

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Special Meeting
Wednesday, February 16, 2022
Woodbridge Fire Department -via ZOOM
<https://youtu.be/QMTBD6MdGdY>

Present: *Chair Karen Baldwin Kravetz, Vice Chairman Michael Horton, Secretary Stephanie Ciarleglio, Commissioner Bruce Mandell (arrived online at 6:11pm), 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: N/A

Call to Order

With a quorum (4 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:06 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 reserved for Executive Session.

COVID-19 Update

Chief Rowland gave a summation.

COVID cases are on the decline. The state positivity rate is at 4.87%, there are approximately 340 people hospitalized. The rates are going down which is a good sign. The FD held their first in house meeting last Tuesday (the department was on remote status for the second half of December and all of January).

Review Current Financial Statements

Year-to-Date - Operating Budget

Chief Rowland displayed the Operating Budget on his screen.

There are a few line items to keep an eye on. R&M Machine: This line will most likely go over, but we do not know by how much yet. This line is for equipment, trucks apparatus. We will have a better idea in a few months. Technical: Supplies are at a very high cost (out of our control). P/T Maintenance: We have discussed this previously. I sent a memo to the Finance Director regarding Willie (part time custodian). He said we will figure out how to pay for this overage in the next month. Communications/Telephone line item will run over, but not by much. We changed phone systems and have a service contract. We need to fine tune this. Chair Karen Baldwin Kravetz asked if this was for land line phones in the FH, Chief responded yes. Chief continued. The Electrical line item. We have discussed this in past meetings. We know this line will go over due to the extra \$808.00/month energy upgrade. We did increase this line item for the FY23 budget; however, this should be paid off in this fiscal year. We increased the budget to \$39,000 from \$36,000. Vice Chairman Michael Horton explained that the usage went up (not the cost). Chair Karen

Baldwin Kravetz asked why the usage has gone up. Chief Rowland explained that that all the trucks, compressors are plugged in 24/7, 365 days per year. The building/equipment are getting old and not as efficient. The FD has the largest usage of electricity per budget in the Town, however, the Town is getting solar for the buildings (back of the FD), this may offset the cost. Chair Karen Baldwin Kravetz commented this hopefully will show some savings. Discussion followed.

Fire Chief's Report – Fire Chief Rowland

Chief discussed the following:

The Department took in five new FF and eight junior FF which is a great thing, especially during COVID. Many young people came in (Junior program). The Junior program is run by Lt. Berardesca and Lt. Redmond. They did a great job training and recruiting. Juniors come in at 15 years old and can apply to be a FF at 18 years old. This benefits the Town greatly as it is a smooth transition to FF. There is an added expense as an FF they will need gear, radios, FIT testing, physicals. The Town benefits in the long term if they transition to FF. Discussion followed. Chief continued. We currently have one FF in EMT class and one FF to be in an accelerated class in June. In July we should have two new certified EMT's (great for the FD). The FD had Air pack testing and FIT testing yesterday and today. There were some bad gages in the air packs. We believe they are covered under warranty and will find out this week. Last month the department participated in blood pathology training. Chief continued. Since there has been no movement on the shed for the FD, we have started organizing and moving equipment into the old FH. We are putting up shelving and inventorying it. We are also getting rid of the items in one of the trailers. This is a safety issue – the FF can just go and grab an item when needed for a call as it will be all organized. The Engineers have done a great job with this project. Last month as discussed, we sent in a PO to Silver Petruelli architects for ventilation study on the HVAC system and air quality control. Hopefully, we can use some of the federal Covid money that the Town receives to upgrade the system and keep the FF safe and the building more energy efficient. Chief continued. The snowflake dance is scheduled for April 19th. It is still up in the air due to Covid concerns. We are going to talk with the JCC and membership to see if we will have it this year if people are still comfortable. Lastly, we had a standby for the blizzard a few weeks back (7am to 5pm). Chair Karen Baldwin Kravetz thanked everyone who participated in the standby, and she hopes the dance would be on this year. Discussion followed. Chief continued. There is a conference by the FDIC in April of this year in Indianapolis. He asked the Board for approval to go with 2 or 3 FFs. The convention is very useful to the FD as they can see equipment, specs for the new engine as well as attending various seminars and network. Chair Karen Baldwin Kravetz asked for the cost of the convention, hotel, and flight. Chief Rowland will get back to the BOFC with details.

WFD Activity report- Assistant Chief Pocwierz

Assistant Chief Pocwierz discussed the year-end report and January incident reported hours and type of calls. Chair Karen Baldwin Kravetz requested his report be emailed to the BOFC to compare year to date number of calls with previous years. Tina O'Connor will forward his notes this week.

Fire Marshal's Report – Fire Marshal Joseph Cappucci

FM Cappucci discussed his report: fifty-three appointments: 24 inspections, 8 plan reviews, 7 consultations, 13 plan reviews, 8 investigation, 1 public education. He also discussed three fires at Walker Lane, Newton Rd, and Westward Rd.

Approval of January Meeting Minutes

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from January 3, 2022.

MOTION (IZZO) TO APPROVE JANUARY MEETING MINUTES

MOTION SECOND (CIARLEGIO)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE JANUARY MEETING MINUTES AS PRESENTED

Correspondence

Tina O'Connor relayed to the BOFC that FM Cappucci and Mike Horton each welcomed a grandson.

Next meeting date March 21st

No objections

Executive Session

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

MOTION (HORTON) TO GO INTO EXECUTIVE SESSION

MOTION SECOND (MANDELL)

No discussion.

With unanimous ROLL CALL APPROVAL MOTION CARRIES AND the BOFC entered Executive Session at 6:39.

Adjournment from Executive Session

Executive session ended at 7:36p.m. Actions Taken:

Approval of FDIC training travel trip to Indiana

BALDWIN KRAVETZ requested a motion to approve a \$4500 training trip to Indiana

MOTION (MANDELL) TO APPROVE \$4500 TRAINING TRIP TO INDIANA

MOTION SECOND (IZZO)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE \$4500 TRAINING TRIP TO INDIANA

Adjournment

HORTON requested MOTION TO ADJOURN

MOTION SECOND MANDELL

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 7:36p.m.

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Stephanie Ciarleglio
Secretary