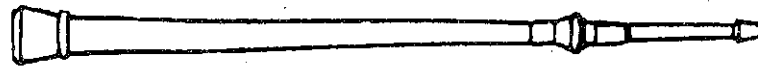




# OXFORD FIRE DEPARTMENT



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*

**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, **September 13, 2023**. 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 and Marni Soss, Secretary. Absent: Keith Nelsen, Training Officer.

**Audience of Citizens** None.

**Minutes** Motion to approve Minutes of the August 9, 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 August 2023
2. Call and Incident Reports from NW CT Public Safety – August 2023
3. 9/6/23 Letter from Newtown Emergency Communications Re: Frequency information
4. 9/12/23 Eastpoint Energy Introduction Booklet
5. 9/12/23 CT Statewide Model Maintenance and Remediation of Toxic Substances on Turnout Gear Guide

### Sent

1. Minutes for the August 9, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for September 13, 2023 Board of Fire Chiefs Regular Meeting
3. 8/10/23 Email to Finance Director Re: Explanations for Transfer Requests
4. 8/21/23 Email to First Selectman Re: Annual Report/2022
5. 8/22/23 Email to Oxford Pharmacy Re: Updated report of HepB shots needed
6. 8/28/23 2023-041 Memo to Captains Re: SCBA physicals due October 2023
7. 8/31/23 PO40036 Rev. to Valley Fire Chiefs Reg. Training School – FFII class
8. 9/8/23 2023-042 Letter to Board of Selectmen Re: Radio system upgraded/ Shortage of funds
9. 9/8/23 2023-043 Letter to Northwest Public Safety Re: Dispatch issues

### **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	39	324

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	37	166	1	32	1	36
Quaker Farms	30	61	0	0	5	92
Riverside	29	49	3	60	5	68

**Quaker Farms** – AC Gramigna reported E31 is out for body work. Radios not working at the station. Gator had a dead battery and new one installed. Monitoring oil leak on E32. E31 needs foam. Chief Pelletier indicated CFC has foam available.

**Riverside** – AC Hellauer reported all is up and running. Waiting for portable charger for radio on B55. Roof at station needs to be replaced.

**Center** – Chief Pelletier reported all vehicles are up and running. Issue with the sending unit on TK46 for the tank gauge.

### **Membership**

1. New members – None.
2. Inactive – None.
3. Juniors – Lawn signs/posters will be purchased & 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. Report may be off until ESO software is fully up and running.
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. Motion made by AC Gramigna to send letter to Kevin Shevlin for past due SCBA physical. Second by AC Hellauer. Motion passed unanimously.
10. Hep B Shots by Date – Reviewed.
11. Expired Drivers Medical Cards – Reviewed.

### **Committee Reports**

FY 2023/24 Budget reviewed.

	Approved Budget	\$508,827.00
	Expended	\$ 42,216.14
	Planned Expenditures	\$466,610.86
	Remaining	\$0

### **Training Schedule**

#### **Monthly Drills:**

September Hose Advancement – Airport  
October Live Burn (10/24 class 10/29 live burn)  
November Eversource

Training on Fit Test machine will be at QFC for initial training (Web) - date TBD.  
2Q pump operator class hosted by RFC – Tentative schedule: 10/22/23, 10/25/23, 11/1/23, 11/5/23, 11/12/23 and 11/19/23. Test date to be determined.

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

**Computer Committee** – Some data for Fire Department was transferred to new ESO software/more to be done before we “go live” with software.

**Valley Fire Chiefs Regional Training School** – AC Hellauer noted there is nothing to report from the last meeting. FFII class is being held at Great Hill Hose in September.

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

**Policies** – None.

### **Unfinished Business**

1. **Tax Abatement** for retired volunteer FF – Meeting set for 9/20/23 at QFC.
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. November training – Chain saw safety with demo. of full size cut-off saw at Stihl. Officers and other FF who handle chain saws at incidents will be in attendance.
4. **Radios** – Programming of radios for Chiefs discussed. A bug is causing issues, will be found and fixed. Portable radio works. Bus Company radios are digital and are incompatible with our radios. Superintendent will devise a plan with them for better communication.
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. We should get notice of status of approval at the end of the month.
7. LoCIP – Roof project for CFC – Approval received for higher price from Board of Selectmen and Board of Finance. Bids need to be obtained again and approved again by Board of Selectmen, Board of Finance and at Town Meeting.
8. LED Sign – Board of Selectmen tabled the matter and asked for a meeting with Captain Ken Blood of CFC/Chairman of the Sign Committee. Board explained they want each fire station and Oxford Ambulance to donate toward the sign. Captain Blood wrote the request letters.
9. Chiefs Meeting Time Change - Start time for all Chiefs Meetings will be changed from 7:30 p.m. to 7:00 p.m. starting January 2024. All agreed at 8/9/23 meeting.

#### New Business

1. QFC - New garage – AC Gramigna spoke about the need for additional storage. QFC members will spend their funds for a double garage. The existing shed will be removed and the new garage put in its place. Permits will be obtained from the Town. Approval from the Board of Fire Chiefs was requested. Motion made by Chief Pelletier to approve the request to seek approval from the Town to construct a double bay garage at QFC. Second by AC Hellauer. Motion passed unanimously.
2. East Point Energy – Project will be introduced to the CT Siting Council in the early part of 2024. We looked at it previously at a Chiefs Meeting. Chief Pelletier met with them regarding safety concerns that include the need for a water line to the site. A road around the site will be required to accommodate TK46 in case of emergency. Fire alarm panel will be located away from the building (in outdoor cabinet with Knox box). Retention pond will be on the property. They were advised OFD will need to be trained about the facility and any equipment needed for emergency response by OFD will be provided by East Point Energy.
3. Toxic Substances on Turnout Gear – Guide from State of CT will be reviewed.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier reminded all firefighters to stay safe and stay hydrated at all times. Keep up the good work.

Adjournment – AC Hellauer moved to adjourn the meeting at 8:11 p.m. Second by AC Gramigna. Motion passed unanimously.

Submitted, pending approval  
*Marni Soss*  
Secretary  
Oxford Fire Deptment

TOWN OF OXFORD, CT  
TOWN CLERK  
*Marni Soss*

2023 SEP 21 PM 2:39