TOWN OF WOODBRIDGE
Board of Fire Commissioners
Draft Minutes of Meeting
January 3, 2024
Woodbridge Fire Department

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) Tina O’Connor

Absent and Excused: Fire Marshal Joe Cappucci

Call to Order
With a quorum (5 Commissioners present) at roll call, Chair Karen Baldwin Kravetz convened the meeting at 6:05 p.m.

Public Comment
None.

Liaison Comment
None.

Chairman’s Report
None.

Review Current Financial Statements
Chief Rowland discussed the current financials...
Chief advised that he has been working with the Finance Director on unanticipated repairs (i.e., radiant floor in the bay). It may be necessary to go to contingency. Chair Karen Baldwin Kravetz commented that this is also due to the age of the building. Commissioner Scott Hunter asked if contingency is “town wide”. Both the Chief and Chair Karen Baldwin Kravetz responded that it is town wide. Kravetz explained we first go to other line items in the fire budget that may have been unused at the end of the fiscal year before going to contingency. Discussion followed.

Fire Chief’s Report – Fire Chief Rowland
Fire Chief Report: Chief commented that there were a few vehicle collisions during the month of December, one serious with an ejection. The storm a few weeks ago was busy for the FD early in the morning as there were quite a few calls (trees/wires down). Chair Karen Baldwin Kravetz remarked regarding vehicle collisions resulting in fatalities on states roads with vehicles leaving the roadway and colliding with trees. She asked if the FD could partner with the PD/State Police to work with the community on a public service campaign for awareness when driving at higher speeds through wooded areas. Chief commented he would speak with the PD Chief. Discussion followed.
Chief continued with the apparatus report. Squad 10 was out of service with an exhaust leak for about a week and is back in service.
Chief Rowland discussed the FY25 Operating Budget. Chief continued to discuss increases in various line items including salaries for Fire Marshal, Office Manager, Chief and Assistant Chief (due to cost of living and other factors) as well as increases to various line items such as building maintenance, radio and medical expenses. These line items estimates / proposed budget numbers were adjusted as vendors
informed us of proposed rate increases. Chief reviewed all major line items and a description of each. Discussion followed.

**Motion to approve FY25 Operating Budget as presented**
Chair BALDWIN KRAVETZ requested a Motion to approve the FY25 Operating Budget as presented. Commissioner Ciarleglio made the motion. Commissioner Izzo seconded.
No further discussion.
Motion passed unanimously.

**WFD Activity report - Assistant Chief Pocwierz**
The Assistant Chief discussed his report with the numbers and types of calls for the month of December (55 in total). The rain/wind storm factored in 34 calls for tree and wire down calls.

**Fire Marshal's Report – Fire Marshal Joseph Cappucci**
N/A: FM Cappucci absent, excused.

**Correspondence**
Tina O’Connor read an email from Jo Szarmach thanking the FD for coming out to her home in the storm to help remove a tree across her driveway. She is a dispatcher for the Town of Orange and greatly appreciated the assistance of the WFD as she had to get to work and could not physically have removed the tree herself.

**Approval of December 4, 2023, Special Meeting minutes**
Chair BALDWIN KRAVETZ requested a motion to approve the Special Meeting minutes from December 4, 2023.
Commissioner LoRicco made the motion.
Commissioner Hunter seconded.
No Discussion.
Motion passed unanimously.

**Next meeting date**
February 26, 2024.

**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 7:18pm

Respectfully submitted,

Tina O’Connor Clerk
Board of Fire Commissioners

Stephanie Ciarleglio
Secretary