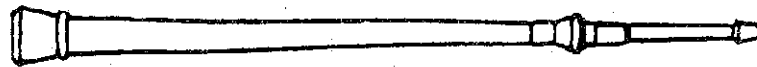




# OXFORD FIRE DEPARTMENT



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, **June 14, 2023**, are as follows: The meeting was called to order by Chief Pelletier at 7:33 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 May 10, 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 May 2023
2. Call and Incident Reports from NW CT Public Safety – May 2023
3. 5/4/23 Letter from CT Airport Authority Re: Notice of Termination – Mutual Aid Assistance Agreement
4. 6/5/23 Letter from RFC/Request to take apparatus to 7/1/23 Beacon Hose Parade
5. 6/14/23 Letter from QFC/Request to take apparatus to 7/1/23 Beacon Hose Parade
6. 6/14/23 Letter from CFC/Request to take apparatus to 8/18/23 Bridgewater Parade

### **Sent:**

1. Minutes for the May 10, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for June 14, 2023 Board of Fire Chiefs Regular Meeting
3. 5/11/23 Request for Background check for D. Barker
4. PO40027 5/11/23 To CDW Government
5. 5/15/23 2023-024 Letter to CFC Re: Parade Request for 6/2/23 Bethany Parade and 7/1/23 Beacon Falls Parade
6. 5/15/23 2023-023 Letter to QFC Re: Parade Request for 6/2/23 Bethany Parade
7. 5/18/23 2023-025 Letter to Captains Re: SCBA physicals past due
8. 5/18/23 2023-026 Letter to Captains Re: OSHA minimum training past due
9. 5/23/23 2023-029 Letter to Captains Re: SCBA physicals due July 2023
10. 5/23/23 2023-030 Letter to Captains Re: DOT physical past due
11. 5/25/23 2023-027 Letter to Board of Selectmen Re: Unplanned repairs to R44

12. 6/6/23 2023-028 Letter to Captains Re: Approved budget FY 23-24
13. 6/6/23 2023-031 Letter to Captain Hedge Re: DOT med card due July 2023

### **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	36	211

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	36	251	1	40	7	334
Quaker Farms	30	66	0	0	4	84
Riverside	29	66	5	85	10	157

**Quaker Farms** – AC Gramigna reported all is up and running. Air compressor issue was reported and fixed. Station decks both painted and floors waxed. Boat seems to lose more air than in the past- to be monitored.

**Riverside** – AC Hellauer reported all is up and running. B55 portable charger issue persists. Concrete project close to complete.

**Center** – Chief Pelletier reported all vehicles are up and running. **TK46:** had two flat tires / valve stems repaired; mid-year aerial test to be done; 24” chain saw is out of service.

### **Membership**

1. New members – No changes.
2. Inactive – No changes
3. Juniors – Dayne Coy membership 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. *Keith Nelsen arrived at 7:45 p.m.*
7. OFD OSHA recertification – Report reviewed. Motion made by AC Gramigna to send 30 day letter to Griffin Downs and final letters to Kayden Guillet, Jon Lesak and Heather Wilson for past due OSHA recertification. Second by AC Hellauer. Motion passed unanimously.
8. OFD SCBA recertification – Report reviewed.
9. SCBA Physicals and DOT Physicals past due – Reviewed. Motion made by AC Gramigna to send a final letter to Matthew J. Romeo for past due SCBA annual physical. 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	\$457,368.56
	Planned Expenditures	\$16,804.44
	Remaining	\$0

### **Training Schedule**

Training Officer, Keith Nelsen, reviewed the training schedule.

#### **Monthly Drills:**

June Multi Trailer (with Flash Fire) at CFC  
July Low Angle Rescue – Location to be determined  
August Gators and Boats at Naugatuck State Forest

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. Some new electrical powers lines will be installed by Eversource in Town. Discussion ensued about the new technology and how it affects emergency response. To be discussed further at Officers meeting.

*Keith Nelsen excused himself from the meeting at 8:10 p.m.*

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

**Computer Committee** – Ipads, cases and new mounting brackets to be purchased. Changeover to new ESO software discussed.

**Valley Fire Chiefs Regional Training School** – No meeting held in May. 2Q pump operator class to be scheduled in July and hosted by RFC. More information to follow.

**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** – Training set for 6/22/23 at RFC.
4. **Radios** – Mobile Radios came in. Information about programming discussed.
5. **Burn Trailer** – Arrangements to use burn trailer for training will made. AC Gramigna requested the New Haven trailer be borrowed for the fall and all agreed.

6. AFG Grant – Grant submitted on 2/10/23 for CFC compressor and filling station.
7. LoCIP – Concrete work at RFC is close to completion. Additional cost of \$600 for rot repair was approved. Roof at CFC- Funding is low compared to bid. Chief Pelletier asked Facilities Coordinator to send a letter to Board of Selectmen for approval.

**New Business**

1. Parade Request – Motion made by AC Gramigna to approve CFC's request to take TK46 to the Bridgewater Parade on 8/18/23 and QFC's request to take E31, E32, T33 and U35 to the Beacon Hose Annual Parade on 7/1/23 and RFC's request to take T53 to the Beacon Hose Annual Parade on 7/1/23. Second by AC Hellauer. Motion passed unanimously.
2. LED Sign – LED Sign for use in front of CFC to give information about OFD events, weather conditions and the like did not qualify for Safer Grant. Motion to send a request letter to ARPA Fund Committee for \$42,000 to purchase LED Sign made by AC Gramigna. Second by AC Hellauer. Discussion: The sign is a 10'x6', two-sided sign. CFC and Oxford Ambulance Corp. will pay for a portion of the cost. Motion passed unanimously.
3. Quarry Coffee – Advertisement was found for a car show to be held on the weekend of 6/17/23 to benefit Oxford Fire Department. Quarry Coffee made no contact with OFD to discuss the matter. Chief Pelletier will contact Quarry Coffee for more information.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Chief Pelletier thanked all who participated in Take A Stand at Oxford High School. Call volume continues to be steady. Reminder to stay hydrated, stay safe and keep up the good work.

**Adjournment** – AC Gramigna moved to adjourn the meeting at 8:35 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval  
*Marni Soss*  
Secretary, Oxford Fire Dept.

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TOWN OF OXFORD, CT  
TOWN CLERK  
2023 JUN 22 P 3:42