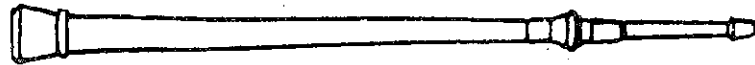




## OXFORD FIRE DEPARTMENT



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

**Audience of Citizens** - None.

**Minutes** Motion to approve Minutes of the January 10, 2024 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 – February 2024
2. 2/6/24 Letter from Dean's Stove & Spa/HeatZone Tech. Re: 76 Quaker Farms Road - chimney and stove unsafe for use
3. 2/26/24 Letter from Assessor's Office Re: 635 Oxford Road/new address
4. 3/11/24 FY 24/25 Proposed budget approval from Board of Selectmen (5325 & 5300)

#### **Sent**

1. Notice of cancelation of February 14, 2024 Board of Fire Chiefs Regular Meeting
2. Minutes for the February 14, 2024 Board of Fire Chiefs canceled meeting
3. Call Notice for March 13, 2024 Board of Fire Chiefs Regular Meeting
4. 2/20/24 2024-016 Letter to Captains Re: SCBA physicals due April 2024
5. 2/22/24 2024-014 Letter to Board of Selectmen Re: Unplanned repairs to T33
6. 3/4/24 2024-015 Letter to Board of Selectmen Re: Unplanned repairs to R44
7. 3/11/24 2024-024 Letter to Erik Granato Re: 81 Newgate Road – emergency exit
8. 3/12/24 2024-019 Letter to Board of Selectmen Re: Unplanned repairs to T53
9. 3/12/24 2024-020 Letter to Board of Selectmen Re: Unplanned repairs to R54
10. 3/12/24 2024-021 Letter to Board of Selectmen Re: Unplanned repairs to B55
11. 3/12/24 2024-022 Letter to Governor Ned Lamont Re: Fire School bonding request
12. 3/12/24 2024-023 Letter to Board of Selectmen Re: Unplanned repairs to T43

## **Chiefs' Reports**

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

	Calls					
	Month	Year				
Department	24	72				
	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 is leaking from mid-pump. Placed an order for salt for stations this week.

**Riverside** – AC Hellauer reported all vehicles are up and running. Two lights over bays at station need to be replaced.

**Center** – Chief Pelletier reported all vehicles are up and running. R44 has issue with cascade system. Service call will be ordered. Gas powered Hurst tool needs to be repaired. One item of turnout gear needs to be repaired.

## **Membership**

1. New members – None.
2. Inactive – Andrew Coy, Jr. and Joseph Ferrigno of RFC. Jason Gray of QFC.
3. Juniors – No report.

## **Follow up**

1. Daily Reminders and Daily Reminders Notes – Reports reviewed.
2. Probationary Members – Report reviewed.
3. Daily Reminders Notes – Report reviewed.
4. Call Attendance – Report reviewed.
5. Drill Attendance – Report reviewed.
6. Expired Drivers Licenses – Report reviewed.
7. OFD OSHA recertification – Report of firefighters who need Hazmat and Bloodborne classes reviewed.
8. OFD SCBA recertification – Report of firefighters who need the class reviewed.
9. SCBA Physicals and DOT Physicals past due – Report reviewed.
10. Hep B Shots due – Report reviewed.
11. Expired Drivers Medical Cards – Report reviewed.

### **Committee Reports**

FY 2023/24 Budget reviewed.

		Approved Budget	\$508,827.00
		Expended	\$376,526.05
		Planned Expenditures	\$132,300.95
		Remaining	\$0

### **Training Schedule**

OSHA Sunday - 3/10/24

March – Airport familiarization

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

**Computer Committee** – ESO Fire software discussed. Inventory data needs to be transferred from Firehouse to ESO Fire – Neil Silberkleit will help with the project.

**Valley Fire Chiefs Regional Training School** – Ed Hellauer reported FFI class is still in progress. FFI will also be offered in the summer. 2Q/pump operator class will be offered – date to be determined.

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

**Policies** – None.

### **Unfinished Business**

1. **Tax Abatement for retired volunteer FF** – Committee is ready to draft ordinance for review at the next Chiefs meeting. Discussion ensued regarding details.
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 3/21/24 (changed from 3/28/24 due to budget meeting).
4. **Radios** – All radios have been installed and programmed. Bill is being negotiated. Keying up issue is being monitored – possible issue with fiber line going to RFC site.
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. **LED Sign** – Sign was installed and is up and running. Training from manufacturer will be done soon.
8. **Budget FY 24/25** – Meeting with Board of Finance set for 3/28/24 at 6 p.m.

**New Business**

1. **Tax Abatement 2023** – Report reviewed for firefighters who are eligible for Tax Abatement for 2023. Motion to accept 2023 Tax Abatement report made by AC Gramigna. Second by AC Hellauer. Discussion: Motion passed unanimously.

**Audience of Citizens** – None.

**Remarks for the Good of the Department** – Weather is warming up and brush fires are a danger. Stay hydrated and safe. Keep up the good work.

**Adjournment** – AC Hellauer moved to adjourn the meeting 7:55 p.m. Second by AC Gramigna. Motion passed unanimously.

Submitted, pending approval

*Marni Soss*

Secretary

Oxford Fire Dept.

TOWN OF OXFORD, CT  
*[Signature]*  
TOWN CLERK

2024 MAR 21 P 2:23