



# 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 S.B. Church Memorial Town Hall, 486 Oxford Road, Oxford, CT on Wednesday, **September 8, 2021**, are as follows:

The meeting was called to order by Chief Pelletier at 7:31 p.m.

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

**Audience:** None.

**Minutes:** Motion to approve Minutes of the August 11, 2021 Regular Meeting made by AC Gramigna. Second by AC Downs. Motion passed unanimously.

## **Correspondence:**

### **Received**

1. Company Reports – Quaker Farms Fire Company – August 2021
2. Call and Incident Reports from NW CT Public Safety – August 2021
3. Spill Incident Reports for August 2021
4. 8/17/2021 Email from Eversource Re: 1403 and 1142 Line Structure Replacement projects
5. 8/10/2021 Booklet from State Dept. of Emergency Services/Public Protection Re: Model Procedures for Response of Emergency Vehicles during hurricanes and tropical storms
6. 8/31/2021 Report from Ed Halluer Re: 8/30/2021 Valley Fire Chiefs Regional Training School meeting
7. 9/2/2021 Letter from Joe Calabrese of QFC Re: Damage to E32 on 9/2/21
8. 9/8/2021 Letter from QFC Re: Parade request/Beacon Falls on 10/16/21

### **Sent**

1. Minutes of August 11, 2021 Board of Fire Chief's Regular Meeting
2. Call Notice for September 8, 2021 Board of Fire Chief's Regular Meeting
3. 8/12/2021 PO 26476 To Valley Fire School Re: FFII class
4. 8/12/2021 Transfer requests FY 2020/21 To: Board of Selectmen
5. 8/16/2021 2021-048 Memo to CFC Re: Parade request/Beacon Falls on 10/16/21
6. 8/17/2021 Email to Oxford Pharmacy Re: List of firefighters who need HepB shots
7. 8/20/2021 2021-047 Memo to First Selectman Re: Annual Report FY 2020/21
8. 8/23/2021 Email to Employers Reference Source for Background check of M. McGee

9. 8/24/2021 2021-050 Memo to Board of Selectman Re: Unplanned repairs to Car 1
10. 8/30/2021 2021-046 Memo to Captains Re: FY 2021/22 budget approved/detail report
11. 8/31/2021 2021-049 Memo to Captains Re: SCBA physicals due October 2021

### **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	45	294

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	34	195	4	111	1	26
Riverside						

**Quaker Farms** – AC Gramigna reported all apparatus is up and running. U35 painting and decal work is complete. E32 to go next week for painting. New E31 is in service. Hose to be removed from old E31- discussed.

**Riverside** – AC Downs reported all apparatus is up and running. E51 parts are on order for air conditioner and fuel gauge is not working properly. T53 rear tires are on back order. R54 has a bad hand light – battery is faulty and caused unit to get hot. New battery to be put in. M2 needs lights and lettering. Two exit lights at the station will be worked on. New exterminator has not been to the building.

**Center** – Chief Pelletier reported all apparatus is up and running. Clean up complete after recent storm that caused flooding and water in the bays. Oil/water separator needs to be pumped. E41 has air conditioner issue and door seal is ordered. Work may start this month on the engineer wall at the station.

### **Membership**

1. New members and resignations – Michael McGee new member of RFC. Ryan Caulfield of QFC is on military leave. Karl Henningsen of QFC returned from medical leave.

### **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 – Report reviewed. Motion made by AC Gramigna to send a 30 day letter to each of the following firefighters who have not completed OSHA training requirements for 2021: Mario Congiu, Thomas Coolidge, Joshua Downs, Chris Dubois, Harrison Evans, Ronald Prajer, Michael Pratt, Krysta Rich, Cody Russell and Glen Wilkison. Second by AC Downs. Motion passed unanimously.
9. OFD SCBA recertification – Report reviewed. Motion made by AC Gramigna to send a 30 day letter to each of the following firefighters who have not completed SCBA training requirements for 2021: Ken Blood, Jenna Blood, Michael Cone, John Downs, Jr., Joshua Downs, John Ellis, Michael Pratt and Heather Wilson. Second by AC Downs. Motion passed unanimously.
10. SCBA Physicals past due – Reviewed.
11. Hep B shots due – Reviewed.
12. Expired Drivers Med Cards – Reviewed.

### **Committee Reports**

FY 2021/22 budget reviewed.

	Approved Budget	\$416,542.00
	Expended	\$ 36,937.17
	Planned Expenditures	\$379,604.83
	Remaining	\$0

### **Training Schedule**

September Heavy Lift at RFC  
October Extrication

**Computer Committee** – No issues reported.

**Valley Fire Chiefs Regional Fire School** – Chief Pelletier read the report from Ed Hellauer who attended the meeting on 8/30/21.

**Standard Operating Procedures** – None.

**Policies** – Tax Abatement policy has been updated as approved by Board of Selectmen.

### **Unfinished Business**

1. Tax Abatement for retired volunteer FF – No movement.
2. R44 Truck Committee – AC Gramigna reported a meeting is set for 9/9/21.
3. Property to the rear of QFC – No movement.
4. Officers – Meeting set for 9/23/21 at RFC.
5. Marine 2 – Lettering has been ordered and lights will be fixed.

6. Certificate of Insurance – AC Downs will forward insurance information by email to homeowner on Roosevelt Dr. who allows OFD to use her property to access the river for training.
7. Radios – Chief Pelletier spoke to Frontier and they want to switch us to fiber optic lines. All locations have fiber optic availability. Reliability will be much better once this is done.
8. Foam for firefighting – Old foam will be collected by the State. State tested the tanks and we are waiting for results.
9. Hose Testing – Review of hose that failed testing and is out of service was discussed.

**New Business**

1. Emergency Contact List – Trailer Park and Haynes Construction emergency contact lists are being updated and will go to dispatch.
2. Long Range Capital Plan – Proposed report dated 9/8/21 was reviewed. Motion to approve Long Range Capital Plan revised 9/8/21 made by AC Gramigna. Second by AC Downs. Motion passed unanimously.
3. Beacon Falls Parade – QFC requested permission in their letter dated 9/8/21 to take E31, E32, T33 and U35 to the Beacon Falls parade on 10/16/21. Motion made by AC Gramigna to approve the request from QFC to take E31, E32, T33 and U35 to the Beacon Falls parade on 10/16/21. Second by AC Downs. Motion passed unanimously.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier commented the weather will be changing. Stay hydrated at all times. Use caution when responding. Fall is right around the corner and leaves will be on the road. Keep up the good work.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:27 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

*Marni Soss*

Secretary, Oxford Fire Department

21 SEP 16 PM 3:16  
TOWN OF OXFORD, CT  
Marni Soss  
TOWN CLERK