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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, July 13, 2020

SUBJECT: Regular Monthly Meeting
Via Zoom – Meeting ID: 849 2165 8395

TIME: 7:00 P.M.

Visit https://us02web.zoom.us/j/84921658395 to remotely join

SOUTH FIRE DISTRICT
of the City of Middletown
COMMISSIONERS MEETING AGENDA
MONDAY, JULY 13, 2020, 7:00 p.m.

Via Zoom – Meeting I.D. 849 2165 8395
https://us02web.zoom.us/j/84921658395

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. OPEN PUBLIC SESSION

4. CLOSE PUBLIC SESSION

5. MINUTES TO BE APPROVED
   A. REGULAR MEETING OF JUNE 8, 2020

6. TAX COLLECTOR'S REPORT
   A. TAX REFUNDS

7. MONTHLY FINANCIAL REPORTS

8. CHIEF'S REPORT

9. DEPUTY CHIEF'S REPORT

10. FIRE MARSHAL'S REPORT

11. DEPUTY FIRE MARSHAL'S REPORT

12. CAPTAIN'S REPORT

13. COMMISSIONER REPORTS
    A. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
    B. BUILDING COMMITTEE – COMM. THAZHAMPALLATH
    C. PENSION COMMITTEE – COMM. KLECKOWSKI

14. OLD BUSINESS

15. NEW BUSINESS
    A. SCHEDULE MEETING DATES FOR LOCAL 3919 CONTRACT NEGOTIATIONS

16. ADJOURNMENT

SOUTH FIRE DISTRICT
OF THE CITY OF MIDDLETOWN
COMMISSIONERS MEETING
MONDAY, JUNE 8, 2020
MINUTES

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

Absent: Commissioner Giuliano (unable to connect to Zoom)

1) **CALL TO ORDER** Chairwoman Bartolotta called the meeting to order at 7:15 p.m.

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

3) **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:16 p.m. No one wished to speak.

4) **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:16 p.m.

5) **AMEND AGENDA**
MOTION to amend the agenda to include "F. DISCUSSION ON MARINE 30" under "NEW BUSINESS" by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

6) **MINUTES TO BE APPROVED**
MOTION to approve the minutes of the March 9, 2020 regular meeting, the April 28, 2020 budget meeting and the May 27, 2020 special meeting by Comm. Thazhampallath/Comm. Kleckowski. Unanimously approved.

7) **TAX COLLECTOR'S REPORTS** were reviewed by the Commission.
The Commission reviewed the Tax Collector's reports for the Months of March, April, and May submitted by Tax Collector Cindy Gotta.
   A) **Tax Rebates**
   MOTION to approve tax rebates to various taxpayers in the amount of $127.44 for the Month of March and $182.16 for the Month of April by Comm. Thazhampallath/Comm. Kleckowski. Unanimously approved.
   B) **Negative Balance Purge**
   MOTION to approve the negative balance purge by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.
   C) **Suspense Tax Book**
   MOTION to transfer the uncollectible tax bills to the Suspense Tax Book by Comm. Kleckowski/ Comm. Thazhampallath. Unanimously approved.

MOTION to approve the Tax Collector's reports for the Months of March, April, and May by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

8) **MONTHLY FINANCIAL REPORTS** for the Months of March, April, and May submitted by Accounts Payable Specialist Kathy Kiley were reviewed by the Commission.

MOTION to approve the monthly financial reports for the Months of March, April, and May by Comm. Thazhampallath/Comm. Kleckowski. Unanimously approved.

9) **CHIEF'S REPORTS**
The Commission reviewed the reports for the Months of March, April, and May submitted by Chief Howley.

MOTION to approve the Chief's reports for the Months of March, April, and May by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

10) **DEPUTY CHIEF'S REPORTS**
The Commission reviewed the reports for the Months of March, April, and May submitted by Deputy Chief Trzaski.

MOTION to approve the Deputy Chief's reports for the Months of March, April, and May by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

11) **FIRE MARSHAL'S REPORTS**
The Commission reviewed the reports for the Months of March, April, and May submitted by Fire Marshal James Mastroianni.

MOTION to approve the Fire Marshal's reports for the Months of March, April, and May by. Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

12) **DEPUTY FIRE MARSHAL'S REPORTS**
The Commission reviewed the reports for the Months of March, April, and May submitted by Deputy Fire Marshal Jason Hurlbut.

MOTION to approve the Deputy Fire Marshal's reports for the Months of March, April, and May by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

13) **CAPTAIN'S REPORTS**
The Commission reviewed the reports for the Months of March, April, and May submitted by Captain Nick Fischer.

MOTION to approve the Captain's reports for the Months of March, April, and May by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

14) COMMISSIONER'S REPORTS

A. PUBLIC SAFETY TELECOMMUNICATIONS

The meeting for the Month of June was cancelled.

B. BUILDING COMMITTEE

Commissioner Thazhampallath reported that progress has been slow-moving. The revised renovation plan will got out to bid shortly. Clarification is needed as to whether the opening of the bids is permitted via video conferencing.

C. PENSION COMMITTEE

Commissioner Kleckowski provided an overview of the 5/27/20 Pension Committee meeting.

15) OLD BUSINESS

A. COMMISSIONER SPECIAL ELECTION

Eligible voters will cast their ballots at a vehicle drive-thru style election. Details on the process were discussed.

MOTION to schedule the Commissioner Special Election for Tuesday, July 21, 2020 from 8:00 a.m. to 8:00 p.m. by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

Recording Secretary Alyse McEwen will send an email to both candidates requesting confirmation of their desire to remain on the ballot.

16) NEW BUSINESS

A. STATUS OF JULY 13, 2020 REGULAR MEETING

MOTION to keep the July 13, 2020 regular meeting on the schedule by Comm. Kleckowski/ Comm. Thazhampallath. Unanimously approved.

B. SFD EMAIL ADDRESSES FOR COMMISSIONERS

MOTION to provide the Commissioners with South Fire District email addresses by Comm. Kleckowski/Comm. Thazhampallath.

C. COMMISSIONER NOTIFICATION OF MAJOR INCIDENTS

Chief Howley will ask Director of Central Communications Wayne Bartolotta to send notifications of second alarm or greater incidents to the Commissioners.

D. APPROVE NEW CT STIF ACCOUNT OPENING FOR HEART AND HYPERTENSION FUNDS

MOTION to approve the opening of a new CT STIF Account for heart and hypertension funds and transfer heart and hypertension funds from the existing account to the new account by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

E. PENSION AMENDMENT – SHIPMAN & GOODWIN APPROVAL FOR APPROXIMATELY $500, NOT TO EXCEED $1,000

MOTION to approve the expenditure of the Shipman & Goodwin pension plan amendment, not to exceed $1,000 by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

F. DISCUSSION OF MARINE 30

Chief Howley explained to the Commission that Marine 30 (Zodiac inflatable) is out of service, it cannot be repaired, and it needs to be replaced as soon as possible.

MOTION to approve the expenditure to replace Marine 30, not to exceed $11,000, by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

17) ADJOURNMENT

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

Meeting adjourned at 8:37 p.m.

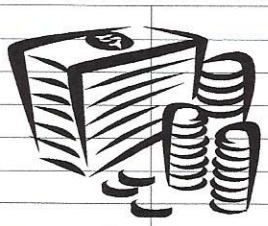
Submitted by,

Alyse McEwen

Alyse McEwen
Recording Secretary

DRAFT

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT



COLLECTIONS JUNE 2020	
REAL ESTATE	$ 4,316.68
MOTOR VEHICLE	$ 2,107.10
PERSONAL PROPERTY	$ -
SUPPLEMENTAL MOTOR VEHICLE	$ 1,060.56
BACK TAXES	$ 4,857.48
CURRENT INTEREST	$ 1,163.90
BACK INTEREST	$ 2,143.68
FEE'S PAID	$ 778.19
LIENS RELEASED	$ 336.00
COLLECTIONS 2019/2020	$ 16,763.59
JULY	$ 4,629,962.10
AUGUST	$ 817,772.33
SEPTEMBER	$ 74,650.81
OCTOBER	$ 54,351.51
NOVEMBER	$ 31,038.80
DECEMBER	$ 27,421.72
JANUARY	$ 54,672.99
FEBRUARY	$ 21,786.41
MARCH	$ 13,099.53
APRIL	$ 18,030.76
MAY	$ 16,763.59
JUNE	
COLLECTED YEAR TO DATE	$ 5,759,550.55
GRANTS RECEIVED	
PRIVATE COLLEGES AND HOSPITALS GRANT	$ -
MUNICIPIAL GRANT IN AID	$ -
MUNCIPAL REVENUE SHARING ACCOUNT	$ -
NRG	$ 207,100.00
MUNCIPAL REVENUE SHARING GRANT	$ -
TOTAL GRANTS	$ 207,100.00
TOTAL YEAR-TO-DATE	**$ 5,966,650.55**

Respectfully submitted by:

Cynthia L. Gotta

Tax Collector, South Fire District

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7201 · Electricity					
	05/15/2020	KS Statebank	402.82		402.82
	05/28/2020	Eversource	1,199.20		1,602.02
	06/15/2020	KS Statebank	402.82		2,004.84
	06/26/2020	Eversource	1,420.90		3,425.74
Total 7201 · Electricity			3,425.74	0.00	3,425.74
7202 · Water and Sewer					
	05/01/2020	Middletown Water & Sewer Dept	218.18		218.18
	06/01/2020	Middletown Water & Sewer Dept	218.18		436.36
Total 7202 · Water and Sewer			436.36	0.00	436.36
7203 · Heating					
	05/04/2020	Eversource	940.76		940.76
	06/02/2020	Eversource	680.31		1,621.07
Total 7203 · Heating			1,621.07	0.00	1,621.07
7204 · Telephone					
	05/15/2020	Frontier Communications	265.72		265.72
	06/15/2020	Frontier Communications	228.49		494.21
Total 7204 · Telephone			494.21	0.00	494.21
7401 · Fuel					
	05/23/2020	WEX Bank	412.38		412.38
	05/31/2020	Bank of America	84.62		497.00
	06/23/2020	WEX Bank	493.81		990.81
Total 7401 · Fuel			990.81	0.00	990.81
7403 · Vehicle Repairs					
	05/05/2020	First Line Emergency	310.85		310.85
	05/11/2020	Barnwell of CT/Toce Brothers Inc	1,557.86		1,868.71
	05/22/2020	First Line Emergency	9,711.78		11,580.49
	05/27/2020	ProTech Automotive L.L.C.	33.94		11,614.43
	05/31/2020	Bank of America	39.80		11,654.23
	06/19/2020	ProTech Automotive L.L.C.	122.78		11,777.01
Total 7403 · Vehicle Repairs			11,777.01	0.00	11,777.01
7406 · Vehicle Supplies					
	05/31/2020	Advance Auto Parts	12.99		12.99
	05/31/2020	Advance Auto Parts	9.99		22.98
	06/30/2020	Bank of America	54.36		77.34
Total 7406 · Vehicle Supplies			77.34	0.00	77.34

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7512 · Pension - Defined Contribution					
	05/14/2020	Lincoln Financial - Pension 401	26,239.20		26,239.20
	06/09/2020	Lincoln Financial - Pension 401	26,239.20		52,478.40
Total 7512 · Pension - Defined Contribution			52,478.40	0.00	52,478.40
7606 · PEB-Uncompensated Absences Exp					
	05/19/2020	CT STIF - Post Employment Benefits	8,787.47		8,787.47
Total 7606 · PEB-Uncompensated Absences Exp			8,787.47	0.00	8,787.47
7701 · Tax Collector's Expense					
	05/09/2020	Quality Data Service, Inc	5,548.80		5,548.80
	05/31/2020	Bank of America	88.98		5,637.78
	05/31/2020	Bank of America	31.85		5,669.63
	06/30/2020	Hartford Courant - Advertising	667.20		6,336.83
	06/30/2020	Bank of America	31.85		6,368.68
Total 7701 · Tax Collector's Expense			6,368.68	0.00	6,368.68
7703 · Office Expenses					
	05/31/2020	Bank of America	86.49		86.49
	05/31/2020	Bank of America	156.11		242.60
	06/30/2020	Bank of America	137.17		379.77
	06/30/2020	Bank of America	39.00		418.77
	06/30/2020	Bank of America	109.27		528.04
Total 7703 · Office Expenses			528.04	0.00	528.04
7706 · Postage					
	06/18/2020	Purchase Power	100.00		100.00
	06/30/2020	Bank of America	8.25		108.25
Total 7706 · Postage			108.25	0.00	108.25
7708 · Commissioner's Compensation					
	05/06/2020	Paychex	600.00		600.00
	06/03/2020	Paychex	600.00		1,200.00
Total 7708 · Commissioner's Compensation			1,200.00	0.00	1,200.00
7709 · Activity Expense					
	05/30/2020	Mastroianni, James.	40.77		40.77
	05/31/2020	Bank of America	59.90		100.67
	05/31/2020	Bank of America	58.13		158.80
	06/30/2020	Bank of America	78.58		237.38
	06/30/2020	Bank of America	133.01		370.39
	06/30/2020	Bank of America	71.88		442.27
	06/30/2020	Bank of America	37.23		479.50
Total 7709 · Activity Expense			479.50	0.00	479.50

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
7711A-1 · COVID-19					
	05/04/2020	Summa & Ryan, PC	1,803.75		1,803.75
	06/09/2020	Summa & Ryan, PC	438.75		2,242.50
Total 7711A-1 · COVID-19			2,242.50	0.00	2,242.50
7711A · Legal Expense - General/Labor - Other					
	06/09/2020	Summa & Ryan, PC	1,023.75		1,023.75
Total 7711A · Legal Expense - General/Labor - Other			1,023.75	0.00	1,023.75
Total 7711A · Legal Expense - General/Labor			3,266.25	0.00	3,266.25
7711B · Legal Expense - H & H					
	05/04/2020	Nuzzo & Roberts, LLC.	430.00		430.00
	05/11/2020	Nuzzo & Roberts, LLC.	40.00		470.00
Total 7711B · Legal Expense - H & H			470.00	0.00	470.00
Total 7711 · Legal Expense			3,736.25	0.00	3,736.25
7710 · Professional Services - Other					
	05/07/2020	Paychex	117.67		117.67
	05/07/2020	Paychex	56.73		174.40
	05/07/2020	Paychex	58.52		232.92
	05/14/2020	Paychex	117.67		350.59
	05/26/2020	Paychex		117.67	232.92
	05/28/2020	Paychex	117.67		350.59
	05/28/2020	Paychex	107.05		457.64
	05/31/2020	Merrick & Associates, LLC	350.00		807.64
	06/04/2020	Paychex	117.67		925.31
	06/04/2020	Paychex	56.74		982.05
	06/04/2020	Paychex	58.53		1,040.58
	06/11/2020	Paychex	117.67		1,158.25
	06/11/2020	Paychex	56.74		1,214.99
	06/18/2020	Paychex	56.74		1,271.73
	06/18/2020	Paychex	117.67		1,389.40
	06/25/2020	Paychex	117.67		1,507.07
	06/25/2020	Paychex	56.74		1,563.81
	06/30/2020	Merrick & Associates, LLC	350.00		1,913.81
Total 7710 · Professional Services - Other			2,031.48	117.67	1,913.81
Total 7710 · Professional Services			5,767.73	117.67	5,650.06
7714 · Advertising / Voting					
	06/10/2020	Hartford Courant - Advertising	243.80		243.80
	06/30/2020	Hartford Courant - Advertising	36.85		280.65

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7714 · Advertising / Voting, continued					
	06/30/2020	Hartford Courant - Advertising	64.72		345.37
	06/30/2020	Hartford Courant - Advertising	112.49		457.86
	06/30/2020	Middletown Press- Hearst Media Services	181.51		639.37
	06/30/2020	Middletown Press- Hearst Media Services	116.71		756.08
	06/30/2020	Hartford Courant - Advertising	48.79		804.87
Total 7714 · Advertising / Voting			804.87	0.00	804.87
7717 · Software Support					
	05/31/2020	Bank of America	311.00		311.00
	06/30/2020	Hangar 14 Solutions, LLC.	390.00		701.00
Total 7717 · Software Support			701.00	0.00	701.00
7801 · Repairs Building					
	06/01/2020	Higgins Electric, Inc.	1,700.00		1,700.00
	06/02/2020	General Sewer And Drain Service	175.00		1,875.00
	06/11/2020	Connecticut Restaurant Service, Inc.	250.00		2,125.00
	06/30/2020	Connecticut Restaurant Service, Inc.	693.38		2,818.38
Total 7801 · Repairs Building			2,818.38	0.00	2,818.38
7802 · Supplies Maintenance					
7802C · COVID-19					
	05/11/2020	New England Maintenance Depot	136.00		136.00
	06/16/2020	SignMart	110.00		246.00
	06/30/2020	Bank of America	16.98		262.98
	06/30/2020	SignMart	38.00		300.98
Total 7802C · COVID-19			300.98	0.00	300.98
7802 · Supplies Maintenance - Other					
	05/11/2020	New England Maintenance Depot	138.98		138.98
	05/28/2020	Ace Home Center	51.99		190.97
	05/28/2020	Ace Home Center	20.28		211.25
	05/31/2020	Bank of America	44.62		255.87
	05/31/2020	Bank of America	36.98		292.85
	05/31/2020	Bank of America	61.24		354.09
	05/31/2020	Bank of America	35.92		390.01
	05/31/2020	Bank of America	38.35		428.36
	05/31/2020	Bank of America	63.76		492.12
	06/03/2020	Midstate Tractor & Equipment	19.98		512.10
	06/30/2020	Ace Home Center	2.69		514.79
	06/30/2020	Ace Home Center	9.62		524.41
	06/30/2020	Ace Home Center	5.97		530.38
	06/30/2020	Ace Home Center	2.20		532.58

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7802 · Supplies Maintenance - Other, continued					
	06/30/2020	Ace Home Center	17.66		550.24
	06/30/2020	Bank of America	51.92		602.16
Total 7802 · Supplies Maintenance - Other			602.16	0.00	602.16
Total 7802 · Supplies Maintenance			903.14	0.00	903.14
7803 · Services					
	05/05/2020	A & A Office Systems, Inc. - Usage	67.22		67.22
	05/06/2020	Comcast	100.80		168.02
	05/07/2020	Comcast	15.72		183.74
	05/11/2020	Higgins Electric, Inc.	525.00		708.74
	05/14/2020	JP Bellamo & Sons, Inc.	45.00		753.74
	05/22/2020	All Waste	141.69		895.43
	05/23/2020	A & A Office Systems, Inc.	136.22		1,031.65
	06/06/2020	Comcast	100.80		1,132.45
	06/07/2020	Comcast	15.72		1,148.17
	06/20/2020	A & A Office Systems, Inc.	136.22		1,284.39
	06/23/2020	JP Bellamo & Sons, Inc.	45.00		1,329.39
	06/25/2020	All Waste	141.69		1,471.08
	06/29/2020	Pitney Bowes Inc. - Monthly	147.00		1,618.08
Total 7803 · Services			1,618.08	0.00	1,618.08
7805 · Equipment					
	05/26/2020	Gene's TV & Appliance, Inc.	835.99		835.99
Total 7805 · Equipment			835.99	0.00	835.99
7901 · Emergency Medical Equipment					
7901C · COVID-19					
	05/12/2020	Common Cents EMS Supply, LLC.	73.13		73.13
	05/15/2020	Shipman's Fire Equipment Co., Inc.	479.85		552.98
Total 7901C · COVID-19			552.98	0.00	552.98
7901 · Emergency Medical Equipment - Other					
	05/12/2020	Common Cents EMS Supply, LLC.	99.00		99.00
	05/18/2020	Common Cents EMS Supply, LLC.	198.00		297.00
	06/01/2020	Common Cents EMS Supply, LLC.	430.02		727.02
	06/04/2020	Common Cents EMS Supply, LLC.	337.50		1,064.52
Total 7901 · Emergency Medical Equipment - Other			1,064.52	0.00	1,064.52
Total 7901 · Emergency Medical Equipment			1,617.50	0.00	1,617.50
7902 · Computer Equip & Supplies					
	05/31/2020	Bank of America	1.00		1.00
	06/30/2020	Bank of America	1.00		2.00
	06/30/2020	Bank of America	30.59		32.59
Total 7902 · Computer Equip & Supplies			32.59	0.00	32.59

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7903 · Training					
	05/17/2020	Zajac, Robert	125.25		125.25
	05/29/2020	Dept. of Emrg Svc & Public Protection		275.00	-149.75
	05/29/2020	Dept. of Emrg Svc & Public Protection		550.00	-699.75
	06/22/2020	Dept. of Emrg Svc & Public Protection		320.00	-1,019.75
	06/30/2020	Dept. of Emrg Svc & Public Protection		280.00	-1,299.75
Total 7903 · Training			125.25	1,425.00	-1,299.75
7905 · Fire Fighting Equipment					
	05/05/2020	Fire Equipment Headquarters	537.00		537.00
	05/10/2020	Fischer, Nicholas.	10.37		547.37
	05/15/2020	Brigham Industries, Inc.	420.00		967.37
	05/21/2020	Shipman's Fire Equipment Co., Inc.	184.95		1,152.32
	05/31/2020	Bank of America	356.05		1,508.37
	05/31/2020	Bank of America	138.00		1,646.37
	05/31/2020	Bank of America	39.99		1,686.36
	05/31/2020	Advance Auto Parts	102.90		1,789.26
	06/03/2020	Shipman's Fire Equipment Co., Inc.	177.00		1,966.26
	06/04/2020	Firematic Supply Co. Inc.	1,381.18		3,347.44
	06/08/2020	Shipman's Fire Equipment Co., Inc.	227.25		3,574.69
	06/17/2020	Firematic Supply Co. Inc.	362.24		3,936.93
	06/18/2020	Fire Equipment Headquarters	230.00		4,166.93
	06/23/2020	Shipman's Fire Equipment Co., Inc.	67.25		4,234.18
	06/28/2020	Fire Equipment Headquarters	393.00		4,627.18
	06/30/2020	Common Cents EMS Supply, LLC.	759.80		5,386.98
	06/30/2020	Firematic Supply Co. Inc.	760.50		6,147.48
	06/30/2020	Shipman's Fire Equipment Co., Inc.	1,473.70		7,621.18
	06/30/2020	Bank of America	308.40		7,929.58
	06/30/2020	Bank of America	59.52		7,989.10
Total 7905 · Fire Fighting Equipment			7,989.10	0.00	7,989.10
7906 · Special Service Units					
	05/08/2020	Divers Cove, LLC	19.00		19.00
	06/04/2020	Divers Cove, LLC	459.00		478.00
	06/29/2020	Divers Cove, LLC	2,950.00		3,428.00
	06/29/2020	Divers Cove, LLC	2,350.00		5,778.00
Total 7906 · Special Service Units			5,778.00	0.00	5,778.00
7907 · Fire Marshal's Office					
	05/31/2020	Bank of America	52.48		52.48
	06/18/2020	Fire Equipment Headquarters	600.00		652.48
Total 7907 · Fire Marshal's Office			652.48	0.00	652.48

South Fire District
Monthly Expense Detail
May and June 2020

	Date	Name	Debit	Credit	Balance
7909 · Uniforms					
	05/29/2020	Security Uniforms, Inc.	374.00		374.00
	06/02/2020	Security Uniforms, Inc.	26.00		400.00
	06/02/2020	Security Uniforms, Inc.	409.00		809.00
	06/24/2020	Security Uniforms, Inc.	41.50		850.50
Total 7909 · Uniforms			850.50	0.00	850.50
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	06/02/2020	JP Maguire Associates, Inc.	520.00		520.00
	06/02/2020	JP Maguire Associates, Inc.	780.00		1,300.00
	06/02/2020	JP Maguire Associates, Inc.	130.00		1,430.00
	06/02/2020	JP Maguire Associates, Inc.	520.00		1,950.00
Total 7910A · Gear Cleaning/Inspection/Repair			1,950.00	0.00	1,950.00
7910 · Protective Clothing - Other					
	06/09/2020	Shipman's Fire Equipment Co., Inc.	129.79		129.79
Total 7910 · Protective Clothing - Other			129.79	0.00	129.79
Total 7910 · Protective Clothing			2,079.79	0.00	2,079.79
7912 · Cellular Phones					
	05/11/2020	AT&T Mobility	388.33		388.33
	06/11/2020	AT&T Mobility	388.33		776.66
Total 7912 · Cellular Phones			776.66	0.00	776.66
7916 · Breathing Apparatus-Test Repair					
	05/04/2020	Shipman's Fire Equipment Co., Inc.	216.00		216.00
	05/29/2020	Shipman's Fire Equipment Co., Inc.	189.95		405.95
	06/10/2020	Shipman's Fire Equipment Co., Inc.	34.80		440.75
Total 7916 · Breathing Apparatus-Test Repair			440.75	0.00	440.75
8999 · CNR Current Year					
	05/27/2020	CT STIF - CNR	256,177.50		256,177.50
	06/23/2020	Shipman's Fire Equipment Co., Inc.	4,000.00		260,177.50
	06/24/2020	CT STIF - CNR	40,855.00		301,032.50
	06/30/2020	CT STIF - CNR	207,080.00		508,112.50
Total 8999 · CNR Current Year			508,112.50	0.00	508,112.50
TOTAL			**630,677.19**	**1,542.67**	**629,134.52**

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

	Jul '19 - Jun 20	Budget	$ Over Budget	% of Budget
Income				
4101 · Property Tax Revenue	5,615,518.39	5,633,573.00	-18,054.61	99.68%
4102 · Interest and Liens	43,853.29	28,000.00	15,853.29	156.62%
4103 · Tax Refunds	-12,841.24	0.00	-12,841.24	100.00%
4104 · Fees	8,346.36	0.00	8,346.36	100.00%
4105 · Prior Year Tax Collections	56,160.39	0.00	56,160.39	100.00%
4107 · Tax Supplemental MV	47,043.26	25,000.00	22,043.26	188.17%
4109 · Grants - FEMA	39,827.57	0.00	39,827.57	100.00%
4127 · Contributions - Corporate	200.00	0.00	200.00	100.00%
4204 · Municipal Grants & Rev. Sharing	207,080.00	0.00	207,080.00	100.00%
4210 · NRG Tax Revenue	207,100.00	207,100.00	0.00	100.00%
4301 · Investment Income	22,066.74	10,000.00	12,066.74	220.67%
4901 · Miscellaneous Income	28,385.19	0.00	28,385.19	100.00%
Total Income	6,262,739.95	5,903,673.00	359,066.95	106.08%
Expense				
7201 · Electricity	21,443.10	17,500.00	3,943.10	122.53%
7202 · Water and Sewer	2,304.97	2,470.00	-165.03	93.32%
7203 · Heating	10,440.33	12,000.00	-1,559.67	87.00%
7204 · Telephone	2,700.14	3,000.00	-299.86	90.01%
7401 · Fuel	16,797.93	20,000.00	-3,202.07	83.99%
7403 · Vehicle Repairs	90,746.86	60,000.00	30,746.86	151.25% *
7404 · Annual OSHA Inpection	1,145.00	1,200.00	-55.00	95.42%
7406 · Vehicle Supplies	685.98	2,000.00	-1,314.02	34.30%
7501 · Insurance-Workers Compensation	153,250.00	198,475.00	-45,225.00	77.21%
7502 · Insurance - Commercial Package	43,622.70	42,000.00	1,622.70	103.86%
7503 · Insurance - Medical	737,564.16	850,649.00	-113,084.84	86.71%
7509 · Insurance - Life and Disability	47,217.78	51,550.00	-4,332.22	91.60%
7512 · Pension - Defined Contribution	261,840.31	341,160.00	-79,319.69	76.75%
7513 · Unused Sick Time	21,223.79	30,160.00	-8,936.21	70.37%
7601 · Salaries - Fire Department	2,587,250.51	2,785,111.00	-197,860.49	92.90%
7602 · Salaries - Administrative	125,373.19	136,426.00	-11,052.81	91.90%
7603 · Replacement / Call Backs	333,511.66	371,000.00	-37,488.34	89.90%
7604 · Fringe Benefits	113,903.64	124,072.00	-10,168.36	91.80%
7606 · PEB-Uncompensated Absences Exp	10,000.00	10,000.00	0.00	100.00%
7607 · PEB-Heart and Hypertension	150,000.00	150,000.00	0.00	100.00%
7609 · Employer - Social Security	194,281.57	212,512.00	-18,230.43	91.42%
7610 · Employer - Medicare	45,437.61	49,700.00	-4,262.39	91.42%
7701 · Tax Collector's Expense	24,102.94	20,000.00	4,102.94	120.52% **
7702 · Professional Org / Periodicals	2,104.96	2,200.00	-95.04	95.68%
7703 · Office Expenses	2,784.50	3,500.00	-715.50	79.56%
7704 · Auditor	6,700.00	6,700.00	0.00	100.00%
7705 · Professional Development	2,823.87	3,500.00	-676.13	80.68%
7706 · Postage	2,346.66	4,000.00	-1,653.34	58.67%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%

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

	Jul '19 - Jun 20	Budget	$ Over Budget	% of Budget
Expense, continued				
7708 · Commissioner's Compensation	8,400.00	9,000.00	-600.00	93.33%
7709 · Activity Expense	3,235.40	3,500.00	-264.60	92.44%
7710 · Professional Services	32,340.62	50,000.00	-17,659.38	64.68%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	0.00	3,300.00	-3,300.00	0.00%
7714 · Advertising / Voting	2,482.34	4,500.00	-2,017.66	55.16%
7715 · Lien Fees	1,310.00	1,200.00	110.00	109.17%
7716 · Archive Services	0.00	978.00	-978.00	0.00%
7717 · Software Support	27,935.82	27,600.00	335.82	101.22%
7801 · Repairs Building	10,709.41	20,000.00	-9,290.59	53.55%
7802 · Supplies Maintenance	7,233.37	8,900.00	-1,666.63	81.27%
7803 · Services	14,967.60	17,200.00	-2,232.40	87.02%
7805 · Equipment	5,645.56	4,600.00	1,045.56	122.73%
7901 · Emergency Medical Equipment	10,027.72	12,500.00	-2,472.28	80.22%
7902 · Computer Equip & Supplies	2,145.59	2,000.00	145.59	107.28%
7903 · Training	21,856.72	22,000.00	-143.28	99.35%
7904 · Public Fire Education	3,606.36	3,500.00	106.36	103.04%
7905 · Fire Fighting Equipment	25,830.12	14,000.00	11,830.12	184.50% ***
7906 · Special Service Units	5,778.00	4,560.00	1,218.00	126.71% ****
7907 · Fire Marshal's Office	3,713.41	4,000.00	-286.59	92.84%
7909 · Uniforms	33,383.34	27,500.00	5,883.34	121.39% *****
7910 · Protective Clothing	33,776.39	25,000.00	8,776.39	135.11% *****
7911 · Communications	2,811.88	4,500.00	-1,688.12	62.49%
7912 · Cellular Phones	4,453.71	4,250.00	203.71	104.79%
7913 · Breathing Air & Oxygen	797.96	1,500.00	-702.04	53.20%
7915 · Medical Testing	2,712.00	8,000.00	-5,288.00	33.90%
7916 · Breathing Apparatus-Test Repair	2,761.64	7,500.00	-4,738.36	36.82%
8999 · CNR Current Year	50,000.00	50,000.00	0.00	100.00%
Total Expense	5,329,519.12	5,903,673.00	-574,153.88	90.28%

Grant Purchases

FEMA Grant - Bauer Containment Fill Station for SCBA's	$	12,799.00
FEMA Grant - Hose	$	27,028.57
Total Grant Purchases	$	39,827.57

* Due to apparatus age, required maintenance, and a failing apparatus.

** Increased expenses due to COVID-19

*** Boat motor and boat was purchased using miscellaneous income from radio sale.

**** Suit replacements for Dive Team.

***** Due to several unexpected staffing changes.

Additional Capital Non-Recurring Deposits

2018-2019 Change in Net Position Deposit	$	256,177.50
2019-2020 Municipal Grants-in-Aid Deposit	$	207,080.00
	$	463,257.50

South Fire District
Cash Balance Report
June 2020

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	$	1,708,160.45
	Operating - Checking	$	385,718.39
	Total:	$	2,660,407.92

Restricted Funds:		
CNR	$	1,369,071.92
Post-Employment Benefits	$	453,307.26

Submitted by:
Kathleen M. Kiley

Tax Collections
June 2020

	TOTAL COLLECTABLE TAX (GRAND RATE BOOK)	TOTAL TAXES PAID (GRAND RATE BOOK)	CURRENT YEAR REFUNDS (GRAND RATE BOOK)	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS (GRAND RATE BOOK)
RE	$ 4,421,324.75	$ 4,429,638.30	-$7,398.88	100.02%	-$1,725.38
PP	$ 799,940.58	$ 801,627.43	-$10.00	100.21%	
MV	$ 408,071.79	$ 384,252.66	-$2,729.70	93.49%	-$924.67
MVS	$ 58,315.98	$ 47,043.26	-$39.59	80.60%	-$13.02
TOTAL	$ 5,687,653.10	$ 5,662,561.65	$ (10,178.17)	99.38%	$ (2,663.07)

Submitted by:
Cindy Gotta
Tax Collector

No assurance is provided for these financial statements.

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

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

Grant Updates: FEMA, Walmart grant applied (public education)

- **Meetings**
- Weekly staff meetings with Officer's
- Weekly Web X meeting with City leaders
- FEMA Covid -19 recovery meeting phone 6/10 & 6/24
- Tax Office reopening meting 6/3
- Inland wetlands Joe Carta 6/4
- Engine 32 replacement meeting 6/24
- Quarterly Officers meeting 6/17

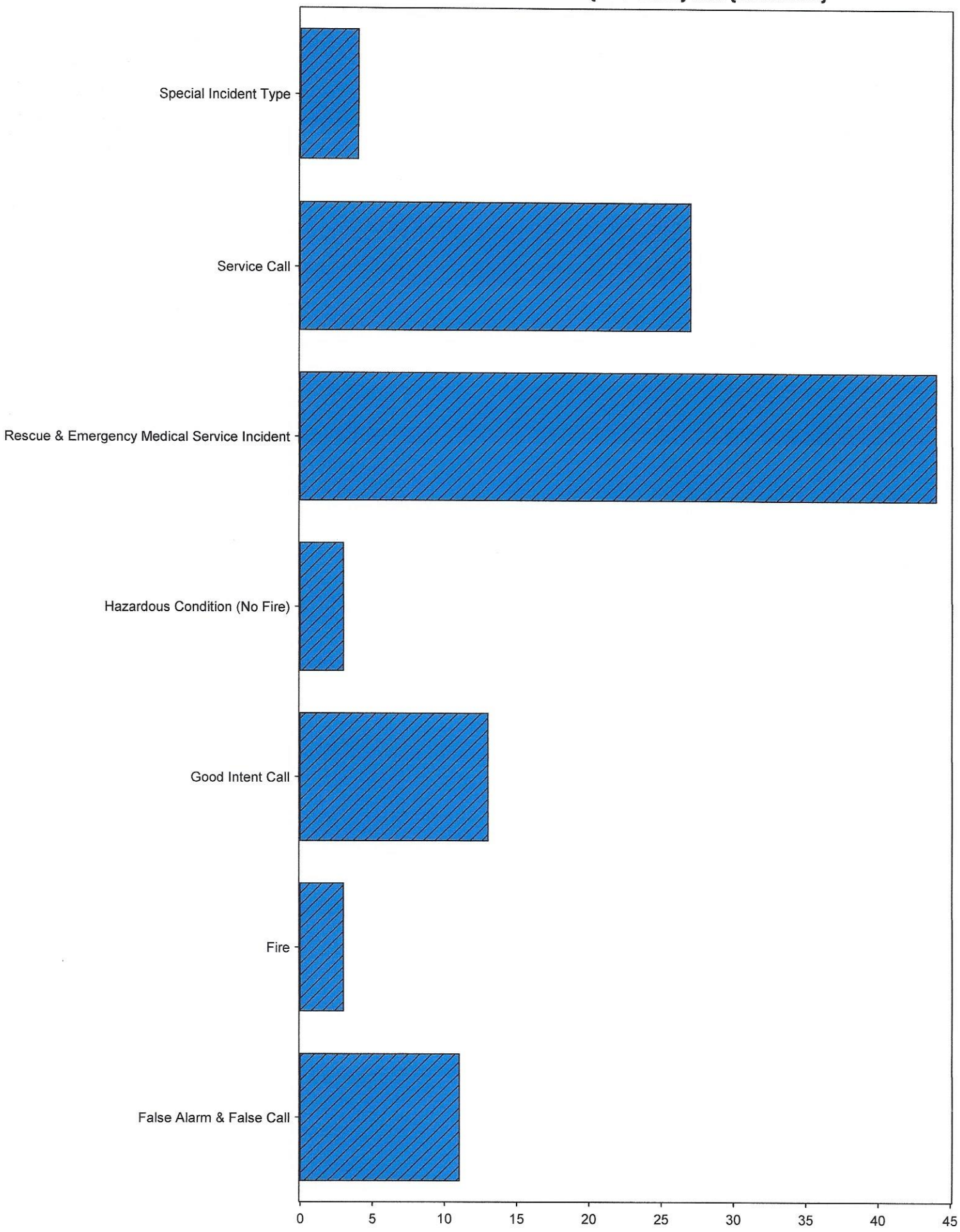
Events:

Incidents:

Fire Chief, Michael J. Howley
June 2020 Monthly Reports

Incident Type Summary

Alarm Date Between {06/01/2020} And {06/30/2020}



Middletown South Fire District

Staff Activity by Activity Code (Summary)

Date Between {06/01/2020} And {06/30/2020} and Activity Code In "RETIRED ","CBSB ","CBTWX ","CBASNX ","CBTRAIN ","CBASX ","FFFIOTHER ","FFFIPL ","FFFIS ","FFFIV ","HO ","OFIOTHER ","OFIPL ","OFIS ","OFIV "

Activity Code	Staff Count	Total Hrs	Pct Hrs
CBSB Call Back Stand By	10	21.54	6.12%
FFFIPL Firefighter Fill-in due to Firefighter out on	14	168.00	47.78%
FFFIS Firefighter Fill-in due to Firefighter out on	8	96.00	27.30%
FFFIV Firefighter Fill-in due to Firefighter out on	5	34.00	9.67%
HO Hold Over / Over Shift	2	8.00	2.27%
OFIPL Officer Fill-in due to Officer out on PL	2	24.00	6.82%
	41	**351.54**	

Dear Members of Middletown South Fire District, Fire Marshall James Mastroianni, and Chief Michael Howley,

Our family would like to thank you for your bravery and service. We will forever cherish your work and your efforts in our hearts. Although our lives have changed forever since that horrific day on May 29, 2020, we have been grateful for the kindness and comfort you have shown to the Nettis family. We salute and thank you for your service. Firefighters are the greatest heros.

Warmest thanks,

The Nettis Family

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

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

- Attended via teleconference daily and weekly updates to Citywide COVID-19 preparation and response.
    - Assisted with intercity response to COVID-19 response
- Efforts and time during June were dedicated to COVID-19 topics
    - Equipment procurement
    - Constant monitoring of employees and procedures
- Created post incident review of Saybrook Road fire.
- Attended daily shift briefings
- Attended Zoom meetings involving personnel issues.
- Represented South Fire District at Flag Day ceremony at the Middletown Elk's Club.
- Attended department officers meeting
- Participated in 2020 Safety Stand Down week
- Received equipment and associated invoices for hose grant.
- Assigned hose testing and compiled data entry for new hose.
- Received and placed pneumatic lift bags in service.
- Facilitated vehicle maintenance and repairs.
- Facilitated daily HR requests and assisted with staff working from home

Deputy Chief James Trzaski

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

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

Fire Marshal Office Activities/Duties:

-Meeting with State Fire Marshal Office concerning 1662 Saybrook Road Incident

-New Woodrow Wilson Middle School Fire Alarm Placement & Operations Meeting

-11 Training Hill Road Egress Stairway Meeting

-Crystal Lake Pavilion Remodeling & Fire Pit Placement Meeting

-Meeting with Middletown Police Dept. concerning 1662 Saybrook Road Incident

-Attended & Participated in South Fire District Fire Dept. Officers Meeting

-Meeting with CT International Arson Association Investigators

-New Woodrow Wilson Middle School Fire Suppression Meeting

-1150 South Main Street Fire Suppression Meeting

-311 Main Street Extension Zoning Complaint Meeting

Inspections:

-577 Saybrook Road - business re-inspection

-Crystal Lake Pavilion – assembly inspection

-648 South Main Street – business inspection

-416 East Main Street (Stop & Shop) - business inspection

-416 East Main Street (Bobs) - business inspection

-416 East Main Street (Dollar Tree) - business inspection

-1 Aircraft Road – industrial inspection

Training:

-Fire Official Enforcement Review Seminar

Training cont.:

-Inspections During COVID-19 Seminar

-CPR Refresher Training

-Preparation for the Inspection Process Seminar

Incidents:

29 Maple Street – Ruptured Gas Line Investigation

36 Walnut Street – Unsafe Conditions Electrical Hazards Incident

Fire Marshal James M. Mastroianni
June, 2020

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

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

Fire Marshal Office Activities/Duties:

-Meet with CT State Fire Marshal Office Concerning 1662 Saybrook Road

- 11 Training Hill Road – Meet with Architect about stairways

-Crystal Lake Park – Meet with Building Department about Fire Pits near pavilion

- Meet with insurance investigators - 1662 Saybrook Road Structure Fire

-Meet with Middletown Police Department – 1662 Saybrook Road

-CT IAAI – Meeting (virtual)

-1 Wilderman's Way - Electrical Inspection with Building Department

-Crystal Lake Park – Tent Inspection with Building Department

-648 South Main Street – Means of Egress Concern

-Meet with Middletown Fire Marshal Office

-416 East Main Street (Bob's Stores) – alarm monitoring concern

-416 East Main Street (Dollar Tree) – Means of Egress Concern

-Meet with Hartford Fire Department Fire Marshal Office

-Zoom Meeting- Respirator Company

-1 Wilderman's Way- FDC Install Inspection

Inspections:

-577 Saybrook Road – business Re-Inspection

-416 East Main Street (Stop and Shop)-business-fireworks inspection

-1 Aircraft Road-industrial-Inspection

Training:

- Dive Training

-Virtual Training (Inspections during COVID-19) continuing education

-Virtual Training with Prodigy (CPR Refresher) continuing education

Incidents:

-29 Maple Street - Gas Line Rupture

-122 Front Street – Gas Storage Complaint

-36 Walnut Street – Unsafe Condition (exposed live wires)

Deputy Fire Marshal Jason Hurlbut
June, 2020

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

July 6, 2020

Greetings,

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

- Post Incident Review of Saybrook Road Fire-All Platoons
- Training on new portable monitors from hose grant-All Platoons
- Training on new nozzles/adapters from hose grant-All Platoons
- 2020 Safety Stand Down week-Focus on Traffic Management and Roadway Safety-All Platoons
- EMS Continuing Education-Cardiac Arrest Management-All Platoons
- Completion of Training MOU for CT Valley Hospital Property Use
- Officer's Meeting 6/18
- Revision of applicable SOP's & SOG's in preparation for July 1 staffing changes
- Revision of Daily Tasks for new officer staffing
- Labor Management meeting 6/15
- Coordinated members needing new turnout gear w/vendor

Respectfully Submitted,

Nick Fischer
Training Captain

Middletown South Fire District

Training Classes by Category

Class Date Between {06/01/2020} And {06/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
						-------Default--------		
+DIVE Dive Training								
06/04/2020	08:00	Dive Training	1		S	4.50	0.00	0.00
06/04/2020	08:00	Dive Training	1		S	4.50	6.00	0.00
		Totals for Category:				**9.00**	**6.00**	**0.00**
BFAM Building Familiarization								
06/02/2020	09:30	Building Familiarization	1		B	0.50	0.00	0.00
		Totals for Category:				**0.50**	**0.00**	**0.00**
CASESTUDY CASE STUDY								
06/18/2020	14:30	CASE STUDY	1		B	1.50	0.00	0.00
		Totals for Category:				**1.50**	**0.00**	**0.00**
DT01 General Driver Training								
06/23/2020	17:31	General Driver Training	1	E32	C	1.00	0.00	0.00
		Totals for Category:				**1.00**	**0.00**	**0.00**
FMT CONT. ED Continuing education								
06/18/2020	13:00	Continuing education	1		F	1.50	0.00	1.50
06/24/2020	09:00	Continuing education	1		F	3.00	0.00	3.00
		Totals for Category:				**4.50**	**0.00**	**4.50**
HLOPS Handline Deployment/Operations								
06/15/2020	10:30	Handline Deployment/Operations	1		C	1.00	0.00	0.00
06/16/2020	13:00	Handline Deployment/Operations	1		D	1.50	0.00	0.00
06/17/2020	10:00	Handline Deployment/Operations	1		A	1.50	0.00	0.00
06/18/2020	10:00	Handline Deployment/Operations	1		B	0.00	0.00	0.00
		Totals for Category:				**4.00**	**0.00**	**0.00**
HR/STAND-CR High Rise/Standpipe Ops-Classroom								
06/29/2020	14:00	High Rise/Standpipe Ops-Classroom	1		A	1.00	0.00	0.00
06/30/2020	10:30	High Rise/Standpipe Ops-Classroom	1		B	1.50	0.00	0.00

Middletown South Fire District

Training Classes by Category

Class Date Between {06/01/2020} And {06/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
						-------Default--------		
HR/STAND-CR High Rise/Standpipe Ops-Classroom								
			Totals for Category:			**2.50**	**0.00**	**0.00**
MONITOR PORTABLE MONITOR								
06/12/2020	10:00	PORTABLE MONITOR	1		D	1.00	0.00	0.00
06/15/2020	10:00	PORTABLE MONITOR	1		C	1.00	0.00	0.00
06/16/2020	13:00	PORTABLE MONITOR	1		D	73.50	0.00	0.00
06/17/2020	10:00	PORTABLE MONITOR	1		A	1.50	0.00	0.00
06/18/2020	10:00	PORTABLE MONITOR	1		B	1.50	0.00	0.00
			Totals for Category:			**78.50**	**0.00**	**0.00**
PRODEMS Prodigy EMS								
06/22/2020	14:00	Prodigy EMS	1		B	1.50	0.00	0.00
06/23/2020	14:00	Prodigy EMS	1		C	1.50	0.00	0.00
06/25/2020	13:30	Prodigy EMS	1		B	1.50	0.00	0.00
			Totals for Category:			**4.50**	**0.00**	**0.00**
REVIEW POST INCIDENT REVIEW								
06/09/2020	14:30	POST INCIDENT REVIEW	1		A	1.50	0.00	0.00
06/10/2020	09:30	POST INCIDENT REVIEW	1		B	1.50	0.00	0.00
06/12/2020	13:30	POST INCIDENT REVIEW	1		D	1.00	0.00	0.00
			Totals for Category:			**4.00**	**0.00**	**0.00**
ROPESAFE ROPESAFE EDGE PROTECTION SYSTEM								
06/02/2020	10:00	ROPESAFE EDGE PROTECTION SYSTEM	1		B	1.00	0.00	0.00
			Totals for Category:			**1.00**	**0.00**	**0.00**
SOG REVIEW SOG Review								
06/29/2020	13:00	SOG Review	1		A	2.00	0.00	0.00
06/30/2020	10:00	SOG Review	1		B	0.50	0.00	0.00
			Totals for Category:			**2.50**	**0.00**	**0.00**
TRAFFIC TRAFFIC SAFETY/APPARATUS PLACEMENT								

Middletown South Fire District

Training Classes by Category

Class Date Between {06/01/2020} And {06/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
						-------Default--------		
TRAFFIC TRAFFIC SAFETY/APPARATUS PLACEMENT								
06/16/2020	10:00	TRAFFIC SAFETY/APPARATUS PLACEMENT	1		D	1.00	0.00	0.00
06/17/2020	14:00	TRAFFIC SAFETY/APPARATUS PLACEMENT	1		A	1.00	0.00	0.00
06/18/2020	13:30	TRAFFIC SAFETY/APPARATUS PLACEMENT	1		B	1.00	0.00	0.00
					Totals for Category:	3.00	0.00	0.00
Total Classes: 30					Grand Totals:	116.50	6.00	4.50