



OXFORD FIRE DEPARTMENT

433



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, **June 12, 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 May 8, 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 – Riverside Fire Company – April 2019
2. Company Reports - Center and Quaker Farms Fire Companies – May 2019
3. Call and Incident Reports from NW CT Public Safety – May 2019
4. 5/10/2019 Spill incident report for 21 Thorson Road
5. 5/13/2019 Email from IAFC Re: Update email for membership
6. 5/14/2019 Notice of outage for maintenance/151 Coppermine Rd. on 5/30 & 5/31/2019
7. 5/15/2019 Agenda of BOS Regular meeting
8. 5/16/2019 Copy of letter to Timbercrafts from First Selectman Re: Peddler permit
9. 5/16/2019 Memo from First Selectman Re: FY 2018/19 transfer request for clerk's wages (matter tabled to new FY)
10. 5/22/2019 Legal Notice of Town Meeting for 6/5/19 Re: Nine items
11. 5/22/2019 Certificate of Liability Insurance to Fairfield Fire School for Live Burn on 6/9/19
12. 5/22/2019 Agenda of BOS Regular meeting
13. 5/31/2019 Letter from QFC Re: 6/14/19 Bethany Fire Dept. parade
14. 5/31/2019 Letter from QFC Re: 6/15/19 Beacon Falls parade
15. 6/1/2019 Certificate of Operator Annual Contract from Eastern Water Solutions
16. 6/5/2019 Agenda of BOS Regular meeting
17. 6/5/2019 Letter from Middlebury Fire Dept. Re: Alarm responses information
18. 6/6/2019 Memo from First Selectman Re: Award Tanker 33 bid

19. 6/10/2019 Spill incident report for 16 Woodruff Hill Road
20. 6/11/2019 Letter from CFC Re: 6/15/19 Beacon Hose Co. parade and 8/16/19 Bridgewater parade

Sent

1. Minutes for May 8, 2019 Board of Fire Chief's Regular Meeting
2. Call notice for June 12, 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	38	221

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	40	230	2	108	0	0
Quaker Farms	30	79	1	18	4	52
Riverside						

Quaker Farms – AC Gramigna reported all is up and running. The small water leak that occurs during heavy rains is in the foundation. It will be fixed. A couple lights were broken during recent training drill. Parts have been ordered for repair. Dehumidifier is working fine now. Decks were removed and new decks will be built soon. No issue with front end on E31 reported. E31 appears to have bad sensor which causes low level coolant and check engine lights to come on. U35 Knox box is being worked on.

Riverside – AC Downs reported they are monitoring E51 transmission leak. Right front bumper indicator light was replaced. R54 air leak is being monitored. Harness wiring is unfastened and an issue near rolling door since LED light installation. An attempt to fix it at the station will be done. Keyless entry on back door not working.

Keith Nelsen arrived at 7:40 p.m.

Center – Chief Pelletier reported all is up and running. TK46 will go for mid-year aerial service on Monday. Ladders have been tested but report for 28' ladder on TK46 not received. Beacon Falls will provide mutual aid if needed. R44 air conditioning is not in service. 20 volt tools will be all on next week. Station has roof leak in back room. Assessment to be done.

Membership

1. New members and resignations – New Junior member: Ryan Caulfield. New member of CFC: Joseph P. Galla.

Follow up

1. Daily Reminder Reports – reviewed.
2. Probationary Members – reviewed. QFC-Louis Bell extended for 6 months. CFC-Tom Coolidge and Shannon Filo are considered active.

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.

Motion made by AC Gramigna to send a letter to each of the following firefighters who have not completed minimum training requirements and/or SCBA annual physicals: Tyler Grailich has not completed Bloodborne and Hazmat, SCBA recertification or SCBA physical, Scott Guion has not completed Hazmat, Cal Brennan has not completed fit Testing, Doug Coy has not completed fit testing, Joseph Arnson has not completed SCBA recertification or SCBA physical, Kyle Leake has not completed SCBA physical. Second by AC Downs. Motion passed unanimously.

Committee Reports – Chief Pelletier reviewed budget FY 2018-19.

	Approved Budget	\$419,892.00
	Expended	\$348,367.32
	Planned Expenditures	\$56,675.01
	Remaining	(-\$14,849.67)

Training Schedule – Keith Nelsen reviewed training schedule.

June – Sun. 6/9/19- Live Burn at Fairfield Fire School
Monthly drill: Ladders, hose advancement and SCBA
July – Water Rescue
August – Low angle rescue

Keith Nelsen spoke of the large number of juniors. Junior gear discussed.
Sunday drills and attendance was discussed. AC Downs noted those who attend are benefiting from the drills. Chief Pelletier invited all officers to a training class put on by Griffin Hospital Radiology focusing on safety with MRI machinery. Class set for Tuesday, 6/18/19 at 7 p.m. to be held at CFC. Two dates (evenings) will be set up for training on RIT/fast boards.

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

Computer Committee – The IT company that the Town uses will be used for maintenance of server. Ipads are working for Nexgen. Spotted Dog program working well.

Valley Fire Chiefs Regional Fire School – No report from the monthly meeting was received. Boater Safety and PWC license class set for 6/29/19 at CFC.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. Kitchen at RFC – AC Downs noted he has had communication issue with Massachusetts Fire Technologies of Seymour and spoke to the owner this week. The work will be done at their earliest convenience. Discussion ensued about recent issue with same company for fire extinguisher maintenance.
2. Truck Committee – Board of Selectmen approved the Bid from US Tank. To be reviewed by the Board of Finance at their regular meeting on 6/24/19.
3. Tax Abatement for retired volunteer FF – Chief Pelletier noted there is new interest. AC Downs noted he has done research and the data has been reviewed by RFC. A meeting should be scheduled to include a representative from each station.
4. Radio maintenance – Contract between Haynes and Utility Communications has been signed to fix communication issue for emergency personnel within the buildings at Quarry Walk. The need for reprogramming of all radios discussed.
5. Decks at QFC – See Quaker Farms – page 2.
6. Water testing – Annual water test was done for 2019. If it is found that we are exempt from testing, we will stop testing at that time. We want to continue to pursue that.
7. Training for power plant – Officers/mutual aid training set for 6/27/19.
8. Budget for FY 2019-2020 – Passed at referendum on 5/16/19.

New Business

1. Hose Testing – Set for 8/5/19 and 8/6/19 at Quaker Farms School.
2. Stevenson Dam bridge has a weight restriction of 15 tons. Tankers are an issue. Chief Pelletier asked legal counsel to speak to DOT to allow emergency vehicles to use the bridge for Mutual Aid response.
3. Power Plant annual charitable donations – Discussion ensued about the need for junior gear. A letter will be sent to the committee that handles the requests for donations requesting funds for Junior gear.

Audience of Citizens – None.

Remarks for the Good of the Department – Good job done by all who attended the Chestnut Tree Hill Road fire. Thanks to John Downs, Sr. who brought E53 to the Ride for Children at Quarry Walk event on 6/9/19. Keep up the good work, stay hydrated and be safe.

Adjournment – AC Gramigna moved to adjourn the meeting at 9:00 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Secretary
Oxford Fire Department

19 JUN 20 PM 4:03
TOWN OF OXFORD, CT
AC Gramigna
TOWN CLERK