



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, **August 9, 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. Absent: Keith Nelsen, Training Officer.

Audience of Citizens None.

Minutes Motion to approve Minutes of the July 12, 2023 regular meeting made by AC Gramigna. Second by AC Hellauer. Motion passed unanimously.

Correspondence

Received

1. Company Reports – Quaker Farms and Riverside Fire Companies July 2023
2. Call and Incident Reports from NW CT Public Safety – July 2023
3. 7/18/23 Letter from RFC Re: Parade request/Bridgewater Firemen’s Parade on 8/18/23
4. 8/2/23 Memo from First Selectman Re: Annual Report FY22/23 due 8/21/23
5. 8/7/23 Email from Joe Calabrese of QFC Re: Incident with E31 on 8/3/23
6. 8/8/23 Letter from VFIS Claims Management Re: QFC garage door damage

Sent

1. Minutes for the July 12, 2023 Board of Fire Chiefs Regular Meeting
2. Call Notice for August 9, 2023 Board of Fire Chiefs Regular Meeting
3. 7/13/23 Email to Employers Reference Source Re: Background check J. Sheppard
4. 7/20/23 PO 40036R1 to Valley Fire Chiefs Reg. Training School/FFII class-2 firefighters
5. 7/20/23 PO 40039 to Valley Fire Chiefs Reg. Training School/2Q Driver-1 firefighter
6. 7/24/23 2023-040 Letter to Captains Re: SCBA physicals due September 2023

Chiefs’ Reports

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

	Calls	
	Month	Year
Department	52	285

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center						
Quaker Farms	31	58	0	0	12	523
Riverside	36	65	2	39	9	105

Quaker Farms – AC Gramigna reported all is up and running. E31 and station door were damaged on 8/3/23. Issue with air compressor reported. Repair was done at the station. Tires on trailer for gators needs to be replaced. Issue with paks on E32 discussed. Will be serviced when air bottles go for service later this month.

Riverside – AC Hellauer reported all is up and running. Issue with gutters on the station was reported and got fixed in-house. Roof is in need of repair/assessment done. Many soft spots were found. B55 portable charger still needed/on back-order. Car 3 rocker panel – estimate was requested from Sabo Auto Body.

Center – Chief Pelletier reported all vehicles are up and running. Air bag system code came up on E41. To be fixed during annual maintenance. Tank fill gauge has issue on TK46. Roof replacement project still being handled by Board of Finance and Facilities Manager. Broken window in bathroom at station reported/to be repaired.

Membership

1. New members – Andrew Coy, Jr. put in application at RFC.
2. Inactive – Griffin Downs/RFC.
3. Juniors – Lawn signs/posters will be purchased & displayed to promote the Junior program.

Follow up

1. Daily Reminder Reports – Reviewed. Generators will be serviced on 9/7/23.
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 and 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	\$476,630.76
	Expended	\$507,286.68
	Planned Expenditures	\$0
	Remaining	\$ -30,655.92

FY 2023/24 Budget reviewed.

	Approved Budget	\$508,827.00
	Expended	\$ 5,215.79
	Planned Expenditures	\$503,611.21
	Remaining	\$0

Training Schedule

Monthly Drills:

August Gators and Boats - Naugatuck State Forest
 September Hose Advancement - Airport

Training on Fit Test machine will be at QFC for initial training (Web) - date TBD.

Driver Training – Report of student drivers reviewed.

Computer Committee – Fire Marshal staff trained to use new ESO software yesterday. Some data for Fire Department was transferred to new ESO software/more to be done.

Valley Fire Chiefs Regional Training School – FFII class will be held at Great Hill Hose in September. 2Q pump operator class hosted by RFC – to be scheduled.

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

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 September.
2. R44 Truck Committee – 5/15/24 is tentative preconstruction date. November 2024 is tentative build date.
3. Officers – Next meeting set for 9/28/23 at CFC.
4. Radios – Programming for new mobile radio discussed. Radios to be installed in Chiefs cars next week. Apex 4000s will be programmed. Phone lines were completed. Issue on Public Works channel will be fixed. Note: All firefighters who have personal portable need to have their ID programmed in.
5. Burn Trailer – Arrangements will be made for use of burn trailer for training in fall.
6. AFG Grant – Grant submitted on 2/10/23 for CFC compressor and filling station.
7. LoCIP – Roof project for CFC – funding for the project is being handled by Board of Finance and George Renzoni, Facilities Manager.
8. LED Sign – ARPA fund committee approved the sign. Some parties involved want the sign to be placed where the community sign is currently located near the Town annex building. To be reviewed by Board of Selectmen on 8/16/23.

9. Quarry Coffee - \$300 check was received from car show event held on the weekend of 6/17/23. Funds will be distributed between three stations. Quarry Coffee was advised they have no right in future to use OFD name without speaking to us.

New Business

1. Oxford Day – Set for 9/9/23. Fireworks will be shown at the event. QFC will sell fried dough and assist with parking.
2. Chiefs Meeting Time Change – Motion made by AC Gramigna to change the start time of the Chiefs Meetings from 7:30 p.m. to 7:00 p.m. starting January 2024. Second by AC Hellauer. Discussion: All agreed. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier commented last month was a fairly busy month. Everything went well with several calls coming in at the same time. Keep up the good work. Stay safe and stay hydrated.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:10 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary, Oxford Fire Dept.

TOWN OF OXFORD, CT
Marni Soss
TOWN CLERK

2023 AUG 14 P 3:03