



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, **December 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, Keith Nelsen, Training Officer (arrival 7:40 pm).

Audience: None.

Minutes: Motion to approve Minutes of the November 10, 2021 regular meeting made by AC Gramigna. Second by AC Downs. Motion passed unanimously.

Correspondence:

Received

1. Company Reports – Quaker Farms and Riverside Fire Companies – November 2021
2. Call and Incident Reports from NW CT Public Safety – November 2021
3. Spill Incident Reports for November 2021
4. 11/10/2021 Letter of resignation from The Rev. John Donnelly
5. 11/15/2021 Letter from Middlebury Fire Dept. Re: Annual election of officers
6. 11/1/2021 Letter from Assessor's Office Re: Change of address/Perkins Road
7. 11/16/2021 Letter from Jim Hliva, Finance Director Re: New FY budgets due 1/15/22
8. 11/22/2021 Letter from Joe Calabrese of QFC Re: Incident with E32 on 11/21/21
9. 12/7/2021 Letter from Daniel Wiemer Re: Tax Abatement/request for exemption from drill requirement

Sent

1. Minutes of November 10, 2021 Board of Fire Chief's Regular Meeting
2. Call Notice for December 8, 2021 Board of Fire Chief's Regular Meeting
3. 11/12/2021 2021-066 Letter to RFC Re: Seymour Christmas parade request
4. 11/15/2021 2021-069 Letter to Louis Luskay Re: Tax Abatement
5. 11/16/2021 2021-072 Letter to CFC Re: Prospect Christmas parade request
6. 11/17/2021 2021-061 Letter to Captains Re: SCBA physicals due January 2022
7. 11/18/2021 2021-068 Letter to Captains Re: SCBA physicals past due/30 Day Notice
8. 11/18/2021 2021-064 Letter to Captains Re: 2022 Personal Gear Inventory
9. 11/16/2021 PO 26489 Purchase order to Valley Fire Chiefs Reg. Training School/FFI

Chiefs' Reports

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

	Calls	
	Month	Year
Department	37	418

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	30	99	1	13	3	108
Riverside	23	85	2	60	8	32

Quaker Farms – AC Gramigna reported all apparatus is up and running. Work is being done this week to fix drainage issue at the station. Lines not done in parking lot and needs to be done in the spring. Septic tank was pumped. E32 needs repairs/to be done during annual maintenance. U35 is out for annual maintenance. Chief Pelletier noted he intends to have U35, E31 and T33 sent to have undercoat seal done the week of 12/24/21 and E32 done the following week.

Riverside – AC Downs reported all apparatus is up and running. No movement on repairs needed for E51 and T53. Power steering fluid added to Car2 which fixed issue. AC Downs reviewed the plans he received for the new SCBA filling station and reviewed his findings on placement of the unit. RFC elected officers for 2022 as follows: AC Edwin Hellauer, Captain Matt Hedge; First Lieutenant Justin Bongiorno; Second Lieutenant Griffin Downs.

Center – Chief Pelletier reported trucks are going for annual service as scheduled. R44 is out for service now and E42 will go next. Engineering wall project at the station is being worked on and should be done the end of next week.

Membership

1. New members and resignations – Scott McCue is a new member of CFC. John Ellis resigned from RFC.

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. OFD OSHA recertification – Report reviewed.
8. OFD SCBA recertification – Report reviewed.
9. SCBA Physicals past due – Reviewed. Discussion ensued about requirement for timely compliance with annual physicals.
10. Hep B shots due – Reviewed.
11. Expired Drivers Medical Cards - Reviewed.

Committee Reports

FY 2021/22 budget reviewed.

	Approved Budget	\$416,542.00
	Expended	\$129,404.64
	Planned Expenditures	\$287,137.36
	Remaining	\$0

Training Schedule

December Autism Awareness Presentation & Christmas Party -CFC
January Ice Rescue

Keith Nelsen reviewed the proposed training schedule for 2022. OSHA Sunday is set for 3/20/22 to be held at Oxford High School. Make-up schedule for April was reviewed. Keith noted the instructors who teach OSHA and SCBA Recertification classes asked that Board of Chiefs enforce that firefighters are required to attend classes in March and April.

Computer Committee – No issues reported.

Valley Fire Chiefs Regional Fire School – Chief Pelletier attended the meeting in November and noted representatives from several towns were present who all voiced the need for better service from Griffin Hospital who handles annual physicals for interior firefighters. A meeting is set in February 2022 and a representative from Griffin Hospital will be in attendance to discuss the matter. Bonding commission cancelled the December meeting (regarding new school) and FFI class begins January 2022.

Standard Operating Procedures – None.

Policies – None.

Unfinished Business

1. **Tax Abatement for retired volunteer FF** – Committee is researching the types of programs other towns in the area are using. Board of Chiefs would like AC Downs to act as liaison to Board of Chiefs in 2022. AC Downs agreed.
2. **R44 Truck Committee** – AC Gramigna reported the committee will give dimensions for tool placement to Jeff Horn for new truck.
3. **Property to the rear of QFC** – No movement.
4. **Officers** – Next meeting set for 1/27/22 at CFC.
5. **Marine 2** – Lettering has been ordered and lights will be fixed.
6. **Certificate of Insurance** –AC Downs sent Town insurance coverage information to Kathy Udall of 439 Roosevelt Dr., Oxford and has not heard from her. He will be in touch with her to confirm that she is satisfied.
7. **Radios** – Chief Pelletier spoke to Frontier and we need conversion kit to go to fiber optics. It was ordered and should be received soon.

8. Foam for firefighting – Chiefs will meet to discuss.
9. Emergency Contact List – Trailer Park and Haynes Construction emergency contact lists are being updated and will go to dispatch.
10. Blue Light Permits – Discussion ensued at the 11/10/21 meeting about the authorization of blue lights only. Proposed letter (2021-070) was read by Chief Pelletier. Board of Fire Chiefs agreed to release the above-referenced letter to be sent to Captain of each station.

New Business

1. Haynes Building/Quarry Walk – New building will be occupied sometime soon after the New Year. Space was provided in the middle of the “H” so that TK46 can access area.
2. Daniel Wiemer /Tax Abatement – Motion made by AC Gramigna to approve Daniel Wiemer’s request for exemption for drill attendance for Tax Abatement 2021. Second by AC Downs. Motion passed unanimously.
3. Lithium Ion Transformer Station – Chief Pelletier noted the owner is currently meeting with the siting council for approval of the site on Larkey Rd. N. Chief spoke about the proposed station and the design of the units and method to use to distinguish a fire at the site.
4. Airport/new hanger – Chief Pelletier noted the new hanger at the northeast ramp is up and running. The building will be occupied in April or May 2022. We will plan a walk-through.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier commented the year is winding down and he believes it has been a good year. Thank you to AC Downs for his years of service and he wishes him well in his future endeavors. He wishes all members a Happy Holiday and safe and healthy New Year. Be safe and keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 9:04 p.m. Second by AC Downs. Motion passed unanimously.

Respectfully submitted, pending approval

Marni Soss

Secretary, Oxford Fire Department

21 DEC 14 PM 4:40
TOWN OF OXFORD, CT
TOWN CLERK
G. M. Soss