

TOWN OF WOODBRIDGE

Board of Fire Commissioners

Minutes of Special Meeting

December 4, 2023

Woodbridge Fire Department

<https://youtu.be/NFSxGj7kvgA?si=KP40P3F9cdeR19Eg>

Present: *Chair Karen Baldwin Kravetz, Secretary Stephanie Ciarleglio, Commissioner Pasquale Izzo, Commissioner Scott Hunter, Commissioner Richard LoRicco, Chief Sean Rowland, Assistant Chief Ted Pocwierz, Nate Case (Executive Board Liaison)*

Absent: *Fire Marshal Joe Cappucci*

Call to Order

With a quorum (5 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:03 p.m.

Public Comment

None

Liaison Comment

None

Chairman's Report

Chair Karen Baldwin Kravetz opened the ongoing conversation with regards to exploring additional volunteer recruitment/retention efforts. Commissioner Scott Hunter added he was happy to showcase five or more key metrics to measure. Chief Rowland commented that he would like to contribute/comment on the metrics in the new year as we are in the midst of budget planning. Chair Karen Baldwin Kravetz replied that the conversation will resume at the February BOFC meeting. Discussion followed.

Review Current Financial Statements

Chief Rowland discussed the current financials. The packet was sent prior to the BOFC. Chief commented a memo was sent to Tony Genovese regarding additional funding (\$10,000) for emergency replacement /repair of the air separator in the boiler room which supplies heat to the entire firehouse. As the building gets older, more repairs will need to be done. Chair Karen Baldwin Kravetz agreed it was good to get an idea of building repairs for budget allowance. Discussion followed.

Fire Chief's Report – Fire Chief Rowland

Fire Chief Report: Chief commented that we continue to send out trucks for annual preventive maintenance.

Chief continued with proposal of FY25 Capital budget. The packet was sent prior to the BOFC for their review. Chief went through each proposed line item. Commissioner Scott Hunter inquired if this budget influences the mill rate. Chief replied that both the capital and operating budgets contribute. Chair Karen Baldwin Kravetz commented that this is the annual budget process in which every department participates. Discussion of proposed line items followed.

Motion to approve FY25 Capital Budget as presented

Chair BALDWIN KRAVETZ requested a Motion to approve the FY25 Capital Budget as presented.

Commissioner Ciarleglio made the motion.

Commissioner LoRicco seconded.

No further discussion.

Motion passed unanimously.

Chief continued. Santa will be at the Firehouse on 12/16 from 9am to 12pm. Great community event where families come with their kids and take pictures. The WVFA is also going out on the fire trucks on 12/18 and 12/19 to needy families in Town to drop off toys.

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 the month of November (27 in total).

Fire Marshal's Report – Fire Marshal Joseph Cappucci

N/A: FM Cappucci out sick

Correspondence

N/A

Approval of November 9, 2023, Special Meeting minutes

Chair BALDWIN KRAVETZ requested a motion to approve the Special Meeting minutes from November 9, 2023.

Commissioner Ciarleglio made the motion.

Commissioner Izzo seconded.

No Discussion.

Motion passed unanimously.

Approval of BOFC 2024 meeting dates

Chair BALDWIN KRAVETZ requested a motion to approve the BOFC 2024 meeting dates

Commissioner Izzo made the motion.

Commissioner LoRicco seconded.

No Discussion.

Motion passed unanimously.

Next meeting date

Special meeting on January 3, 2024 – Operating Budget

Adjournment

Chair BALDWIN KRAVETZ requested a motion to adjourn the meeting.

Commissioner Ciarleglio made the motion. Commissioner Izzo seconded.

Motion passed unanimously.

MEETING ADJOURNED at 6:57pm

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Stephanie Ciarleglio
Secretary