

**TOWN OF WOODBRIDGE**  
**Board of Fire Commissioners**  
Minutes of Meeting  
Monday, May 24, 2021  
Woodbridge Fire Department -**ZOOM ONLY**

Present: *Chairman Karen Baldwin Kravetz, Vice Chairman Michael Horton, Secretary Michael Soufrine Commissioner Bruce Mandell, Commissioner Stephanie Ciarleglio, 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), Susan Jacobs (Liaison Board of Finance),*

Absent: None

**Call to Order**

With a quorum (5 Commissioners present) and roll call of all in attendance, Chairman Karen Baldwin Kravetz convened the meeting at 6:03 p.m.

**Public Comments**

None.

**Liaison Comments**

Joe Crisco thanked the department for their service. Susan Jacobs gave a reminder that the Annual Town Meeting will be held at the FH on June 2<sup>nd</sup> at 6:30 p.m. (check in at 5:30 p.m.). She remarked that residents should read the notice that was sent out. It calls for a line by line analysis (assuming 250 townspeople present). Chief Rowland remarked that Beth called him last week asking to use the FH for continuation of the annual meeting. Chief continued the FH has great ventilation, sound system. PW will bring chairs over at 2:00 p.m.. Susan Jacobs asked about public parking. Chief noted the lot must be saved for FF in case of calls. He will keep handicap spaces open, but it will be up to the PD to control traffic (with Truck or Treat, residents parked at Town Hall, Library, etc.).

**Chairman's Report**

No report as Dispatch will be discussed in Executive Session

**COVID-19 Update**

Chief Rowland gave a summary.

More people getting vaccinated. With the warmer weather, more people are outside, without masks. If you recall last Summer, the warmer weather brought the positivity rate down. Time will tell when we hit the Fall. Chairman Karen Baldwin Kravetz asked if the Chief knew the number of people in Woodbridge that had been vaccinated. Chief responded that he does not, that question would be better suited for Beth as the Health departments report to various districts, then the state. Chief continued that William (part time custodian) is using the Aeroclave machine on the trucks and FH to keep the FF safe. We also cut down our outside cleaning vendor (Ercolano) to once per week, and we will continue to keep William. Chairman Karen Baldwin Kravetz asked if the Chief had a time line for phasing this out, as we get back to normal. What milestone can we use to start curtailing extraordinary COVID measures? Chief responded that we did cut Ercolano from two times a week to one. Cleaning is not a part we want to cut off. We have curtailed use of Tyvex suits for FF. Discussion followed.

**Review Current Financial Statements**

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland discussed the reports.

Cleaning line #53100. As discussed, we will need more money into this line. William (p/t custodian 19 hrs week has previously been approved for July -Dec 31<sup>st</sup>, the January to June 30. That new line item - \$17,435 is William. This will be the first year that we will be over budget on cleaning, which is based on protocols for Covid-19. We continue to keep an eye on R&M Machine. Currently we are \$5400 over. In past years this item has been close to \$30,000 over. This is one of our best years as we have not had to request any funding out of the contingency line. The telephone line is over, but credits will come in. This is based on a new system installed at the FD. The radio line item ( \$164,510) is the Motorola contract. This includes the Tower rental, generators, T1 lines. We will talk to Tony as we may be over budget due to rodent proofing the generators, unforeseen incident. The water line item is over budget. Reminder that the FD pays for all Town connections. Hydrants can be very expensive to fix. Susan Jacobs asked how many hydrants we have, Chief answered 137. Discussion followed. Chief continued that he is speaking to Tony about SCBA air replacement bottles. This will run about \$18,000 and he is working on funding options. Lastly, next year, we will need to replace 10 air packs that are dated. This will be close to \$100,000 (we previously replaced packs that were 15 yrs old). Discussion followed.

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

Last Saturday, the FF did a great job cleaning, mulching, power washing and weeding the FD grounds. We also held the WVFA Elections a few weeks back and Karen installed the new officers for a one year term (Chief has 2 year term):

Chief: Sean Rowland

Assistant Chief: Ted Pocweirz

Captain: Chris Rish

Sergeant: Andrey Herrera

1<sup>st</sup> Lt: Anthony Berardesca

2<sup>nd</sup> Lt: Nicholas Marcarelli

3<sup>rd</sup> Lt: Shawn Redmond

BALDWIN KRAVETZ requested a motion to ratify officers as per Sean for a one year term (Chief has 2 year term):

MOTION (CIARLEGIO) TO APPROVE ELECTED OFFICERS

MOTION SECOND (SOUFRINE)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE RATIFIED OFFICERS.

Chief continued. We are in the process and just received the specs for the new Engine 9 (go to BOS , then BOF). Secretary Mike Soufrine asked the cost, Chief remarked he does not have that yet, but will have in the next meeting. Chairman Karen Baldwin Kravetz remarked this is in the 6 year budget with the Town, Chief replied it is, depending on how the Town finances it. Discussion followed.

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

Last month, 35 calls, 281.94 staff FF hours. Chairman Karen Baldwin Kravetz asked how this compares to last year at this time. Assistant Chief Ted Pocwierz replied consistent with last year. Chief Rowland continued that one storm could increase the numbers significantly.

Also, MVA's seem to be up. Chairman Karen Baldwin Kravetz commented that she recalled those numbers were high last year as less people were on the road and speeding. Chief Rowland could not give a statistic on if people were driving faster (PD could). Discussion followed.

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

FM Cappucci discussed his report: 80 appointments: 54 inspections, 8 consultations, 13 plan reviews, 4 investigations, 1 legal . The FM went to the PD and interview the individual involved in the car fire last month. He had no idea what happened. Chairman Karen Baldwin Kravetz asked about the blasting on Forest Glen Rd . FM Cappucci replied it ended last Friday. Chief Rowland commented that Joe was on the scene every day during the blasting and he was there twice. Commissioner Stephanie Ciarleglio asked if there was any damage to any nearby homes, FM replied no. Discussion followed.

**Approval of April Meeting Minutes**

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from April 26th

MOTION (SOUFRINE) TO APPROVE APRIL 26<sup>TH</sup> MEETING MINUTES

MOTION SECOND (CIARLEGIO)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE APRIL 26<sup>TH</sup> MEETING MINUTES

**EXECUTIVE SESSION:**

BALDWIN KRAVETZ requested to go into Executive Session and invite Chief Rowland.

MOTION (SOUFRINE) TO GO INTO EXECUTIVE SESSION

MOTION SECOND (CIARLEGIO)

With unanimous ROLL CALL APPROVAL, the BOFC entered Executive Session at 6:43pm

**Adjournment**

Executive session ended at 7:51pm, no actions were taken. Meeting adjourned at 7:52pm.

Respectfully submitted,

Tina O'Connor Clerk  
Board of Fire Commissioners

Michael Soufrine  
Secretary