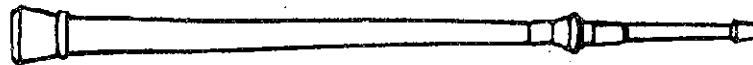




# OXFORD FIRE DEPARTMENT



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, **November 8, 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 October 11, 2023 regular meeting made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.

## Correspondence

## Received

1. Call and Incident Reports from NW CT Public Safety – October 2023
2. 10/12/23 Thank you cards from students Re: Fire Prevention at Quaker Farms School
3. 10/26/23 Letter from State Dept. Developmental Services Re: Closure of Southbury Training School Fire Dept.
4. 11/1/23 Letter (email) from Property Manager of The Residences at Quarry Walk Re: Emergency Contact list update

## Sent

1. Minutes for the October 11, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for November 8, 2023 Board of Fire Chiefs Regular Meeting
3. 10/16/23 PO 40044 To Valley Fire Chiefs Regional Training School for Basic Pump Operator/2Q Driver class
4. 10/17/23 Email to Employers Reference Source Re: Background check (J. Gray)
5. 10/17/23 2023-046 Letter to Captains Re: SCBA Physical past due/final notice
6. 10/23/23 2023-048 Letter to Captains Re: New Firefighter Checklist
7. 10/30/23 2023-047 Letter to Captains Re: SCBA Annual Physicals due December 2023
8. 11/7/23 2023-049 Letter to Captains Re: Blue Light Permit - updates requested
9. 11/7/23 2023-051 Letter to Captains Re: Budget Requests FY 24/25

## **Chiefs' Reports**

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

	Calls	
	Month	Year
Department	31	394

Data not available

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms						
Riverside						

**Quaker Farms** – AC Gramigna reported all vehicles are up and running. New garage at station - see pg. 4.

**Riverside** – AC Hellauer reported all vehicles are up and running. E51 issue with back-up camera reported and needs maintenance. Fob system/two doors need maintenance and needs another Administrator (Captain) assigned in case AC Hellauer is not available.

**Center** – Chief Pelletier reported all vehicles are up and running. TK46 had UL test done during annual maintenance; tie rods tested and ordered for replacement. E41 has RS sensor code issue and will be fixed. T43 will go for annual maintenance next and then annual maintenance will continue on other vehicles. Station roof project-see pg. 4.

## **Membership**

1. New members – None
2. Inactive – Joseph Kondor of CFC.
3. Juniors – Lawn signs/posters have been 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 – Report not available.
5. Drill Attendance – Reviewed.
6. Expired Drivers Licenses – Reviewed.
7. OFD OSHA recertification – No firefighters due for recertification at this time.
8. OFD SCBA recertification – No firefighters due for recertification at this time.
9. SCBA Physicals and DOT Physicals past due – Reviewed. Gerard Danso of QFC is on medical leave.
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	\$103,617.61
	Planned Expenditures	\$405,209.39
	Remaining	\$0

### **Training Schedule**

Reviewed by AC Hellauer.

#### **Monthly Drills:**

November Eversource and meters at QFC

December SOP Review/Christmas Party – Possibly add presentation from EMS or PD

January Eversource - Gas Safety – Tentative

Training officer is looking for input for next year's training schedule.

Not much interest at Oxford High School with new member sign-ups.

New member classes Day 1 and 2 set for 11/14/23 at RFC.

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** – ESO software is being used for all data.

**Valley Fire Chiefs Regional Training School** – AC Hellauer reported the monthly meeting is set for 11/13/23.

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

**Policies** – None.

### **Unfinished Business**

1. **Tax Abatement for retired volunteer FF** – Meeting set for Jan. 2024.
2. **R44 Truck Committee** – Aug. 2024 is new preconstruction date. November 2024 is build date. Delivery date Spring 2025.
3. **Officers** – Next meeting set for 11/30/23 at QFC.
4. **Radios** – All apparatus radios are in. Newtown was not programmed correctly. Programming for trucks to be done soon. Portable radios will be programmed separately. Gators will have single band radio. Clicking issue to be analyzed and fixed.

5. Burn Trailer – Arrangements will be made for use of burn trailer in the New Year.
6. AFG Grant – Grant submitted on 2/10/23 for CFC compressor and filling station. We should get notice of status of approval soon.
7. LoCIP – Roof project at CFC /Materials to be delivered next week for project.
8. LED Sign – Sign was approved and ordered. Town Engineer will obtain permit from State who owns a portion of the land where the sign will be located.
9. QFC New garage – Concrete pad poured for new garage. Old garage to be taken down soon.
10. Toxic Substances on Turnout Gear - Guide from State of CT was reviewed. ESO requires reporting on this topic on all incident reports. Committee needs to compile a list of guidelines for qualifications to file a claim for the Cancer Bill.

#### New Business

1. New members – New member classes will be offered to all new members/not only for one station. If a new firefighter completed classes at an outside agency, a copy of the certificate needs to be given to the office. New firefighter checklists need to be given to the office when completed.
2. Veteran's Day – TK46 with flag will be at OHS driveway on Friday evening 11/10/23 during the dinner event and in the morning of 11/11/23 at the Fill the Helmet event near Fritz's Restaurant on Rt. 67.
3. Town Tree Lighting with Santa Claus – 12/1/23 at Town Hall. RFC will be involved this year.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted the weather is changing, leaves are down from the trees and we will see snow soon which makes the roads slippery. He reminded all firefighters to stay safe and hydrated at all times. Keep up the good work. Enjoy the holiday.

Adjournment – AC Hellauer moved to adjourn the meeting 8:20 p.m. Second by AC Gramigna. Motion passed unanimously.

Submitted, pending approval

*Marni Soss*

Secretary

Oxford Fire Dept.

2023 NOV 16 P 3:41  
TOWN OF OXFORD, CT  
Marni Soss  
Secretary