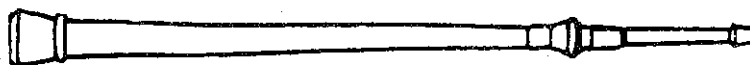




## OXFORD FIRE DEPARTMENT



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, **March 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, Keith Nelsen, Training Officer.

**Audience of Citizens** – None.

**Minutes:** Motion to approve Minutes of the February 8, 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 February 2023
2. Call and Incident Reports from NW CT Public Safety – February 2023

#### **Sent:**

1. Minutes for the February 8, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for March 8, 2023 Board of Fire Chiefs Regular Meeting
3. 2/9/23 2023-003 Letter to Board of Selectmen Re: Board of Chiefs 2023
4. 2/9/23 2023-004 Letter to Valley Fire Chiefs Regional Training School Re: Oxford representative for 2023
5. 2/10/23 2023-010 Letter to Board of Selectmen Re: Unplanned repairs to E42
6. 2/10/23 2023-014 Letter to Board of Selectmen Re: Unplanned repairs to E32
7. 2/13/23 Email to Finance Director Re: OFD Long Range Capital Plan
8. 2/17/23 Email to Captain Blood Re: DOT Physical due – 1 firefighter
9. 2/23/23 2023-014 Letter to Captains Re: SCBA physicals due in April 2023
10. 2/24/23 2023-006 Letter to Chiefs and Assistant Chiefs Re: Radio Call Signs, Signals & Codes revised for 2023
11. 2/24/23 2023-002 Letter with updated Recall List 2023

### **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	45	84

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	43	519	1	40	4	298
Quaker Farms	40	253	1	33	3	120
Riverside	37	168	3	100	9	61

**Quaker Farms** – AC Gramigna reported all is up and running. No issues reported with apparatus and no issues reported at the station.

**Riverside** – AC Hellauer reported all is up and running. Station needs new lock set in exterior door near B55 bay. R54 needs rear tire caps/monitors need to be put on as well.

**Center** – Chief Pelletier reported all vehicles are up and running. Waiting on the part for air compressor/clutch for R44. Air bottles will be taken out for testing when repair is done on the vehicle. Valve was replaced on TK46. Station needs a roof/town does not have a bid specification.

### **Membership**

1. New members – None.
2. Resignations – Dan Llanos will be inactive soon per AC Gramigna.

### **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	\$300,905.20
	Planned Expenditures	\$174,067.80
	Remaining	\$0

### **Training Schedule**

#### **Monthly Drills:**

March Ropes  
April Water Supply

#### **Other Training:**

March 19 8 AM-OSHA Recert. Training at Oxford Town Annex  
April 2 8 AM-RIT training – location TBD

Keith Nelsen arrived at 7:45 p.m. and reviewed the training schedule. OSHA Sunday training schedule, list of instructors and make-up schedule were all reviewed. Junior membership was discussed. Junior program will continue even though enrollment is low.

Keith Nelsen excused himself from the meeting at 8:00 p.m.

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

**Computer Committee** – ESO was in touch and we are moving forward with set-up for use of the new software. Fit Test training will be set up and done virtually. Issue with wifi at Center Fire Station discussed. Yucatech claims CFC can access free wifi on the State system. We may do updates so we won't need Comcast for service and our fees will drop.

**Valley Fire Chiefs Regional Training School** – AC Hellauer reported two students are continuing with FFI training. FFI class will be held in May in Woodbridge. FFII will be held in the fall. Ed Hellauer was asked to be Treasurer of the school when Howell Williams retires. He is considering this.

**Standard Operating Procedures** – Nothing to report.

**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 3/30/23 at QFC.
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 was cancelled due to inclement weather and will be rescheduled.

7. High Rise Paks/Quarry Walk – High Rise Paks have been received. Thanks to Haynes Construction for funding. Photo will be done with walk through/to be rescheduled.
8. Burn Trailer – Arrangements to use burn trailer will be set up.
9. AFG Grant – Grant submitted on 2/10/23 for replacement of CFC compressor and filling station.
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. Due 3/17/23.
11. LoCIP –Funding approved for RFC stairs and concrete work at RFC. AC Hellauer noted the project should start in mid-May. Funding approved for roof at CFC. Bid not obtained by the Town to date.
12. General Fund Budget FY 2023/24 – Meeting with Board of Finance set for 3/22/23.

**New Business**

1. Tax Abatement – Chief Pelletier reviewed report of firefighters who are eligible for Tax Abatement for 2022. Motion to accept 2022 Tax Abatement report made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier thanked all who responded to the fire on Friday night. All went well. Firefighters - Keep up the good work, stay hydrated and stay safe.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:28 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

*Marni Soss*

Secretary, Oxford Fire Dept.

TOWN OF OXFORD, CT  
*[Signature]*  
TOWN CLERK

2023 MAR 17 P 1:06