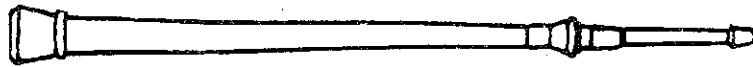




OXFORD FIRE DEPARTMENT



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, **January 10, 2024**. The meeting was called to order by Chief Pelletier at 7:00 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 December 13, 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 – December 2023
2. 12/14/23 Letter from Riverside Fire Company Re: Elected to Recommend Edwin Hellauer as Chief for 2024
3. 12/14/23 Letter from Riverside Fire Company Re: Company Officers for 2024
4. 1/8/24 Memo from First Selectman Re: Capital Improvement Plan request for expenditures by 2/1/24

Sent

1. Minutes for the December 13, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for January 10, 2024 Board of Fire Chiefs Regular Meeting
3. 12/13/23 2023-055 Letter to Captains Re: SCBA physicals past due
4. 12/18/23 2023-056 Letter to Steve Hoffmann of Colchester Fire-Thank you as proctor for 2Q pump class
5. 12/18/23 2023-057 Letter to Dan Wiemer Re: Tax Abatement exemption from drill requirement
6. 12/28/23 2023-058 Letter to Captains Re: SCBA physicals due February 2024
7. 1/4/24 Email to Employers Reference Source Re: Background check A. Rackiewicz
8. 1/8/24 2024-008 Letter to Board of Selectmen Re: Unplanned purchase-projector for training at CFC

Chiefs' Reports

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

| | Calls | |
|------------|-------|------|
| | Month | Year |
| Department | 39 | 470 |

| | 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. U35 had annual maintenance done at Shawn and Sons and it was costly. New garage was installed on station property.

Riverside – AC Hellauer reported all vehicles are up and running. Concern with rust on Car3 discussed. Quote will be obtained to do some body work to try to stop rust but this will be a short-term fix. Quotes will be obtained to replace roof and for A/C at the station. R54 engine issues discussed. It is in for annual maintenance. Two spotlights over bay doors need to be replaced. Station funds paid to have Eversource run power to the back building.

Center – Chief Pelletier reported all vehicles are up and running. Pierce needs to check sensor lights on TK46 and E41. Issue with water in driveway and apparatus bay due to drainage issues was discussed. New roof is complete and no leaks were reported after recent storm. Gutter work is complete. Weather stripping on doors needs to be redone.

Membership

1. New members – Alan Rackiewicz of RFC.
2. Inactive – No report.
3. Juniors – No report.

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.

10. Hep B Shots due – Reviewed.
11. Expired Drivers Medical Cards – Reviewed.

Committee Reports

FY 2023/24 Budget reviewed.

| | | |
|--|----------------------|--------------|
| | Approved Budget | \$508,827.00 |
| | Expended | \$186,086.57 |
| | Planned Expenditures | \$322,740.43 |
| | Remaining | \$0 |

Training Schedule

Reviewed by Keith Nelsen.

Monthly Drills:

January Cold Water Rescue to be held at Swan Lake (outside instructor)

OSHA Sunday - Date in March to be determined

Eversource gas – Date to be determined

RFC suggested training on the following topics: Water rescue, airport familiarization, Lifestar, electric vehicles, Flash Fire burn building. Discussion ensued about a burn building and possibility of a location in Oxford.

Keith Nelsen excused himself from the meeting at 7:45 p.m.

Driver Training – Report of expired student driver training - reviewed.

Computer Committee – ESO Fire software discussed. We can now access Firehouse software for old reports and data.

Valley Fire Chiefs Regional Training School – Ed Hellauer noted he has taken over as Treasurer and will continue as the representative for Oxford for 2024. Board of Chiefs approved. FFI class has started and four firefighters from Oxford will be attending. No movement on the fire school.

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

Policies – None.

Unfinished Business

1. Tax Abatement for retired volunteer FF – Meeting set for 1/17/24.
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 2/25/24 at CFC.

4. Radios – Chief Pelletier reviewed plans for continued programming. Issues with key up assessed and fixed.
5. Burn Trailer – Arrangements will be made for use of the burn trailer.
6. AFG Grant – Grant was denied and awarded to towns that had compressors older than ours.
7. Roof Project at CFC – Project is complete and no leaks reported after recent rain storm.
8. LED Sign – Sign was approved and ordered. Meeting held with DOT to discuss placement of the sign and a decision was made. Chief Pelletier reviewed placement and design of the sign. Installation should be done within two months.
9. Budget FY 24/25 – Requests for 24/25 fiscal year budget will be prioritized and submitted.

New Business

1. Chief of Department 2024 - Motion made by AC Gramigna to nominate Scott Pelletier as Chief of Department for 2024 and remain Car 1. Dan Gramigna will remain Assistant Chief-Car 2, and Edwin Hellauer will remain Assistant Chief-Car 3. Second by AC Hellauer. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – This is the time of year we see ice and snow on the roadways. Drive carefully, stay safe and hydrated. Keep up the good work.

AC Gramigna asked that Car 1 teach and delegate more responsibilities to Car 2 and Car 3. Chief Pelletier agreed and noted this will be done.

Adjournment – AC Hellauer moved to adjourn the meeting 8:05 p.m. Second by AC Gramigna. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary

Oxford Fire Dept.

2024 JAN 18 PM 3:45
Oxford Fire Dept.
Marni Soss