



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 at Center Fire Station, 484 Oxford Road, Oxford, CT on Wednesday, **March 10, 2021**, 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, Keith Nelsen, Training Officer, Marni Soss, Clerk.

Audience: None.

Minutes: Motion to approve Minutes of the February 10, 2021 Regular Meeting made by AC Downs, Jr. Second by AC Gramigna. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Quaker Farms Fire Co. – February 2021
2. Call and Incident Reports from NW CT Public Safety – February 2021
3. February 2021 Spill Incident Reports
4. 2/18/2021 Letter from First Selectman Re: Approval of OFD application with Community Support Committee
5. 3/1/2021 Letter from Penny Mudgett, Assessor Re: Change of address
6. 3/4/2021 Memo from First Selectman Re: Tax Abatement approval
7. 3/7/2021 Letter from CFC Re: Fire Police members

Sent

1. Call notice for March 10, 2021 Board of Fire Chief's Regular Meeting
2. Minutes of February 10, 2021 Board of Fire Chief's Regular Meeting
3. 2/16/2021 2021-017 Memo to Captains Re: SCBA Physicals 30 day notice
4. 2/18/2021 2021-016 Memo to BOS Re: Unplanned repairs to R44
5. 2/22/2021 2021-005 Memo to BOS Re: 2020 Tax Abatement
6. 2/23/2021 2021-018 Memo to Captains Re: SCBA Physicals due April 2021
7. 2/26/2021 2021-007 Memo to Town Clerk Re: Website updates for 2021
8. 3/2/2021 2021-002 Recall List for 2021

Chief's Reports:

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

	Calls	
	Month	Year
Department	24	54

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	21	56	1	42	3	96
Riverside						

Quaker Farms – AC Gramigna reported T33 needs service for transmission leak and will go in next week. E31 has issue with power supply/strobe lights. E32 has bulb issue. Everything else is up and running.

Riverside – AC Downs, Jr. reported E51 is being monitored for minor leaks. Car 2 got four new tires. Saw was moved back to R54. New 150' high rise on E51 discussed. To be reviewed at a department drill for awareness.

Center – Chief Pelletier noted all is up and running.

Membership

1. New members and resignations discussed. QFC-Brian Stevens and Chris DeAngelis are new members. CFC-Jim Munda's status is social.

Follow up

1. Daily Reminder Reports – Reviewed.
2. Probationary Members – Reviewed. Probation complete for C.Kalakay of CFC, J. Gresik and K. Henningsen of QFC and M. Keller, D. Potter, T. Minar and M. Sabitsky of RFC.
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. Fit Testing will be started once the majority of FF are vaccinated. This is not required but it is the choice of the department.
10. SCBA Physicals past due – Reviewed.
11. Hep B shots due – Reviewed.
12. Expired Drivers Med Cards – Reviewed.

Committee Reports

FY 2020/21 budget reviewed.

	Approved Budget	\$428,200.00
	Expended	\$311,646.74
	Planned Expenditures	\$117,785.24
	Remaining	\$0

Training Schedule –

Keith Nelsen reviewed the schedule for OSHA re-certifications.

Monthly drills:

February – Reading Smoke with Flash Fire (Virtual)

March – Electric Cars

April- Ladders

May – Hose Advancement

June – Haz-Mat

Oxford Juniors discussed. Discussion ensued about Juniors responding. It was agreed that the only Juniors who are permitted to respond to calls for the time being, are those who are seventeen years of age. All Juniors should attend training.

Keith Nelsen excused himself from the meeting at 8:05 p.m.

Computer Committee – All is up and running. March Officer's Meeting will include presentation of change-over from server to Google Drives.

Valley Fire Chiefs Regional Fire School – No report.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. **Tax Abatement for retired volunteer FF** – CFC representative is Al Fette. QFC representative is Lou Mazzucco.
2. **Truck Committee/E31** – Drawings have been received. Plans for back door have changed and will be finalized soon. Late June or early July 2021 for potential delivery.
3. **Property to the rear of QFC** – No movement.
4. **Officers** – Meeting set for 3/25/21 at Quaker Farms.
6. **Marine 2** – Repairs are close to completion and it should be returned soon.
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. **Proposed budget FY 2021/2022** – Meeting with Board of Finance set for 3/11/21.

9. R44 Truck Committee – Meeting to be scheduled.
10. Tax Abatement – Approved by Board of Selectmen.

New Business

1. QFC fundraiser – AC Gramigna spoke of QFC's plans for a raffle of a lawn tractor, a back-pack leaf blower and a weed whacker. Items will be available for viewing at Little River Power Equipment, 117 Oxford Road. Tickets will be \$20/each and the raffle will be held in the summer 2021. Approval was requested. Motion made by Chief Pelletier to approve Quaker Farms Fire Company's raffle fundraiser to be held summer 2021. Second by AC Downs. Discussion: AC Downs noted approval by Board of Chiefs is not needed for fundraising. AC Gramigna noted the request was done as a courtesy. Motion passed unanimously. It is unknown if the carnival will be held this year.
2. CFC flower sale – Chief Pelletier noted CFC has permission from the Town to have flower sales for Easter and Mother's Day and use part of the bay.

Audience of Citizens – None.

Remarks for the Good of the Department – The vaccination process for COVID-19 continues. Social distancing and wearing of masks is still necessary. Brush fire season is upon us and the fire danger is high. Firefighters did a very good job at the brush fire on Chestnut Tree Hill Road earlier this week. Continue to use caution, stay hydrated and stay safe. Keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:24 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Marni Soss, Clerk
Oxford Fire Department

21 MAR 16 PM 4:10
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK