

SOUTH FIRE DISTRICT
of the City of Middletown
445 Randolph Road
Middletown, CT 06457

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, November 9, 2020

WHERE: Firehouse

SUBJECT: Regular Monthly Meeting

TIME: 7:00 P.M.

The firehouse is currently closed to the public.
Members of the public can join the meeting via Zoom.

Visit <https://us02web.zoom.us/j/86410833091>
or Dial In – 646-558-8656 to remotely join.

Meeting I.D. 864 1083 3091

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

Members of the public can access the meeting via Zoom
<https://us02web.zoom.us/j/86410833091> or Dial In – 646-558-8656
Meeting I.D. 864 1083 3091

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. OPEN PUBLIC SESSION
4. CLOSE PUBLIC SESSION
5. MINUTES TO BE APPROVED
 - A. SPECIAL MEETING OF OCTOBER 13, 2020
 - B. REGULAR MEETING OF OCTOBER 13, 2020
6. TAX COLLECTOR'S REPORT
 - A) TAX REFUNDS FOR THE MONTH OF OCTOBER: \$2,289.71
7. MONTHLY FINANCIAL REPORTS
8. CHIEF'S REPORT
9. DEPUTY CHIEF'S REPORT
10. FIRE MARSHAL'S REPORT
11. DEPUTY FIRE MARSHAL'S REPORT
12. CAPTAIN'S REPORT
13. COMMISSIONER REPORTS
 - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH
 - B. PENSION COMMITTEE – COMM. KLECKOWSKI
 - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
14. OLD BUSINESS
 - A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS
 - B. FOIA WORKSHOP W/FOI COMMISSION
15. NEW BUSINESS
 - A. CITY OF MIDDLETOWN CHARTER REVISION COMMISSION/FIRE DISTRICTS
16. ADJOURNMENT

**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457**

**Board of Fire Commissioners
Special Meeting Minutes
TUESDAY, OCTOBER 13, 2020, 6:30 p.m.
South Fire District Meeting Room**

**Members of the public were able to access the meeting via Zoom
Meeting I.D. 815 7908 1986**

Present: Commissioners Kleckowski, Giuliano, Penney; Chief Howley
Absent: Commissioners Bartolotta and Thazhampallath

1. CALL TO ORDER

Vice-Chairwoman Kleckowski called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. EXECUTIVE SESSION

Motion to go into Executive Session at 6:31 p.m. by Comm. Giuliano/Comm. Penney pursuant to statutes section 1-200(6)(A) and section 1-225(a) of the Connecticut General Statutes, as amended for the purpose of discussing the Deputy Chief's contract, the open Lieutenant position, and the open firefighter positions. Unanimously approved.

Present in Executive Session were: Commissioners Kleckowski, Giuliano, and Penney; Chief Howley

4. CALL BACK TO ORDER

Motion to come out of Executive Session at 7:10 p.m. by Comm. Giuliano/Comm. Penney. Unanimously approved. Vice-Chairwoman Kleckowski called the meeting back to order at 7:12 p.m.

Motion to approve the Employment Agreement for the Deputy Chief position between Russell Jacobs and the South Fire District effective 10/19/20 by Comm. Giuliano/Comm. Penney. Unanimously approved.

Motion to promote Firefighter William Gregorio from Firefighter position to Lieutenant position by Comm. Giuliano/Comm. Penney. Unanimously approved.

Motion to allow Chief Howley to extend the Firefighter job posting to December 30, 2020 by Comm. Giuliano/Comm. Penney. Unanimously approved.

5. ADJOURNMENT

Motion to adjourn at by Comm. Giuliano/Comm. Penney. Unanimously approved. The meeting adjourned at 7:15 p.m.

Minutes taken by Vice-Chairwoman Kleckowski,
Prepared by Alyse McEwen, Recording Secretary

**SOUTH FIRE DISTRICT
of the City of Middletown
COMMISSIONERS MEETING**

**TUESDAY, OCTOBER 13, 2020, 7:00 p.m.
South Fire District Meeting Room**

MINUTES

**Members of the public were able to access the meeting via Zoom
Meeting I.D. 835 1298 2248**

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

Absent: Commissioners Bartolotta and Thazhampallath

1. **CALL TO ORDER** Vice-Chairwoman Kleckowski called the meeting to order at 7:20 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **OPEN PUBLIC SESSION** Vice-Chairwoman Kleckowski opened the Public Session at 7:21 p.m. No one wished to speak.
4. **CLOSE PUBLIC SESSION** Vice-Chairwoman Kleckowski closed the Public Session at 7:21 p.m.
5. **MINUTES TO BE APPROVED**
 - A. **REGULAR MEETING OF AUGUST 10, 2020**
MOTION to approve minutes of the August 10, 2020 regular monthly meeting as amended by Comm. Giuliano/Comm. Penney. Unanimously approved.
 - B. **REGULAR MEETING OF SEPTEMBER 14, 2020**
MOTION to approve the minutes of the September 14, 2020 regular monthly meeting by Comm. Giuliano/Comm. Penney. Unanimously approved.
 - C. **SPECIAL MEETING OF SETPTEMBER 17, 2020**
MOTION to approve the minutes of the September 17, 2020 special meeting by Comm. Giuliano/Comm. Penney. Unanimously approved.
 - D. **SPECIAL MEETING OF OCTOBER 1, 2020**
MOTION to approve the minutes of the October 1, 2020 special meeting by Comm. Giuliano/Comm. Penney. Unanimously approved.
6. **TAX COLLECTOR'S REPORT** was reviewed by the Commission.
The Commission reviewed the Tax Collector's report submitted by Tax Collector Cindy Gotta. No tax refunds were reported for the Month of September.

MOTION to approve the Tax Collector's report by Comm. Giuliano/Comm. Penney. Unanimously approved.

7. MONTHLY FINANCIAL REPORTS were reviewed by the Commission.

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

8. CHIEF'S REPORT

The Commission reviewed the report submitted by Chief Howley.

MOTION to approve the Chief's Report by Comm. Giuliano/Comm. Penney. Unanimously approved.

9. FIRE MARSHAL'S REPORT

The Commission reviewed the reports submitted by Fire Marshal Mastroianni.

MOTION to approve the Fire Marshal's Report by Comm. Giuliano/Comm. Penney. Unanimously approved.

10. DEPUTY FIRE MARSHAL'S REPORT

The Commission reviewed the reports submitted by Deputy Fire Marshal Hurlbut.

MOTION to approve the Deputy Fire Marshal's Report by Comm. Giuliano/Comm. Penney. Unanimously approved.

11. CAPTAIN'S REPORT

The Commission reviewed the reports submitted by Captain Fischer.

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

12. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

No items to report.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Vice-Chairwoman Kleckowski gave a synopsis of the Pension Committee meeting held on October 6, 2020.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

The appointment of Commissioner Giuliano has not yet been approved by Middletown's Common Council (approval is scheduled for the November Common Council meeting).

MOTION to approve the Commissioner reports by Comm. Giuliano/Comm. Penney. Unanimously approved.

13. OLD BUSINESS

A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS

Health insurance audit survey will be added as an agenda item for the November 9, 2020 regular monthly meeting.

B. FOIA WORKSHOP W/FOI COMMISSION

Motion to schedule an FOIA workshop with Tom Hennick, FOIC Public Educator, by Comm. Penney/Comm. Giuliano. Unanimously approved.

14. NEW BUSINESS

A. SFD ACCOUNTING POLICIES AND PROCEDURES MANUAL

MOTION to approve the SFD Accounting Policies and Procedures Manual prepared by Kathy Kiley by Comm. Giuliano/Comm. Penney. Unanimously approved.

B. SFD PROCUREMENT POLICIES AND PROCEDURES

The City of Middletown's policy will be reviewed. Item to be included on the agenda for the November 9, 2020 regular monthly meeting.

15. ADJOURNMENT

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

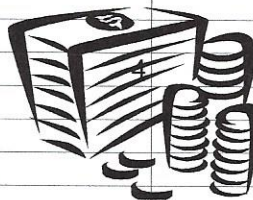
Meeting adjourned at 8:07 p.m.

Minutes taken by Chief Howley

Prepared by Alyse McEwen, Recording Secretary

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT

COLLECTIONS OCTOBER 2020



| | |
|----------------------------|---------------|
| REAL ESTATE | \$ 275,876.57 |
| MOTOR VEHICLE | \$ 41,754.31 |
| PERSONAL PROPERTY | \$ 135,437.95 |
| SUPPLEMENTAL MOTOR VEHICLE | |
| BACK TAXES | \$ 8,857.05 |
| CURRENT INTEREST | \$ 5,649.92 |
| BACK INTEREST | \$ 2,260.85 |
| FEE'S PAID | \$ 934.14 |
| LIENS RELEASED | \$ 144.00 |

COLLECTIONS 2020/2021

\$ 470,914.79

| | |
|-----------|-----------------|
| JULY | \$ 3,705,383.26 |
| AUGUST | \$ 934,571.66 |
| SEPTEMBER | \$ 530,741.69 |
| OCTOBER | \$ 470,914.79 |
| NOVEMBER | |
| DECEMBER | |
| JANUARY | |
| FEBRUARY | |
| MARCH | |
| APRIL | |
| MAY | |
| JUNE | |

COLLECTED YEAR TO DATE

\$ 5,641,611.40

GRANTS RECEIVED

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

TOTAL GRANTS

\$ -

TOTAL YEAR-TO-DATE

\$ 5,641,611.40

Respectfully submitted by:

Cynthia L. Gotta
Tax Collector, South Fire District

South Fire District
Monthly Expense Detail
September and October 2020

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--------------------------------|-------------|-------------------------------|--------------|---------------|----------------|
| 7201 · Electricity | | | | | |
| | 09/15/2020 | KS Statebank | 402.82 | | 402.82 |
| | 09/28/2020 | Eversource | 1,456.65 | | 1,859.47 |
| | 10/15/2020 | KS Statebank | 402.82 | | 2,262.29 |
| | 10/28/2020 | Eversource | 1,257.25 | | 3,519.54 |
| Total 7201 · Electricity | | | 3,519.54 | 0.00 | 3,519.54 |
| 7202 · Water and Sewer | | | | | |
| | 09/01/2020 | Middletown Water & Sewer Dept | 315.89 | | 315.89 |
| | 10/01/2020 | Middletown Water & Sewer Dept | 120.47 | | 436.36 |
| Total 7202 · Water and Sewer | | | 436.36 | 0.00 | 436.36 |
| 7203 · Heating | | | | | |
| | 09/02/2020 | Eversource | 425.40 | | 425.40 |
| | 10/02/2020 | Eversource | 537.18 | | 962.58 |
| Total 7203 · Heating | | | 962.58 | 0.00 | 962.58 |
| 7204 · Telephone | | | | | |
| | 09/15/2020 | Frontier Communications | 228.97 | | 228.97 |
| | 10/15/2020 | Frontier Communications | 223.78 | | 452.75 |
| Total 7204 · Telephone | | | 452.75 | 0.00 | 452.75 |
| 7401 · Fuel | | | | | |
| | 09/10/2020 | Midstate Tractor & Equipment | 74.71 | | 74.71 |
| | 09/23/2020 | WEX Bank | 520.54 | | 595.25 |
| | 10/14/2020 | Dime Oil, LLC. | 1,871.17 | | 2,466.42 |
| | 10/23/2020 | WEX Bank | 495.53 | | 2,961.95 |
| Total 7401 · Fuel | | | 2,961.95 | 0.00 | 2,961.95 |
| 7403 · Vehicle Repairs | | | | | |
| | 09/03/2020 | Key Chevrolet | 129.19 | | 129.19 |
| | 09/10/2020 | Key Chevrolet | 1,605.70 | | 1,734.89 |
| | 09/16/2020 | Key Chevrolet | 1,114.72 | | 2,849.61 |
| | 09/24/2020 | Key Chevrolet | 5,419.01 | | 8,268.62 |
| | 09/28/2020 | Key Chevrolet | 808.00 | | 9,076.62 |
| | 09/29/2020 | First Line Emergency | 2,251.48 | | 11,328.10 |
| | 10/21/2020 | Key Chevrolet | 134.44 | | 11,462.54 |
| | 10/27/2020 | Key Chevrolet | 72.35 | | 11,534.89 |
| | 10/29/2020 | First Line Emergency | 1,128.98 | | 12,663.87 |
| Total 7403 · Vehicle Repairs | | | 12,663.87 | 0.00 | 12,663.87 |
| 7406 · Vehicle Supplies | | | | | |
| | 09/28/2020 | Ace Home Center | 23.74 | | 23.74 |
| | 10/31/2020 | Bank of America | 248.20 | | 271.94 |
| Total 7406 · Vehicle Supplies | | | 271.94 | 0.00 | 271.94 |

South Fire District
Monthly Expense Detail
September and October 2020

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|-------------|--|--------------|---------------|----------------|
| 7501 · Insurance-Workers Compensation | | | | | |
| | 09/01/2020 | Benchmark Insurance Company | 14,942.00 | | 14,942.00 |
| | 09/25/2020 | Benchmark Insurance Company | | 6,845.00 | 8,097.00 |
| | 10/01/2020 | Benchmark Insurance Company | 14,942.00 | | 23,039.00 |
| Total 7501 · Insurance-Workers Compensation | | | 29,884.00 | 6,845.00 | 23,039.00 |
| 7502 · Insurance - Commercial Package | | | | | |
| | 10/15/2020 | HD Segur Insurance | 695.53 | | 695.53 |
| Total 7502 · Insurance - Commercial Package | | | 695.53 | 0.00 | 695.53 |
| 7512 · Pension - Defined Contribution | | | | | |
| | 09/14/2020 | Lincoln Financial - Pension 401 | 26,999.85 | | 26,999.85 |
| | 10/08/2020 | Lincoln Financial - Pension 401 | 27,095.25 | | 54,095.10 |
| Total 7512 · Pension - Defined Contribution | | | 54,095.10 | 0.00 | 54,095.10 |
| 7701 · Tax Collector's Expense | | | | | |
| | 09/30/2020 | Hartford Courant - Advertising | 166.80 | | 166.80 |
| | 09/30/2020 | Bank of America | 181.94 | | 348.74 |
| | 09/30/2020 | Bank of America | 31.85 | | 380.59 |
| | 10/31/2020 | Bank of America | 31.85 | | 412.44 |
| | 10/31/2020 | Bank of America | 229.70 | | 642.14 |
| Total 7701 · Tax Collector's Expense | | | 642.14 | 0.00 | 642.14 |
| 7702 · Professional Org / Periodicals | | | | | |
| | 09/14/2020 | CT Fire Dept. Instructors Assoc., Inc. | 30.00 | | 30.00 |
| | 10/29/2020 | Middlesex County Fire Chief's Assn. | 10.00 | | 40.00 |
| Total 7702 · Professional Org / Periodicals | | | 40.00 | 0.00 | 40.00 |
| 7703 · Office Expenses | | | | | |
| | 09/30/2020 | Bank of America | 25.98 | | 25.98 |
| | 09/30/2020 | Bank of America | 298.95 | | 324.93 |
| | 10/08/2020 | Pitney Bowes - Supplies | 169.98 | | 494.91 |
| | 10/30/2020 | Minuteman Press | 108.00 | | 602.91 |
| | 10/31/2020 | Bank of America | 179.27 | | 782.18 |
| Total 7703 · Office Expenses | | | 782.18 | 0.00 | 782.18 |
| 7704 · Auditor | | | | | |
| | 09/23/2020 | Costello Company, LLC | 3,600.00 | | 3,600.00 |
| Total 7704 · Auditor | | | 3,600.00 | 0.00 | 3,600.00 |
| 7706 · Postage | | | | | |
| | 09/21/2020 | FedEx | 15.95 | | 15.95 |
| | 10/18/2020 | Purchase Power | 604.50 | | 620.45 |
| | 10/26/2020 | FedEx | 13.67 | | 634.12 |
| Total 7706 · Postage | | | 634.12 | 0.00 | 634.12 |

South Fire District
Monthly Expense Detail
September and October 2020

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|-------------|------------------------------------|--------------|---------------|----------------|
| 7708 · Commissioner's Compensation | | | | | |
| | 09/02/2020 | Paychex | 750.00 | | 750.00 |
| | 09/30/2020 | Paychex | 750.00 | | 1,500.00 |
| Total 7708 · Commissioner's Compensation | | | 1,500.00 | 0.00 | 1,500.00 |
| 7709 · Activity Expense | | | | | |
| | 09/18/2020 | Middlefield Volunteer Fire Company | 75.00 | | 75.00 |
| | 09/29/2020 | Middlefield Volunteer Fire Company | 75.00 | | 150.00 |
| | 09/30/2020 | Bank of America | 37.00 | | 187.00 |
| | 10/31/2020 | Bank of America | 44.34 | | 231.34 |
| | 10/31/2020 | Bank of America | 66.19 | | 297.53 |
| Total 7709 · Activity Expense | | | 297.53 | 0.00 | 297.53 |
| 7710 · Professional Services | | | | | |
| 7711 · Legal Expense | | | | | |
| 7711A · Legal Expense - General/Labor | | | | | |
| | 09/03/2020 | Summa & Ryan, PC | 48.75 | | 48.75 |
| | 10/11/2020 | Summa & Ryan, PC | 292.50 | | 341.25 |
| Total 7711A · Legal Expense - General/Labor | | | 341.25 | 0.00 | 341.25 |
| Total 7711 · Legal Expense | | | 341.25 | 0.00 | 341.25 |
| 7710 · Professional Services - Other | | | | | |
| | 09/03/2020 | Paychex | 118.43 | | 118.43 |
| | 09/03/2020 | Paychex | 58.94 | | 177.37 |
| | 09/03/2020 | Paychex | 62.66 | | 240.03 |
| | 09/10/2020 | Paychex | 118.43 | | 358.46 |
| | 09/10/2020 | Paychex | 58.94 | | 417.40 |
| | 09/17/2020 | Paychex | 118.43 | | 535.83 |
| | 09/17/2020 | Paychex | 58.94 | | 594.77 |
| | 09/24/2020 | Paychex | 106.93 | | 701.70 |
| | 09/24/2020 | Paychex | 47.44 | | 749.14 |
| | 09/30/2020 | Merrick & Associates, LLC | 350.00 | | 1,099.14 |
| | 10/01/2020 | Paychex | 106.93 | | 1,206.07 |
| | 10/01/2020 | Paychex | 47.44 | | 1,253.51 |
| | 10/01/2020 | Paychex | 62.66 | | 1,316.17 |
| | 10/08/2020 | Paychex | 106.93 | | 1,423.10 |
| | 10/08/2020 | Paychex | 60.44 | | 1,483.54 |
| | 10/15/2020 | Paychex | 106.93 | | 1,590.47 |
| | 10/15/2020 | Paychex | 47.44 | | 1,637.91 |
| | 10/22/2020 | Paychex | 116.58 | | 1,754.49 |
| | 10/22/2020 | Paychex | 58.94 | | 1,813.43 |
| | 10/29/2020 | Paychex | 105.08 | | 1,918.51 |
| | 10/29/2020 | Paychex | 24.44 | | 1,942.95 |
| Total 7710 · Professional Services - Other | | | 1,942.95 | 0.00 | 1,942.95 |
| Total 7710 · Professional Services | | | 2,284.20 | 0.00 | 2,284.20 |

South Fire District
Monthly Expense Detail
September and October 2020

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|-------------|---|--------------|---------------|----------------|
| 7717 · Software Support | | | | | |
| | 09/30/2020 | Bank of America | 356.00 | | 356.00 |
| | 09/30/2020 | Hangar 14 Solutions, LLC. | 390.00 | | 746.00 |
| | 10/01/2020 | websolutions | 105.00 | | 851.00 |
| | 10/31/2020 | Bank of America | 356.00 | | 1,207.00 |
| Total 7717 · Software Support | | | 1,207.00 | 0.00 | 1,207.00 |
| 7801 · Repairs Building | | | | | |
| 7801C · COVID-19 | | | | | |
| | 10/31/2020 | Bank of America | 202.83 | | 202.83 |
| Total 7801C · COVID-19 | | | 202.83 | 0.00 | 202.83 |
| 7801 · Repairs Building - Other | | | | | |
| | 09/04/2020 | CT Dept of Administrative Services OSBI | 160.00 | | 160.00 |
| | 09/07/2020 | RLI Electric, LLC. | 213.08 | | 373.08 |
| | 10/07/2020 | MidState Air Compressor, Inc. | 296.70 | | 669.78 |
| Total 7801 · Repairs Building - Other | | | 669.78 | 0.00 | 669.78 |
| Total 7801 · Repairs Building | | | 872.61 | 0.00 | 872.61 |
| 7802 · Supplies Maintenance | | | | | |
| 7802C · COVID-19 | | | | | |
| | 09/24/2020 | New England Maintenance Depot | 60.12 | | 60.12 |
| | 09/24/2020 | New England Maintenance Depot | 136.00 | | 196.12 |
| | 09/30/2020 | Bank of America | 459.95 | | 656.07 |
| | 10/29/2020 | New England Maintenance Depot | 320.00 | | 976.07 |
| | 10/29/2020 | New England Maintenance Depot | 284.00 | | 1,260.07 |
| Total 7802C · COVID-19 | | | 1,260.07 | 0.00 | 1,260.07 |
| 7802 · Supplies Maintenance - Other | | | | | |
| | 09/24/2020 | New England Maintenance Depot | 53.98 | | 53.98 |
| | 09/28/2020 | Ace Home Center | 8.59 | | 62.57 |
| | 09/28/2020 | Ace Home Center | 17.02 | | 79.59 |
| | 10/28/2020 | Ace Home Center | 6.19 | | 85.78 |
| | 10/29/2020 | New England Maintenance Depot | 205.97 | | 291.75 |
| | 10/31/2020 | Bank of America | 89.40 | | 381.15 |
| Total 7802 · Supplies Maintenance - Other | | | 381.15 | 0.00 | 381.15 |
| Total 7802 · Supplies Maintenance | | | 1,641.22 | 0.00 | 1,641.22 |
| 7803 · Services | | | | | |
| | 09/06/2020 | De Lage Landen Financial Services, Inc. | 216.15 | | 216.15 |
| | 09/06/2020 | Comcast | 100.80 | | 316.95 |
| | 09/07/2020 | Comcast | 15.72 | | 332.67 |
| | 09/09/2020 | MidState Air Compressor, Inc. | 3,279.26 | | 3,611.93 |
| | 09/10/2020 | JP Bellamo & Sons, Inc. | 45.00 | | 3,656.93 |

South Fire District
Monthly Expense Detail
September and October 2020

| | Date | Name | Debit | Credit | Balance |
|---|------------|---|----------|--------|----------|
| 7803 · Services, continued | | | | | |
| | 09/25/2020 | All Waste | 141.69 | | 3,798.62 |
| | 09/29/2020 | Pitney Bowes Inc. - Monthly | 147.00 | | 3,945.62 |
| | 10/06/2020 | Comcast | 100.80 | | 4,046.42 |
| | 10/07/2020 | Comcast | 15.72 | | 4,062.14 |
| | 10/10/2020 | De Lage Landen Financial Services, Inc. | 121.00 | | 4,183.14 |
| | 10/12/2020 | Central Systems, Inc. | 460.00 | | 4,643.14 |
| | 10/12/2020 | Central Systems, Inc. | 315.00 | | 4,958.14 |
| | 10/20/2020 | JP Bellamo & Sons, Inc. | 45.00 | | 5,003.14 |
| | 10/23/2020 | All Waste | 141.69 | | 5,144.83 |
| Total 7803 · Services | | | 5,144.83 | 0.00 | 5,144.83 |
| 7805 · Equipment | | | | | |
| | 10/31/2020 | Bank of America | 115.92 | | 115.92 |
| Total 7805 · Equipment | | | 115.92 | 0.00 | 115.92 |
| 7901 · Emergency Medical Equipment | | | | | |
| 7901C · COVID-19 | | | | | |
| | 09/22/2020 | 679 Designs | 530.00 | | 530.00 |
| Total 7901C · COVID-19 | | | 530.00 | 0.00 | 530.00 |
| 7901 · Emergency Medical Equipment - Other | | | | | |
| | 09/14/2020 | Common Cents EMS Supply, LLC. | 256.50 | | 256.50 |
| Total 7901 · Emergency Medical Equipment - Other | | | 256.50 | 0.00 | 256.50 |
| Total 7901 · Emergency Medical Equipment | | | 786.50 | 0.00 | 786.50 |
| 7902 · Computer Equip & Supplies | | | | | |
| 7902C · COVID-19 | | | | | |
| | 10/31/2020 | Bank of America | 479.38 | | 479.38 |
| Total 7902C · COVID-19 | | | 479.38 | 0.00 | 479.38 |
| Total 7902 · Computer Equip & Supplies | | | 479.38 | 0.00 | 479.38 |
| 7903 · Training | | | | | |
| | 09/08/2020 | Connecticut Scuba Academy, Inc. | 600.00 | | 600.00 |
| | 09/08/2020 | Connecticut Scuba Academy, Inc. | 500.00 | | 1,100.00 |
| | 09/10/2020 | Corona's Auto Parts, Inc. | 1,200.00 | | 2,300.00 |
| | 09/11/2020 | Commission on Fire Prevention and Control | 320.00 | | 2,620.00 |
| Total 7903 · Training | | | 2,620.00 | 0.00 | 2,620.00 |
| 7904 · Public Fire Education | | | | | |
| | 09/30/2020 | Bank of America | 541.73 | | 541.73 |
| | 09/30/2020 | Bank of America | 1,099.75 | | 1,641.48 |
| | 10/31/2020 | Bank of America | 61.25 | | 1,702.73 |
| Total 7904 · Public Fire Education | | | 1,702.73 | 0.00 | 1,702.73 |

South Fire District
Monthly Expense Detail
September and October 2020

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|-------------|------------------------------------|--------------|---------------|----------------|
| 7905 · Fire Fighting Equipment | | | | | |
| | 09/30/2020 | Bank of America | 108.80 | | 108.80 |
| | 10/21/2020 | Hall's Power Equipment | 24.00 | | 132.80 |
| Total 7905 · Fire Fighting Equipment | | | 132.80 | 0.00 | 132.80 |
| 7907 · Fire Marshal's Office | | | | | |
| | 09/08/2020 | CT Chapter IAAI# 49 | 60.00 | | 60.00 |
| | 09/08/2020 | CT Chapter IAAI# 49 | 60.00 | | 120.00 |
| | 10/09/2020 | Airgas USA, LLC | 1,611.11 | | 1,731.11 |
| Total 7907 · Fire Marshal's Office | | | 1,731.11 | 0.00 | 1,731.11 |
| 7909 · Uniforms | | | | | |
| | 09/02/2020 | MidWest Workwear | 213.12 | | 213.12 |
| | 09/17/2020 | Brigham Industries, Inc. | 1,060.00 | | 1,273.12 |
| | 09/30/2020 | Bank of America | 106.12 | | 1,379.24 |
| | 09/30/2020 | Bank of America | 358.48 | | 1,737.72 |
| | 09/30/2020 | Bank of America | 261.63 | | 1,999.35 |
| | 10/09/2020 | Cortezzo, Jr., Michael A. | | 15.45 | 1,983.90 |
| | 10/09/2020 | Handley, Jonathan | | 3.00 | 1,980.90 |
| | 10/09/2020 | Lynch, John K. | | 376.45 | 1,604.45 |
| | 10/09/2020 | McDonnell, Kevin T. | | 4.00 | 1,600.45 |
| | 10/27/2020 | Security Uniforms, Inc. | 916.00 | | 2,516.45 |
| | 10/27/2020 | Security Uniforms, Inc. | 216.00 | | 2,732.45 |
| | 10/27/2020 | Security Uniforms, Inc. | 1,540.00 | | 4,272.45 |
| | 10/27/2020 | Security Uniforms, Inc. | 284.00 | | 4,556.45 |
| | 10/27/2020 | Security Uniforms, Inc. | 520.00 | | 5,076.45 |
| Total 7909 · Uniforms | | | 5,475.35 | 398.90 | 5,076.45 |
| 7910 · Protective Clothing | | | | | |
| 7910A · Gear Cleaning/Inspection/Repair | | | | | |
| | 09/18/2020 | Lion Group, Inc. | 12.90 | | 12.90 |
| Total 7910A · Gear Cleaning/Inspection/Repair | | | 12.90 | 0.00 | 12.90 |
| 7910 · Protective Clothing - Other | | | | | |
| | 09/01/2020 | Shipman's Fire Equipment Co., Inc. | 160.00 | | 160.00 |
| | 09/03/2020 | Firematic Supply Co. Inc. | 8,167.60 | | 8,327.60 |
| | 09/08/2020 | Firematic Supply Co. Inc. | 8,217.77 | | 16,545.37 |
| | 09/10/2020 | Shipman's Fire Equipment Co., Inc. | 448.29 | | 16,993.66 |
| | 09/14/2020 | Firematic Supply Co. Inc. | 265.62 | | 17,259.28 |
| | 09/18/2020 | Shipman's Fire Equipment Co., Inc. | 60.00 | | 17,319.28 |
| Total 7910 · Protective Clothing - Other | | | 17,319.28 | 0.00 | 17,319.28 |
| Total 7910 · Protective Clothing | | | 17,332.18 | 0.00 | 17,332.18 |

South Fire District
Monthly Expense Detail
September and October 2020

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|---|-------------|------------------------------------|-------------------|-----------------|-------------------|
| 7911 · Communications | | | | | |
| | 09/07/2020 | Motorola Solutions, Inc. | 34.09 | | 34.09 |
| | 10/22/2020 | Utility Communications, Inc. | 133.69 | | 167.78 |
| | 10/27/2020 | Utility Communications, Inc. | 840.50 | | 1,008.28 |
| | 10/27/2020 | Utility Communications, Inc. | 1,380.00 | | 2,388.28 |
| Total 7911 · Communications | | | 2,388.28 | 0.00 | 2,388.28 |
| 7912 · Cellular Phones | | | | | |
| | 09/11/2020 | AT&T Mobility | 497.04 | | 497.04 |
| | 10/11/2020 | AT&T Mobility | 461.99 | | 959.03 |
| Total 7912 · Cellular Phones | | | 959.03 | 0.00 | 959.03 |
| 7916 · Breathing Apparatus-Test Repair | | | | | |
| | 10/12/2020 | Shipman's Fire Equipment Co., Inc. | 32.70 | | 32.70 |
| Total 7916 · Breathing Apparatus-Test Repair | | | 32.70 | 0.00 | 32.70 |
| 7919 · FEMA Grant Purchases | | | | | |
| 7919C · Grant # EMW-2019-FG-03456 | | | | | |
| | 09/30/2020 | Bank of America | 535.98 | | 535.98 |
| | 09/30/2020 | Bank of America | 1,308.64 | | 1,844.62 |
| Total 7919C · Grant # EMW-2019-FG-03456 | | | 1,844.62 | 0.00 | 1,844.62 |
| Total 7919 · FEMA Grant Purchases | | | 1,844.62 | 0.00 | 1,844.62 |
| 8999 · CNR Current Year | | | | | |
| | 09/07/2020 | Motorola Solutions, Inc. | 6,118.50 | | 6,118.50 |
| | 09/27/2020 | Gengras Chevrolet, Inc. | 31,881.50 | | 38,000.00 |
| Total 8999 · CNR Current Year | | | 38,000.00 | 0.00 | 38,000.00 |
| TOTAL | | | 198,190.05 | 7,243.90 | 190,946.15 |

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

| | <u>Jul - Oct 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| Income | | | | |
| 4101 · Property Tax Revenue | 5,590,971.39 | 5,723,109.00 | -132,137.61 | 97.69% |
| 4102 · Interest and Liens | 14,590.23 | 28,000.00 | -13,409.77 | 52.11% |
| 4103 · Tax Refunds | -4,819.39 | 0.00 | -4,819.39 | 100.00% |
| 4104 · Fees | 2,908.39 | 0.00 | 2,908.39 | 100.00% |
| 4105 · Prior Year Tax Collections | 32,854.47 | 0.00 | 32,854.47 | 100.00% |
| 4107 · Tax Supplemental MV | 0.00 | 25,000.00 | -25,000.00 | 0.00% |
| 4210 · NRG Tax Revenue | 0.00 | 201,650.00 | -201,650.00 | 0.00% |
| 4301 · Investment Income | 904.73 | 15,000.00 | -14,095.27 | 6.03% |
| 4901 · Miscellaneous Income | 1,578.00 | 0.00 | 1,578.00 | 100.00% |
| Total Income | <u>5,638,987.82</u> | <u>5,992,759.00</u> | <u>-353,771.18</u> | <u>94.10%</u> |
| Expense | | | | |
| 7201 · Electricity | 8,097.50 | 22,500.00 | -14,402.50 | 35.99% |
| 7202 · Water and Sewer | 775.01 | 2,470.00 | -1,694.99 | 31.38% |
| 7203 · Heating | 1,796.82 | 12,000.00 | -10,203.18 | 14.97% |
| 7204 · Telephone | 905.86 | 3,000.00 | -2,094.14 | 30.20% |
| 7401 · Fuel | 4,825.86 | 20,000.00 | -15,174.14 | 24.13% |
| 7403 · Vehicle Repairs | 16,499.48 | 60,000.00 | -43,500.52 | 27.50% |
| 7404 · Annual OSHA Inspection | 0.00 | 1,200.00 | -1,200.00 | 0.00% |
| 7406 · Vehicle Supplies | 568.03 | 2,000.00 | -1,431.97 | 28.40% |
| 7501 · Insurance-Workers Compensation | 71,288.00 | 170,000.00 | -98,712.00 | 41.93% |
| 7502 · Insurance - Commercial Package | 23,265.53 | 49,885.00 | -26,619.47 | 46.64% |
| 7503 · Insurance - Medical | 263,688.94 | 872,689.00 | -609,000.06 | 30.22% |
| 7504 · Insurance - Cyber | 0.00 | 3,100.00 | -3,100.00 | 0.00% |
| 7509 · Insurance - Life and Disability | 16,180.67 | 51,508.00 | -35,327.33 | 31.41% |
| 7512 · Pension - Defined Contribution | 107,540.23 | 346,544.00 | -239,003.77 | 31.03% |
| 7513 · Unused Sick Time | 0.00 | 24,137.00 | -24,137.00 | 0.00% |
| 7601 · Salaries - Fire Department | 928,074.84 | 2,777,700.00 | -1,849,625.16 | 33.41% |
| 7602 · Salaries - Administrative | 45,945.79 | 140,887.00 | -94,941.21 | 32.61% |
| 7603 · Replacement / Call Backs | 159,538.09 | 397,000.00 | -237,461.91 | 40.19% |
| 7604 · Fringe Benefits | 29,588.22 | 118,058.00 | -88,469.78 | 25.06% |
| 7606 · PEB-Uncompensated Absences Exp | 19,583.97 | 10,000.00 | 9,583.97 | 195.84% |
| 7607 · PEB-Heart and Hypertension | 55,276.00 | 215,276.00 | -160,000.00 | 25.68% |
| 7609 · Employer - Social Security | 70,925.82 | 213,585.00 | -142,659.18 | 33.21% |
| 7610 · Employer - Medicare | 16,587.02 | 49,952.00 | -33,364.98 | 33.21% |
| 7701 · Tax Collector's Expense | 10,914.53 | 20,000.00 | -9,085.47 | 54.57% |
| 7702 · Professional Org / Periodicals | 375.00 | 2,205.00 | -1,830.00 | 17.01% |
| 7703 · Office Expenses | 1,128.53 | 3,500.00 | -2,371.47 | 32.24% |
| 7704 · Auditor | 3,600.00 | 6,700.00 | -3,100.00 | 53.73% |
| 7705 · Professional Development | 0.00 | 5,000.00 | -5,000.00 | 0.00% |
| 7706 · Postage | 1,244.97 | 4,000.00 | -2,755.03 | 31.12% |
| 7707 · Contingency | 0.00 | 50,000.00 | -50,000.00 | 0.00% |
| 7708 · Commissioner's Compensation | 2,850.00 | 9,000.00 | -6,150.00 | 31.67% |

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

| | <u>Jul - Oct 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| Expense, continued | | | | |
| 7709 · Activity Expense | 1,187.45 | 3,500.00 | -2,312.55 | 33.93% |
| 7710 · Professional Services | 6,990.80 | 40,000.00 | -33,009.20 | 17.48% |
| 7712 · Office Equipment | 0.00 | 1,200.00 | -1,200.00 | 0.00% |
| 7713 · Actuarial Services | 5,526.40 | 3,300.00 | 2,226.40 | 167.47% |
| 7714 · Advertising / Voting | 1,576.80 | 4,500.00 | -2,923.20 | 35.04% |
| 7715 · Lien Fees | 0.00 | 1,200.00 | -1,200.00 | 0.00% |
| 7716 · Archive Services | 0.00 | 978.00 | -978.00 | 0.00% |
| 7717 · Software Support | 16,908.68 | 26,000.00 | -9,091.32 | 65.03% |
| 7801 · Repairs Building | 2,256.72 | 20,000.00 | -17,743.28 | 11.28% |
| 7802 · Supplies Maintenance | 2,476.18 | 8,900.00 | -6,423.82 | 27.82% |
| 7803 · Services | 9,892.84 | 18,000.00 | -8,107.16 | 54.96% |
| 7805 · Equipment | 3,576.91 | 4,600.00 | -1,023.09 | 77.76% |
| 7901 · Emergency Medical Equipment | 1,300.22 | 12,500.00 | -11,199.78 | 10.40% |
| 7902 · Computer Equip & Supplies | 512.94 | 2,000.00 | -1,487.06 | 25.65% |
| 7903 · Training | 5,266.10 | 30,500.00 | -25,233.90 | 17.27% |
| 7904 · Public Fire Education | 1,702.73 | 3,500.00 | -1,797.27 | 48.65% |
| 7905 · Fire Fighting Equipment | 4,081.19 | 14,000.00 | -9,918.81 | 29.15% |
| 7906 · Special Service Units | 0.00 | 4,560.00 | -4,560.00 | 0.00% |
| 7907 · Fire Marshal's Office | 2,271.11 | 4,000.00 | -1,728.89 | 56.78% |
| 7909 · Uniforms | 5,413.95 | 26,500.00 | -21,086.05 | 20.43% |
| 7910 · Protective Clothing | 17,755.19 | 28,275.00 | -10,519.81 | 62.80% |
| 7911 · Communications | 2,808.28 | 4,500.00 | -1,691.72 | 62.41% |
| 7912 · Cellular Phones | 1,875.97 | 4,350.00 | -2,474.03 | 43.13% |
| 7913 · Breathing Air & Oxygen | 427.50 | 1,500.00 | -1,072.50 | 28.50% |
| 7915 · Medical Testing | 0.00 | 4,500.00 | -4,500.00 | 0.00% |
| 7916 · Breathing Apparatus-Test Repair | 335.33 | 6,000.00 | -5,664.67 | 5.59% |
| 8999 · CNR Current Year | 46,491.67 | 50,000.00 | -3,508.33 | 92.98% |
| Total Expense | <u>2,001,699.67</u> | <u>5,992,759.00</u> | <u>-3,991,059.33</u> | <u>33.40%</u> |

Grant Purchases

| | |
|------------------------------|-------------------|
| 7919 · FEMA Grant - Training | <u>\$1,844.62</u> |
| Total Grant Purchases | <u>\$1,844.62</u> |

South Fire District Cash Balance Report October 2020

CASH Unrestricted:

Cash Balances:

| | | |
|-------------------------|----|---------------------|
| Tax Collector - Savings | \$ | 5,350,839.26 |
| Operating - Checking | \$ | 395,076.31 |
| Total: | \$ | <u>5,745,915.57</u> |

Restricted Funds:

| | | |
|--------------------------|----|--------------|
| CNR | \$ | 1,369,843.32 |
| Post-Employment Benefits | \$ | 453,569.74 |

Submitted by:
Kathleen M. Kiley

Tax Collections October 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 | \$ 4,436,832.75 | \$ 4,370,240.34 | -\$2,335.96 | 98.45% | -\$1,557.56 |
| PP | \$ 866,063.52 | \$ 863,351.76 | -\$17.43 | 99.68% | \$0.00 |
| MV | \$ 414,938.40 | \$ 357,379.29 | -\$809.26 | 85.93% | -\$85.01 |
| MVS | \$ - | \$ - | \$0.00 | | -\$14.17 |
| TOTAL | \$ 5,717,834.67 | \$ 5,590,971.39 | \$ (3,162.65) | 97.73% | \$ (1,656.74) |

Submitted by:
Cindy Gotta
Tax Collector



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

Commissioners, I am submitting for your review the following items completed for the month of October 2020:

Meetings/Events:

- Weekly staff meetings with Officer's
- Labor Management 10/1
- Insurance meeting 10/1
- FEMA Zoom meeting 10/8 on vehicle grant acquisition procedures
- Health Insurance audit 10/8
- Labor management 10/16
- FEMA Covid 19 reimbursements calls 10/16
- Solar conference call CT Green Bank , continued work all month w/ contractor
- Public education fire prevention meetings with FMO
- Pension Committee meeting 10/6
- Health Department Conference call
- Energizer Battery Program 10/21
- City planning building project and Solar project 10/28
- Brush truck Grant committee meeting 10/7 , 10/27 & 10/30

FEMA Grant updates

- Brush Truck committee has met 3 times, working on specs, to put out an RFP's
- Marine 3 committee has met and toured 3 different department fire boats.
- FEMA Covid-19 grant/reimbursements - [FEMA DR-4500 PW 0046 Cat B.](#) for first 6 months accepted @75% \$12, 855.66 to SFD (document from State included in report)
- FEMA Public Fire Education grant denied 10/28
- FEMA Port Security Grant denied 10/27

Incidents

Communications with Eversource on Storms and hazards this month 10/28

Fire Chief, Michael J. Howley
October 2020 Monthly Report



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



October 20, 2020

Mr. Michael Howley
Fire Chief
South Fire District
445 Randolph Road
Middletown, CT 06457

Agency Use Only
DPS-33# - 439452
(FY 2020)

**RE: FEMA Disaster Number DR-4500-CT
Project Worksheet (PW) #46
FEMA Reimbursement: Category B**

Dear Chief Howley:

You are hereby notified that FEMA has approved federal funding for the above-referenced Sub-grant application (Project Worksheet). As you know, the Presidential Disaster Declaration of 28 March 2020 entitled your town/agency/organization to a reimbursement for costs incurred for emergency relief and recovery assistance as a direct result of COVID 19 Public Health Emergency.

This is considered a SMALL PROJECT since total eligible costs do not exceed FEMA's Small Project threshold of \$131,100.00.

1. Amount of Federal Reimbursement

Federal reimbursement for this project is 75% of total eligible costs. See the attached P.5 Public Assistance Grant Summary form for the total eligible costs and the 75% federal share. This is considered a SMALL PROJECT since total eligible costs do not exceed FEMA's Small Project threshold of \$131,100.00.

- The total eligible amount for Project Worksheet #46 is \$17,140.88
- The 75% Federal Share Reimbursement is \$12,855.66
- The remaining 25% applicant's share is \$4,285.22

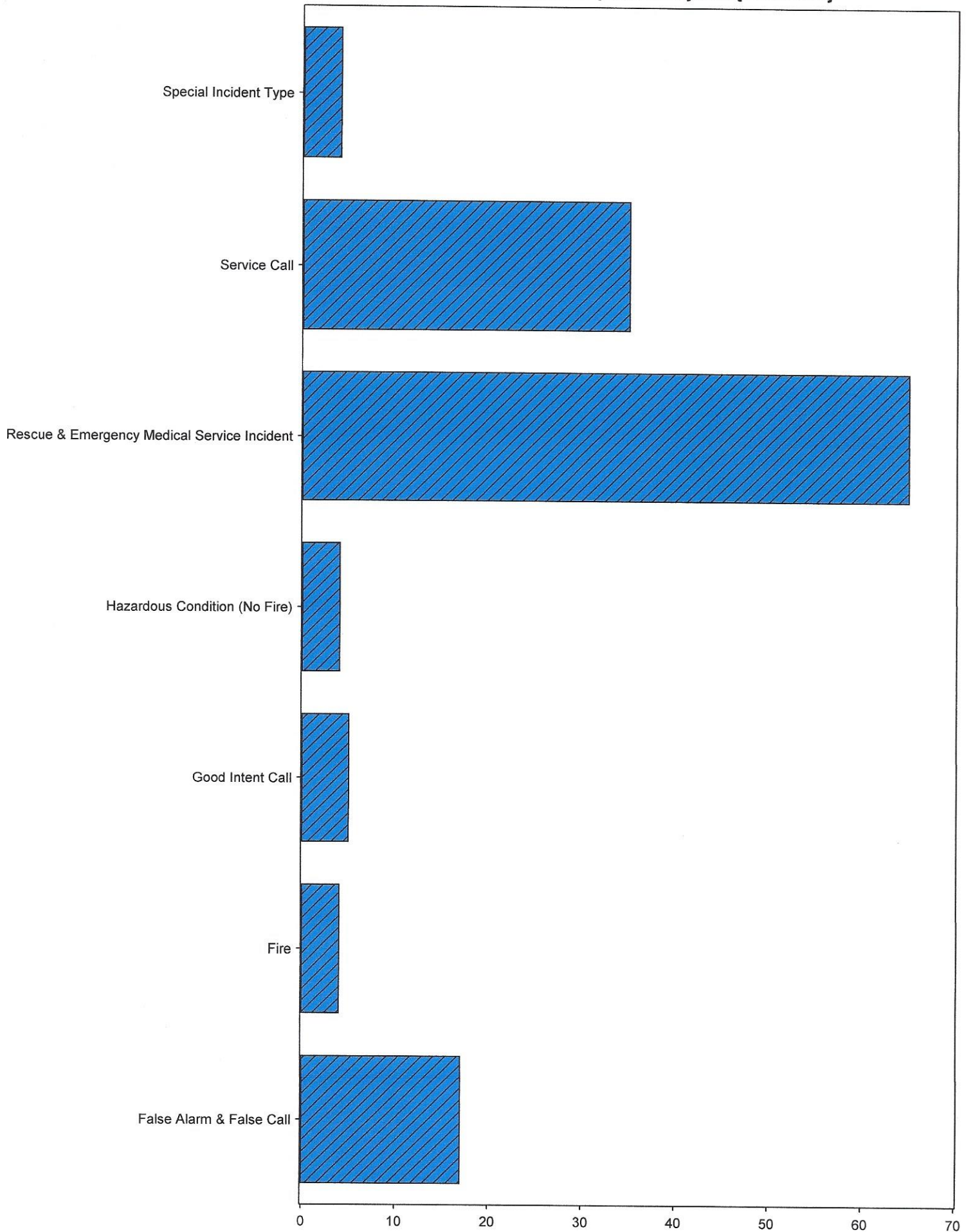
The reimbursement check will be mailed to the Treasurer/Finance Director of your city/town or agency.

2. Deadlines and Extensions

FEMA regulations require applicants to complete **Emergency Work** (Categories A and B) within 6 months of the date of the Presidential declaration for your county. The State may grant extensions of up to 6 months for extenuating circumstances or unusual project requirements beyond the applicant's control. **Permanent Work** (Categories C through G) must be completed within 18 months of the date of the Presidential declaration for your county. The State can grant extensions of up to 30 months giving the applicant a total of 48 months in extenuating circumstances or unusual project requirements beyond the applicant's control. After 30 months, only FEMA can grant additional extensions.

1111 Country Club Road, Middletown, CT 06457
Phone: 860.685.8531 / Fax: 860.685.8902
An Affirmative Action/Equal Employment Opportunity Employer

Incident Type Summary
Alarm Date Between {10/01/2020} And {10/31/2020}





SOUTH FIRE DISTRICT
City of Middletown
OCTOBER MONTHLY REPORT TO
South Fire District Board of Commissioners

Deputy Chief Russ Jacobs

I am respectfully submitting for your review the following items completed as of October 19th, 2020:

- Started day one with immediate COVID-19 policies/procedures update for all department personnel for clear and consistent procedures related to any possible COVID-19 exposures while on or off duty and included recommended safe practices to protect employee's friends and family. These policies were formed in collaboration between the Union and Administration.
- Briefed all employees in person with Training Captain for any possible questions on updated policy.
- Attended two Brush Truck Committee meetings (one with vendor).
- Attended two Boat Committee meetings with a sea trial for sea worthiness to our needs.
- Facilitated vehicle maintenance and repairs.
- Facilitated daily HR requests and assisted staff working from home.
- Assisted in establishing and implementing a restructuring of all shift Lieutenants to facilitate newly appointed LT Gregorio.
- Modified a streamline procedure for payroll reimbursement related to any COVID-19 cost to the department.
- Reviewed fire drill safety code procedures and documentation with FMO office.
- Attended daily staff meetings with all Officers.

Deputy Chief Russ Jacobs

October 2020 Monthly Report



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 October, 2020:

Fire Marshal Office Activities/Duties:

- 390 Ridge Road - Farm Hill School - conducted fire drill
- 181 Randolph Road - Xavier High School - conducted fire drill
- Meeting with Westfield Fire Marshal Office
- Adopt-A-Firefighter for 3rd Grades Meeting
- 100 Randolph Road – Fire Alarm System Meeting
- Meeting with City Attorney - 107 Birdsey Avenue Apartment Building Inspection
- 181 Randolph Road - Xavier High School - conducted fire drill
- 390 Ridge Road - Farm Hill School - conducted fire drill
- 246 Randolph Road - Fire Watch Duty for Movie Production
- Meeting with State Housing Attorney – 107 Birdsey Avenue Apartment Building Inspection
- 181 Randolph Road - Xavier High School - conducted fire drill
- 390 Ridge Road - Farm Hill School - conducted fire drill
- 117 Main Street Ext - Epic Building - Middlesex Hospital Offices - conducted fire drill
- Audio & Video Taping Meeting for FMO Office
- 70 Maynard Street - Fire Drill - Bielefield School - conducted fire drill
- Meeting with Planning and Zoning
- Attended Meeting of Middletown Code Enforcement Committee
- Meeting with Stop & Shop to coordinate Fire Prevention Activity
- 100 Randolph Road - Emergency Protocol Meeting Update
- 70 Maynard Street - Fire Drill - Bielefield School - conducted fire drill
- 600 Highland Avenue - conducted fire drill
- Meeting with City Attorney – 26 Saybrook Road Apartment Building Re-Inspection

Fire Marshal Office Activities/Duties cont.:

-Meeting with State Housing Attorney – 26 Saybrook Road Apartment Building Re-Inspection

-100 Randolph Road - conducted fire drill

- South Fire District purchased reusable grocery bags, plastic reusable water bottles, and fire prevention literature and material to hand out and distribute to the community. We also received two cases (approx. 300) of individual double package 9 volt batteries at no cost provided by the Energizer Battery Company. We were alerted to this free program and applied for it and were awarded these batteries to also distribute out to the community. Unfortunately, due to COVID – 19, we were not as involved and as active in going in person to our local schools, business, and other occupancies this year that we normal go to in past years to present fire prevention lessons and information. In lieu of such involvement, we completed:

- Grace Lutheran Pre-School Fire Prevention Week - Fire Truck Show and Tell – Hand out Fire Prevention Material (1)
- Grace Lutheran Pre-School Fire Prevention Week - Fire Truck Show and Tell – Hand out Fire Prevention Material (2)
- Middletown Senior Center - Fire Prevention Material and Battery Handout
- Middletown Park and Recreation Center - Fire Prevention Material and Battery Handout
- Xavier High School - Fire Prevention Material and Battery Handout
- Stop and Shop - Fire Prevention Material and Battery Handout

Inspections:

-20 Fifth Avenue - apartment building inspection

-37 Silver Street - apartment building inspection

-42 Silver Street - apartment building inspection

-9-11 Silver Drive - apartment building inspection

-31 Dejohn Drive - business inspection

-825 Saybrook Road - assembly inspection

-288 Woodbury Circle Apartment 78 - progress inspection with Building Dept.

-14 Evergreen Avenue - apartment building inspection

-11 Training Hill Road - assembly progress inspection with Building Dept.

Inspections cont.:

- 288 Woodbury Circle Apartment 78 - progress inspection with Building Dept.
- 1160 South Main Street - apartment building re-inspection
- 1150 South Main Street - apartment building re-inspection
- 11 Training Hill Road - assembly progress inspection with Building Dept.
- 26 Saybrook Road - apartment building re-inspection with Building & Health Depts.

Training:

- Virtual Career Development - NFPA 58 - Liquefied Propane Gas Code - Session 1
- Virtual Career Development - NFPA 58 - Liquefied Propane Gas Code - Session 2
- Virtual Career Development - NFPA 58 - Liquefied Propane Gas Code - Session 3
- NFPA Spotlight on Public Education Virtual Presentation/Seminar
- New Clean Space Respirator Zoom Familiarization/Training Session
- Neighbors Public Safety Service Virtual Presentation

Incidents:

- 100 Randolph Road - Middlesex Health Care Center – Fire Investigation

Fire Marshal James M. Mastroianni
October, 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 October, 2020:

Fire Marshal Office Activities/Duties:

- 390 Ridge Road – Cohort A – Fire Drill
- 78 Summer Hill Road – Inspection of fire unit with Building Department
- 181 Randolph Road – Fire Drill
- 1055 Randolph Road – Fire Prevention Week (Touch a truck)
- Adopt A Firefighter – Meeting for Virtual Presentation
- 1055 Randolph Road – Fire Prevention Week (Touch a truck)
- 78 Summer Hill Road – Inspection of fire unit with Building Department
- 181 Randolph Road – Fire Drill
- 390 Ridge Road – Cohort B – Fire Drill
- 70 Maynard Street – Cohort A – Fire Drill
- 70 Maynard Street – Cohort B – Fire Drill
- 11 Training Hill Road – Inspection with Building Department
- Zoom meeting with Virginia Battles about Clean Space Respirators
- 600 Highland Avenue – Fire Drill
- Virtual Code Enforcement Meeting
- 100 Randolph Road – Emergency Response Protocol Meeting
- 100 Randolph Road – Fire Drill

Inspections:

- 31 DeJohn Drive – business Inspection
- 68 Farm Hill – residential Inspection
- 825 Saybrook Road – assembly Inspection
- 1150 South Main Street – residential Re-Inspection

- 1160 South Main Street – residential Re-Inspection
- 10 Omo Street – residential Re-Inspection
- Fire Prevention Information Handout – Stop and Shop

Training:

- Virtual Training (NFPA 58-Liquified Propane Gas Code – Session 1)
- Virtual Training (NFPA 58-Liquified Propane Gas Code – Session 2)
- Youth Fire Setter Intervention – Branford, CT
- Virtual Training (NFPA 58-Liquified Propane Gas Code – Session 3)
- Virtual Training (NFPA Spotlight on Public Education
- Virtual Training (Neighbors Public Safety Service for International Association of Arson Investigators)

Incidents:

- 169 Farm Hill Road – Open Burn Complaint
- 244 Chamberlain Hill Road – Open Burn and Brush Fire
- 99 Eastern Drive – Fire Alarm Issue

Deputy Fire Marshal Jason Hurlbut
October, 2020



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

November 6, 2020

Greetings,

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

- Completed Emergency Response Diving Certification.
- Building Familiarization Walk-Thru, Sewer Treatment Plant-E. Main St. (all platoons).
- Completed FIT Testing for SCBA & N95 masks (OSHA required) for all personnel.
- 2 weeks of New Officer Orientation Training w/ Lieutenant Gregorio.
- Assisted Chief Officers with updates to COVID-19 policies/procedures.
- Engine Company operations training w/ all platoons.
- Continuous work & meetings with Marine 3 replacement committee.
- Continuous work & meetings with Brush 36 replacement committee.
- 10/7-EMS-Instructor class
- 10/21-Boat Committee visit in Newburgh, NY with Newburgh Fire Dept.

Emergency Responses:

- 10/19-Appliance Fire-Woodbury Circle
- 10/20-MVA-Route 9
- 10/28-MVA-Route 9
- 10/28-MVA-Route 9
- 10/30-MVA-Route 9

Respectfully Submitted,

Nick Fischer
Training Captain

Middletown South Fire District

Training Classes by Category

Class Date Between {10/01/2020} And {10/31/2020}

| Date | Time | Class Description | Stn | Unit | Shift | Hours | -----Default----- Hrs Pd | Points |
|---|-------|-----------------------------------|-----|------|-------|-------|-----------------------------|--------|
| 2Q Q Endorsement Certification Couse | | | | | | | | |
| 10/02/2020 | 08:00 | Q Endorsement Certification Couse | 1 | | S | 4.00 | 0.00 | 0.00 |
| 10/13/2020 | 08:00 | Q Endorsement Certification Couse | 1 | | S | 4.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 8.00 | 0.00 | 0.00 |

BA90 SCBA Mask Fit Testing

| | | | | | | | | |
|----------------------|-------|-----------------------|---|--|---|------|------|------|
| 10/09/2020 | 13:30 | SCBA Mask Fit Testing | 1 | | C | 1.00 | 0.00 | 0.00 |
| 10/14/2020 | 10:00 | SCBA Mask Fit Testing | 1 | | E | 0.50 | 0.00 | 0.00 |
| 10/23/2020 | 09:30 | SCBA Mask Fit Testing | 1 | | S | 0.50 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 2.00 | 0.00 | 0.00 |

BFAM Building Familiarization

| | | | | | | | | |
|----------------------|-------|--------------------------|---|--|---|------|------|------|
| 10/06/2020 | 10:00 | Building Familiarization | 1 | | D | 1.00 | 0.00 | 0.00 |
| 10/08/2020 | 10:00 | Building Familiarization | 1 | | B | 1.00 | 0.00 | 0.00 |
| 10/09/2020 | 10:00 | Building Familiarization | 1 | | C | 1.00 | 0.00 | 0.00 |
| 10/23/2020 | 10:30 | Building Familiarization | 1 | | A | 1.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 4.00 | 0.00 | 0.00 |

CASESTUDY CASE STUDY

| | | | | | | | | |
|----------------------|-------|------------|---|--|---|------|------|------|
| 10/14/2020 | 14:30 | CASE STUDY | 1 | | D | 1.00 | 0.00 | 0.00 |
| 10/16/2020 | 13:45 | CASE STUDY | 1 | | B | 1.25 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 2.25 | 0.00 | 0.00 |

CLEANSPEACE2 Clean Space 2 Mask FIT Test

| | | | | | | | | |
|----------------------|-------|-----------------------------|---|--|---|------|------|------|
| 10/23/2020 | 10:00 | Clean Space 2 Mask FIT Test | 1 | | S | 0.50 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 0.50 | 0.00 | 0.00 |

COVID19BRIEF South Fire District COVID-19 Procedure Brief

| | | | | | | | | |
|----------------------|-------|------------------------------|---|--|---|-------|------|------|
| 10/28/2020 | 11:30 | South Fire District COVID-19 | 1 | | B | 24.50 | 0.00 | 0.00 |
| 10/29/2020 | 09:00 | South Fire District COVID-19 | 1 | | C | 0.50 | 0.00 | 0.00 |
| 10/30/2020 | 09:30 | South Fire District COVID-19 | 1 | | S | 0.50 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 25.50 | 0.00 | 0.00 |

Middletown South Fire District

Training Classes by Category

Class Date Between {10/01/2020} And {10/31/2020}

| Date | Time | Class Description | Stn | Unit | Shift | Hours | -----Default----- Hrs Pd | Points |
|---------------------------------|-------|--------------------|-----|------|-------|-------------|-----------------------------|-------------|
| ECT13 Engine Co. Tactics | | | | | | | | |
| 10/26/2020 | 13:30 | Engine Co. Tactics | 1 | | D | 2.00 | 0.00 | 0.00 |
| 10/27/2020 | 10:00 | Engine Co. Tactics | 1 | | A | 2.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 4.00 | 0.00 | 0.00 |

ERDI Emergency Rescue Diver International

| | | | | | | | | |
|-----------------------------|-------|--------------------------------------|---|--|---|--------------|-------------|-------------|
| 10/05/2020 | 09:00 | Emergency Rescue Diver International | 1 | | S | 6.00 | 0.00 | 0.00 |
| 10/06/2020 | 08:00 | Emergency Rescue Diver International | 1 | | S | 7.00 | 0.00 | 0.00 |
| 10/07/2020 | 08:00 | Emergency Rescue Diver International | 1 | | S | 7.00 | 0.00 | 0.00 |
| 10/08/2020 | 09:00 | Emergency Rescue Diver International | 1 | | S | 7.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 27.00 | 0.00 | 0.00 |

FMT CONT. ED Continuing education

| | | | | | | | | |
|-----------------------------|--|----------------------|---|-----|---|-------------|-------------|-------------|
| 10/15/2020 | | Continuing education | 1 | X34 | F | 0.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 0.00 | 0.00 | 0.00 |

N-95 N-95 Fit Test

| | | | | | | | | |
|-----------------------------|-------|---------------|---|--|---|-------------|-------------|-------------|
| 10/09/2020 | 13:30 | N-95 Fit Test | 1 | | C | 1.00 | 0.00 | 0.00 |
| 10/14/2020 | 10:00 | N-95 Fit Test | 1 | | E | 0.50 | 0.00 | 0.00 |
| 10/23/2020 | 09:00 | N-95 Fit Test | 1 | | S | 0.50 | 0.00 | 0.00 |
| 10/26/2020 | 10:00 | N-95 Fit Test | 1 | | S | 1.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 3.00 | 0.00 | 0.00 |

OFFICER ORI Officer Orientation Training

| | | | | | | | | |
|-----------------------------|-------|------------------------------|---|--|---|--------------|-------------|-------------|
| 10/19/2020 | 08:00 | Officer Orientation Training | 1 | | S | 9.00 | 0.00 | 0.00 |
| 10/20/2020 | 08:00 | Officer Orientation Training | 1 | | S | 9.00 | 0.00 | 0.00 |
| 10/21/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| 10/22/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| 10/23/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| 10/26/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| 10/27/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| 10/28/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| 10/29/2020 | 08:00 | Officer Orientation Training | 1 | | S | 8.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 74.00 | 0.00 | 0.00 |

Middletown South Fire District

Training Classes by Category

Class Date Between {10/01/2020} And {10/31/2020}

| Date | Time | Class Description | Stn | Unit | Shift | Hours | -----Default----- Hrs Pd | Points |
|---|-------|-------------------------------------|---------------|------|-------|--------|-----------------------------|--------|
| ROPEMATRIPOD Rope, Mechanical Advantages, Tripod Review | | | | | | | | |
| 10/28/2020 | 09:30 | Rope, Mechanical Advantages, Tripod | 1 | | B | 2.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 2.00 | 0.00 | 0.00 |
| RP 1.2 Rope Rescue | | | | | | | | |
| 10/15/2020 | 08:30 | Rope Rescue | 1 | | A | 7.50 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 7.50 | 0.00 | 0.00 |
| SFAM Street Familiarization | | | | | | | | |
| 10/22/2020 | 10:15 | Street Familiarization | 1 | R35 | D | 1.00 | 0.00 | 0.00 |
| Totals for Category: | | | | | | 1.00 | 0.00 | 0.00 |
| Total Classes: 38 | | | Grand Totals: | | | 160.75 | 0.00 | 0.00 |



**CITY OF MIDDLETOWN
CENTRAL COMMUNICATIONS CENTER
911 – POLICE – FIRE – EMS
169 CROSS ST, MIDDLETOWN, CT 06457**

**Public Safety Telecommunications Report
November 2020**

1. Monthly Call Statistics sheet is attached. Activity for October is approximately 4,900 incidents, approximately 2,033 911 calls and about 9,050 administrative calls.
 - a. Telephone activity over the past six months has averaged 11,600 calls per month which is high. The last month to do that is July 2019 and then July 2018.
2. EMD Report – August – 95.21%.
3. Staffing update; Current 19 Full 21. We have a Dispatcher Trainee position filled from within City work force and is in training. That position started 11/2.
4. COVID – We remain diligent at dispatch concerning this issue and all available and practical precautions are in place.
5. The interface to the State radio network has performed extremely well and given Middleton and Portland Police coverage never expected. There has been no down time with this system or ours. We have shared our system with other state assets as well. An example is units that patrol and monitor Wadsworth Park use our system. Also Durham, Haddam and Middlefield Fire are frequently on our system.
6. Special thanks to the Middletown Fire personnel for their hard work in completely renovating the former EOC. They went thru that room top to bottom. We will share that room for much badly needed conference and training space. It is equipped with a 10' conference table, projector, TV and all necessary wifi and phone options. This was desperately needed and I can't thank them enough.

Monthly Call Statistics - 2020 (estimated)

AVG of Jan and March/day