

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Meeting
Monday, July 19, 2021
Woodbridge Fire Department

Present: *Chairman Karen Baldwin Kravetz, Vice Chairman Michael Horton, Commissioner Stephanie Ciarleglio, 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: *Commissioner Bruce Mandell*

Call to Order

With a quorum (4 Commissioners present) and roll call of all in attendance, Chairman Karen Baldwin Kravetz convened the meeting at 6:08 p.m.

Public Comments

None

Liaison Comments

None

Chairman's Report

Chairman Karen Baldwin-Kravetz welcomed new Commissioner Pasquale Izzo and Donavon Lofters (Liaison Board of Finance) to the BOFC. Tabling Dispatch comments for Executive Session.

COVID-19 Update

Chief Rowland gave a summary.

Keeping an eye on the "Delta" variant. Most FF's were given the vaccine in December/January 2020. Unsure if a booster will be needed in the Fall. We likely will go back to remote sessions if the numbers continue to rise. There continues to be a delay in getting the notification reports of cases in town. The FD keeps addresses of Covid cases on the caution list for 90 days. Chief continued that the FD is keeping up with cleaning/sanitizing the bay area, trucks, and entire space with Aeroclave machine (fog) that kills germs. Our part time janitor is on site 19 hours a week and cleaning crew once per week.

Review Current Financial Statements

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland distributed the reports.

We began a new fiscal year in July. You will notice that some line items will show percentages used in 68% or higher. That is due to blanket P.O.'s that were submitted. This is common as those line items are monthly expenses to various vendors. Noteworthy is the hydrant line item (#55245), \$93,000. As previously mentioned, the FD pays for every foot line in ground and covers all Town buildings (Library, Beecher School, PW, Library etc.) which is known as "access fire services". This came up at the annual town meeting in June.

Chief continued that we did run over a few line items with last year's budget (he will distribute that at the next meeting). We will process line item transfers this week. Those items include R&M, Radio and Cleaning line.

Discussion followed.

Fire Chief's Report – Fire Chief Rowland

Chief discussed the following:

Apparatus: Minor repair of two trucks

Engine 9: The specs are almost ready and should be back to the Chief in mid- July. Once received he will present to the BOFC, then the BOS/BOF in August. The cost is estimated at \$980,000. Truck is purchased through HGS. HGS came back as the best price (pre negotiated), which is what the Town prefers (versus going out to state bid). There is a 12 to 16 month build time. Once we take delivery, the town will look at interest rates (pay in the rears) Chief continued that first payment of the new engine will not be due until at least 2 to 3 years out – FY24 or FY25. Chairman Karen Baldwin Kravetz asked what happens with the old engine, Chief Rowland replied that it gets traded in, get credit. Discussion followed.

Radio: Recently completed the upgrade from analog to digital. Chief showed the BOFC 2 Radios Unification pager (tone) and the Portable Radio (assigned to each FF for safety and accountability). FD purchased new batteries for the portable radios (they are 2010). Recently advised these batteries are not intrinsically safe and could create a spark. We will need to upgrade the radios – ½ now and ½ next year. \$6000.00. Vice Chairman Michael Horton asked if this was the cost per radio, Chief Rowland replied yes. Chief continued that we will need to upgrade the truck radios. Chairman Karen Baldwin-Kravetz asked this was included in the capital budget, Chief responded for next year not this year. Chief continued the radio won't be supported (compatible) after December of this year. Discussion followed

WFD Activity report- Assistant Chief Pocwierz

Last month, 26 calls, 176.27 staff FF hours. Assistant Chief Ted Pocwierz noted the various call types. The numbers are consistent with last year. Donavon Lofters asked what a false call and good intent calls are. Asst Chief replied that false calls are "faulty" fire alarms. Good intent calls cover mutual aid. FD covered Orange FD/Hamden a few times that month. Commissioner Stephanie Ciarleglio asked how far the FD would travel. Asst Chief Pocwierz responded that travel is designated by a Task Force activated by the State of CT. He continued that the WFD in the past has traveled to assist in a brush fire in Southington and to Ridgefield (years ago for a tornado).

Fire Marshal's Report – Fire Marshal Joseph Cappucci

FM Cappucci discussed his report: 62 appointments: 52 inspections, 3 consultations, 7 plan reviews

Approval of May Meeting Minutes

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from May 24

MOTION (CIARLEGLIO) TO APPROVE APRIL 26TH MEETING MINUTES

MOTION SECOND (HORTON)

With unanimous ROLL CALL APPROVAL (WITH ONE ABSTENTION) the BOFC APPROVED THE MAY 24TH MEETING MINUTES

Approval of June Meeting Minutes

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from June 21ST

MOTION (CIARLEGLIO) TO APPROVE JUNE 21ST MEETING MINUTES

MOTION SECOND (BALDWIN KRAVETZ)

With unanimous ROLL CALL APPROVAL (WITH TWO ABSTENTION) the BOFC APPROVED THE JUNE 21ST MEETING MINUTES

Correspondence

None.

Next meeting date August 19th

Vice Chairman Michael Horton remarked he would not be available and asked the BOFC if we could skip August as other departments (New Haven, East Haven) do not hold sessions in August. Chairman Karen Baldwin Kravetz said she would take this under advisement, unless something comes up.

Executive Session

BALDWIN KRAVETZ requested a motion to go into Executive Session and invite Chief Rowland and MOTION (CIARLEGIO) TO GO INTO EXECUTIVE SESSION

MOTION SECOND (HORTON)

With unanimous ROLL CALL APPROVAL MOTION CARRIES AND the BOFC entered Executive Session at 6:37 p.m.

Adjournment from Executive Session

Executive session ended at 6:57 p.m., no actions were taken.

Adjournment

HORTON requested MOTION TO ADJORN

MOTION SECOND (CIARLEGIO)

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 6:58pm

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Secretary