

## **TOWN OF WOODBRIDGE**

### **Board of Fire Commissioners**

Minutes of Meeting

Monday March 20<sup>th</sup> 2023

Woodbridge Fire Department

<https://youtu.be/7qrJBS-YNMw>

Present: *Chair Karen Baldwin Kravetz, Secretary Stephanie Ciarleglio, Commissioner Pasquale Izzo, Commissioner Scott Hunter, Chief Sean Rowland, Fire Marshal Joe Cappucci, Nate Case (Executive Board Liaison)*

Absent: *Vice Chairman Michael Horton, Assistant Chief Ted Pocwierz*

#### **Call to Order**

With a quorum (4 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:04 p.m.

#### **Public Comment**

None

#### **Liaison Comment**

Nate Case commented “so far so good”

#### **Chairman’s Report**

N/A

#### **Review Current Financial Statements**

Chief Rowland discussed the current financials. The packet was sent prior to the BOFC.

R&M Machine Line Item #53510 This line is over substantially. We will try to keep it as low as possible until the new fiscal year in July. The BOS/BOF are and have been aware of this overage. They met for budget analysis and recommended to each cut \$5,000 We will closely monitor this line item which runs over due to unanticipated repairs to some of the engines. There is \$34K encumbered. Commissioner Scott Hunter asked the definition of encumbered. Chief Rowland responded that money is available not yet spent (such as blanket P.O). Discussion followed. Chief continued. The testing line item will be tight this year due to hydro and fit testing. The software maintenance line item will also be tight. This line item is due to the Town insurance which mandated Sentinel One and Duo Mobile. It is an annual cost. Chair Karen Baldwin Kravetz asked if we budgeted this for next year. Chief continued it was budgeted and approved. Chief continued and discussed the Security line item \$54260 which are the S2 access cards and are not just for the FD, but for other Town buildings (library, PW, Center, old FH). This is shared out but on the FD budget. Chief continued. The training line is required training for FF’s. The cost of tools – which must be NFPA and OSHA rated have increased sometimes 8% due to escalating costs. The hydrant line item bill will be due in July. Chair Karen Baldwin Kravetz asked if we pay this twice a year. Chief continued that we do, but it is also for hydrant repair. Luckily, we had a mild winter. Secretary Stephanie Ciarleglio asked how many hydrants we have. Chief continued there are 138 in Town which is why we have to have tankers and trucks to transport water. Discussion followed.

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

The Junior program is going great. We are up to 12 members. Anthony and Shawn are doing a great job. Chair Karen Baldwin Kravetz asked the age to be a junior firefighter. Chief continued ages 14-18. Once you turn 18, you can apply to the volunteer program. The Junior program involves training, where equipment is located on engines. Chief continued. The BOS/BOF operating budget recommended cutting \$2,000 in tires and the gear line item. Some items cannot be cut as we do not have a choice. DOT standards require replacing tires in engines every 7 years (due to the weight on the tires). Gear has to be replaced every 10 years as the fire retardant is not as effective. Chief continued. Engine 9 is slated to come in November or December. Next to replace is Engine 3 and the Ariel. We hold trucks over 20 years and our engineers do a great job with maintenance. Commissioner Scott Hunter asked how many engineers we have and how a truck is replaced in the budget. Chief responded that there are 4 volunteer engineers and trucks are replaced after a need is determined and then submitted via the capital budget program. Chief continued that the shed was approved and moving forward and gave a brief history. Discussion followed. Chief continued that the Spring Fling dance fundraiser is back at the FH on May 20<sup>th</sup>. Chair Karen Baldwin Kravetz commented that it is a great event with the Rum Runners band and urged everyone to come out and support the FD!

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

Chief discussed the Assistant Chief report (previously sent to the BOFC) with the numbers and types of calls for February. The number of MVA's went up and car fires on the parkway. Commissioner Scott Hunter asked whose jurisdiction is the parkway. Chief continued that it is shared by a few towns.

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

FM Cappucci discussed his report of inspections since the last meeting: 35 appointments: 23 inspections, 5 plan reviews, 5 consultations, 2 fire investigations. Fire Marshal also commented on the first lithium ion battery fire. Discussion followed.

### **Adjournment**

MOTION (IZZO) requested MOTION TO ADJOURN

MOTION SECOND (HUNTER)

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 6:42pm

Respectfully submitted,

Tina O'Connor Clerk  
Board of Fire Commissioners

Stephanie Ciarleglio  
Secretary