

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Tuesday, October 10, 2023

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/89800438655?pwd=bGx3cm5PRUxWV0J6R1pzOU1WK0N6Zz09>
- 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. 898 0043 8655
Passcode: SFD

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING AGENDA
TUESDAY, OCTOBER 10, 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 ACCEPTED
 - a) September 11, 2023
- 7) TAX COLLECTOR’S REPORTS – SEPTEMBER 2023
 - a) Refunds: No refunds in September 2023
 - b) Tax Collector’s Reports
- 8) FINANCIAL REPORTS
 - a) Monthly Expense Detail: August and September 2023
 - b) Profit & Loss Budget vs. Actual: July 2023 through September 2023
 - c) Cash Balance Reports: September 2023
- 9) ADMINISTRATIVE REPORTS – SEPTEMBER 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
 - a) Marine 3 Update
- 12) NEW BUSINESS
 - a) Discussion of State PILOT and Grant Funds
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA
- 14) CLOSE PUBLIC SESSION
- 15) ADJOURNMENT

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Meeting I.D. 898 0043 8655 Passcode: SFD

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

**Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Monday, September 11, 2023 at 7:00 p.m.**

Held at the firehouse and via Zoom - Meeting I.D. 896 8652 4187

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, and Pessina; Chief Trzaski (via Zoom); Deputy Chief Fischer; staff members

Absent: Commissioner Gregorio

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE was recited.

3. ACCEPT/AMEND AGENDA

The agenda was accepted as presented.

4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA

Chairwoman Kleckowski opened the public session at 7:01 p.m. There were no members of the public present.

5. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public session at 7:01 p.m.

6. MINUTES TO BE ACCEPTED

- a. June 12, 2023 Regular Monthly Meeting
- b. June 13, 2023 Budget Meeting
- c. July 27, 2023 Special Meeting

The minutes were accepted as distributed.

7. TAX COLLECTOR'S REPORTS – JUNE, JULY, AND AUGUST 2023

a. Approval of June 2023 tax refunds in the amount of \$73.91.

MOTION to approve the June 2023 tax refunds in the amount of \$73.91 by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved. Comm. Thazhampallath reported there were no refunds in the Months of July and August.

b. Acceptance of the Tax Collector's Reports

MOTION to accept the tax collector's reports by Comm. Pessina/Comm. Giuliano. Unanimously approved.

8. FINANCIAL REPORTS

- a. Monthly Expense Detail: May 2023 and June 2023; As of July 31, 2023; July 2023 and August 2023

- b. Profit & Loss Budget vs. Actual: July 2022 through June 2023; July 2023; July 2023 through August 2023
- c. Cash Balance Reports: June 2023; July 2023; August 2023

The financial reports were reviewed and accepted.

9. ADMINISTRATIVE REPORTS – JUNE, JULY, AND AUGUST 2023

Chief Trzaski and Deputy Chief Fischer provided an overview of the May 2023 administrative reports. The reports were accepted by the commission.

9. COMMISSIONER REPORTS

- a. **Building Committee – Commissioner Thazhampallath**
Commissioner Thazhampallath gave an update on the progress of Phase II of the building renovation project.
- b. **Pension Committee: Commissioner Kleckowski**
Commissioner Kleckowski provided an update on the Pension Committee.
- c. **Public Safety Telecommunications: Commissioner Giuliano**
Commissioner Giuliano gave an overview of the Public Safety Telecommunications reports.
- d. **Riverfront Redevelopment Update: Commissioner Pessina**
Commissioner Pessina provided an update on the Riverfront Redevelopment.

10. OLD BUSINESS

- a. **Marine 3 Update**
No significant updates to report.

11. NEW BUSINESS

- a. **Approval of State of CT Department of Emergency Services and Public Protection Municipal Grant Program – Source of Project Funds and Project Budget Itemization Form**

MOTION to approve the grant Budget Itemization Form and authorize Chairwoman Kleckowski to sign it on behalf of the commission by Comm. Pessina/Comm. Giuliano. Unanimously approved.

- b. **Review of contract with Milestone Construction Services, LLC for construction management services (previously reviewed and deemed suitable by an attorney)**

MOTION to accept Milestone Construction Services, LLC 's contract for construction management services and authorize Chairwoman Kleckowski to sign it on behalf of the commission by Comm. Pessina/ Comm. Giuliano. Unanimously approved.

MOTION to dispense further movement on the agenda due to the emergency on the river by Comm. Pessina.

c. Review of Builders' Risk Coverage through Acadia Insurance Company

MOTION to accept Acadia Insurance Company's Builders' Risk Coverage by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

12. ADJOURNMENT

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

The meeting adjourned at 7:35 p.m.

Submitted by,

Alyse McEwen

Alyse McEwen
Recording Secretary

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

| SOUTH FIRE DISTRICT TAX COLLECTORS REPORT | |
|--|------------------------|
| COLLECTIONS SEPTEMBER 2023 | |
| REAL ESTATE | \$ 130,014.51 |
| MOTOR VEHICLE | \$ 11,674.37 |
| PERSONAL PROPERTY | \$ 2,523.98 |
| SUPPLEMENTAL MOTOR VEHICLE | \$ - |
| BACK TAXES | \$ 6,209.63 |
| CURRENT INTEREST | \$ 5,868.84 |
| BACK INTEREST | \$ 1,953.12 |
| FEES PAID | \$ 970.68 |
| LIENS RELEASED | \$ 168.00 |
| COLLECTIONS 2023/2024 | |
| | \$ 159,383.13 |
| JULY | \$ 6,223,864.66 |
| AUGUST | \$ 790,755.58 |
| SEPTEMBER | \$ 159,383.13 |
| OCTOBER | |
| NOVEMBER | |
| DECEMBER | |
| JANUARY | |
| FEBRUARY | |
| MARCH | |
| APRIL | |
| MAY | |
| JUNE | |
| COLLECTED YEAR TO DATE | |
| | \$ 7,174,003.37 |
| GRANTS RECEIVED | |
| MUNICIPAL GRANTS-IN-AID | \$ - |
| MUNICIPAL GRANTS AND REVENUE SHARING | \$ - |
| NRG | \$ - |
| TOTAL GRANTS | |
| | \$ - |
| TOTAL YEAR-TO-DATE | |
| | \$ 7,174,003.37 |
| Respectfully submitted by: | |
| Lee Matterazzo, CCMC, Tax Collector | |
| South Fire District | |

Tax Collections September 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 | \$ 5,820,951.19 | \$0.00 | 96.79% | \$0.00 |
| PP | \$ 939,142.66 | \$ 928,287.21 | \$0.00 | 98.84% | \$0.00 |
| MV | \$ 466,824.71 | \$ 376,567.92 | \$0.00 | 80.67% | \$0.00 |
| MVS | \$ - | \$ - | \$0.00 | | \$0.00 |
| TOTAL | \$ 7,420,172.66 | \$ 7,125,806.32 | \$ - | 96.03% | \$ - |

Submitted by:
Lee Matterazzo, CCMC
Tax Collector

South Fire District
Monthly Expense Detail
August and September 2023

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-------------------------------|-------------|--|--------------|---------------|----------------|
| 7201 · Electricity | | | | | |
| | 08/01/2023 | Earthlight Power, LLC. | 1,012.50 | | 1,012.50 |
| | 08/29/2023 | Eversource | 409.75 | | 1,422.25 |
| | 09/01/2023 | Earthlight Power, LLC. | 890.10 | | 2,312.35 |
| Total 7201 · Electricity | | | 2,312.35 | 0.00 | 2,312.35 |
| 7202 · Water and Sewer | | | | | |
| | 08/01/2023 | Middletown Water & Sewer Dept | 240.83 | | 240.83 |
| | 09/01/2023 | Middletown Water & Sewer Dept | 132.12 | | 372.95 |
| Total 7202 · Water and Sewer | | | 372.95 | 0.00 | 372.95 |
| 7203 · Heating | | | | | |
| | 08/02/2023 | Eversource | 424.60 | | 424.60 |
| | 09/05/2023 | Eversource | 490.81 | | 915.41 |
| Total 7203 · Heating | | | 915.41 | 0.00 | 915.41 |
| 7204 · Telephone | | | | | |
| | 08/15/2023 | Frontier Communications | 233.23 | | 233.23 |
| | 09/15/2023 | Frontier Communications | 231.68 | | 464.91 |
| Total 7204 · Telephone | | | 464.91 | 0.00 | 464.91 |
| 7401 · Fuel | | | | | |
| | 08/17/2023 | Grainger | 66.42 | | 66.42 |
| | 08/23/2023 | WEX Bank - Small Bus. Card | 1,993.75 | | 2,060.17 |
| | 09/06/2023 | Petzold's Marine Center | 82.35 | | 2,142.52 |
| | 09/14/2023 | Dime Oil, LLC. | 5,197.08 | | 7,339.60 |
| | 09/23/2023 | WEX Bank - Small Bus. Card | 1,766.66 | | 9,106.26 |
| Total 7401 · Fuel | | | 9,106.26 | 0.00 | 9,106.26 |
| 7403 · Vehicle Repairs | | | | | |
| | 08/03/2023 | VFIS Claims Management | | 2,815.44 | -2,815.44 |
| | 08/03/2023 | Connecticut Power & Sport | 213.25 | | -2,602.19 |
| | 08/03/2023 | First Line Emergency | 2,684.56 | | 82.37 |
| | 08/08/2023 | Brake Pro, LLC | 606.00 | | 688.37 |
| | 08/15/2023 | NorcomCT | 143.00 | | 831.37 |
| | 08/17/2023 | Brake Pro, LLC | 82.00 | | 913.37 |
| | 08/18/2023 | ProTech Automotive L.L.C. | 2,008.75 | | 2,922.12 |
| | 08/18/2023 | First Line Emergency | 1,387.41 | | 4,309.53 |
| | 08/18/2023 | First Line Emergency | 734.28 | | 5,043.81 |
| | 08/18/2023 | First Line Emergency | 335.00 | | 5,378.81 |
| | 08/21/2023 | Brake Pro, LLC | 90.00 | | 5,468.81 |
| | 08/24/2023 | Municipal Emergency Services/Shipman's | 681.12 | | 6,149.93 |
| | 09/01/2023 | First Line Emergency | 292.46 | | 6,442.39 |
| | 09/14/2023 | First Line Emergency | 1,082.00 | | 7,524.39 |
| | 09/15/2023 | ProTech Automotive L.L.C. | 680.65 | | 8,205.04 |
| Total 7403 · Vehicle Repairs | | | 11,020.48 | 2,815.44 | 8,205.04 |

South Fire District Monthly Expense Detail August and September 2023

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|-------------|---|--------------|---------------|----------------|
| 7404 · NFPA/OSHA Compliance | | | | | |
| | 08/22/2023 | Encore Fire Protection | 936.00 | | 936.00 |
| Total 7404 · NFPA/OSHA Compliance | | | 936.00 | 0.00 | 936.00 |
| 7406 · Vehicle Supplies | | | | | |
| | 08/01/2023 | CargoRaxx, LLC. | 549.85 | | 549.85 |
| | 08/28/2023 | Ace Home Center | 10.42 | | 560.27 |
| | 08/31/2023 | Bank of America | 53.98 | | 614.25 |
| Total 7406 · Vehicle Supplies | | | 614.25 | 0.00 | 614.25 |
| 7501 · Insurance-Workers Compensation | | | | | |
| | 08/01/2023 | Benchmark Insurance Company | 16,098.00 | | 16,098.00 |
| | 09/01/2023 | Benchmark Insurance Company | 16,098.00 | | 32,196.00 |
| Total 7501 · Insurance-Workers Compensation | | | 32,196.00 | 0.00 | 32,196.00 |
| 7502 · Insurance - Commercial Package | | | | | |
| | 09/14/2023 | HD Segur Insurance | 1,031.00 | | 1,031.00 |
| Total 7502 · Insurance - Commercial Package | | | 1,031.00 | 0.00 | 1,031.00 |
| 7512 · Pension - Defined Contribution | | | | | |
| | 08/07/2023 | Lincoln Financial - Pension 401 | 29,731.71 | | 29,731.71 |
| | 09/07/2023 | Lincoln Financial - Pension 401 | 29,731.71 | | 59,463.42 |
| Total 7512 · Pension - Defined Contribution | | | 59,463.42 | 0.00 | 59,463.42 |
| 7702 · Professional Org / Periodicals | | | | | |
| | 08/07/2023 | Connecticut Career Fire Chiefs Assoc | 250.00 | | 250.00 |
| | 08/07/2023 | Connecticut Career Fire Chiefs Assoc | 100.00 | | 350.00 |
| | 08/25/2023 | Connecticut Fire Dept Instructors Assoc | 30.00 | | 380.00 |
| Total 7702 · Professional Org / Periodicals | | | 380.00 | 0.00 | 380.00 |
| 7703 · Office Expenses | | | | | |
| | 08/31/2023 | Bank of America | 434.36 | | 434.36 |
| | 09/11/2023 | Minuteman Press | 74.85 | | 509.21 |
| | 09/30/2023 | Bank of America | 52.39 | | 561.60 |
| | 09/30/2023 | Bank of America | 81.06 | | 642.66 |
| | 09/30/2023 | Bank of America | 36.05 | | 678.71 |
| | 09/30/2023 | Bank of America | 199.87 | | 878.58 |
| Total 7703 · Office Expenses | | | 878.58 | 0.00 | 878.58 |
| 7706 · Postage | | | | | |
| | 08/14/2023 | FedEx | 15.07 | | 15.07 |
| | 09/18/2023 | Purchase Power | 604.50 | | 619.57 |
| Total 7706 · Postage | | | 619.57 | 0.00 | 619.57 |

South Fire District Monthly Expense Detail August and September 2023

| | Date | Name | Debit | Credit | Balance |
|--|------------|---------------------------|----------|--------|----------|
| 7708 · Commissioner's Compensation | | | | | |
| | 08/02/2023 | Paychex | 750.00 | | 750.00 |
| | 09/06/2023 | Paychex | 750.00 | | 1,500.00 |
| Total 7708 · Commissioner's Compensation | | | 1,500.00 | 0.00 | 1,500.00 |
| 7709 · Activity Expense | | | | | |
| | 08/31/2023 | Bank of America | 85.99 | | 85.99 |
| | 08/31/2023 | Bank of America | 43.62 | | 129.61 |
| | 08/31/2023 | Bank of America | 250.00 | | 379.61 |
| | 08/31/2023 | Bank of America | 24.79 | | 404.40 |
| | 08/31/2023 | Bank of America | 29.63 | | 434.03 |
| | 08/31/2023 | Bank of America | 84.82 | | 518.85 |
| Total 7709 · Activity Expense | | | 518.85 | 0.00 | 518.85 |
| 7710 · Professional Services | | | | | |
| 7711 · Legal Expense | | | | | |
| 7711A · Legal Expense - General/Labor | | | | | |
| | 09/10/2023 | Summa & Ryan, PC | 548.75 | | 548.75 |
| Total 7711A · Legal Expense - General/Labor | | | 548.75 | 0.00 | 548.75 |
| 7711B · Legal Expense - H & H | | | | | |
| | 08/03/2023 | Nuzzo & Roberts, LLC. | 270.00 | | 270.00 |
| | 09/06/2023 | Nuzzo & Roberts, LLC. | 840.00 | | 1,110.00 |
| Total 7711B · Legal Expense - H & H | | | 1,110.00 | 0.00 | 1,110.00 |
| Total 7711 · Legal Expense | | | 1,658.75 | 0.00 | 1,658.75 |
| 7710 · Professional Services - Other | | | | | |
| | 08/03/2023 | Paychex | 128.62 | | 128.62 |
| | 08/03/2023 | Paychex | 58.58 | | 187.20 |
| | 08/03/2023 | Paychex | 62.70 | | 249.90 |
| | 08/10/2023 | Paychex | 128.62 | | 378.52 |
| | 08/10/2023 | Paychex | 58.58 | | 437.10 |
| | 08/17/2023 | Paychex | 128.62 | | 565.72 |
| | 08/17/2023 | Paychex | 58.58 | | 624.30 |
| | 08/24/2023 | Paychex | 128.62 | | 752.92 |
| | 08/24/2023 | Paychex | 58.58 | | 811.50 |
| | 08/28/2023 | MissionCIT, LLC. | 4,500.00 | | 5,311.50 |
| | 08/31/2023 | Paychex | 128.62 | | 5,440.12 |
| | 08/31/2023 | Paychex | 58.58 | | 5,498.70 |
| | 08/31/2023 | Merrick & Associates, LLC | 400.00 | | 5,898.70 |
| | 09/07/2023 | Paychex | 128.62 | | 6,027.32 |
| | 09/07/2023 | Paychex | 58.58 | | 6,085.90 |
| | 09/07/2023 | Paychex | 62.70 | | 6,148.60 |
| | 09/14/2023 | Paychex | 128.62 | | 6,277.22 |
| | 09/14/2023 | Paychex | 58.58 | | 6,335.80 |

South Fire District
Monthly Expense Detail
August and September 2023

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|-------------|---|-----------------|---------------|-----------------|
| 7710 · Professional Services, continued | | | | | |
| 7710 · Professional Services - Other | | | | | |
| | 09/21/2023 | Paychex | 128.62 | | 6,464.42 |
| | 09/21/2023 | Paychex | 58.58 | | 6,523.00 |
| | 09/28/2023 | Paychex | 128.62 | | 6,651.62 |
| | 09/28/2023 | Paychex | 58.58 | | 6,710.20 |
| | | Total 7710 · Professional Services - Other | <u>6,710.20</u> | <u>0.00</u> | <u>6,710.20</u> |
| Total 7710 · Professional Services | | | 8,368.95 | 0.00 | 8,368.95 |
| 7713 · Actuarial Services | | | | | |
| | 08/21/2023 | Milliman, Inc. | 3,150.00 | | 3,150.00 |
| Total 7713 · Actuarial Services | | | <u>3,150.00</u> | <u>0.00</u> | <u>3,150.00</u> |
| 7716 · Archive Services | | | | | |
| | 09/30/2023 | Hartford Despatch & Storage | 195.00 | | 195.00 |
| Total 7716 · Archive Services | | | <u>195.00</u> | <u>0.00</u> | <u>195.00</u> |
| 7717 · Software Support | | | | | |
| | 08/31/2023 | Bank of America | 142.00 | | 142.00 |
| | 09/30/2023 | Bank of America | 142.00 | | 284.00 |
| Total 7717 · Software Support | | | <u>284.00</u> | <u>0.00</u> | <u>284.00</u> |
| 7801 · Repairs Building | | | | | |
| | 08/14/2023 | Gene's TV & Appliance, Inc. | 143.57 | | 143.57 |
| | 08/19/2023 | Better Carpet Cleaners Co., Inc. | 470.00 | | 613.57 |
| | 08/25/2023 | Gene's TV & Appliance, Inc. | 534.94 | | 1,148.51 |
| | 08/28/2023 | Ace Home Center | 86.99 | | 1,235.50 |
| | 08/28/2023 | Ace Home Center | 107.88 | | 1,343.38 |
| | 08/28/2023 | Ace Home Center | 12.48 | | 1,355.86 |
| | 08/29/2023 | Tucker Mechanical | 1,001.31 | | 2,357.17 |
| | 09/05/2023 | Air Cleaning Specialists of New England | 448.46 | | 2,805.63 |
| Total 7801 · Repairs Building | | | <u>2,805.63</u> | <u>0.00</u> | <u>2,805.63</u> |
| 7802 · Supplies Maintenance | | | | | |
| | 08/17/2023 | W.B. Mason Company, Inc. | 580.39 | | 580.39 |
| | 08/18/2023 | Grainger | 72.10 | | 652.49 |
| | 08/22/2023 | W.B. Mason Company, Inc. | 117.48 | | 769.97 |
| | 08/28/2023 | Ace Home Center | 17.08 | | 787.05 |
| | 08/30/2023 | W.B. Mason Company, Inc. | 165.71 | | 952.76 |
| | 08/31/2023 | Bank of America | 99.17 | | 1,051.93 |
| | 08/31/2023 | Bank of America | 17.87 | | 1,069.80 |
| | 09/07/2023 | W.B. Mason Company, Inc. | 254.14 | | 1,323.94 |
| | 09/08/2023 | Interstate All Battery Center | 159.00 | | 1,482.94 |
| | 09/08/2023 | W.B. Mason Company, Inc. | 230.32 | | 1,713.26 |
| | 09/15/2023 | W.B. Mason Company, Inc. | 377.46 | | 2,090.72 |
| Total 7802 · Supplies Maintenance | | | <u>2,090.72</u> | <u>0.00</u> | <u>2,090.72</u> |

South Fire District Monthly Expense Detail August and September 2023

| | Date | Name | Debit | Credit | Balance |
|---|------------|---|----------|--------|----------|
| 7803 · Services | | | | | |
| | 08/02/2023 | JP Bellamo & Sons, Inc. | 50.00 | | 50.00 |
| | 08/06/2023 | De Lage Landen Financial Services, Inc. | 121.00 | | 171.00 |
| | 08/06/2023 | Comcast | 100.80 | | 271.80 |
| | 08/07/2023 | Comcast | 22.52 | | 294.32 |
| | 08/25/2023 | All Waste | 200.00 | | 494.32 |
| | 09/01/2023 | A & A Office Systems, Inc. | 0.00 | | 494.32 |
| | 09/01/2023 | A & A Office Systems, Inc. - Usage | 39.52 | | 533.84 |
| | 09/06/2023 | Comcast | 100.80 | | 634.64 |
| | 09/07/2023 | Comcast | 22.52 | | 657.16 |
| | 09/08/2023 | JP Bellamo & Sons, Inc. | 50.00 | | 707.16 |
| | 09/09/2023 | De Lage Landen Financial Services, Inc. | 121.00 | | 828.16 |
| | 09/25/2023 | All Waste | 200.00 | | 1,028.16 |
| Total 7803 · Services | | | 1,028.16 | 0.00 | 1,028.16 |
| 7805 · Equipment | | | | | |
| | 08/31/2023 | Bank of America | 212.68 | | 212.68 |
| | 09/30/2023 | Bank of America | 125.70 | | 338.38 |
| | 09/30/2023 | Bank of America | 645.00 | | 983.38 |
| Total 7805 · Equipment | | | 983.38 | 0.00 | 983.38 |
| 7901 · Emergency Medical Equipment | | | | | |
| | 08/01/2023 | Common Cents EMS Supply, LLC. | 72.00 | | 72.00 |
| | 08/09/2023 | Common Cents EMS Supply, LLC. | 1,034.10 | | 1,106.10 |
| | 08/16/2023 | Common Cents EMS Supply, LLC. | 123.30 | | 1,229.40 |
| | 08/16/2023 | Common Cents EMS Supply, LLC. | 23.22 | | 1,252.62 |
| | 08/28/2023 | Common Cents EMS Supply, LLC. | 75.44 | | 1,328.06 |
| | 08/31/2023 | Common Cents EMS Supply, LLC. | 155.75 | | 1,483.81 |
| | 09/05/2023 | Common Cents EMS Supply, LLC. | 769.33 | | 2,253.14 |
| | 09/05/2023 | Common Cents EMS Supply, LLC. | 271.80 | | 2,524.94 |
| | 09/05/2023 | Common Cents EMS Supply, LLC. | 404.96 | | 2,929.90 |
| | 09/14/2023 | Common Cents EMS Supply, LLC. | 129.70 | | 3,059.60 |
| Total 7901 · Emergency Medical Equipment | | | 3,059.60 | 0.00 | 3,059.60 |
| 7902 · Computer Equip & Supplies | | | | | |
| | 08/31/2023 | Bank of America | 29.98 | | 29.98 |
| | 09/30/2023 | Bank of America | 105.23 | | 135.21 |
| Total 7902 · Computer Equip & Supplies | | | 135.21 | 0.00 | 135.21 |
| 7903 · Training | | | | | |
| | 08/08/2023 | CT Fire Academy Bookstore | 300.55 | | 300.55 |
| | 08/31/2023 | Bank of America | 184.24 | | 484.79 |
| | 08/31/2023 | Bank of America | 95.00 | | 579.79 |
| | 09/15/2023 | Poquonnock Bridge Fire District | 230.00 | | 809.79 |

**South Fire District
Monthly Expense Detail
August and September 2023**

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|---------------------------------------|-------------|--|--------------|---------------|----------------|
| 7903 · Training, continued | | | | | |
| | 09/30/2023 | Bank of America | 150.00 | | 959.79 |
| | 09/30/2023 | Bank of America | 1,197.00 | | 2,156.79 |
| Total 7903 · Training | | | 2,156.79 | 0.00 | 2,156.79 |
| 7904 · Public Fire Education | | | | | |
| | 08/31/2023 | Bank of America | 623.30 | | 623.30 |
| | 08/31/2023 | Bank of America | 320.00 | | 943.30 |
| | 08/31/2023 | Bank of America | 748.50 | | 1,691.80 |
| | 08/31/2023 | Bank of America | 1,443.00 | | 3,134.80 |
| | 09/30/2023 | Bank of America | 34.48 | | 3,169.28 |
| Total 7904 · Public Fire Education | | | 3,169.28 | 0.00 | 3,169.28 |
| 7905 · Fire Fighting Equipment | | | | | |
| | 08/10/2023 | Portland Group/Middlesex Plumbing Supply | 61.53 | | 61.53 |
| | 08/14/2023 | Municipal Emergency Services/Shipman's | 216.59 | | 278.12 |
| | 08/17/2023 | Grainger | 35.64 | | 313.76 |
| | 08/31/2023 | Bank of America | 25.49 | | 339.25 |
| | 08/31/2023 | Bank of America | 152.03 | | 491.28 |
| | 09/30/2023 | Bank of America | 28.01 | | 519.29 |
| Total 7905 · Fire Fighting Equipment | | | 519.29 | 0.00 | 519.29 |
| 7909 · Uniforms | | | | | |
| | 08/04/2023 | Security Uniforms, Inc. | 97.00 | | 97.00 |
| | 08/04/2023 | Security Uniforms, Inc. | 16.00 | | 113.00 |
| | 08/14/2023 | Security Uniforms, Inc. | 64.00 | | 177.00 |
| | 08/14/2023 | Security Uniforms, Inc. | 18.00 | | 195.00 |
| | 08/28/2023 | Security Uniforms, Inc. | 56.00 | | 251.00 |
| | 08/28/2023 | Security Uniforms, Inc. | 55.00 | | 306.00 |
| | 08/31/2023 | Cortezzo, Jr., Michael A. | | 7.50 | 298.50 |
| | 08/31/2023 | Pantera, Matthew | | 20.00 | 278.50 |
| | 08/31/2023 | Soule, Cody C | | 18.00 | 260.50 |
| | 08/31/2023 | Zabulis, Paulius | | 54.50 | 206.00 |
| | 08/31/2023 | Kleckowski, Deborah | | 81.00 | 125.00 |
| | 08/31/2023 | Zajac, Robert J | | 3.00 | 122.00 |
| | 08/31/2023 | Security Uniforms, Inc. | 81.00 | | 203.00 |
| | 08/31/2023 | Security Uniforms, Inc. | 59.00 | | 262.00 |
| | 09/05/2023 | Security Uniforms, Inc. | 40.00 | | 302.00 |
| | 09/06/2023 | EMP Apparel, LLC. | 225.00 | | 527.00 |
| | 09/13/2023 | EMP Apparel, LLC. | 2,147.50 | | 2,674.50 |
| | 09/18/2023 | Security Uniforms, Inc. | 168.00 | | 2,842.50 |
| | 09/18/2023 | Security Uniforms, Inc. | 2,204.00 | | 5,046.50 |
| | 09/20/2023 | Security Uniforms, Inc. | 555.92 | | 5,602.42 |
| | 09/21/2023 | Atwell, Jesse R. | | 6.00 | 5,596.42 |
| | 09/21/2023 | Bodie, Christopher M | | 5.00 | 5,591.42 |

South Fire District Monthly Expense Detail August and September 2023

| | Date | Name | Debit | Credit | Balance |
|---|------------|--|-----------|--------|------------|
| 7909 · Uniforms, continued | | | | | |
| | 09/21/2023 | DeFrancesco, Geoffrey | | 8.00 | 5,583.42 |
| | 09/21/2023 | Gregorio, Jr., William F. | | 4.00 | 5,579.42 |
| | 09/21/2023 | Hurlbut, Jason M. | | 80.00 | 5,499.42 |
| | 09/21/2023 | Lynch, John K. | | 132.50 | 5,366.92 |
| | 09/21/2023 | Parmelee, Ryan T | | 13.00 | 5,353.92 |
| | 09/21/2023 | Tiezzi, Zachary | | 143.00 | 5,210.92 |
| | 09/21/2023 | Trzaski, James P. | | 22.49 | 5,188.43 |
| | 09/28/2023 | Dudek, Cody | | 49.50 | 5,138.93 |
| | 09/28/2023 | Gamache, Christopher | | 14.00 | 5,124.93 |
| | 09/28/2023 | Handley, Jonathan | | 43.00 | 5,081.93 |
| | 09/28/2023 | Hurlbut, Jason M. | | 6.50 | 5,075.43 |
| | 09/28/2023 | Mikos, Jacob M. | | 148.00 | 4,927.43 |
| | 09/28/2023 | Smith, Christopher | | 3.50 | 4,923.93 |
| | 09/28/2023 | Turenne, Andrew B. | | 50.00 | 4,873.93 |
| | | | 5,786.42 | 912.49 | 4,873.93 |
| Total 7909 · Uniforms | | | | | |
| 7910 · Protective Clothing | | | | | |
| | 08/10/2023 | Firematic Supply Co. Inc. | 1,308.79 | | 1,308.79 |
| | 08/25/2023 | Municipal Emergency Services/Shipman's | 153.22 | | 1,462.01 |
| | 09/30/2023 | Bank of America | 396.37 | | 1,858.38 |
| | | | 1,858.38 | 0.00 | 1,858.38 |
| Total 7910 · Protective Clothing | | | | | |
| 7912 · Cellular Phones | | | | | |
| | 08/11/2023 | AT&T Mobility | 566.67 | | 566.67 |
| | 09/11/2023 | AT&T Mobility | 590.82 | | 1,157.49 |
| | | | 1,157.49 | 0.00 | 1,157.49 |
| Total 7912 · Cellular Phones | | | | | |
| 7916 · Breathing Apparatus-Test Repair | | | | | |
| | 08/17/2023 | Municipal Emergency Services/Shipman's | 588.23 | | 588.23 |
| | 09/21/2023 | Municipal Emergency Services/Shipman's | 86.87 | | 675.10 |
| | | | 675.10 | 0.00 | 675.10 |
| Total 7916 · Breathing Apparatus-Test Repair | | | | | |
| 8999 · CNR Current Year | | | | | |
| 8999MGA · Municipal Grants-in-Aid | | | | | |
| FY 2023 · Municipal Grants-in-Aid 2023 | | | | | |
| | 08/09/2023 | Key Chevrolet | 45,458.75 | | 45,458.75 |
| | 08/31/2023 | Action Glass, LLC | 4,151.73 | | 49,610.48 |
| | 08/31/2023 | Action Glass, LLC | 1,346.50 | | 50,956.98 |
| | 08/31/2023 | Action Glass, LLC | 175.00 | | 51,131.98 |
| | 08/31/2023 | Action Glass, LLC | 4,151.73 | | 55,283.71 |
| | 08/31/2023 | Action Glass, LLC | 1,346.50 | | 56,630.21 |
| | 08/31/2023 | Action Glass, LLC | 175.00 | | 56,805.21 |
| | 09/15/2023 | Key Chevrolet | 46,685.60 | | 103,490.81 |

South Fire District
Monthly Expense Detail
August and September 2023

| | <u>Date</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|---|-------------|---|-----------------------|---------------------|-----------------------|
| 8999 · CNR Current Year, continued | | | | | |
| 8999MGA · Municipal Grants-in-Aid | | | | | |
| FY 2023 · Municipal Grants-in-Aid 2023 | | | | | |
| | 09/19/2023 | Action Glass, LLC | 4,151.73 | | 107,642.54 |
| | 09/19/2023 | Action Glass, LLC | 1,346.50 | | 108,989.04 |
| | 09/19/2023 | Action Glass, LLC | 175.00 | | 109,164.04 |
| | 09/19/2023 | Scranton Communications & Electronics,LLC | 3,701.20 | | 112,865.24 |
| | 09/19/2023 | Scranton Communications & Electronics,LLC | 7,645.00 | | 120,510.24 |
| | 09/25/2023 | Scranton Communications & Electronics,LLC | 3,701.20 | | 124,211.44 |
| | | Total FY 2023 · Municipal Grants-in-Aid 2023 | 124,211.44 | 0.00 | 124,211.44 |
| | | Total 8999MGA · Municipal Grants-in-Aid | 124,211.44 | 0.00 | 124,211.44 |
| | | | | | |
| 8999SFD · SFD Building Project | | | | | |
| Phase2 · SFD Building Project Phase 2 | | | | | |
| | 08/24/2023 | Landmark Architects, P.C. | 30,000.00 | | 30,000.00 |
| | | Total Phase2 · SFD Building Project Phase 2 | 30,000.00 | 0.00 | 30,000.00 |
| | | Total 8999SFD · SFD Building Project | 30,000.00 | 0.00 | 30,000.00 |
| | | Total 8999 · CNR Current Year | 154,211.44 | 0.00 | 154,211.44 |
| TOTAL | | | 313,964.87 | 3,727.93 | 310,236.94 |

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

| | <u>Jul - Sep 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| Income | | | | |
| 4101 · Property Tax Revenue | 7,125,806.32 | 6,901,230.00 | 224,576.32 | 103.25% |
| 4102 · Interest and Liens | 17,396.40 | 30,000.00 | -12,603.60 | 57.99% |
| 4104 · Fees | 1,708.30 | 0.00 | 1,708.30 | 100.00% |
| 4105 · Prior Year Tax Collections | 28,952.35 | 0.00 | 28,952.35 | 100.00% |
| 4107 · Tax Supplemental MV | 0.00 | 15,000.00 | -15,000.00 | 0.00% |
| 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 | 250.00 | 0.00 | 250.00 | 100.00% |
| 4210 · NRG Tax Revenue | 0.00 | 201,650.00 | -201,650.00 | 0.00% |
| 4301 · Investment Income | 6,333.13 | 10,000.00 | -3,666.87 | 63.33% |
| 4901 · Miscellaneous Income | 7,926.00 | 0.00 | 7,926.00 | 100.00% |
| Total Income | <u>7,225,899.15</u> | <u>7,157,880.00</u> | <u>68,019.15</u> | <u>100.95%</u> |
| Expense | | | | |
| 7201 · Electricity | 3,972.30 | 22,500.00 | -18,527.70 | 17.66% |
| 7202 · Water and Sewer | 600.57 | 2,500.00 | -1,899.43 | 24.02% |
| 7203 · Heating | 1,272.15 | 15,000.00 | -13,727.85 | 8.48% |
| 7204 · Telephone | 702.11 | 3,000.00 | -2,297.89 | 23.40% |
| 7401 · Fuel | 10,836.61 | 45,000.00 | -34,163.39 | 24.08% |
| 7403-1 · Apparatus Preventative Maint. | 0.00 | 12,650.00 | -12,650.00 | 0.00% |
| 7403 · Vehicle Repairs | 11,729.44 | 40,000.00 | -28,270.56 | 29.32% |
| 7404 · NFPA/OSHA Compliance | 1,488.00 | 9,850.00 | -8,362.00 | 15.11% |
| 7406 · Vehicle Supplies | 710.18 | 2,000.00 | -1,289.82 | 35.51% |
| 7501 · Insurance-Workers Compensation | 68,062.00 | 177,685.00 | -109,623.00 | 38.31% |
| 7502 · Insurance - Commercial Package | 13,521.00 | 55,000.00 | -41,479.00 | 24.58% |
| 7503 · Insurance - Medical | 230,501.55 | 995,447.00 | -764,945.45 | 23.16% |
| 7504 · Insurance - Cyber | 6,515.00 | 6,515.00 | 0.00 | 100.00% |
| 7509 · Insurance - Life and Disability | 11,795.82 | 56,586.00 | -44,790.18 | 20.85% |
| 7512 · Pension - Defined Contribution | 87,781.79 | 364,055.00 | -276,273.21 | 24.11% |
| 7513 · Unused Sick Time | 0.00 | 23,796.00 | -23,796.00 | 0.00% |
| 7601 · Salaries - Fire Department | 763,297.71 | 3,107,984.00 | -2,344,686.29 | 24.56% |
| 7602 · Salaries - Administrative | 42,102.48 | 190,000.00 | -147,897.52 | 22.16% |
| 7603 · Replacement / Call Backs | 138,565.74 | 671,539.00 | -532,973.26 | 20.63% |
| 7604 · Fringe Benefits | 22,730.66 | 132,942.00 | -110,211.34 | 17.10% |
| 7606 · PEB-Uncompensated Absences Exp | 0.00 | 10,000.00 | -10,000.00 | 0.00% |
| 7607 · PEB-Heart and Hypertension | 11,899.27 | 206,489.00 | -194,589.73 | 5.76% |
| 7609 · Employer - Social Security | 57,612.30 | 255,202.00 | -197,589.70 | 22.58% |
| 7610 · Employer - Medicare | 13,474.07 | 59,685.00 | -46,210.93 | 22.58% |
| 7701 · Tax Collector's Expense | 6,261.00 | 24,000.00 | -17,739.00 | 26.09% |
| 7702 · Professional Org / Periodicals | 1,091.00 | 2,675.00 | -1,584.00 | 40.79% |
| 7703 · Office Expenses | 1,194.80 | 3,500.00 | -2,305.20 | 34.14% |
| 7704 · Auditor | 0.00 | 7,750.00 | -7,750.00 | 0.00% |
| 7705 · Professional Development | 5,027.00 | 8,500.00 | -3,473.00 | 59.14% |
| 7706 · Postage | 1,239.14 | 4,000.00 | -2,760.86 | 30.98% |

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

| | <u>Jul - Sep 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| Expense, continued | | | | |
| 7707 · Contingency | 0.00 | 50,000.00 | -50,000.00 | 0.00% |
| 7708 · Commissioner's Compensation | 2,250.00 | 9,000.00 | -6,750.00 | 25.00% |
| 7709 · Activity Expense | 1,083.41 | 3,500.00 | -2,416.59 | 30.96% |
| 7710 · Professional Services | 9,596.70 | 35,000.00 | -25,403.30 | 27.42% |
| 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 | 195.00 | 1,000.00 | -805.00 | 19.50% |
| 7717 · Software Support | 46,172.89 | 53,100.00 | -6,927.11 | 86.96% |
| 7801 · Repairs Building | 6,489.63 | 20,000.00 | -13,510.37 | 32.45% |
| 7802 · Supplies Maintenance | 2,320.60 | 8,900.00 | -6,579.40 | 26.07% |
| 7803 · Services | 4,644.34 | 13,000.00 | -8,355.66 | 35.73% |
| 7805 · Equipment | 983.38 | 4,600.00 | -3,616.62 | 21.38% |
| 7901 · Emergency Medical Equipment | 3,711.38 | 12,500.00 | -8,788.62 | 29.69% |
| 7902 · Computer Equip & Supplies | 207.49 | 2,000.00 | -1,792.51 | 10.38% |
| 7903 · Training | 4,145.59 | 37,500.00 | -33,354.41 | 11.06% |
| 7904 · Public Fire Education | 3,169.28 | 4,500.00 | -1,330.72 | 70.43% |
| 7905 · Fire Fighting Equipment | 4,084.71 | 14,000.00 | -9,915.29 | 29.18% |
| 7906 · Special Service Units | 2,313.90 | 7,000.00 | -4,686.10 | 33.06% |
| 7907 · Fire Marshal's Office | 1,797.50 | 4,000.00 | -2,202.50 | 44.94% |
| 7909 · Uniforms | 10,722.93 | 31,000.00 | -20,277.07 | 34.59% |
| 7910 · Protective Clothing | 26,059.40 | 35,000.00 | -8,940.60 | 74.46% |
| 7911 · Communications | 349.00 | 4,500.00 | -4,151.00 | 7.76% |
| 7912 · Cellular Phones | 1,724.16 | 5,600.00 | -3,875.84 | 30.79% |
| 7913 · Breathing Air & Oxygen | 480.00 | 1,500.00 | -1,020.00 | 32.00% |
| 7915 · Medical Testing | 0.00 | 4,180.00 | -4,180.00 | 0.00% |
| 7916 · Breathing Apparatus-Test Repair | 675.10 | 2,800.00 | -2,124.90 | 24.11% |
| 8999 · CNR Current Year | 178,692.86 | 265,950.00 | -87,257.14 | 67.19% |
| Total Expense | 1,829,112.35 | 7,157,880.00 | -5,328,767.65 | 25.55% |

South Fire District
Cash Balance Report
September 2023

CASH Unrestricted:

| | | | |
|----------------|-------------------------|----|---------------------|
| Cash Balances: | Tax Collector - Savings | \$ | 7,725,938.10 |
| | Operating - Checking | \$ | <u>68,286.33</u> |
| | Total: | \$ | 7,794,224.43 |

| | | | |
|--------------------------|--|----|--------------|
| Restricted Funds: | | | |
| CNR | | \$ | 1,924,560.23 |
| Post-Employment Benefits | | \$ | 648,433.91 |



**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 September 2023

- Continued efforts with First Due Reporting system
- Attended Middlesex Chamber of Commerce meetings
- Assisted with SFD 9/11 memorial ceremony.
- Attended appreciation lunch at Falcon's Club
- Participated in Falcon's Club health and safety event.
- Continued efforts South Fire District building committee meeting.
- Facilitated portable radio upgrades.
- Participated with safety training with the FMO for Gilead Service employees.
- Attended department health and safety meeting.
- Communicated with Kleen energy and Pratt Whitney seeking donations for rescue equipment.
- Participated in new officer orientation developed by Deputy Fischer.
- Participated in meeting with Scott representative discussing SCBA repairs.
- Held a labor management meeting.
- Attended a meet and greet at Recreation Center for Collaborative ABA
- Participated in Middlesex Health "What the Duck" campaign.

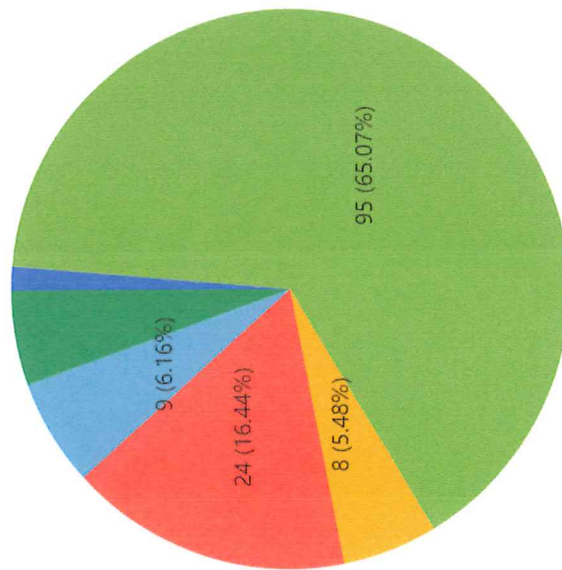
Respectfully submitted,

Chief James Trzaski

Chief James Trzaski

- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call

Total (146)





Just a little thank you

Sheri + Raj
55 Hunting Hill Ave
Middletown



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

October 4th, 2023

Greetings,

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

- *Annual 9/11 remembrance ceremony.
- *Route ordering of EMS & House supplies
- *Completed cutover of NFIRS reporting to First Due software. Cutover of all scheduling has commenced as of 10/1.
- *9/8-Quarterly meeting of Health & Safety committee.
- *All 3 new staff vehicles have been completed and are in service. All purchases remained within budget.
- *Annual HURST tool service completed (NFPA).
- *Annual pump testing completed for all apparatus (NFPA).
- *Assisted FMO with safety training day for Gilead Services employees.
- *Facilitated assorted building maintenance items (furnace cleaning, generator service)
- *Facilitated annual carpet and mattress cleaning
- *Preventive Maintenance on all radios completed by NORCOM.
- *Began annual preventive maintenance and DOT inspections for apparatus. (NFPA/OSHA).

*Conducted new officer orientation training for personnel on Lieutenant's list. Acting Lieutenant program should be up & running mid-October.

Emergency Responses:

9/5-Omo Street, Structure Fire

9/9-Jackson Street (MFD), Structure Fire

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 September, 2023:

Fire Marshal Office Activities/Duties:

- Attended Connecticut Fire Department Instructors Association Meeting
- 100 Training Hill Road – Temp Liquor Permit & Event Walkthrough
- Attended Code Enforcement Meeting
- 181 Randolph Road - conducted fire drill
- Meeting with Building Department
- Adopt-A-Firefighter Pre-Start Meeting - Bielefield School
- Adopt-A-Firefighter Pre-Start Meeting - Farm Hill School
- 530 Saybrook Road - conducted fire drill
- Gilead Safety Training Event/Presentation Meeting
- Attended Public Information Meeting Route 17 & 9 Middletown Project
- 191 Saybrook Road - conducted fire drill
- Attended/Participated in Falcon's Health and Wellness Fair
- Assisted in Durham Fair Inspection
- 390 Ridge Road - conducted fire drill
- 1 Wilderman's Way - conducted fire drill
- Gilead Safety Presentation by entire SFD
- 70 Maynard Street - conducted fire drill
- 181 Randolph Road - conducted fire drill
- Blasting Meeting/Permitting for Kleen Energy
- Meeting with Zoning Dept.

Inspections:

- 2100 South Main Street - new business walkthrough with Health Dept.

Inspections cont.:

- 520 Saybrook Road - progress walkthrough with Building Dept.
- 99 Eastern Drive – lodging and rooming inspection with Health Dept.
- 715 Bartholomew Road - new business walkthrough with Building Dept.
- 16-18 Lake Street - apartment building re-inspection
- 14 Evergreen Avenue - apartment building inspection
- 63 Maynard Street - apartment building inspection
- 16-18 Lake Street – final apartment building inspection
- 1300 South Main Street - assembly inspection with Health Dept.
- 1 Russell Street - apartment building inspection
- 43 Front Street - apartment building inspection
- 825 Saybrook Rd – assembly inspection

Training:

- ODEM 2023 Application of CT Fire Codes to Existing Buildings - Session 1
- ODEM 2023 Fall Challenges of Applying the IEBC - Session 1
- ODEM 2023 Fall Challenges of Applying the IEBC - Session 2
- ODEM 2023 Fall Application of CT Fire Codes to Existing Buildings - Session 2

Incidents:

- 10 Walnut Street – Health and Safety Walkthrough with Health Dept.

Fire Marshal James M. Mastroianni
September, 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 September 2023:

Fire Marshal Office Activities/Duties:

- SFD Open House Planning
- Adopt a Firefighter
- 191 Saybrook Fire Drill
- 181 Randolph Fire Drill
- 1 Wilderman's Way Fire Drill
- Falcon's Health Fair
- WMRD Broadcast
- Fire Prevention Poster Contest Meetings
- First Due Data Entry

Inspections:

- 10 Walnut
- 520 Saybrook Rd
- 400 Saybrook Rd
- 16 Lake St

Training:

- Basic Assessment EMS – Prodigy
- Public Fire Life Safety Educator

Incidents:

- 3 Omo St
- 760 Saybrook Rd

Deputy Fire Marshal Ryan Parmelee
4 October 2023



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

01 October 2023

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

Training Activities:

- Implementation of Weekly Coffee Table Quick Tips
 - Week of Monday 4 September 2023
 - Week of Monday 11 September 2023
 - Week of Monday 18 September 2023
 - Week of Monday 25 September 2023
- Provided EMS Event Standby Equipment Review will Platoons
- Attended Press Conference w/ Gov. as part of UPFFA Strategic Communications Committee
- Orchestrated Review of Confined Space/LOTO Policies and associated equipment
- Provided Annual Confined Space Refresher Training through CFA
- Attended CFDIA Meeting (Rocky Hill, CT)
- Attended Firefighter Cancer Awareness Seminar (Fairfield, CT)
- Organized and hosted CFA Truck Company Operations Course
- Completed Department Wide CSP Fire & Explosives Investigation Interface
- Began implementation phase of CT Joint Council's Statewide Model Plan
- Delivered joint training on Forcible Entry between personnel from SFD and MPD

Incident Responses:

- 9/01: 10 Walnut Street for the intentional overdose (fentanyl) / suicide attempt
- 9/05: 3 Omo Street for the structure fire
- 9/11: 700 Ridge Road for the gas leak inside the residence
- 9/22: South Front / Fowler for a motor vehicle accident
- 9/23: Xavier High School for the motor vehicle accident
- 9/29: RT-19 Northbound (Exit 12) for the motor vehicle accident

Respectfully Submitted, AB Turenne – Captain of Training & Safety

**TRAINING CLASSES COMPLETED
September 2023**

| SHIFT/NAME | ASSIGNMENT | DATE | DURATION |
|----------------|--|-----------|----------|
| D | A&O Manual 4.5.1 - Personal Protective Equipment (PPE) | 9/25/2023 | 0.5 |
| A | A&O Manual 4.5.1 - Personal Protective Equipment (PPE) | 9/26/2023 | 0.5 |
| B | A&O Manual 4.5.1 - Personal Protective Equipment (PPE) | 9/27/2023 | 0.5 |
| C | A&O Manual 4.5.1 - Personal Protective Equipment (PPE) | 9/28/2023 | 0.5 |
| FF LYNCH | Acting Lieutenant - Implementation of | 9/29/2023 | 2 |
| FF BODIE | Acting Lieutenant - Implementation of | 9/29/2023 | 2 |
| FF KELLY | Acting Lieutenant - Implementation of | 9/29/2023 | 2 |
| FF DEFRANCESCO | Acting Lieutenant - Implementation of | 9/29/2023 | 2 |
| FF HURLBUT | Acting Lieutenant - Implementation of | 9/29/2023 | 2 |
| FF ATWELL | Acting Lieutenant - Implementation of | 9/29/2023 | 2 |
| D | CSP Fire & Explosion Investigative Unit Interface | 9/25/2023 | 3 |
| D | Fentanyl: Firefighters at Risk | 9/1/2023 | 0.5 |
| A | Rescue Technician - Confined Space (Refresher) | 9/14/2023 | 4 |
| B | Rescue Technician - Confined Space (Refresher) | 9/15/2023 | 4 |
| C | Rescue Technician - Confined Space (Refresher) | 9/12/2023 | 4 |
| D | Rescue Technician - Confined Space (Refresher) | 9/13/2023 | 4 |
| FF CONIGLIO | Truck Co. Operations - CFA Host Class | 9/18/2023 | 8 |
| FF DAVIS-PENTA | Truck Co. Operations - CFA Host Class | 9/18/2023 | 8 |
| FF CONIGLIO | Truck Co. Operations - CFA Host Class | 9/19/2023 | 8 |
| FF DAVIS-PENTA | Truck Co. Operations - CFA Host Class | 9/19/2023 | 8 |



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

Public Safety Telecommunications Report
October 2023

1. Monthly Call Statistics sheet is available. Activity for September is approximately 6,169 incidents. Total 911 calls are 2,247 and 7,511 administrative calls.
2. Staffing is at 19 with one in training. A certified dispatcher position (#19) started on July 31st. A mid-November on line date is expected for that dispatcher to complete training. A December retirement is anticipated.
3. Feasibility study purchase order on new dispatch center and location has been issued to Silver Petrucelli & Associates. The five key elements to the study are as follows;
 - a. Space Needs Assessment – Current and future
 - b. Site Assessment of Mile Lane
 - c. Preliminary design work
 - d. Cost Analysis
 - e. Presentation to Commission and Common Council

Deputy Director Grauer can answer any of your questions as he is spearheading this project.

4. A preliminary meetings with Motorola on the radio system upgrade scheduled for February has started. As a reminder that is a part of Motorola Service contract. This is a significant upgrade with replacement of numerous equipment pieces.
5. We were happy to receive assistance from the Risk Managers Office in having massages provided for the staff at the Dispatch Center and Fire Department. This was part of the City's Wellness Wednesday's initiative.
6. Portland Police Captain Ron Milardo has retired after 40 years serving his community. He will certainly be missed and long considered a friend to the Dispatch Center and staff.

**City of Middletown
Central Communications Center
Monthly Call Statistics - 2023 (estimated)**

| INCIDENT ACTIVITY | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total | AVG |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|------------|------------|------------|---------------|--------------|
| Middletown Police Dept. | 3739 | 3332 | 3806 | 3414 | 3714 | 3623 | 3456 | 3885 | 4728 | | | | 33697 | 3744 |
| Portland Police Dept. | 382 | 385 | 411 | 321 | 406 | 379 | 346 | 313 | 357 | | | | 3300 | 367 |
| Fire Departments (Midd.) | 542 | 602 | 497 | 550 | 621 | 531 | 574 | 546 | 655 | | | | 5118 | 569 |
| Middletown Fire Dept. | 306 | 332 | 256 | 284 | 339 | 300 | 311 | 281 | 386 | | | | 2795 | 311 |
| South Fire District | 156 | 171 | 172 | 170 | 196 | 157 | 185 | 173 | 175 | | | | 1555 | 173 |
| Westfield Fire District | 80 | 99 | 69 | 96 | 86 | 74 | 78 | 92 | 94 | | | | 768 | 85 |
| Fire Department (Portland) | 52 | 55 | 54 | 48 | 69 | 62 | 71 | 64 | 80 | | | | 555 | 62 |
| Ambulance only Calls | 403 | 361 | 366 | 377 | 389 | 412 | 349 | 400 | 349 | | | | 3406 | 378 |
| TOTAL INCIDENT CASE #'s | 5118 | 4735 | 5134 | 4710 | 5199 | 5007 | 4796 | 5208 | 6169 | | | | 46076 | 5120 |
| TELEPHONE ACTIVITY | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total | AVG |
| MIDDLETOWN | 1853 | 1756 | 1772 | 1796 | 2161 | 2118 | 1972 | 1860 | 1732 | | | | 17020 | 1891 |
| Wireless & wireline originating in Middletown | | | | | | | | | | | | | | |
| PORTLAND | 209 | 195 | 182 | 217 | 288 | 291 | 302 | 237 | 242 | | | | 2163 | 240 |
| Wireless & wireline originating in Portland | | | | | | | | | | | | | | |
| Transfers to Dispatch from other towns. For Midd & Port. | 221 | 234 | 262 | 273 | 374 | 346 | 316 | 386 | 273 | | | | 2685 | 298 |
| TOTAL 911 CALLS | 2283 | 2185 | 2216 | 2286 | 2823 | 2755 | 2590 | 2483 | 2247 | | | | 21868 | 2430 |
| TOTAL ADMIN. CALLS IN | 6151 | 5962 | 5807 | 5890 | 6895 | 6897 | 4602 | 4740 | 4563 | | | | 51507 | 5723 |
| TOTAL ADMIN. CALLS OUT | 2961 | 2651 | 2716 | 2799 | 3294 | 3368 | 3005 | 3159 | 2948 | | | | 26901 | 2989 |
| TOTAL PHONE CALLS | 11395 | 10798 | 10739 | 10975 | 13012 | 13020 | 10197 | 10382 | 9758 | | | | 100276 | 11142 |
| | | | | | | | | | | | | 2022 | 142,117 | 11,843 |
| | | | | | | | | | | | | 2021 | 128,498 | 10,708 |
| | | | | | | | | | | | | 2020 | 128,562 | 10,714 |
| | | | | | | | | | | | | AVG | 128,530 | 10,711 |