

**TOWN OF WOODBRIDGE**  
**Board of Fire Commissioners**  
**DRAFT** Minutes of Special Meeting  
Monday, January 3, 2022  
Woodbridge Fire Department -via ZOOM  
[https://youtu.be/tNPSs\\_ILF2Q](https://youtu.be/tNPSs_ILF2Q)

Present: *Chair Karen Baldwin Kravetz, Secretary Stephanie Ciarleglio, Commissioner Bruce Mandell, Commissioner Pasquale Izzo, Chief Sean Rowland, Assistant Chief Ted Pocwierz, Fire Marshal Joe Cappucci, Nate Case (Executive Board Liaison), Joseph Crisco (Board of Selectman Liaison to the Fire Commission, Donavon Lofters (Liaison Board of Finance*

Absent: *Vice Chairman Michael Horton*

**Call to Order**

With a quorum (4 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:02 p.m.

**Public Comment**

None

**Liaison Comment**

Joseph Crisco (Board of Selectman Liaison to the Fire Commission) thanked the FD for their hard work and appreciates their service

**Chairman's Report**

Update on Dispatch to be discussed in Executive Session.

**COVID-19 Update**

Chief Rowland gave a summation.

COVID cases are on the rise. The state is at 21.52%. The numbers have jumped up dramatically and may continue to do so for the next 2 to 3 weeks before leveling off. The state percentage number is higher as that number represents only PCR tests that have been logged, not at home tests. Chief continued. The FH is pretty much at lockdown. The guys are not hanging around after a call, N-95 masks are mandatory when going on all calls (we hope to get a shipment of masks from the state). Currently 4 FF's were out with Covid (2 are back). There is one more (waiting on test results). The CDC changed quarantine from 10 to 5 days, however after a ZOOM call with the State, we have decided to keep the 10-day quarantine. We are doing this at the FD for safety issues. If we are short staffed, we will look into reverting to the 5-day quarantine. Chief continued. There were 16 new Covid residents on the list. We anticipate that number is much higher as there is still a lag time of notification from the state (as previously discussed in past meetings), as well as at home tests. We are treating every call as a possible positive case. The Town was to receive over 1000 tests but received only 600+. This is a supply issue with every town/city in the state. The Town hopes to receive more tests and masks to hand out to residents. We are back to "decon-ing" the FH and trucks more frequently to kill germs to keep the building clean and all FF safe.

## **Review Current Financial Statements**

### **Year-to-Date - Operating Budget**

Chief Rowland discussed the current and proposed FY23 Operating budget in detail. All members of the BOFC were sent a copy prior to the discussion.

There are a few line items to keep an eye on. R&M Machine, Medical, Cleaning/Custodial, Communication Radio and Technical. Secretary Stephanie Ciarleglio inquired about the hydrant line item. Chief Rowland replied that RWA sends out 2 bills a year (one in January, one in July). Chief continued that we will not know where we will fall yet until after the winter (if we get a lot of snow and plows take out hydrants, those will need to be maintained/replaced). The Communication Radio line item is a town wide budgeted item (FD, PD, PW). This is not only for radio but also service contracts including software and hardware. Discussion followed. Chief continued. With the proposed budget, some line items will go over relating to Covid (Medical, Cleaning). Chair Karen Baldwin Kravetz remarked that the proposed FY23 budget is approximately 7% higher than last year, however, agreed that some line items will exceed what was budgeted due to Covid.

### **Approval of Operating Budget**

BALDWIN KRAVETZ requested a motion to approve the Operating Budget as presented.

MOTION (MANDEL) TO APPROVE OPERATING BUDGET AS PRESENTED

MOTION SECOND (IZZO)

No further discussion.

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE OPERATING BUDGET AS PRESENTED.

MOTION CARRIES

### **Fire Chief's Report – Fire Chief Rowland**

Chief discussed the following:

Engine 9: Engine 9 was approved by the BOS and BOF. We will be moving forward to order the truck.

Apparatus: Some trucks were sent out for preventive maintenance.

Public Comment from November meeting: At the last meeting, William Silberberg commented that the siren was very loud and asked if it could be turned off at certain times. Chief continued that the siren is an “operational” device. If the FF’s do not have their radios/pagers on (if they are at the ball field down the street) the siren acts as a tool to let them know of a call. The siren also is toned out as a 5-minute mark. The truck will wait 5 minutes prior to leaving for a call to assess each situation for manpower. As we are a volunteer department, if the call requires additional FF’s the siren will let them know more manpower is needed. Secretary Stephanie Ciarleglio commented that she does receive a lot of comments and complaints about how loud the siren is and asked if it could be lowered during certain times of the night. Chief replied that the siren is not designed to be disabled. The siren is crucial to what we do and how we respond. Chair Karen Baldwin Kravetz asked Nate Case to opine. Nate responded that that he agrees with the Chief and reiterated that importance of the 5-minute mark to assess what is needed. Chair Karen Baldwin Kravetz continued that as an operational matter the siren is not superfluous. The siren is used as the first awareness of a call for FF’s. Chair Karen Baldwin Kravetz remarked that the FD is an entirely volunteer department with a 100-year history. Discussion followed.

### **WFD Activity report- Assistant Chief Pocwierz**

Asst. Chief left the meeting as an MVA was toned out at the same time as he was to present. Chair Karen Baldwin Kravetz requested his report be emailed to the BOFC. Chief Rowland agreed and Tina O’Connor will forward his notes this week.

### **Fire Marshal's Report – Fire Marshal Joseph Cappucci**

FM Cappucci discussed his report: sixty-two appointments: 38 inspections, 8 plan reviews, 12 consultations, 1 investigation, 3 complaints. Commissioner Bruce Mandell remarked what a great job Joe has done.

### **Approval of November Meeting Minutes**

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from November 15<sup>th</sup>

MOTION (CIARLEGLIO) TO APPROVE NOVEMBER MEETING MINUTES

MOTION SECOND (MANDELL)

Discussion followed. Chair Karen Baldwin Kravetz requested one space change to a paragraph.

### **Approval of corrected November Meeting Minutes**

BALDWIN KRAVETZ requested a motion to approve the amended meeting minutes as corrected from NOVEMBER 15<sup>th</sup>

MOTION (CIARLEGLIO) TO APPROVE AMENDED NOVEMBER MEETING MINUTES AS CORRECTED

MOTION SECOND (MANDELL)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE AMENDED NOVEMBER MEETING MINUTES AS CORRECTED

### **Correspondence**

Chair Karen Baldwin Kravetz read three letters: The letters were from the Orange VFD thanking the WVFD for their assistance to cover their town during a smoke investigation on November 23<sup>rd</sup>. A note and donation from John Ferreti on December 19<sup>th</sup> thanking Asst. Chief Pocwierz for a car seat installation. A note and drawing from Lucy and Grace thanking the FF for keeping the town safe (it came with treats as well!)

### **Approval of BOFC 2022 Meeting Schedule**

BALDWIN KRAVETZ requested a motion to approve the proposed BOFC 2022 Meeting Schedule.

MOTION (CIARLEGLIO) TO APPROVE THE BOFC 2022 MEETING SCHEDULE

MOTION SECOND (MANDELL)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE BOFC 2022 MEETING SCHEDULE AS PRESENTED.

MOTION CARRIES

### **Next meeting date February 16<sup>th</sup>**

No objections

### **Executive Session**

BALDWIN KRAVETZ requested a motion to go into Executive Session and invite Chief Rowland and Nate Case

MOTION (MANDELL) TO GO INTO EXECUTIVE SESSION

MOTION SECOND (CIARLEGLIO)

No discussion.

With unanimous ROLL CALL APPROVAL MOTION CARRIES AND the BOFC entered Executive Session at 6:45

**Adjournment from Executive Session**

Executive session ended at 7:23p.m., no actions were taken.

**Adjournment**

CIARLEGLIO requested MOTION TO ADJOURN

MOTION SECOND IZZO

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 7:23p.m.

Respectfully submitted,

Tina O'Connor Clerk  
Board of Fire Commissioners

Stephanie Ciarleglio  
Secretary