

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Special Meeting
Tuesday, January 7, 2020 – 6:00 pm
Woodbridge Fire Department

Present: *Chairman Elia Alexiades (arrived 6:25pm,) Secretary Mike Soufrine, Commissioner Karen Baldwin-Kravetz, Chief Sean Rowland, Fire Marshal Joe Cappucci, Vice Chairman Michael Horton, Joseph Crisco (Board of Selectman Liaison to the Fire Commission), Nate Case, Dwight Rowland*

Absent: *Assistant Chief Chris Bahner, Commissioner Bruce Mandell*

Call to Order

With a quorum (3 Commissioners present), Vice Chairman Michael Horton convened the meeting at 6:14pm.

Public Comments

None

Liaison Comments

None

Chairman's Report

Chairman wanted to thank the volunteers for everything they do to protect and serve the Town, as well as their charity work. Chairman reviewed the 2020 BOFC calendar dates with commissioners. He asked Tina to file with Town Clerk on Wednesday.

Review Current Financial Statements

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland distributed and reviewed the operating budget. Chief Building management issues with HVAC unit. We have spent a lot of money to get the system to work properly and our current vendor is not able to adequately adjust the system – it is beyond their scope and knowledge. We have met with another company. We are waiting on a proposal. The system is 10 years old. We will save money in the long term. To change the entire system would cost in excess of \$70,000 which we do not want to do. Commissioner Karen Baldwin-Kravetz asked if we could terminate the current vendor without repercussions, Chief answered yes. Discussion took place.

Fire Chief's Report – Fire Chief Rowland

Apparatus--Chief Rowland explained emergency lights went out on Rescue 1. On going routine maintenance. The Assistant chief's vehicle lights were \$450.00. This is why the R&M line is over (which consistently goes over each year). Chief submitted a memo to tony Genovese last week for a \$30,000 contingency request to get us through the rest of the year. The average for this line item #53510 is \$100,000

EMS- Meeting is set up for next week (Beth Heller sent invite) for an AMR update

Shed- There is a vote in March. Chief explained the issue is where the threshold falls within the Town for on going maintenance issues. Chairman Elia Alexiades asked if the funds are there. Discussion took place.

Old Fire House: Waiting on RTU for Bay 3. The volunteers have to keep filling the heater with diesel to protect the equipment. They are replacing the roof on 2. We are moving forward.

Dispatch- Still have on going issue with times and numbers. Chief remarked we are backlogged. One storm produced over 100 calls. It is a waste of our resources to have to manually enter every call time. We have to listen to audio logger for each call. Chief remarked we are seeking part time help to help catch up. Chairman Elia Alexiades asked about the time for each fire card. Discussion followed

Operating Budget: Chief Rowland distributed and reviewed the operating budget draft for FY 21. The number of calls are climbing – we had 535 last year (that would be the new “norm”). Chief proposes increase to Volunteer incentives.

Medical expense line will go up by 6% - we were notified by YNHH.

Communication Radio Upgrade which includes the FD, PD and PW and covers all maintenance, hardware, fiber lines, electricity will be \$164,000. The Chief’s salary and FM have increased. The FM should be competitive with other are existing towns. Chairman Elia Alexiades remarked that he supported this. Discussion took place on budget items.

**MOTION (ALEXIADES) MOTIN TO APPROVE THE FY21 PROPOSED OPERATING BUDGET
MOTION HORTON) SECOND THE MOTION
MOTION PASSED UNANIMOUSLY**

WFD Activity Report – Assistant Fire Chief Bahner

Chief Rowland advised need another month for this report

Fire Marshal’s Report – Fire Marshal Joseph Cappucci

FM Cappucci distributed and reviewed his report (attached). He had 18 appointments thus far this month 12 inspections, one legal issue with Amity High School. He also explained there was an accident (MVA), car struck a hydrant. He is speaking with RWA about a bid for a replacement. The FM remarked it took him over an hour to input times in the FH software even after Tina listed to the audio logger.

Executive session

7:21pm

MOTION (ALEXIADES) to go into Executive Session

MOTION (KRAVETZ) SO MOVED

MOTION (SOUFRINE) SECOND THE MOTION

Actions heard on Executive Session

7:42pm: Executive Session Ended. No actions nor votes heard

Chairman’s report

None

Correspondence

None

Approval of minutes

With no objection, approval of the minutes was tabled until the next meeting.

Next Meeting Date

February 10, 2020

Adjournment

MOTION (ALEXIADES) to adjourn. With unanimous approval, the meeting adjourned at 7:46 pm.

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Michael Soufrine
Secretary