

**TOWN OF WOODBRIDGE**  
**Board of Fire Commissioners**  
Minutes of Meeting  
Monday, September 21, 2020  
Woodbridge Fire Department -**ZOOM ONLY**

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

**Call to Order**

With a quorum (4 Commissioners present), Vice Chairman Michael Horton convened the meeting at 6:09pm

**Public Comments**

None

**Liaison Comments**

Joe Crisco thanked all the FD for their continued hard work  
Susan Jacobs remarked it was “good to see you all”

**Chairman’s Report**

Chief Rowland noted that Chairman Elia Alexiades resigned last month as he has moved out of Woodbridge, therefore, we need to elect a new Chairman. Commissioner Karen Baldwin-Kravetz stated a motion needs to be made to elect a new Chairman. Discussion followed. Vice Chairman Michael Horton and Commissioner Bruce Mandell both declined Commissioner Karen Baldwin-Kravetz’s nomination due to other commitments. Discussion followed.

**MOTION (MANDELL) KAREN BALWIN-KRAVETZ AS CHAIRWOMAN OF BOFC**

**MOTION SECOND (HORTON).**

**MOTION PASSED WITH UNANIMOUS APPROVAL, KAREN BALDWIN- KRAVETZ HAS BEEN ELECTED CHAIR**

**ROLL CALL** followed to accept Karen Baldwin-Kravetz as Chairwoman:

HORTON: YES

MANDELL: YES

SOUFRINE: YES

BALDWIN-KRAVETZ: YES

**COVID-19 Update**

Chief Rowland gave a summary. We are continuing to order and gather PPE supplies (masks, gloves), as we anticipate a possible spike in cases in the fall. The State is no longer giving out supplies. We are also gathering as many KN95 Masks as possible.

Chief continued that there were a couple of new COVID-19 cases. One incident at Amity School (Orange resident) which was announced last Friday, and 2 new cases in Woodbridge. The FD is still locked down to the public. We continue to wear masks when holding WVFA meetings and training. It is challenging as we had ladder training 2 weeks ago and we do train in close quarters. Commissioner Karen Baldwin-Kravetz asked if the FD provides temperature screening. Chief Rowland stated when going on calls, the FF take all

precautions. He continued that it is tough to do so on emergency calls. Some FF's have quarantined for 2 weeks when traveling out of state. Commissioner Karen Baldwin-Kravetz continued to inquire for non-emergency incidents (meetings), temperature screening/checks should be performed prior to meetings. Chief Rowland noted her statement. Discussion followed.

Storm Isaiah: Chief Rowland gave a summary of the storm on August 4<sup>th</sup>. The FD responded to roughly 180 calls that day into the night, and 20-30 calls related to the storm that week. Most calls were power lines down. There were 7 to 8 incidents of trees on homes. At the height of the storm, 85% residents were without power. The UI was slow to respond. Selectman Heller is working with the UI to inquire about the response time. Chief continued that 16 barricades were destroyed as people drive through them, hopefully they can be reimbursed replaced by FEMA. Chief noted the FD purchased 6 Honda generators that are used at resident's homes who are elderly or have medical issues. Lastly, the storm that hit the following week in Bethany was a tornado. It was not a major incident to Woodbridge, although the FD responded to six calls. Discussion followed.

### **Review Current Financial Statements**

Year-to-Date FC Operating Budget and Capital Budget

Chief Rowland pulled up the reports on the screen. It is still early in the new fiscal year. Nothing blaring out. We will keep an eye of R&M Machine as the FD did have increased costs to trucks damaged during the storm. The Financial report looks to be in good shape.

Engine 3- Good news is that the truck is complete. The committee is traveling to MA this Wednesday for inspection. As stated in the previous BOFC, we normally travel to FLA for inspection, but that was not possible this year. Chief continued that he has participated in numerous ZOOM meetings in preparation. Upon successful inspection, it will take a few days to get the lettering on the engine (logo fabrication) and 2 weeks for delivery to the FD. Discussion followed.

Engine 9 – In the process of designing the specs for Engine 9 replacement. Would like to go out to bid in late Fall, early Winter.

Rescue 1 – Back in service after getting fixed.

### **Fire Chief's Report – Fire Chief Rowland**

Truck or Treat – Chief noted that the WVFA is looking at ideas. One is to close Meetinghouse Lane , have the trucks decorated and residents can drive through . The FF will pass out pre packaged candy and Fire Prevention material (the FM cannot hold Fire Prevention week due to COVID) as well as donation forms. There are other ideas, this may change as well. Commissioner Baldwin-Kravetz asked when the FD first began Truck or Treat. Chief Rowland responded after Storm Sandy in 2012. Commissioner Baldwin-Kravetz thanked the FD for the community support. Discussion followed. Chief continued that there are a lot of logistics to work out – social distancing, possibly organizing set drive times. Chief will post on Town Website and FB when finalized.

Shed – BOS met and the Shed is moving forward as well as the Old Fire House. Stay tuned. Susan Jacobs remarked nothing is finalized yet as the issue is related to low borrowing rates vs Bond.

Radio Sites: Chief Rowland noted they worked like a gem during the storm. Still on the analog side, and hope to go digital upgrade by November 1<sup>st</sup>. Secretary Soufrine asked how it was going with Dispatch. Chief Rowland noted it has gotten really good, no complaints. He continued that he and the FM met for 2

hours with the Consultant the Town hired and voiced our concerns and reasoning behind it. We are waiting for the recommendations the consultant will provide to the Town. Discussion followed.

**WFD Activity report- Assistant Chief Bahner**

Asst. Chief reiterated the number of calls during Storm Isaiah- first call started mid afternoon and the last call was about 2:00am. The FM and Lt. Beradesca worked the rest of the week picking up barricades. Aside from the storm, call volume is low – few alarms and minor MVA's

**Fire Marshal's Report – Fire Marshal Joseph Cappucci**

FM Cappucci discussed his report: He had 119 appointments from July 20<sup>th</sup> to September 16<sup>th</sup>: 82 inspections, 27 consultations, 8 plan reviews, 2 fire investigations (Linden and Katz) Chief Rowland remarked that the FM also spent time with Beecher School and the high school regarding re-opening.

**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**

October 19<sup>TH</sup>

**ROLL CALL APPROVAL OF DATE:**

HORTON: YES

MANDELL: YES

SOUFRINE: YES

BALDWIN-KRAVETZ: YES

**Adjournment**

**MOTION** (SOUFRINE) to adjourn. **MOTION SECOND** (HORTON). With unanimous ROLL CALL APPROVAL, the meeting adjourned at 6:46pm.

Respectfully submitted,

Tina O'Connor Clerk  
Board of Fire Commissioners

Michael Soufrine  
Secretary