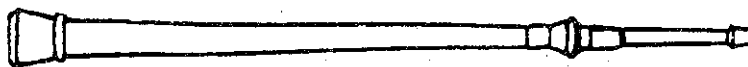




OXFORD FIRE DEPARTMENT



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, **December 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, Keith Nelsen, Training Officer and Marni Soss, Secretary.

Audience of Citizens None.

Minutes Motion to approve Minutes of the November 8, 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 – November 2023
2. 11/9/23 Letter from Center Fire Company Re: Parade request for 12/3/23 Prospect Fire Christmas Light Parade
3. 11/9/23 Letter from Center Fire Company Re: Scott Pelletier voted as Chief for 2024
4. 11/16/23 Memo from First Selectman Re: Center Fire House Roof Replacement-New Funding Source (ARPA)
5. 11/16/23 Letter from Middlebury Fire Dept. Re: Annual election of Officers
6. 11/19/23 Letter from QFC Re: Election of Dan Gramigna as Chief for 2024
7. 11/30/23 Letter from Rev. Joshua Wilbur of Saint Thomas The Apostle Church Re: Contact information
8. 12/1/23 Letter from Dan Wiemer Re: Request for exemption from Drill requirement for Tax Abatement 2023
9. 12/6/23 Letter from CT Water Re: Test meter at CFC, 484 Oxford Road

Sent

1. Minutes for the November 8, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for December 13, 2023 Board of Fire Chiefs Regular Meeting
3. 11/13/23 2023-053 Letter to Planning & Zoning Commission Re: 81 Newgate Road
4. 11/14/23 PO 40045 to Valley Fire Chiefs Regional Training School Re: FFI class
5. 11/21/23 2023-050 Letter to Captains Re: 2024 Personal Gear Inventory
6. 11/21/23 2023-052 Letter to CFC Re: Prospect Fire Christmas Light Parade on 12/3/23

7. 11/21/23 2023-054 Letter to Captains Re: SCBA Annual Physicals due January 2024
8. 11/30/23 PO 40049 to RnB Enterprises Re: Projector for CFC
9. 12/4/23 2024-001 Letter to Town Clerk Re: 2024 Fire Chiefs Regular Meeting schedule

Chiefs' Reports

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

	Calls	
	Month	Year
Department	37	431

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	Data	Not	Available			
Quaker Farms	“	“	“			
Riverside	“	“	“			

Quaker Farms – AC Gramigna reported all vehicles are up and running. E32 has oil leak and some lenses broken on whaling lights. New garage at station – see pg. 4.

Riverside – AC Hellauer reported all vehicles are up and running. E51 has issue with back-up camera.

Center – Chief Pelletier reported all vehicles are up and running. TK46 needs front end alignment. R44 will have king pins and muffler replaced next week. Projector used with Smart board at the station was broken. Repair was costly and new unit was needed. Station roof project-see pg. 4.

Membership

1. New members – None
2. Inactive – Chris Kalakay of CFC.
3. Juniors – Signs will be collected and used again in the spring to advertise 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. Motion made by AC Gramigna to send 30 day letters to Ryan O'Connell and Cal Brennan for past due SCBA physicals. 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	\$127,894.08
	Planned Expenditures	\$380,932.92
	Remaining	\$0

Training Schedule

Reviewed by AC Hellauer.

Monthly Drills:

- December SOP Review/Christmas Party – SOPs for review: 508-Response to Buildings with Sprinklers, 705 Emergency Building Evacuation and 811-Mayday.
Chief Pelletier will speak about Radios and awards will be presented.
- January Cold Water/Ice Rescue at CFC with outside instructor
Training officer will meet with instructors to plan 2024 training schedule.

Driver Training – Report of student drivers reviewed.

Computer Committee – ESO Fire software discussed. Neil Silberkleit is assisting with inventory data to be transferred from Firehouse to ESO Fire. Reports are being generated from ESO Fire. Some iPads will be replaced after the holiday. IT will set up iPads so that updates can be done globally by IT team.

Valley Fire Chiefs Regional Training School – AC Hellauer reported FFI class has started with Echo Hose at their training facility at St. Joseph Church in Shelton. AC Hellauer is taking on the role of Treasurer of the training school starting January 2024.

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 1/25/24 at CFC.
4. **Radios** – The last programming update to be done starting with Chiefs vehicles and 8500 portables. All others to be programmed between Christmas and the New Year. Radios will be installed in boats and gators. Programming of 4000 portables in trucks will be done as

well. Microwave link went down on Monday near RFC and was fixed. The antenna on the base station needed to be replaced.

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. We plan to request a Grant for the additional compressor/filling station.
7. Roof Project at CFC – Funding for project changed from LoCip to ARPA funds. Project started this week.
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 – New garage planned to be installed on 12/18/23.
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. Budget FY 24/25 – Plans being done and information will be brought to the January 2024 Chiefs Meeting.
2. 81 Newgate Road – Property used for wedding venue. Discussion ensued about emergency access in the back going through neighbor's lot. Owner will get permission from neighbor for use in case of emergency. Pond on property at 81 Newgate Rd. – dry hydrant will be put in by owner.
3. 2Q Pump Class – AC Gramigna noted all who attended the 2Q classes in September, October, November did a very good job and all passed. Steve Hoffmann was proctor for the exam and we will send him a thank you note. AC Gramigna noted he wants to take a class from the State to be a proctor.
4. Tax Abatement – Motion made by AC Gramigna to approve Dan Wiemer's request for exemption from the drill requirements to qualify for 2023 tax abatement. Second by AC Hellauer. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Reminder that Chiefs meetings will be held at 7 p.m. starting Jan. 2024. Calls have been steady this year. Keep up the good work. Drivers should continue to use caution with weather changing and the possibility of icy roads. All should stay hydrated and he wishes everyone a Happy 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.

OXFORD BOARD OF FIRE CHIEFS
TOWN OF OXFORD
12/13/23

2023 DEC 19 P 3:56