

**SOUTH FIRE DISTRICT**  
**445 Randolph Road | Middletown, CT**

**Board of Fire Commissioners**  
**REGULAR MONTHLY MEETING MINUTES**  
**Monday, January 8, 2024 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 816 6615 7988**

**Present:** Commissioners Kleckowski, Giuliano, Pessina; Deputy Chief Fischer; Chief Trzaski (arrived at 7:30 p.m. via Zoom); staff members

**Absent:** Commissioners Thazhampallath and Gregorio

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 7:06 p.m.

**2. PLEDGE OF ALLEGIANCE** was recited.

**3. ACCEPT/AMEND AGENDA**

The agenda was accepted as presented.

**4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**

Chairwoman Kleckowski opened the public session at 7:07 p.m.

*Dan Penney, 1101 Chamberlain Hill Road*

Mr. Penney asked for clarification on specific expenditures listed on the Monthly Expense Detail report and for the names of the candidates on the ballot for the commissioner election. He urged the commission to set the hours for the election to 6:30 a.m. – 8:00 p.m. and to hold the election at SFD headquarters.

**5. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:12 p.m.

**6. MINUTES TO BE ACCEPTED**

a. December 11, 2023 – The minutes were accepted as presented.

**7. TAX COLLECTOR’S REPORTS – DECEMBER 2023**

**a. Refunds: \$1,478.80**

**MOTION** to approve refunds for December 2023 in the amount of \$1,478.80 by Comm. Giuliano/Comm. Pessina. Unanimously approved.

**b. Acceptance of the Tax Collector’s Reports**

The Tax Collector’s Reports were accepted as received.

**8. FINANCIAL REPORTS**

- a. Monthly Expense Detail: November and December 2023
- b. Profit & Loss Budget vs. Actual: July 2023 through December 2023
- c. Cash Balance Reports: December 2023

The financial reports were accepted as submitted.

## 9. ADMINISTRATIVE REPORTS – DECEMBER 2023

Deputy Chief Fischer provided an overview of the December 2023 administrative reports. He also answered questions raised during Public Session.

The deputy chief and the chief provided additional details about *Community Connect* and *LINKED – Autism Safety Project*.

Chairwoman Kleckowski expressed her appreciation and gave credit to Firefighter Davis-Penta for his leadership in the Adopt-A-Family program.

On behalf of the department, Deputy Chief Fischer expressed condolences to Commissioner Thazhampallath on the passing of his mother. He relayed the commissioner's gratitude to the crew that responded to the call (C Platoon, led by LT Gamache). Commissioners Kleckowski, Pessina, and Guiliano also spoke of the professionalism, empathy, and compassion of the SFD line staff.

The administrative reports were accepted as presented.

## 10. COMMISSIONER REPORTS

### a. Building Committee: Commissioner Thazhampallath

Commissioner Thazhampallath was not present to provide an update. Chief Trzaski advised the commission that he had a conversation with Paul Pizzo and the construction manager regarding the possibility of obtaining a waiver for the prevailing wage requirement.

### b. Pension Committee: Chairwoman Kleckowski

Chairwoman Kleckowski said a meeting was being planned in the spring. She spoke of the much-improved communication with, and outreach to the staff.

### c. Public Safety Telecommunications: Commissioner Giuliano

Commissioner Giuliano provided an overview of the Public Safety Telecommunications meeting.

### d. Riverfront Redevelopment Update: Commissioner Pessina

Commissioner Pessina indicated that the restaurant project is coming along nicely.

## 11. OLD BUSINESS None

## 12. NEW BUSINESS

### a. Set Hours for February 5, 2024 Commissioner Election

**MOTION** to set the hours for the February 5, 2024 commissioner election from 8:00 a.m. to 8:00 p.m. by Comm. Pessina/Comm. Giuliano. Unanimously approved.

### b. Approve Proposed Date to Begin Accepting Absentee Ballots

**MOTION** to approve the proposed date of January 16, 2024 to begin accepting absentee ballots by Comm. Giuliano/Comm. Pessina. Unanimously approved.

### c. Discussion of Entry Level Firefighter Hiring Process

Deputy Chief Fischer explained the proposed hiring process for entry level firefighters which will significantly broaden the candidate pool. There would be a civil service test and an oral exam resulting in a certified list and a non-certified list. Candidates on the certified list could be hired in the event of an immediate need; candidates on the non-certified list would be sent

to the fire academy for certification, which would take about six months. The only two conditions to apply would be EMT certification and the passing of a CPAT test at the time of a conditional offer. The goal is to advertise at the end of January/beginning of February, with the test in mid-March. It was agreed that steps would be taken to ensure residents of the City of Middletown are made aware of this opportunity, including notifying city high schools.

**13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**

Chairwoman Kleckowski opened the public session at 7:51 p.m.

*Dan Penney*

Mr. Penney asked for the status of the annual report and if an extension to file the report with the State of Connecticut has been requested. He also inquired about the Bank of America statement summary page not being included in the meeting packet. Mr. Penney suggested the use of microphones be reinstated. He also asked for clarification as to who certifies the candidates for commissioner elections and absentee ballots.

**14. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:55 p.m.

Executive Assistant advised that the Bank of America summary page for the Month of December was not attached to the meeting packet because the charges have not yet been processed. The moderator for the elections verifies the proper acceptance and counting of absentee ballots.

**15. ADJOURNMENT**

**MOTION** to adjourn by Comm. Guiliano/Comm. Pessina. Unanimously approved.

The meeting was adjourned at 7:55 p.m.

Submitted by,

*Alyse McEwen*

Alyse McEwen  
Recording Secretary

**APPROVED 2/19/2024**

**The recording of this meeting is available upon request, according to Connecticut Freedom of Information Act requirements.**