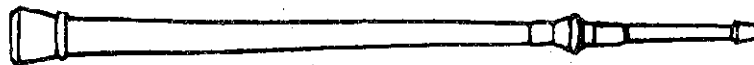




OXFORD FIRE DEPARTMENT



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, **October 11, 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, Keith Nelsen, Training Officer.

Audience of Citizens None.

Minutes Motion to approve Minutes of the September 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 – September 2023
2. 9/17/23 Email Notice from Monroe Fire Dept. Re: 11/9/23 Roundtable meeting 7pm
3. 9/18/23 Letter from Assessor's Office Re: 37 Hunters Mountain Road
4. 9/21/23 Letter from First Selectman Re: ARPA funding request for CFC sign-approved \$47,000
5. 9/21/23 Letter from First Selectman Re: Transfer request for completion of radio system upgrade for Fire Dept., EMS and Public Works-approved \$7,600 transfer

Sent

1. Minutes for the September 13, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for October 11, 2023 Board of Fire Chiefs Regular Meeting
3. 9/12/23 PO 40042 To Positive Promotions-supplies for school Fire Prevention program
4. 9/14/23 Email to Employers Reference Source Re: Background check (J. Gray)
5. 9/14/23 2023-044 Letter to Captains Re: SCBA Physical past due
6. 9/18/23 Email to Employers Reference Source Re: Background check (A. Drake)
7. 9/25/23 2023-045 Letter to Captains Re: SCBA Annual Physicals due Nov. 2023

Chiefs' Reports

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

	Calls	
	Month	Year
Department	39	363

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. Replaced battery in Gator. Small water pump is inoperable.

Riverside – AC Hellauer reported all vehicles are up and running. Issue with rear camera on E51 reported. Portable charger for radio on B55 was ordered. Station roof is leaking on north side near the hall.

Center – Chief Pelletier reported all vehicles are up and running. Issue with the sending unit on TK46 for the tank gauge reported. Issue with RCS sensor on E41 reported /to be replaced.

Membership

1. New members – Jason Gray joined QFC. Andrew Drake joined RFC.
2. Inactive – None.
3. Juniors – Lawn signs/posters have been displayed to promote the Junior program. Sign-up table will be at Oxford High School on 10/23/23.

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 final 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	\$ 73,535.70
	Planned Expenditures	\$ 435,291.30
	Remaining	\$0

Training Schedule

Monthly Drills:

October Live Burn (10/24 class at RFC 10/29 live burn). Attendance will be limited to 24 firefighters (8 from each station).
November To Be Determined
December SOP Review/Christmas Party – Possibly add presentation from EMS or PD
January Eversource-Gas

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 FFII class is being held at Great Hill Hose in September, Basic Pump Operator/2Q driver class is being held in October in Bethany and FFI class is being held in Jan. 2024 at Echo Hose in Shelton.

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

Policies – None.

Unfinished Business

1. **Tax Abatement for retired volunteer FF** – Meeting will be held in October and information will be presented soon.
2. **R44 Truck Committee** – 5/15/24 is tentative preconstruction date. November 2024 is tentative build date.
3. **Officers** – Next meeting set for 10/26/23 at Stihl. Chain saw safety with demo. of full size cut-off saw at Stihl. Two from each station will be in attendance.
4. **Radios** – Installed in Chiefs vehicles. Discussion ensued about scan list. Radios will be installed in trucks next. Programming of radios was discussed.
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 was rebid and funding is adequate for the project. If funds remain once the project is complete we will request those funds be allocated to replace roof at RFC.

Keith Nelsen excused himself from the meeting at 8:15 p.m.

8. LED Sign – Board of Selectmen and Board of Finance approved the sign. Location to be close to Center Fire Station. Discussed ensued about the location of sign and proposed new sidewalk and the need for an encroachment permit- to be handled by Town Engineer.
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.
10. QFC New garage – QFC members agreed to spend their funds for a new garage. The existing shed will be removed and the new garage put in its place. Permits will be obtained from the Town. Board of Chiefs approved the matter at 9/13/23 meeting.
11. East Point Energy - Project will be introduced to the CT Siting Council in the early part of 2024. Proposed project will not begin for approximately 1.5 years. We will have TK46 at the site for planning meeting to ensure the road can accommodate the vehicle.
12. Toxic Substances on Turnout Gear - Guide from State of CT was reviewed. ESO requires reporting on this topic on all incident reports.

New Business

None.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted the year has been busy and all is going well with calls. He reminded all firefighters to stay safe and hydrated at all times. Keep up the good work.

Adjournment – AC Hellauer moved to adjourn the meeting 8:19 p.m. Second by AC Gramigna. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary

Oxford Fire Dept.

2023 OCT 19 PM 3:59
TOWN OF OXFORD, CT
TOWN CLERK
Marni Soss