

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Special Meeting
Monday May 22, 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, Assistant Chief Ted Pocwierz, Fire Marshal Joe Cappucci, Nate Case (Executive Board Liaison)*

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 6:01p.m.

Public Comment

None

Liaison Comment

None

Chairman's Report

Approval to Ratify New Incoming Fire Officers

BALDWIN KRAVETZ requested a motion to ratify the new incoming fire officers on the slate as presented.

MOTION (CIARLEGLIO) TO APPROVE THE RATIFICATION OF THE NEW INCOMING FIRE OFFICERS ON THE SLATE AS PRESENTED

MOTION SECOND (HUNTER)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE RATIFICATION OF THE NEW INCOMING FIRE OFFICERS ON THE SLATE AS PRESENTED

MOTION CARRIES

Review Current Financial Statements

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

The P/T Maintenance line is over \$1580, we may need to increase this to twice a week to keep the building clean. Chair Karen Baldwin Kravetz asked if more funds were budgeted for next year and the Chief replied. yes. R&M Machine Line Item #53510 This line is over. The BOS/BOF are and have been aware the overage and we asked for an additional \$60,000 which may come under. The Chief will know more at the next BOFC meeting. Chief continued. The R&M Building line item will run tight. This line increased only once in 3 years. The building was built in 2009 and we requested more funds for next year. Chair Karen Baldwin Kravetz asked for examples. Chief continued that the line item is used for contract work such as HVAC, elevator maintenance, fire alarm testing. Discussion followed.

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). The S2 controller failed last week . We requested emergency contingency of \$12,700. This is shared out but on the FD budget. Chief continued. We will keep an eye on the technical line. This is used for items such as speedy dry which we put down on car accidents. MVA's have risen recently. For the next budget cycle we will be heavy on the tire line item. Natural Gas has risen (over 2 ½ times). This was anticipated as the cost has risen. We currently have 2 suppliers. Commissioner Scott Hunter asked if the Chief had a sense of an overall deficit. The Chief responded that it's too early to tell. We have a surplus, but we are still waiting for items to come in. Also, Engine 2 went out for service. If need be, we can adjust some line-item transfer. He is in constant contact with Tony Genovese (Financial officer for the Town). Discussion followed.

Fire Chief's Report – Fire Chief Rowland

Few items to review since our last meeting.

Firehouse software, which is required reporting to NFRIS, and the State of CT will be no longer supported as of July 1. We are in the process of converting to First Due. Our new budget will reflect this. We are currently training with First Due. The FF portables and air packs came in. The chargers are still on back order. The truck radios are coming in now. The thermal imaging cameras came in. Commissioner Scott Hunter asked what those are used for. Chief responded that they are vital to the safety of residents. We use them in house fires and car accidents. We recently assisted the state police on the Merritt with an MVA and helped locate a passenger. The Fire Marshal vehicle came in. We have changed our phones system from Mitel to Ring Central which is all IP cloud based. We should take delivery of Engine 9 in January. We will go to Minnesota in October to look it over. Discussion followed.

There is an executive session meeting with the BOS tomorrow night to discuss the fire at the country club and on-going issues with the vacant club. We also have a meeting with the architect to discuss the shed project. Last Saturday we held our annual dance. It was a great success and the money raised will go towards the shed. We also held the Bethwood Baseball Opening Day event last month in the bay. One new firefighter recently completed the Fire 1 course. We have 2 new firefighters in that class now. Lastly, on Sunday we participated in Touch a Truck at the JCC and held a car seat installation. Assistant Chief Pocwierz installed 33 new car seats.

WFD Activity report- Assistant Chief Pocwierz

The Assistant Chief discussed his report (previously sent to the BOFC) with the numbers and types of calls for April and part of May. The number of MVA's went up. Commissioner Scott Hunter asked about false alarm calls. The Assistant Chief commented that they are not crank calls. The truck will still be sent out. It could be for burnt food, or a malfunction in the alarm.

Fire Marshal's Report – Fire Marshal Joseph Cappucci

FM Cappucci discussed his report of inspections since the last meeting: 109 appointments: 42 inspections, 36 plan reviews, 18 consultations, 2 public education 2 tent inspections 1 complaint, 1 tank removal , 7 fire investigations. Fire Marshal also commented on the type of fires. The country club fire was in the vacant garage and determined as arson. Discussion followed.

Correspondence

Chair Karen Baldwin Kravetz read two thank you letters from the Chief of the Woodbridge Police Department and the Fire Chief of Shelton to thank the WVFD for their assistance in locating a missing person (WPD) and structure fire (Shelton Fire Department).

There is a conflict for the next meeting scheduled for the 19th. The meeting will be on the 26th via ZOOM.

Approval of February 27 meeting minutes and March 20th meeting minutes

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from February 27th and March 20th

MOTION (IZZO) TO APPROVE FEBRUARY 27TH 2023 AND MARCH 20TH 2023 MEETING MINUTES

MOTION SECOND (HUNTER)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE FEBRUARY 27TH 2023 AND MARCH 20TH 2023 MEETING MINUTES

MOTION CARRIES

Adjournment

MOTION (IZZO) requested MOTION TO ADJOURN

MOTION SECOND (HUNTER)

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 6:40pm

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Stephanie Ciarleglio
Secretary