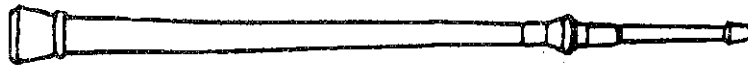




OXFORD FIRE DEPARTMENT



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 in the Oxford Town Hall at 486 Oxford Road, Oxford, Connecticut on Wednesday, **December 11, 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 October 9, 2019 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Downs to approve, seconded by AC Gramigna. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies – Nov. 2019
2. Company Reports – Riverside Fire Company – September 2019 and October 2019
3. Call and Incident Reports from NW CT Public Safety – November 2019
4. 11/15/2019 Letter from Middlebury Fire Dept. Re: Officers and Administration 2019-2020
5. 11/16/2019 Letter from Center Fire Co. Re: Two parade requests
6. 11/25/2019 Agenda for Board of Selectmen's Special Meeting for 11/24/19
7. 11/26/2019 Spill Incident report
8. 12/4/2019 Agenda for Board of Selectmen's Regular Meeting for 12/4/19
9. 12/11/2019 Letter from FF Silberkleit Re: Damage to pager/not reparable
10. 12/10/2019 Emergency Incident Rehabilitation report from for 12/10/19 structure fire

Sent

1. Call notice for December 11, 2019 Board of Fire Chief's Regular Meeting
2. 11/14/2019 Email to Employers Reference Source for background check for R. Gatton and Z. Torres
3. 11/18/2019 2019-073 Letter to Center Fire Company Re: Parade request
4. 11/18/2019 2019-074 Letter to Riverside Fire Company Re: Parade request
5. 11/18/2019 2019-075 Letter to Quaker Farms Fire Company Re: Parade request

6. 11/21/2019 2019-076 Letter to Captains Re: SCBA physicals due January 2020
7. 11/25/2019 2020-001 Letter to Town Clerk Re: Fire Chiefs meeting schedule for 2020
8. 12/3/2019 2019-077 Letter to Captains Re: Annual personal gear inventory for 2020
9. 12/3/2019 2019-078 Letter to Eastern Water Solutions Re: Water testing/exemption
10. 12/9/2019 2019-079 Letter to BOS Re: Unplanned repairs to R44

Chief's Reports:

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

	Calls	
	Month	Year
Department	40	457

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	39	313	1	44	1	44
Quaker Farms	37	125	0	0	3	83
Riverside	23	75	1	14	6	139

Quaker Farms – AC Gramigna reported all is up and running. Issues with E31 are taken care of. New lights installed in station.

Riverside – AC Downs reported apparatus is going to have annual maintenance this month. Budget preparation is being worked on.

Center – Chief Pelletier reported all is up and running. We received adaptor for the end of the aerial ladder and now we can use the air paks for the masks at the end of the ladder. Corrosion is an issue and will need to be addressed. A repair quote will be sent to us. No major issues with other apparatus found during annual maintenance. Leak in roof of CFC near training room persists. Assessment to be done to find the leak

Membership

1. New members and resignations discussed. Ryan Gatton and Zachariah Torres are new members of Center Fire Company.

Follow up

1. Daily Reminder Reports – reviewed.
2. Probationary Members – reviewed. Joseph P. Galla has completed probation requirements at CFC.
3. Daily Reminders Notes – reviewed.
4. Call Attendance – reviewed.
5. Drill Attendance – reviewed.
6. Expired Drivers Licenses – reviewed.
7. Firefighters Missing Minimum Requirements – reviewed. Motion made by AC Gramigna to send a letter to Fran Messier for past due gear inventory. Second by AC Downs. Motion passed unanimously.

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 2019-20.

	Approved Budget	\$441,713.00
	Expended	\$110,301.47
	Planned Expenditures	\$331,411.53
	Remaining	\$0

Training Schedule – Keith Nelsen reviewed training schedule.

December – SOPs and Christmas Party – Set for 12/16/2019 at 7 p.m. at QFC. Gift to be presented to Rev. Donnelly. Fifty year members will receive recognition.

January – OSHA Sunday set for 1/19/2020. Discussion ensued about classes and time schedule. We expect one hundred attendants. Oxford Ambulance members will not be attending Hazmat recertification that day.

January – Monthly drill/Ice Rescue with Newtown Dive is planned.

RIT recertification to be scheduled for a Sunday morning.

Junior membership discussed. Junior Christmas party scheduled for 12/17/2019 6 p.m. at Rose's Restaurant.

Computer Committee – Some additional officers are using the server now.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures –None.

Policies – None.

Unfinished Business

1. Kitchen at RFC – AC Downs reported final test with Fire Marshal needed on the suppression system.
2. Truck Committee –AC Gramigna reported the colors are yellow/charcoal. Yellow needs to be chosen. Possibility of July 2020 delivery date.
3. Tax Abatement for retired volunteer FF – AC Downs will set a meeting for January 2020. AC Gramigna noted Joseph Calabrese is also knowledgeable. Mark Krassner from CFC is involved. Proposal will need to go to the Board of Selectmen.
4. Water testing – AC Downs noted quarterly test was done last month. Service of conditioning systems at RFC and QFC will be done annually.

5. Radio maintenance – The antenna was installed at Quarry Walk. Monitoring equipment is needed. T1 circuit to be worked on by the phone company. Our goal is to have it up and running by the end of January 2020.
6. E31 Truck Committee – AC Gramigna spoke about the committee meeting. Goal is to have specifications ready to present to Board of Chiefs at February 2020 meeting.
7. Flashing Light Signs – AC Gramigna spoke of hazards of backing apparatus into station. Pricing for flashing road sign obtained. It will be put into the budget.
8. Fire extinguisher testing – AC Downs noted he has a tentative date for testing and will keep all informed. Help is needed at the stations in locating all extinguishers for testing. Chief Pelletier noted CFC has two 20 lb. fire extinguishers that need to be replaced.

New Business

1. Property to the rear of QFC – AC Gramigna spoke about the property that is for sale behind QFC. He noted it would be a good investment to give us the option to put an addition on the fire station or rebuild if there is a need in the future.
Motion made by AC Gramigna to send letter to Board of Selectmen asking them to look into the purchase of the property for sale to the rear of Quaker Farms Fire Company. Second by AC Downs. Discussion: The lot is 2.5 acres. We would be interested in purchase of the entire parcel or a portion. Motion passed unanimously.
2. Power Plant Grant – Application was made through the Board of Selectmen for junior helmets and it was approved. We can purchase ten new orange helmets. We plan to give Junior Captain 801, First Lieutenant 802, and Second Lieutenant 803.
Motion made by Chief Pelletier to designate Junior Captain as 801, Junior First Lieutenant as 802 and Junior Second Lieutenant as 803. Second by AC Gramigna.
Motion passed unanimously.
3. Budget meeting – Discussion ensued about budget planning for FY 2020/21. Meeting set for 1/20/2020.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted that 2019 is winding down with a roar. Call volume increased this year. I hope all of you have a Happy Holiday. Stay safe.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:50 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Secretary, Oxford Fire Department

19 DEC 19 PM 2:43
TOWN OF OXFORD, CT
TOWN CLERK