

**TOWN OF WOODBRIDGE**  
**Board of Fire Commissioners**  
Minutes of Special Meeting  
June 26, 2023  
Woodbridge Fire Department

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)*

**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**

Chair Karen Baldwin Kravetz commented that the agenda item "adoption of updated fire dispatch protocol" will be tabled one month for the Chief to have time to review the proposed protocol. Chair continued. Commissioner Scott Hunter commented that the by-laws specify adoption of Fire Marshal review and report. Chair Karen Baldwin Kravetz continued that this item as well as the pending litigation of a lawsuit filed in 2021 against the Town and Fire Association will be discussed at the next BOFC meeting in Executive Session. Discussion followed.

**Review Current Financial Statements**

Chief Rowland discussed the current financials. The packet was sent prior to the BOFC. The fiscal year is coming to a close on June 30<sup>th</sup>. This year was tight due to unanticipated repairs as well as inflation at or above 8%. The Chief has been working with the Finance Director to cover any overages. As discussed in the last meeting, the Chief had to request emergency contingency for the S2 controller. This line item - Security #54260 are the S2 access cards and are not just for the FD, but for other Town buildings (Library, PW, Center, old FH). We requested emergency contingency of \$12,700. Chief continued. Fiscal year 24 begins July 1<sup>st</sup>. We are in the process of pulling purchase orders. Discussion followed.

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

The Air packs have come in and are in service. The radios are coming in, but the chargers are still back ordered. The shed/garage design for the back of the firehouse is almost complete. We hope to go out to bid in July and can then vacate on the old firehouse.

**WFD Activity report- Assistant Chief Pocwierz**

The Assistant Chief discussed his report (previously sent to the BOFC) with the numbers and types of calls in May. We are slightly below average in calls but remain steady in man hours.

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

FM Cappucci discussed his report of inspections since the last meeting: 44 appointments: 20 inspections, 8 plan reviews, 12 consultations, 1 complaint, 3 investigations. Fire Marshal remarked that the fire at the Country Club is still under investigation with the P.D.

**Correspondence**

Chair Karen Baldwin Kravetz read 2 pieces of correspondence. The first was from Mike Horton who submitted his resignation as Commissioner. Chair Karen Baldwin Kravetz and Chief Rowland wish to thank Mike for his many years of service to the BOFC. The WVFA also received a certificate of appreciation from the Human Services Department for their hard work and dedication.

There is a conflict for the next meeting scheduled for the 17<sup>th</sup>. The meeting will be on the 24<sup>th</sup> at the Firehouse.

**Approval of May 22<sup>nd</sup> meeting minutes**

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from May 22<sup>nd</sup>.

MOTION (IZZO) TO APPROVE MAY 22<sup>ND</sup> 2023 MEETING MINUTES

MOTION SECOND (CIARLEGLIO)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE MAY 22ND 2023 MEETING MINUTES

MOTION CARRIES

**Adjournment**

MOTION (IZZO) requested MOTION TO ADJOURN

MOTION SECOND (CIARLEGLIO)

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 6:22pm

Respectfully submitted,

Tina O'Connor Clerk  
Board of Fire Commissioners

Stephanie Ciarleglio  
Secretary