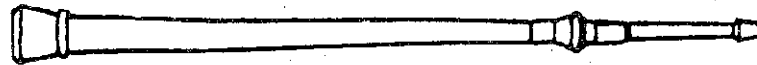




OXFORD FIRE DEPARTMENT



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, **July 12, 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 June 14, 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 June 2023
2. Call and Incident Reports from NW CT Public Safety – June 2023
3. 7/6/23 PO 40020 for RFC concrete project with Final list of expenditures for project
4. 7/1/23 Letter from Southbury Vol. Firemen's Assoc. Re: Officer and Board member contact information (7/1/23-6/30/24)

Sent

1. Minutes for the June 14, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for July 12, 2023 Board of Fire Chiefs Regular Meeting
3. 6/15/23 2023-033 Letter to 3 stations Re: Approval of parade requests
4. 6/15/23 2023-034 Letter to Captains Re: Ladder test results
5. 6/15/23 2023-035 Letter to Captain Blood Re: SCBA Physical past due/final letter
6. 6/20/23 2023-032 Letter to Board of Selectmen Re: Unplanned repairs to TK46, E51, R54 and T43
7. 6/26/23 2023-038 Letter to Captains Re: SCBA physicals due August 2023
8. 7/6/23 2023-037 Letter to Captain Hedge Re: OSHA Recert./30 day letter
9. 7/6/23 2023-036 Letter to Captains Re: OSHA Recert./final letters
10. 7/11/23 2023-039 Letter to Quarry Coffee & Café Re: Cars & Coffee Event 6/18/23

Chiefs' Reports

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

	Calls					
	Month	Year				
Department	22	233				
	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	21	95	1	32	3	62
Quaker Farms	18	31	1	27	5	94
Riverside	16	31	2	52	8	63

Quaker Farms – AC Gramigna reported all is up and running. E31 light near officer's seat was mounted and is operational. Nothing else to report.

Riverside – AC Hellauer reported all is up and running. Concrete project at the station is complete and looks good. Nothing else to report.

Center – Chief Pelletier reported all vehicles are up and running. Internet work to be done tomorrow. Nothing else to report.

Membership

1. New members – Justin Sheppard new member of CFC.
2. Inactive – No changes
3. Juniors – Lawn signs and posters will be purchased and displayed to promote the Junior program.

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 and DOT Physicals past due – Reviewed.
10. Hep B Shots by Date – Reviewed.
11. Expired Drivers Medical Cards – Reviewed.

Keith Nelsen arrived at 7:45 p.m.

Committee Reports

FY 2022/23 Budget reviewed. Additional expenditures will be posted.

	Approved Budget	\$476,630.76
	Expended	\$487,101.78
	Planned Expenditures	\$
	Remaining	\$0

Training Schedule

Training Officer, Keith Nelsen, reviewed the training schedule.

Monthly Drills:

July Low Angle Rescue – Aggie Park
August Gators and Boats - Naugatuck State Forest
September Hose Advancement - Airport

July drill will be led by Joe Arnson. Officers will also be involved.

RIT training discussed-more information will be available soon. Training on Fit Test machine will be at QFC for initial training (Web) - date TBD.

Driver Training – Report of student drivers reviewed.

Computer Committee – Mounting brackets for new iPads were purchased.

Valley Fire Chiefs Regional Training School – FFII class will be held at Great Hill Hose in September. 2Q pump operator class hosted by RFC - no date set. 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. QFC member joined the committee. Meeting will be held in August.
2. **R44 Truck Committee** – 5/15/24 is tentative preconstruction date. November 2024 is tentative build date.
3. **Officers** – Next meeting set for 9/28/23 at CFC.
4. **Radios** – Programming for new mobile radio discussed. All fiber and hardware from Frontier was installed at all locations. Still waiting for two pieces of equipment for our side. Installation will begin with Chiefs cars (installed at shop).
5. **Burn Trailer** – Arrangements will be made for use of burn trailer for training in fall.
6. **AFG Grant** – Grant submitted on 2/10/23 for CFC compressor and filling station.

7. LoCIP – Concrete work at RFC is completed and it looks good. Roof for CFC – funding from LoCIP is not enough. George Renzoni will talk to the Grant Writer to request additional funds from LoCIP.
8. LED Sign – ARPA fund committee want the sign to be placed where the community sign is currently located. Wifi does not reach that location from either CFC or the Town annex building. There is concern that the initial purpose of the sign will be lost. Board of Selectmen will discuss the matter.
9. 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. Letter was sent asking them to contact Chief Pelletier to discuss the matter.

New Business

None.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted last month's call volume was slower than normal. This month is already busy. Stay hydrated and stay safe. Keep up the good work. Reminder: Hose testing is set for July 25 and July 26, 2023.

Adjournment – AC Gramigna moved to adjourn the meeting at 7:56 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary, Oxford Fire Dept.

2023 JUL 20 PM 1:49
TOWN OF OXFORD, CT
TOWN CLERK