



## 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*

*Daniel R. Gramigna, Assistant Chief   Edwin J. Hellauer, Jr., 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, **January 11, 2023**, 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 Gramigna, AC Hellauer, Marni Soss, Secretary. Absent: Keith Nelsen, Training Officer.

**Audience of Citizens** – None.

**Minutes:** Motion to approve Minutes of the November 9, 2022 regular meeting made by AC Hellauer. Second by AC Gramigna. Motion passed unanimously.

### **Correspondence**

#### **Received:**

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies December 2022
2. Call and Incident Reports from NW CT Public Safety – December 2022
3. 11/30/2022 Project review documents from CT Office of Policy & Management/LoCIP
4. 12/25/2022 Letter from Dr. Robert Miller Re: Oxford Middle School water damage
5. 1/9/2023 Memo from First Selectman Re: Capital Plan Improvement
6. 1/10/2023 Volunteer Personal Automobile Endorsement Claim form for damages to Thomas Bernardini's vehicle

#### **Sent:**

1. Cancellation Notice for December 7, 2022 Board of Fire Chiefs Special Meeting
2. Minutes for December 7, 2022 cancelled Board of Fire Chiefs Special Meeting
3. Call Notice for January 11, 2023 Board of Fire Chiefs Regular Meeting
4. 12/8/2022 PO 40014 to Valley Fire Chiefs Reg. Training School FFI class
5. 12/9/2022 2023-001 Letter to Town Clerk Re: Board of Fire Chiefs regular meeting schedule for 2023
6. 12/20/2022 2022-083 Letter to Board of Selectmen Re: Unplanned repairs E41
7. 12/20/2022 2022-084 Letter to Captains Re: SCBA physicals due Feb. 2023
8. 12/29/2022 2022-085 Letter to Board of Selectmen Re: Unplanned repairs to TK46
9. 12/29/2022 2022-086 Letter to Board of Selectmen Re: Unplanned repairs to R54
10. 12/30/2022 Email to Connecticut Basement Systems Re: Contract for project at Quaker Farms Fire Station

### **Chiefs' Reports**

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

	Calls					
	Month	Year				
Department	58	511				
	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	55	322	0	0	5	218
Quaker Farms	53	144	0	0	2	132
Riverside	44	105	0	0	10	95

**Quaker Farms** – AC Gramigna reported U35 going for annual maintenance next week. E31 going for repairs on 1/16/22 and will be out of service for approximately ten days. Issue with tank on T33 was detected during annual maintenance. Further assessment will be done. Measurement done for cover on U35. Work will be done on wall at the station on 1/15/22 (prior to work by CT Basement Systems).

**Riverside** – AC Hellauer reported all apparatus is up and running. All annual maintenance is done. B55 had seat repaired. E51 check engine lite comes on intermittently. No issues at the station.

**Center** – Chief Pelletier reported all is up and running. R44 will go to Gowans Knight to have air bottles removed for testing.

### **Membership**

1. New members/resignations – Kayden Guillet accepted as member of CFC as of 1/27/23.

### **Follow up**

1. Daily Reminder Reports – Reviewed.
2. Probationary Members – Reviewed. Dan Llanos and Scott McCue probation extended 3 months. Henry Adams completed probation.
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. DOT physicals discussed.
10. Hep B Shots by Date – Reviewed.
11. Expired Drivers Medical Cards – Reviewed.

### **Committee Reports**

FY 2022/23 budget reviewed.

	Approved Budget	\$474,173.00
	Expended	\$212,111.17
	Planned Expenditures	\$262,061.83
	Remaining	\$0

### **Training Schedule**

January Electric Cars at CFC  
February TBD  
March 19 OSHA Recert Training (tentative date)

RIT training and 2Q pump classes to be discussed at the 1/26/23 Officers meeting.

**Driver Training** – Report of student drivers reviewed. Reviewed report of firefighters who are exterior and drive OFD apparatus.

**Computer Committee** – Conversion to new ESO software is expected this year. We have asked ESO for a schedule of the conversion to the new system.

**Valley Fire Chiefs Regional Fire School** – AC Hellauer had nothing to report. Two OFD students are enrolled in FFI class.

**Standard Operating Procedures** – Junior standard operating procedures discussed. AC Hellauer introduced information from the Fire Academy website with suggested Junior guidelines. Our current guidelines will be reviewed.

**Policies** – None.

### **Unfinished Business**

1. **Tax Abatement for retired volunteer FF** – No movement.
2. **R44 Truck Committee** – May 15, 2024 is tentative preconstruction date. November 2024 is tentative build date.
3. **Officers** – Meeting set for 1/26/23 at 7 p.m. at CFC.
4. **Radios** – Radios have been ordered. We are working with the phone company on the upgrade to fiber optics lines.
5. **Emergency Contact List** – No movement on request for contact information for trailer park to be forwarded to dispatch center.
6. **Haynes Building/Quarry Walk** – 500 Boulder Pass is approximately half way completed. Walk through will be set up.
7. **High Rise Paks/Quarry Walk** – High Rise Paks have been received. Thanks to Haynes Construction for funding.
8. **Burn Trailer** – Arrangements to borrow burn trailer will be set up.
9. **AFG Grant** – Replacement of CFC compressor needed and filling station for the building. Grant Writer is working on the grant.
10. **Safer Grant** - Purchase of LED Sign for use at CFC to give information about OFD events, weather conditions and the like. Sign would also be used to advertise for volunteers needed at OFD and Oxford Ambulance which will qualify us for the grant. Waiting for grant to open.

11. LoCIP – Funding approved for QFC water issue project. RFC and CFC had to go through Historical Review as part of approval process which has been completed and those requirements are met. Process will continue toward approval.

**New Business**

1. Capital Plan FY 2023/24 – Proposed budget due 1/26/23. E32 discussed. Gators discussed. Replacement of one gator needed. R54 discussed. Long Range Capital Plan reviewed. To be discussed further.
2. General fund budget FY 2023/24 – Chiefs will meet to discuss and plan proposed budget. Cleaning service for three stations needed.
3. Drone – Discussion ensued about the need for and use of a drone during emergency incidents. Regulations and limitations for use were discussed. Need for training and the expense for training was discussed. This would be a capital plan request.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier noted 2022 was a busy year and everyone did a good job. January has been a quiet month so far. Everyone keep up the good work, stay hydrated and stay safe. AC Gramigna commented on 2022 and feels the department as a whole did a good job. There were minimal issues and everyone worked well together.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:43 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

*Marni Soss*

Secretary, Oxford Fire Dept.

2023 JAN 19 PM 3:23  
TOWN OF OXFORD, CT  
*Gramigna*  
TOWN CLERK