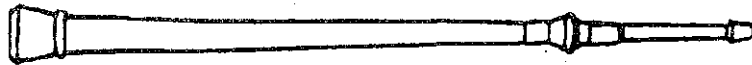




OXFORD FIRE DEPARTMENT



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, **February 12, 2020**, 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 and Vic Noll, Administrative Assistant. Audience: None.

Minutes: The reading of the Minutes of the January 8, 2020 regular meeting was waived because the minutes were mailed in advance. Motion made by AC Gramigna to approve. Seconded by AC Downs, Jr. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center and Quaker Farms Fire Companies – January 2020
2. Call and Incident Reports from NW CT Public Safety – January 2020
3. 1/8/2020 Memo from First Selectman Re: Capital Plan Town meeting of 3/9/20
4. 1/13/2020 Memo from QFC Re: Fire Police for 2020
5. 1/13/2020 Memo from QFC Re: Officers for 2020
6. 1/16/2020 Letter from Rev. Donnelly – thank you for gift
7. 2/5/2020 Agenda for BOS regular meeting
8. 2/6/2020 Letter from First Selectman Re: Re-appointment of Scott Pelletier as Chief of Chiefs for 2020
9. 2/6/2020 Letter from First Selectman Re: Timbercrafts Peddler's Permit

Sent

1. Call notice for January 12, 2020 Board of Fire Chief's Regular Meeting
2. 1/13/2020 2020-009 Letter to Louis Luskay Re: Tax Abatement 2019
3. 1/13/2020 Fax to Williams Direct Dryers Re: Tax exemption form
4. 1/23/2020 2020-010 Memo to Captains Re: SCBA physicals due March 2020
5. 1/16/2020 Email to Employers Reference Source Re: Background check for G.Danso
6. 1/28/2020 2020-011 Letter to Board of Selectmen Re: Unplanned repairs to E31
7. 1/30/2020 2019-084 Letter to Finance Director Re: General Fund Budget Request for FY 2020/2021

8. 1/30/2020 2020-014 Letter to Versteeg Assoc. Re: Oxford Greens, Site Plan A
9. 1/30/2020 2020-003 Letter to Board of Selectmen Re: Chief of the Department
10. 2/3/2020 2020-013 Letter to Board of Selectmen Re: Capital Budget Request for FY 2020/2021
11. 2/6/2020 Email to Employers Reference Source Re: Background check for M.Dubois
12. 2/12/2020 2020-015 Letter to Board of Selectmen Re: Unplanned repairs to R54

Chief's Reports:

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

	Calls	
	Month	Year
Department	34	34

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	30	202	2	100	1	46
Quaker Farms	29	62	1	30	3	108
Riverside						

Quaker Farms -- AC Gramigna reported all is up and running. Monitoring E32 fluids that seem high after annual maintenance. Gear dryer was installed and is up and running. Issue with alarm system persists. Air dryer issue was discussed. The unit needs to be serviced.

Riverside – AC Downs reported all is up and running. Intermittent issue with R54 Kusmall adaptor was noted. Needs to fix air hose connection. Gas meters are being mounted to apparatus. Oil/water separator sensor issue detected. Need to be serviced.

Center – Chief Pelletier reported all is up and running. Gas meters have been installed. Quotes are being obtained for modification to engineer room at the station. Issue with battery back-up system detected which caused issue with phone system. New one was ordered.

Membership

1. New members and resignations discussed. Cory Nihill of QFS is inactive.

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 – 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	\$187,175.21
	Planned Expenditures	\$254,537.79
	Remaining	\$0

Motion to approve proposed FY 2020/2021 general fund budget in the amount of \$445,535 made by AC Downs. Second by AC Gramigna. Discussion: Meeting set for 2/27/2020 with Board of Selectmen to discuss budget. Motion passed unanimously.

Motion to approve proposed FY 2020/2021 Capital budget in the amount of \$864,574 and Capital Non-Recurring budget in the amount of \$927,000 made by AC Downs. Second by AC Gramigna. Motion passed unanimously.

Training Schedule –

January - Ice Rescue with Newtown Dive

January 19 – OSHA Sunday at Oxford High School.

February – Pre-incident walk through at RBC Bearings, Building C – 6:30 p.m.

March – Chain saw safety

March 8 – OSHA Sunday at Oxford High School

RIT recertification will be scheduled for a Sunday in February 2020.

Computer Committee – New computer installed at RFC. Car 2 ipad issue to be addressed.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures – SOP101 and SOP102 – updates to be made.

Policies – None.

Unfinished Business

1. Kitchen at RFC – AC Downs reported wiring needs to be completed and subsequently the Fire Marshal will do a final inspection. RFC has plans to hold a fish fry during Lent and a pancake breakfast in April.
2. Truck Committee/T33 - AC Gramigna reported he has been speaking to the manufacturer about their procedure for painting the apparatus and our concerns. Further discussion is anticipated. Delivery date moved to August 2020.

3. Tax Abatement for retired volunteer FF – AC Downs indicated Joseph Calabrese will join the committee. He needs to know who will join from CFC. Updating amounts for existing tax abatement will also be reviewed.
4. Radio maintenance – The antennas were installed on the Griffin Hospital building at Quarry Walk. Monitoring equipment needs to be received and mounted. All radios will need to be reprogrammed. Interruption in service is expected when the change-over is made and plans for handling it was discussed. It should be up and running by the end of March 2020. Proposed Communication budget for new fiscal year includes our own control station with Northwest CT Public Safety for back-up when system is down in Town.
5. E31 Truck Committee – AC Gramigna reported the committee had further communications with the manufacturer and bid package should be received soon. Committee will meet again prior to presentation to Board of Chiefs.
6. Flashing Light Signs – Included in proposed Capital budget for FY 2020/21.
7. Fire extinguisher testing – Two fire extinguishers need to be located for testing. All others have been serviced.
8. Property to the rear of QFC – First Selectman agreed to spend \$60,000 to purchase a portion of the land for sale. We have not spoken to the seller yet.
9. Power Plant Grant – Approval received. Junior helmets were ordered.
10. Budget meeting – Meeting with Board of Selectmen set for 2/20/20.
11. Take-A-Stand at Oxford High School – Tentative date set for Friday, May 15, 2020. AC Gramigna will speak to the officials at Oxford High School.
12. Gas meters – To be installed in apparatus.
13. RIT training – Recertification to be scheduled.
14. Tax Abatement 2019 – Assessment of 2019 membership list and eligibility to be done.

New Business

1. Grant from State of Connecticut– Chief Pelletier spoke to the Grant Writer about a State grant for the air filling station at RFC and the E-Tool. The grant may be split between OFD and the Police Department. If this is done, there may not be enough grant funds to cover the cost for our equipment. The Grant Writer will speak to the First Selectman. The equipment that is not covered by the grant will be in the capital budget.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted we are off to a good start this year. Keep up the good work and be safe.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:29 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss, Secretary

Marni Soss

20 FEB 18 PM 3:53
TOWN OF OXFORD, CT
Gramigna H. West
TOWN CLERK