

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, January 8, 2024

WHERE: Firehouse

TIME: 7:00 P.M.

SUBJECT: Regular Monthly Meeting

Members of the public may attend the meeting at the firehouse or via Zoom:

- Direct link to Zoom:
<https://us02web.zoom.us/j/81666157988?pwd=L3NaWnpPWWp5TVVPZUZ5Sm5KSUY3Zz09>
- Visit <https://zoom.us> and join the meeting using the meeting I.D. number and passcode located below.
- Via telephone at 646-558-8656

Meeting I.D. 816 6615 7988
Passcode: SFD

AGENDA

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING
MONDAY, JANUARY 8, 2024 at 7:00 p.m.**

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ACCEPT/AMEND AGENDA**
- 4) OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**
- 5) CLOSE PUBLIC SESSION**
- 6) MINUTES TO BE ACCEPTED**
 - a) December 11, 2023
- 7) TAX COLLECTOR’S REPORTS – DECEMBER 2023**
 - a) Refunds: \$1,478.80
 - b) Tax Collector’s Reports
- 8) FINANCIAL REPORTS**
 - a) Monthly Expense Detail: November and December 2023
 - b) Profit & Loss Budget vs. Actual: July 2023 through December 2023
 - c) Cash Balance Reports: December 2023
- 9) ADMINISTRATIVE REPORTS – DECEMBER 2023**
- 10) COMMISSIONER REPORTS**
 - a) Building Committee: Commissioner Thazhampallath
 - b) Pension Committee: Commissioner Kleckowski
 - c) Public Safety Telecommunications: Commissioner Giuliano
 - d) Riverfront Redevelopment Update: Commissioner Pessina
- 11) OLD BUSINESS**
- 12) NEW BUSINESS**
 - a) Set hours for February 5, 2024 commissioner election
 - b) Approve proposed date to begin accepting absentee ballots (January 16, 2024)
 - c) Discussion of Entry Level Firefighter Hiring Process
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 14) CLOSE PUBLIC SESSION**
- 15) ADJOURNMENT**

HYBRID MEETING

South Fire District Meeting Room AND via Zoom Video Conferencing

- **Direct link to Zoom:**
<https://us02web.zoom.us/j/81666157988?pwd=L3NaWnpPWp5TVVpZUZ5Sm5KSUY3Zz09>
- **Via telephone: 646-558-8656**
Meeting I.D. 816 6615 7988 Passcode: SFD

Tax Collections December 2023

	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	\$ 6,014,205.29	\$ 5,881,500.80	\$1,183.72	97.81%	\$0.00
PP	\$ 938,702.16	\$ 930,102.42	\$18.33	99.09%	\$3.12
MV	\$ 465,608.65	\$ 394,456.07	\$2,196.48	85.19%	\$283.45
MVS	\$ 57,273.05	\$ -	\$0.00	0.00%	\$57.11
TOTAL	\$ 7,475,789.15	\$ 7,206,059.29	\$ 3,398.53	96.44%	\$ 343.68

Submitted by:
Lee Matterazzo, CCMC
Tax Collector

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS DECEMBER 2023	
REAL ESTATE	\$ 9,936.34
MOTOR VEHICLE	\$ 4,061.91
PERSONAL PROPERTY	\$ 122.74
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 2,732.61
CURRENT INTEREST	\$ 1,244.46
BACK INTEREST	\$ 1,399.49
FEES PAID	\$ 501.91
LIENS RELEASED	\$ 48.00
COLLECTIONS 2023/2024	
	\$ 20,047.46
JULY	\$ 6,223,864.66
AUGUST	\$ 790,755.58
SEPTEMBER	\$ 159,383.13
OCTOBER	\$ 52,504.89
NOVEMBER	\$ 30,179.50
DECEMBER	\$ 20,047.46
JANUARY	.
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	
	\$ 7,276,735.22
GRANTS RECEIVED	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ -
TOTAL GRANTS	
	\$ -
TOTAL YEAR-TO-DATE	
	\$ 7,276,735.22
Respectfully submitted by:	
Lee Matterazzo, CCMC, Tax Collector	
South Fire District	

South Fire District
Monthly Expense Detail
November and December 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	11/01/2023	Earthlight Power, LLC.	600.30		600.30
	11/28/2023	Eversource	622.56		1,222.86
	12/04/2023	Earthlight Power, LLC.	489.60		1,712.46
Total 7201 · Electricity			1,712.46	0.00	1,712.46
7202 · Water and Sewer					
	11/01/2023	Middletown Water & Sewer Dept	132.12		132.12
	12/01/2023	Middletown Water & Sewer Dept	240.83		372.95
Total 7202 · Water and Sewer			372.95	0.00	372.95
7203 · Heating					
	11/02/2023	Eversource	777.96		777.96
	12/04/2023	Eversource	1,040.43		1,818.39
Total 7203 · Heating			1,818.39	0.00	1,818.39
7204 · Telephone					
	11/15/2023	Frontier Communications	231.46		231.46
	12/15/2023	Frontier Communications	233.64		465.10
Total 7204 · Telephone			465.10	0.00	465.10
7401 · Fuel					
	11/08/2023	Grainger	22.14		22.14
	11/23/2023	WEX Bank - Small Bus. Card	1,803.89		1,826.03
	11/29/2023	Grainger	44.28		1,870.31
	11/30/2023	Advance Auto Parts	23.38		1,893.69
	12/23/2023	WEX Bank - Small Bus. Card	1,627.90		3,521.59
	12/27/2023	Hall's Power Equipment	57.98		3,579.57
Total 7401 · Fuel			3,579.57	0.00	3,579.57
7403 · Vehicle Repairs					
	11/08/2023	Firematic Supply Co. Inc.	760.30		760.30
	11/17/2023	VFIS Claims Management		18,647.31	-17,887.01
	11/17/2023	First Line Emergency	618.50		-17,268.51
	11/17/2023	First Line Emergency	3,625.35		-13,643.16
	11/29/2023	First Line Emergency	908.24		-12,734.92
	11/30/2023	Bank of America	53.04		-12,681.88
	12/05/2023	Barnwell House of Tires, Inc.	1,804.70		-10,877.18
	12/05/2023	Brake Pro, LLC	106.00		-10,771.18
	12/08/2023	Firematic Supply Co. Inc.	131.67		-10,639.51
	12/10/2023	Jerry's Marine Service	306.00		-10,333.51
	12/21/2023	First Line Emergency	330.00		-10,003.51
Total 7403 · Vehicle Repairs			8,643.80	18,647.31	-10,003.51

South Fire District Monthly Expense Detail November and December 2023

	Date	Name	Debit	Credit	Balance
7404 · NFPA/OSHA Compliance					
	11/10/2023	Encore Fire Protection	348.00		348.00
	11/17/2023	Municipal Emergency Services/Shipman's	855.06		1,203.06
	11/18/2023	Comlinx, Inc.	3,487.25		4,690.31
	11/18/2023	Comlinx, Inc.	757.25		5,447.56
	11/18/2023	Comlinx, Inc.	875.00		6,322.56
	11/18/2023	Comlinx, Inc.	275.00		6,597.56
	11/18/2023	Comlinx, Inc.	240.00		6,837.56
Total 7404 · NFPA/OSHA Compliance			6,837.56	0.00	6,837.56
7406 · Vehicle Supplies					
	11/15/2023	Grainger	62.58		62.58
	12/01/2023	Petzold's Marine Center	14.97		77.55
	12/28/2023	Ace Home Center	17.79		95.34
Total 7406 · Vehicle Supplies			95.34	0.00	95.34
7501 · Insurance-Workers Compensation					
	11/01/2023	Benchmark Insurance Company	16,098.00		16,098.00
	11/30/2023	7710 Insurance Company for Benchmark		5,772.00	10,326.00
	12/01/2023	Benchmark Insurance Company	16,098.00		26,424.00
Total 7501 · Insurance-Workers Compensation			32,196.00	5,772.00	26,424.00
7512 · Pension - Defined Contribution					
	11/06/2023	Lincoln Financial - Pension 401	29,731.71		29,731.71
	12/06/2023	Lincoln Financial - Pension 401	29,731.71		59,463.42
Total 7512 · Pension - Defined Contribution			59,463.42	0.00	59,463.42
7701 · Tax Collector's Expense					
	11/30/2023	Bank of America	289.74		289.74
Total 7701 · Tax Collector's Expense			289.74	0.00	289.74
7702 · Professional Org / Periodicals					
	11/13/2023	Hartford Courant - Subscription	798.41		798.41
Total 7702 · Professional Org / Periodicals			798.41	0.00	798.41
7703 · Office Expenses					
	11/30/2023	Bank of America	119.15		119.15
	11/30/2023	Bank of America	116.57		235.72
	11/30/2023	Bank of America	317.15		552.87
Total 7703 · Office Expenses			552.87	0.00	552.87
7708 · Commissioner's Compensation					
	11/01/2023	Paychex	750.00		750.00
	12/06/2023	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 November and December 2023

	Date	Name	Debit	Credit	Balance
7709 · Activity Expense					
	11/30/2023	Bank of America	63.38		63.38
	11/30/2023	Bank of America	157.50		220.88
Total 7709 · Activity Expense			220.88	0.00	220.88
7710 · Professional Services					
7711 · Legal Expense					
7711B · Legal Expense - H & H					
	11/03/2023	Nuzzo & Roberts, LLC.	140.00		140.00
	12/05/2023	Nuzzo & Roberts, LLC.	920.00		1,060.00
Total 7711B · Legal Expense - H & H			1,060.00	0.00	1,060.00
Total 7711 · Legal Expense			1,060.00	0.00	1,060.00
7710 · Professional Services - Other					
	11/02/2023	Paychex	128.62		128.62
	11/02/2023	Paychex	56.52		185.14
	11/02/2023	Paychex	62.70		247.84
	11/09/2023	Paychex	128.62		376.46
	11/09/2023	Paychex	58.58		435.04
	11/16/2023	Paychex	126.56		561.60
	11/16/2023	Paychex	58.58		620.18
	11/22/2023	Paychex	128.62		748.80
	11/22/2023	Paychex	58.58		807.38
	11/30/2023	Paychex	126.56		933.94
	11/30/2023	Paychex	58.58		992.52
	11/30/2023	Merrick & Associates, LLC	400.00		1,392.52
	12/06/2023	Paychex	62.70		1,455.22
	12/07/2023	Paychex	126.56		1,581.78
	12/07/2023	Paychex	58.58		1,640.36
	12/14/2023	Paychex	126.56		1,766.92
	12/14/2023	Paychex	58.58		1,825.50
	12/21/2023	Paychex	126.56		1,952.06
	12/21/2023	Paychex	58.58		2,010.64
	12/28/2023	Paychex	128.62		2,139.26
	12/28/2023	Paychex	58.58		2,197.84
Total 7710 · Professional Services - Other			2,197.84	0.00	2,197.84
Total 7710 · Professional Services			3,257.84	0.00	3,257.84
7716 · Archive Services					
	11/29/2023	Hartford Despatch & Storage	195.00		195.00
Total 7716 · Archive Services			195.00	0.00	195.00
7717 · Software Support					
	11/30/2023	Bank of America	142.00		142.00
Total 7717 · Software Support			142.00	0.00	142.00

South Fire District Monthly Expense Detail November and December 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7801 · Repairs Building					
	11/27/2023	Higgins Electric, Inc.	247.74		247.74
Total 7801 · Repairs Building			247.74	0.00	247.74
7802 · Supplies Maintenance					
	11/14/2023	W.B. Mason Company, Inc.	52.62		52.62
	11/16/2023	W.B. Mason Company, Inc.	169.65		222.27
	11/28/2023	Ace Home Center	3.23		225.50
	11/30/2023	W.B. Mason Company, Inc.	161.84		387.34
	12/11/2023	W.B. Mason Company, Inc.	192.84		580.18
	12/19/2023	Grainger	138.93		719.11
	12/28/2023	Ace Home Center	31.98		751.09
	12/28/2023	Ace Home Center	13.65		764.74
	12/28/2023	Ace Home Center	29.85		794.59
	12/28/2023	Ace Home Center	42.27		836.86
	12/28/2023	W.B. Mason Company, Inc.	31.40		868.26
Total 7802 · Supplies Maintenance			868.26	0.00	868.26
7803 · Services					
	11/06/2023	JP Bellamo & Sons, Inc.	50.00		50.00
	11/06/2023	Comcast	100.80		150.80
	11/07/2023	Comcast	22.52		173.32
	11/11/2023	De Lage Landen Financial Services, Inc.	121.00		294.32
	11/22/2023	All Waste	200.00		494.32
	12/01/2023	A & A Office Systems, Inc. - Usage	33.55		527.87
	12/05/2023	JP Bellamo & Sons, Inc.	50.00		577.87
	12/06/2023	Comcast	100.80		678.67
	12/07/2023	Comcast	22.52		701.19
	12/09/2023	De Lage Landen Financial Services, Inc.	121.00		822.19
	12/11/2023	Pitney Bowes Inc. - Quarterly	217.86		1,040.05
	12/22/2023	All Waste	200.00		1,240.05
Total 7803 · Services			1,240.05	0.00	1,240.05
7901 · Emergency Medical Equipment					
	11/08/2023	Common Cents EMS Supply, LLC.	123.30		123.30
	11/08/2023	Common Cents EMS Supply, LLC.	123.30		246.60
	11/08/2023	Common Cents EMS Supply, LLC.	5.85		252.45
	11/27/2023	Common Cents EMS Supply, LLC.	351.36		603.81
	11/30/2023	Bank of America	63.24		667.05
	11/30/2023	Common Cents EMS Supply, LLC.	1,259.08		1,926.13
	12/07/2023	Common Cents EMS Supply, LLC.	211.73		2,137.86
Total 7901 · Emergency Medical Equipment			2,137.86	0.00	2,137.86

South Fire District Monthly Expense Detail November and December 2023

	Date	Name	Debit	Credit	Balance
7902 · Computer Equip & Supplies					
	11/30/2023	Bank of America	63.43		63.43
Total 7902 · Computer Equip & Supplies			63.43	0.00	63.43
7903 · Training					
	11/17/2023	Duffy, Jim	900.00		900.00
	11/30/2023	Bank of America	128.20		1,028.20
	11/30/2023	Bank of America	44.84		1,073.04
Total 7903 · Training			1,073.04	0.00	1,073.04
7904 · Public Fire Education					
7904A · Open House					
	11/02/2023	Auto Spa of Middletown, LLC.		250.00	-250.00
Total 7904A · Open House			0.00	250.00	-250.00
Total 7904 · Public Fire Education			0.00	250.00	-250.00
7905 · Fire Fighting Equipment					
	11/14/2023	Fire Equipment Headquarters	313.07		313.07
	11/30/2023	Fire Equipment Headquarters	65.00		378.07
	12/20/2023	Fire Equipment Headquarters	394.12		772.19
	12/27/2023	Hall's Power Equipment	26.99		799.18
	12/29/2023	Municipal Emergency Services/Shipman's	435.98		1,235.16
Total 7905 · Fire Fighting Equipment			1,235.16	0.00	1,235.16
7906 · Special Service Units					
	12/13/2023	U.S. Darkwater, LLC.	154.98		154.98
	12/13/2023	U.S. Darkwater, LLC.	114.99		269.97
	12/13/2023	U.S. Darkwater, LLC.	39.99		309.96
	12/13/2023	U.S. Darkwater, LLC.	64.99		374.95
Total 7906 · Special Service Units			374.95	0.00	374.95
7907 · Fire Marshal's Office					
	11/06/2023	International Assoc of Arson Investigator	288.00		288.00
	12/12/2023	International Assoc of Arson Investigator	288.00		576.00
Total 7907 · Fire Marshal's Office			576.00	0.00	576.00
7909 · Uniforms					
	11/02/2023	Lancia, Jr, Anthony R		16.00	-16.00
	11/02/2023	Matterazzo, Lee Renee		16.00	-32.00
	11/06/2023	Security Uniforms, Inc.	440.00		408.00
	11/06/2023	Security Uniforms, Inc.	111.00		519.00
	11/06/2023	Security Uniforms, Inc.	111.00		630.00
	11/06/2023	Security Uniforms, Inc.	440.00		1,070.00
	11/06/2023	Security Uniforms, Inc.	4,220.00		5,290.00

South Fire District
Monthly Expense Detail
November and December 2023

	Date	Name	Debit	Credit	Balance
7909 · Uniforms, continued					
	11/06/2023	Security Uniforms, Inc.	125.00		5,415.00
	11/06/2023	Security Uniforms, Inc.	107.00		5,522.00
	11/07/2023	Security Uniforms, Inc.		77.00	5,445.00
	11/16/2023	Security Uniforms, Inc.	570.00		6,015.00
	11/16/2023	Security Uniforms, Inc.	130.00		6,145.00
	11/29/2023	Security Uniforms, Inc.	330.00		6,475.00
	12/08/2023	Security Uniforms, Inc.	242.00		6,717.00
	12/08/2023	Security Uniforms, Inc.	6,088.00		12,805.00
	12/08/2023	Security Uniforms, Inc.	145.00		12,950.00
	12/08/2023	Security Uniforms, Inc.	119.00		13,069.00
	12/12/2023	Security Uniforms, Inc.		81.20	12,987.80
	12/19/2023	Security Uniforms, Inc.	30.00		13,017.80
Total 7909 · Uniforms			13,208.00	190.20	13,017.80
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	12/19/2023	U.S. Darkwater, LLC.	89.98		89.98
Total 7910A · Gear Cleaning/Inspection/Repair			89.98	0.00	89.98
7910 · Protective Clothing - Other					
	12/20/2023	Firematic Supply Co. Inc.	477.40		477.40
Total 7910 · Protective Clothing - Other			477.40	0.00	477.40
Total 7910 · Protective Clothing			567.38	0.00	567.38
7911 · Communications					
	11/13/2023	NorcomCT	899.00		899.00
Total 7911 · Communications			899.00	0.00	899.00
7912 · Cellular Phones					
	11/11/2023	AT&T Mobility	591.93		591.93
	12/11/2023	AT&T Mobility	589.74		1,181.67
Total 7912 · Cellular Phones			1,181.67	0.00	1,181.67
7915 · Medical Testing					
	11/13/2023	Mastroianni, James.	60.00		60.00
	11/27/2023	Concentra Medical Center	98.00		158.00
	11/29/2023	Concentra Medical Center	98.00		256.00
	11/29/2023	Concentra Medical Center	98.00		354.00
	12/18/2023	Coniglio, Kyle.	98.00		452.00
	12/20/2023	Gregorio, William F. Jr.	25.00		477.00
Total 7915 · Medical Testing			477.00	0.00	477.00

South Fire District Monthly Expense Detail November and December 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7916 · Breathing Apparatus-Test Repair					
	11/03/2023	Municipal Emergency Services/Shipman's	15.00		15.00
	11/03/2023	Municipal Emergency Services/Shipman's	505.96		520.96
	11/10/2023	Municipal Emergency Services/Shipman's	565.83		1,086.79
	11/27/2023	Municipal Emergency Services/Shipman's	91.62		1,178.41
	12/14/2023	Municipal Emergency Services/Shipman's	15.00		1,193.41
	12/14/2023	Municipal Emergency Services/Shipman's	48.57		1,241.98
	12/28/2023	Municipal Emergency Services/Shipman's	127.29		1,369.27
Total 7916 · Breathing Apparatus-Test Repair			<u>1,369.27</u>	<u>0.00</u>	<u>1,369.27</u>
8999 · CNR Current Year					
8999MGA · Municipal Grants-in-Aid					
FY 2023 · Municipal Grants-in-Aid 2023					
	11/30/2023	Sign Pro, Inc.	400.83		400.83
	11/30/2023	Sign Pro, Inc.	400.83		801.66
	11/30/2023	Sign Pro, Inc.	400.84		1,202.50
	11/30/2023	Sign Pro, Inc.	457.50		1,660.00
Total FY 2023 · Municipal Grants-in-Aid 2023			<u>1,660.00</u>	<u>0.00</u>	<u>1,660.00</u>
Total 8999MGA · Municipal Grants-in-Aid			<u>1,660.00</u>	<u>0.00</u>	<u>1,660.00</u>
8999SFD · SFD Building Project					
Phase2 · SFD Building Project Phase 2					
	11/22/2023	Landmark Architects, P.C.	6,250.00		6,250.00
Total Phase2 · SFD Building Project Phase 2			<u>6,250.00</u>	<u>0.00</u>	<u>6,250.00</u>
Total 8999SFD · SFD Building Project			<u>6,250.00</u>	<u>0.00</u>	<u>6,250.00</u>
Total 8999 · CNR Current Year			<u>7,910.00</u>	<u>0.00</u>	<u>7,910.00</u>
TOTAL			<u><u>155,570.14</u></u>	<u><u>24,859.51</u></u>	<u><u>130,710.63</u></u>

South Fire District Profit & Loss Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
4101 · Property Tax Revenue	7,206,059.29	6,901,230.00	304,829.29	104.42%
4102 · Interest and Liens	27,445.60	30,000.00	-2,554.40	91.49%
4103 · Tax Refunds	-3,742.21	0.00	-3,742.21	100.00%
4104 · Fees	3,501.59	0.00	3,501.59	100.00%
4105 · Prior Year Tax Collections	39,398.74	0.00	39,398.74	100.00%
4107 · Tax Supplemental MV	0.00	15,000.00	-15,000.00	0.00%
4109 · Grants - FEMA	62,312.38	0.00	62,312.38	100.00%
4125 · Grants	37,501.65	0.00	37,501.65	100.00%
4126 · Contributions - Individuals	25.00	0.00	25.00	100.00%
4127 · Contributions - Corporate	5,250.00	0.00	5,250.00	100.00%
4204 · Municipal Grants & Rev. Sharing	710,643.93	0.00	710,643.93	100.00%
4210 · NRG Tax Revenue	0.00	201,650.00	-201,650.00	0.00%
4301 · Investment Income	52,413.65	10,000.00	42,413.65	524.14%
4901 · Miscellaneous Income	28,212.35	0.00	28,212.35	100.00%
Total Income	8,169,021.97	7,157,880.00	1,011,141.97	114.13%
Expense				
7201 · Electricity	7,218.39	22,500.00	-15,281.61	32.08%
7202 · Water and Sewer	1,214.35	2,500.00	-1,285.65	48.57%
7203 · Heating	3,719.68	15,000.00	-11,280.32	24.80%
7204 · Telephone	1,400.76	3,000.00	-1,599.24	46.69%
7401 · Fuel	18,626.77	45,000.00	-26,373.23	41.39%
7403-1 · Apparatus Preventative Maint.	8,785.00	12,650.00	-3,865.00	69.45%
7403 · Vehicle Repairs	10,311.90	40,000.00	-29,688.10	25.78%
7404 · NFPA/OSHA Compliance	9,279.44	9,850.00	-570.56	94.21%
7406 · Vehicle Supplies	805.52	2,000.00	-1,194.48	40.28%
7501 · Insurance-Workers Compensation	110,584.00	177,685.00	-67,101.00	62.24%
7502 · Insurance - Commercial Package	26,338.00	55,000.00	-28,662.00	47.89%
7503 · Insurance - Medical	465,731.33	995,447.00	-529,715.67	46.79%
7504 · Insurance - Cyber	6,515.00	6,515.00	0.00	100.00%
7509 · Insurance - Life and Disability	23,761.88	56,586.00	-32,824.12	41.99%
7512 · Pension - Defined Contribution	176,976.92	364,055.00	-187,078.08	48.61%
7513 · Unused Sick Time	0.00	23,796.00	-23,796.00	0.00%
7601 · Salaries - Fire Department	1,517,830.93	3,107,984.00	-1,590,153.07	48.84%
7602 · Salaries - Administrative	82,006.43	190,000.00	-107,993.57	43.16%
7603 · Replacement / Call Backs	270,104.20	671,539.00	-401,434.80	40.22%
7604 · Fringe Benefits	61,567.98	132,942.00	-71,374.02	46.31%
7606 · PEB-Uncompensated Absences Exp	0.00	10,000.00	-10,000.00	0.00%
7607 · PEB-Heart and Hypertension	23,521.54	206,489.00	-182,967.46	11.39%
7609 · Employer - Social Security	116,844.32	255,202.00	-138,357.68	45.79%
7610 · Employer - Medicare	27,326.79	59,685.00	-32,358.21	45.79%
7701 · Tax Collector's Expense	12,236.89	24,000.00	-11,763.11	50.99%
7702 · Professional Org / Periodicals	1,889.41	2,675.00	-785.59	70.63%

South Fire District
Profit & Loss Budget vs. Actual
 July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7703 · Office Expenses	2,130.41	3,500.00	-1,369.59	60.87%
7704 · Auditor	0.00	7,750.00	-7,750.00	0.00%
7705 · Professional Development	8,500.00	8,500.00	0.00	100.00%
7706 · Postage	905.87	4,000.00	-3,094.13	22.65%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	4,500.00	9,000.00	-4,500.00	50.00%
7709 · Activity Expense	1,477.36	3,500.00	-2,022.64	42.21%
7710 · Professional Services	14,502.29	35,000.00	-20,497.71	41.44%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	3,150.00	3,300.00	-150.00	95.46%
7714 · Advertising / Voting	109.41	6,200.00	-6,090.59	1.77%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	390.00	1,000.00	-610.00	39.00%
7717 · Software Support	46,561.89	53,100.00	-6,538.11	87.69%
7801 · Repairs Building	6,947.18	20,000.00	-13,052.82	34.74%
7802 · Supplies Maintenance	4,197.68	8,900.00	-4,702.32	47.17%
7803 · Services	6,596.57	13,000.00	-6,403.43	50.74%
7805 · Equipment	1,467.25	4,600.00	-3,132.75	31.90%
7901 · Emergency Medical Equipment	7,289.13	12,500.00	-5,210.87	58.31%
7902 · Computer Equip & Supplies	881.54	2,000.00	-1,118.46	44.08%
7903 · Training	11,710.44	37,500.00	-25,789.56	31.23%
7904 · Public Fire Education	4,224.87	4,500.00	-275.13	93.89%
7905 · Fire Fighting Equipment	12,122.50	14,000.00	-1,877.50	86.59%
7906 · Special Service Units	3,292.70	7,000.00	-3,707.30	47.04%
7907 · Fire Marshal's Office	2,373.50	4,000.00	-1,626.50	59.34%
7909 · Uniforms	32,791.96	31,000.00	1,791.96	105.78%
7910 · Protective Clothing	27,323.68	35,000.00	-7,676.32	78.07%
7911 · Communications	2,546.50	4,500.00	-1,953.50	56.59%
7912 · Cellular Phones	3,881.77	5,600.00	-1,718.23	69.32%
7913 · Breathing Air & Oxygen	480.00	1,500.00	-1,020.00	32.00%
7915 · Medical Testing	1,019.00	4,180.00	-3,161.00	24.38%
7916 · Breathing Apparatus-Test Repair	2,550.33	2,800.00	-249.67	91.08%
8999 · CNR Current Year	196,653.86	265,950.00	-69,296.14	73.94%
Total Expense	3,395,175.12	7,157,880.00	-3,762,704.88	47.43%

South Fire District
Cash Balance Report
December 2023

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	6,782,293.53
	Operating - Checking	\$	<u>129,654.72</u>
	Total:	\$	6,911,948.25

Restricted Funds:

CNR	\$	1,951,020.82
Post-Employment Benefits	\$	657,349.20



**SOUTH FIRE DISTRICT
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 December 2023

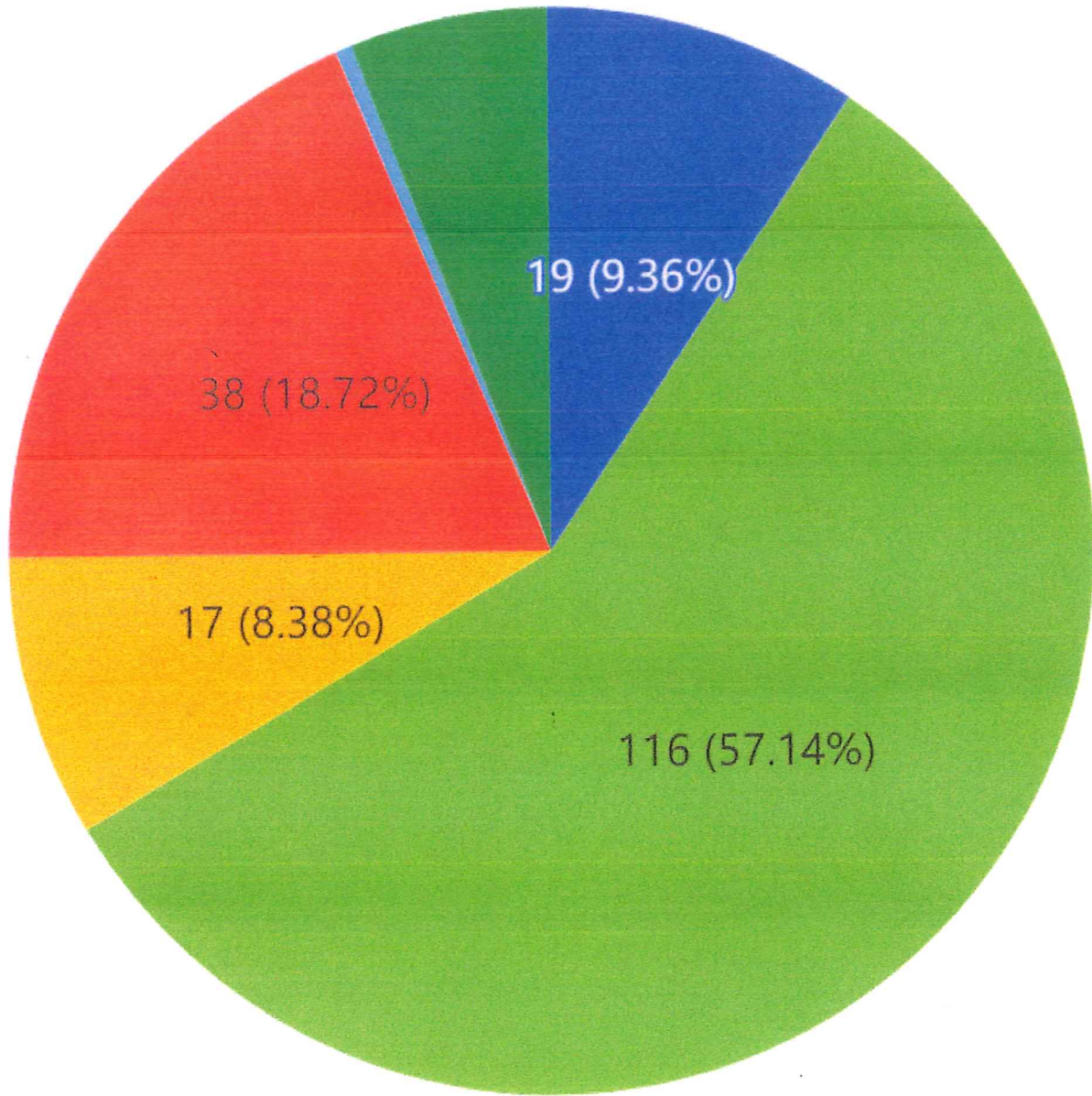
- Continued efforts with First Due Reporting system
- Attended building committee meetings
- Attended Middlesex Chamber of Commerce meetings
- Accepted donated EV safety plugs from Key Chevrolet and Liberty Bank
- Attended Durham Fire Department appreciation dinner
- Met with MES in regards to SCBA issues
- Assisted with and attended the Local 3918 Adopt-A-Family event
- Attended the wreaths Across America event
- Meeting with Deputy Chief and United Diagnostic for cancer screenings
- Attended training sessions for Linked Autism Awareness program
 - Attended Bielefield School PTA to promote the program
- Deputy Fischer and I hosted holiday breakfast with all Platoons
- Attended leadership development training with MFD
- Attended fire tactics class with Chief Jim Duffy
- Attended Middletown Citywide Fire Prevention Poster Contest
- Participated in Chamber of Commerce Light Parade fund raiser

Respectfully submitted,

Chief James Trzaski

Chief James Trzaski

Total (203)



- 1 - Fire
- 3 - Rescue & Emergency Medical Service
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- Not Mapped



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

December 15, 2023

Lieutenant Lancia:

Attached is a letter from the Bousquet family in regards to an incident you and your crew responded. The families appreciation is a direct reflect of the professionalism and competency displayed.

Thank you for your continued service and dedication to the community we serve. As chief of the South Fire District, I am continually impressed and proud of our members actions.

Sincerely,

A handwritten signature in black ink, appearing to read "James Trzaski".

James Trzaski
Fire Chief
South Fire District

Cc File



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

December 15, 2023

Firefighter Atwell:

Attached is a letter from the Bousquet family in regards to an incident you and your crew responded. The families appreciation is a direct reflect of the professionalism and competency displayed.

Thank you for your continued service and dedication to the community we serve. As chief of the South Fire District, I am continually impressed and proud of our member's actions.

Sincerely,

A handwritten signature in black ink, appearing to read "James Trzaski".

James Trzaski
Fire Chief
South Fire District

Cc File



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

December 15, 2023

Firefighter Dudek:

Attached is a letter from the Bousquet family in regards to an incident you and your crew responded. The families appreciation is a direct reflect of the professionalism and competency displayed.

Thank you for your continued service and dedication to the community we serve. As chief of the South Fire District, I am continually impressed and proud of our member's actions.

Sincerely,

A handwritten signature in black ink, appearing to read "James Trzaski".

James Trzaski
Fire Chief
South Fire District

Cc File



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

December 15, 2023

Firefighter Zabulis:

Attached is a letter from the Bousquet family in regards to an incident you and your crew responded. The families appreciation is a direct reflect of the professionalism and competency displayed.

Thank you for your continued service and dedication to the community we serve. As chief of the South Fire District, I am continually impressed and proud of our member's actions.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Trzaski', is written over the printed name.

James Trzaski
Fire Chief
South Fire District

Cc File

My 91 year old Dad had a terrible fall down eight stairs into his garage recently. Your amazing Team, led by Lieutenant Tony Lancia, was there to help so quickly and kindly I needed to formally send our thanks. I felt from the moment you all arrived he was in incredibly good hands in a situation where I was feeling so helpless.

He is doing well and continues to grow stronger everyday thanks to you all! Our best wishes for a happy and happy holiday season to you and your families. We are truly blessed to have you right around the corner when we need you.
Fondly,

Renca DiCicco & Napoleon Bousquet



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

January 2, 2024

Greetings,

I am submitting for your review a report detailing my activities for the month of December 2023.

- *Route ordering of EMS & House supplies
- *Completed first semester at University of New Haven for BS in Fire Science-Administration
- *Facilitated preventive maintenance & repairs on Engine 32
- *Weekly mentor sessions (Hal Kaplan program) at Bielefield Elementary School
- *12/4 Meeting w/Chief Trzaski and United Diagnostic Services to discuss potential cancer screenings.
- *12/5-Building Committee meeting
- *12/8-Platoon Training with Chief (ret.) Jim Duffy
- *12/11-Wreaths Across America-truck unload w/on duty crew
- *12/12-Meeting w/Chief Trzaski and SCOTT SCBA representatives re: ongoing maintenance issues.
- *12/16-Wreaths Across America ceremony
- *12/18-LINKED Autism safety program training
- *12/20-Officer development training with MFD & Chief Leeb (FDNY) at Middletown EOC
- *12/21-12/23, hosted holiday breakfasts w/all platoons & Chief Trzaski, mutual aid partners

Incident Responses:

- 12/3-Structure Fire, Ridge Rd
- 12/11-Motor Vehicle Accident, S Main St & Round Hill Rd
- 12/14-Structure Fire-Saybrook Road
- 12/18-Motor Vehicle Accident, Route 9

Respectfully Submitted,

Nick Fischer
Deputy Fire Chief



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 December, 2023:

Fire Marshal Office Activities/Duties:

- 530 Saybrook Road - conducted fire drill
- Fire Safe Group Whiting Presentation
- 181 Randolph Road - conducted fire drill
- Meeting with Middletown and Westfield Fire Marshal's
- 100 Randolph Road - conducted fire drill
- Fire Poster Contest Judging Event
- Meeting with Middlesex County Fire Marshal's
- 600 Highland Avenue - conducted fire drill
- Fire Safe Group Whiting Presentation
- 441 Farm Hill Road - Underground Tank Removal
- 70 Maynard Street - conducted fire drill
- 536 Saybrook Road - conducted fire drill
- 540 Saybrook Road - conducted fire drill

Inspections:

- 400 Saybrook Road - progress inspection with Building Dept.
- 850 South Main Street - progress inspection with Building Dept.
- 2100 South Main Street - final inspection with Health Dept.
- 131 East Main Street - apartment building inspection
- 796 Saybrook Road - final inspection with Building Dept.
- 471 Highland Avenue Extension - apartment building re-inspection
- 55 Russell Street - apartment building re-inspection

Inspections cont.:

- 530 Saybrook Road – health care re-inspection
- 534 Saybrook Road – business re-inspection
- 536 Saybrook Road – business re-inspection
- 540 Saybrook Road – business re-inspection
- 100 Randolph Road – health care inspection

Training:

- Webinar - Transition from The National Fire Incident Report System – Session 1
- Webinar - Dwelling Power Sources – Session 1
- Webinar - Transition from The National Fire Incident Report System – Session 2
- Webinar - Dwelling Power Sources – Session 2
- In-Person CFMA Training Seminar/Conference
- Chevy Volt - EV Plug Demonstration/Training
- Autism Training (Linked) for First Responders

Incidents:

- 311 East Main Street – Car into Building Investigation
- 173 Saybrook Road – High Levels of Carbon Monoxide Levels Investigation

Fire Marshal James M. Mastroianni
December, 2023



SOUTH FIRE DISTRICT
Of the City of Middletown
MONTHLY REPORT TO

Fire Chief: James Trzaski

From: Deputy Fire Marshal Ryan Parmelee

I am respectfully submitting, for your review, the following items completed for the month of December 2023:

Fire Marshal Office Activities/Duties:

- Poster Contest
- Smoke Alarm Program
- 181 Randolph Rd Fire Drill
- County FMO Sync
- 600 Highland FD

Inspections:

- 400 Saybrook Rd
- 796 Saybrook Rd
- Big Y
- 2100 S Main St
- 131 E Main St
- 471 Highland
- 55 Russell
- 530, 534, 536 Saybrook

Training:

- Prodigy EMS Pharmacology
- NFIRS Webinar
- CVH Firesetter
- Domestic Power Source Webinar
- CFMA Conference
- LINKED Autism

Incidents:

- 2 Ridge Rd
- 156 Saybrook Rd
- 286 E Main St
- 147 Ridge Rd

Deputy Fire Marshal Ryan Parmelee
3 January 2024



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

01 January 2024

I am submitting for your review a report detailing the activities of the Division of Training and Safety for the month of December 2023.

Training Activities:

- Implementation of Weekly Coffee Table Quick Tips
 - Week of Monday 04 December 2023
 - Week of Monday 11 December 2023
 - Week of Monday 18 December 2023
 - Week of Monday 25 December 2023
- Brought in Chief Jim Duffy for Platoon Training on Residential Structure Fires
- Orchestrated Confined Space Entry and Rescue Class with the Connecticut Fire Academy
- Provided in-service for Total Safety Solutions EV Plug through Key Chevrolet
- Orchestrated LINKED Autism Awareness Training
- Attended lecture featuring Frank Leeb (*FDNY Safety Chief*)
- Began Driver Training/Apparatus Familiarization for NEW Rescue-35

Incident Responses:

- 12.03.2023 – 2 Ridge Road for the reported Structure Fire
- 12.11.2023 – 2030 South Main Street for the Fatal Motor Vehicle Accident
- 12.14.2023 – 156 Saybrook Road for the reported Structure Fire

Respectfully Submitted, AB Turenne – Captain of Training & Safety