



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 Special Meeting of the Oxford Board of Fire Chiefs, held at Center Fire Station, 484 Oxford Road, Oxford, CT on Wednesday, **January 13, 2021**, are as follows:
The meeting was called to order by Chief Pelletier at 7:41 p.m.

Roll Call: The roll call was taken and placed on file. Those in attendance: Chief Pelletier, AC Downs, Jr., AC Gramigna, Keith Nelsen, Training Officer, Marni Soss, Clerk. Absent: Vic Noll.

Audience: Captain Steve Hoffman.

Minutes: Motion to approve Minutes of the July 8, 2020, August 12, 2020, September 9, 2020, October 14, 2020, November 11, 2020 and December 9, 2020 Regular Meetings made by AC Gramigna. Second by Chief Pelletier. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Center, Quaker Farms & Riverside Fire Co. – December 2020
2. Call and Incident Reports from NW CT Public Safety – December 2020
3. December 2020 Spill Incident Reports
4. 11/28/2020 Letter from CFC Re: Chief for 2021
5. 1/1/2021 Letter from QFC Re: Chief for 2021
6. 1/1/2021 Letter from QFC Re: Fire Police for 2021
7. 1/1/2021 Letter from QFC Re: Officers for 2021
8. 1/4/2021 Copy of letter to Marni Soss from First Selectman Re: Approval by BOS at their Regular meeting on 12/2/2020 to change Part-Time Fire Dept./Fire Marshal Clerk to Full-Time
9. 1/4/2021 Letter from Newtown Underwater Search & Rescue Re: Radio Frequency Authorization and with information brochure
10. 1/5/2021 Letter from FF Louis Luskay, III Re: Tax Abatement/drill attendance
11. 1/6/2021 Memo from First Selectman Re: Capital Improvement Plan

Sent

1. Call notice for January 13, 2021 Board of Fire Chief's Regular Meeting
2. 12/3/2020 2021-001 Memo to Town Clerk Re: Fire Chiefs Regular Meeting Schedule 2021

3. 12/21/2020 2020-057 Memo to BOS Re: Unplanned repairs E31
4. 12/22/2020 2020-058 Memo to BOS Re: Unplanned repairs Car 1
5. 12/28/2020 2020-059 Memo to Captains Re: SCBA Physicals due Feb. 2021
6. 1/4/2021 Email to Employers Reference-Source Re: Background check
B. Stevens, Jr.
7. 1/6/2021 Email to Oxford Pharmacy Re: Updated list of FF who need HepB shots
8. 1/7/2021 Letter to Michael McCarthy at Newtown Underwater Search & Rescue
Re: Radio Frequency Authorization

Chief's Reports:

Fire Department Calls - Last month and Year to Date (2020) – Reviewed.

	Calls	
	Month	Year
Department	49	466

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	38	268	0	0	3	64
Quaker Farms	28	165	0	0	5	239
Riverside	20	150	1	3	8	61

Quaker Farms – AC Gramigna reported all apparatus is up and running and all had annual service. Trailer was modified with emergency lights. Four side lights were added to the boat. Hose reels were purchased for the station. A small number of roof tiles have come off the building. Assessment will be done.

Riverside – AC Downs, Jr. reported all apparatus is back from annual maintenance. Quote obtained from Quality Auto Body for Car 2. The company agreed to replace M2. One quote was obtained and another will be obtained. Furnace had issue; repairs were done and it is now up and running.

Center – Chief Pelletier reported annual service for all apparatus has been done. Headlight for Tanker 43 is an issue. Issue with station compressor was found. Switch to be replaced. Car 1 will go to body shop for repair. Damage incurred from deer strike.

AC Gramigna moved to amend the Agenda to move up Election of Chief 2021. Second by AC Downs, Jr. Motion passed unanimously.

Motion made by AC Gramigna to approve Scott Pelletier as Chief for 2021. John Downs, Jr. is to remain Car 2 and Daniel Gramigna is to remain Car 3. Second by AC Downs, Jr. Motion passed unanimously.

AC Downs, Jr. excused himself from the meeting at 8:05 p.m.

Membership

1. New members and resignations discussed.

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

Budget / FY 2020/21 reviewed.

	Approved Budget	\$428,200.00
	Expended	\$159,557.92
	Planned Expenditures	\$268,642.08
	Remaining	\$0

Training Schedule – Keith Nelsen and Gary Hylinski will continue as Training Officer/Assistant Training Officer for 2021. OSHA Sunday has not been scheduled. Training may be done separately for each company. Discussion ensued about virtual training classes and driver training. To be discussed further at Officers meeting.

Computer Committee – Chief Pelletier noted all is up and running. AC Gramigna spoke about the plan to use Google drives with ipads in apparatus.

Valley Fire Chiefs Regional Fire School – No report. Ed Hellauer will be the Oxford representative for 2021.

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

Policies – None.

Unfinished Business

1. Truck Committee/T33 – New tanker is in service and QFC is happy with it. Punch list has a few minor items.
2. Tax Abatement for retired volunteer FF – Center will appoint a representative to be on the committee and a meeting date will be set.

3. Truck Committee/E31 – The committee is working with Grand Concepts to create a draft of the graphics. E32 and U35 will have the same graphics.
4. Property to the rear of QFC – No movement.
5. Officers Meeting – Set for 1/28 at Center Fire Company.
6. Marine 3 (M3) – RFC agreed to replace M3.
7. Certificate of Insurance – Homeowner on Roosevelt Drive who allows OFD to use her property to access the river asked for insurance certificate. Car 2 will obtain her information.
8. New thermal imaging camera for U35 – New camera is in service and training is done.
9. Long Range Capital Plan – To be updated.

New Business

1. Chief of the Department for 2021 – See page two.
2. Proposed budget FY 2021/2022 – Meeting set for 1/28. Chiefs will meet.
3. Donation from Haynes – Discussion ensued on the topic. Chief Pelletier noted he will call Tom Haynes to discuss the matter.
4. Purchase battery operated combination Hurst tool – Motion to support CFC in the purchase of a battery operated combination Hurst tool for TK46 made by AC Gramigna. Second by Chief Pelletier. Discussion: Prices will be obtained and reviewed by Board of Chiefs. Company funds will cover the cost. Motion passed unanimously.
5. R44 Truck Committee – Chief Pelletier noted the committee should meet in February and needs two representatives from each station. He will join as well.
6. Tax Abatement – Letter from Louis Luskay, III received. Motion to approve Louis Luskay, III's request for exemption from Tax Abatement drill requirement for 2020 made by AC Gramigna. Second by Chief Pelletier. Motion passed unanimously.

Audience of Citizens – Captain Hoffman asked about the Tax Abatement program and whether it is for retired firefighters or all firefighters. It was noted that active firefighters is one group and retired firefighters is another group. The program needs will be worked on by the committee.

Remarks for the Good of the Department – Chief Pelletier noted the COVID-19 vaccine is available and he encourages all to be vaccinated. Appointments are filling up fast. Hopefully we can have a bright 2021. He thanked the Board and department members who voted him in to lead for another year. Keep up the good work.

Adjournment – Chief Pelletier moved to adjourn the meeting at 8:48 p.m. Second by AC Gramigna. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Clerk

21 JAN 21 PM 3:45
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK