

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Special Meeting
Wednesday, January 4, 2023
Woodbridge Fire Department -via ZOOM
<https://youtu.be/RuPWZGHbr9U>

Present: *Chair Karen Baldwin Kravetz, Vice Chairman Michael Horton, Secretary Stephanie Ciarleglio, Commissioner Pasquale Izzo, Chief Sean Rowland, Assistant Chief Ted Pocwierz, Fire Marshal Joe Cappucci, Nate Case (Executive Board Liaison), Donavan Lofters (Liaison Board of Finance)*

Absent: *Joseph Crisco (Board of Selectman Liaison to the Fire Commission)*

Call to Order

With a quorum (4 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:03 p.m.

Public Comment

None

Liaison Comment

None

Chairman's Report

Chair Karen Baldwin Kravetz thanked the FD for "Santa at the FH" and the holiday party. Santa had a great turnout and was a wonderful community event. She will also schedule a meeting regarding an update on dispatch for later this month.

COVID-19 Update

Chief Rowland gave a summation.

Two FFs are currently out with Covid. We will continue to monitor cases as the winter months approach as we are back in the "red" again. We may need to increase the cleaning vendor to come in more to keep the FF safe if the numbers increase.

Review Current Financial Statements

Chief Rowland discussed the current financials. The R&M line #53510 item will be over due to a few unforeseen repairs discussed previously with the BOFC as well as Tony Genovese. A memo was sent. Tony last month and was brought to the attention of the BOS/BOF. Discussion followed.

Review FY24 Proposed Operating Budget

Chief Rowland presented the Operating Budget which was emailed in advance to the BOFC. Chief reviewed each category and line item. Noteworthy increases to line items are due to vendors letting us know of their increase, in the 5%-10% range (due to supply/inflation). These lines are out of our control. These include the medical line item, gear, technical (every day supplies), cleaning. The Town's insurance implemented cyber security which increased the software maintenance line. Utility cost increased. Vice Chairman Michael Horton commented that at one point, Natural Gas was up over 300%. Chair Karen

Baldwin Kravetz asked about the cleaning line items. Chief continued that our part time maintenance worker, Willie, retired, and we have hired an outside vendor. That line item has been combined with the cleaning line item. Discussion followed.

Approval of FY24 Operating Budget

BALDWIN KRAVETZ requested a motion to approve the FY24 Operating Budget as presented.

MOTION (HORTON) TO APPROVE THE FY24 OPERATING BUDGET AS PRESENTED

MOTION SECOND (IZZO)

No further discussion.

With unanimous ROLL CALL APPROVAL, THE BOFC APPROVED THE FY24 OPERATING BUDGET AS PRESENTED.

MOTION CARRIES

Fire Chief's Report – Fire Chief Rowland

Santa at the FH was held on December 17th and was a big success. Fire Trucks also went out for 2 nights to hand out toys to needy children in Town and collected toys for YNHH children's hospital. The BOS/BOF approved funding for radios and airpaks. Both are on order and should arrive in 4 to 6 months, as well as an imaging camera. The Fire standby at the Linden is still going on and we hope to wrap up next week. During the storm on 12/23, the FH lost power and the microgrid test came on which burned the AC unit in the Telecom Room. A new AC is on order (insurance was notified). There were a lot of calls due to the high/wind rain storm on the 23rd. On New Year's Eve, there was a fatal car accident. Discussion followed.

WFD Activity report- Assistant Chief Pocwierz

Assistant Chief Pocwierz discussed his report with the numbers and type of calls. The final 2022 report is not yet completed but to date the number of calls is roughly 432. The number of hours by FF's is down. It has been pretty steady, with the number of MVA's increasing. Chair Karen Baldwin Kravetz asked why the hours would go down. Assistant Chief commented that the FF's are pushing to get wreckers on the scene faster so that the FF's are not waiting and remaining on scene.

Fire Marshal's Report – Fire Marshal Joseph Cappucci

FM Cappucci discussed his report of inspections since the last meeting: 60 appointments: 18 inspections, 13 plan reviews, 27 consultations, 1 legal and 1 fire investigation. Fire Marshal continued: The Firewatch at 330 Amity Road should wrap up in the next week or two.

Approval of November 28th Special Meeting Minutes

BALDWIN KRAVETZ requested a motion to approve the special meeting minutes from November 28th, 2022.

MOTION (HORTON) TO APPROVE NOVEMBER 28th, 2022 SPECIAL MEETING MINUTES

MOTION SECOND (CIARLEGLIO)

Chair Karen Baldwin Kravetz commented of a typo in the first paragraph and asked that the last name be amended for correct spelling.

Approval of November 28th Special Meeting Minutes with amended change

BALDWIN KRAVETZ requested a motion to approve the special meeting minutes from November 28, 2022 with requested changes

MOTION (HORTON) TO APPROVE NOVEMBER 28TH SPECIAL MEETING MINUTES WITH AMENDED CHANGE

MOTION SECOND (IZZO)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE NOVEMBER 28TH SPECIAL MEETING MINUTES WITH AMENDED CHANGE
MOTION CARRIES

Correspondence

Chair Karen Baldwin Kravetz read a thank you note from Beth Heller to the FD regarding their service at the November 30th storm. Also presented was a resignation letter from Bruce Mandell to Beth Heller (Rowland and Kravetz). Chair Karen Baldwin Kravetz thanked Bruce for his many years of service and donations to the FD.

Approval of BOFC 2023 Meeting Dates

BALDWIN KRAVETZ requested a motion to approve the BOFC 2023 meeting dates as presented.
MOTION (HORTON) TO APPROVE THE FY23 BOFC MEETING DATES AS PRESENTED
MOTION SECOND (IZZO)

No further discussion.

With unanimous ROLL CALL APPROVAL, THE BOFC APPROVED THE FY23 BOFC MEETING DATES AS PRESENTED.
MOTION CARRIES

Next meeting date February 27th at 6:00pm at the FH

BOFC agreed.

Adjournment

MOTION (CIARLEGLIO) requested MOTION TO ADJOURN
MOTION SECOND (HORTON)

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 6:53pm

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Stephanie Ciarleglio
Secretary