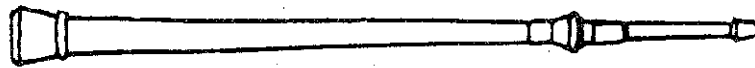




## OXFORD FIRE DEPARTMENT



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, **February 8, 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 January 11, 2023 regular meeting made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.

### **Correspondence**

#### **Received:**

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies January 2023
2. Call and Incident Reports from NW CT Public Safety – January 2023

#### **Sent:**

1. Minutes for the January 11, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for February 8, 2023 Board of Fire Chiefs Regular Meeting
3. 1/24/23      2023-008 Letter to Captains Re: SCBA physicals due in March 2023
4. 1/24/23      Email to Finance Director Re: FY23/24 budget request-Capital Acct.
5. 1/30/23      2023-009 Letter to Captains Re: DOT physicals due (3 firefighters)
6. 2/6/23      2023-012 Letter to QFC Captain Re: DOT physical due (1 new driver)
7. 2/6/23      Email to Jeff Rudzavice of Gowrie Group Re: Freezing damage to E31, T33, T43, T53 at the 2/3/23 structure fire
8. 2/7/23      2023-013 Letter to Rose's Restaurant/Thank you for food donation on 2/3/23
9. 2/7/23      Email to Finance Director Re: FY23/24 budget request-5300 Emergency Communications
10. 2/7/23      Email to Finance Director Re: FY23/24 budget request-5325 OFD budget

### **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	39	39

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	37	280	1	44	2	114
Quaker Farms	30	77	2	76	3	80
Riverside	28	68	3	88	7	36

**Quaker Farms** – AC Gramigna reported all is up and running except T33 is in for service. CT Basement Systems project is complete and all is working well. One spanner wrench missing from E31 after structure fire on 2/3/23. Blue Def is needed and will be purchased.

**Riverside** – AC Hellauer reported all is up and running except T53 is out for service.

**Center** – Chief Pelletier reported all vehicles are repaired after damage at 2/3/23 structure fire. Valve ordered for TK46. Heating issue at station is repaired. One 50' length of 3" hose is out of service.

### **Membership**

1. New members – CFC Matthew Cernuch will join as of 3/7/23.
2. Resignations – CFC Scott McCue and Jason Pocevic are inactive.

### **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. DOT physicals past due - Reviewed.
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	\$239,490.64
	Planned Expenditures	\$234,682.36
	Remaining	\$0

### **Training Schedule**

#### **Monthly Drills:**

January Electric Cars at CFC

February Quarry Walk-500 Boulder Pass walk-thru with elevator training

#### **Other Training:**

March 19 8 AM-OSHA Recert. Training at Oxford Town Annex

April 2 8 AM-RIT training – location TBD

**Driver Training** – Report of student drivers reviewed.

**Computer Committee** – All computers are up and running.

**Valley Fire Chiefs Regional Training School** – AC Hellauer reported from the last Board meeting that Bethany is building a burn building that will be available for rental. No movement on construction of new fire school.

**Standard Operating Procedures** – Junior regulations discussed. No SOP exists for Junior but we have a document with regulations – to be reviewed. SOP 1403 - AC Gramigna will update and bring draft to next Chiefs Meeting.

**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** – Brush fire training set for 2/23/23 at 7 p.m. at each station.
4. **Radios** – Mobile 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 set up for 2/28/23 (February monthly drill).
7. **High Rise Paks/Quarry Walk** – High Rise Paks have been received. Thanks to Haynes Construction for funding. Photo will be done on 2/28/23.
8. **Burn Trailer** – Arrangements to use burn trailer will be set up.
9. **AFG Grant** – Replacement of CFC compressor needed and filling station for the building. Grant was submitted on 2/10/23.
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. Helen Leung will write the grant.

11. LoCIP –Funding approved for RFC stairs and concrete work at RFC and for roof at CFC. Bid to be obtained. New Town Facility Manager, George Renzoni, will work on this.
12. Capital Plan FY 2023/24 – Motion to approve the proposed FY23/24 Capital budget and Long Term Capital Plan revised 1/11/23 made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.
13. General Fund Budget FY 2023/24 – Motion to approve the proposed FY23/24 operating budget made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.

**New Business**

1. Chief of Department 2023 – Motion made by AC Hellauer to nominate Scott Pelletier as Chief of Department for 2023. Dan Gramigna will remain an Assistant Chief (Car 2) and Edwin Hellauer will remain an Assistant Chief (Car 3). Second by AC Gramigna. Motion passed unanimously.
2. Valley Fire Chiefs Regional Training School – Motion made by AC Gramigna to nominate Edwin Hellauer as Oxford's Representative for 2023 on Valley Fire Chiefs Regional Training School Board. Second by Chief Pelletier. Motion passed.
3. Standard Nozzle – Mike McGee was asked to take the lead and work with 2<sup>nd</sup> Lieutenants to do evaluation and make a choice for a standard nozzle.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier thanked all who attended the 2/3/23 structure fire. It was a long, extremely cold, wet evening and all who attended did a great job. He thanked EMS crew who helped warm firefighters, and wives and girlfriends who brought drinks and food. Public Works did a great job to keep the roads safe. Excellent job done by all. A review meeting of the incident is set for 2/15/23 at 7 pm at QFC. AC Hellauer spoke about the frozen hydrants and the water company should be checking and maintaining them on a regular basis. Chief Pelletier will speak to them. Keep up the good work, stay hydrated and stay safe.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:07 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

*Marni Soss*

Secretary, Oxford Fire Dept.

TOWN OF OXFORD, CT  
*M. J. HULL*  
TOWN CLERK

2023 FEB 16 P 3:39