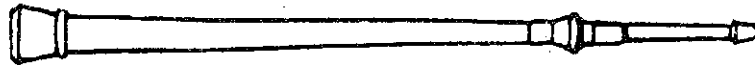




OXFORD FIRE DEPARTMENT



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, **May 10, 2023**, are as follows: The meeting was called to order by Chief Pelletier at 7:32 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 April 12, 2023 regular meeting made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.
Motion to approve Minutes of the April 19, 2023 special meeting made by AC Hellauer. Second by AC Gramigna. Motion passed unanimously.

Correspondence

Received:

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies March 2023
2. Call and Incident Reports from NW CT Public Safety – April 2023
3. 4/10/23 Affirmative Action Policy Statement from First Selectman
4. 4/11/23 Fair Housing Policy Statement from First Selectman
5. 4/14/23 Letter from Southbury Fire Re: Mutual Aid Tanker Shuttle Drill on 5/7/23
6. 4/18/23 Letter from Sandy Hook Fire & Rescue Re: Thank you for mutual aid on 4/11/23
7. 5/2/23 Letter from Chief of Shelton Fire Dept. Re: Thank you for mutual aid on 4/15/23
5/3/23 Copy of letter from Building Official to Brad Seewald Re: 613 Chestnut Tree Hill Rd.
8. 5/8/23 Notice of Withdrawal of Complaint in matter of R. Pietrorazio vs. Chief, Fire Dept., Town of Oxford
9. 5/10/23 Letter from QFC/Request to take apparatus to 6/2/23 Bethany Firemen's Parade
10. 5/10/23 Letter from CFC/Request to take apparatus to 6/2/23 Bethany Firemen's Parade and 7/1/23 Beacon Falls Firemen's Parade

Sent:

1. Minutes for the April 12, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for April 19, 2023 Board of Fire Chiefs Special Meeting
3. Call Notice for May 10, 2023 Board of Fire Chiefs Regular Meeting

4. 4/13/23 2023-018 Letter to FF James Gies Re: Personnel matter
5. 4/18/23 PO 40021 to Valley Fire Chiefs Reg. Training School Re: FFI class
6. 4/17/23 2023-017 Letter to Board of Selectmen Re: Unplanned repairs to CFC generator
7. 4/17/23 2023-021 Letter to Riverside Fire Co. Re: Approve request to attend 5/20/23
Monroe Fire Service Truck Show
8. 4/25/23 2023-019 Memo to Captains Re: SCBA physicals due June 2023
9. 4/27/23 2023-020 Letter to FF James Gies Re: Personnel matter/notice of written warning
10. 5/4/23 2023-022 Letter to Board of Selectmen Re: Unplanned emergency repair to CFC
sprinkler system

Chiefs' Reports

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

	Calls	
	Month	Year
Department	74	174

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	52	904	1	60	5	381
Quaker Farms	44	313	0	0	4	79
Riverside	38	568	3	42	12	108

Quaker Farms – AC Gramigna reported all is up and running. Nothing else to report.

Riverside – AC Hellauer reported all is up and running. Equipment issues have been fixed. Concrete work has started at the station.

Center – Chief Pelletier reported all vehicles are up and running. TK46-Gowans Knight will have Caterpillar look at issue. E42 will be monitored for shift gear trouble reported. E42 wheel chocks were damaged at incident today. Station roof bids came in and are higher than budget.

Membership

1. New members – Devon Barker of CFC.
2. Inactive – Chris DeAngelis of QFC.
3. Juniors – No changes.

Follow up

1. Daily Reminder Reports – Reviewed.
2. Probationary Members – Reviewed. Michael Ruthman of QFC will be extended 3 months.
3. Daily Reminders Notes – Reviewed.
4. Call Attendance – Reviewed.
5. Drill Attendance – Reviewed.
6. Expired Drivers Licenses – Reviewed.
7. OFD OSHA recertification – Report reviewed. Motion made by AC Gramigna to send letters to Jared Blakeman, Kayden Guillet, Joseph Kondor, Jon Lesak and Heather Wilson for past due OSHA recertification. They are to contact their station about their intentions. Second by AC Hellauer. Discussion: One make-up recertification class will be made available. Motion passed unanimously.

8. OFD SCBA recertification – Report reviewed. Motion made by AC Gramigna to send a letter to Jared Blakeman for past due SCBA recertification. Second by AC Hellauer. Motion passed unanimously.
9. SCBA Physicals past due – Reviewed. DOT physicals past due - Reviewed. Motion made by AC Gramigna to send 30 day letters to the following firefighters who have past due SCBA annual physicals: Jared Blakeman on 5/11/23; Nick Russell on 5/13/23; Matthew J. Romeo on 5/18/23. Second by AC Hellauer. Motion passed unanimously.
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	\$349,006.93
	Planned Expenditures	\$125,166.07
	Remaining	\$0

Training Schedule

Training Officer, Keith Nelsen, reviewed the training schedule.

Monthly Drills:

May Extrication at Daddios
June Multi Trailer (with Flash Fire)
July Low Angle Rescue

RIT training discussed-more information will be available soon. Training on Fit Test machine will be at QFC for initial training (Web) - date TBD. Junior membership is low. Lawn signs and posters will be purchased and displayed to promote the Junior program.

Driver Training – Report of student drivers reviewed.

Computer Committee – Ipads will be purchased. Update to some data is being done in preparation for change over to ESO software.

Valley Fire Chiefs Regional Training School – AC Hellauer noted there was no meeting last month. One Oxford FF is signed up for summer FFI class (started this month). Training drill will be planned at Griffin Hospital for incidents requiring mass evacuation.

Standard Operating Procedures – 1403 Cold Water Rescue – to be updated.

Policies – None.

Unfinished Business

1. Tax Abatement for retired volunteer FF – Committee membership reviewed. Committee will also work on possibilities for Tax Abatement for FF who do not own real estate. Meeting will be held in May. QFC needs one new member on committee.
2. R44 Truck Committee – 5/15/24 is tentative preconstruction date. November 2024 is tentative build date.
3. Officers – Meeting set for 5/25/23 at RFC.
4. Radios – Mobile Radios came in. Information about programming discussed. Discussion ensued about FF who needs accommodation due to hearing aid. Chief Pelletier will find a solution.

Keith Nelsen excused himself from the meeting at 8:32 p.m.

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 complete. Gates have been removed and keys are in Knox box.
7. High Rise Paks/Quarry Walk – High Rise Paks have been received. Thanks to Haynes Construction for funding. Photo will be rescheduled.
8. Burn Trailer – Arrangements to use burn trailer for training will made.
9. AFG Grant – Grant submitted on 2/10/23 for CFC compressor and filling station.
10. LoCIP – Funding approved for stairs and concrete work at RFC and work has started. Funding approved for roof at CFC. Funding is low compared to bid. Discussions will continue on the matter.
11. General Fund Budget FY 2023/24 – Referendum set for 5/11/23.

New Business

1. Take A Stand at Oxford High School – Set for 5/15/23. Rain date 5/16/23. AC Gramigna has all details planned. Cars will be delivered at 6:30 a.m. Event starts at 9:00 a.m.
2. Parade Requests – Motion made by AC Gramigna to approve CFC's request to take TK46 or E41 to the Bethany Fireman's Parade on 6/2/23 at 5 p.m. and to take TK46, R44 and E41 to the Beacon Falls Parade on 7/1/23. Second by AC Hellauer. Motion passed unanimously. Motion made by Chief Pelletier to approve QFC's request to take E31 and E32 to the Bethany Firemen's Parade on 6/2/23. Second by AC Gramigna. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier commented last month was busy with multiple mutual aid calls. Good job by all firefighters who responded. Reminder to stay hydrated. Stay safe and keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:38 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary, Oxford Fire Dept.

TOWN OF OXFORD, CT
TOWN CLERK
Marni Soss

2023 MAY 18 P 3:38