

TOWN OF WOODBRIDGE
Board of Fire Commissioners
Minutes of Special Meeting
Monday, July 20, 2020 – 6:30 pm
Woodbridge Fire Department -**ZOOM ONLY**

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

Absent: *Commissioner Bruce Mandell*

Call to Order

With a quorum (4 Commissioners present), Chairman Elia Alexiades convened the meeting at 6:36pm

Public Comments

None

Liaison Comments

Joe Crisco thanked all the FD for their continued hard work

Chairman's Report

Chairman Elia Alexiades had nothing to add besides the agenda, but echoed Selectman Crisco's remarks and thanked the FD for their dedication and hard work.

COVID-19 Update

Chief Rowland gave a summary. We are continuing to order and gather PPE supplies (masks, gloves). We anticipate a possible spike in cases in the fall. We are received shipment of the decontamination machine. It has worked quite well and have ordered more fluid.

We have resumed truck crew and meetings at the FD. Chief commented that everyone is being a safe as possible. It is important that the FF's keep up with training and equipment. Discussion followed.

Chief continued and stated he and Tina are gathering the COVID related invoices to submit to the town Hall in preparation for them to submit to State and Federal. He anticipates that 75% will be covered by Federal and the remaining 25% by the State, thereby the Town will be reimbursed 100%.

Review Current Financial Statements

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland pulled up the reports on the screen.

First report was FY20: We ended up in good shape for FY20, especially with COVID hitting us. He has spoken with Tony regarding a few line item transfers. Close to be zeroed out. Discussion followed

Second report FY21 (new fiscal year budget): Chief continued that this is the new budget – not a lot to discuss. We have processed a lot of blanket P.O's – which is why some line items seemed high. Chairman Elia Alexiades asked if that is why the % used plus the total budget equals the higher amount. Chief noted that is correct – due to the blanket P.O.

Engine 3- Good news is that the truck is complete. We have a committee meeting this week to finalize. We have participated in several ZOOM meetings to view the truck and photos. As stated at the last BOFC, we normally travel to Florida to inspect the truck, but that is not possible this year due to the pandemic. The truck will be shipped via Greenwood to Massachusetts.

This is a bit backwards, but necessary due to COVID. This is new to everyone. Discussion followed.

MOTION (ALEXIADES) authorization inspection Engine 3 to representative of the vendor

MOTION SECOND (SOUFRINE).

MOTION PASSED WITH UNIAMIOUS APPROVAL

Engine 9 – In the process of designing Engine 9. Need to order in the fall, as there is a 16 month build time. Chairman Elia Alexiades asked if this would be delivered to Greenwood as well. Chief Rowland noted if we liked it would. Chairman Elia Alexiades added that in the past he has traveled as well to inspect trucks prior to shipment and was very impressed by the level of detail.

Rescue 1 – out getting fixed – 2 weeks. Chief noted insurance will cover the cost, however there is a \$1000 deductible. Discussion followed. The Chief will talk to Tony to inquire if that is out of this year or last year's budget.

Fire Chief's Report – Fire Chief Rowland

Chief continued that the WFVA had their elections last week. Positions remained largely the same, with the exception of Shawn Redmond who has become an officer. Chairman Elia Alexiades asked if the Board should ratify this week, Chief Rowland wanted to push to the next meeting as he has committee meetings first.

Chief continued that the guys are doing a great job at the FH (keeping up with cleaning). This is now the "new norm" and not what anyone is used to. It can be tough to deal with. Everyone here is a volunteer and doing this because they want to. We are learning the importance of working together.

Nate Case commented on how all the FF have come together for the community.

Doing drive by's for kid's birthday parties. Chairman Elia Alexiades and Chief Rowland thanked Nate for his actions and those of all the volunteers.

WFD Activity report- Assistant Chief Bahner

Asst. Chief reiterated when responding to calls all FF are taking extra precautions with PPE. Calls since last BOFC were mainly alarms, couple MVA's (roll over last week on Johnson/Rimmon). Chairman Elia Alexiades asked if the response time by FF is greater or fewer than last year at his time (before COVID). Asst. Chief Bahner replied that there are less FF at the FH, it is mainly the same ones that respond to the calls. He noted the time the FF spend on each call is greater due to the extra precaution with PPE and cleaning the trucks after returning to the FH.

Fire Marshal's Report – Fire Marshal Joseph Cappucci

FM Cappucci discussed his report: He had 68 appointments last month including: 57 inspections, 1 consultation, 2 plan reviews, 8 fire investigations, and 1 public fire education over ZOOM. He has resumed inspections and is catching up on ones that were due in March and April as priority.

Executive session

N/A

Actions heard on Executive Session

N/A

Correspondence

None

Approval of minutes

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

Next Meeting Date

MOTION (ALEXIADES) to move the BOFC scheduled date of August 17th to the 24th

MOTION SECOND (HORTON). With unanimous ROLL CALL APPROVAL, the meeting was moved to the 24th.

Adjournment

MOTION (ALEXIADES) to adjourn. **MOTION SECOND** (HORTON). With unanimous ROLL CALL APPROVAL, the meeting adjourned at 7:10pm.

Respectfully submitted,

Tina O'Connor Clerk
Board of Fire Commissioners

Michael Soufrine
Secretary