



## 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, Connecticut on Wednesday, **June 10, 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. Absent: Keith Nelsen, Training Officer and Vic Noll, Administrative Assistant.

**Minutes:** The reading of the Minutes of the March 11, 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 Fire and Quaker Farms Fire Companies – April 2020
2. Company Reports – Center Fire and Quaker Farms Fire Companies – May 2020
3. Call and Incident Reports from NW CT Public Safety – May 2020
4. Spill Incident Reports – May 2020
5. 5/20/2020 Agenda for Board of Selectmen's Regular Meeting
6. 5/21/2020 Email from Administrative Asst. to First Selectmen Re: Requests for items to be added to Board of Selectmen's Agenda
7. 5/26/2020 Letter from Town of Southbury/Dept. of Public Works Re: Mutual Aid/replacement of Plaster House Road Bridge-detour route
8. 5/27/2020 Agenda for Board of Selectmen's Special Meeting
9. 5/28/2020 Letter from FF M. Evancho Re: Loss of personal property at a call on 5/26/2020
10. 6/3/2020 Agenda for Board of Selectmen's Regular meeting
11. 6/3/2020 Memo from Office of First Selectmen Re: Approve East Commerce Drive
12. 6/3/2020 Email from K.Nelsen, Safety & Training Officer Re: Plans for retirement

#### **Sent**

1. Minutes for April 8, 2020 and May 13, 2020 Board of Fire Chief's Regular Meetings

2. Call notice for June 10, 2020 Board of Fire Chief's Special Meeting
3. 5/11/2020 2020-025 Memo to Board of Selectmen Re: Bid for new E31 – Firematic Specifications
4. 5/11/2020 2020-025 Memo to Board of Selectmen Re: Unplanned repairs to T43
5. 5/19/2020 2020-006 Memo to Chiefs and Captains Re: Radio Call Signs, Signals & Codes revised for 2020
6. 5/21/2020 Letter to FF Satkowski Re: SCBA physical past due
7. 5/21/2020 2020-028 Memo to Captains Re: SCBA physicals due July 2020
8. 5/26/2020 2020-007 Memo to Town Clerk Re: Website updates for 2020
9. 6/1/2020 Memo to All OFD personnel Re: COVID-19 Update
10. 6/9/2020 Email to Employers Reference Source Re: Background checks for T. Romeo and R.Reynolds
11. 6/9/2020 2020-030 Letter to VFIS Re: Fire incident of 5/26/2020 and loss of personal property by firefighter

### **Chief's Reports:**

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

|            | Calls |      |
|------------|-------|------|
|            | Month | Year |
| Department | 29    | 183  |

|              | Calls |         | Drills/Training |         | Work Sessions |         |
|--------------|-------|---------|-----------------|---------|---------------|---------|
|              | #     | Man Hrs | #               | Man Hrs | #             | Man Hrs |
| Center       | 28    | 215     | 0               | 0       | 0             | 0       |
| Quaker Farms | 29    | 129     | 1               | 14      | 2             | 46      |
| Riverside    |       |         |                 |         |               |         |

**Quaker Farms** – AC Gramigna reported all is up and running. Some repairs were needed recently and all have been done. Training sessions have been done with trucks and boats. Annual carnival is cancelled due to COVID-19. QFC would like to have annual fireworks. We need to listen to State regulations to determine if they can be done this year.

**Riverside** – AC Downs, Jr. noted he was unable to attend the last company meeting and has not heard of any issues at the station. Training session with boats was held last week. Driveway was sealed at the station. SCBA filling station inspection was done in May 2020 and it seems to be in working order.

**Center** – Chief Pelletier reported all is up and running. Board of Finance approved funding to repair TK46 in the current fiscal year. Tires will be replaced. It will be out of service for approximately three weeks. Mutual Aid will provide a ladder truck if needed.

### **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 – Fit Testing needs to be completed by all interior firefighters. Other requirements cannot be completed in 2020 due to COVID-19.
9. OFD SCBA recertification – Cannot be completed in 2020 due to COVID-19.
10. SCBA Physicals past due – reviewed. Motion made by AC Gramigna to send letters to Douglas Coy and Thomas Ruane regarding their past due SCBA annual physicals. Second by Chief Pelletier. Motion passed unanimously.
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             | \$367,689.09 |
|  | Planned Expenditures | \$74,023.91  |
|  | Remaining            | \$0          |

**Training Schedule** – Chief Pelletier reviewed plans for training. June monthly training drill to be held on 6/23/20 at CFC and the topic is water supply. Social distancing will be followed. Juniors will be allowed to meet in July 2020. Discussion ensued about need to purchase training door prop. AC Gramigna will look into purchasing the item.

It was noted that Keith Nelsen, Training Officer/Safety Officer, is considering retirement and has not announced a date. He will continue to be Advisor to the Juniors. Discussion ensued about finding a replacement. A letter will be sent to our three stations seeking anyone who is interested in the position. Candidates will need to send a letter and resume to the Board of Chiefs prior to their 9/9/20 regular meeting. It is anticipated that the best candidate will work with Keith Nelsen to train for the position.

**Computer Committee** – Nothing to report.

**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 he will schedule the Fire Marshal inspection.
2. Truck Committee/T33 - AC Gramigna reported the choice of tanks had to change due to an issue in the factory with COVID-19. This is not a concern and there is no added fee. Delivery date expected for August 2020.

3. Tax Abatement for retired volunteer FF – Committee has no representative from CFC. No movement.
4. E31 Truck Committee – Motion to approve tank specifications as written by the committee made by AC Gramigna. Second by AC Downs, Jr. Motion passed unanimously.
5. Flashing Light Signs – Included in proposed Capital budget for FY 2020/21
6. Property to the rear of QFC – AC Gramigna reported the seller indicated he is not opposed to selling one acre of land. Further discussions are needed with the seller.
7. Power Plant Grant – Junior helmets were ordered and received. They will be distributed at the July meeting. Discussion ensued about additional funding which is available in July 2020 – see New Business.
8. Budget Meeting – Budget for 2020/2021 has been planned by Board of Selectmen. No specific information released to date. Capital projects may be done this year (more information to follow from Board of Selectmen).
9. Grant from State of Connecticut - The grant will not fund the type of items that we requested.

#### **New Business**

1. Power Plant Grant - Discussion ensued about additional funding which is available in July 2020. Motion made by AC Gramigna to write a letter to apply for funds for additional helmets that are needed for Juniors. Second by AC Downs, Jr. Motion passed unanimously.
2. Boat Maintenance – Maintenance on M1 and M2 discussed and set for 6/22 & 6/23/20.
3. Hose Testing – Needs to be scheduled for July or August 2020.
4. Officers Meeting – Scheduled for 6/25/20 at RFC.
5. Communication with dispatch – Reminder: We should only have a driver sign the truck on “waiting for a crew”. (Incorrect to say “E51 on the air waiting for a driver”).
6. Photography – It is prohibited for firefighters to take photographs at any incident. Chiefs and Fire Marshals and his deputies are allowed to take photographs.

**Remarks for the Good of the Department** – Chief Pelletier noted the last couple of months have been trying due to COVID-19. Many new things had to be done and implemented and he thanked everyone involved. To this date we have no firefighters who contracted the virus. Good job by everyone. Keep up the good work and stay hydrated.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:40 p.m. Second by AC Downs, Jr. Motion passed unanimously.

Respectfully submitted, pending approval

*Marni Soss*

Marni Soss, Secretary

20 JUN 16 PM 4:13  
TOWN OF OXFORD, CT  
THOMAS H. PELLETIER