

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Meeting
Monday, February 8, 2021
Woodbridge Fire Department -**ZOOM ONLY**

Present: *Chairman Karen Baldwin-Kravetz, Vice Chairman Michael Horton, Secretary Mike Soufrine Commissioner Bruce Mandell, Commissioner Stephanie Ciarleglio, Chief Sean Rowland, Fire Marshal Joe Cappucci, Nate Case (Executive Board Liaison), Susan Jacobs (Liaison Board of Finance)*

Absent: *Assistant Chief Chris Bahner, Joseph Crisco (Board of Selectman Liaison to the Fire Commission)*

Call to Order

With a quorum (5 Commissioners present), Chairman Karen Baldwin-Kravetz convened the meeting at 6:04pm

Public Comments

None

Liaison Comments

Susan Jacobs commented on the budget presentation by the FD to the BOF was very effective

Chairman's Report

N/A

COVID-19 Update

Chief Rowland gave a summary.

The majority of the Department received their 2nd shot. He hopes to have the department fully vaccinated by the end of the month. A few people complained of side effects – fever and chills. Tina O'Connor commented that she has yet to receive her first shot. The PD Dispatchers received their first vaccine and scheduled their 2nd. She was told by the Chief weeks ago that she would be contacted by the QVHD as she is considered an essential employee. Tina continued that she was uncomfortable using this forum to discuss this, but she has daily contact with the public (vendors) and the Chief has been unresponsive. Chief responded he would follow up. Chairman Karen Baldwin-Kravetz asked the Chief to give her a daily update regarding the appointment. Discussion followed.

Review Current Financial Statements

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland pulled up the reports on the screen. It is still early in the new fiscal year. The BOS/BOF approved Willie (p/t custodian) for the remainder of the fiscal year - cleaning line #53100. We may also scale down on the outside cleaning company since the custodian has been approved. We continue to keep an eye on R&M Machine. We have \$20,000 in the available budget, which is very good compared to previous years when we had to request additional funding. Discussion followed.

Fire Chief's Report – Fire Chief Rowland

Chief Rowland pulled up summary of Fire Calls on the screen. The highest number of calls was in 2018, (758), due in part to a lot of storms. In 2020, there were 586 calls, (over 7,000 FF hours) - He remarked when you look at the number of calls in comparison with the budget the FD is doing very well. Chief

discussed the types of calls. Stephanie Ciarleglio commented that this data should be published in the newspaper so the residents can see how much the FD does (appreciation), Chairman Karen Baldwin-Kravetz agreed. Chief remarked that he used these numbers in the presentation to the BOS/BOF and use to publish this on the FD website. Discussion Followed.

Engine 7: Waiting on a switch (back order). Chief wanted to give a shout out to Louis, Jim, and Avi who do a great job maintaining the trucks and save the town money.

Dispatch: Will discuss in executive session

Chief commented on several ideas the WVFA had regarding fundraising (due to COVID, fundraisers have been on pause). May have drive through pickup dinners at the end of the month. Discussion followed

Shed: Still up in the air. Chief commented that the FD needs space to store equipment. Discussion followed

WFD Activity report- Assistant Chief Bahner

N/A: Assistant chief was not present

Fire Marshal's Report – Fire Marshal Joseph Cappucci

FM Cappucci discussed his report: 1 snowmobile fire, 21 inspections, 4 consultations, 2 plan reviews, 1 haz -mat investigation, 1 public education.

Approval of 2021 BOFC Meeting Dates

MOTION (BALDWIN-KRAVETZ) to approve BOFC calendar dates

MOTION SECOND (CIARLEGIO).

With unanimous ROLL CALL APPROVAL, the calendar dates are approved.

EXECUTIVE SESSION:

MOTION (BALDWIN-KRAVETZ) to go into Executive Session and invite Chief Rowland

MOTION SECOND (CIARLEGIO)

With unanimous ROLL CALL APPROVAL, the BOFC entered Executive Session at 6:42pm

Adjournment

Executive session ended at 7:20pm, no actions were taken. Meeting adjourned at 7:26pm.

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Michael Soufrine
Secretary