

Roll Call: The roll call was taken and placed on file. Those in attendance: Chief Pelletier, AC Downs, Jr., AC Gramigna, Marni Soss, Secretary and Vic Noll, Administrative Assistant.

Audience: Kyle Graham, Steve Graham and Maryann Graham.

Minutes: The reading of the Minutes of March 13, 2019 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Gramigna to approve, seconded by AC Downs. Motion passed unanimously.

Correspondence Received:

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies – March 2019
2. Company Report – Riverside Fire Company – February 2019
3. Call and Incident Reports from NW CT Public Safety – March 2019
4. 2/15/2019 Spill Incident Reports (300 Oxford Rd., 156 Good Hill Rd., and 16 Condon Rd.)
5. 3/20/2019 Agenda for BOS regular meeting
6. 3/21/2019 Memo from First Selectman Re: BOS Approval of Firefighters Certified Tax Abatements for 2018
7. 3/24/2019 Worker's Compensation Report of Occupational Injury Re: Cory Nihill
8. 3/25/2019 Report from Valley Fire School Board Meeting
9. 3/26/2019 Legal Notice of Town Meeting for 4/3/2019 at 7:30 pm/2 items
10. 4/2/2019 Highway Use Permit for 3/27/2019 Memorial Day Parade
11. 4/3/2019 Agenda for BOS Regular Meeting
12. 4/4/2019 Memo from First Selectman Re: BOS Approval of sending out bids for T33

Sent:

1. Minutes for March 13, 2019 Board of Fire Chief's Regular Meeting
2. Call notice for April 10, 2019 Board of Fire Chief's Regular Meeting
3. 3/11/2019 2019-006 Memo to Chiefs, Captains Re: 2019 Radio Call Signs, Signals and codes
4. 3/14/2019 Email to Employer's Reference Source Re: Request for background checks
5. 3/18/2019 Memo to BOS Re: Firefighters Certified Tax Abatement 2018
6. 3/18/2019 2019-032 Memo to P&Z Re: Timberlake Apartments, Riggs Street

A VOLUNTEER DEPARTMENT PROUDLY SERVING ITS COMMUNITY

"SINCE 1940"

"An Equal Opportunity Employer"

7. 3/18/2019 P.O. 26338 to Valley Fire Chiefs Regional Training School Re: FFI class
8. 3/21/2019 P.O. 26340 To NFPA Re: Equipment
9. 3/25/2019 2019-034 Memo to Captains Re: SCBA physicals due May 2019
10. 3/27/2019 2019-036 Memo to BOS Re: Final Specifications for Tanker 33
11. 3/28/2019 2019-035 Memo to BOS Re: Unplanned repairs on E31 radio
12. 4/8/2019 2019-033 Memo to Captains Re: FF Missing OFD OSHA training for 2019

Motion made by AC Downs to Amend the Agenda to include review of Kyle Graham's Eagle project and to discuss the matter at this time. Second by AC Gramigna. Motion passed unanimously.

Kyle Graham is a member of Boy Scout Troop 1 and a Life Scout at this time. His goal is to become an Eagle Scout and has planned his Eagle project. He plans to do maintenance around eleven dry hydrants in Oxford. Four others are on private property and are not part of the project. He believes his project will help make the dry hydrants more accessible to the Fire Department in case of an emergency. He plans to clear a 5'x5' area around each dry hydrant and clear a path from the road to each one. He plans to put down landscaping fabric and gravel in the cleared areas. Donations of materials will be requested from local businesses and fundraising will be done to pay for materials. Chief Pelletier noted the Fire Department should be kept informed of fundraising so members can be supportive. AC Downs and AC Gramigna commented the project will be helpful to the Fire Department. Kyle asked for suggestions. Chief Pelletier noted he should be careful around the pipe when using tools. Motion to support Kyle Graham in his endeavor with the Eagle project made by AC Gramigna. Second by AC Downs. Comment: Chief Pelletier noted Kyle Graham has their blessing. Motion passed unanimously.

Chief's Reports:

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

	Calls	
	Month	Year
Department	42	148

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	41	757	1	52	2	181
Quaker Farms	31	390	1	38	4	104
Riverside	26	202	2	42	5	43

Quaker Farms – AC Gramigna reported all is up and running. He noted water has been coming up from the foundation and causing puddles. Further investigation will be done to help plan for a remedy. Room for storing gear is almost complete. Outdated gear and donation of the same was discussed. Meeting with First Selectmen will be requested before any donation is done. E31 has a smoothbore on the front cross lay and fog nozzle on the second cross lay. U35 has new batteries.

Riverside – AC Downs reported B55 – charging system has been resolved. Issue with kusmal adaptors not ejecting – it was found that the regulator was broken – to be replaced. E51 portable missing. Outside light

that is not working has a warranty. Receipt will be obtained from office to have the item replaced. Door replaced in dayroom to outside.

Center – Chief Pelletier reported all is up and running. New battery tools are received and they will be mounted on apparatus. Replacement flashlights for R44 received and will be mounted. Piece of exhaust is leaking on R44 and will be repaired next week. No issues at the station.

Membership

1. New members and resignations – Three new probationary Junior members: Andrew Coy, Jr., Jason Dempsey and Kayden Guillet.

Follow up

1. Daily Reminder Reports/Equipment requiring testing – reviewed.
2. Probationary Members – reviewed. Chief Pelletier noted Marc Athanasiou's probationary period is extended for six months.
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 – reviewed.
9. OFD SCBA recertification – reviewed.
10. SCBA Physicals past due – reviewed.
11. Hep B shots due – reviewed.
12. Expired Drivers Med Cards – reviewed.

Committee Reports – Chief Pelletier reviewed budget FY 2018-19. Data available through 3/28/19.

Approved Budget	\$419,892.00
Expended	\$305,335.97
Planned Expenditures	\$103,259.71
Remaining	(-\$11,296.32)

Training Schedule – Keith Nelsen was unable to attend the meeting.

Chief Pelletier reported the following schedule for monthly drills:

April – Advancing Hose Lines at the Airport and helping tower with FAA requirement.

May – Power plant. RIT with fast boards to be done two Thursday evenings (dates to be decided)

June 9 (Sunday) - Live Burn at Fairfield Fire School.

Computer Committee – Chief Pelletier reported the server was affected by a virus and had to be rebuilt. Discussion ensued about existing firewall protection.

Valley Fire Chiefs Regional Fire School – Report received from Ed Hellauer who attended meeting on 3/25/19 and reviewed as follows: A large-scale, advanced drill is being planned for 6/8 at Southbury Training School. The FFII class starts 3/27 at QFC. Currently has ten students. The summer FFI class will be held in Beacon Falls starting 5/7. Q2/pump class will be held in Orange in May. Currently a class is running in Shelton. The fire school construction project did not make the state bond committee agenda for this quarter. Things are looking good for the next meeting.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. Kitchen at RFC – Hood system is being worked on. Wiring of exhaust fans to be done. Possible pancake breakfast in May.
2. Truck Committee – Bid specifications are out. Bids due back by 5/6.
3. Tax Abatement for retired volunteer FF – No movement.
4. Radio maintenance – Meeting was held with First Selectmen, Town Council, Planning & Zoning chairman, Tom Haynes and his safety and environmental specialist and attorney. Mr. Haynes is expected to meet with the First Selectman in two weeks with his intentions. Chief Pelletier also met with Haynes' safety and environmental specialist and Utility Communications to discuss the matter.
5. Chimney at RFC – Cap to be installed.
6. Keyless Entry System – Installation of upgrades will begin on 4/22.
7. Decks at QFC (capital) – Pending approval from State Re: LoCIP funds.
8. Water testing – AC Downs is working with water company on exemption from water testing for RFC and QFC.
9. Training for power plant – Scheduled for May training drill.
10. Budget for FY 2019-2020 – Board of Finance meetings are continuing this week.
11. Take a Stand at Oxford High School – Set for 4/25 at 10 a.m. Rain date 4/26. AC Gramigna is organizing the event. Plans reviewed.

New Business

1. O'Neill Road structure fire – Debriefing was held due to the fatalities. We reached out to all personnel who attended the incident to be sure all are fine. Chief Pelletier noted everyone did a great job at the incident and nothing should have been done differently. All are commended for what they did.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted warmer weather is coming and brush fires have started. Stay hydrated, keep up the good work and be safe.

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
Marni Soss, Secretary

19 APR 18 PM 2:12
TOWN OF OXFORD, CT
Gregory H. Clark
TOWN CLERK