



# OXFORD FIRE DEPARTMENT

429



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, **May 8, 2019**, 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, Marni Soss, Secretary, Vic Noll, Administrative Assistant and Keith Nelsen, Training Officer.

Audience: None.

**Minutes:** The reading of the Minutes of April 10, 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 and Quaker Farms Fire Companies – April 2019
2. Call and Incident Reports from NW CT Public Safety – April 2019
3. 4/17/2019 Agenda for BOS Regular Meeting
4. 4/23/2019 Letter of Agreement Re: Airport Emergency Procedures
5. 4/22/2019 Spill incident report/Tram Dr. and Joseph Dr.
6. 4/23/2019 Notice/change of address for Bulldog Fire Apparatus
7. 5/1/2019 Agenda for BOS Regular Meeting
8. 5/1/2019 Letter from Beacon Hose Co. No. 1 Re: Officers
9. 5/1/2019 FY2019-2020 Holiday for Town personnel

### **Sent**

1. Minutes for April 10, 2019 Board of Fire Chief's Regular Meeting
2. Call notice for May 8, 2019 Board of Fire Chief's Regular Meeting
3. 4/18/2019 2019-037 Memo to P&Z Re: 89 Prokop Rd. Phase One-Bldg 1
4. 4/18/2019 2019-038 Memo to P&Z Re: Quarry Walk, Phase 2E-Site Plan
5. 4/15/2019 2019-039 Memo to Captains Re: SCBA physicals due June 2019

**Chief's Reports:****Fire Department Calls - Last month and Year to Date – Reviewed.**

	Calls	
	Month	Year
Department	34	182

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	33	238				
Quaker Farms	25	99	1	26	2	30
Riverside						

**Quaker Farms** – AC Gramigna reported all is up and running. E31-monitoring front end shake. Audio for radio has intermittent issue-will be monitored.

**Riverside** – AC Downs reported E51 still has wet spot under truck-possible transmission issue. To be monitored. R54-air pressure issue will be monitored. Door was installed to the day room. Keyless entry system/readers will be worked on. AC Downs has a warranty claim with the manufacturer of the exterior light that is not working. It has a five year warranty.

**Center** – Chief Pelletier reported all is up and running. Dewalt tools are being put on apparatus.

**Membership**

1. New members and resignations – New Junior members: Cody Russell, James Soda.

**Follow up**

1. Daily Reminder Reports – reviewed. Ladder testing set for 5/21 at CFC and 5/22 at QFC, RFC.
2. Probationary Members – reviewed.
3. Daily Reminders Notes – reviewed.
4. Call Attendance – reviewed.
5. Drill Attendance – reviewed.
6. Expired Drivers Licenses – reviewed. *Keith Nelsen arrived at 7:45 p.m.*
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.

	Approved Budget	\$419,892.00
	Expended	\$370,093.39
	Planned Expenditures	\$38,502.29
	Remaining	(-\$11,296.32)

### **Training Schedule –**

- May – Power plant - CFC. Tour of Power plant will be held on 5/29 and 5/30.  
June – Sun. 6/9 Live Burn at Fairfield Fire School  
July – Water Rescue

Keith reported Junior membership is up to twenty.

**Computer Committee** – Chief Pelletier reported we had additional trouble with the server. Issues are being dealt with and we have good backup of data. The IT company that Town Hall uses will be used in the future for maintenance of server and other computer maintenance issues/needs.

**Valley Fire Chiefs Regional Fire School** – No report from the monthly meeting was received. Chief Pelletier noted school is waiting on bonding issue for the new fire school. FFI and FFII classes are in session.

**Standard Operating Procedures** –None.

**Policies** – None.

### **Unfinished Business**

1. Kitchen at RFC – Work will continue on the hood system. The majority of the electrical work is done.
2. Truck Committee – Bids were due on 5/6 and one was received. Truck committee will review to ensure the bid is compliant with specifications. AC Downs noted we received only one bid and Chief Pelletier commented the price is lower than he anticipated.
3. Tax Abatement for retired volunteer FF – No movement.
4. Radio maintenance – Contract is being negotiated by Haynes and Utility Communications.
5. Chimney at RFC – Cap received but does not fit properly. A different cap will be purchased.
6. Keyless Entry System – Installation is complete. RFC needs to program keys.
7. Decks at QFC – Received State approval for LoCIP funds. AC Gramigna spoke to the contractor who will obtain permit for project and begin soon.
8. Water testing – AC Downs reviewed State regulations for public water systems. He noted we will continue to do water testing at QFC and RFC so that we are compliant. If we find that we are exempt, the testing can be stopped.

*Keith Nelsen excused himself from the meeting at 8:25 p.m.*

9. Training for power plant – See Training Schedule above.
10. Budget for FY 2019-2020 – Town Meeting was held 5/6 and referendum is set for 5/16.
11. Take a Stand at Oxford High School – Event was held on 4/25. AC Gramigna reported the event went very well. He thanked CFC and RFC for their efforts. He plans to meet with the high school principal to discuss possible modifications for next year's event.

### **New Business**

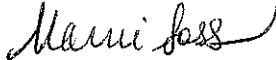
1. New tanker - Motion made by Chief Pelletier to have the truck committee review the bid for the new tanker received by US Tanker and compare with the specifications. If correct, the committee will recommend to the Board of Chiefs that we accept the bid to purchase the new tanker and forward to Board of Selectmen. Second by AC Downs. Discussion: AC Downs commented his company feels the cost is high. We anticipated inflation and budgeted \$326,000. Chief Pelletier expected the bid to be higher. Motion passed unanimously.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier noted the weather is changing and getting warm. Stay hydrated, be safe, and keep up the good work.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:39 p.m. Second by AC Downs. Motion passed unanimously.

*Respectfully submitted, pending approval*



Marni Soss, Secretary  
Oxford Fire Department

19 MAY 14 PM 4:36  
TOWN OF OXFORD, CT  
*Opportunity A West*  
TOWN CLERK