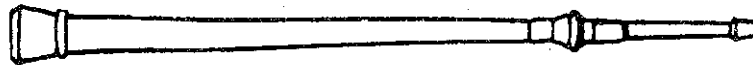




OXFORD FIRE DEPARTMENT



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

The **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, **April 12, 2023**, are as follows: 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, Marni Soss, Secretary, Keith Nelsen, Training Officer.

Audience of Citizens – None.

Minutes: Motion to approve Minutes of the March 8, 2023 regular meeting made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.

Correspondence

Received:

1. Company Reports – Center, Quaker Farms and Riverside Fire Companies March 2023
2. Call and Incident Reports from NW CT Public Safety – March 2023
3. 3/16/23 Letter from Assessor's Office Re: 295 Quaker Farms Road
4. 3/17/23 Letter from Riverside Fire Co. Re: Parade request for 5/20/23 Monroe Fire Service Truck Show
5. 3/17/23 Letter of resignation from Andrew J. Coy, Jr., Junior member
6. 3/21/23 Smart Purchase Confirmation for three Smart Boards
7. 3/23/23 Letter from Assessor's Office Re: 228 Quaker Farms Road/subdivision
8. 3/24/23 Powers Generator proposal for repair work at Center Fire Co.
9. 4/6/23 Letter from First Selectman Re: Approval of 2022 Tax Abatements
10. 4/6/23 Request for Proposal Re: Roof replacement/Center Fire Co.
11. 4/10/23 Purchase Order 40020 from Town of Oxford to Leake Builders Re: Concrete project at Riverside Fire Co.

Sent:

1. Minutes for the March 8, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for April 12, 2023 Board of Fire Chiefs Regular Meeting
3. 3/23/23 2023-007 Letter to Board of Selectmen Re: 2022 Tax Abatement
4. 3/27/23 2023-016 Letter to Captains Re: SCBA physicals due in May 2023

Chiefs' Reports

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

| | Calls | |
|------------|-------|------|
| | Month | Year |
| Department | 36 | 120 |

| | Calls | | Drills/Training | | Work Sessions | |
|--------------|-------|---------|-----------------|---------|---------------|---------|
| | # | Man Hrs | # | Man Hrs | # | Man Hrs |
| Center | 35 | 326 | 1 | 28 | 0 | 0 |
| Quaker Farms | 33 | 122 | 1 | 20 | 2 | 69 |
| Riverside | 23 | 87 | 5 | 128 | 15 | 188 |

Quaker Farms – AC Gramigna reported all is up and running. E31 will be out of service for a week starting on 4/17/23 for front end work. Remote for trailer lights was misplaced. They can be turned on from the box. Generator will be serviced on 4/25/23 for antifreeze.

Riverside – AC Hellauer reported all is up and running. Waiting for resolution on R54 tire pressure. B55 portable charging issue persists. Needs fobs for keyless entry system. Spotted Dog needs to be updated to show current Car3 information. Concrete project should begin first week of May. The project is supported by Finance Director, Town Facility Supervisor & Contractor. Building Inspector will oversee the project.

Center – Chief Pelletier reported all vehicles are up and running. E42 shifting buttons issue discussed. To be monitored. T43 engine retarder brake is not working properly. Air bottles were tested from R44. Other bottles due will be sent for testing in batches. Turnout gear was delivered. Chief noted those who have gear must return it in order to receive new gear.

Membership

1. New members – None.
2. Resignations – Andrew Coy, Jr. resigned from Juniors.
3. Juniors - Ashley Blood, Christopher Bobbie, Evan Butkievich, Dayne Coy, Erik Guerra, Kaylee Jackson and Lilah Niklewski are inactive.

Follow up

1. Daily Reminder Reports – Reviewed.
2. Probationary Members – Reviewed.
3. Daily Reminders Notes – Reviewed.
4. Call Attendance – Reviewed.
5. Drill Attendance – Reviewed.
6. Expired Drivers Licenses – Reviewed.
7. OFD OSHA recertification – Report reviewed.
8. OFD SCBA recertification – Report reviewed.
9. SCBA Physicals past due – Reviewed. DOT physicals past due - Reviewed.

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

Committee Reports

FY 2022/23 budget reviewed.

| | | |
|--|----------------------|--------------|
| | Approved Budget | \$474,173.00 |
| | Expended | \$325,955.10 |
| | Planned Expenditures | \$148,217.90 |
| | Remaining | \$0 |

Training Schedule

Training Officer, Keith Nelsen, reviewed the training schedule. OSHA and SCBA recertification make-up classes scheduled for this month.

Monthly Drills:

- April Water Supply
- May Extrication at Daddios
- June Multi Trailer (with Flash Fire)

Junior membership is low. Lawn signs and posters will be purchased and displayed to promote the Junior program.

Driver Training – Report of student drivers reviewed.

Computer Committee – Car 3 iPad update is completed. More iPad will be updated this FY.

Valley Fire Chiefs Regional Training School – AC Hellauer had no report from training school monthly meeting. Two students are continuing with FFI training. FFII will be held in the summer. 2Q pump operator class will also be offered. Chief added that all firefighters who sign up online for classes must print the form for the office so we have a roster of students and to issue a purchase order for payment.

Standard Operating Procedures – Nothing to report.

Policies – None.

Unfinished Business

1. **Tax Abatement for retired volunteer FF** – Committee membership reviewed. Committee will also work on possibilities for Tax Abatement for FF who do not own real estate. Meeting will be held in May.
2. **R44 Truck Committee** – May 15, 2024 is tentative preconstruction date. November 2024 is tentative build date.
3. **Officers** – Meeting set for 4/27/23 at QFC.
4. **Radios** – Mobile Radios came in. Need to be programmed. Chiefs vehicles will be updated first and apparatus will follow.
5. **Emergency Contact List** – No movement on request for contact information for trailer park to be forwarded to dispatch center.
6. **Haynes Building/Quarry Walk** – 500 Boulder Pass is complete but gates are still up until final insurance approval is received.

7. High Rise Paks/Quarry Walk – High Rise Paks have been received. Thanks to Haynes Construction for funding. Photo will be rescheduled.
8. Burn Trailer – Arrangements to use burn trailer will made.
9. AFG Grant – Grant submitted on 2/10/23 for replacement of CFC compressor and filling station.
10. LoCIP –Funding approved for stairs and concrete work at RFC. AC Hellauer noted the project should start in mid-May. Funding approved for roof at CFC. Funding is low compared to bid. Discussions will continue on the matter.
11. General Fund Budget FY 2023/24 – Board of Finance made cuts to the proposed budget. Discussion ensued on the matter.
12. Tax Abatement – Board of Selectmen approved 2022 Tax Abatements. Abatements will be applied to real estate taxes and car taxes. Checks will not be written to firefighters who have earned more abatement than the taxes that are due.

New Business

1. Call Attendance – Keith Nelsen suggested a lock box be used at each station for call attendance sheets. Discussed ensued. Chiefs feel current procedures are adequate.
2. Parade Request – Motion made by AC Gramigna to approve RFC's request to take Tanker 53 and Engine 51 to the Monroe Fire Service Truck Show on May 20, 2023. Second by AC Hellauer. Discussion: Chief Pelletier commented that T53 and E51 would be expected to return to town in case of emergency. Motion passed unanimously
3. Special Meeting of Board of Chiefs – Special meeting to be scheduled for 4/19/23 at 7 p.m. at Town Hall to handle a personnel matter. Meeting will include Executive Session with discussion with possible action. A certified letter will go to firefighter who is the topic of the discussion. He is expected to attend the meeting.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier noted calls have been steady and the weather has been keeping things uneventful, for the most part. We can hope for more of the same for the next few days until rain relieves the drought. AC Hellauer noted the crew who was on scene at the brush fire in Southbury did a great job. Reminder to firefighters to stay hydrated, stay safe and keep up the good work.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:15 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary, Oxford Fire Dept.

2023 APR 20 PM 2:11
TOWN OF OXFORD, CT
Gramigna, AC