

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Regular Meeting
Monday, May 14, 2018 – 6:00 pm
Woodbridge Fire Department

Present: *Chairman Elia Alexiades, Secretary Mike Soufrine, Commissioner Bruce Mandell, Commissioner Karen Baldwin-Kravetz, Chief Sean Rowland, Assistant Chief Chris Bahner, Fire Marshal Joe Cappucci, Nate Case (Executive Board Liaison)*

Absent: *Vice Chairman Michael Horton, First Selectman Beth Heller (BOS Liaison), Susan Jacobs (BOF Liaison)*

Call to Order

Chairman Alexiades convened the meeting at 6:27 pm.

MOTION (MANDELL/KRAVETZ) to amend the agenda(2nd) in accordance with Updated Agenda and correct item number 11 to read Executive Session per section 1-200 (E) and 1-210 (b) (10) regarding Attorney-Client Communication; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ).

Public Comments

None

Liaison Comments

None

Review Current Financial Statements

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland distributed and reviewed the budget reports, noting overages. 50420 (clerical overtime) is over due to increased paperwork from the storms. 53510 (repair/maintenance) shows as over by \$54,770, but a portion will be returned from the insurance check received for the Inwood fire. In addition, \$10,000 of that will go into the capital hose account. Repair and maintenance is on course with where we have been in the past, with 6 weeks left in the year. 55120 (technical) is over because this line covers the consumables and the call volume has been extremely high. 55222 (natural gas) is over because our budget request of \$15,000 was cut to \$10,000. There is also another bill for the distribution charge that we do not see. We still have to pay May and June. The medical line will be close.

Fire Chief's Report – Fire Chief Rowland

Receive Report

Chief and an engineer took a day off from work and went to Pierce in Rocky Hill last week to work on specs for Engine 3. We should have them by the next meeting.

Apparatus Report

There have been a couple of more issues with Engine 3; replaced emergency lights. An effort is being made to try and get to the new budget in July to avoid having to request from contingency.

Dispatch

MOTION (ALEXIADES/SOUFRINE) to move the agenda item “Dispatch” to item 8.5 on the agenda; **MOTION** approved unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ).

Radio System Upgrade

Chief reports things are moving forward. The two consoles for the PD are on order and the generator specs went out and came back (\$35,000-\$37,000). Next will be the bid for civil work. Then the committee will make recommendations to the Board of Selectmen and the rest of the radio system can be ordered.

Chief reported on a fire on Grove Hill Road as well as one on Woodfield Road. There were issues with the dispatching of the fire department to the Grove Hill Fire and limited personnel responded due to them. He also noted motor vehicle accidents and other calls with dispatch issues.

WFD Activity Report – Assistant Fire Chief Bahner

AC Bahner distributed and reviewed his report for April. He noted a call when the volunteer fire fighters had to remain on scene blocking traffic because there was only one police officer on duty.

Fire Marshal’s Report - (See attached report)

FM Cappucci distributed and reviewed his report. He conducted 17 inspections, 4 consultations, 1 plan review, and he worked on 2 fire investigations this month. There was also a parking issue at the High School. Both fires were accidental. A report went out to homeowner and insurance today. FM Cappucci is still working on the report for 60 Woodfield Road. FM Cappucci reported live military rounds were discovered in a building in town and fire code violations were found. He is working with the building owner to get them rectified. Protocols for the fire department’s response to the police activity on Woodfield Road were discussed.

Chairman’s Report

Chairman Alexiades reported he had various recent discussions with town officials concerning the topics for Executive Session.

Dispatch

Chairman Alexiades noted that conversations about dispatch have taken place for as long as he can remember and even prior to him being a commissioner. Some of those conversations have taken place in Executive Session due to security. Dispatch will be discussed in open session with sensitive items done in Executive Session. Discussion followed. Chairman Alexiades reminded the Commissioners that the town appropriated money for the radio system in December and it included \$100,000 for ProQA software. The Commission’s recommendation was to move forward. Chief sent a letter to First Selectman Heller a few weeks ago urging her to act and move forward with ProQA. The Fire Department believes we should move forward with the ProQA, updating the dispatch center, and hiring 2 additional dispatchers so there are 2 on at every shift.

Executive Session per section 1-200 (6) (A) regarding Employment, Performance, Evaluation of Public Employee

MOTION (SOUFRINE/MANDELL) to enter Executive Session per section 1-200 (6) (A) regarding job description, job classification/title, and pay rate for administrative assistant, with Commissioners and the Fire Chief present; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-

KRAVETZ). Entered Executive Session at 7:11 pm and returned to Regular Session at 7:19 pm. No decisions made, no votes taken.

MOTION (BALDWIN-KRAVETZ/MANDELL) to recommend to the Town Personnel Committee that Aimee Bogush's job classification be changed to Office Manager/IT Coordinator with compensation in alignment with our operating budget request for FY19 along with the amended job description. Chairman Alexiades stated it is well deserved. **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ).

Executive Session per section 1-200 (6) (C) regarding Public Security

MOTION (ALEXIADES/SOUFRINE) to enter Executive Session with regard to security matters per section 1-200 (6) (C) with Commissioners, Fire Chief, Assistant Fire Chief, Fire Marshal, WVFA Liaison, and Administrative Assistant present; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ). Entered Executive Session at 7:24 pm and returned to Regular Session at 9:12 pm. No decisions made, no votes taken.

Executive Session per section 1-200 (E) and 1-210 (b) (10) regarding Attorney-Client Communication

MOTION (ALEXIADES/MANDELL) to enter Executive Session per section 1-200 (E) and 1-210 (b) (10) regarding Attorney-Client Communication, specifically a request for legal advice with regard to dispatch, with Commissioners, Fire Chief, Assistant Fire Chief, Fire Marshal, WVFA Liaison, and Administrative Assistant present; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ). Entered Executive Session at 9:22 pm and returned to Regular Session at 10:03 pm. No decisions made, no votes taken.

MOTION (BALDWIN-KRAVETZ/MANDELL) to authorize the sending of the attorney client communication discussed during Executive Session per section 1-200 (E) and 1-210 (b) (10) regarding Attorney-Client Communication; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ).

MOTION (ALEXIADES/BALDWIN-KRAVETZ) that the Fire Commission requests a special meeting with the First Selectman this week to discuss dispatch; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ).

Correspondence

None

Other Business that May be Voted to be Placed on the Agenda (if necessary)

None

Approval of Minutes

MOTION (ALEXIADES/SOUFRINE) to table the approval of the minutes from April 23, 2018 until next meeting; **MOTION** passed unanimously (ALEXIADES/SOUFRINE/MANDELL/BALDWIN-KRAVETZ).

Next Regular Meeting Date:

June 18, 2018

Adjournment

MOTION (MANDELL/SOUFRINE) to adjourn. With unanimous approval, the meeting adjourned at 10:10 pm.

Respectfully submitted,

Secretary Michael Soufrine
Board of Fire Commissioners

Aimee Cotton Bogush, Clerk
Board of Fire Commissioners