

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

## **NOTICE OF COMMISSIONERS MEETING**

**WHEN: Monday, January 9, 2023**

**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/86835311743>
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. 868 3531 1743**

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING AGENDA  
MONDAY, JANUARY 9, 2023 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 – ITEMS ON THE AGENDA**
- 5) CLOSE PUBLIC SESSION**
- 6) MINUTES TO BE APPROVED**
  - a) December 12, 2022 Regular Meeting
  - b) December 15, 2022 Special Meeting
- 7) TAX COLLECTOR’S REPORTS – DECEMBER 2022**
  - a) Refunds: \$255.20
  - b) Tax Collector’s Reports
- 8) FINANCIAL REPORTS**
  - a) Monthly Expense Detail: November and December 2022
  - b) Profit & Loss Budget vs. Actual: July 2022 through December 2022
  - c) Cash Balance Report: December 2022
- 9) ADMINISTRATIVE REPORTS – DECEMBER 2022**
- 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**
  - a) Appointment of Deputy Chief
  - b) Acceptance of Conflict-of-Interest Policy
  - c) Marine 3 Update
- 12) NEW BUSINESS**
  - a) Goals for 2023 – Chief Trzaski (*request postponement to April 2023 regular monthly meeting*)
  - b) Set Times for 2/6/23 Commissioner Election
  - c) Discussion of Second Public Session
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 14) CLOSE PUBLIC SESSION**
- 15) ADJOURNMENT**

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**Meeting I.D. 868 3531 1743**

**SOUTH FIRE DISTRICT  
445 Randolph Road | Middletown, CT**

**Board of Fire Commissioners  
REGULAR MONTHLY MEETING MINUTES  
Monday, December 12, 2022 – 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 864 8021 6970**

Present: Commissioners Kleckowski, Thazhampallath, and Penney; Chief James Trzaski, staff members.

Absent: Commissioners Giuliano and Pessina

**1. CALL TO ORDER**

Commissioner Kleckowski called the meeting to order at 7:01 p.m.

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

**3. ACCEPT/AMEND AGENDA**

**MOTION** to accept the agenda by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

**4. OPEN PUBLIC SESSION (ITEMS ON THE AGENDA)**

Commissioner Kleckowski opened the public session at 7:02 p.m.

**5. CLOSE PUBLIC SESSION**

There were no members of the public present. Commissioner Kleckowski closed the public session at 7:02 p.m.

**6. MINUTES TO BE APPROVED**

**a. REGULAR MEETING OF NOVEMBER 14, 2022**

**MOTION** to approve the minutes of the regular meeting of November 14, 2022 by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

**7. TAX COLLECTOR'S REPORTS – NOVEMBER 2022**

**a. REFUNDS: \$1,504.41**

**MOTION** to approve tax refunds valued at \$1,504.41 for November 2022 by Comm. Kleckowski/Comm. Penney. Unanimously approved.

**b. TAX COLLECTOR'S REPORT**

The tax collector's reports were reviewed and discussed.

**8. FINANCIAL REPORTS**

**a. MONTHLY EXPENSE DETAIL: OCTOBER AND NOVEMBER 2022**

**b. PROFIT & LOSS BUDGET VS. ACTUAL: JULY THROUGH NOVEMBER 2022**

**c. CASH BALANCE REPORT: NOVEMBER 2022**

The financial reports were reviewed and discussed.

Commissioner Penney remains very concerned about using public funds for items he feels may be in violation of the use of public funds. He is also concerned about monthly payment to Founders being

charged to the district's credit card, especially because no other routine repetitive service contract payments are done in this manner. He recommended that the auditor or accountant be contacted to in this regard.

## 9. ADMINISTRATIVE REPORTS – NOVEMBER 2022

Chief Trzaski provided an overview of the November 2022 administrative reports.

## 10. COMMISSIONER REPORTS

### a. BUILDING COMMITTEE: COMMISSIONER THAZHAMPALLATH

Commissioner Thazhampallath gave an overview of the logistics of Phase II of the SFD renovation project. The first Building Committee meeting will likely be scheduled for January 2023.

### b. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI

Commissioner Kleckowski advised that the committee will meet in the spring.

### c. PUBLIC SAFETY TELECOMMUNICATIONS: COMMISSIONER GIULIANO

Commissioner Giuliano was not present to provide an update. The Public Safety Telecommunications reports were attached to the meeting packet for review.

### d. RIVERFRONT REDEVELOPMENT UPDATE: COMMISSIONER PESSINA

Commissioner Pessina was not present to provide an update.

## 11. OLD BUSINESS

### a. MARINE 3 – Lieutenant Zajac gave a PowerPoint presentation and updated the Commission on the detailed funding requirements to replace Marine 3.

**MOTION** to accept the proposal from the Marine 3 Needs Assessment Committee of South Fire District to purchase and move forward with purchase agreements and any associated financing related to the purchase of a MetalCraft Marine Firebrand 30 craft, valued at a total purchase price of \$553,164.28, to be paid in installments of \$165,949.28 at signing, 30% at steel work, 30% at motor arrival, and the remaining 10% at delivery by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

Funding details are attached to these minutes. This item will be kept on the agenda throughout the process. Commissioner Thazhampallath asked that the department's attorney review the contract language prior to signing.

### b. DEPUTY CHIEF POSITION

Chief Trzaski provided an update on the hiring process.

### c. ENTRY LEVEL FIREFIGHTER POSITION

Chief Trzaski provided an update on the hiring process.

## 12. NEW BUSINESS

### a. FEBRUARY 6, 2023 ANNUAL MEETING – REVIEW AND APPROVAL OF DEADLINES AND LEGAL NOTICE

**MOTION** to approve the legal notice as presented in accordance with the schedule, which was also presented, for the February 6, 2023 annual meeting by Comm. Penney/Comm. Thazhampallath. Unanimously approved.

**b. SFD PHASE II RENOVATION/BUILDING COMMITTEE**

**MOTION** to create a South Fire District Building Committee comprised of commission members as well as South Fire District citizens, totaling no more than nine, to plan and execute all aspects of Phase II renovation project at South Fire headquarters by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

To date, the following individuals have agreed to serve on the committee: Commissioner Geen Thazhampallath (chair), Commissioner Penney, Joe Bibisi, Nancy Hunter, and Firefighter Phil Russo. Kathy Kiley will be the recording secretary.

**13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**

Commissioner Kleckowski opened the public session at 8:32 p.m.

**14. CLOSE PUBLIC SESSION**

There were no members of the public present. Commissioner Kleckowski closed the public session at 8:32 p.m.

**15. ADJOURNMENT**

**MOTION** to adjourn by Comm. Penney/Comm. Thazhampallath. Unanimously approved.

The meeting adjourned at 8:32 p.m.

Submitted by,



Alyse McEwen

Recording Secretary

**The recording of this meeting is available upon request, according to Connecticut Freedom of Information Act requirements.**

## Cost of Boat

- Current price of \$553,164.28
- Budgeted in CNR \$339,116.56
- Need \$214,047.72
- Price increase in 2023, Approximately \$60,000

## Benchmark Breakdown

- Signing \$165,949.28
- Steel Work \$165,949.28
- Motor arrival \$165,949.28
- Delivery \$55,316.44



**SOUTH FIRE DISTRICT  
445 Randolph Road  
Middletown, CT 06457**

**Board of Fire Commissioners  
Special Meeting Minutes  
Thursday, December 15, 2022 at 6:00 p.m.**

**Held at the firehouse and via Zoom Video Conferencing  
Meeting ID 823 7971 8052**

Present: Commissioners Kleckowski, Thazhampallath, and Pessina; Chief Trzaski  
Absent: Commissioners Giuliano and Penney

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting at 6:05 p.m.

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

**3. EXECUTIVE SESSION**

**MOTION** to go into executive session, pursuant to Statutes Section 1-200(6)(A) and Section 1-225 (a) of the Connecticut General Statutes, as amended, to interview candidates for the deputy chief position by Comm. Pessina/Comm. Thazhampallath. Unanimously approved.

The commissioners entered executive session at 6:06 p.m. In attendance were Commissioners Kleckowski, Thazhampallath, and Pessina; Chief Trzaski.

**4. CALL BACK TO ORDER**

Chairwoman Kleckowski called the meeting back to order at 7:58 p.m.

No action was taken.

**5. ADJOURNMENT**

**MOTION** to adjourn by Comm. Pessina/Comm. Thazhampallath. Unanimously approved.

The meeting adjourned at 7:59 p.m.

Submitted by,



Alyse McEwen  
Recording Secretary

**The recording of the public portions of this meeting is available upon request, according to Connecticut Freedom of Information Act requirements.**



**Refund Report**      SOUTH FIRE DISTRICT As Of Date 12/30/2022      Cash Type : SFD      Date: 12/30/2022 Page: 1  
 Conditions :      Year 2006 To 2021 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      Bint Paid      Last Date Rf      Tot Paid Bank Prop Loc./Vehicle

2020-03-0081409	2	TOYOTA LEASE TRUST 81409	-56.70	0.00	0.00	0.00	0.00	1752EA	5TDYZ3DC6HS819683
2020-03-0081484	2	TOYOTA LEASE TRUST 81484	-40.67	0.00	0.00	0.00	0.00	AD62063	JTMBFREV3GJZ25752
2020-03-0081487	2	TOYOTA LEASE TRUST 81487	-40.67	0.00	0.00	0.00	0.00	AE92934	2T3BFREV8JW755295
2020-03-0081521	2	TOYOTA LEASE TRUST 81521	-47.43	0.00	0.00	0.00	0.00	AK72399	2T3BFREV9HM685556
2020-03-0081525	2	TOYOTA LEASE TRUST 81525	-69.73	0.00	0.00	0.00	0.00	AL34134	5TDKZ3DC5HS880951
<b>TOT MOTORVEHICLE</b>	<b># Of Accts: 5</b>		<b>-255.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-255.20</b>
<b>YEAR 2020</b>	<b># Of Accts: 5</b>		<b>-255.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-255.20</b>
<b>GRAND TOTAL</b>	<b># Of Accts: 5</b>		<b>-255.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-255.20</b>

<b>SOUTH FIRE DISTRICT TAX COLLECTORS REPORT</b>	
<b>COLLECTIONS DECEMBER 2022</b>	
REAL ESTATE	\$ 11,098.63
MOTOR VEHICLE	\$ -
PERSONAL PROPERTY	\$ 219.04
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 6,723.48
CURRENT INTEREST	\$ 1,067.66
BACK INTEREST	\$ 2,669.11
FEES PAID	\$ 160.50
LIENS RELEASED	\$ 168.00
<b>COLLECTIONS 2022/2023</b>	
	\$ 22,106.42
JULY	\$ 4,676,757.10
AUGUST	\$ 949,921.85
SEPTEMBER	\$ 144,803.09
OCTOBER	\$ 28,090.56
NOVEMBER	\$ 14,499.77
DECEMBER	\$ 22,106.42
JANUARY	.
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>COLLECTED YEAR TO DATE</b>	
	\$ 5,836,178.79
<b>GRANTS RECEIVED</b>	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ -
<b>TOTAL GRANTS</b>	
	\$ -
<b>TOTAL YEAR-TO-DATE</b>	
	\$ 5,836,178.79
Respectfully submitted by:	
<b>Lee Matterazzo, CCMC, Tax Collector</b>	
<b>South Fire District</b>	

## Tax Collections December 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	\$ 4,866,694.68	\$ 4,746,592.87	\$10,311.02	97.74%	\$1,760.94
PP	\$ 1,003,911.80	\$ 991,846.50	\$90.00	98.81%	\$0.00
MV	\$ -	\$ -	\$0.00		\$459.46
MVS	\$ -	\$ -	\$0.00		\$152.37
<b>TOTAL</b>	<b>\$ 5,870,606.48</b>	<b>\$ 5,738,439.37</b>	<b>\$ 10,401.02</b>	<b>97.93%</b>	<b>\$ 2,372.77</b>

Submitted by:  
Lee Matterazzo, CCMC  
Tax Collector

**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	11/01/2022	Earthlight Power, LLC.	546.30		546.30
	11/15/2022	KS Statebank	402.82		949.12
	11/29/2022	Eversource	629.96		1,579.08
	12/01/2022	Earthlight Power, LLC.	382.50		1,961.58
	12/15/2022	KS Statebank	98.48		2,060.06
Total 7201 · Electricity			2,060.06	0.00	2,060.06
<b>7202 · Water and Sewer</b>					
	11/01/2022	Middletown Water & Sewer Dept	227.62		227.62
	12/01/2022	Middletown Water & Sewer Dept	227.62		455.24
Total 7202 · Water and Sewer			455.24	0.00	455.24
<b>7203 · Heating</b>					
	11/02/2022	Eversource	1,255.48		1,255.48
	12/02/2022	Eversource	1,355.87		2,611.35
Total 7203 · Heating			2,611.35	0.00	2,611.35
<b>7204 · Telephone</b>					
	11/15/2022	Frontier Communications	223.07		223.07
	12/15/2022	Frontier Communications	228.72		451.79
Total 7204 · Telephone			451.79	0.00	451.79
<b>7401 · Fuel</b>					
	11/23/2022	WEX Bank - Small Bus. Card	1,405.82		1,405.82
	11/28/2022	Ace Home Center	59.98		1,465.80
	11/28/2022	Ace Home Center	29.99		1,495.79
	11/28/2022	Ace Home Center	89.97		1,585.76
	11/30/2022	Bank of America	50.92		1,636.68
	12/12/2022	Dime Oil, LLC.	3,961.57		5,598.25
	12/23/2022	WEX Bank - Small Bus. Card	1,312.16		6,910.41
Total 7401 · Fuel			6,910.41	0.00	6,910.41
<b>7403 · Vehicle Repairs</b>					
	11/04/2022	Interstate All Battery Center	109.00		109.00
	11/09/2022	ProTech Automotive L.L.C.	37.99		146.99
	11/14/2022	First Line Emergency	1,298.50		1,445.49
	11/21/2022	ProTech Automotive L.L.C.	1,071.94		2,517.43
	11/29/2022	Firematic Supply Co. Inc.	880.24		3,397.67
	11/30/2022	Advance Auto Parts	31.49		3,429.16
	11/30/2022	Bank of America	528.24		3,957.40
	12/09/2022	Key Chevrolet	1,725.11		5,682.51
	12/19/2022	Birdon NE, LLC.	765.00		6,447.51
Total 7403 · Vehicle Repairs			6,447.51	0.00	6,447.51

**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7404 · Annual OSHA Inpection</b>					
	11/23/2022	National Engineering & Testing Services	1,305.00		1,305.00
Total 7404 · Annual OSHA Inpection			<u>1,305.00</u>	0.00	<u>1,305.00</u>
<b>7501 · Insurance-Workers Compensation</b>					
	11/01/2022	Benchmark Insurance Company	14,018.00		14,018.00
	11/08/2022	Benchmark Insurance Company	2,488.00		16,506.00
	12/01/2022	Benchmark Insurance Company	14,018.00		30,524.00
Total 7501 · Insurance-Workers Compensation			<u>30,524.00</u>	0.00	<u>30,524.00</u>
<b>7502 · Insurance - Commercial Package</b>					
	12/01/2022	HD Segur Insurance	11,080.00		11,080.00
Total 7502 · Insurance - Commercial Package			<u>11,080.00</u>	0.00	<u>11,080.00</u>
<b>7512 · Pension - Defined Contribution</b>					
	11/07/2022	Lincoln Financial - Pension 401	14,566.09		14,566.09
	12/08/2022	Lincoln Financial - Pension 401	28,933.26		43,499.35
Total 7512 · Pension - Defined Contribution			<u>43,499.35</u>	0.00	<u>43,499.35</u>
<b>7701 · Tax Collector's Expense</b>					
	11/30/2022	Bank of America	109.38		109.38
	11/30/2022	Bank of America	30.25		139.63
Total 7701 · Tax Collector's Expense			<u>139.63</u>	0.00	<u>139.63</u>
<b>7702 · Professional Org / Periodicals</b>					
	11/07/2022	Middlesex County Chamber of Commerce, Inc	25.00		25.00
	11/08/2022	CT Fire Dept. Instructors Assoc., Inc.	30.00		55.00
	11/22/2022	Hartford Courant - Subscription	574.98		629.98
	12/08/2022	Middlesex County Chamber of Commerce, Inc	25.00		654.98
Total 7702 · Professional Org / Periodicals			<u>654.98</u>	0.00	<u>654.98</u>
<b>7703 · Office Expenses</b>					
	11/30/2022	Bank of America	117.70		117.70
	12/22/2022	Misc Payer		10.00	107.70
Total 7703 · Office Expenses			<u>117.70</u>	10.00	<u>107.70</u>
<b>7706 · Postage</b>					
	12/05/2022	FedEx	70.20		70.20
Total 7706 · Postage			<u>70.20</u>	0.00	<u>70.20</u>
<b>7708 · Commissioner's Compensation</b>					
	11/02/2022	Paychex	750.00		750.00
	11/30/2022	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			<u>1,500.00</u>	0.00	<u>1,500.00</u>

**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7709 · Activity Expense</b>					
	11/07/2022	Gamache, Christopher.	23.50		23.50
	11/30/2022	Bank of America	48.77		72.27
	11/30/2022	Bank of America	127.62		199.89
	12/05/2022	Trzaski, James	30.59		230.48
Total 7709 · Activity Expense			230.48	0.00	230.48
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711A · Legal Expense - General/Labor</b>					
	12/19/2022	Summa & Ryan, PC	48.00		48.00
Total 7711A · Legal Expense - General/Labor			48.00	0.00	48.00
Total 7711 · Legal Expense			48.00	0.00	48.00
<b>7710 · Professional Services - Other</b>					
	11/03/2022	Paychex	119.04		119.04
	11/03/2022	Paychex	55.02		174.06
	11/03/2022	Paychex	71.90		245.96
	11/07/2022	Civility, LLC.	3,000.00		3,245.96
	11/10/2022	Paychex	119.04		3,365.00
	11/10/2022	Paychex	55.02		3,420.02
	11/17/2022	Paychex	120.98		3,541.00
	11/17/2022	Paychex	55.02		3,596.02
	11/23/2022	Paychex	119.04		3,715.06
	11/23/2022	Paychex	55.02		3,770.08
	11/30/2022	Merrick & Associates, LLC	400.00		4,170.08
	12/01/2022	Paychex	117.10		4,287.18
	12/01/2022	Paychex	55.02		4,342.20
	12/01/2022	Paychex	71.90		4,414.10
	12/05/2022	MissionCIT, LLC.	4,500.00		8,914.10
	12/08/2022	Paychex	137.86		9,051.96
	12/08/2022	Paychex	55.02		9,106.98
	12/15/2022	Paychex	115.16		9,222.14
	12/15/2022	Paychex	53.08		9,275.22
	12/22/2022	Paychex	137.86		9,413.08
	12/22/2022	Paychex	56.96		9,470.04
	12/29/2022	Paychex	115.16		9,585.20
	12/29/2022	Paychex	55.02		9,640.22
Total 7710 · Professional Services - Other			9,640.22	0.00	9,640.22
Total 7710 · Professional Services			9,688.22	0.00	9,688.22
<b>7716 · Archive Services</b>					
	12/31/2022	Hartford Despatch & Storage	195.00		195.00
Total 7716 · Archive Services			195.00	0.00	195.00

**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7717 · Software Support</b>					
	11/30/2022	Bank of America	142.00		142.00
Total 7717 · Software Support			142.00	0.00	142.00
<b>7801 · Repairs Building</b>					
	11/02/2022	Salafia Electric, LLC.	492.50		492.50
	11/14/2022	Daniels Equipment Company, Inc.	344.99		837.49
	12/01/2022	Municipal Emergency Services/Shipman's	317.50		1,154.99
Total 7801 · Repairs Building			1,154.99	0.00	1,154.99
<b>7802 · Supplies Maintenance</b>					
	11/28/2022	Ace Home Center	28.16		28.16
	11/28/2022	Ace Home Center	32.81		60.97
	12/06/2022	W.B. Mason Company, Inc.	79.98		140.95
	12/28/2022	Ace Home Center	10.78		151.73
	12/28/2022	Ace Home Center	8.87		160.60
Total 7802 · Supplies Maintenance			160.60	0.00	160.60
<b>7803 · Services</b>					
	11/06/2022	De Lage Landen Financial Services, Inc.	121.00		121.00
	11/06/2022	Comcast	100.80		221.80
	11/07/2022	Comcast	19.14		240.94
	11/18/2022	JP Bellamo & Sons, Inc.	50.00		290.94
	11/22/2022	All Waste	182.70		473.64
	12/01/2022	A & A Office Systems, Inc. - Usage	33.97		507.61
	12/06/2022	Comcast	100.80		608.41
	12/07/2022	Comcast	19.14		627.55
	12/10/2022	De Lage Landen Financial Services, Inc.	121.00		748.55
	12/22/2022	All Waste	180.00		928.55
Total 7803 · Services			928.55	0.00	928.55
<b>7901 · Emergency Medical Equipment</b>					
<b>7901C · COVID-19</b>					
	12/07/2022	Common Cents EMS Supply, LLC.	137.70		137.70
	12/07/2022	Common Cents EMS Supply, LLC.	137.70		275.40
	12/07/2022	Common Cents EMS Supply, LLC.	28.71		304.11
Total 7901C · COVID-19			304.11	0.00	304.11
<b>7901 · Emergency Medical Equipment - Other</b>					
	11/03/2022	Common Cents EMS Supply, LLC.	114.06		114.06
	11/16/2022	Common Cents EMS Supply, LLC.	25.95		140.01
	11/30/2022	Common Cents EMS Supply, LLC.	40.50		180.51
	12/07/2022	Common Cents EMS Supply, LLC.	211.41		391.92
	12/21/2022	Common Cents EMS Supply, LLC.	64.44		456.36
Total 7901 · Emergency Medical Equipment - Other			456.36	0.00	456.36
Total 7901 · Emergency Medical Equipment			760.47	0.00	760.47



**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7902 · Computer Equip &amp; Supplies</b>					
	12/28/2022	Ace Home Center	8.98		8.98
Total 7902 · Computer Equip & Supplies			8.98	0.00	8.98
<b>7904 · Public Fire Education</b>					
<b>7904A · Open House</b>					
	11/30/2022	Bank of America	27.65		27.65
Total 7904A · Open House			27.65	0.00	27.65
Total 7904 · Public Fire Education			27.65	0.00	27.65
<b>7905 · Fire Fighting Equipment</b>					
	11/03/2022	Municipal Emergency Services/Shipman's	190.53		190.53
	11/18/2022	Grainger	39.63		230.16
	12/07/2022	Fire Equipment Headquarters	362.93		593.09
	12/09/2022	Fire Equipment Headquarters	362.93		956.02
Total 7905 · Fire Fighting Equipment			956.02	0.00	956.02
<b>7906 · Special Service Units</b>					
	11/10/2022	U.S. Darkwater, LLC.	29.99		29.99
	11/10/2022	U.S. Darkwater, LLC.	29.99		59.98
	11/10/2022	U.S. Darkwater, LLC.	49.99		109.97
	11/10/2022	U.S. Darkwater, LLC.	29.99		139.96
Total 7906 · Special Service Units			139.96	0.00	139.96
<b>7909 · Uniforms</b>					
	11/03/2022	Monarca, Edward		26.00	-26.00
	11/03/2022	Trzaski, James P.		52.00	-78.00
	11/03/2022	Fischer, Nicholas		26.00	-104.00
	11/03/2022	Hurlbut, Jason M.		65.00	-169.00
	11/03/2022	Handley, Jonathan		26.00	-195.00
	11/03/2022	Gamache, Christopher		26.00	-221.00
	11/03/2022	Lancia, Jr, Anthony R		13.00	-234.00
	11/03/2022	Heiden, Tim		39.00	-273.00
	11/03/2022	Gregorio, Jr., William F.		26.00	-299.00
	11/03/2022	Lynch, John K.		75.00	-374.00
	11/03/2022	DeFrancesco, Geoffrey		26.00	-400.00
	11/03/2022	Tyrseck, Stephen		26.00	-426.00
	11/03/2022	Turenne, Andrew B.		13.00	-439.00
	11/03/2022	Mikos, Jacob M.		26.00	-465.00
	11/03/2022	Krystofik, Kyle		52.00	-517.00
	11/03/2022	Cox, Tirrell		13.00	-530.00
	11/03/2022	Misc Payer		13.00	-543.00
	11/04/2022	EMP Apparel, LLC.	3,585.00		3,042.00
	11/09/2022	Security Uniforms, Inc.	290.00		3,332.00

**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7909 · Uniforms, continued</b>					
	11/09/2022	Security Uniforms, Inc.	99.00		3,431.00
	11/17/2022	Cortezzo, Jr., Michael A.		48.50	3,382.50
	11/17/2022	Lynch, John K.		4.75	3,377.75
	11/17/2022	Mikos, Jacob M.		1.00	3,376.75
	11/17/2022	Tyrseck, Stephen		7.00	3,369.75
	11/17/2022	Zajac, Robert J		64.00	3,305.75
	11/23/2022	EMP Apparel, LLC.	930.00		4,235.75
	12/01/2022	Heiden, Tim		21.00	4,214.75
	12/01/2022	McDonnell, Kevin T.		0.50	4,214.25
	12/01/2022	Handley, Jonathan		43.00	4,171.25
	12/01/2022	Handley, Jonathan		48.00	4,123.25
	12/01/2022	Hurlbut, Jason M.		4.00	4,119.25
	12/01/2022	James, Jr, Robert Lee		51.00	4,068.25
	12/15/2022	EMP Apparel, LLC.	1,577.50		5,645.75
	12/15/2022	Security Uniforms, Inc.	376.00		6,021.75
	12/15/2022	Security Uniforms, Inc.	1,039.50		7,061.25
	12/21/2022	Security Uniforms, Inc.	421.00		7,482.25
	12/22/2022	Cortezzo, Jr., Michael A.		50.00	7,432.25
			<u>8,318.00</u>	<u>885.75</u>	<u>7,432.25</u>
<b>Total 7909 · Uniforms</b>					
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	11/23/2022	Daniels Equipment Company, Inc.	672.64		672.64
			<u>672.64</u>	<u>0.00</u>	<u>672.64</u>
<b>Total 7910A · Gear Cleaning/Inspection/Repair</b>					
<b>7910 · Protective Clothing - Other</b>					
	11/11/2022	Firematic Supply Co. Inc.	89.00		89.00
	11/17/2022	Firematic Supply Co. Inc.	448.16		537.16
	12/07/2022	Municipal Emergency Services/Shipman's	134.59		671.75
			<u>671.75</u>	<u>0.00</u>	<u>671.75</u>
<b>Total 7910 · Protective Clothing - Other</b>					
<b>Total 7910 · Protective Clothing</b>					
			<u>1,344.39</u>	<u>0.00</u>	<u>1,344.39</u>
<b>7911 · Communications</b>					
	11/08/2022	Motorola Solutions, Inc.	1,008.00		1,008.00
			<u>1,008.00</u>	<u>0.00</u>	<u>1,008.00</u>
<b>Total 7911 · Communications</b>					
<b>7912 · Cellular Phones</b>					
	11/11/2022	AT&T Mobility	468.08		468.08
	12/11/2022	AT&T Mobility	468.08		936.16
			<u>936.16</u>	<u>0.00</u>	<u>936.16</u>
<b>Total 7912 · Cellular Phones</b>					

**South Fire District**  
**Monthly Expense Detail**  
**November and December 2022**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7915 · Medical Testing</b>					
	11/08/2022	Bodie, Christopher	91.00		91.00
	12/05/2022	Tyrseck, Stephen.	91.00		182.00
	12/09/2022	James, Robert Lee, Jr.	91.00		273.00
	12/19/2022	Coniglio, Kyle.	216.00		489.00
	12/19/2022	Heiden, Tim	91.00		580.00
	12/19/2022	Kelly, Kori.	158.00		738.00
	12/19/2022	Moss, Wade.	91.00		829.00
	12/30/2022	DeBlois, Nicholas	91.00		920.00
	12/30/2022	Smith, Christopher.	91.00		1,011.00
	12/30/2022	Turenne, Andrew B	277.00		1,288.00
			<u>1,288.00</u>	<u>0.00</u>	<u>1,288.00</u>
Total 7915 · Medical Testing					
<b>7916 · Breathing Apparatus-Test Repair</b>					
	11/10/2022	Municipal Emergency Services/Shipman's	15.00		15.00
	11/30/2022	Municipal Emergency Services/Shipman's	55.50		70.50
	12/08/2022	Municipal Emergency Services/Shipman's	462.49		532.99
			<u>532.99</u>	<u>0.00</u>	<u>532.99</u>
Total 7916 · Breathing Apparatus-Test Repair					
<b>7919 · FEMA Grant Purchases</b>					
<b>7919D · Grant # EMW-2019-FG-05602</b>					
	12/15/2022	Specialty Vehicles, Inc.	177,333.33		177,333.33
			<u>177,333.33</u>	<u>0.00</u>	<u>177,333.33</u>
Total 7919D · Grant # EMW-2019-FG-05602					
Total 7919 · FEMA Grant Purchases					
<b>8999 · CNR Current Year</b>					
	11/11/2022	NorcomCT	2,025.64		2,025.64
	11/15/2022	U.S. Darkwater, LLC.	1,875.00		3,900.64
	11/21/2022	Firematic Supply Co. Inc.	5,130.00		9,030.64
	11/22/2022	Municipal Emergency Services/Shipman's	1,149.00		10,179.64
	11/30/2022	Portland Group/Middlesex Plumbing Supply	514.81		10,694.45
	11/30/2022	Portland Group/Middlesex Plumbing Supply	359.00		11,053.45
	12/02/2022	Municipal Emergency Services/Shipman's	372.25		11,425.70
	12/15/2022	Specialty Vehicles, Inc.	8,866.67		20,292.37
	12/15/2022	Specialty Vehicles, Inc.	29,950.00		50,242.37
			<u>50,242.37</u>	<u>0.00</u>	<u>50,242.37</u>
Total 8999 · CNR Current Year					
<b>TOTAL</b>			<u><b>363,223.38</b></u>	<u><b>895.75</b></u>	<u><b>362,327.63</b></u>

**South Fire District**  
**Profit & Loss Budget vs. Actual**  
**July through December 2022**

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	5,738,439.37	5,793,283.00	-54,843.63	99.05%
4102 · Interest and Liens	28,266.38	30,000.00	-1,733.62	94.22%
4103 · Tax Refunds	-12,773.79	0.00	-12,773.79	100.0%
4104 · Fees	1,844.78	0.00	1,844.78	100.0%
4105 · Prior Year Tax Collections	66,785.51	0.00	66,785.51	100.0%
4109 · Grants - FEMA	177,333.33	0.00	177,333.33	100.0%
4204 · Municipal Grants & Rev. Sharing	30,037.00	0.00	30,037.00	100.0%
4208 · State MV Fire District Grant	521,885.00	521,885.00	0.00	100.0%
4210 · NRG Tax Revenue	0.00	201,650.00	-201,650.00	0.0%
4301 · Investment Income	13,654.38	2,000.00	11,654.38	682.72%
4901 · Miscellaneous Income	316.73	0.00	316.73	100.0%
<b>Total Income</b>	<u>6,565,788.69</u>	<u>6,548,818.00</u>	<u>16,970.69</u>	<u>100.26%</u>
<b>Expense</b>				
7201 · Electricity	9,916.52	22,500.00	-12,583.48	44.07%
7202 · Water and Sewer	1,151.42	2,500.00	-1,348.58	46.06%
7203 · Heating	5,135.54	12,000.00	-6,864.46	42.8%
7204 · Telephone	1,371.84	3,000.00	-1,628.16	45.73%
7401 · Fuel	23,494.72	30,000.00	-6,505.28	78.32%
7403-1 · Apparatus Preventative Maint.	3,152.00	12,000.00	-8,848.00	26.27%
7403 · Vehicle Repairs	27,624.33	50,000.00	-22,375.67	55.25%
7404 · Annual OSHA Inspection	3,328.68	1,200.00	2,128.68	277.39%
7406 · Vehicle Supplies	189.81	2,000.00	-1,810.19	9.49%
7501 · Insurance-Workers Compensation	103,994.00	190,000.00	-86,006.00	54.73%
7502 · Insurance - Commercial Package	36,420.00	51,000.00	-14,580.00	71.41%
7503 · Insurance - Medical	321,898.99	911,911.00	-590,012.01	35.3%
7504 · Insurance - Cyber	6,250.00	6,250.00	0.00	100.0%
7509 · Insurance - Life and Disability	23,253.95	55,504.00	-32,250.05	41.9%
7512 · Pension - Defined Contribution	165,372.71	370,040.00	-204,667.29	44.69%
7513 · Unused Sick Time	0.00	20,000.00	-20,000.00	0.0%
7601 · Salaries - Fire Department	1,437,363.91	2,964,700.00	-1,527,336.09	48.48%
7602 · Salaries - Administrative	79,661.71	185,000.00	-105,338.29	43.06%
7603 · Replacement / Call Backs	342,960.82	520,000.00	-177,039.18	65.95%
7604 · Fringe Benefits	67,664.05	123,600.00	-55,935.95	54.74%
7606 · PEB-Uncompensated Absences Exp	69,411.11	10,000.00	59,411.11	694.11%
7607 · PEB-Heart and Hypertension	23,244.54	206,489.00	-183,244.46	11.26%
7609 · Employer - Social Security	119,443.85	236,038.00	-116,594.15	50.6%
7610 · Employer - Medicare	27,934.93	55,203.00	-27,268.07	50.6%
7701 · Tax Collector's Expense	6,747.89	23,000.00	-16,252.11	29.34%
7702 · Professional Org / Periodicals	1,505.98	2,205.00	-699.02	68.3%
7703 · Office Expenses	695.27	3,500.00	-2,804.73	19.87%
7704 · Auditor	0.00	7,750.00	-7,750.00	0.0%
7705 · Professional Development	182.85	4,500.00	-4,317.15	4.06%

**South Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through December 2022

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense, continued</b>				
7706 · Postage	1,311.72	4,000.00	-2,688.28	32.79%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.0%
7708 · Commissioner's Compensation	4,500.00	9,000.00	-4,500.00	50.0%
7709 · Activity Expense	1,044.86	3,500.00	-2,455.14	29.85%
7710 · Professional Services	14,907.69	35,000.00	-20,092.31	42.59%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.0%
7713 · Actuarial Services	0.00	3,300.00	-3,300.00	0.0%
7714 · Advertising / Voting	0.00	4,500.00	-4,500.00	0.0%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.0%
7716 · Archive Services	390.00	978.00	-588.00	39.88%
7717 · Software Support	46,408.20	53,100.00	-6,691.80	87.4%
7801 · Repairs Building	14,528.55	20,000.00	-5,471.45	72.64%
7802 · Supplies Maintenance	4,445.49	8,900.00	-4,454.51	49.95%
7803 · Services	8,523.51	18,000.00	-9,476.49	47.35%
7805 · Equipment	1,561.09	4,600.00	-3,038.91	33.94%
7901 · Emergency Medical Equipment	4,009.36	12,500.00	-8,490.64	32.08%
7902 · Computer Equip & Supplies	553.86	2,000.00	-1,446.14	27.69%
7903 · Training	20,680.72	30,500.00	-9,819.28	67.81%
7904 · Public Fire Education	1,216.38	4,500.00	-3,283.62	27.03%
7905 · Fire Fighting Equipment	4,920.23	14,000.00	-9,079.77	35.15%
7906 · Special Service Units	6,046.93	5,500.00	546.93	109.94%
7907 · Fire Marshal's Office	1,590.50	4,000.00	-2,409.50	39.76%
7909 · Uniforms	9,542.25	27,150.00	-17,607.75	35.15%
7910 · Protective Clothing	28,808.05	30,000.00	-1,191.95	96.03%
7911 · Communications	2,129.18	4,500.00	-2,370.82	47.32%
7912 · Cellular Phones	2,880.85	5,200.00	-2,319.15	55.4%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.5%
7915 · Medical Testing	1,565.00	3,800.00	-2,235.00	41.18%
7916 · Breathing Apparatus-Test Repair	1,010.41	4,500.00	-3,489.59	22.45%
8999 · CNR Current Year	803,465.05	100,000.00	703,465.05	803.47%
<b>Total Expense</b>	<u>3,895,838.80</u>	<u>6,548,818.00</u>	<u>-2,652,979.20</u>	<u>59.49%</u>
 <b>Grant Purchases</b>				
7919 · FEMA Grant - Brush Truck	<u>177,333.33</u>			
<b>Total Grant Purchases</b>	<u>177,333.33</u>			

South Fire District  
Cash Balance Report  
December 2022

**CASH Unrestricted:**

Cash Balances:	Tax Collector - Savings	\$	4,388,286.07
	Operating - Checking	\$	<u>191,421.12</u>
	<b>Total:</b>	\$	4,579,707.19

Restricted Funds:

CNR	\$	1,854,329.43
Post-Employment Benefits	\$	624,771.37



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

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

- Attended Middlesex Chamber of Commerce meeting
  - Also the Chamber breakfast meeting.
- Continued efforts with E-32 and Brush 36 replacements
  - Discussions of items with vendors
- Continued efforts with integration of First Due reporting system
- Assisted with logistics for deputy fire chief exam
  - Attended special meeting with commissioners in regards to exam
- Attended the Connecticut Fire Chiefs monthly meeting
- Attended Connecticut Career Fire Chief's meeting
- Attended the Middlesex County Fire Chief's meeting
- Continued efforts FirefighterApp to solicit applications for entry level test
- Continued efforts with grants
  - FEMA Covid 19 grant submittal 2022
  - ARPA grant for violent act response
  - Follow up financial reporting for previous grants
- Daily maintenance items and supply procurement.
- Assisted and attended the annual Adopt-A-Family event
- Meeting with vendors for security system

Call back responses:

Responded off duty to 3 mutual aid calls for service and 5 incidents in South Fire District

Respectfully submitted

*Chief James Trzaski*

Chief James Trzaski





## Call Statistics Summary

<b>Call Type</b>	<b>December</b>	<b>YTD*</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Fire	4	70	62	59	42
Overpressure, Rupture, Explosion, Overheat	1	1	0	3	3
Rescue & Emergency Medical Service	120	1275	1102	881	1816
Hazardous Condition (No fire)	7	50	59	57	52
Service Call	22	239	263	287	245
Good Intent Call	15	206	148	110	231
False Alarm & False Call	10	145	159	158	158
Severe Weather & Natural Disaster	0	6	10	28	11
Special Incident Type	0	13	15	29	32
Ancillary	5	36			
<b>Total</b>	<b>183</b>	<b>2041</b>	<b>1818</b>	<b>1612</b>	<b>2590</b>

\* YTD = Year-to-Date (total for the 2022 calendar year)

## Incident List by Alarm Date/Time

Alarm Date Between {12/01/2022} And {12/31/2022}  
 and FDID = "07121" and District = "MO2 " and  
 Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
22-0001885-000	12/06/2022	07:45:39	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
22-0001890-000	12/06/2022	12:42:15	144 HOLMES DR /CVH - BATT	321 EMS call, excluding vehicle
22-0001892-000	12/06/2022	17:00:42	1 LABELLA CIR /CVH - EDDY	381 Rescue or EMS standby
22-0001896-000	12/06/2022	18:44:37	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
22-0001898-000	12/06/2022	21:44:44	785 BOW LN /785 BOW LA/-	321 EMS call, excluding vehicle
22-0001900-000	12/07/2022	12:59:05	1 LABELLA CIR /CVH - EDDY	611 Dispatched & cancelled en ro
22-0001908-000	12/09/2022	11:01:37	28 HARVEY DR /CVH - POLIC	321 EMS call, excluding vehicle
22-0001910-000	12/09/2022	13:04:29	399 SILVER ST /CVH - LEAK	311 Medical assist, assist EMS c
22-0001948-000	12/16/2022	11:19:14	144 HOLMES DR /CVH - BATT	381 Rescue or EMS standby
22-0001950-000	12/16/2022	13:59:48	5 HARVEY DR /00005 HARVEY	611 Dispatched & cancelled en ro
22-0001955-000	12/17/2022	13:29:35	1 LABELLA CIR /CVH - EDDY	381 Rescue or EMS standby
22-0001956-000	12/18/2022	00:16:48	785 BOW LN /785 BOW LA/-	611 Dispatched & cancelled en ro
22-0001967-000	12/21/2022	12:29:59	1 LABELLA CIR /CVH - EDDY	743 Smoke detector activation, n
22-0001975-000	12/22/2022	11:10:16	144 HOLMES DR /CVH - BATT	745 Alarm system activation, no
22-0002006-000	12/27/2022	20:43:30	70 HOLMES DR /CVH - DUTCH	381 Rescue or EMS standby
22-0002024-000	12/31/2022	07:54:05	135 HOLMES DR /CVH - WOOD	353 Removal of victim(s) from st
22-0002029-000	12/31/2022	21:43:22	EASTERN DR & BOW LN	445 Arcing, shorted electrical e
22-0002031-000	12/31/2022	22:50:36	71 SILVER ST /71 SILVER S	445 Arcing, shorted electrical e

Total Incident Count 18



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

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

**Fire Marshal Office Activities/Duties:**

- Solnit Juvenile Fire Setter Class 4
- 70 Maynard Street - conducted fire drill
- Attended MKHSD Committee Planning Meeting
- Participated in Fire Safety Poster Contest Judging
- Fire Safety Class at Whiting Forensic with Group
- Attended Code Enforcement Meeting
- 510 Saybrook Road - conducted fire drill
- Attended meeting with Building Dept.
- 140 Wilderman's Way - Room Capacities meeting
- 534/536 Saybrook Road - conducted fire drill

**Inspections:**

- 372 Hunting Hill Avenue – business re-inspection
- 425 Hunting Hill Avenue – business re-inspection
- 600 Highland Avenue Extension – health care inspection
- 28 Durant Terrace - apartment building re-inspection
- 50 Walnut Street – new business inspection with Building Dept.
- 100 Randolph Road – health care inspection

**Training:**

- ODEM Terminating Electrical Connections - Session 1 Virtual Training
- ODEM Terminating Electrical Connections - Session 2 Virtual Training
- Virtual NFPA Community Risk Reduction Discussion

Fire Marshal James M. Mastroianni  
December, 2022



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

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

**Fire Marshal Office Activities/Duties:**

- Meet at MHQ about new staff vehicles
- Fire Safety Class at Solnit
- Fire Poster Judging
- Fire Safety Class at Whiting
- Fire Safety Class at Solnit
- Room capacities meeting at Rec Center

**Inspections:**

- 404 South Main Street – assembly - Inspection
- 372 Hunting Hill Avenue-business – Re-Inspection
- 425 Hunting Hill Avenue – business – Re-Inspection
- 1150 South Main Street – residential – Re-Inspection
- 1160 South Main Street – residential – Re-Inspection
- 600 Highland Avenue – health care - Inspection

**Training:**

- The Law and Expert Evidence - Oklahoma State University
- Building Construction – Oklahoma State University

**Incidents:**

- 25 Silver Street – Porch Fire
- Route 9 at Exit 10 – Car Fire

Deputy Fire Marshal Jason Hurlbut  
December, 2022



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

January 6, 2023

Greetings,

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

**Training Activities:**

- We have continued joint training throughout the month with Middletown Fire using the city acquired houses on Eastern Drive. Topics included Rapid Intervention, Firefighter Safety & Survival and Search & Rescue. These evolutions have greatly strengthened our working relationship and interoperability with MFD.
- Completed training & familiarization with new E32 for all members
- Conducted 20hr EMT Refresher for 14 members
- Completed Fire Officer 3 program (written exam in January)
- New Firefighter orientation for FF Zabulis (2 weeks)

**Other Activities:**

- 12/6-Meeting at MHQ regarding staff vehicle replacement
- 12/7-Funeral Procession for MPD Officer Silvestrini
- 12/8-Meeting w/ First Choice Safety Solutions regarding Rope Tech training
- Continuous webinars w/First Due software rollout

**Incident Responses:**

- 12/7-Motor Vehicle Accident-Route 9
- 12/10-Motor Vehicle Accident-Route 9
- 12/19-Motor Vehicle Accident-Route 9
- 12/23-Motor Vehicle Accident-Route 9

Respectfully Submitted,

Nick Fischer  
Training Captain

## Training Classes by Category

Class Date Between {12/01/2022} And {12/31/2022}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
<b>1.5 Extrication &amp; Stabilization Training</b>								
12/12/2022	13:00	Extrication & Stabilization Training	1		A	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BA90 SCBA Mask Fit Testing</b>								
12/07/2022	08:45	SCBA Mask Fit Testing	1		S	0.25	0.00	0.00
<b>Totals for Category:</b>						<b>0.25</b>	<b>0.00</b>	<b>0.00</b>
<b>BA95 SCBA General Training</b>								
12/12/2022	09:00	SCBA General Training	1		S	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>E32ORIENT New E32 Orientation</b>								
12/12/2022	14:30	New E32 Orientation	1	E32	A	1.50	0.00	0.00
<b>Totals for Category:</b>						<b>1.50</b>	<b>0.00</b>	<b>0.00</b>
<b>EMT-R EMT REFRESHER</b>								
12/09/2022	18:00	EMT REFRESHER	1		S	4.00	0.00	0.00
12/10/2022	08:00	EMT REFRESHER	1		S	8.00	0.00	0.00
12/11/2022	08:00	EMT-REFRESHER	1		S	8.00	0.00	0.00
<b>Totals for Category:</b>						<b>20.00</b>	<b>0.00</b>	<b>0.00</b>
<b>HR/STAND-DEP High-Rise Pack Standpipe Deployment</b>								
12/13/2022	10:00	High-Rise Pack Standpipe Deployment	1		B	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LTC13 Ladder Co. Tactics</b>								
12/14/2022	10:00	Ladder Co. Tactics	1		C	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>N-95 N-95 Fit Test</b>								
12/07/2022	08:30	N-95 Fit Test	1		S	0.25	0.00	0.00

Training Classes by Category

Class Date Between {12/01/2022} And {12/31/2022}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
-----Default-----								
<b>N-95 N-95 Fit Test</b>								
<b>Totals for Category:</b>						<b>0.25</b>	<b>0.00</b>	<b>0.00</b>
<b>ORIENTATION ORIENTATION new hires</b>								
12/05/2022	08:00	ORIENTATION new hires	1		S	8.00	0.00	0.00
12/06/2022	08:00	ORIENTATION new hires	1		S	8.00	0.00	0.00
12/07/2022	08:00	ORIENTATION new hires	1		S	8.00	0.00	0.00
12/08/2022	08:00	ORIENTATION new hires	1		S	8.00	0.00	0.00
12/09/2022	08:00	ORIENTATION new hires	1		S	8.00	0.00	0.00
<b>Totals for Category:</b>						<b>40.00</b>	<b>0.00</b>	<b>0.00</b>
<b>RIT/S&amp;S Rapid Intervention/Safety &amp; Survival</b>								
12/28/2022	09:30	Rapid Intervention/Safety & Survival	1		A	2.00	0.00	0.00
12/28/2022	13:30	Rapid Intervention/Safety & Survival	1		A	2.00	0.00	0.00
12/29/2022	09:30	Rapid Intervention/Safety & Survival	1		B	0.00	0.00	0.00
12/29/2022	13:30	Rapid Intervention/Safety & Survival	1		B	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>6.00</b>	<b>0.00</b>	<b>0.00</b>
<b>STABILIZATN Vehicle Stabilization</b>								
12/01/2022	09:00	Vehicle Stabilization	1		B	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>V VENT Vertical Ventilation Roof Prop</b>								
12/12/2022	14:30	Vertical Ventilation Roof Prop	1	T34	A	1.50	0.00	0.00
<b>Totals for Category:</b>						<b>1.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Classes: 21</b>						<b>Grand Totals:</b>		
						<b>79.50</b>	<b>0.00</b>	<b>0.00</b>





**Public Safety Telecommunications Report**  
**January 2023**

1. Monthly Call Statistics sheet is available. Activity for December is approximately 5135 incidents. 911 and routine line information not available at this time. .5% increase in incident numbers.
2. State has been having issues with their reporting software for phone calls. They are implementing a new service in February/March which will be much easier for us to pull call statistics. If they fix the old system I will send out an updated Monthly Call Statistics sheet that includes the phone data.
3. I have included a chart that shows channel usage on the radio system. I will begin to provide this on a quarterly basis.
4. Staffing update; Staffing is at 16 and full staffing is 21. We have 3 conditional offers out pending backgrounds. 1 Certified and 2 trainees. We have two trainers and myself that will train the individuals once they start. Training should take 3-4 months for the certified dispatcher and 4-6 months for the trainees.
5. Director will be going for an appropriation for overtime funds in February.
6. No update on Mile Lane Cell Tower from AT&T.

**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	3747	3706	3977	3771	4078	3813	3471	3353	3670	45866	3822
Portland Police Dept.	401	347	434	344	438	456	300	327	361	337	368	326	4439	370
Fire Departments (Midd.)	602	488	557	546	571	560	551	556	597	674	619	658	6979	582
Middletown Fire Dept.	312	278	329	310	316	322	304	306	360	399	368	373	3977	331
South Fire District	199	157	150	158	170	158	167	167	162	183	177	180	2028	169
Westfield Fire District	91	53	78	78	85	80	80	83	75	92	74	105	974	81
Fire Department (Portland)	73	52	55	65	77	56	67	54	55	62	68	64	748	62
Ambulance only Calls	473	351	369	360	386	355	339	403	335	320	360	417	4468	372
<b>TOTAL INCIDENT CASE #'s</b>	<b>5926</b>	<b>5007</b>	<b>5549</b>	<b>5062</b>	<b>5178</b>	<b>5404</b>	<b>5028</b>	<b>5418</b>	<b>5161</b>	<b>4864</b>	<b>4768</b>	<b>5135</b>	<b>62500</b>	<b>5208</b>
<b>TELEPHONE ACTIVITY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>	<b>AVG</b>
<b>MIDDLETOWN</b>	1786	1557	1738	1752	1908	1793	1897	1820	1753	1913	1828		19745	1795
Wireless & wireline originating in Middletown														
<b>PORTLAND</b>	260	215	233	262	284	260	256	252	233	199	245		2699	245
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	234	155	197	184	214	211	236	237	198	260	256		2382	217
<b>TOTAL 911 CALLS</b>	2280	1927	2168	2198	2406	2264	2389	2309	2184	2372	2329		24826	2257
<b>TOTAL ADMIN. CALLS IN</b>	6480	5766	6612	6171	7059	6887	7062	7011	6583	6593	6348		72572	6597
<b>TOTAL ADMIN. CALLS OUT</b>	3027	2645	3160	2674	3221	2811	3035	3019	2890	2776	3016		32274	2934
<b>TOTAL PHONE CALLS</b>	<b>11787</b>	<b>10338</b>	<b>11940</b>	<b>11043</b>	<b>12686</b>	<b>11962</b>	<b>12486</b>	<b>12339</b>	<b>11657</b>	<b>11741</b>	<b>11693</b>		<b>129672</b>	<b>11788</b>
												2021	128,498	10,708
												2020	128,562	10,714
												2019	127,979	10,665
												AVG	128,346	10,696

<b>2022 Radio Info</b>					
<b>Channel</b>	<b>Calls</b>	<b>PTT</b>	<b>Minutes</b>	<b>PTT %</b>	<b>HR/MM/SS</b>
PD Dispatch	408073	685266	55875	67.36	931:15:00
PD 2	5133	6192	614	0.61	10:14:00
PD 3	203	207	14	0.02	0:14:00
PD 4	901	987	95	0.10	1:35:00
MPD Swat 1	77	94	7	0.01	0:07:00
Investigations	14	24	1	0.00	0:01:00
MFD	69404	112574	9022	11.07	150:22:00
SFD	30103	50675	4421	4.98	73:41:00
WFD	18915	31062	2668	3.05	20:28:00
Fire Inc 5	2306	3591	350	0.35	5:50:00
FD Emerg	164	231	41	0.02	0:41:00
City Wide Dispatch	13750	25874	1774	2.54	29:34:00
PD-FD TG	70	81	7	0.01	0:07:00
PW	18043	24226	1889	2.38	34:29:00
CVH-PD	51720	76193	6083	7.49	103:10:00
	<b>Calls</b>	<b>PTT</b>	<b>Minutes</b>	<b>PTT %</b>	
PD TOTAL	414401	692770	56606	68.10	
FIRE TOTAL	134642	224007	18276	22.02	
OTHER TOTAL	69833	100500	7979	9.88	
Total	618876	1017277	82861		
System Busies	0				