

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, April 11, 2022

WHERE: Firehouse

TIME: 7:00 P.M.

SUBJECT: Regular Monthly Meeting

**Members of the public may attend the meeting at the firehouse.
Alternatively, they may view/listen to the meeting as follows:**

- 1. Follow the link: [https://us02web.zoom.us/j/878 3214 1227](https://us02web.zoom.us/j/87832141227)**
- 2. Going to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.**
- 3. Via telephone at 646-558-8656**

Meeting I.D. 878 3214 1227

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING AGENDA
MONDAY, APRIL 11, 2022 at 7:00 p.m.
SOUTH FIRE DISTRICT MEETING ROOM & VIRTUAL VIA ZOOM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ACCEPT/AMEND AGENDA**
- 4. OPEN PUBLIC SESSION**
- 5. CLOSE PUBLIC SESSION**
- 6. OATH OF OFFICE**
Lee Muscatello Matterazzo, Part-Time Tax Collector
- 7. PROCEDURES FOR 4/26/22 BUDGET REFERENDUM/COMMISSIONER ELECTION**
David Bauer, Republic Registrar
- 8. MINUTES TO BE APPROVED**
 - a. Regular Meeting of March 14, 2022
 - b. Budget Workshop of March 22, 2022
 - c. Public Hearing of March 29, 2022
- 9. TAX COLLECTOR'S REPORTS – MARCH 2022**
 - a. Refunds: \$417.45
 - b. Tax Collector's Report
- 10. FINANCIAL REPORTS – MARCH 2022**
 - a. Monthly Expense Detail: February 2022 and March 2022
 - b. Profit & Loss Budget vs. Actual: July 2021 through March 2022
 - c. Cash Balance Report: March 2022
- 11. ADMINISTRATIVE REPORTS: March 2022**
- 12. COMMISSIONER REPORTS**
 - a. Building Committee: Commissioner Thazhampallath
 - b. Pension Committee: Commissioner Kleckowski
 - c. Public Safety Telecommunications: Commissioner Giuliano
 - d. Riverfront Redevelopment Update: Commissioner Pessina
- 13. OLD BUSINESS**
 - a. Health Insurance for Retirees and their Dependents

14. NEW BUSINESS

a. Employment Status:

Firefighter Andrew Turenne, Firefighter Jason Swan, Firefighter Kyle Coniglio

Date of Hire 4/6/2021

15. ADJOURNMENT

Members of the public may attend the meeting at the firehouse. Alternatively, they may view/listen to the meeting as follows:

1. Follow the link: <https://us02web.zoom.us/j/87832141227>
2. Going to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.
3. Via telephone at 646-558-8656

Meeting I.D. 878 3214 1227

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

BOARD OF FIRE COMMISSIONERS MEETING

MONDAY, MARCH 14, 2022, 7:00 p.m.

Held at the firehouse and available via Zoom - Meeting I.D. 875 9549 4703

MINUTES

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, Penney, and Pessina; Chief James Trzaski, Deputy Chief Russ Jacobs; members of the public; staff members

1. **PLEDGE OF ALLEGIANCE** was recited.
2. **CALL TO ORDER** Chairwoman Kleckowski called the meeting to order at 7:03 p.m.
3. **ACCEPT/AMEND AGENDA**
MOTION to amend the agenda by moving Item 12a. to Item 6b. by Comm. Giuliano/Comm. Pessina.
Unanimously approved.
4. **OPEN PUBLIC SESSION** Chairwoman Kleckowski opened the Public Session at 7:05 p.m.

Bob Daniels, 896 Millbrook Road and 874 Millbrook Road

Mr. Daniels stated that he has lived in the district all his life and is proud and respectful of the firefighters and has always supported them. Emergency vehicle access is number one priority and is now asking for help from the chief and the commission to turn the closure of Lyceum Road around and open it. He is happy that Councilmen Pessina and Nocera are on the Public Works Commission and were eager to hear the concerns expressed at the commission meeting and options to keep the road open by using gravel, partial gravel, or to fix the road completely. He stated that two-thirds of the road is in good shape and this type of situation happens about every 10 years. He would appreciate the support of South Fire District to keep the road open.

Sheila Daniels, 896 Millbrook Road

Mrs. Daniels' statement is attached to these minutes.

Alicia Penney, Chamberlain Hill Road

Mrs. Penney's statement is attached to these minutes.

Harold Graves, 48 Chauncey Road

Mr. Graves said it's a lot safer for machines and tractors to use Lyceum Road than Millbrook Road or Wilcox Road where there is a lot of traffic.

Commissioner Penney excused himself as a commissioner at 7:16 p.m. to speak as a member of the public. Commissioner Giuliano called Point of Order saying Commissioner Penney can make his presentation during debate and wouldn't lose his prerogative as a commissioner to have a discussion. By withdrawing from his seat, and becoming a member of the public, he would lose his ability to participate in a vote. He suggested that Commissioner Penney make his presentation as a member of the commission. Commissioner Penney took the remarks into consideration.

Angelo Bonamico, 331 Chauncey Road

Mr. Bonamico told the Commission that he regularly plows roads in the area for emergency vehicles. He said Lyceum Road isn't that bad and it could be graveled or have a section repaired. He mentioned that Cauncey Road is in bad condition and wondered if they would close it as well. Recently, Mr. Bonamico's girlfriend blew out a front tire on Paddock Road and he recently had to replace the front shocks of his truck, which cost him \$180 apiece. Additionally, with the gas prices going up, it is cheaper and less hazardous for farm tractors to use Lyceum Road as opposed to using a main road.

Diane Hayn, 309 Chamberlain Road

Ms. Hayn suggested permeable pavers be considered, where the water goes through, and everything stays in place.

Bob Daniels

Mr. Daniels said many of the residents don't have city water and, in the past, he has seen mutual aid from Durham and Haddam using Lyceum Road. It's a quick way to get there especially to Chamberlain Hill Road. If they used GPS, they would be directed to a closed road.

5. **CLOSE PUBLIC SESSION** closed at 7:19 p.m.

6. **A. MINUTES TO BE APPROVED - REGULAR MEETING OF FEBRUARY 14, 2022**

MOTION to approve the minutes of the regular meeting of February 14, 2022 by Comm. Pessina/Comm. Giuliano. Unanimously approved.

B. LYCEUM ROAD CLOSURE

MOTION to have the Commission write a letter to the City of Middletown and the Public Works Commission and city leadership as appropriate to reopen Lyceum Road by Comm. Thazhampallath/Comm. Pessina.

Commissioner Penney asked for a friendly amendment for the motion to read "given the safety, especially risk associated with the possible loss of Harris Brook Bridge, as well as functional concerns shared this evening that the district send a letter signed by all commissioners to the Public Works Facilities Commission to request the reopening of Lyceum Road as soon as possible."

Commissioner Penney read his prepared statement, which is attached to these minutes.

Commissioner Pessina asked Recording Secretary, Alyse McEwen, to send Commissioner Penney's statement to Chris Holden, Deputy Director of Public Works. He gave a synopsis of the background of the closure of Lyceum Road and an overview of the March 9th Public Works Commission meeting. He guaranteed this topic will be on the Public Works Commission meeting agendas with public hearings henceforth. Commissioner Pessina agrees that the road needs to be open.

MOTION to suspend the rules to allow a member of the public to speak by Comm. Penney/Comm. Kleckowski. Unanimously approved.

Angelo Bonamico, 331 Chauncey Road

Mr. Bonamico said the biggest problem is not just the closure of Lyceum Road, but the drainage as well. City trucks are there every morning spreading salt. More money should be spent on more catch basins rather than salt, which is adding to the infrastructure problem. Additionally, the use of salt is contaminating the residents' wells.

Sheila Daniels

Mrs. Daniels said during the Public Works meeting, Mr. Holden stated that he conferred with everyone for their input regarding the closure of the road – PD, South Fire, the land trust folks, and the mayor's office. She asked if the chief gave his approval, will Gene's motion tonight include everyone, including the chief? She believes the letter must include everyone, otherwise there's a contradiction of what the message is.

Chief Trzaski addressed the public. He stated he received a call from Deputy Director Chris Holden about a month ago who told the chief that the risk manager said he had to close the road. He asked the chief if South Fire had an alternate route if necessary. The chief answered by saying the department always appreciates more ingress and egress and the greatest risk reduction, and he would turn the situation over to the commission. When he was told the road needed to be closed because there would be a risk benefit for the city, he thought it was an emergency situation. The chief stated the department would like to see the road open, and he is working together with the commission so there is one solid voice.

The chief went on to say if there's a major fire in an area without fire hydrants, the closest choice is the brook on Lyceum Road. The department often drafts water and Sumner Brook, although sometimes high enough, it not a sustainable water source so it cannot be relied on. Chief Trzaski explained that the department has an automatic tanker task force response - five 3,000 gallons tankers are immediately dispatched with South Fire, which carries its own 2,000 gallons of water.

Commissioner Giuliano called point of order stating that the original question was what did the chief communicate with the public works director? Speaking about how the fire department responds to a fire is out of order.

Chief Trzaski told the public that the fire house is open to the public and encouraged the residents to stop by any time.

Commissioners Giuliano and Thazhampallath both expressed their disappoint in the lack of communication from the Public Works & Facilities Commission to the public and the South Fire Commission and would vote in favor of reopening the Lyceum Road. They agreed that a letter registering their disagreement with the city's decision to close the road should be sent by the commission.

Chairwoman Kleckowski stated that the rules were no longer suspended.

MOTION that the commission to write a letter to the Public Works & Facilities Commission to reopen Lyceum Road by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

MOTION that, given the safety, especially the risk associated with the possible loss of Harris Brook Bridge, as well as functional concerns this evening, that the district send a letter signed by all commissioners to the Public Works & Facilities Commission to request the reopening of Lyceum Road as soon as possible by Comm. Penney/Comm. Giuliano. Unanimously approved.

MOTION to have the chair designate a subcommittee to draft a letter for circulation to the full commission before the next meeting by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

MOTION to have a five-minute recess by Comm. Penney/Comm. Giuliano. Unanimously approved.

Commissioner Kleckowski called the meeting back to order at 8:07 p.m.

7. TAX COLLECTOR'S REPORTS – FEBRUARY 2022

A. REFUNDS

MOTION to approve tax refunds in the amount of \$142.03 by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

B. TAX COLLECTOR'S REPORT

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

8. FINANCIAL REPORTS – FEBRUARY 2022

A. MONTHLY EXPENSE DETAIL – JANUARY 2022 AND FEBRUARY 2022

MOTION to approve by Comm. Thazhampallath/Comm. Pessina.

Commissioner Penney noted he remains concerned about Bank of America expenditures related to "meals" and other such expenses.

The motion was unanimously approved.

B. PROFIT AND LOSS BUDGET VS. ACTUAL - JULY 2021 THROUGH FEBRUARY 2022

MOTION to accept by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

C. CASH BALANCE REPORT – FEBRUARY 2022

Motion to approve by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

9. ADMINISTRATIVE REPORTS – FEBRUARY 2022

Chief Trzaski gave an overview of the reports and answered question of the Commission.

10. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

Commissioner Thazhampallath said the committee did not meet tonight and they were at the close out stage. There is one outstanding invoice which has been authorized to be paid. The committee would meet one last time if needed. Commissioner Thazhampallath will communicate with the city when the committee can be released from its obligations.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Chairwoman Kleckowski advised that a meeting of the committee is anticipated after the budget and appointment of a commissioner to that committee.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

Commissioner Giuliano provided an overview of the PST meeting. The *Monthly Call Statistics – 2022* report was attached to the meeting packet.

D. RIVERFRONT REDEVELOPMENT UPDATE – COMM. PESSINA

Commissioner Pessina updated the Commission on the progress of the Riverfront Redevelopment.

11. OLD BUSINESS**A. TAX COLLECTOR POSITION**

Chairwoman Kleckowski said the tax office is still in limbo, but Lee is willing to continue in her current position without disruption. She and Kathy work very well together. The commission will be discussing how to move forward, and this item will be back on the agenda.

B. RESCUE/PUMPER REPLACEMENT FUNDS; APPROVAL FOR CHIEF TO SIGN CONTRACT TO PURCHASE PUMPER

MOTION to approve the proposed contract with Firematic Supply Company, Inc. for the value of \$843,541.11 with the authorization to sign said contract by the chair of the South Fire District Board of Fire Commission by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

C. DISCUSSION OF PERFORMANCE REVIEWS

Chief Trzaski advised the commission that he met with the employees who will be doing self-evaluations. The chief will meet with them individually prior to meeting with the commission. Commissioner Penney requested copies of contracts and job descriptions.

D. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS Nothing to report.**E. CONSIDERATION OF BOARD OF FIRE COMMISSIONERS DECAL**

MOTION to reject the idea of a decal or any visible identifier for commissioner vehicles by Comm. Giuliano/Comm. Pessina. Unanimously approved.

F. CONSIDERATION OF BOARD OF FIRE COMMISSIONERS PHOTO I.D.

MOTION to adopt the photo identification that is currently in use by the district by Comm. Giuliano/Comm. Pessina.

MOTION to amend the motion to indicate that photo identifications will have expiration dates by Comm. Pessina. The amendment was accepted by Commissioner Giuliano. Unanimously approved.

G. DISCUSSION OF SOUTH FIRE DISTRICT BY-LAWS AND CHARTER REVISION

Chairwoman Kleckowski spoke to the district's attorney who didn't recommend charter revision due to the large cost involved. He advised if changes needed to be made, they should be made in the by-laws. She asked the commissioners to send her an email if they were interested being a member of the committee. Commissioner Penney expressed his desire to be considered. The commission and administrative staff will begin reviewing the by-laws and recommend changes. This item will be an agenda item for the May 9th meeting. Alyse will provide a Word version of the by-laws to the commission.

12. NEW BUSINESS**A. EMAIL CORRESPONDENCE BETWEEN COMMISSIONERS**

Chairwoman Kleckowski recently had a conversation with Tom Hennick regarding email correspondence between commissioners. Hitting "Reply All" to discuss official department business may constitute a meeting which would need to be properly noticed. She advised the commissioners to contact Mr. Hennick directly if they had questions and/or concerns about case history and/or legal reference.

B. APPOINTMENT OF (1) COMMISSIONER AND (1) ALTERNATE COMMISSIONER TO PENSION COMMITTEE

MOTION to appoint Chairwoman Kleckowski to Chairperson and Commissioner Thazhampallath as the alternate by Comm. Pessina/Comm. Giuliano. Unanimously approved.

13. ADJOURNMENT

MOTION to adjourn by Comm. Pessina.

Commissioner Penney stated for the record that he has volunteered to be on several committees, but he has never been accepted.

The motion to adjourn was seconded by Comm. Thazhampallath. The motion passed.

Meeting adjourned at 9:16 p.m.

Submitted by,



Alyse McEwen
Recording Secretary

DRAFT

Alyse McEwen

From: Deb Kleckowski
Sent: Tuesday, March 15, 2022 11:43 AM
To: Alyse McEwen
Subject: Fwd: Please share w/SF Secretary

FYI

Deb

Sent from my iPhone

Begin forwarded message:

From: Sheila Daniels <scd5258@gmail.com>
Date: March 14, 2022 at 8:46:01 PM EDT
To: Deb Kleckowski <DKleckowski@southfiredistrict.com>
Subject: Re: Please share w/SF Secretary

To: South Fire District Commission
From: Sheila Daniels, South Fire District resident
Re: Lyceum Road Closure
Date: March 14, 2022

Good Evening Members of the South Fire Commission.

Thank you for addressing the current closure of Lyceum Road and allowing the public to share our opinions on the topic.

I come before you this evening with concern for those of us in the vicinity of Lyceum Road and the impact of its closure on our well-being in the case of an emergency.

I am drawing my concern on a recent incident occurring on Millbrook Road where a tree was down across the road north of Lyceum Road, making the road impassable. Had there been a fire or an emergency where South Fire was called to, their response time would have been impacted by the downed tree and the road closure

Google Maps outlines the most direct route from place to place and when searched for directions from South Fire to 896 Millbrook Road, it tells the driver to exit head west on Randolph Road to Millbrook Road, turning left and heading south to 896 Millbrook. This route is 1.5 miles and is clocked at 3 minutes.

If we had a fire the evening Millbrook Road had a downed tree, South Fire would not have had the access to use Lyceum to get beyond the roadblock and to our home at 896 Millbrook. Instead they would have to get to the closest intersecting road, which would be Livingston via Randolph Road to Arbutus Street. This route would take the firefighters 3.3 miles and at least 6 minutes to arrive at 896 Millbrook Rd.

This scenario is reflecting firefighters' full knowledge of the road blockage, had they not been aware of the road issue, response time would be even greater because they would have to turn around and navigate their way to Livingston and finally 896 Millbrook.

We all know in the case of an emergency, time is of the essence and we are not comfortable knowing time would be doubled if Lyceum Road were not open in case of any access issues on Millbrook Road for responders to get to us as quickly as possible.

I am sure you can understand our concern and the concern of other households south of Lyceum Road with its closure in the event of an emergency.

While not a direct fire district issue, you might want to know if there were a police issue or ambulance need south of Lyceum on Chamberlain Hill Rd., the response time is longer to Commissioner Dan Penney's home if Lyceum were closed.

Sent from my iPhone

Alyse McEwen

From: daniel penney <danpenney0628@gmail.com>
Sent: Tuesday, March 15, 2022 7:44 AM
To: Alyse McEwen
Subject: Fwd: SFDBFC 3/14/2022 presentation of Alicia Coughlin Penney
Attachments: Sissypen LR.pages

----- Forwarded message -----

From: **daniel penney** <danpenney0628@gmail.com>
Date: Tue, Mar 15, 2022, 7:41 AM
Subject: SFDBFC 3/14/2022 presentation of Alicia Coughlin Penney
To: Home <danpenney0628@gmail.com>

South Fire District Board Of Fire Commissioners

I share the same opinions that you have heard here tonight about the abrupt closure of Lyceum Road.

As I expressed at the public works meeting of last week , I am disappointed with the ill conceived idea of closing Lyceum Road.

I want to commend Commissioner Pessina , who also sits on the Public Works Commission for acknowledging his embarrassment concerning the abrupt closure.

Lyceum deterioration began when the Millbrook Road repaving project was completed.

Crews spent days screaming down Lyceum Road with heavily loaded construction trucks carrying millings. This resulted in serious damage to Lyceum Road with the city neglecting to address needed repairs.

Now Lyceum Road is a problem and according to the city to expensive to fix.

I request that the Chief object to the closure of Lyceum Road based on the concerns expressed this evening and that he request of the city to make the necessary repairs needed to open Lyceum Road as well as address the issues with the entire Sumner Brook Corridor including the upper unpaved area of Chamberlain Hill Road.

Sumner Brook is being polluted and destroyed from decades of silt and process stone runoff.

This should be the focus,not closing Lyceum Road.

After all, if you look at the water table adjacent to this building ,
you should realize it might not be too much longer before your
valuable services could be in jeopardy due to flooding.

Respectfully submitted,
Alicia Coughlin Penney
1101 Chamberlain Hill Road
3/14/2022

Alyse McEwen

From: daniel penney <danpenney0628@gmail.com>
Sent: Tuesday, March 15, 2022 7:59 AM
To: Alyse McEwen
Subject: Fwd: SFDBFC 3/14/2022 presentation of Daniel J Penney (note: last paragraph was combined with motion of Commisioner Thazhampallath)
Attachments: LR & SBC DJP SFD.pages

----- Forwarded message -----

From: **daniel penney** <danpenney0628@gmail.com>
Date: Tue, Mar 15, 2022, 7:56 AM
Subject: SFDBFC 3/14/2022 presentation of Daniel J Penney (note: last paragraph was combined with motion of Commisioner Thazhampallath)
To: Home <danpenney0628@gmail.com>

SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

LYCEUM ROAD & SUMNER BROOK CORRIDOR :

FIRST, ITS VERY CONCERNING THAT LYCEUM ROAD HAS BEEN CLOSED WITHOUT THE FINDINGS OF A TRAFFIC STUDY,ENGINEERING STUDY AND WITH A TOTAL DISREGARD TO MAKING THE NECESSARY REPAIRS AND MAINTAINING SUCH AFTER A SMALL SECTION OF THE ROAD WAS DAMAGED.

SINCE THE CLOSING I HAVE WHITENESS SEVERAL SAFETY CONCERNS WHICH HAVE BEEN BROUGHT TO THE ATTENTION OF THE PW&FC. ONSTAR AND SIMILAR NAVIGATIONAL SYSTEMS CONTINUE TO TAKE TRAVELERS TO LYCEUM ROAD WHERE IT IS FOUND CLOSED AND RISKY SAFETY TURN AROUND ATTEMPTS ARE OCCURRING DAILY.

LYCEUM ROAD IS ONE OF ONLY TWO CROSSOVER ROADS IN THIS AREA OF SOUTH FARMS. IT ALSO SERVES AS ACESS TO MILLBROOK ROAD WHERE A TRAFFIC LIGHT IS AVAILABLE TO EXIT ONTO THE VERY BUSY RANDOLPH ROAD.

MOST CONCERNING IS THAT CHAMBERLAIN HILL ROAD AND THISTLE LANE COULD

BE ISOLATED IF THE NARROW VERY OLD HARRIS BROOK PASSOVER/BRIDGE ON CHAMBERLAIN ROAD WERE TO FAIL OR OTHERWISE BE COMPROMISED DUE TO AN ACCIDENT. THE FAR SOUTH END OF CHAMBERLAIN HILL IS AT TIMES NOT SAFELY PASSABLE AS IT IS NOT PAVED AND LACKS PROPER DRAINAGE. IT REQUIRES PUBLIC WORKS SERVICES AFTER ALMOST EVERY WEATHER EVENT. THERE ARE SOME 90 HOMES IN THIS AREA WITH 180 - 200 VEHICLES DAILY THAT MAY USE THE PASSOVER.

I AM EQUALLY EMBARRASSED THAT THIS COMMISSION WAS NOT INFORMED IN ADVANCE OF THE CLOSING OF LYCEUM ROAD.

LYCEUM ROAD SUPPORTS CROSSOVER ACCESS FOR BOTH CRITICAL UTILITIES (EVERSOURCE) AND COMMUNICATIONS (VERISON) WITH ACCESS RESTRICTED AND IN AN EMERGENCY TIMELY RESTORATION OF SUCH CRITICAL SERVICES WOULD BE DELAYED.

ONLY A SHORT SECTION OF LYCEUM ROAD REQUIRES REPAIR. FIRST, GET THE SURFACE WATER DIVERTED BY SERVICING ROADSIDE SWALES, MAKE POT HOLES REPAIRS WITH IMPROVED WEATHER, OPEN THE ROAD AND PLAN PERMANENT REPAIRS FOR JUST A SMALL DAMAGED SECTION. OVERALL, LYCEUM ROAD IS IN VERY USEABLE CONDITION.

I AM MAKING A MOTION, THAT GIVEN THE SAFETY, ESPECIALLY RISK ASSOCIATED WITH THE POSSIBLE LOSS OF HARRIS BROOK BRIDGE, AS WELL AS FUNCTIONAL CONCERNS SHARED THIS EVENING THAT THE DISTRICT SEND A LETTER SIGNED BY ALL COMMISSIONER TO THE PUBLIC WORKS & FACILITIES COMMISSION TO REQUEST THE REOPENING OF LYCEUM ROAD ASAP.

RESPECTFULLY,
DAN PENNEY

SOUTH FIRE DISTRICT
445 RANDOLPH ROAD | MIDDLETOWN, CT 06457
Board of Fire Commissioners
BUDGET WORKSHOP MINUTES
Tuesday, March 22, 2022 – 6:00 p.m.

Held at the firehouse and available via Zoom - Meeting ID 882 9761 3464

Present: Commissioners Kleckowski, Giuliano, and Penney; Chief Trzaski, Deputy Chief Jacobs, staff members

Absent: Commissioner Thazhampallath; Commissioner Pessina

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. BUDGET WORKSHOP

Chief Trzaski thanked the administrative staff for their assistance in preparing his first budget proposal as fire chief of the department. He assured the commission that every line item was specifically addressed to obtain the best quotes available. He reminded the commission that the department is facing the same challenges as everyone else as far as increasing prices for and reiterated the fact that each line item was thoroughly reviewed. He is confident that the best possible numbers have been obtained.

Chief Trzaski reviewed each line item, the details of which are outlined in the draft "2022 – 2023 Budget Notes" dated 3/22/22 (copies of the proposed budgets and related documents are attached) and answered questions from the Commission.

When discussing "Salaries and Wages," Commissioner Penney offered a friendly reminder of the need to provide employment contracts and job descriptions to the Commission prior to performance evaluations.

Commissioner Penney requested that "% change" be shown under "Property Tax Calculation" as well as under each section.

4. ADJOURNMENT

MOTION to adjourn by Comm. Giuliano/Comm. Kleckowski. Voting was as follows:

Commissioner Kleckowski	Yea
Commissioner Giuliano	Yea
Commissioner Penney	Nay

The motion passed with two Yeas and one Nay.

The meeting adjourned at 7:03 p.m.

Submitted by,



Alyse McEwen

Recording Secretary

2022 – 2023 Budget Notes

Income

Property Tax Revenue and Tax Supplement – Decrease due to the possibility of not collecting motor vehicle taxes due to possible reimplementations of the mill rate cap of 29 mills.

Interest and Liens – Increase due to use of collection agency and taxpayers paying delinquent taxes.

Investment Income – Decrease due to lower interest rates on unrestricted funds.

Expenses

7201 – Electricity – The increase in the square footage of the building has increased our usage, however, the installed solar panels will begin to save on our usage. We enlisted the help of our solar company to assist us in calculating the new usage and savings due to the solar panels. In addition, the LED lighting project final payment will be December 2022, therefore there is a slight reduction in this line.

7401 – Fuel – Increase due to rising fuel prices.

7403 – Vehicle Repairs – Decrease due to separating preventative maintenance from actual repairs.

7403-1 – Apparatus Preventative Maintenance – This is a new general ledger account to be used for all vehicle preventative maintenance.

7501 – Insurance – Workers Compensation – Estimated. Actual quoting process closer to July 1.

7502 – Insurance – Commercial Package – Estimated. Actual quoting process closer to July 1.

7503 – Insurance – Medical – Estimated. Currently awaiting quote from carrier.

7504 – Insurance – Cyber – Estimated. Pending alternative quote from carrier.

7509 – Insurance – Life and Disability – Estimated. Currently awaiting quote from carrier.

7512 – Pension – Defined Contribution – Increase due to salary and staffing changes.

7513 – Unused Sick Time – Decrease due to staffing changes.

7601 – Salaries – Fire Department – Increase due to salary and staffing changes.

7602 – Salaries – Administrative – Increase due to salary and staffing changes.

7603 – Replacements/Call Backs – Calculated based on overtime hours in previous fiscal year and using new salary rates. *As of the payroll of March 24th we are currently at \$407,424.01 which is 97% of budget. This line is expected to be over budget this year due to unexpected illness/injuries. When underfunding this line, it also affects the following:*

- 7609 – Employer – Social Security
- 7610 – Employer – Medicare
- 7501 – Insurance - Workers Compensation – Each year we submit our expected payroll for our worker's comp carrier to provide a quote for the next fiscal year. However, when audited annually

and we are over the expected payroll, we are billed for the difference. This year with so many staffing changes we received a refund of \$5,747.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible to underfund this line. This causes a strain on the rest of the budget and makes it more difficult to operate within our lines.

7604 – Fringe Benefits – Increase due fringe benefits paid associated with salary and staffing changes.

7607 – Post Employment Benefits – Heart and Hypertension – Decrease due to payment schedules for settled claims.

7609 – Employer – Social Security, and 7610 – Employer – Medicare – Increase due to salary increases, and increase in 7603 – Replacements/Call Backs.

7701 – Tax Collector’s Expense - Increase due to rising costs of bill production, postage and supplies.

7704 – Auditor – Auditor fee increase.

7717 – Software Support – Increase due to increase in service contracts, software subscriptions, and new software (First Responder) to replace Firehouse software. Firehouse software is no longer a supported application.

7904 – Public Fire Education – Increase due to Open House.

7906 – Special Service Units – Increase due to rising repair costs.

7909 – Uniforms – Increase due to price increases, and one new firefighter to replace a retiring firefighter.

7910 – Protective Clothing – Increase due to price increases, and one new firefighter to replace a retiring firefighter.

7912 – Cellular Phones – Increase due to additional devices.

7915 – Medical Testing – Increase due to increase in fees, as well as one new employee to replacing a retiring firefighter.

7916 – Breathing Apparatus Test & Repair – Decrease due to quote received from vendor based on year to year trend.

As of 03/21/2022

**South Fire District
Budget 2022 and Proposed 2023
Budget Workshop 03/22/2022**

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,161,839	32,837	
Grand List @ 99%	1,117,712	1,150,220	32,508	
Mill Rate *	5.373	5.477	0.105	
Taxes Billed	6,065,669	6,363,519	297,850	
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	6,005,012	6,299,884	294,872	4.91%
Tax Supplement	25,000	25,000	0	0.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
	6,264,662	6,558,534	293,872	4.69%
Expenses				
Utilities				
7201 · Electricity	22,787	22,500	-287	-1.26%
7202 · Water and Sewer	2,470	2,500	30	1.21%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	40,257	40,000		
Apparatus / Vehicles				
7401 · Fuel	20,000	30,000	10,000	50.00%
7403 · Vehicle Repairs	60,000	50,000	-10,000	-16.67%
7403-1 · Apparatus Preventative Maint. - NEW	0	12,000	12,000	0.00%
7404 · Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	95,200		
Insurance				
7501 · Insurance - Workers Compensation	167,746	190,000	22,254	13.27%
7502 · Insurance - Commercial Package	51,000	51,000	0	0.00%
7503 · Insurance - Medical	930,826	912,277	-18,549	-1.99%
7504 · Insurance - Cyber	5,105	15,600	10,495	100.00%
7509 · Insurance - Life and Disability	52,716	55,504	2,788	5.29%
7512 · Pension - Defined Contribution	350,021	370,040	20,019	5.72%
7513 · Unused Sick Time	24,786	20,000	-4,786	-19.31%
Total	1,582,201	1,614,421		
Salaries and Wages				
7601 · Salaries - Fire Department	2,850,707	2,964,700	113,993	4.00%
7602 · Salaries - Administrative	170,940	185,000	14,060	8.23%
7603 · Replacement / Call Backs	420,000	520,000	100,000	23.81%
7604 · Fringe Benefits	118,424	123,600	5,176	4.37%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	289,876	206,489	-83,387	-28.77%
7609 · Employer - Social Security	221,984	236,038	14,054	6.33%
7610 · Employer - Medicare	51,916	55,203	3,287	6.33%
Total	4,133,847	4,301,030		

As of 03/21/2022

Administration

7701 · Tax Collector's Expense	21,000	23,000	2,000	9.52%
7702 · Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	7,200	7,750	550	7.64%
7705 · Professional Development	4,500	4,500	0	0.00%
7706 · Postage	4,000	4,000	0	0.00%
7707 · Contingency	50,000	50,000	0	0.00%
7708 · Commissioner's Compensation	9,000	9,000	0	0.00%
7709 · Activity Expense	3,500	3,500	0	0.00%
7710 · Professional Services	35,000	35,000	0	0.00%
7712 · Office Equipment	1,200	1,200	0	0.00%
7713 · Actuarial Services	3,300	3,300	0	0.00%
7714 · Advertising / Newsletter	4,500	4,500	0	0.00%
7715 · Lien Fees	1,200	1,200	0	0.00%
7716 · Archive Services	978	978	0	0.00%
7717 · Software Support	26,540	53,100	26,560	100.08%
Total	177,623	206,733		

Physical Plant

7801 · Repairs Building	20,000	20,000	0	0.00%
7802 · Supplies Maintenance	8,900	8,900	0	0.00%
7803 · Services	18,000	18,000	0	0.00%
7805 · Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500		

Fire Department Operations

7901 · Emergency Medical Equipment	12,500	12,500	0	0.00%
7902 · Computer Equip & Supplies	2,000	2,000	0	0.00%
7903 · Training	30,500	30,500	0	0.00%
7904 · Public Fire Education	3,500	4,500	1,000	28.57%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	4,560	5,500	940	20.61%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	26,500	27,150	650	2.45%
7910 · Protective Clothing	28,275	30,000	1,725	6.10%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	4,700	5,200	500	10.64%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	3,500	3,800	300	8.57%
7916 · Breathing Apparatus-Test & Repair	6,000	4,500	-1,500	-25.00%
Total	146,035	149,650		

8999 · CNR Contribution

50,000	100,000	50,000	100.00%
--------	---------	--------	---------

Total Expense

6,264,662	6,558,534	293,872	4.69%
-----------	-----------	---------	-------

As of 03/21/2022

**South Fire District
Budget 2022 and Proposed 2023
Budget Workshop 03/22/2022**

Without Motor Vehicle Taxes and Receiving State MV Fire District Grant

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,053,409	-75,593	
Grand List @ 99%	1,117,712	1,042,875	-74,837	
Mill Rate *	5.373	5.564	0.192	
Taxes Billed	6,065,669	5,861,615	-204,054	
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	6,005,012	5,802,999	-202,013	-3.36%
Tax Supplement	25,000	0	-25,000	-100.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
State MV Fire District Grant	0	521,885	521,885	100.00%
	6,264,662	6,558,534	293,872	4.69%
Expenses				
Utilities				
7201 - Electricity	22,787	22,500	-287	-1.26%
7202 - Water and Sewer	2,470	2,500	30	1.21%
7203 - Heating	12,000	12,000	0	0.00%
7204 - Telephone	3,000	3,000	0	0.00%
Total	40,257	40,000		
Apparatus / Vehicles				
7401 - Fuel	20,000	30,000	10,000	50.00%
7403 - Vehicle Repairs	60,000	50,000	-10,000	-16.67%
7403-1 - Apparatus Preventative Maint. - NEW	0	12,000	12,000	0.00%
7404 - Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 - Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	95,200		
Insurance				
7501 - Insurance - Workers Compensation	167,746	190,000	22,254	13.27%
7502 - Insurance - Commercial Package	51,000	51,000	0	0.00%
7503 - Insurance - Medical	930,826	912,277	-18,549	-1.99%
7504 - Insurance - Cyber	5,105	15,600	10,495	100.00%
7509 - Insurance - Life and Disability	52,716	55,504	2,788	5.29%
7512 - Pension - Defined Contribution	350,021	370,040	20,019	5.72%
7513 - Unused Sick Time	24,786	20,000	-4,786	-19.31%
Total	1,582,201	1,614,421		
Salaries and Wages				
7601 - Salaries - Fire Department	2,850,707	2,964,700	113,993	4.00%
7602 - Salaries - Administrative	170,940	185,000	14,060	8.23%
7603 - Replacement / Call Backs	420,000	520,000	100,000	23.81%
7604 - Fringe Benefits	118,424	123,600	5,176	4.37%
7606 - PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 - PEB - Heart and Hypertension	289,876	206,489	-83,387	-28.77%
7609 - Employer - Social Security	221,984	236,038	14,054	6.33%
7610 - Employer - Medicare	51,916	55,203	3,287	6.33%
Total	4,133,847	4,301,030		

As of 03/21/2022

Administration

7701 • Tax Collector's Expense	21,000	23,000	2,000	9.52%
7702 • Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 • Office Expenses	3,500	3,500	0	0.00%
7704 • Auditor	7,200	7,750	550	7.64%
7705 • Professional Development	4,500	4,500	0	0.00%
7706 • Postage	4,000	4,000	0	0.00%
7707 • Contingency	50,000	50,000	0	0.00%
7708 • Commissioner's Compensation	9,000	9,000	0	0.00%
7709 • Activity Expense	3,500	3,500	0	0.00%
7710 • Professional Services	35,000	35,000	0	0.00%
7712 • Office Equipment	1,200	1,200	0	0.00%
7713 • Actuarial Services	3,300	3,300	0	0.00%
7714 • Advertising / Newsletter	4,500	4,500	0	0.00%
7715 • Lien Fees	1,200	1,200	0	0.00%
7716 • Archive Services	978	978	0	0.00%
7717 • Software Support	26,540	53,100	26,560	100.08%
Total	177,623	206,733		

Physical Plant

7801 • Repairs Building	20,000	20,000	0	0.00%
7802 • Supplies Maintenance	8,900	8,900	0	0.00%
7803 • Services	18,000	18,000	0	0.00%
7805 • Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500		

Fire Department Operations

7901 • Emergency Medical Equipment	12,500	12,500	0	0.00%
7902 • Computer Equip & Supplies	2,000	2,000	0	0.00%
7903 • Training	30,500	30,500	0	0.00%
7904 • Public Fire Education	3,500	4,500	1,000	28.57%
7905 • Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 • Special Service Units	4,560	5,500	940	20.61%
7907 • Fire Marshal's Office	4,000	4,000	0	0.00%
7909 • Uniforms	26,500	27,150	650	2.45%
7910 • Protective Clothing	28,275	30,000	1,725	6.10%
7911 • Communications	4,500	4,500	0	0.00%
7912 • Cellular Phones	4,700	5,200	500	10.64%
7913 • Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 • Medical Testing	3,500	3,800	300	8.57%
7916 • Breathing Apparatus-Test & Repair	6,000	4,500	-1,500	-25.00%
Total	146,035	149,650		

8999 • CNR Contribution

	50,000	100,000	50,000	100.00%
--	---------------	----------------	---------------	----------------

Total Expense

	6,264,662	6,558,534	293,872	4.69%
--	------------------	------------------	----------------	--------------

As of 03/21/2022

**South Fire District
Budget 2022 and Proposed 2023
Budget Workshop 03/22/2022
Without Motor Vehicle Taxes OR State MV Fire District Grant**

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,053,409	-75,593	
Grand List @ 99%	1,117,712	1,042,875	-74,837	
Mill Rate *	5.373	6.065	0.692	
Taxes Billed	6,065,669	6,388,772	323,103	
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	6,005,012	6,324,884	319,872	5.33%
Tax Supplement	25,000	0	-25,000	-100.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
	6,264,662	6,558,534	293,872	4.69%
Expenses				
Utilities				
7201 - Electricity	22,787	22,500	-287	-1.26%
7202 - Water and Sewer	2,470	2,500	30	1.21%
7203 - Heating	12,000	12,000	0	0.00%
7204 - Telephone	3,000	3,000	0	0.00%
Total	40,257	40,000		
Apparatus / Vehicles				
7401 - Fuel	20,000	30,000	10,000	50.00%
7403 - Vehicle Repairs	60,000	50,000	-10,000	-16.67%
7403-1 - Apparatus Preventative Maint. - NEW	0	12,000	12,000	0.00%
7404 - Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 - Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	95,200		
Insurance				
7501 - Insurance - Workers Compensation	167,746	190,000	22,254	13.27%
7502 - Insurance - Commercial Package	51,000	51,000	0	0.00%
7503 - Insurance - Medical	930,826	912,277	-18,549	-1.99%
7504 - Insurance - Cyber	5,105	15,600	10,495	100.00%
7509 - Insurance - Life and Disability	52,716	55,504	2,788	5.29%
7512 - Pension - Defined Contribution	350,021	370,040	20,019	5.72%
7513 - Unused Sick Time	24,786	20,000	-4,786	-19.31%
Total	1,582,201	1,614,421		
Salaries and Wages				
7601 - Salaries - Fire Department	2,850,707	2,964,700	113,993	4.00%
7602 - Salaries - Administrative	170,940	185,000	14,060	8.23%
7603 - Replacement / Call Backs	420,000	520,000	100,000	23.81%
7604 - Fringe Benefits	118,424	123,600	5,176	4.37%
7606 - PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 - PEB - Heart and Hypertension	289,876	206,489	-83,387	-28.77%
7609 - Employer - Social Security	221,984	236,038	14,054	6.33%
7610 - Employer - Medicare	51,916	55,203	3,287	6.33%
Total	4,133,847	4,301,030		

As of 03/21/2022

Administration

7701 • Tax Collector's Expense	21,000	23,000	2,000	9.52%
7702 • Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 • Office Expenses	3,500	3,500	0	0.00%
7704 • Auditor	7,200	7,750	550	7.64%
7705 • Professional Development	4,500	4,500	0	0.00%
7706 • Postage	4,000	4,000	0	0.00%
7707 • Contingency	50,000	50,000	0	0.00%
7708 • Commissioner's Compensation	9,000	9,000	0	0.00%
7709 • Activity Expense	3,500	3,500	0	0.00%
7710 • Professional Services	35,000	35,000	0	0.00%
7712 • Office Equipment	1,200	1,200	0	0.00%
7713 • Actuarial Services	3,300	3,300	0	0.00%
7714 • Advertising / Newsletter	4,500	4,500	0	0.00%
7715 • Lien Fees	1,200	1,200	0	0.00%
7716 • Archive Services	978	978	0	0.00%
7717 • Software Support	26,540	53,100	26,560	100.08%
Total	177,623	206,733		

Physical Plant

7801 • Repairs Building	20,000	20,000	0	0.00%
7802 • Supplies Maintenance	8,900	8,900	0	0.00%
7803 • Services	18,000	18,000	0	0.00%
7805 • Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500		

Fire Department Operations

7901 • Emergency Medical Equipment	12,500	12,500	0	0.00%
7902 • Computer Equip & Supplies	2,000	2,000	0	0.00%
7903 • Training	30,500	30,500	0	0.00%
7904 • Public Fire Education	3,500	4,500	1,000	28.57%
7905 • Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 • Special Service Units	4,560	5,500	940	20.61%
7907 • Fire Marshal's Office	4,000	4,000	0	0.00%
7909 • Uniforms	26,500	27,150	650	2.45%
7910 • Protective Clothing	28,275	30,000	1,725	6.10%
7911 • Communications	4,500	4,500	0	0.00%
7912 • Cellular Phones	4,700	5,200	500	10.64%
7913 • Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 • Medical Testing	3,500	3,800	300	8.57%
7916 • Breathing Apparatus-Test & Repair	6,000	4,500	-1,500	-25.00%
Total	146,035	149,650		

8999 • CNR Contribution

	50,000	100,000	50,000	100.00%
Total Expense	6,264,662	6,558,534	293,872	4.69%

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT

Board of Fire Commissioners
PUBLIC HEARING MINUTES
Tuesday, March 29, 2022 – 6:00 p.m.

Held at the firehouse and available via Zoom - Meeting ID 879 7145 5048

Present: Commissioners Giuliano, Thazhampallath, and Penney; Chief Trzaski, Deputy Chief Jacobs, staff members, members of the public

Absent: Chairwoman Kleckowski; Commissioner Pessina

Vice-Chairman Giuliano was the presiding chair in the absence of Chairwoman Kleckowski.

1. CALL TO ORDER

Vice-Chairman Giuliano called the meeting to order at 6:03 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

Commissioner Penney expressed his desire to make a motion to adopt the agenda and stated he would then make a motion to amend the agenda. Vice-Chairman Giuliano advised Commissioner Penney that a motion to amend an agenda for a special meeting is not permitted according to CT FOIA. Commissioner Penney referred to Section 1-225 of the CT FOIA. There was no second to the motion. The motion failed.

3. PUBLIC HEARING

Vice-Chairman opened the public hearing at 6:06 p.m. He stated members of the staff would be allowed to answer questions related to the budget; the Commission would not be permitted to debate.

Member of the Public – name and address not provided

The individual noted that the worker's compensation line has gone up quite a bit (13.27%) and asked if the department had any control of it. Chief Trzaski explained that SFD gets an anticipated proposal based on payroll and towards the end of the fiscal year, a reconciliation is made. Budget Analyst Kathy Kiley further explained that the insurance company cannot provide a real quote too far out from July 1st and the quote is based on what the projected payroll is for the next fiscal year. Chief Trzaski explained that the premium is not based on accidents/injuries; it's based strictly on payroll. He advised that the department recently changed its worker's compensation insurance carrier from CIRMA to 7710, who offered the best rate.

Vice-Chairman Giuliano closed the public hearing at 6:10 p.m.

4. ADJOURNMENT

MOTION to adjourn by Comm. Thazhampallath/Comm. Giuliano. Voting was as follows:

Commissioner Thazhampallath	Aye
Commissioner Giuliano	Aye
Commissioner Penney	Opposed

The motion passed with two Ayes and one Opposition.

The meeting adjourned at 6:10 p.m.

Submitted by,

Alyse McEwen

Alyse McEwen

Recording Secretary

DRAFT

South Fire District 2022 – 2023 Budget Notes

Income

Property Tax Revenue and Tax Supplement – There are three different scenarios presented due to the possibility of not collecting motor vehicle taxes due to possible reimplementation of the mill rate cap of 29 mills.

Interest and Liens – Increase due to use of collection agency and taxpayers paying delinquent taxes.

Investment Income – Decrease due to lower interest rates on unrestricted funds.

Expenses

7201 – Electricity – The increase in the square footage of the building has increased our usage, however, the installed solar panels will begin to save on our usage. We enlisted the help of our solar company to assist us in calculating the new usage and savings due to the solar panels. In addition, the LED lighting project final payment will be December 2022, therefore there is a slight reduction in this line.

7401 – Fuel – Increase due to rising fuel prices.

7403 – Vehicle Repairs – Decrease due to separating preventative maintenance from actual repairs.

7403-1 – Apparatus Preventative Maintenance – This is a new general ledger account to be used for all vehicle preventative maintenance.

7501 – Insurance – Workers Compensation – Estimated. Actual quoting process closer to July 1.

7502 – Insurance – Commercial Package – Estimated. Actual quoting process closer to July 1.

7503 – Insurance – Medical – Decrease due to staffing changes.

7504 – Insurance – Cyber – Decrease from prior budget workshop, but an overall increase from prior year. This reduced quote was received from an alternate carrier.

7509 – Insurance – Life and Disability – Estimated. Currently awaiting quote from carrier.

7512 – Pension – Defined Contribution – Increase due to salary and staffing changes.

7513 – Unused Sick Time – Decrease due to staffing changes.

7601 – Salaries – Fire Department – Increase due to salary and staffing changes.

7602 – Salaries – Administrative – Increase due to salary and staffing changes.

7603 – Replacements/Call Backs – Calculated based on overtime hours in previous fiscal year and using new salary rates. *As of the payroll of March 31st we are currently at \$409,269.29 which is 97.4% of budget. This line is expected to be over budget this year due to unexpected illness/injuries. When underfunding this line, it also affects the following:*

- 7609 – Employer – Social Security
- 7610 – Employer – Medicare
- 7501 – Insurance - Workers Compensation – Each year we submit our expected payroll for our worker's comp carrier to provide a quote for the next fiscal year. However, when audited annually and we are over the expected payroll, we are billed for the difference. This year with so many staffing changes we received a refund of \$5,747.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible to underfund this line. This causes a strain on the rest of the budget and makes it more difficult to operate within our lines.

7604 – Fringe Benefits – Increase due fringe benefits paid associated with salary and staffing changes.

7607 – Post Employment Benefits – Heart and Hypertension – Decrease due to payment schedules for settled claims.

7609 – Employer – Social Security, and 7610 – Employer – Medicare – Increase due to salary increases, and increase in 7603 – Replacements/Call Backs.

7701 – Tax Collector's Expense - Increase due to rising costs of bill production, postage and supplies.

7704 – Auditor – Auditor fee increase.

7717 – Software Support – Increase due to increase in service contracts, software subscriptions, and new software (First Responder) to replace Firehouse software. Firehouse software is no longer a supported application.

7904 – Public Fire Education – Increase due to Open House.

7906 – Special Service Units – Increase due to rising repair costs.

7909 – Uniforms – Increase due to price increases, and one new firefighter to replace a retiring firefighter.

7910 – Protective Clothing – Increase due to price increases, and one new firefighter to replace a retiring firefighter.

7912 – Cellular Phones – Increase due to additional devices.

7915 – Medical Testing – Increase due to increase in fees, as well as one new employee to replace a retiring firefighter.

7916 – Breathing Apparatus Test & Repair – Decrease due to quote received from vendor based on year to year trend.

South Fire District
Budget 2022 and Proposed 2023
Mill Rate Scenarios
Public Hearing 03/29/2022

Page 29 of 6 **DRAFT**
As of 03/29/2022

Normal Budget Year

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,161,839	32,837	2.91%
Grand List @ 99%	1,117,712	1,150,220	32,508	2.91%
Mill Rate *	5.373	5.469	0.096	1.79%
Taxes Billed	6,065,669	6,353,705	288,036	4.75%

* Total Expenses minus additional Income divided by Grand List @ 99%

Income

Property Tax Revenue at 99%	6,005,012	6,290,168	285,156	4.75%
Tax Supplement	25,000	25,000	0	0.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
	6,264,662	6,548,818	284,156	4.54%

Without Motor Vehicle Taxes OR State MV Fire District Grant

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,053,409	-75,593	-6.70%
Grand List @ 99%	1,117,712	1,042,875	-74,837	-6.70%
Mill Rate *	5.373	6.056	0.683	12.71%
Taxes Billed	6,065,669	6,378,958	313,289	5.16%

* Total Expenses minus additional Income divided by Grand List @ 99%

Income

Property Tax Revenue at 99%	6,005,012	6,315,168	310,156	5.16%
Tax Supplement	25,000	0	-25,000	-100.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
	6,264,662	6,548,818	284,156	4.54%

South Fire District
Budget 2022 and Proposed 2023
Mill Rate Scenarios
Public Hearing 03/29/2022

Page 30 of 62 **DRAFT**
As of 03/29/2022

Without Motor Vehicle Taxes and Receiving State MV Fire District Grant

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,053,409	-75,593	-6.70%
Grand List @ 99%	1,117,712	1,042,875	-74,837	-6.70%
Mill Rate *	5.373	5.555	0.183	3.40%
Taxes Billed	6,065,669	5,851,801	-213,868	-3.53%

* Total Expenses minus additional Income divided by Grand List @ 99%

Income

Property Tax Revenue at 99%	6,005,012	5,793,283	-211,729	-3.53%
Tax Supplement	25,000	0	-25,000	-100.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
State MV Fire District Grant	0	521,885	521,885	100.00%
	6,264,662	6,548,818	284,156	4.54%

South Fire District
Budget 2022 and Proposed 2023
Public Hearing 03/29/2022

Page 31 of 62 **DRAFT**

As of 03/29/2022

	2022 Budget	Proposed 2023	Change	% Change
Expenses				
Utilities				
7201 · Electricity	22,787	22,500	-287	-1.26%
7202 · Water and Sewer	2,470	2,500	30	1.21%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	40,257	40,000	-257	-0.64%
Apparatus / Vehicles				
7401 · Fuel	20,000	30,000	10,000	50.00%
7403 · Vehicle Repairs	60,000	50,000	-10,000	-16.67%
7403-1 · Apparatus Preventative Maint. - NEW	0	12,000	12,000	100.00%
7404 · Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	95,200	12,000	14.42%
Insurance				
7501 · Insurance - Workers Compensation	167,746	190,000	22,254	13.27%
7502 · Insurance - Commercial Package	51,000	51,000	0	0.00%
7503 · Insurance - Medical	930,826	911,911	-18,915	-2.03%
7504 · Insurance - Cyber	5,105	6,250	1,145	22.43%
7509 · Insurance - Life and Disability	52,716	55,504	2,788	5.29%
7512 · Pension - Defined Contribution	350,021	370,040	20,019	5.72%
7513 · Unused Sick Time	24,786	20,000	-4,786	-19.31%
Total	1,582,201	1,604,705	22,504	1.42%
Salaries and Wages				
7601 · Salaries - Fire Department	2,850,707	2,964,700	113,993	4.00%
7602 · Salaries - Administrative	170,940	185,000	14,060	8.23%
7603 · Replacement / Call Backs	420,000	520,000	100,000	23.81%
7604 · Fringe Benefits	118,424	123,600	5,176	4.37%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	289,876	206,489	-83,387	-28.77%
7609 · Employer - Social Security	221,984	236,038	14,054	6.33%
7610 · Employer - Medicare	51,916	55,203	3,287	6.33%
Total	4,133,847	4,301,030	167,183	4.04%
Administration				
7701 · Tax Collector's Expense	21,000	23,000	2,000	9.52%
7702 · Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	7,200	7,750	550	7.64%
7705 · Professional Development	4,500	4,500	0	0.00%
7706 · Postage	4,000	4,000	0	0.00%
7707 · Contingency	50,000	50,000	0	0.00%
7708 · Commissioner's Compensation	9,000	9,000	0	0.00%
7709 · Activity Expense	3,500	3,500	0	0.00%
7710 · Professional Services	35,000	35,000	0	0.00%
7712 · Office Equipment	1,200	1,200	0	0.00%
7713 · Actuarial Services	3,300	3,300	0	0.00%
7714 · Advertising / Newsletter	4,500	4,500	0	0.00%
7715 · Lien Fees	1,200	1,200	0	0.00%
7716 · Archive Services	978	978	0	0.00%
7717 · Software Support	26,540	53,100	26,560	100.08%
Total	177,623	206,733	29,110	16.39%

*As of 03/29/2022***Physical Plant**

7801 · Repairs Building	20,000	20,000	0	0.00%
7802 · Supplies Maintenance	8,900	8,900	0	0.00%
7803 · Services	18,000	18,000	0	0.00%
7805 · Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500	0	0.00%

Fire Department Operations

7901 · Emergency Medical Equipment	12,500	12,500	0	0.00%
7902 · Computer Equip & Supplies	2,000	2,000	0	0.00%
7903 · Training	30,500	30,500	0	0.00%
7904 · Public Fire Education	3,500	4,500	1,000	28.57%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	4,560	5,500	940	20.61%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	26,500	27,150	650	2.45%
7910 · Protective Clothing	28,275	30,000	1,725	6.10%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	4,700	5,200	500	10.64%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	3,500	3,800	300	8.57%
7916 · Breathing Apparatus-Test & Repair	6,000	4,500	-1,500	-25.00%
Total	146,035	149,650	3,615	2.48%

8999 · CNR Contribution	50,000	100,000	50,000	100.00%
-------------------------	--------	---------	--------	---------

Total Expense	6,264,662	6,548,818	284,156	4.54%
----------------------	------------------	------------------	----------------	--------------

Refund Report
 Conditions : Year 2005 To 2020 Dist To Order By Bill Number Include Susp : No Suspense Recap by Bank : No Recap by District No Tax/Def All Terminal #: All
 Bill # S-D Name Tax Paid Int Paid Lien Paid Fee Paid Bnt Paid Tot Paid Bank Prop Loc./Vehicle Last Date RF

2018-01-0005996	2	HOWELL STANLEY J JR ETALS R05319	-9.65	0.00	0.00	0.00	0.00	0.00	0.00	-9.65	03/02/2022	18 SILVER ST
TOT REAL ESTATE	# Of Accts: 1	SFD	-9.65	0.00	0.00	0.00	0.00	0.00	0.00	-9.65		
2018-03-0076791	2	RANKINS VELMA L 76791	-29.71	0.00	0.00	0.00	0.00	0.00	0.00	-29.71	03/31/2022	AD76482 JN8AS5MV5BW288992
2018-03-0076792	2	RANKINS VELMA L 76792	-17.74	0.00	0.00	0.00	0.00	0.00	0.00	-17.74	03/31/2022	516ZDA 1N4BA41E07C811190
TOT MOTORVEHICLE	# Of Accts: 2	SFD	-47.45	0.00	0.00	0.00	0.00	0.00	0.00	-47.45		
2018-04-0085711	2	RANKINS VELMA L 85772	-21.59	0.00	0.00	0.00	0.00	0.00	0.00	-21.59	03/31/2022	516ZDA 5GAEV23D69J191546
TOT MV SUPPLEMEN	# Of Accts: 1	SFD	-21.59	0.00	0.00	0.00	0.00	0.00	0.00	-21.59		
YEAR 2018	# Of Accts: 4	SFD	-78.69	0.00	0.00	0.00	0.00	0.00	0.00	-78.69		
2019-01-0005999	2	HOWELL STANLEY J JR ETALS R05319	-9.65	0.00	0.00	0.00	0.00	0.00	0.00	-9.65	03/02/2022	18 SILVER ST
TOT REAL ESTATE	# Of Accts: 1	SFD	-9.65	0.00	0.00	0.00	0.00	0.00	0.00	-9.65		
2019-03-0062253	2	GIULIANO FRANCESCA M 62253	-13.27	0.00	0.00	0.00	0.00	0.00	0.00	-13.27	03/02/2022	3ATAJ3 4T1BE32K16U691238
TOT MOTORVEHICLE	# Of Accts: 1	SFD	-13.27	0.00	0.00	0.00	0.00	0.00	0.00	-13.27		
YEAR 2019	# Of Accts: 2	SFD	-22.92	0.00	0.00	0.00	0.00	0.00	0.00	-22.92		
2020-03-0055335	2	CHATMAN CHRISTOPHER S 55335	-142.17	0.00	0.00	0.00	0.00	0.00	0.00	-142.17	03/02/2022	711WKK WAJECF30I1082587
2020-03-0072470	2	NISSAN INFINITI LT 72470	-63.94	0.00	0.00	0.00	0.00	0.00	0.00	-63.94	03/02/2022	587YCR JN1BJ1CR6HW110617
2020-03-0072665	2	NISSAN INFINITI LT 72665	-34.36	0.00	0.00	0.00	0.00	0.00	0.00	-34.36	03/02/2022	AN38706 5N1AT2M2JC769639
2020-03-0072928	2	NISSAN INFINITI LT 72928	-38.50	0.00	0.00	0.00	0.00	0.00	0.00	-38.50	03/02/2022	RONNIEE 5N1AZ2MH8HN196480
TOT MOTORVEHICLE	# Of Accts: 4	SFD	-278.97	0.00	0.00	0.00	0.00	0.00	0.00	-278.97		
2020-04-0082496	2	GELCO FLEET TRUST 82496	-36.87	0.00	0.00	0.00	0.00	0.00	0.00	-36.87	03/31/2022	C270661 1GCHSCEA4M1202789
TOT MV SUPPLEMEN	# Of Accts: 1	SFD	-36.87	0.00	0.00	0.00	0.00	0.00	0.00	-36.87		
YEAR 2020	# Of Accts: 5	SFD	-315.84	0.00	0.00	0.00	0.00	0.00	0.00	-315.84		
GRAND TOTAL	# Of Accts: 11	SFD	-417.45	0.00	0.00	0.00	0.00	0.00	0.00	-417.45		

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS MARCH 2022	
REAL ESTATE	\$ 17,687.57
MOTOR VEHICLE	\$ 5,015.56
PERSONAL PROPERTY	\$ 2.85
SUPPLEMENTAL MOTOR VEHICLE	\$ 2,608.92
BACK TAXES	\$ 6,017.42
CURRENT INTEREST	\$ 3,221.89
BACK INTEREST	\$ 2,305.44
FEE'S PAID	\$ 1,118.08
LIENS RELEASED	\$ 192.00
COLLECTIONS 2021/2022	\$ 38,169.73
JULY	\$ 4,569,783.26
AUGUST	\$ 1,155,412.50
SEPTEMBER	\$ 51,400.62
OCTOBER	\$ 104,457.72
NOVEMBER	\$ 54,932.45
DECEMBER	\$ 23,959.72
JANUARY	\$ 57,665.43
FEBRUARY	\$ 22,989.04
MARCH	\$ 38,169.73
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	\$ 6,078,770.47
GRANTS RECEIVED	
	\$ -
PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ 201,650.00
TOTAL GRANTS	\$ 201,650.00
TOTAL YEAR-TO-DATE	\$ 6,280,420.47
Respectfully submitted by:	
Kathleen M. Kiley	
South Fire District	

South Fire District
Monthly Expense Detail
February and March 2022

Page 35 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	02/07/2022	Earthlight Power, LLC.	346.50		346.50
	02/15/2022	KS Statebank	402.82		749.32
	02/28/2022	Eversource	1,994.84		2,744.16
	03/04/2022	Earthlight Power, LLC.	477.00		3,221.16
	03/15/2022	KS Statebank	402.82		3,623.98
Total 7201 · Electricity			3,623.98	0.00	3,623.98
7202 · Water and Sewer					
	02/01/2022	Middletown Water & Sewer Dept	120.47		120.47
	03/01/2022	Middletown Water & Sewer Dept	218.18		338.65
Total 7202 · Water and Sewer			338.65	0.00	338.65
7203 · Heating					
	02/02/2022	Eversource	1,816.26		1,816.26
	03/02/2022	Eversource	1,370.57		3,186.83
Total 7203 · Heating			3,186.83	0.00	3,186.83
7204 · Telephone					
	02/15/2022	Frontier Communications	221.78		221.78
	03/15/2022	Frontier Communications	220.37		442.15
Total 7204 · Telephone			442.15	0.00	442.15
7401 · Fuel					
	02/23/2022	WEX Bank	1,456.17		1,456.17
	02/28/2022	Ace Home Center	38.37		1,494.54
	02/28/2022	Bank of America	80.88		1,575.42
	03/23/2022	WEX Bank	1,440.31		3,015.73
Total 7401 · Fuel			3,015.73	0.00	3,015.73
7403 · Vehicle Repairs					
	02/04/2022	First Line Emergency	2,410.99		2,410.99
	02/08/2022	Key Chevrolet	51.40		2,462.39
	02/10/2022	Belltown Motors		215.09	2,247.30
	02/10/2022	VFIS Claims Management		3,613.40	-1,366.10
	02/28/2022	Barnwell of CT/Toce Brothers Inc	4,844.40		3,478.30
	02/28/2022	Bank of America	33.16		3,511.46
	03/03/2022	Firematic Supply Co. Inc.	11.49		3,522.95
	03/08/2022	First Line Emergency	3,929.87		7,452.82
	03/11/2022	Barnwell of CT/Toce Brothers Inc	1,547.92		9,000.74
	03/29/2022	Firematic Supply Co. Inc.	22.98		9,023.72
	03/31/2022	Bank of America	316.89		9,340.61
	03/31/2022	Advance Auto Parts	127.96		9,468.57
	03/31/2022	Advance Auto Parts	199.99		9,668.56
Total 7403 · Vehicle Repairs			13,497.05	3,828.49	9,668.56

South Fire District
Monthly Expense Detail
February and March 2022

Page 36 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7406 · Vehicle Supplies					
	02/28/2022	Bank of America	57.38		57.38
	03/28/2022	Ace Home Center	8.98		66.36
	03/31/2022	Bank of America		45.70	20.66
	03/31/2022	Bank of America	89.00		109.66
	03/31/2022	Bank of America		89.00	20.66
Total 7406 · Vehicle Supplies			155.36	134.70	20.66
7501 · Insurance-Workers Compensation					
	02/01/2022	Benchmark Insurance Company	14,915.00		14,915.00
	03/01/2022	Benchmark Insurance Company	14,915.00		29,830.00
Total 7501 · Insurance-Workers Compensation			29,830.00	0.00	29,830.00
7502 · Insurance - Commercial Package					
	03/01/2022	HD Segur Insurance	10,543.00		10,543.00
Total 7502 · Insurance - Commercial Package			10,543.00	0.00	10,543.00
7512 · Pension - Defined Contribution					
	02/07/2022	Lincoln Financial - Pension 401	28,141.76		28,141.76
	03/07/2022	Lincoln Financial - Pension 401	28,141.76		56,283.52
Total 7512 · Pension - Defined Contribution			56,283.52	0.00	56,283.52
7701 · Tax Collector's Expense					
	02/28/2022	Bank of America	252.74		252.74
	02/28/2022	Bank of America	30.25		282.99
	03/31/2022	Bank of America	30.25		313.24
Total 7701 · Tax Collector's Expense			313.24	0.00	313.24
7702 · Professional Org / Periodicals					
	02/15/2022	Hartford Courant - Subscription	598.64		598.64
	02/28/2022	Bank of America	44.00		642.64
Total 7702 · Professional Org / Periodicals			642.64	0.00	642.64
7703 · Office Expenses					
	02/08/2022	Minuteman Press	54.00		54.00
	02/28/2022	Bank of America	266.17		320.17
	03/31/2022	Bank of America	44.43		364.60
	03/31/2022	Bank of America	5.08		369.68
Total 7703 · Office Expenses			369.68	0.00	369.68
7708 · Commissioner's Compensation					
	02/02/2022	Paychex	750.00		750.00
	03/02/2022	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			1,500.00	0.00	1,500.00

South Fire District
Monthly Expense Detail
February and March 2022

Page 37 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7709 · Activity Expense					
	02/28/2022	Bank of America	20.64		20.64
	02/28/2022	Bank of America	109.44		130.08
Total 7709 · Activity Expense			130.08	0.00	130.08
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
	03/14/2022	Summa & Ryan, PC	146.25		146.25
Total 7711A · Legal Expense - General/Labor			146.25	0.00	146.25
7711B · Legal Expense - H & H					
	02/03/2022	Nuzzo & Roberts, LLC.	180.00		180.00
Total 7711B · Legal Expense - H & H			180.00	0.00	180.00
Total 7711 · Legal Expense			326.25	0.00	326.25
7710 · Professional Services - Other					
	02/03/2022	Paychex	98.92		98.92
	02/03/2022	Paychex	56.26		155.18
	02/03/2022	Paychex	61.09		216.27
	02/10/2022	Paychex	98.92		315.19
	02/10/2022	Paychex	56.26		371.45
	02/17/2022	Paychex	113.04		484.49
	02/17/2022	Paychex	62.56		547.05
	02/24/2022	Paychex	113.04		660.09
	02/24/2022	Paychex	62.56		722.65
	02/28/2022	Merrick & Associates, LLC	400.00		1,122.65
	03/03/2022	Paychex	113.04		1,235.69
	03/03/2022	Paychex	62.56		1,298.25
	03/03/2022	Paychex	68.08		1,366.33
	03/10/2022	Paychex	114.88		1,481.21
	03/10/2022	Paychex	62.56		1,543.77
	03/17/2022	Paychex	114.88		1,658.65
	03/17/2022	Paychex	62.56		1,721.21
	03/24/2022	Paychex	114.88		1,836.09
	03/24/2022	Paychex	62.56		1,898.65
	03/31/2022	Paychex	114.88		2,013.53
	03/31/2022	Paychex	62.56		2,076.09
	03/31/2022	Matterazzo, Lee Renee	525.00		2,601.09
Total 7710 · Professional Services - Other			2,601.09	0.00	2,601.09
Total 7710 · Professional Services			2,927.34	0.00	2,927.34
7714 · Advertising / Voting					
	02/28/2022	Hartford Courant - Advertising	98.62		98.62
	03/31/2022	Middletown Press- Hearst Media Services	115.91		214.53
Total 7714 · Advertising / Voting			214.53	0.00	214.53

South Fire District
Monthly Expense Detail
February and March 2022

Page 38 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7715 • Lien Fees					
	03/15/2022	Middletown Town Clerk	10.00		10.00
Total 7715 • Lien Fees			10.00	0.00	10.00
7716 • Archive Services					
	03/31/2022	Hartford Despatch & Storage	195.00		195.00
Total 7716 • Archive Services			195.00	0.00	195.00
7717 • Software Support					
	02/28/2022	Bank of America	359.00		359.00
Total 7717 • Software Support			359.00	0.00	359.00
7801 • Repairs Building					
	02/03/2022	Air Cleaning Specialists of New England	344.46		344.46
	03/04/2022	Fuller Installations, Inc.	230.00		574.46
	03/08/2022	Central Systems, Inc.	368.00		942.46
Total 7801 • Repairs Building			942.46	0.00	942.46
7802 • Supplies Maintenance					
7802C • COVID-19					
	02/28/2022	New England Maintenance Depot	28.50		28.50
	02/28/2022	Bank of America	111.56		140.06
	03/24/2022	New England Maintenance Depot	90.18		230.24
	03/24/2022	New England Maintenance Depot	85.50		315.74
Total 7802C • COVID-19			315.74	0.00	315.74
7802 • Supplies Maintenance - Other					
	02/28/2022	Ace Home Center	16.50		16.50
	02/28/2022	New England Maintenance Depot	150.00		166.50
	02/28/2022	New England Maintenance Depot	85.00		251.50
	02/28/2022	New England Maintenance Depot	16.50		268.00
	02/28/2022	Bank of America	95.96		363.96
	02/28/2022	Bank of America	148.84		512.80
	02/28/2022	Bank of America	62.89		575.69
	02/28/2022	Bank of America	36.07		611.76
	03/21/2022	New England Maintenance Depot	198.45		810.21
	03/24/2022	New England Maintenance Depot	33.00		843.21
	03/28/2022	Ace Home Center	13.49		856.70
	03/28/2022	Ace Home Center	23.19		879.89
	03/28/2022	Ace Home Center	23.99		903.88
	03/31/2022	Bank of America	291.26		1,195.14
	03/31/2022	Bank of America	14.34		1,209.48

South Fire District
Monthly Expense Detail
February and March 2022

Page 39 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 • Supplies Maintenance - Other, continued					
	03/31/2022	Bank of America	27.28		1,236.76
	03/31/2022	Bank of America		8.94	1,227.82
	Total 7802 • Supplies Maintenance - Other		1,236.76	8.94	1,227.82
Total 7802 • Supplies Maintenance			1,552.50	8.94	1,543.56
7803 • Services					
	02/06/2022	De Lage Landen Financial Services, Inc.	114.95		114.95
	02/06/2022	Comcast	100.80		215.75
	02/07/2022	Comcast	19.14		234.89
	02/08/2022	Municipal Emergency Services/Shipman's	752.08		986.97
	02/08/2022	JP Bellamo & Sons, Inc.	50.00		1,036.97
	02/24/2022	All Waste	152.00		1,188.97
	03/01/2022	A & A Office Systems, Inc. - Usage	43.02		1,231.99
	03/06/2022	De Lage Landen Financial Services, Inc.	126.75		1,358.74
	03/06/2022	Comcast	100.80		1,459.54
	03/07/2022	Comcast	19.14		1,478.68
	03/08/2022	Central Systems, Inc.	460.00		1,938.68
	03/09/2022	JP Bellamo & Sons, Inc.	50.00		1,988.68
	03/25/2022	All Waste	152.00		2,140.68
	03/27/2022	Pitney Bowes Inc. - Quarterly	147.00		2,287.68
Total 7803 • Services			2,287.68	0.00	2,287.68
7805 • Equipment					
	02/28/2022	Bank of America	1,200.00		1,200.00
	02/28/2022	Bank of America	57.75		1,257.75
	02/28/2022	Bank of America	25.98		1,283.73
	03/31/2022	Bank of America		19.99	1,263.74
Total 7805 • Equipment			1,283.73	19.99	1,263.74
7901 • Emergency Medical Equipment					
	02/01/2022	Gregorio, William F. Jr.	6.53		6.53
	02/16/2022	Common Cents EMS Supply, LLC.	131.49		138.02
	02/17/2022	Common Cents EMS Supply, LLC.	20.16		158.18
	02/28/2022	Common Cents EMS Supply, LLC.	244.67		402.85
	03/02/2022	Common Cents EMS Supply, LLC.	12.60		415.45
	03/14/2022	Common Cents EMS Supply, LLC.	42.52		457.97
Total 7901 • Emergency Medical Equipment			457.97	0.00	457.97
7902 • Computer Equip & Supplies					
	02/28/2022	Bank of America	535.95		535.95
	02/28/2022	Bank of America	38.26		574.21
	03/31/2022	Bank of America	29.99		604.20

South Fire District
Monthly Expense Detail
February and March 2022

Page 40 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7902 • Computer Equip & Supplies, continued					
	03/31/2022	Bank of America	211.08		815.28
	03/31/2022	Bank of America	37.21		852.49
			<u>852.49</u>	<u>0.00</u>	<u>852.49</u>
Total 7902 • Computer Equip & Supplies					
7903 • Training					
	02/28/2022	Bank of America	20.00		20.00
	02/28/2022	Bank of America	25.95		45.95
	03/04/2022	Commission on Fire Prevention and Control	375.00		420.95
	03/04/2022	Commission on Fire Prevention and Control	600.00		1,020.95
	03/04/2022	Commission on Fire Prevention and Control	375.00		1,395.95
	03/15/2022	Connecticut Career Fire Chiefs Assoc	575.00		1,970.95
	03/31/2022	Bank of America	82.51		2,053.46
	03/31/2022	Bank of America	2.58		2,056.04
	03/31/2022	Bank of America	75.00		2,131.04
			<u>2,131.04</u>	<u>0.00</u>	<u>2,131.04</u>
Total 7903 • Training					
7905 • Fire Fighting Equipment					
	02/28/2022	Bank of America	22.49		22.49
	03/08/2022	Fire Equipment Headquarters	478.00		500.49
	03/10/2022	Municipal Emergency Services/Shipman's	2,870.00		3,370.49
	03/17/2022	Hall's Power Equipment	53.31		3,423.80
	03/29/2022	Wareham, John	200.00		3,623.80
			<u>3,623.80</u>	<u>0.00</u>	<u>3,623.80</u>
Total 7905 • Fire Fighting Equipment					
7907 • Fire Marshal's Office					
	02/28/2022	Bank of America	25.00		25.00
	02/28/2022	Bank of America	25.00		50.00
	02/28/2022	Bank of America	145.42		195.42
			<u>195.42</u>	<u>0.00</u>	<u>195.42</u>
Total 7907 • Fire Marshal's Office					
7909 • Uniforms					
	02/03/2022	Kelly, Kori B		6.00	-6.00
	02/03/2022	Trzaski, James P.		30.00	-36.00
	02/03/2022	Turenne, Andrew B.		19.00	-55.00
	02/08/2022	TLM Promotionals/Auburn Manufacturing	96.00		41.00
	02/10/2022	Security Uniforms, Inc.	74.00		115.00
	02/10/2022	Security Uniforms, Inc.	87.00		202.00
	02/14/2022	Security Uniforms, Inc.	80.00		282.00
	02/23/2022	TLM Promotionals/Auburn Manufacturing	372.00		654.00
	03/03/2022	Security Uniforms, Inc.	142.00		796.00
	03/07/2022	TLM Promotionals/Auburn Manufacturing	168.00		964.00

South Fire District
Monthly Expense Detail
February and March 2022

Page 41 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7909 · Uniforms, continued					
	03/09/2022	Security Uniforms, Inc.	79.00		1,043.00
	03/09/2022	Security Uniforms, Inc.	1,138.00		2,181.00
	03/09/2022	Security Uniforms, Inc.	164.00		2,345.00
	03/09/2022	Security Uniforms, Inc.	416.00		2,761.00
	03/09/2022	Security Uniforms, Inc.	474.00		3,235.00
	03/09/2022	Security Uniforms, Inc.	261.00		3,496.00
	03/09/2022	Security Uniforms, Inc.	148.00		3,644.00
	03/09/2022	Security Uniforms, Inc.	855.00		4,499.00
	03/09/2022	Security Uniforms, Inc.	372.00		4,871.00
	03/09/2022	Security Uniforms, Inc.	1,116.00		5,987.00
	03/10/2022	Security Uniforms, Inc.	910.00		6,897.00
	03/10/2022	Security Uniforms, Inc.	299.00		7,196.00
	03/11/2022	Security Uniforms, Inc.	88.00		7,284.00
	03/11/2022	Security Uniforms, Inc.	372.00		7,656.00
	03/11/2022	Security Uniforms, Inc.	104.00		7,760.00
	03/17/2022	Smith, Christopher		22.00	7,738.00
Total 7909 · Uniforms			7,815.00	77.00	7,738.00
7910 · Protective Clothing					
	02/02/2022	Municipal Emergency Services/Shipman's	475.00		475.00
	02/28/2022	Bank of America	111.58		586.58
Total 7910 · Protective Clothing			586.58	0.00	586.58
7911 · Communications					
	02/24/2022	RoxiTEK, LLC	381.25		381.25
	03/31/2022	Bank of America	159.42		540.67
Total 7911 · Communications			540.67	0.00	540.67
7912 · Cellular Phones					
	02/11/2022	AT&T Mobility	427.05		427.05
	03/11/2022	AT&T Mobility	427.05		854.10
Total 7912 · Cellular Phones			854.10	0.00	854.10
7915 · Medical Testing					
	02/03/2022	Keenan, Terence A.	91.00		91.00
	02/04/2022	Bodie, Christopher	91.00		182.00
	03/24/2022	Middlesex Health		40.00	142.00
Total 7915 · Medical Testing			182.00	40.00	142.00
7916 · Breathing Apparatus-Test Repair					
	02/01/2022	Interstate All Battery Center	123.30		123.30
	03/04/2022	Municipal Emergency Services/Shipman's	124.35		247.65
	03/22/2022	Municipal Emergency Services/Shipman's	2,170.30		2,417.95
Total 7916 · Breathing Apparatus-Test Repair			2,417.95	0.00	2,417.95

South Fire District
Monthly Expense Detail
February and March 2022

Page 42 of 62

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
8999 - CNR Current Year					
	03/01/2022	Custom Carpets	4,950.00		4,950.00
	03/14/2022	Landmark Architects, P.C.	5,000.00		9,950.00
	03/15/2022	Salafia Electric, LLC.	1,244.00		11,194.00
	03/16/2022	Firematic Supply Co. Inc.	9,870.71		21,064.71
Total 8999 - CNR Current Year			<u>21,064.71</u>	<u>0.00</u>	<u>21,064.71</u>
TOTAL			<u>174,365.88</u>	<u>4,109.12</u>	<u>170,256.76</u>

South Fire District

Bank of America Purchase Details

Billing Time Period: 3/01/2022 – 3/31/2022

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
Account # -9622					
3/30/22	Zoom US	Video conferencing – annual	7911	21-022	159.42
Account # -5135 (Deputy Chief)					
3/14/22	Home Depot	Shelving for dorm	7802	21-011	291.26
Account # -6599 (Chief)					
3/2/22	Amazon	Credit – Return of compression latch locks	7406	21-001	(45.70)
3/5/22	Amazon	Credit – Return of mattress protector	7805	21-012	(19.99)
3/7/22	Amazon	Webcam for desktop	7902	21-014	29.99
3/11/22	Foggys Fog	Training smoke XD	7903	21-015	82.51
3/16/22	Staples	Misc. office supplies	7703	21-004	44.43
		Logitech wired speakers; HP OfficeJet Pro 8025e printer	7902	21-014	211.08
3/17/22	Staples	Sharpie paint markers	7703	21-004	5.08
3/21/22	Price Chopper	Distilled water for training smoke	7903	21-015	2.58
3/21/22	Home Depot	Multi-stage battery charger (T34)	7406	21-001	89.00
		Dowels (6)	7802	21-011	14.34
3/21/22	Home Depot	Return of multi-stage battery charger	7802	21-011	(89.00)
3/21/22	Home Depot	Hardware for shelving	7802	21-011	27.28
3/22/22	Home Depot	Return of bracket for shelving	7802	21-011	(8.94)
3/23/22	White Pages	Address subscription service – Tax Office	7701	21-002	30.25
3/24/22	Staples	4-port USB extender	7902	21-014	37.21
3/28/22	CT Power & Sport	Supplies for APV preventative maintenance	7403		316.89
3/29/22	Eastern CT Fire School	Making the Promotion – FF Kelly	7903	21-015	75.00
			TOTAL		\$1252.69

South Fire District
Profit & Loss Budget vs. Actual
 July 2021 through March 2022

Page 44 of 62

	<u>Jul '21 - Mar 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,919,212.40	6,005,012.00	-85,799.60	98.57%
4102 · Interest and Liens	39,180.86	28,000.00	11,180.86	139.93%
4103 · Tax Refunds	-23,124.36	0.00	-23,124.36	100.0%
4104 · Fees	6,039.95	0.00	6,039.95	100.0%
4105 · Prior Year Tax Collections	56,620.20	0.00	56,620.20	100.0%
4107 · Tax Supplemental MV	56,182.72	25,000.00	31,182.72	224.73%
4109 · Grants - FEMA	53,950.26	0.00	53,950.26	100.0%
4125 · Grants	38,368.48	0.00	38,368.48	100.0%
4204 · Municipal Grants & Rev. Sharing	28,091.72	0.00	28,091.72	100.0%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.0%
4301 · Investment Income	2,394.45	5,000.00	-2,605.55	47.89%
4901 · Miscellaneous Income	4,109.05	0.00	4,109.05	100.0%
Total Income	<u>6,382,675.73</u>	<u>6,264,662.00</u>	<u>118,013.73</u>	<u>101.88%</u>
Expense				
7201 · Electricity	17,134.98	22,787.00	-5,652.02	75.2%
7202 · Water and Sewer	1,572.78	2,470.00	-897.22	63.68%
7203 · Heating	8,769.78	12,000.00	-3,230.22	73.08%
7204 · Telephone	1,975.58	3,000.00	-1,024.42	65.85%
7401 · Fuel	19,588.71	20,000.00	-411.29	97.94%
7403 · Vehicle Repairs	49,075.32	60,000.00	-10,924.68	81.79%
7404 · Annual OSHA Inspection	1,195.00	1,200.00	-5.00	99.58%
7406 · Vehicle Supplies	281.10	2,000.00	-1,718.90	14.06%
7501 · Insurance-Workers Compensation	146,895.00	167,746.00	-20,851.00	87.57%
7502 · Insurance - Commercial Package	42,304.00	51,000.00	-8,696.00	82.95%
7503 · Insurance - Medical	542,036.88	930,826.00	-388,789.12	58.23%
7504 · Insurance - Cyber	4,018.00	5,105.00	-1,087.00	78.71%
7509 · Insurance - Life and Disability	35,484.99	52,716.00	-17,231.01	67.31%
7512 · Pension - Defined Contribution	253,238.94	350,021.00	-96,782.06	72.35%
7513 · Unused Sick Time	0.00	24,786.00	-24,786.00	0.0%
7601 · Salaries - Fire Department	2,094,897.60	2,850,707.00	-755,809.40	73.49%
7602 · Salaries - Administrative	104,548.59	170,940.00	-66,391.41	61.16%
7603 · Replacement / Call Backs	407,651.05	420,000.00	-12,348.95	97.06%
7604 · Fringe Benefits	91,600.72	118,424.00	-26,823.28	77.35%
7606 · PEB-Uncompensated Absences Exp	11,259.74	10,000.00	1,259.74	112.6%
7607 · PEB-Heart and Hypertension	119,767.29	289,876.00	-170,108.71	41.32%
7609 · Employer - Social Security	168,353.05	221,984.00	-53,630.95	75.84%
7610 · Employer - Medicare	39,374.23	51,916.00	-12,541.77	75.84%
7701 · Tax Collector's Expense	12,888.35	21,000.00	-8,111.65	61.37%
7702 · Professional Org / Periodicals	1,950.64	2,205.00	-254.36	88.46%
7703 · Office Expenses	2,464.01	3,500.00	-1,035.99	70.4%
7704 · Auditor	0.00	7,200.00	-7,200.00	0.0%
7705 · Professional Development	150.00	4,500.00	-4,350.00	3.33%
7706 · Postage	1,261.02	4,000.00	-2,738.98	31.53%

South Fire District
Profit & Loss Budget vs. Actual
 July 2021 through March 2022

Page 45 of 62

	<u>Jul '21 - Mar 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7707 · Contingency	0.00	50,000.00	-50,000.00	0.0%
7708 · Commissioner's Compensation	6,750.00	9,000.00	-2,250.00	75.0%
7709 · Activity Expense	2,283.30	3,500.00	-1,216.70	65.24%
7710 · Professional Services	18,974.72	35,000.00	-16,025.28	54.21%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.0%
7713 · Actuarial Services	2,800.00	3,300.00	-500.00	84.85%
7714 · Advertising / Voting	635.40	4,500.00	-3,864.60	14.12%
7715 · Lien Fees	10.00	1,200.00	-1,190.00	0.83%
7716 · Archive Services	585.00	978.00	-393.00	59.82%
7717 · Software Support	19,642.71	26,540.00	-6,897.29	74.01%
7801 · Repairs Building	20,553.31	20,000.00	553.31	102.77%
7802 · Supplies Maintenance	5,159.48	8,900.00	-3,740.52	57.97%
7803 · Services	9,501.10	18,000.00	-8,498.90	52.78%
7805 · Equipment	4,234.98	4,600.00	-365.02	92.07%
7901 · Emergency Medical Equipment	5,561.79	12,500.00	-6,938.21	44.49%
7902 · Computer Equip & Supplies	1,396.74	2,000.00	-603.26	69.84%
7903 · Training	29,346.52	30,500.00	-1,153.48	96.22%
7904 · Public Fire Education	-100.00	3,500.00	-3,600.00	-2.86%
7905 · Fire Fighting Equipment	7,129.14	14,000.00	-6,870.86	50.92%
7906 · Special Service Units	1,736.12	4,560.00	-2,823.88	38.07%
7907 · Fire Marshal's Office	1,501.15	4,000.00	-2,498.85	37.53%
7909 · Uniforms	19,182.85	26,500.00	-7,317.15	72.39%
7910 · Protective Clothing	20,857.24	28,275.00	-7,417.76	73.77%
7911 · Communications	1,018.07	4,500.00	-3,481.93	22.62%
7912 · Cellular Phones	3,649.80	4,700.00	-1,050.20	77.66%
7913 · Breathing Air & Oxygen	811.00	1,500.00	-689.00	54.07%
7915 · Medical Testing	2,895.00	3,500.00	-605.00	82.71%
7916 · Breathing Apparatus-Test Repair	2,769.11	6,000.00	-3,230.89	46.15%
8999 · CNR Current Year	126,779.23	50,000.00	76,779.23	253.56%
Total Expense	<u>4,495,401.11</u>	<u>6,264,662.00</u>	<u>-1,769,260.89</u>	<u>71.76%</u>
 Grant Purchases				
7919 · FEMA Grant - Training	<u>11,642.01</u>			
Total Grant Purchases	<u>11,642.01</u>			

South Fire District Cash Balance Report March 2022

CASH Unrestricted:

Cash Balances:

Tax Collector - Savings	\$	3,280,260.31
Operating - Checking	\$	<u>516,679.68</u>
Total:	\$	3,796,939.99

Restricted Funds:

CNR	\$	1,822,963.09
Post-Employment Benefits	\$	614,203.23

Submitted by:
Kathleen M. Kiley

Tax Collections March 2022

	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	\$ 4,644,168.57	\$ 4,593,160.89	-\$10,223.04	98.68%	-\$7,706.30
PP	\$ 926,243.17	\$ 907,415.83	-\$996.43	97.86%	-\$805.64
MV	\$ 458,372.95	\$ 418,635.68	-\$2,561.16	90.77%	-\$764.09
MVS	<u>\$ 73,095.62</u>	<u>\$ 56,182.72</u>	<u>-\$36.87</u>	76.81%	<u>-\$30.83</u>
TOTAL	\$ 6,101,880.31	\$ 5,975,395.12	\$ (13,817.50)	97.70%	\$ (9,306.86)

Submitted by:
Kathleen M. Kiley



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

I am submitting for your review the following items completed for the Month of March 2022:

- Facilitated daily shift briefings
- Attended monthly telecommunications meeting
- Held an apparatus replacement meeting
 - Awarded contract to Pierce
 - Solicited bids for the sale of E-32
- Continued budget preparation with administrative staff
 - Attended budget workshop 3/22/2022
 - Attended budget workshop 3/29/2022
- Attended monthly area chief's meeting
- Facilitated citywide meeting on violence response taskforce
- Attended tabletop emergency response drill at Electric Boat for a full scale drill held on March 31, 2022
- Assisted with the Wilton FD promotional exam.
- Assisted with planning of the Ukrainian emergency responders supply event
- Maintained and updated the SFD Facebook account
- Created a department uniform committee

Incident Responses

March 2, 2022	111 Tuttle Road	Mutual Aid Durham	Structure Fire
March 16, 2022	Clinton Ave	Mutual Middletown	Structure Fire
March 26, 2022	593 Wallingford Road	Mutual Aid Durham	Structure Fire

James Trzaski

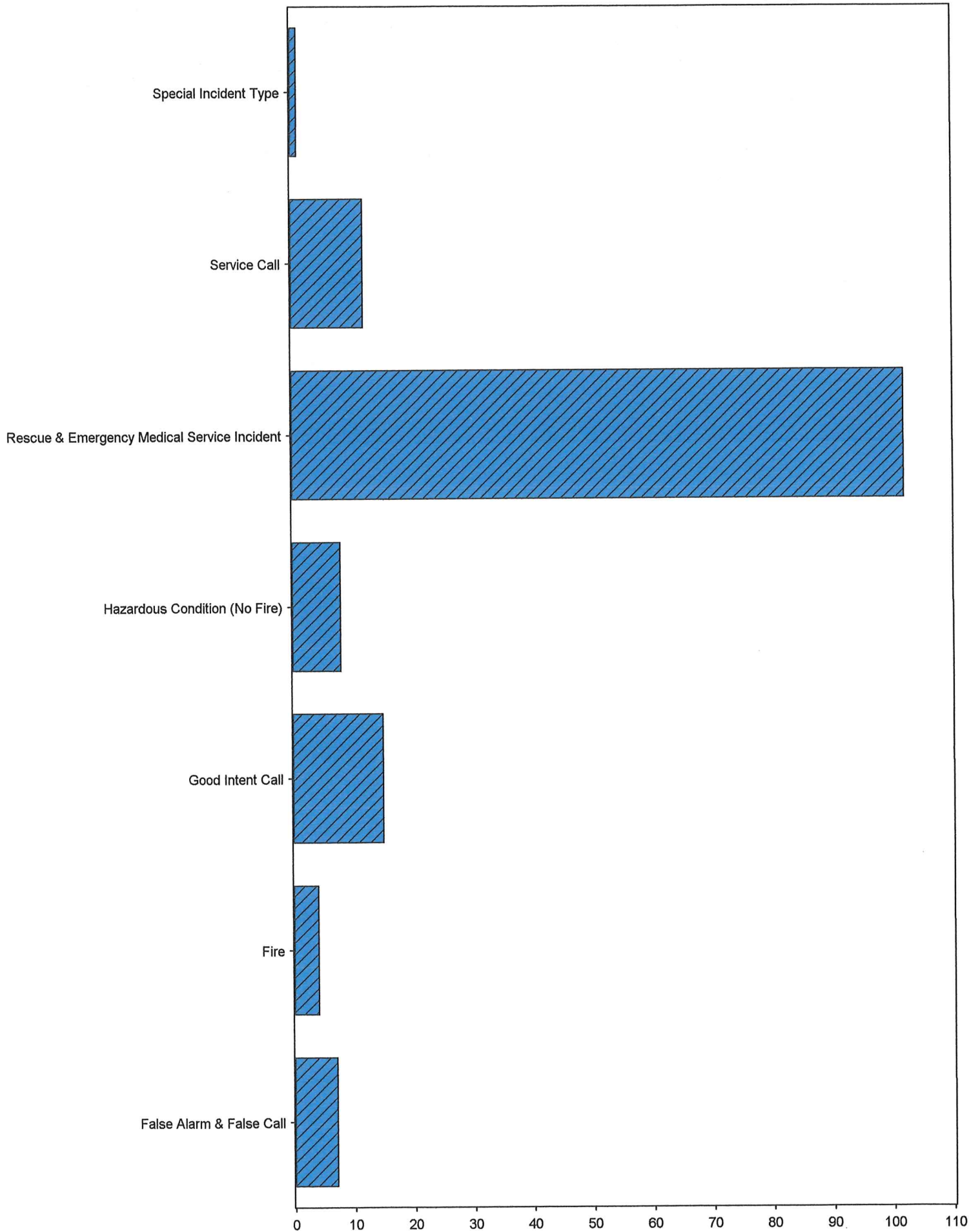
Chief James Trzaski

Incident List by Alarm Date/Time

Alarm Date Between {03/01/2022} And {03/31/2022}
 and FDID = "07121" and District = "MO2 " and
 Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
22-0000358-000	03/01/2022	12:17:55	608 Bow LA /00608 BOW LN/	611 Dispatched & cancelled en ro
22-0000363-000	03/02/2022	17:22:20	144 HOLMES DR /CVH - BATT	311 Medical assist, assist EMS c
22-0000364-000	03/02/2022	19:51:57	39 TYNAN CIR /CVH - MERRI	321 EMS call, excluding vehicle
22-0000367-000	03/03/2022	08:19:43	1225 SILVER ST /CT JUVENI	740 Unintentional transmission o
22-0000372-000	03/04/2022	19:57:44	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
22-0000377-000	03/06/2022	12:59:20	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
22-0000386-000	03/08/2022	04:57:58	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
22-0000405-000	03/13/2022	11:42:25	112 Bow LA	321 EMS call, excluding vehicle
22-0000412-000	03/14/2022	15:06:23	70 HOLMES DR /CVH - DUTCH	381 Rescue or EMS standby
22-0000419-000	03/15/2022	16:06:16	112 BOW LN /SHEPERD HOME/	321 EMS call, excluding vehicle
22-0000423-000	03/16/2022	18:28:50	70 OBRIEN DR /CVH - WHITI	321 EMS call, excluding vehicle
22-0000458-000	03/22/2022	07:41:11	70 HOLMES DR /CVH - DUTCH	311 Medical assist, assist EMS c
22-0000477-000	03/26/2022	18:19:25	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
22-0000480-000	03/27/2022	12:16:55	1 LABELLA CIR /CVH - EDDY	381 Rescue or EMS standby
22-0000484-000	03/28/2022	22:07:18	1 LABELLA CIR /CVH - EDDY	320 Emergency medical service, o
22-0000485-000	03/29/2022	00:42:19	785 Bow LA /00785 BOW LN/	321 EMS call, excluding vehicle
22-0000487-000	03/29/2022	09:28:44	70 HOLMES DR /CVH - DUTCH	714 Central station, malicious f
22-0000488-000	03/29/2022	09:38:04	144 HOLMES DR /CVH - BATT	321 EMS call, excluding vehicle
22-0000489-000	03/29/2022	10:15:38	28 HARVEY DR /CVH - SHEW	611 Dispatched & cancelled en ro
22-0000491-000	03/29/2022	11:51:21	39 TYNAN CIR /CVH - MERRI	733 Smoke detector activation du
22-0000498-000	03/30/2022	13:45:47	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle

Total Incident Count 21





SOUTH FIRE DISTRICT
City of Middletown
MARCH MONTHLY REPORT TO
South Fire District Board of Commissioners
From: Deputy Chief Russ Jacobs

Commissioners,

I am submitting a report detailing some recent activities during the month of March 2022

- Facilitated daily HR requests and assisted with administration staff needs
- Attend Area County Chief's meeting
- Attend apparatus replacement committee meetings
- Attended daily shift briefings
- Attend Haddam Structure Fire Review
- Attend Chamber Breakfast CCB Meeting
- Attend Chamber Hoarding Seminar
- Attended SFD Commissioner meeting
- Facilitated general vehicle maintenance and needed repairs.
- Maintain house supplies with misc. vendors
- Maintain EMS supply orders
- Department uniform procurement from vendor
- Assist in preparations with upcoming budget requirements
- Attended Budget workshops 3/22 and 3/29
- Vendor uniform distribution
- Attend Human Trafficking Training
- Assist in Ukrainian emergency responders supply event
- Attend table top emergency response drill at Electric Boat
- Attend march 31 Electric Boat submarine fire drill

Incident Responses:

March 2 nd , 2022	111 Tuttle Road	Mutual Aid Durham	Structure Fire
March 16th, 2022	15 Clinton Ave	Mutual Aid Middletown	Structure Fire
March 26 th , 2022	593 Wallingford Road	Mutual Aid Durham	Structure Fire

Respectfully Submitted,

Deputy Chief Russ Jacobs



SOUTH FIRE DISTRICT

Of the City of Middletown

MONTHLY REPORT TO

Fire Chief James Trzaski

From: Fire Marshal James M. Mastroianni

I am respectfully submitting for your review the following items completed for the month of March, 2022:

Fire Marshal Office Activities/Duties:

- Attended Code Enforcement Meeting
- Adult Fire Setter Education Class Presentation
- 70 Maynard Street - conducted fire drill
- Attended Lyceum Road Zoom Meeting
- Meeting with Building Department
- 390 Ridge Road - conducted fire drill
- 70 Maynard Street - Lockdown Drill
- Attended Code Enforcement Meeting
- Prep Meeting with Middlesex Community College Fire Safety Education Class Presentation
- Whiting Adult Fire Setter Education Class Presentation
- 510 Saybrook Road - conducted fire drill
- 1 Wilderman's Way - conducted fire drill
- Middletown Kids Health and Safety Fair Meeting
- 140 Wildermans Way - Middletown Community Center - Temp Occupancy Meeting
- Meeting with Health Department
- Blasting Permit Meeting- Toll Gate Road area
- 550 Highland Avenue - Predevelopment Meeting
- Drone Test and Presentation Meeting
- 171 River Road - File Review Meeting

Inspections:

- 565 East Main Street - apartment building inspection

Inspections cont.:

- 45 Walnut Street - apartment building re-inspection
- 47 Walnut Street - apartment building re-inspection
- 99 East Main Street - progress inspection with Building Dept.
- 216 Sand Hill Road – group home re-inspection
- 342 South Main Street - apartment building inspection
- 99 East Main Street – final inspection with Building Dept.
- 36 Walnut Street - apartment building inspection
- 175 Russell Street - apartment building inspection
- 540 Saybrook Road - progress inspection with Building Dept.
- 288 Main Street Extension – business inspection
- 63 Maynard Street - apartment building inspection
- 55 Bidwell Terrace - apartment building inspection
- 79 East Main Street - apartment building inspection
- 18 Farm Hill Road - apartment building inspection
- 62 Chestnut Street - group home inspection
- 626 Bow Lane - apartment building inspection
- 36 Russell Street - apartment building re-inspection
- 18 West Silver Street - apartment building re-inspection
- 175 Russell Street - apartment building re-inspection
- 50 Fairchild Road - apartment building re-inspection

Training:

- Virtual Career Development - Hoarding: A Collaborative Approach - Session 1
- Virtual Career Development - Mixed Occupancy Requirements of the 2021 IBC - Session 1
- Virtual Career Development - Interfacing with CSP FEIU - Session 1
- Community Risk Reduction in the Community from NFPA
- Virtual Career Development - Mixed Occupancy Requirements of the 2021 IBC - Session 2
- Virtual Career Development - Updates to NEC Chapters 1 and 2 - Session 1

Training cont.:

- Presentation by Middlesex Chamber of Commerce - Hoarding: The Hidden Disorder
- Virtual Career Development - Updates to NFPA 13 - Session 1
- Virtual Career Development - Updates to NEC Chapters 3 and 4 - Session 2
- Virtual Career Development - Updates to NFPA 13R and NFPA 13D - Session 2

Incidents:

- 430 Saybrook Road - CO Exposure/ Gas Leak
- 42 Maple Place – Gas Leak

Fire Marshal James M. Mastroianni
March, 2022



SOUTH FIRE DISTRICT
Of the City of Middletown
MONTHLY REPORT TO
Fire Chief: James Trzaski
From: Deputy Fire Marshal Jason Hurlbut

I am respectfully submitting for your review the following items completed for the month of March, 2022:

Fire Marshal Office Activities/Duties:

- Adult Fire Setter Class for Whiting Clients
- 70 Maynard Street – Fire Drill
- 390 Ridge Road – Fire Drill
- 70 Maynard Street – Lockdown Drill
- Code Enforcement Meeting (virtual)
- 99 East Main Street – Inspection with Building Department
- 540 Saybrook Road – Inspection with Building Department
- Adult Fire Setter Class for Whiting Clients
- 510 Saybrook Road – Fire Drill
- Middletown Community Center – Temporary Occupancy Meeting
- Blasting Permit Meeting – Shoreline Blasting
- Code Enforcement Meeting (virtual)
- Pre-Development Meeting – Main Street Market
- 99 East Main Street – Inspection with Building Department

Inspections:

- 565 East Main Street – residential – Inspection
- 45 Walnut Street – residential – Re-Inspection
- 47 Walnut Street – residential – Re-Inspection
- 342 South Main Street – residential – Inspection
- 36 Walnut Street – residential – Inspection
- 175 Russell Street – residential – Inspection
- 288 Main Street Extension – business – Inspection

- 55 Bidwell Terrace – residential – Inspection
- 63 Maynard Street – residential - Re-Inspection
- 62 Chestnut Street – group home – Inspection
- 626 Bow Lane – residential – Inspection
- 36 Russell Street – residential – Re-Inspection
- 18 West Silver Street – residential – Re-Inspection
- 175 Russell Street – residential – Re-Inspection
- 50 Fairchild – residential – Re-Inspection

Training:

- Hoarding: A Collaborative Approach – Session 1 (virtual)
- Mixed Occupancy Requirements of the 2021 IBC – Session 1 (virtual)
- Criminalistics – Oklahoma State University
- Forensic Statistics – Oklahoma State University
- Interfacing with CSP FEIU – Session 2 (virtual)
- Application of Mixed Occupancy Requirements in the IBC and IFC - Session 2 (virtual)
- Updates to NEC Chapters 1 and 2 – Session 1 (virtual)
- Hoarding: The Hidden Disorder – Middlesex Chamber of Commerce
- Updates to NFPA 13 – Session 1 (virtual)
- Updates to NEC Chapters 3 and 4 – Session 2 (virtual)
- Updates to NFPA 13R and NFPA 13D – Session 2 (virtual)

Incidents:

- 430 Saybrook Road – CO Incident

Deputy Fire Marshal Jason Hurlbut
March, 2022



Office of the Training Captain
SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
860-347-6661
Fax 860-346-6787

April 7, 2022

Greetings,

I am submitting for your review a report detailing the activities of the Training Division for the month of March 2022.

Training Activities:

Intro to Human Trafficking Awareness (Mandated by CT DPH/OEMS)-All Platoons
EAP Overview, Virtual- All Platoons
Vent/Enter/Isolate/Search Training @ CVH Smith Hall-All Platoons
Ground Ladder Rescue @ CVH Smith Hall-All Platoons
Multi-Agency Training Event-Electric Boat, Groton
Several members in process for driver qualifications w/ company officers

Other Activities:

SCBA Flow Testing (OSHA Requirement) completed thru MES
CT Career Training Officer monthly meeting (Virtual)
Procurement of demo Dive Equipment to replace current setups
Engine Replacement Committee meetings

Emergency Responses:

3/15-Structure Fire, Clinton Ave
3/18-Medical Emergency, Route 9
3/21-Carbon Monoxide Incident, Saybrook Rd

Respectfully Submitted,

Nick Fischer
Training Captain

Training Classes by Category

Class Date Between {03/01/2022} And {03/31/2022}

							-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs	Pd	Points
AERIAL GENER Aerial Operation Training									
03/23/2022	10:00	Aerial Operation Training	1	T34	A	2.00	0.00		0.00
Totals for Category:						2.00	0.00		0.00
AERIAL TRAIN Aerial / Ladder Driver Training									
03/11/2022	09:30	Aerial / Ladder Driver Training	1		A	1.00	0.00		0.00
03/19/2022	08:00	Aerial / Ladder Driver Training	1	T34	A	1.00	0.00		0.00
Totals for Category:						2.00	0.00		0.00
DT01 General Driver Training									
03/12/2022	09:00	General Driver Training	1	30	B	2.00	0.00		0.00
03/20/2022	09:00	General Driver Training	1	E30	B	1.00	0.00		0.00
03/23/2022	08:00	General Driver Training	1	E32	A	1.00	0.00		0.00
03/28/2022	13:00	General Driver Training	1	E30	B	1.00	0.00		0.00
Totals for Category:						5.00	0.00		0.00
EAP-OVERVIEW Employee Assistance Program-Overview									
03/15/2022	10:00	Employee Assistance Program-Overview	1		A	1.00	0.00		0.00
03/16/2022	10:00	Employee Assistance Program-Overview	1		B	1.00	0.00		0.00
Totals for Category:						2.00	0.00		0.00
ECT13 Engine Co. Tactics									
03/23/2022	10:00	Engine Co. Tactics	1	E30	A	2.00	0.00		0.00
Totals for Category:						2.00	0.00		0.00
ENG DRIVING Engine/operator driver training									
03/15/2022	08:00	Engine/operator driver training	1		A	1.00	0.00		0.00
03/19/2022	09:00	Engine/operator driver training	1	E32	A	1.00	0.00		0.00
Totals for Category:						2.00	0.00		0.00
HUMANTRAF HUMAN TRAFFICKING TRAINING-CT OEMS									
03/30/2022	10:00	HUMAN TRAFFICKING TRAINING-CT OEMS	1		D	2.00	0.00		0.00

Training Classes by Category

Class Date Between {03/01/2022} And {03/31/2022}

							-----Default-----	
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
HUMANTRAF HUMAN TRAFFICKING TRAINING-CT OEMS								
Totals for Category:						2.00	0.00	0.00
LADDERRESCUE LADDER RESCUE								
03/18/2022	10:00	LADDER RESCUE	1		D	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
LDDR-RES-UNC LADDER RESCUE-UNCONSCIOUS VICTIM								
03/18/2022	10:00	LADDER RESCUE-UNCONSCIOUS VICTIM	1		D	2.00	0.00	0.00
03/24/2022	13:00	LADDER RESCUE-UNCONSCIOUS VICTIM	1		B	2.00	0.00	0.00
03/25/2022	13:00	LADDER RESCUE-UNCONSCIOUS VICTIM	1		C	2.00	0.00	0.00
Totals for Category:						6.00	0.00	0.00
PUMP TRAININ Pump Training								
03/03/2022	13:30	Pump Training	1	E32	A	2.00	0.00	0.00
03/23/2022	10:00	Pump Training	1	E30	A	2.00	0.00	0.00
Totals for Category:						4.00	0.00	0.00
RIT2:1 Rapid Intervention-2:1 Rescue System								
03/31/2022	09:00	Rapid Intervention-2:1 Rescue System	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
RP 1.2 Rope Rescue								
03/14/2022	14:00	Rope Rescue	1		D	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
VEIS Vent Enter Isolate Search								
03/07/2022	10:00	Vent Enter Isolate Search	1		A	1.00	0.00	0.00
03/07/2022	13:00	Vent Enter Isolate Search	1		A	1.50	0.00	0.00
03/08/2022	10:00	Vent Enter Isolate Search	1		B	1.00	0.00	0.00
03/08/2022	13:30	Vent Enter Isolate Search	1		B	1.50	0.00	0.00
03/09/2022	10:00	Vent Enter Isolate Search	1		C	1.50	0.00	0.00
03/09/2022	13:30	Vent Enter Isolate Search	1		C	1.00	0.00	0.00

Training Classes by Category

Class Date Between {03/01/2022} And {03/31/2022}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
VEIS Vent Enter Isolate Search								
03/10/2022	10:00	Vent Enter Isolate Search	1		D	1.00	0.00	0.00
03/10/2022	13:30	Vent Enter Isolate Search	1		D	1.50	0.00	0.00
Totals for Category:						10.00	0.00	0.00

Total Classes: 29

Grand Totals:	42.00	0.00	0.00
---------------	-------	------	------

City of Middletown
Central Communications Center
Monthly Call Statistics - 2022 (estimated)

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	4377	3769	4134										12280	4093
Portland Police Dept.	401	347	434										1182	394
Fire Departments (Midd.)	602	488	557										1647	549
Middletown Fire Dept.	312	278	329										919	306
South Fire District	199	157	150										506	169
Westfield Fire District	91	53	78										222	74
Fire Department (Portland)	73	52	55										180	60
Ambulance only Calls	473	351	369										1193	398
TOTAL INCIDENT CASE #'s	5926	5007	5549										16482	5494
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1786	1557	1738										5081	1694
Wireless & wireline originating in Middletown														
PORTLAND	260	215	233										708	236
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	234	155	197										586	195
TOTAL 911 CALLS	2280	1927	2168										6375	2125
TOTAL ADMIN. CALLS IN	6480	5766	6612										18858	6286
TOTAL ADMIN. CALLS OUT	3027	2645	3160										8832	2944
TOTAL PHONE CALLS	11787	10338	11940										34065	11355
												2021	128,498	10,708
												2020	128,562	10,714
												2019	127,979	10,665
												AVG	128,346	10,696

Dear Commissioners,

Thank you very much for your generous gift
and well wishes, We greatly appreciate it.
Thank you for thinking of us during this
Exciting time in our lives.

Sincerely,

Chris & Jess Bodie