

**SOUTH FIRE DISTRICT
of the City of Middletown
COMMISSIONERS MEETING AGENDA
MONDAY, MARCH 9, 2020
7:00 p.m.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PRESENTATION OF COMMENDATIONS**
- 4. OPEN PUBLIC SESSION**
- 5. CLOSE PUBLIC SESSION**
- 6. MINUTES TO BE APPROVED**
 - A. REGULAR MEETING OF FEBRUARY 10, 2020**
- 7. TAX COLLECTOR'S REPORT**
 - A. TAX REFUNDS**
- 8. MONTHLY FINANCIAL REPORTS**
- 9. CHIEF'S REPORT**
- 10. DEPUTY CHIEF'S REPORT**
- 11. FIRE MARSHAL'S REPORT**
- 12. DEPUTY FIRE MARSHAL'S REPORT**
- 13. CAPTAIN'S REPORT**
- 14. COMMISSIONER REPORTS**
 - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH**
- 15. OLD BUSINESS**
- 16. NEW BUSINESS**
 - A. APRIL MONTHLY MEETING AND BUDGET WORKSHOP DATE IN QUESTION**
 - B. SELECT COMMISSIONER FOR PENSION COMMITTEE**
 - C. SELECT COMMISSIONER FOR PUBLIC SAFETY TELECOMMUNICATIONS**
 - D. SELECT COMMISSIONERS FOR NEGOTIATIONS FOR LOCAL 3919**

- 17. EXECUTIVE SESSION**
PURSUANT TO STATUTES SECTION 1-200(6)(A) AND SECTION 1-225(a) OF THE CONNECTICUT GENERAL STATUTES, AS AMENDED, THE BOARD OF FIRE COMMISSIONERS WILL MEET IN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING ANNUAL PERFORMANCE REVIEW OF FIRE CHIEF, DEPUTY CHIEF, AND ADMINISTRATIVE ASSISTANT.

- 18. ADJOURNMENT**

**SOUTH FIRE DISTRICT
OF THE CITY OF MIDDLETOWN
COMMISSIONERS MEETING
MONDAY, FEBRUARY 10, 2020
MINUTES**

Present: Commissioners Bartolotta, Giuliano, Kleckowski, and Thazhampallath, Chief Howley, Fire Department members and members of the public.

1) **CALL TO ORDER** Secretary Kleckowski called the meeting to order at 7:01 p.m.

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

3) **ELECTION OFFICERS**

MOTION to nominate Geen Thazhampallath as Secretary by Comm. Giuliano/Comm. Bartolotta.
Unanimously approved.

MOTION to nominate Deborah Kleckowski as Vice Chairman by Comm. Bartolotta/Comm. Giuliano.
Unanimously approved.

MOTION to nominate Mary Bartolotta as Chairman by Comm. Thazhampallath/Comm. Giuliano.
Unanimously approved.

4) **OPEN PUBLIC SESSION** Chairman Bartolotta opened the Public Session at 7:04 p.m.

Daniel Penney

Mr. Penney spoke to agenda item #6A-Regular Minutes of January 13, 2020 to be approved. Mr. Penney expressed his concern about the Commission voting to accept the new Local 3918 contract without discussion during the meeting.

Commissioner Giuliano called point of order because the topic was not on the agenda. The item on the agenda was the approval of the minutes, and Mr. Penney's complaint was not that the minutes were incorrect. Chairman Bartolotta accepted Commissioner Giuliano's point of order, and it was ruled well taken.

Mr. Penney also spoke agenda item #15A-New Business, Set Special Election Date. Mr. Penney expressed his disagreement with the special election, and requested the Commission to appoint him to the remaining term of the commissioner vacancy which occurred on February 2, 2020. He supports his request with a copy of the legal opinion he obtained. (Copy attached.)

Phil Russo, Local 3918 Secretary, and SFD Building Committee Member

Mr. Russo expressed the Local 3918 union point of view regarding the building renovation to the Commission. The Union is of the opinion the project should be downsized to use the available grant funds, instead of seeking additional funding. The Building Committee was formed in October 2016, and the renovation has not started.

5) **CLOSE PUBLIC SESSION** Chairman Bartolotta closed the Public Session at 7:11 p.m.

6) MINUTES TO BE APPROVED

A) Regular Meeting of January 13, 2020

MOTION to approve the minutes of the January 13, 2020 regular meeting by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

B) Annual Meeting of February 3, 2020

MOTION to approve the minutes of the February 3, 2020 annual meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

7) TAX COLLECTOR'S REPORT was reviewed by the Commission.

A) **TAX REBATES**

MOTION to approve tax rebates to various taxpayers in the amount of \$239.87 by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

B) The Commission reviewed the Tax Collector's report submitted by Tax Collector Cindy Gotta.

MOTION to approve the Tax Collector's Report by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

8) MONTHLY FINANCIAL REPORTS were reviewed by the Commission.

MOTION to approve the Monthly Financial Reports by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

9) CHIEF'S REPORT

The Commission reviewed the reports submitted by Chief Howley.

MOTION to approve the Chief's report by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

10) DEPUTY CHIEF'S REPORT

The Commission reviewed the report submitted by Deputy Chief Trzaski.

MOTION to approve the Deputy Chief's report by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

11) FIRE MARSHAL'S REPORT

The Commission reviewed the report submitted by Fire Marshal James Mastroianni.

MOTION to approve the Fire Marshal's report by Comm. Thazhampallath/Comm. Kleckowski. Unanimously approved.

12) CAPTAIN'S REPORT

The Commission reviewed the report submitted by Captain Fischer.

MOTION to approve the Captain's report by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

13) COMMISSIONER'S REPORT

BUILDING COMMITTEE

Commissioner Thazhampallath advised the February meeting was cancelled, but provided a status update.

MOTION to direct the Building Committee to take all steps to value engineer the project in order to complete the renovation and to fall within the amounts approved and budget not to exceed the grant by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

14) OLD BUSINESS

None.

15) NEW BUSINESS

A. SET SPECIAL ELECTION DATE

MOTION to set the special election date to Tuesday, March 31, 2020 by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

B. SET BUDGET WORKSHOPS

MOTION to set Budget Workshops follows:

Wednesday, March 18th at 6:30 p.m.

Wednesday, April 1st at 6:30 p.m.

Tuesday, April 14th at 6:30 p.m.

by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

16) ADJOURNMENT

MOTION to adjourn by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

Meeting adjourned at 8:57 p.m.

Submitted by,



Kathleen M. Kiley



FARRELL, GEENTY, SHEELEY & BOCCALATTE, PC

Susan Perrin Geenty *

Richard S. Sheeley

Kelly S. Therrien

Elizabeth N. Byrne***

Jason J. Lewellyn**

Sundee Gill Harper

Dylan B. Shaw

Howard M. Gould
Partner, Old Saybrook

John L. Boccalatte, *Retired*

Reply to:

205 Old Boston Post Road

Old Saybrook, CT 06475

Tel: 860.388.0876

Fax: 860.388.2642

141 Broad Street
Middletown, CT 06457

Tel: 860.344.1767

Fax: 860.347.9038

**Also admitted in New York*

***Also admitted in Rhode Island
and Massachusetts*

****Also admitted in Florida*

February 10, 2020

Dan Penney
101 Chamberlain Hill Road
Middletown, CT 06457
(860) 347-3987
danpenney0628@gmail.com

RE: Commissioner vacancy

Dear Mr. Penney,

You have requested this office to consider whether there must be a special election to fill the Commissioner vacancy for the South Fire District of the City of Middletown.

When William Gregorio, Sr. resigned as Chairman of the South Fire District of the City of Middletown on February 2nd, 2020, there were two vacancies for South Fire District Commission. After a thorough review of the Connecticut General Statutes, the Charter of the South Fire District of the City of Middletown, the By-Laws of the South Fire District of the City of Middletown, and other relevant documents provided by you, I have concluded that no special election must occur for the second vacancy in the Commission of the South Fire District.

Article II, Section 4. "Voting Procedures" establishes the rules for which the South Fire District of the City of Middletown (hereinafter referred to as "the District") must conform in elections. This section states that the District shall follow Connecticut General Statutes, Title 9, Chapters 141-154. C.G.S. Section 9-459, entitled "Vacancy elections," states that "[n]ominations for any state, district or municipal office to be filled under the provisions of any law relating to elections to fill vacancies, unless otherwise provided therein, shall be made in accordance with the provisions of this chapter."

C.G.S. Section 9-164, governs regular and special municipal elections. In relevant part, the statute states: "[u]pon the occurrence of a vacancy in a municipal office ... a special municipal election may be convened either by the board of selectmen of the municipality or upon application of twenty electors of the municipality filed with the municipal clerk... Except as otherwise provided by general statute, the provisions of the general statutes pertaining to elections and

primaries shall apply to special municipal elections. No such election may be held unless the municipal clerk first files notice of the office or offices to be filled at such election with the town chairman of the town committee of each major and minor party within the municipality and with the Secretary of the State at least three weeks in advance of the final time specified for the selection of party-endorsed candidates for municipal office in section 9-391." Note that the town clerk filed notice for the election on February 3rd, 2020.

There are no statutory requirements for municipal vacancy elections with multiple vacancies that differ from established rules regarding municipal vacancy elections.

Section 3. "Election" of the By-Laws of the District sets forth the process. It provides "[i]f a Commissioner vacancy shall occur and it shall be filled by a special election duly called for said purpose, the Commissioner elected shall be elected for a term equal to the unexpired term of the Commissioner vacancy to be filled, said term to commence at 12:00 Noon the day next succeeding the date of such special election... That candidate for Commissioner with a plurality of the ballots cast shall be the successful candidate for Commissioner. **However, in the event that multiple vacancies exist in the Commission membership and as such there shall be more than one Commissioner to be elected, then and in that event the candidate for Commissioner with the highest number of votes cast shall be elected to fill the longest Commissioner term available and the candidate for Commissioner with the next highest number of votes cast shall be elected to fill the next longest Commissioner term available.**" (Emphasis added).

Regarding notice, within the text of the enabling statute, the Charter of the District, the By-Laws of the District, there is a requirement of notice, as described above. However, there is no language that requires specific notice when there are multiple vacancies, nor is there language indicating that when there are multiple vacancies there must be notice specific to the multiple vacancies. In other words, the entirety of the rules governing elections does not differentiate notice required as to when there is an election with one vacancy or multiple vacancies.

Furthermore, a second election to fill this vacancy departs from past practice of the District. As noted by the Middletown Press in the article entitled "Ex-Middletown Mayor Wins S. Fire District Commissioner Election." Thirteen years ago, the now-Commissioner David Darling was appointed to a second vacancy after garnering the second-highest number of votes. The article mentions that Fire Chief Michael Howley felt that the by-laws do not permit such a process, but failed to state where in the by-laws such a process was not permitted.

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To conclude, there is no language within the governing statute, the Charter, or the By-Laws which require specific notice or separate special elections in the event of multiple vacancies. Indeed, the relevant language and past practice indicate that the second highest vote earner from the election held on February 3rd, 2020 should be elected to the next longest Commissioner term available per Section 3 of the By-Laws.

Very truly yours,

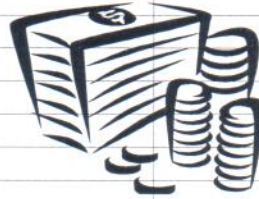


Dylan B. Shaw

DBS

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT

COLLECTIONS FEBRUARY 2020



REAL ESTATE	\$ 4,802.10
MOTOR VEHICLE	\$ 4,189.73
PERSONAL PROPERTY	\$ 269.06
SUPPLEMENTAL MOTOR VEHICLE	\$ 6,768.71
BACK TAXES	\$ 2,694.42
CURRENT INTEREST	\$ 1,266.22
BACK INTEREST	\$ 889.27
FEE'S PAID	\$ 906.90
LIENS RELEASED	\$ -

COLLECTIONS 2019/2020

\$ 21,786.41

JULY	\$ 4,629,962.10
AUGUST	\$ 817,772.33
SEPTEMBER	\$ 74,650.81
OCTOBER	\$ 54,351.51
NOVEMBER	\$ 31,038.80
DECEMBER	\$ 27,421.72
JANUARY	\$ 54,672.99
FEBRUARY	\$ 21,786.41
MARCH	
APRIL	
MAY	
JUNE	

COLLECTED YEAR TO DATE

\$ 5,711,656.67

GRANTS RECEIVED

PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL REVENUE SHARING ACCOUNT	\$ -
NRG	\$ 207,100.00
MUNICIPAL REVENUE SHARING GRANT	\$ -

TOTAL GRANTS

\$ 207,100.00

TOTAL YEAR-TO-DATE

\$ 5,918,756.67

Respectfully submitted by:

Cynthia L. Gotta
Cynthia L. Gotta

Tax Collector, South Fire District

South Fire District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,583,038.32	5,633,573.00	-50,534.68	99.10%
4102 · Interest and Liens	34,168.90	28,000.00	6,168.90	122.03%
4103 · Tax Refunds	-12,500.86	0.00	-12,500.86	100.00%
4104 · Fees	7,771.53	0.00	7,771.53	100.00%
4105 · Prior Year Tax Collections	43,390.95	0.00	43,390.95	100.00%
4107 · Tax Supplemental MV	42,576.97	25,000.00	17,576.97	170.31%
4109 · Grants - FEMA	12,799.00	0.00	12,799.00	100.00%
4127 · Contributions - Corporate	200.00	0.00	200.00	100.00%
4210 · NRG Tax Revenue	207,100.00	207,100.00	0.00	100.00%
4301 · Investment Income	17,240.96	10,000.00	7,240.96	172.41%
4901 · Miscellaneous Income	28,360.08	0.00	28,360.08	100.00%
Total Income	<u>5,964,145.85</u>	<u>5,903,673.00</u>	<u>60,472.85</u>	<u>101.02%</u>
Expense				
7201 · Electricity	14,651.37	17,500.00	-2,848.63	83.72%
7202 · Water and Sewer	1,529.96	2,470.00	-940.04	61.94%
7203 · Heating	6,658.89	12,000.00	-5,341.11	55.49%
7204 · Telephone	1,769.54	3,000.00	-1,230.46	58.99%
7401 · Fuel	12,856.20	20,000.00	-7,143.80	64.28%
7403 · Vehicle Repairs	44,726.44	60,000.00	-15,273.56	74.54%
7404 · Annual OSHA Inpection	1,145.00	1,200.00	-55.00	95.42%
7406 · Vehicle Supplies	362.13	2,000.00	-1,637.87	18.11%
7501 · Insurance-Workers Compensation	124,664.00	198,475.00	-73,811.00	62.81%
7502 · Insurance - Commercial Package	32,973.95	42,000.00	-9,026.05	78.51%
7503 · Insurance - Medical	471,260.87	850,649.00	-379,388.13	55.40%
7509 · Insurance - Life and Disability	31,001.38	51,550.00	-20,548.62	60.14%
7512 · Pension - Defined Contribution	156,883.51	341,160.00	-184,276.49	45.99%
7513 · Unused Sick Time	0.00	30,160.00	-30,160.00	0.00%
7601 · Salaries - Fire Department	1,722,683.75	2,785,111.00	-1,062,427.25	61.85%
7602 · Salaries - Administrative	82,032.64	136,426.00	-54,393.36	60.13%
7603 · Replacement / Call Backs	217,819.47	371,000.00	-153,180.53	58.71%
7604 · Fringe Benefits	88,653.45	124,072.00	-35,418.55	71.45%
7606 · PEB-Uncompensated Absences Exp	1,212.53	10,000.00	-8,787.47	12.13%
7607 · PEB-Heart and Hypertension	0.00	150,000.00	-150,000.00	0.00%
7609 · Employer - Social Security	129,107.46	212,512.00	-83,404.54	60.75%
7610 · Employer - Medicare	30,195.02	49,700.00	-19,504.98	60.76%
7701 · Tax Collector's Expense	17,544.56	20,000.00	-2,455.44	87.72%
7702 · Professional Org / Periodicals	2,089.96	2,200.00	-110.04	95.00%
7703 · Office Expenses	1,804.13	3,500.00	-1,695.87	51.55%
7704 · Auditor	6,700.00	6,700.00	0.00	100.00%
7705 · Professional Development	2,823.87	3,500.00	-676.13	80.68%
7706 · Postage	2,238.41	4,000.00	-1,761.59	55.96%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	6,000.00	9,000.00	-3,000.00	66.67%

South Fire District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7709 · Activity Expense	2,455.40	3,500.00	-1,044.60	70.15%
7710 · Professional Services	19,780.22	50,000.00	-30,219.78	39.56%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	0.00	3,300.00	-3,300.00	0.00%
7714 · Advertising / Voting	1,485.98	4,500.00	-3,014.02	33.02%
7715 · Lien Fees	220.00	1,200.00	-980.00	18.33%
7716 · Archive Services	0.00	978.00	-978.00	0.00%
7717 · Software Support	25,806.82	27,600.00	-1,793.18	93.50%
7801 · Repairs Building	5,591.90	20,000.00	-14,408.10	27.96%
7802 · Supplies Maintenance	4,701.87	8,900.00	-4,198.13	52.83%
7803 · Services	11,844.44	17,200.00	-5,355.56	68.86%
7805 · Equipment	3,299.17	4,600.00	-1,300.83	71.72%
7901 · Emergency Medical Equipment	6,794.56	12,500.00	-5,705.44	54.36%
7902 · Computer Equip & Supplies	1,222.15	2,000.00	-777.85	61.11%
7903 · Training	20,981.55	22,000.00	-1,018.45	95.37%
7904 · Public Fire Education	3,606.36	3,500.00	106.36	103.04%
7905 · Fire Fighting Equipment	6,413.55	14,000.00	-7,586.45	45.81%
7906 · Special Service Units	95.66	4,560.00	-4,464.34	2.10%
7907 · Fire Marshal's Office	2,835.93	4,000.00	-1,164.07	70.90%
7909 · Uniforms	31,534.95	27,500.00	4,034.95	114.67%
7910 · Protective Clothing	16,100.77	25,000.00	-8,899.23	64.40%
7911 · Communications	2,516.75	4,500.00	-1,983.25	55.93%
7912 · Cellular Phones	2,900.01	4,250.00	-1,349.99	68.24%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.50%
7915 · Medical Testing	2,712.00	8,000.00	-5,288.00	33.90%
7916 · Breathing Apparatus-Test Repair	602.60	7,500.00	-6,897.40	8.04%
8999 · CNR Current Year	5,145.00	50,000.00	-44,855.00	10.29%
Total Expense	3,390,463.63	5,903,673.00	-2,513,209.37	57.43%

Grant Purchases

FEMA Grant - Bauer Containment Fill Station for SCBA's \$ 12,799.00

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 - Electricity					
	01/15/2020	KS Statebank	402.82		402.82
	01/29/2020	Eversource	1,450.92		1,853.74
	02/15/2020	KS Statebank	402.82		2,256.56
	02/27/2020	Eversource	1,442.30		3,698.86
Total 7201 - Electricity			3,698.86	0.00	3,698.86
7202 - Water and Sewer					
	01/03/2020	Middletown Water & Sewer Dept	218.18		218.18
	02/01/2020	Middletown Water & Sewer Dept	218.18		436.36
Total 7202 - Water and Sewer			436.36	0.00	436.36
7203 - Heating					
	01/02/2020	Eversource	1,317.34		1,317.34
	02/03/2020	Eversource	1,286.23		2,603.57
Total 7203 - Heating			2,603.57	0.00	2,603.57
7204 - Telephone					
	01/15/2020	Frontier Communications	218.89		218.89
	02/15/2020	Frontier Communications	218.15		437.04
Total 7204 - Telephone			437.04	0.00	437.04
7401 - Fuel					
	02/17/2020	Midstate Tractor & Equipment	67.98		67.98
	01/23/2020	WEX Bank	607.41		675.39
	02/23/2020	WEX Bank	826.86		1,502.25
Total 7401 - Fuel			1,502.25	0.00	1,502.25
7403 - Vehicle Repairs					
	01/02/2020	Firematic Supply Co. Inc.	4,141.38		4,141.38
	01/14/2020	Santostefano Auto Body	4,463.25		8,604.63
	01/17/2020	McNeil & Company, Inc.		765.00	7,839.63
	01/22/2020	Middlesex Marine Sales & Repair, LLC.	772.99		8,612.62
	01/31/2020	First Line Emergency	2,362.28		10,974.90
	02/03/2020	Firematic Supply Co. Inc.	2,819.01		13,793.91
	02/04/2020	Shipman's Fire Equipment Co., Inc.	255.00		14,048.91
	02/05/2020	First Line Emergency	212.25		14,261.16
	02/06/2020	ProTech Automotive L.L.C.	1,833.87		16,095.03
	02/06/2020	Firematic Supply Co. Inc.	357.36		16,452.39
	01/31/2020	Bank of America	35.93		16,488.32
	02/21/2020	First Line Emergency	814.21		17,302.53
	02/21/2020	First Line Emergency	240.75		17,543.28
Total 7403 - Vehicle Repairs			18,308.28	765.00	17,543.28

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7501 - Insurance-Workers Compensation					
	01/01/2020	Benchmark Insurance Company	14,293.00		14,293.00
	02/01/2020	Benchmark Insurance Company	14,293.00		28,586.00
Total 7501 - Insurance-Workers Compensation			28,586.00	0.00	28,586.00
7512 - Pension - Defined Contribution					
	01/09/2020	Lincoln Financial - Pension 401	25,321.10		25,321.10
	02/19/2020	Lincoln Financial - Pension 401	8,790.77		34,111.87
Total 7512 - Pension - Defined Contribution			34,111.87	0.00	34,111.87
7701 - Tax Collector's Expense					
	01/15/2020	CT Tax Collectors' Association, Inc.	75.00		75.00
	01/31/2020	Hartford Courant - Advertising	88.61		163.61
	01/31/2020	Bank of America	31.85		195.46
	02/10/2020	CT Tax Collectors' Association, Inc.	85.00		280.46
	02/13/2020	Quality Data Service, Inc	1,076.92		1,357.38
	02/13/2020	Quality Data Service, Inc	418.30		1,775.68
Total 7701 - Tax Collector's Expense			1,775.68	0.00	1,775.68
7702 - Professional Org / Periodicals					
	01/13/2020	CT Fire Dept. Instructors Assoc., Inc.	30.00		30.00
	01/13/2020	CT Fire Dept. Instructors Assoc., Inc.	30.00		60.00
	02/08/2020	Hartford Courant - Subscription	597.48		657.48
Total 7702 - Professional Org / Periodicals			657.48	0.00	657.48
7703 - Office Expenses					
	01/07/2020	Pitney Bowes - Supplies	169.98		169.98
	01/22/2020	Minuteman Press	199.08		369.06
	01/23/2020	Minuteman Press	117.88		486.94
	01/31/2020	Bank of America	287.03		773.97
	01/31/2020	Bank of America	46.75		820.72
Total 7703 - Office Expenses			820.72	0.00	820.72
7706 - Postage					
	01/19/2020	Purchase Power	604.50		604.50
	01/20/2020	FedEx	24.44		628.94
	02/04/2020	Fischer, Nicholas.	13.28		642.22
	02/10/2020	FedEx	19.24		661.46
	02/20/2020	U. S. Postmaster	240.00		901.46
Total 7706 - Postage			901.46	0.00	901.46
7708 - Commissioner's Compensation					
	02/05/2020	Paychex	750.00		750.00
Total 7708 - Commissioner's Compensation			750.00	0.00	750.00

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7709 - Activity Expense					
	01/28/2020	Brush Hill Farm	850.00		850.00
	01/29/2020	Connecticut Rental Center, Inc.	201.47		1,051.47
	01/31/2020	Bank of America	110.00		1,161.47
	01/31/2020	Bank of America	269.98		1,431.45
	01/31/2020	Bank of America	38.82		1,470.27
	01/31/2020	Bank of America	19.90		1,490.17
Total 7709 - Activity Expense			1,490.17	0.00	1,490.17
7710 - Professional Services					
7711 - Legal Expense					
7711A - Legal Expense - Labor					
	02/03/2020	Summa & Ryan, PC	341.25		341.25
Total 7711A - Legal Expense - Labor			341.25	0.00	341.25
7711B - Legal Expense - H & H					
	01/07/2020	Nuzzo & Roberts, LLC.	40.00		40.00
	02/04/2020	Nuzzo & Roberts, LLC.	160.00		200.00
Total 7711B - Legal Expense - H & H			200.00	0.00	200.00
Total 7711 - Legal Expense			541.25	0.00	541.25
7710 - Professional Services - Other					
	01/02/2020	Paychex	224.42		224.42
	01/08/2020	Paychex	246.63		471.05
	01/08/2020	Paychex	405.75		876.80
	01/16/2020	Paychex	214.63		1,091.43
	01/21/2020	A.R. Mazzotta	148.80		1,240.23
	01/22/2020	Paychex	214.63		1,454.86
	01/29/2020	A.R. Mazzotta	744.00		2,198.86
	01/30/2020	Paychex	214.63		2,413.49
	01/31/2020	Merrick & Associates, LLC	350.00		2,763.49
	02/05/2020	A.R. Mazzotta	756.40		3,519.89
	02/06/2020	Paychex	345.17		3,865.06
	02/13/2020	Paychex	214.63		4,079.69
	02/18/2020	A.R. Mazzotta	750.20		4,829.89
	02/20/2020	Paychex	117.67		4,947.56
	02/20/2020	Paychex	56.73		5,004.29
	02/26/2020	A.R. Mazzotta	768.80		5,773.09
	02/27/2020	Paychex	117.67		5,890.76
	02/27/2020	Paychex	56.73		5,947.49
Total 7710 - Professional Services - Other			5,947.49	0.00	5,947.49
Total 7710 - Professional Services			6,488.74	0.00	6,488.74

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7714 - Advertising / Voting					
	01/22/2020	LHS Associates, Inc.	435.08		435.08
	01/31/2020	Hartford Courant - Advertising	104.22		539.30
	02/03/2020	Russo, Louis	100.00		639.30
	02/03/2020	Petras, Anton.	250.00		889.30
	02/03/2020	Petras, Diane	150.00		1,039.30
	02/03/2020	Turro, John	150.00		1,189.30
	02/03/2020	Augeri, Frank	150.00		1,339.30
			1,339.30	0.00	1,339.30
Total 7714 - Advertising / Voting					
7717 - Software Support					
	01/01/2020	websolutions	140.00		140.00
	01/02/2020	Hangar 14 Solutions, LLC.	390.00		530.00
	01/10/2020	websolutions	2,156.25		2,686.25
	01/23/2020	Stielau, Michael	165.00		2,851.25
	01/31/2020	Bank of America	311.00		3,162.25
			3,162.25	0.00	3,162.25
Total 7717 - Software Support					
7801 - Repairs Building					
	01/24/2020	General Sewer And Drain Service	250.00		250.00
	01/24/2020	Cowett Plumbing, LLC	140.00		390.00
	01/31/2020	Smith & Bishel Company	280.00		670.00
	02/14/2020	Gene's TV & Appliance, Inc.	816.00		1,486.00
			1,486.00	0.00	1,486.00
Total 7801 - Repairs Building					
7802 - Supplies Maintenance					
	01/28/2020	Ace Home Center	4.83		4.83
	01/30/2020	New England Maintenance Depot	678.99		683.82
	01/31/2020	Bank of America	39.22		723.04
	01/31/2020	Bank of America	41.76		764.80
	01/31/2020	Bank of America	88.90		853.70
	02/03/2020	Midstate Tractor & Equipment	9.99		863.69
	02/10/2020	New England Maintenance Depot	252.20		1,115.89
	02/26/2020	Electrical Wholesalers, Inc	9.14		1,125.03
			1,125.03	0.00	1,125.03
Total 7802 - Supplies Maintenance					
7803 - Services					
	01/06/2020	Comcast	100.80		100.80
	01/07/2020	Comcast	15.72		116.52
	01/08/2020	Middletown Fire Dept	250.00		366.52
	01/09/2020	JP Bellamo & Sons, Inc.	45.00		411.52
	01/24/2020	All Waste	141.69		553.21
	01/25/2020	A & A Office Systems, Inc.	136.22		689.43
	02/06/2020	Comcast	100.80		790.23
	02/07/2020	Comcast	15.72		805.95

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7803 - Services, continued					
	02/17/2020	A & A Office Systems, Inc. - Usage	105.99		911.94
	02/18/2020	JP Bellamo & Sons, Inc.	45.00		956.94
	02/22/2020	A & A Office Systems, Inc.	136.22		1,093.16
	02/25/2020	All Waste	141.69		1,234.85
Total 7803 - Services			1,234.85	0.00	1,234.85
7805 - Equipment					
	01/31/2020	Bank of America	55.44		55.44
Total 7805 - Equipment			55.44	0.00	55.44
7901 - Emergency Medical Equipment					
	01/29/2020	Common Cents EMS Supply, LLC.	545.70		545.70
	02/10/2020	Common Cents EMS Supply, LLC.	391.75		937.45
Total 7901 - Emergency Medical Equipment			937.45	0.00	937.45
7902 - Computer Equip & Supplies					
	01/31/2020	Bank of America	1.00		1.00
	01/31/2020	Bank of America	185.04		186.04
	01/31/2020	Bank of America	15.93		201.97
	01/31/2020	Bank of America	662.91		864.88
	01/31/2020	Bank of America	42.99		907.87
Total 7902 - Computer Equip & Supplies			907.87	0.00	907.87
7903 - Training					
	01/23/2020	Commission on Fire Prevention and Control	330.00		330.00
	01/31/2020	Bank of America	510.00		840.00
	01/31/2020	Bank of America	268.10		1,108.10
	01/31/2020	Bank of America	377.40		1,485.50
	01/31/2020	Bank of America	30.00		1,515.50
	01/31/2020	Bank of America	42.46		1,557.96
	01/31/2020	Bank of America	30.00		1,587.96
	01/31/2020	Bank of America	45.72		1,633.68
	01/31/2020	Bank of America	25.56		1,659.24
	01/31/2020	Bank of America	25.30		1,684.54
	01/31/2020	Bank of America	41.45		1,725.99
	01/31/2020	Bank of America	319.11		2,045.10
	01/31/2020	Bank of America	32.18		2,077.28
	01/31/2020	Bank of America	289.80		2,367.08
	01/31/2020	Bank of America	289.80		2,656.88
	01/31/2020	Bank of America	30.50		2,687.38
	01/31/2020	Bank of America	30.00		2,717.38
	01/31/2020	Bank of America	38.85		2,756.23
	01/31/2020	Bank of America	22.30		2,778.53
	02/06/2020	Commission on Fire Prevention and Control	125.00		2,903.53

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7903 - Training, continued					
	02/15/2020	Prodigy	3,400.00		6,303.53
	02/18/2020	C.A.H.C.E.O., Inc.	65.00		6,368.53
	02/18/2020	C.A.H.C.E.O., Inc.	65.00		6,433.53
	02/18/2020	CT Fire Academy Bookstore	84.06		6,517.59
	02/20/2020	VFIS.	499.00		7,016.59
	02/28/2020	CT Career Fire Chief's Assn-iLEAD	550.00		7,566.59
Total 7903 - Training			7,566.59	0.00	7,566.59
7904 - Public Fire Education					
	01/10/2020	Donation		100.00	-100.00
	02/28/2020	Donation		50.00	-150.00
Total 7904 - Public Fire Education			0.00	150.00	-150.00
7905 - Fire Fighting Equipment					
	01/07/2020	Fire Equipment Headquarters	310.00		310.00
	02/10/2020	LABCO Welding, Inc.	392.50		702.50
	02/20/2020	Firematic Supply Co. Inc.	267.00		969.50
Total 7905 - Fire Fighting Equipment			969.50	0.00	969.50
7909 - Uniforms					
	01/03/2020	Quarto, Anthony J.		246.50	-246.50
	01/14/2020	Security Uniforms, Inc.	222.00		-24.50
	01/14/2020	Security Uniforms, Inc.	148.00		123.50
	01/14/2020	Security Uniforms, Inc.	208.90		332.40
	01/14/2020	Security Uniforms, Inc.	218.95		551.35
	01/14/2020	Security Uniforms, Inc.	96.00		647.35
	01/14/2020	Security Uniforms, Inc.	47.00		694.35
	01/14/2020	Security Uniforms, Inc.	285.00		979.35
	01/15/2020	Security Uniforms, Inc.	14.00		993.35
	01/15/2020	Security Uniforms, Inc.	14.00		1,007.35
	01/15/2020	Security Uniforms, Inc.	106.00		1,113.35
	01/15/2020	Security Uniforms, Inc.	28.00		1,141.35
	01/23/2020	Security Uniforms, Inc.	46.00		1,187.35
	01/23/2020	Security Uniforms, Inc.	59.95		1,247.30
	01/23/2020	Security Uniforms, Inc.	372.50		1,619.80
	01/23/2020	Security Uniforms, Inc.	130.00		1,749.80
	01/23/2020	Security Uniforms, Inc.	106.00		1,855.80
	01/23/2020	Security Uniforms, Inc.	23.00		1,878.80
	01/23/2020	Security Uniforms, Inc.	118.00		1,996.80
	01/23/2020	Security Uniforms, Inc.	240.00		2,236.80
	01/23/2020	Security Uniforms, Inc.	20.00		2,256.80
	01/23/2020	Security Uniforms, Inc.	20.00		2,276.80
	01/23/2020	Security Uniforms, Inc.	375.00		2,651.80

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7909 - Uniforms, continued					
	01/23/2020	Security Uniforms, Inc.	252.50		2,904.30
	01/24/2020	Atwell, Jesse		7.00	2,897.30
	01/24/2020	Cortezzo, Jr., Michael A.		244.25	2,653.05
	01/24/2020	Dunn, Kyle J.		5.00	2,648.05
	01/24/2020	Handley, Jonathan		29.00	2,619.05
	01/24/2020	Heiden, Timothy		6.70	2,612.35
	01/24/2020	Keenan, Terence A		3.20	2,609.15
	01/24/2020	Kelly, Kori B		59.00	2,550.15
	01/24/2020	Lancia, Jr, Anthony R		23.25	2,526.90
	01/24/2020	Moss, Wade		54.00	2,472.90
	01/24/2020	Soule, Cody C		18.00	2,454.90
	01/24/2020	Tyrseck, Stephen		80.00	2,374.90
	01/24/2020	Zajac, Robert		6.00	2,368.90
	01/24/2020	Misc Payer		20.00	2,348.90
	01/24/2020	Misc Payer		7.00	2,341.90
	01/24/2020	Hurlbut, Jason M.		40.00	2,301.90
	01/24/2020	Security Uniforms, Inc.	168.00		2,469.90
	01/28/2020	Security Uniforms, Inc.	30.00		2,499.90
	01/28/2020	Security Uniforms, Inc.	62.00		2,561.90
	01/28/2020	Security Uniforms, Inc.	82.50		2,644.40
	01/29/2020	Security Uniforms, Inc.	25.00		2,669.40
	01/30/2020	Security Uniforms, Inc.	221.00		2,890.40
	02/04/2020	Security Uniforms, Inc.	268.00		3,158.40
	02/04/2020	Security Uniforms, Inc.	550.00		3,708.40
	02/04/2020	Security Uniforms, Inc.	178.00		3,886.40
	02/04/2020	Security Uniforms, Inc.	280.00		4,166.40
	02/04/2020	Security Uniforms, Inc.	157.00		4,323.40
	02/04/2020	Security Uniforms, Inc.	52.00		4,375.40
	02/18/2020	Security Uniforms, Inc.	529.00		4,904.40
	02/18/2020	Security Uniforms, Inc.	490.00		5,394.40
	02/18/2020	Security Uniforms, Inc.	17.25		5,411.65
	02/18/2020	Security Uniforms, Inc.	325.00		5,736.65
	02/18/2020	Security Uniforms, Inc.	325.00		6,061.65
	02/19/2020	TLM Promotionals/Auburn Manufacturing	901.00		6,962.65
	02/24/2020	MidWest Workwear	61.09		7,023.74
	02/25/2020	Security Uniforms, Inc.	320.00		7,343.74
			8,192.64	848.90	7,343.74
Total 7909 - Uniforms					
7910 - Protective Clothing					
7910A - Gear Cleaning/Inspection/Repair					
	01/14/2020	JP Maguire Associates, Inc.	910.00		910.00
	01/17/2020	Lion Group, Inc.	688.70		1,598.70
			1,598.70	0.00	1,598.70
Total 7910A - Gear Cleaning/Inspection/Repair					

South Fire District
Monthly Expense Detail
January and February 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7910 - Protective Clothing, continued					
7910 - Protective Clothing - Other					
	01/07/2020	Firematic Supply Co. Inc.	542.89		542.89
	02/03/2020	Shipman's Fire Equipment Co., Inc.	819.95		1,362.84
Total 7910 - Protective Clothing - Other			<u>1,362.84</u>	<u>0.00</u>	<u>1,362.84</u>
Total 7910 - Protective Clothing			2,961.54	0.00	2,961.54
7911 - Communications					
	01/31/2020	Utility Communications, Inc.	110.00		110.00
	01/31/2020	Bank of America	22.84		132.84
Total 7911 - Communications			<u>132.84</u>	<u>0.00</u>	<u>132.84</u>
7912 - Cellular Phones					
	01/11/2020	AT&T Mobility	395.07		395.07
	01/31/2020	Bank of America	23.36		418.43
	02/11/2020	AT&T Mobility	388.71		807.14
Total 7912 - Cellular Phones			<u>807.14</u>	<u>0.00</u>	<u>807.14</u>
7915 - Medical Testing					
	01/02/2020	MH Compcare Occupational Medicine	764.00		764.00
Total 7915 - Medical Testing			<u>764.00</u>	<u>0.00</u>	<u>764.00</u>
7916 - Breathing Apparatus-Test Repair					
	01/27/2020	Shipman's Fire Equipment Co., Inc.	211.85		211.85
	01/27/2020	Shipman's Fire Equipment Co., Inc.	69.63		281.48
	02/21/2020	Interstate All Battery Center	123.30		404.78
	02/24/2020	Shipman's Fire Equipment Co., Inc.	32.70		437.48
Total 7916 - Breathing Apparatus-Test Repair			<u>437.48</u>	<u>0.00</u>	<u>437.48</u>
TOTAL			<u><u>134,648.40</u></u>	<u><u>1,763.90</u></u>	<u><u>132,884.50</u></u>

South Fire District
Cash Balance Report
February 2020

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	3,934,159.22
	Operating - Checking	\$	<u>229,200.02</u>
	Total:	\$	4,163,359.24

Restricted Funds:

CNR	\$	863,177.63
Post-Employment Benefits	\$	317,613.67

Submitted by:
Kathleen M. Kiley

Tax Collections
February 2020

	TOTAL COLLECTABLE TAX (GRAND RATE BOOK)	TOTAL TAXES PAID (GRAND RATE BOOK)	CURRENT YEAR REFUNDS (GRAND RATE BOOK)	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS (GRAND RATE BOOK)
RE	\$ 4,421,324.75	\$ 4,407,375.31	-\$7,216.72	99.52%	-\$1,725.38
PP	\$ 799,940.58	\$ 800,477.79	-\$10.00	100.07%	
MV	\$ 408,071.79	\$ 375,185.22	-\$2,626.29	91.30%	-\$869.86
MVS	\$ <u>58,315.98</u>	\$ <u>42,576.97</u>	<u>-\$39.59</u>	72.94%	<u>-\$13.02</u>
TOTAL	\$ 5,687,653.10	\$ 5,625,615.29	\$ (9,892.60)	98.74%	\$ (2,608.26)

Submitted by:
Cindy Gotta
Tax Collector



SOUTH FIRE DISTRICT
of the City of Middletown
MONTHLY REPORT
Fire Chief:
Michael J. Howley

I am submitting for your review the following items completed for the month of February 2020.

- Preparations for 2020-2021 budget
- FEMA grants open period, applying for two grants

Meetings:

- Weekly staff meetings with Officers
- Kleen Energy meeting new plant manager 2/6
- Career Chiefs meeting 2/11
- County Chiefs meeting 2/12
- Active shooter/Hostile incident meeting with Fire and PD personnel 2/12
- CT Career Fire Chiefs meeting 2/12
- Health & Safety Committee SFD quarterly meeting 2/13
- County Fire Chief's meeting 2/14 hosted by South Fire District
- Penguin Plunge at Crystal Lake safety meeting 2/19
- School Safety Meeting 2/21
- WWMS construction crane set up and safety plan meeting 2/24
- Officer's meeting and training 2/27
- Building Committee meeting 2/27

Events:

Haddam Fire banquet 2/1

Kleen Energy Memorial Event 2/9

Penguin Plunge at Crystal Lake 2/29

Incidents:

Rescue/medical in power lines 2/2

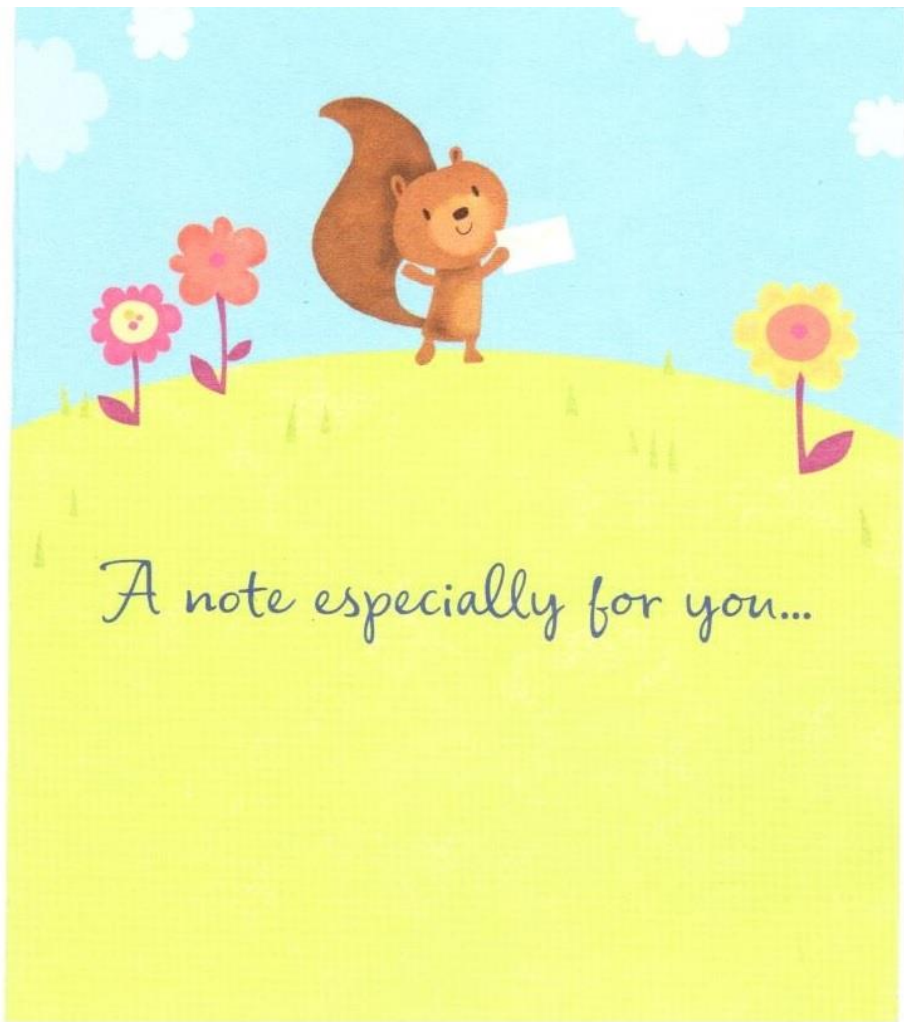
Mutual aid Haddam 2/3

Route 9 MVA 2/7

Mutual Aid Middletown, Structure fire 2/8

Michael J. Howley, Fire Chief

February 2020 Monthly Report



A note especially for you...

...to say "thank you."

Lieutenant ^{MOSS} and Crew.

Our family thank you for the Safety Check Visit to our home. We appreciate the work that you do.

We were informed that the furnace was improperly installed, and we are in the process of getting that problem resolved.

The Francis Family.

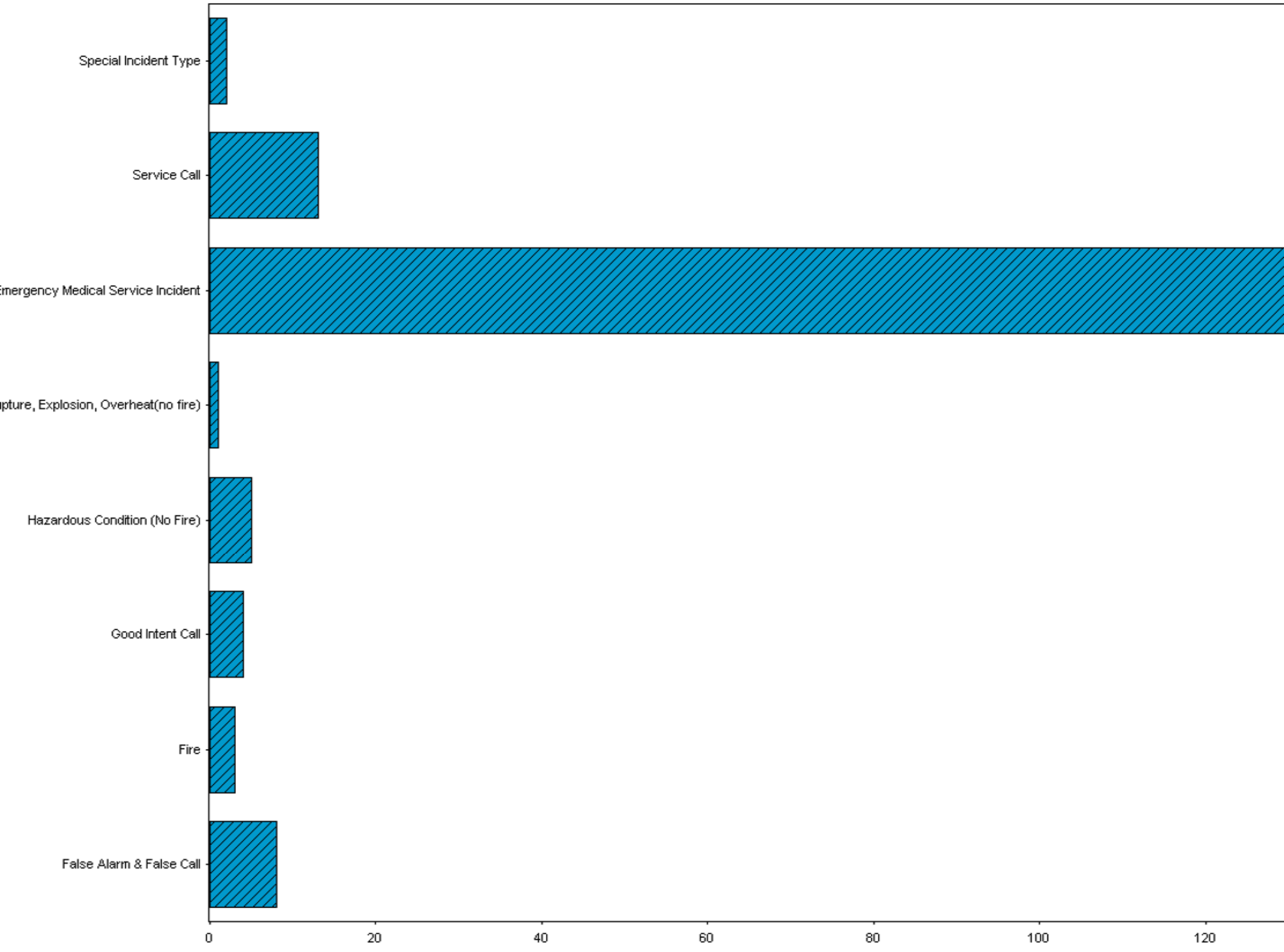
SouthFire

Staff Activity by Activity Code (Summary)

Date Between {02/01/2020} And {02/29/2020} and
 Activity Code In "07 ", "CBASNX
 ", "CBASX ", "CBSB ", "CBTRAIN
 ", "CBTWX ", "FFFIOTHER ", "FFFIPL
 ", "FFFIS ", "FFFIV ", "HO
 ", "OFIOTHER ", "OFIPL ", "OFIS
 ", "OFIV "

Activity Code	Staff Count	Total Hrs	Pct Hrs
07 Day Shift (8or9hours)	2	0.61	0.99%
CBASX Call-Back active at scene with exposer	1	0.00	0.00%
CBSB Call Back Stand By	30	35.06	56.85%
FFFIV Firefighter Fill-in due to Firefighter out on Vac	1	2.00	3.24%
HO Hold Over / Over Shift	1	24.00	38.92%
	<u>35</u>	<u>61.67</u>	

Incident Type Summary
Alarm Date Between {02/01/2020} And {02/29/2020}





SOUTH FIRE DISTRICT
of the City of Middletown
MONTHLY REPORT TO
South Fire District Board of Commissioners
From: Deputy Chief James Trzaski

I am submitting for your review the following items completed for the Month of February 2020:

- Attended CFDIA meeting at Wilson Fire Department
- Attended Fire Commission meetings.
- Facilitated a meeting with vendor for hose and nozzle demonstration
- Attended South Fire District Health / Safety meeting
- Assisted with and attending Kleen Energy 10 year memorial ceremony.
- Facilitated routine maintenance of apparatus and staff vehicles
- Facilitated interagency meeting with Middletown's three fire departments and Middletown Police Department.
- Attended meeting with Gilead about fire education and training for staff
- Attended EMT continuing education training.
- Facilitated meeting with Middletown Dispatch regarding dispatch procedures
- Attended Officer's meeting and training.
- Participated in daily shift meetings.

Incident Responses:

February 5, 2020	37 Mohawk Street	Structure Fire
February 8, 2020	15 Rose Circle	Structure Fire

Deputy Chief James Trzaski



SOUTH FIRE DISTRICT
of the City of Middletown
MONTHLY REPORT TO
Fire Chief Michael J. Howley
From: Fire Marshal James M. Mastroianni

I am respectfully submitting for your review the following items completed for the month of February, 2020:

Fire Marshal Office Activities/Duties:

- Meeting with Middletown Fire Marshal Office
- 749 Saybrook Road - Possible New Business Fire Code Requirement Meeting
- 482 South Main Street Liquor License Meeting
- 455 East Main Street CO signing new Business with Building Dept.
- 139 Main Street Ext. - Door Lock Egress Meeting
- 749 Saybrook Road - Possible New Business Meeting with Planning and Zoning
- 2100 South Main Meeting with Health Dept.
- 67 Round Hill Road - Increase Occupancy Load Meeting
- 99 East Main Street - Plan Review with Building Dept.
- 2100 South Main Meeting with Zoning Dept.
- 134 Main Street Ext. - Key Vault Meeting
- ODEM Firehouse Software Class Preparation Meeting
- 134 Main Street Ext. – CT Labor Dept. Compliant Meeting
- 400 - 420 Saybrook Road Hydrant Meeting
- 2100 South Main Meeting with Building Dept.
- 134 Main Street Ext. - Verizon Meeting
- 100 Training Hill Road – conducted fire drill - Middlesex Community College
- Meeting with Middletown Fire Marshal Office
- Attended Middletown Kids Health & Safety Fair Committee Meeting
- 600 Highland Ave - conducted fire drill
- Gilead Training Meeting

Fire Marshal Office Activities/Duties cont.:

- 749 Saybrook Road - New Business Meeting with Building Dept.
- Attended South Fire District Officers Meeting
- Mud Volleyball Tournament – Planning Meeting
- 100 Randolph Rd - conducted fire drill

Inspections:

- 482 South Main Street - business inspection
- 10 Omo Street - apartment building inspection
- 70 Maynard Street - Bielefield Elementary School - education re-inspection
- 15 Silver Street - apartment building re-inspection
- 455 East Main Street - business progress inspection with Building Dept.
- 390 Ridge Road - Farm Hill Elementary School - education re-inspection
- 41 Silver Street Inspect - apartment building with Health Dept.
- 244 East Main Street - apartment building re-inspection
- 252 East Main Street - apartment building re-inspection
- 258 East Main Street - apartment building re-inspection
- 258 Saybrook Road - apartment building re-inspection
- 99 East Main Street - business progress inspection with Building Dept.
- 1 Wilderman Way - Woodrow Wilson Middle School - education re-inspection
- 749 Saybrook Road Suite 109 – assembly inspection
- 2100 South Main Street – code violation inspection with all city agencies
- 522 South Main Street - business inspection
- 1300 Haveli Restaurant business inspection with Health Dept.
- New Woodrow Wilson Middle School – site progress inspection
- 45 Walnut Street - apartment building re-inspection
- 47 Walnut Street - apartment building re-inspection
- 522 South Main Street - Suppression System progress inspection
- New Woodrow Wilson Middle School – progress inspection with Building Dept.

Training:

- Attended Seminar – Fire Protection Systems
- EMS Training
- Firehouse Software Training
- Deputy Fire Marshal Jason Hurlbut – familiarization with FMO operations (40hrs.)

Incidents:

2100 South Main Street - Car Fire Investigation

Fire Marshal James M. Mastroianni
February, 2020



SOUTH FIRE DISTRICT
Of the City of Middletown
MONTHLY REPORT TO
Fire Chief: Michael J. Howley
From: Deputy Fire Marshal Jason Hurlbut

I am respectfully submitting for your review the following items completed for the month of February, 2020:

Fire Marshal Office Activities/Duties:

- Meeting with Middletown Fire Marshal Office
- 749 Saybrook Road - Possible New Business Fire Code Requirement Walk Through
- 2100 South Main Street – Meeting with Health, Zoning and Building Departments
- 67 Round Hill Road - Increase Occupancy Load Meeting
- 99 East Main Street - Plan Review with Building Department
- 134 Main Street Extension - Key Vault Meeting
- Meeting with DJ Zordan about NFIRS Class at Firehouse
- 134 Main Street Extension – CT Labor Department Meeting
- 100 Training Hill Road – Fire Drill
- 2100 South Main Street – Meeting with Health Department
- Meeting with Middletown Fire Marshal Office
- 134 Main Street Extension – Meeting with Verizon
- Meeting for Kids Safety and Safety Day
- 600 Highland Avenue – Fire Drill
- Meeting with Gilead about Fire Safety Training
- 522 South Main Street – Meeting with Fire Suppression System Company
- 1 Wilderman’s Way – Site and Electrical Inspection with Building Department
- 749 Saybrook Road – Meeting with Building Department about new business
- 2100 South Main Street – Meeting with Building, Health and Zoning Departments
- Code Enforcement Meeting at City Hall
- Meeting for Mud Volleyball
- 100 Randolph Road - Fire Drill

Inspections:

- 482 South Main Street-business inspection
- 10 Omo Street – apartment building inspection
- 15 Silver Street – apartment building Re-Inspection
- 455 East Main Street – Inspection with building department
- 390 Ridge Road – business Re-Inspection
- 41 Silver Street-apartment inspection with Health Department
- 244 East Main Street – apartment building Re-Inspection
- 252 East Main Street – apartment building Re-Inspection
- 258 East Main Street – apartment building Re-Inspection
- 1 Wilderman’s Way – business Re-Inspection
- 749 Saybrook Road Suite 109 – assembly inspection
- 522 South Main Street – business inspection
- 288 South Main Street – business Re-Inspection
- 1300 South Main Street – business inspection
- 45 Walnut Street – apartment building Re-Inspection
- 47 Walnut Street – apartment building Re-Inspection

Training:

- Attended Seminar – Fire Protection Systems
- EMS Training
- NFIRS Training
- Fire Marshal Training in FMO

Incidents:

- 2100 South Main Street – Vehicle Fire Investigation

Deputy Fire Marshal Jason Hurlbut
February, 2020



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

March 6, 2020

Greetings,

I am submitting for your review a report detailing the activities of the Training Division for the month of February, 2020.

- 2/19-Tactical Emergency Care meeting at SFD
- 2/20-Meeting with Gilead services regarding fire prevention training
- 2/27-Officer Meeting
- Health & Safety Committee meeting
- Coronavirus response policies and training
- Review of Kleen Energy explosion/response from 2010 to mark 10 year anniversary
- EMS continuing education with all shifts
- Marine 30 training with new personnel
- Review/Prioritization of pre-plans
- Ongoing work with Chief(s) to update dispatch protocols
- Ongoing work on Driver Qualification policies/procedures

Respectfully Submitted,

Nick Fischer
Training Captain

SouthFire

Training Classes by Category

Class Date Between {02/01/2020} And {02/29/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
BCSOLAR Roof top solar units								
02/04/2020	14:30	Roof top solar units	1		C	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
BFAM Building Familiarization								
02/19/2020	15:00	Building Familiarization	1		B	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
DT45 Marine 3/Marine 30 Review								
02/17/2020	13:30	Marine 3/Marine 30 Review	1		D	1.50	0.00	0.00
02/25/2020	10:00	Marine 3/Marine 30 Review	1		D	1.50	0.00	0.00
Totals for Category:						3.00	0.00	0.00
ENG DRIVING Engine/operator driver training								
02/27/2020	16:30	Engine/operator driver training	1		B	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
FMT ORIENT FMT orientation								
02/03/2020	08:00	FMT orientation	1		F	40.00	0.00	0.00
02/10/2020	08:00	FMT orientation	1		F	40.00	0.00	0.00
02/17/2020	08:00	FMT orientation	1		F	40.00	0.00	0.00
02/24/2020	08:00	FMT orientation	1		F	40.00	0.00	0.00
Totals for Category:						160.00	0.00	0.00
HOSE TEST Hose Testing, Inspection, Cleaning, Packing								
02/11/2020	10:00	Hose Testing, Inspection, Cleaning, Pack			B	2.50	0.00	0.00
Totals for Category:						2.50	0.00	0.00
KLEENREV KLEEN ENERGY EXPLOSION ROUNDTABLE								
02/04/2020	10:00	KLEEN ENERGY EXPLOSION ROUNDTABLE	1		C	1.50	0.00	0.00
02/06/2020	11:00	KLEEN ENERGY EXPLOSION ROUNDTABLE	1		A	1.00	0.00	0.00
02/07/2020	10:00	KLEEN ENERGY EXPLOSION ROUNDTABLE	1		B	1.00	0.00	0.00

SouthFire

Training Classes by Category

Class Date Between {02/01/2020} And {02/29/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
KLEENREV KLEEN ENERGY EXPLOSION ROUNDTABLE								
Totals for Category:						3.50	0.00	0.00
OFFICER DEVP Officer Advanced Training & Development								
02/27/2020	08:00	Officer Advanced Training & Development			B	7.50	0.00	0.00
Totals for Category:						7.50	0.00	0.00
OFFICER MEET Command Officers meeting								
02/27/2020	08:00	Command Officers meeting	1		B	2.50	0.00	0.00
Totals for Category:						2.50	0.00	0.00
PRODEMS Prodigy EMS								
02/17/2020	10:30	Prodigy EMS	1		D	1.50	0.00	0.00
02/18/2020	13:30	Prodigy EMS	1		A	1.50	0.00	0.00
02/19/2020	13:30	Prodigy EMS	1		B	1.50	0.00	0.00
02/20/2020	10:30	Prodigy EMS	1		C	0.00	0.00	0.00
Totals for Category:						4.50	0.00	0.00
PRODIGYINTRO PRODIGY INTRODUCTION								
02/10/2020	14:30	PRODIGY INTRODUCTION	1		A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
ROPEMATRIPOD Rope, Mechanical Advantages, Tripod Review								
02/03/2020	10:30	Rope, Mechanical Advantages, Tripod Revi			B	2.05	0.00	0.00
Totals for Category:						2.05	0.00	0.00
SIZE-UP Size-up Training								
02/11/2020	08:00	Size-up Training	1		B	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00

Total Classes: 22

Grand Totals: 190.55 0.00 0.00