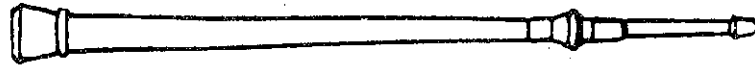




OXFORD FIRE DEPARTMENT



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

Audience of Citizens - None.

Minutes Motion to approve Minutes of the March 13, 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 – March 2024
2. 3/22/24 Memo from First Selectman Re: Tax Abatement approval

Sent

1. Minutes for the March 13, 2024 Board of Fire Chiefs Regular Meeting
2. Call Notice for April 10, 2024 Board of Fire Chiefs Regular Meeting
3. 3/18/24 2024-007 Letter to Board of Selectmen Re: Tax Abatement 2023
4. 3/25/24 2024-025 Letter to Captains Re: SCBA physicals due May 2024
5. 3/24/24 Quote to Fail Safe Re: Hose Testing
6. 3/26/24 2024-026 Letter to Board of Selectmen Re: Unplanned repairs to station generators
7. 3/9/24 2024-027 Letter to Board of Selectmen Re: Unplanned repair to station compressor at Center Fire Station

Chiefs' Reports

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

	Calls	
	Month	Year
Department	37	109

	Calls		Drills/Training		Work Sessions	
	#	Man Hrs	#	Man Hrs	#	Man Hrs
Center	<i>Data</i>	<i>Not</i>	<i>Available</i>			
Quaker Farms						
Riverside						

Quaker Farms – AC Gramigna reported all vehicles are up and running. U35 has dead battery/to be replaced. Air compressor issue reported.

Riverside – AC Hellauer reported all vehicles are up and running. Two outside lights were ordered. Nothing else to report.

Center – Chief Pelletier reported all vehicles are up and running. Air compressor at the station was fixed. Main power needs to be shut off when not in use. R44 filling station issue persists. E41 Q siren has an issue. The station has no issues to report.

Membership

1. New members – John Pellett (CFC)
2. Inactive – Nothing to report.
3. Juniors – Nothing to report.

Follow up

1. Daily Reminders and Daily Reminders Notes – Reports reviewed.
2. Probationary Members – Report reviewed. Andrew Drake has completed probation at RFC.
3. Daily Reminders Notes – Report reviewed.
4. Call Attendance – Report has an issue- tech. support was advised /no data available.
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	\$403,974.35
	Planned Expenditures	\$104,852.65
	Remaining	\$0

Training Schedule

Chief Pelletier reviewed the schedule for monthly drills:

April – Airport familiarization

May – Rope Rescue

June – Electric Vehicles.

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

Computer Committee – ESO Fire software discussed including issue with some reports. Spotted Dog will be out of service starting on 5/31/24. ESO has a program called “I am Responding” which is an option to use in future. I pads need to be set up globally by IT staff.

Valley Fire Chiefs Regional Training School – Ed Hellauer reported FFI class is still in progress. FFI will also be offered in May 2024. 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** – AC Hellauer reviewed the proposed Policy Statement and discussion ensued on the topic. A possible change to the current Tax Abatement Policy was discussed which will affect abatement for firefighters who do not own real estate in town. Further discussions and decisions are needed before the updated proposed policy is released. The proposals will be reviewed at the Officer’s Meeting on 4/24/24.
2. **R44 Truck Committee** – Aug. 2024 is new preconstruction date. November 2024 is build date. Delivery date spring 2025.
3. **Officers** – Next training is set for 4/25/24.
4. **Radios** – Radios in stations need to be programmed. The majority of keying up issue is from Woodruff Hill site which has been off for three weeks. This is not acceptable and it needs to be turned back on. Chief Pelletier reviewed ways to determine where the other keying up issues are coming from. He will speak to the communications company.
5. **Burn Trailer** – Arrangements will be made for use of the burn trailer.
6. **AFG Grant** – We need to determine if a grant can be written for items needed.
7. **LED Sign** – Sign is up and running. A request form will be distributed for data to be added.
8. **Budget FY 24/25** – Upcoming dates: Public Hearing 4/22/24; Town Meeting 5/6/24; Referendum 5/16/24.

New Business

1. Ladder Testing – Scheduled for 5/18/24.

2. Take A Stand – Set for 5/21/24 at Oxford High School. AC Gramigna will meet with the OHS coordinator regarding plans for the event.
3. Spring Fair – Set for 5/4/24 from 10 a.m. to 2 p.m. and organized by Cultural Arts. OFD has been asked to participate in the Touch-A-Truck portion of the event.
4. Knox Box in apparatus – Knox is no longer making radio controlled Knox boxes. Discussion ensued about internet based units and how they work.
5. Apparatus Sign-Out Sheet – AC Gramigna noted the form is not always filled out by driver of apparatus (especially by firefighters from a different station). The form must be done every time apparatus leaves a station.
6. Appoint Department Chaplain – Motion made by AC Hellauer to appoint Rev. Joshua Wilbur as the Oxford Fire Department Chaplain. Second by AC Gramigna. Discussion: He will be invited to an Officer's Meeting. Chief Pelletier will order a helmet and badge. Motion passed unanimously.

Audience of Citizens – None.

Remarks for the Good of the Department – Chief Pelletier asked for patience with technology and computer issues. Keep up the good work, stay hydrated and stay safe.

Adjournment – AC Gramigna moved to adjourn the meeting at 8:00 p.m. Second by AC Hellauer. Motion passed unanimously.

Submitted, pending approval

Marni Soss

Secretary

Oxford Fire Dept.

RECEIVED 4/18/2024
AT 3:40 pm
Meredith Tapp
Asst. TOWN CLERK