

**TOWN OF WOODBRIDGE**  
**Board of Fire Commissioners**  
Minutes of Special Meeting  
July 24, 2023  
Woodbridge Fire Department  
<https://youtu.be/e9rWhNLHD98>

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*

Absent: *Nate Case (Executive Board Liaison), Tina O'Connor (Clerk)*

**Call to Order**

With a quorum (4 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:03p.m.

**Public Comment**

None

**Liaison Comment**

None

**Chairman's Report**

Chair Karen Baldwin Kravetz commented that there would be a discussion in the executive session of this meeting of the adoption of the quick reference sheet, a bylaws discussion and an insurance settlement. Any votes will be taken outside of the executive session. Will ask Ordinance Committee to look at changing the ordinance regarding review of the Fire Marshal to update.

**Review Current Financial Statements**

Chief Rowland discussed the current financials. The packet was sent prior to the BOFC. Chief Rowland commented that we are in good shape and have encumbered the blanket PO's for things like medical, fire fighter's physicals, repairs, electric for the building, natural gas, hydrants, maintenance contracts for radio system, etc. Commissioner Hunter commented on the dollar amount of the fire hydrants Chief Rowland explained that the costs have gone up and we pay per linear foot, we have 140 fire hydrants – only 10% of the town has hydrants and the monies are controlled by the Regional Water Authority Commissioner Kravetz asked about emergency contingency and Chief Rowland responded that he will get in touch with the Finance Director when he returns from vacation to address.

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

Fire Chief Report: Apparatus is in good shape so far. Training is coming up in August for 2Q Class-- 9 men have signed up so far. The shed is moving forward, the Chief has received the plans just today and they will be finalized in the next few weeks for the storage garage. The Chief stated that we are in need of a Deputy Fire Marshal and would like to appoint retired Bethany Fire Marshal Rod White, pending his background check. We will need coverage for our Fire Marshal.

### **Appointment of Rod White as Deputy Fire Marshal**

BALDWIN KRAVETZ requested a motion to appoint Rod White as Deputy Fire Marshal pending his background check and any town approvals necessary.

MOTION (CIARLEGIO) TO APPOINT ROD WHITE AS DEPUTY FIRE MARSHAL PENDING HIS BACKGROUND CHECK AND ANY TOWN APPROVALS NECESSARY.

MOTION SECOND (IZZO)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE APPOINTMENT OF ROD WHITE AS DEPUTY FIRE MARSHAL PENDING HIS BACKGROUND CHECK AND ANY TOWN APPROVALS NECESSARY.

MOTION CARRIES

### **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 over average from last month. Assistant Chief noted that several calls for use of the UTVs -people injured in the woods and elsewhere.

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

FM Cappucci discussed his report of inspections since the last meeting: 15 inspections, 11 plan reviews, Fire Marshal remarked that he is building out a new computer program and they have just brought over the old information into the new computer system so the system should be up and running soon.

### **Correspondence**

Letter from homeowner Emerald Lane thanking the Fire Department for the 2:00 am call to their home.

### **Approval of June 26 2023 meeting minutes**

BALDWIN KRAVETZ requested a motion to approve the meeting minutes from June 26, 2023

MOTION (IZZO) TO APPROVE JUNE 26, 2023 MEETING MINUTES

MOTION SECOND (HUNTER)

With unanimous ROLL CALL APPROVAL, the BOFC APPROVED THE JUNE 26, 2023 MEETING MINUTES

MOTION CARRIES

### **Executive Session**

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

MOTION (IZZO) TO GO INTO EXECUTIVE SESSION

MOTION SECOND (HUNTER)

No discussion.

With unanimous ROLL CALL APPROVAL MOTION CARRIES AND the BOFC entered Executive Session at 6:29pm

### **Adjournment from Executive Session**

Executive session ended at 7:10pm.

**Actions from Executive Session-** accept the proposed Fire Dispatch Quick Chart  
BALDWIN KRAVETZ requested a motion to accept the proposed Fire Dispatch Quick Chart  
MOTION (HUNTER) TO ACCEPT THE PROPOSED FIRE DISPATCH QUICK CHART  
MOTION SECOND (IZZO)

No discussion.

With unanimous ROLL CALL APPROVAL MOTION CARRIES AND the BOFC ACCEPTED THE  
PROPOSED FIRE DISPATCH QUICK CHART

**Adjournment**

MOTION (IZZO) requested MOTION TO ADJOURN

MOTION SECOND (HUNTER)

With unanimous ROLL CALL APPROVAL, the BOFC MEETING ADJOURNED at 7:12pm

Respectfully submitted,

Stephanie Ciarleglio  
Secretary