

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

**NOTICE OF COMMISSIONERS MEETING**

**WHEN:** Tuesday, October 13, 2020

**WHERE:** Firehouse

**SUBJECT:** Regular Monthly Meeting

**TIME:** 7:00 P.M.

The firehouse is currently closed to the public.

Members of the public can join the meeting via Zoom.

Visit <https://us02web.zoom.us/j/83512982248> to remotely join.

Meeting I.D. 835 1298 2248

**SOUTH FIRE DISTRICT  
of the City of Middletown  
COMMISSIONERS MEETING AGENDA  
TUESDAY, OCTOBER 13, 2020, 7:00 p.m.**

**Members of the public can access the meeting via Zoom  
Meeting I.D. 835 1298 2248**

<https://us02web.zoom.us/j/83512982248>

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. OPEN PUBLIC SESSION**
- 4. CLOSE PUBLIC SESSION**
- 5. MINUTES TO BE APPROVED**
  - A. REGULAR MEETING OF AUGUST 10, 2020**
  - B. REGULAR MEETING OF SEPTEMBER 14, 2020**
  - C. SPECIAL MEETING OF SEPTEMBER 17, 2020**
  - D. SPECIAL MEETING OF OCTOBER 1, 2020**
- 6. TAX COLLECTOR'S REPORT**
- 7. MONTHLY FINANCIAL REPORTS**
- 8. CHIEF'S REPORT**
- 9. FIRE MARSHAL'S REPORT**
- 10. DEPUTY FIRE MARSHAL'S REPORT**
- 11. CAPTAIN'S REPORT**
- 12. COMMISSIONER REPORTS**
  - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH**
  - B. PENSION COMMITTEE – COMM. KLECKOWSKI**
  - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO**
- 13. OLD BUSINESS**
  - A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS**
  - B. FOIA WORKSHOP W/FOI COMMISSION**
- 14. NEW BUSINESS**
  - A. SFD ACCOUNTING POLICIES AND PROCEDURES MANUAL**
  - B. SFD PROCUREMENT POLICIES AND PROCEDURES**
- 15. ADJOURNMENT**

**SOUTH FIRE DISTRICT  
of the City of Middletown  
COMMISSIONERS MEETING**

**MONDAY, AUGUST 10, 2020, 7:00 p.m.  
Via Zoom – Meeting I.D. 821 8094 8484**

**MINUTES**

Present: Commissioners Kleckowski, Thazhampallath (logged in at 7:11 p.m.), Giuliano, Penney; Chief Howley, Deputy Chief Trzaski, Fire Department members, and members of the public.

Absent: Commissioner Bartolotta

1. **CALL TO ORDER** Co-Chairwoman Kleckowski called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.

3. **AMERICAN HEART ASSOCIATION HEART SAVER HERO AWARD**

*Presented to: Richard Rearick, Middlesex Health Paramedic  
Michael Nuzzi, Hunter's Ambulance EMT  
Dylan Madore, Hunter's Ambulance EMT  
Lieutenant Timothy Heiden, South Fire District  
Firefighter Geoffrey DeFrancesco, South Fire District  
Firefighter Jacob Mikos, South Fire District  
Firefighter Christopher Smith, South Fire District*

4. **OPEN PUBLIC SESSION** Co-Chairwoman Kleckowski open the Public Session at 7:11 p.m.  
No one wished to speak.

MOTION to close Public Session by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

5. **CLOSE PUBLIC SESSION** Co-Chairwoman Kleckowski closed the Public Session at 7:12 p.m.

MOTION to suspend the rules by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

The Commission expressed their thanks to Deputy Chief James Trzaski for his dedication and service to South Fire District, and wished him well in his future endeavors.

6. **MINUTES TO BE APPROVED**

**A. REGULAR MEETING OF JULY 13, 2020**

MOTION to approve the minutes of the July 13, 2020 regular meeting by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**B. SPECIAL ELECTION MEETING OF JULY 21, 2020**

MOTION to approve the minutes of the July 21, 2020 special election meeting by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**7. TAX COLLECTOR'S REPORT** was reviewed by the Commission.

**A. TAX REFUNDS**

MOTION to approve tax refunds to various taxpayers in the amount of \$1,555.79 by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

The Commission reviewed the Tax Collector's report submitted by Tax Collector Cindy Gotta. MOTION to approve the Tax Collector's report by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**8. MONTHLY FINANCIAL REPORTS** were reviewed by the Commission.

MOTION to approve the Monthly Financial Reports by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**9. CHIEF'S REPORT**

The Commission reviewed the reports submitted by Chief Howley. MOTION to approve the Chief's Report by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**10. DEPUTY CHIEF'S REPORT**

The Commission reviewed the reports submitted by Deputy Chief Trzaski. MOTION to approve the Deputy Chief's Report by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**11. FIRE MARSHAL'S REPORT**

The Commission reviewed the reports submitted by Fire Marshal Mastroianni. MOTION to approve the Fire Marshal's Report by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**12. DEPUTY FIRE MARSHAL'S REPORT**

The Commission reviewed the reports submitted by Deputy Fire Marshal Hurlbut. MOTION to approve the Deputy Fire Marshal's Report by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**13. CAPTAIN'S REPORT**

The Commission reviewed the reports submitted by Captain Fischer, MOTION to approve the Captain's Report by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**14. COMMISSIONER REPORTS**

**A. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO**

The meeting for the month of August was cancelled.

**B. BUILDING COMMITTEE – COMM. THAZHAMPALLATH**

Commissioner Thazhampallath provided a brief status update and announced Common Council Minority Leader Philip Pessina has been appointed to the Building Committee as of July 6, 2020.

**C. PENSION COMMITTEE – COMM. KLECKOWSKI**

Commissioner Kleckowski provided a brief update of the administrative meeting regarding amendments.

MOTION to approve Commissioner Reports by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**15. OLD BUSINESS**

**16. NEW BUSINESS**

**A. EMPLOYMENT STATUS – FIREFIGHTER ANTHONY QUARTO**

MOTION to move Firefighter Anthony Quarto from probationary status to permanent full-time status effective August 16, 2019 pending successful completion of the probationary period by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**B. DEPUTY CHIEF POSITION**

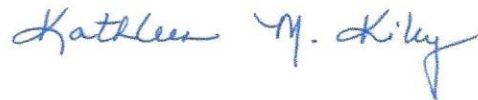
MOTION to approve posting Deputy Chief position by Comm. Giuliano/Comm. Penney. Unanimously approved.

**17. ADJOURNMENT**

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

Meeting adjourned at 7:59 p.m.

Submitted by,



Kathleen M. Kiley

**SOUTH FIRE DISTRICT  
of the City of Middletown  
COMMISSIONERS MEETING**

**MONDAY, SEPTEMBER 14, 2020, 7:00 p.m.**

**Via Zoom – Meeting I.D. 868 1056 5534**

**MINUTES**

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

1. **CALL TO ORDER** Chairwoman Bartolotta called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **AMERICAN HEART ASSOCIATION HEARTSAVER HERO AWARD**  
(The Heartsaver Hero award recognizes individuals for performing a heroic act of CPR and save a life during an emergency. The account of the August 5, 2020 incident is attached to these minutes.)

*Presented to: Lieutenant Robert Zajac, South Fire District  
Firefighter Terence Keenan, South Fire District  
Firefighter Ryan Parmelee, South Fire District  
Firefighter John Hopkins, East Haven F.D. (formerly of SFD)  
Mirza Hafiz, Paramedic, Hunters Ambulance  
Chris Foster, EMT, Hunters Ambulance  
Officer Dan Knapp, Portland Police Department (assisting bystander)  
Retired Trooper 1<sup>st</sup> Class Brian McGran, CT State Police (assisting bystander)*

4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:20 p.m.  
No one wished to speak.
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:20 p.m.
6. **MINUTES TO BE APPROVED**
  - A. **REGULAR MEETING OF AUGUST 10, 2020**  
Page 3 of the August 10, 2020 draft meeting minutes was missing from the Commissioner's meeting packet.

MOTION to postpone the approval of the minutes to the October regular monthly meeting by Comm. Giuliani/Comm. Kleckowski. Unanimously approved.

7. **TAX COLLECTOR'S REPORT** was reviewed by the Commission.  
The Commission reviewed the Tax Collector's report submitted by Tax Collector Cindy Gotta.  
MOTION to approve tax refunds to various taxpayers in the amount of \$973.89 by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

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

8. **MONTHLY FINANCIAL REPORTS** were reviewed by the Commission.

Commissioner Penney posed the following questions: a) Are any funds being carried over as of 6/30/20? Chairwoman Bartolotta advised that the auditor has not yet completed the final report; b) What is the debit in the amount of \$1,188 payable to Middlesex Marine? Chief Howley advised it was to rebuild the motor for the old Marine 3; c) What is the debit in the amount of \$1,570.71 payable to ESI? Chief Howley advised it was for the annual contract for the Employee Assistance Program.

MOTION to approve the Monthly Financial Reports by Comm. Kleckowski/Comm. Giuliano.  
Unanimously approved.

9. **CHIEF'S REPORT**

The Commission reviewed the report submitted by Chief Howley.

MOTION to approve the Chief's Report by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

10. **FIRE MARSHAL'S REPORT**

The Commission reviewed the reports submitted by Fire Marshal Mastroianni.

MOTION to approve the Fire Marshal's Report by Comm. Kleckowski/Comm. Penney.  
Unanimously approved.

11. **DEPUTY FIRE MARSHAL'S REPORT**

The Commission reviewed the reports submitted by Deputy Fire Marshal Hurlbut.

MOTION to approve the Deputy Fire Marshal's Report by Comm. Kleckowski/Comm. Penney.  
Unanimously approved.

12. **CAPTAIN'S REPORT**

The Commission reviewed the reports submitted by Captain Fischer.

MOTION to approve the Captain's report by Comm. Kleckowski/Comm. Giuliano.  
Unanimously approved.

13. **COMMISSIONER REPORTS**

A. **BUILDING COMMITTEE – COMM. THAZHAMPALLATH**

Commissioner Thazhampallath updated the Commission on the progress. The project has gone out to bid and the opening of the bids is scheduled for 9/23. He thanked Chief Howley for being persistent and Landmark Architect for staying engaged despite the small size of the project. The opening of the bids will be via Webex; Commissioner Thazhampallath will get the login information from Donna Imme.

B. **PENSION COMMITTEE – COMM. KLECKOWSKI**

Vice-Chairwoman Kleckowski advised the Commission that a Pension Committee meeting is scheduled for October 6<sup>th</sup>.

Commissioner Giuliano called "point of information." The Public Safety Telecommunications report is not on the agenda under "Commissioner Reports," but is included in the Chief's report.

**14. OLD BUSINESS** None.

**15. NEW BUSINESS**

**A. APPOINTMENT OF DEPUTY CHIEF**

Motion to appoint Lieutenant Russ Jacobs as Deputy Chief by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

**B. EMPLOYMENT STATUS - FF JACOB MIKOS & FF NICHOLAS DeBLOIS**

Motion to move Firefighter Jacob Mikos and Firefighter Nicholas DeBlois to permanent full-time status subject to the successful completion of their probationary periods by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

**C. DISCUSSION OF COMMISSIONER COMPENSATION**

Commissioner Penney indicated that he has long held a position that the Commissioner compensation budget line item should be eliminated. He feels it is his civic duty to serve without compensation and the elimination would help taxpayers. Also, he offered that the existing budgeted funding could be used for funding a long overdue forensic audit which has not been completed by the district since 1957.

Motion to suspend Commissioner compensation and use the funds to do a forensic audit by Comm. Penney. Motion not seconded; motion failed.

**D. DISCUSSION OF POTENTIAL FOIA WORKSHOP W/FOI COMMISSION**

Commissioner Penney shared that with new and relatively new Commissioners serving the district that it would be most beneficial to host a district/charter/by-laws specific FOIC workshop as has been past practice for the district staff as well as members of the public.

Motion to have the district look into having an FOIA workshop with the FOI Commissioner by Comm. Penney. Motion not seconded; motion failed.

Vice-Chairwoman Kleckowski will look into the possibility of coordinating the workshop with the city, pending City Hall being open to the public. Commissioner Penney will contact Tom Hennick at FOIC and follow up at the October regular monthly meeting.

**E. DISCUSSION OF "PUBLIC SESSION" AGENDA ITEM**

Commissioner Penney explained that other city committees, as well as other municipal agencies, offer public comment both at the start of a meeting (agenda items only) and at the end of the meeting (non-agenda items – open public comment). One example in Middletown is the BOE Facilities Committee that practices both and often receives valuable positive feedback.

Motion to add a second public session at the end of the each meeting for discussion of items not on the agenda by Comm. Penney. Motion not seconded; motion failed.

**F. EARTHLIGHT – PROPOSED SOLAR SYSTEM**

Motion to postpone the discussion by Comm. Giuliano/Comm. Kleckowski.  
Unanimously approved.

**16. ADJOURNMENT**

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

Meeting adjourned at 8:21 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Alyse McEwen".

Alyse McEwen

Administrative Assistant

### **CPR Save-Baroni Field-Middletown, CT-August 5, 2020**

On Wednesday August 5<sup>th</sup>, 2020, South Fire District personnel were dispatched to a report of a female with difficulty breathing at a local baseball field. South District Engine 32 responded with 4 personnel, including Lieutenant Rob Zajac, Firefighter Terence Keenan, Firefighter Ryan Parmelee and Firefighter John Hopkins. Shortly after responding, dispatch advised Engine 32 that the patient was now in cardiac arrest, with bystander CPR in progress. Engine 32 arrived on scene within 5 minutes, to find 2 bystanders performing CPR. The bystanders were retired CT State Police Trooper First Class Brian McGran, and off duty Portland Police Officer Dan Knapp. Engine 32's crew quickly took over resuscitative efforts, and applied an AED to the patient, delivering an initial shock to the patient less than 2 minutes after their arrival, and 7 minutes from the time of the initial 911 call. Shortly thereafter, a crew from Hunter's Ambulance arrived on the scene, including Paramedic Mirza Hafiz and EMT Christ Foster, who worked to begin Advanced Cardiac Life Support. Engine 32's crew delivered a 2<sup>nd</sup> shock to the patient 3 minutes later. As crews continued resuscitation, they determined that the patient had regained a pulse. The patient was transported to an area hospital, where her condition continued to improve. After spending several days in the hospital, the patient was discharged to her home, and is expected to make a full recovery.

**South Fire District:**

Lieutenant Robert Zajac

Firefighter Terence Keenan

Firefighter Ryan Parmelee

Firefighter John Hopkins (John has recently completed his licensure as a Paramedic and taken a job with the East Haven Fire Department).

**Hunters Ambulance:**

Paramedic Mirza Hafiz

EMT Chris Foster (Chris was unable to attend tonight as he is attending recruit school at the CT Fire Academy, after being hired as a firefighter with the Naugatuck Fire Department.)

**Bystanders:**

Officer Dan Knapp-Portland Police Department

Retired Trooper First Class Brian McGran-CT State Police

**SOUTH FIRE DISTRICT  
445 RANDOLPH ROAD  
MIDDLETOWN, CT 06457**

**Board of Fire Commissioners  
Special Meeting Minutes  
September 17, 2020 – 3:30 p.m.**

**Present:** Commissioners: Bartolotta, Kleckowski, Giuliano, Penney; Chief Howley

**CALL TO ORDER**

Chairwoman Bartolotta called the meeting to order at 3:35 p.m.

**1. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**2. EXECUTIVE SESSION**

Motion to go into Executive Session at 3:38 p.m. by Comm. Giuliano/Comm. Kleckowski for the purpose of a Second Step Grievance Hearing filed by IAFF Local 3918 regarding insurance coverage for retirees and their dependents pursuant to statutes section 1-200(6)(B) and section 1-225(a) of the Connecticut General Statutes, as amended. Unanimously approved.

Present in Executive Session were: Commissioners Bartolotta, Kleckowski, Giuliano, Penney; Chief Howley

**3. CALL BACK TO ORDER**

Motion to come out of Executive Session p.m. by Comm. Giuliano/Comm. Penney. Unanimously approved. Chairwoman Bartolotta called the meeting back to order at 3:57 p.m.

A discussion ensued regarding insurance coverage for retirees and their dependents. Present during the discussion were Commissioners Bartolotta, Kleckowski, Giuliano, and Penney; Chief Michael Howley; Local 3918 members President Nick Fischer, Vice President James Mastroianni, Treasurer Chris Bodie, and Secretary Phil Russo; Michael Spoldi, UPFFA of CT

Motion to have the South Fire District Commission issue a letter/memorandum guaranteeing that health coverage will continue as outlined in the Collective Bargaining Agreement and to go out to open competitive bidding to include health insurance from retirement to Medicare eligibility by Comm. Giuliano/Comm. Bartolotta. Unanimously approved.

**4. ADJOURNMENT**

Motion to adjourn at by Comm. Giuliano/Comm. Penney. Unanimously approved. The meeting adjourned at 4:20 p.m.

Minutes taken by Co-Chairwoman Kleckowski,  
Prepared by Alyse McEwen, Recording Secretary

**SOUTH FIRE DISTRICT  
445 RANDOLPH ROAD  
MIDDLETOWN, CT 06457**

**Board of Fire Commissioners  
Special Meeting Minutes  
October 1, 2020 – 3:00 p.m.**

**Present:** Commissioners: Bartolotta, Thazhampallath, Giuliano, Penney; Chief Howley

**Absent:** Commissioner Kleckowski

**1. CALL TO ORDER**

Chairwoman Bartolotta called the meeting to order at 3:14 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. HEALTH INSURANCE OPTIONS – Robert S. Ford, eBenefits Group Northeast, LLC**

Bob explained health insurance plans from various companies. One of the biggest problems the District faces in obtaining coverage for early retirees and their dependents is most health insurance companies do not offer “under 65 retiree coverage” to small groups (2-100 employees). We received quotes from United Healthcare and are expecting quotes from Harvard Pilgrim Health Care. Bob suggested January 1<sup>st</sup> as the effective date; January rates will be available November 1<sup>st</sup>.

**Motion** to recess for ten minutes by Commissioner Giuliano/Commissioner Penney.  
Unanimously approved.

The meeting was recessed at 3:35 p.m.

**4. CALL BACK TO ORDER**

Chairwoman Bartolotta called the meeting back to order at 3:47 p.m.

**5. DISCUSSION OF BUILDING RENOVATION PROJECT/BID RESULTS**

Commissioner Thazhampallath reiterated his appreciation for all parties involved in the project. He asked Local 3918 President Nick Fischer to speak on behalf of the Union members.

President Fischer reminded the Commission of the Union’s steadfast attempt to make a positive contribution to the project and of their testimony during a prior Building Committee meeting when they suggested the project be downsized, while including the most necessary renovations, i.e. a men’s and women’s locker room, and moving the IT equipment to free up space for gear washing equipment. The only add-alternate he supported other than the new IT setup was the rear pitched roof. President Fischer indicated that if their previous suggestions were taken, a lot of the delay, and now the lack of sufficient funds to complete the project, could’ve been avoided. He encouraged the Commission to take action tonight (either borrow the funds from CNR or apply for a private bank loan). Losing the funds would jeopardize the chance of receiving such federal or state grants into the future and would be an embarrassment to the staff, the Fire Commission, and the District as a whole; the District would be scarred forever.

Chief Howley showed a PowerPoint presentation to illustrate funds available, shortfall of funds, and options to overcome the shortfall (the presentation is attached to these minutes). A discussion took place regarding the options.

Commissioner Penney requested and received assurance from Commissioner Thazhampallath that the Building Committee would be in full support of the actions being brought forward.

Relative to the use of CNR district taxpayer funding for the project shortfall, Commissioner Penney received confirmation that for FYE 06/30/2020, the CNR account has received 50% of revenue in excess of expenses of \$256,177.50.

**Motion** to appropriate funds from the CNR account to guarantee the completion of the building renovation project by Comm. Giuliano/Comm. Thazhampallath.

Chairwoman Bartolotta moved to amend the motion to add "not to exceed \$332,273."

Commissioners Giuliano and Thazhampallath accepted the amendment. The motion to appropriate funds from the CNR account to guarantee the completion of the building renovation project, not to exceed \$332,273, was adopted as amended.

**Motion** to have the Chief and financial staff pursue options to offset CNR by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

Chairwoman Bartolotta expressed her frustration over the unacceptable lack of support and response from the City and others which caused the project to be delayed. She feels if there was a real partnership, the District wouldn't be in the position it is in. She said it's time to hold people accountable for their actions. Chairwoman Bartolotta reiterated her extreme frustration and disappointment in the individuals responsible for putting the District in this situation.

6. **ADJOURNMENT**

**Motion** to adjourn by Comm. Giuliano/Comm. Penney. Unanimously approved.

The meeting adjourned at 5:15 p.m.

Submitted by,



Alyse McEwen  
Recording Secretary

# South Fire District

Addition & Renovation Project

10/1/20

## Grant Amount \$1,000,000

### Fees to Date:

- State Fee (\$ 5,000)
- Professional Fees (\$105,700)  
*(includes initial design, re-design, environmental, engineering, and construction admin.)*
- Available Funds \$889,300

# Lowest Bid - \$1,022,491

## Construction Costs

### Lowest Responsible Bidder - Enterprise

• Lowest Bid	\$1,022,491
• Available funds from Grant	<u>(\$ 889,300)</u>
• Shortfall of funds	\$ 133,191
• Contingency funds recommended	\$ 102,250
• Move gas line cost if not covered by Eversource	\$ <u>6,132</u>
• Total needed	\$ 241,573

## Add-Alternates not in bid \$\$

• Extended Footprint	\$119,000	No
• Kitchen	\$ 84,000	No
• Bunk Cubicles	\$ 35,000	Modify?
• Kitchen (Mechanical/Plumbing)	\$ 71,000	No
• Rear Pitched Roof	\$ 82,000	No
• Data/Comm. Setup	\$ 8,700	Must Do

# Add-Alternates Not in Bid \$\$

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## Move IT to New location \$

- Need to have this done to free up this space. Spending \$7,000 - \$8,000 a year on cleaning fire gear. This we must do and we are committed to the health and safety of our personnel.
- We already have the funds/approved to complete this project.
- **We have been trying to do this for ten years.**

## Where do we get the funds?

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- We borrow it from ourselves?
- Use funds from CNR Account  
*(Would need to be approved by Commission)*
- Maximum amount \$250,000

## How Do We Pay It Back?

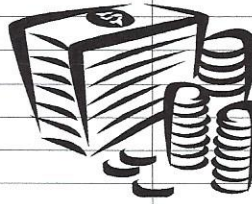
- \$250,000 guestimate
- 8-year plan
- \$31,250 a year **added to Current budget CNR**
- Additional Cost to Taxpayer for Project \$
- 14,400 residents, (x) 25 year life span that this work would carry us through
- = 360,000 residents it effects = **.69 per person per year.**

## Effects on Budget \$\$

- Sample – Fiscal year 2020/2021 mill rate 5.203
- Adding \$31,250 to CNR line
- Mill rate would be 5.232
- Sample on a \$200,000 home 5.203 = \$1036.75
- Sample on a \$200,000 home 5.232 = \$1042.54
- \$5.79 increase

## SOUTH FIRE DISTRICT TAX COLLECTORS REPORT

### COLLECTIONS SEPTEMBER 2020



REAL ESTATE	\$ 436,021.44
MOTOR VEHICLE	\$ 65,689.39
PERSONAL PROPERTY	\$ 21,680.77
SUPPLEMENTAL MOTOR VEHICLE	
BACK TAXES	\$ 5,063.56
CURRENT INTEREST	\$ 269.27
BACK INTEREST	\$ 1,332.81
FEE'S PAID	\$ 580.97
LIENS RELEASED	\$ 103.48

### COLLECTIONS 2020/2021

\$ 530,741.69

JULY	\$ 3,705,383.26
AUGUST	\$ 934,571.66
SEPTEMBER	\$ 530,741.69
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	

### COLLECTED YEAR TO DATE

\$ 5,170,696.61

### GRANTS RECEIVED

PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL REVENUE SHARING ACCOUNT	\$ -
NRG	\$ -
MUNICIPAL REVENUE SHARING GRANT	\$ -

### TOTAL GRANTS

\$ -

### TOTAL YEAR-TO-DATE

\$ 5,170,696.61

Respectfully submitted by:

**Cynthia L. Gotta**

**Tax Collector, South Fire District**

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	09/15/2020	KS Statebank	402.82		402.82
	08/27/2020	Eversource	1,737.53		2,140.35
	08/15/2020	KS Statebank	402.82		2,543.17
Total 7201 · Electricity			2,543.17	0.00	2,543.17
<b>7202 · Water and Sewer</b>					
	08/01/2020	Middletown Water & Sewer Dept	120.47		120.47
	09/01/2020	Middletown Water & Sewer Dept	315.89		436.36
Total 7202 · Water and Sewer			436.36	0.00	436.36
<b>7203 · Heating</b>					
	08/03/2020	Eversource	385.75		385.75
	09/02/2020	Eversource	425.40		811.15
Total 7203 · Heating			811.15	0.00	811.15
<b>7204 · Telephone</b>					
	08/15/2020	Frontier Communications	231.22		231.22
	09/15/2020	Frontier Communications	228.97		460.19
Total 7204 · Telephone			460.19	0.00	460.19
<b>7401 · Fuel</b>					
	08/10/2020	Yankee Boat Yard and Marina	84.85		84.85
	08/10/2020	Midstate Tractor & Equipment	17.98		102.83
	08/23/2020	WEX Bank	896.00		998.83
	08/25/2020	Midstate Tractor & Equipment	33.99		1,032.82
	08/31/2020	Advance Auto Parts	65.94		1,098.76
	09/10/2020	Midstate Tractor & Equipment	74.71		1,173.47
	09/23/2020	WEX Bank	520.54		1,694.01
Total 7401 · Fuel			1,694.01	0.00	1,694.01
<b>7403 · Vehicle Repairs</b>					
	08/07/2020	Key Chevrolet	72.35		72.35
	08/10/2020	Key Chevrolet	42.00		114.35
	08/12/2020	First Line Emergency	124.38		238.73
	08/12/2020	First Line Emergency	80.25		318.98
	08/18/2020	Barnwell of CT/Toce Brothers Inc	157.50		476.48
	08/28/2020	First Line Emergency	277.55		754.03
	09/03/2020	Key Chevrolet	129.19		883.22
	09/10/2020	Key Chevrolet	1,605.70		2,488.92
	09/16/2020	Key Chevrolet	1,114.72		3,603.64
	09/24/2020	Key Chevrolet	5,419.01		9,022.65
	09/28/2020	Key Chevrolet	808.00		9,830.65
Total 7403 · Vehicle Repairs			9,830.65	0.00	9,830.65

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7406 · Vehicle Supplies</b>					
	08/28/2020	Ace Home Center	18.36		18.36
	08/31/2020	Advance Auto Parts	39.98		58.34
	09/28/2020	Ace Home Center	23.74		82.08
Total 7406 · Vehicle Supplies			82.08	0.00	82.08
<b>7501 · Insurance-Workers Compensation</b>					
	08/01/2020	Benchmark Insurance Company	14,942.00		14,942.00
	09/01/2020	Benchmark Insurance Company	14,942.00		29,884.00
	09/25/2020	Benchmark Insurance Company		6,845.00	23,039.00
Total 7501 · Insurance-Workers Compensation			29,884.00	6,845.00	23,039.00
<b>7502 · Insurance - Commercial Package</b>					
	08/31/2020	HD Segur Insurance	7,246.75		7,246.75
	08/31/2020	HD Segur Insurance	2,082.75		9,329.50
	08/31/2020	HD Segur Insurance	1,937.50		11,267.00
Total 7502 · Insurance - Commercial Package			11,267.00	0.00	11,267.00
<b>7512 · Pension - Defined Contribution</b>					
	08/13/2020	Lincoln Financial - Pension 401	27,205.93		27,205.93
	09/14/2020	Lincoln Financial - Pension 401	26,999.85		54,205.78
Total 7512 · Pension - Defined Contribution			54,205.78	0.00	54,205.78
<b>7701 · Tax Collector's Expense</b>					
	08/31/2020	Bank of America	31.85		31.85
	09/30/2020	Bank of America	31.85		63.70
	09/30/2020	Bank of America	181.94		245.64
Total 7701 · Tax Collector's Expense			245.64	0.00	245.64
<b>7702 · Professional Org / Periodicals</b>					
	09/14/2020	CT Fire Dept. Instructors Assoc., Inc.	30.00		30.00
Total 7702 · Professional Org / Periodicals			30.00	0.00	30.00
<b>7703 · Office Expenses</b>					
	08/31/2020	Bank of America	130.99		130.99
	09/30/2020	Bank of America	25.98		156.97
	09/30/2020	Bank of America	298.95		455.92
Total 7703 · Office Expenses			455.92	0.00	455.92
<b>7704 · Auditor</b>					
	09/23/2020	Costello Company, LLC	3,600.00		3,600.00
Total 7704 · Auditor			3,600.00	0.00	3,600.00

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7706 · Postage</b>					
	08/03/2020	FedEx	6.35		6.35
	09/21/2020	FedEx	15.95		22.30
Total 7706 · Postage			22.30	0.00	22.30
<b>7708 · Commissioner's Compensation</b>					
	08/05/2020	Paychex	750.00		750.00
	09/02/2020	Paychex	750.00		1,500.00
	09/30/2020	Paychex	750.00		2,250.00
Total 7708 · Commissioner's Compensation			2,250.00	0.00	2,250.00
<b>7709 · Activity Expense</b>					
	08/31/2020	Bank of America	81.10		81.10
	08/31/2020	Bank of America	100.00		181.10
	08/31/2020	Bank of America	174.04		355.14
	08/31/2020	Bank of America	88.89		444.03
	08/31/2020	Bank of America	191.07		635.10
	09/18/2020	Middlefield Volunteer Fire Company	75.00		710.10
	09/29/2020	Middlefield Volunteer Fire Company	75.00		785.10
	09/30/2020	Bank of America	37.00		822.10
Total 7709 · Activity Expense			822.10	0.00	822.10
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711A · Legal Expense - General/Labor</b>					
	08/06/2020	Summa & Ryan, PC	633.75		633.75
	09/03/2020	Summa & Ryan, PC	48.75		682.50
Total 7711A · Legal Expense - General/Labor			682.50	0.00	682.50
<b>7711B · Legal Expense - H &amp; H</b>					
	08/04/2020	Nuzzo & Roberts, LLC.	40.00		40.00
Total 7711B · Legal Expense - H & H			40.00	0.00	40.00
Total 7711 · Legal Expense			722.50	0.00	722.50
<b>7710 · Professional Services - Other</b>					
	08/06/2020	Paychex	117.67		117.67
	08/06/2020	Paychex	58.53		176.20
	08/06/2020	Paychex	60.31		236.51
	08/13/2020	Paychex	117.67		354.18
	08/13/2020	Paychex	58.53		412.71
	08/20/2020	Paychex	117.67		530.38
	08/20/2020	Paychex	56.74		587.12
	08/27/2020	Paychex	114.08		701.20
	08/27/2020	Paychex	56.74		757.94
	08/31/2020	Merrick & Associates, LLC	350.00		1,107.94

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7710 · Professional Services - Other, continued</b>					
	09/03/2020	Paychex	118.43		1,226.37
	09/03/2020	Paychex	58.94		1,285.31
	09/03/2020	Paychex	62.66		1,347.97
	09/10/2020	Paychex	118.43		1,466.40
	09/10/2020	Paychex	58.94		1,525.34
	09/17/2020	Paychex	118.43		1,643.77
	09/17/2020	Paychex	58.94		1,702.71
	09/24/2020	Paychex	106.93		1,809.64
	09/24/2020	Paychex	47.44		1,857.08
Total 7710 · Professional Services - Other			1,857.08	0.00	1,857.08
Total 7710 · Professional Services			2,579.58	0.00	2,579.58
<b>7713 · Actuarial Services</b>					
	08/11/2020	Milliman, Inc.	2,800.00		2,800.00
	08/14/2020	Milliman, Inc.	2,726.40		5,526.40
Total 7713 · Actuarial Services			5,526.40	0.00	5,526.40
<b>7714 · Advertising / Voting</b>					
<b>7714C · COVID-19</b>					
	08/12/2020	Connecticut Rental Center, Inc.	350.00		350.00
Total 7714C · COVID-19			350.00	0.00	350.00
Total 7714 · Advertising / Voting			350.00	0.00	350.00
<b>7717 · Software Support</b>					
	08/31/2020	Bank of America	436.77		436.77
	08/31/2020	Bank of America	1.00		437.77
	09/30/2020	Bank of America	356.00		793.77
Total 7717 · Software Support			793.77	0.00	793.77
<b>7801 · Repairs Building</b>					
	08/17/2020	General Sewer And Drain Service	300.00		300.00
	08/27/2020	Shipman's Fire Equipment Co., Inc.	163.53		463.53
	08/28/2020	Ace Home Center	9.24		472.77
	08/31/2020	Air Cleaning Specialists of New England	195.00		667.77
	09/04/2020	CT Dept of Administrative Services OSBI	160.00		827.77
	09/07/2020	RLI Electric, LLC.	213.08		1,040.85
Total 7801 · Repairs Building			1,040.85	0.00	1,040.85
<b>7802 · Supplies Maintenance</b>					
<b>7802C · COVID-19</b>					
	09/24/2020	New England Maintenance Depot	60.12		60.12
	09/24/2020	New England Maintenance Depot	136.00		196.12
	09/30/2020	Bank of America	459.95		656.07
Total 7802C · COVID-19			656.07	0.00	656.07

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7802 · Supplies Maintenance - Other</b>					
	08/28/2020	Ace Home Center	6.16		6.16
	08/31/2020	Advance Auto Parts	42.94		49.10
	08/31/2020	Bank of America	47.85		96.95
	08/31/2020	Bank of America	47.85		144.80
	08/31/2020	Bank of America	261.09		405.89
	09/24/2020	New England Maintenance Depot	53.98		459.87
	09/28/2020	Ace Home Center	8.59		468.46
	09/28/2020	Ace Home Center	17.02		485.48
			<u>485.48</u>	<u>0.00</u>	<u>485.48</u>
Total 7802 · Supplies Maintenance - Other			485.48	0.00	485.48
Total 7802 · Supplies Maintenance			<u>1,141.55</u>	<u>0.00</u>	<u>1,141.55</u>
<b>7803 · Services</b>					
	08/01/2020	MidState Air Compressor, Inc.	407.00		407.00
	08/06/2020	A & A Office Systems, Inc. - Usage	42.50		449.50
	08/06/2020	Comcast	100.80		550.30
	08/07/2020	Comcast	15.72		566.02
	08/11/2020	JP Bellamo & Sons, Inc.	45.00		611.02
	08/25/2020	All Waste	141.69		752.71
	08/27/2020	A & A Office Systems, Inc. - Usage	27.09		779.80
	09/06/2020	De Lage Landen Financial Services, Inc.	216.15		995.95
	09/06/2020	Comcast	100.80		1,096.75
	09/07/2020	Comcast	15.72		1,112.47
	09/10/2020	JP Bellamo & Sons, Inc.	45.00		1,157.47
	09/25/2020	All Waste	141.69		1,299.16
			<u>1,299.16</u>	<u>0.00</u>	<u>1,299.16</u>
Total 7803 · Services			1,299.16	0.00	1,299.16
<b>7805 · Equipment</b>					
	08/03/2020	Gene's TV & Appliance, Inc.	2,064.99		2,064.99
	08/31/2020	Bank of America	1,396.00		3,460.99
			<u>3,460.99</u>	<u>0.00</u>	<u>3,460.99</u>
Total 7805 · Equipment			3,460.99	0.00	3,460.99
<b>7901 · Emergency Medical Equipment</b>					
<b>7901C · COVID-19</b>					
	09/22/2020	679 Designs	530.00		530.00
			<u>530.00</u>	<u>0.00</u>	<u>530.00</u>
Total 7901C · COVID-19			530.00	0.00	530.00
<b>7901 · Emergency Medical Equipment - Other</b>					
	08/24/2020	Common Cents EMS Supply, LLC.	337.50		337.50
	09/14/2020	Common Cents EMS Supply, LLC.	256.50		594.00
			<u>594.00</u>	<u>0.00</u>	<u>594.00</u>
Total 7901 · Emergency Medical Equipment - Other			594.00	0.00	594.00
Total 7901 · Emergency Medical Equipment			<u>1,124.00</u>	<u>0.00</u>	<u>1,124.00</u>

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7903 · Training</b>					
	08/03/2020	LifeSavers, Inc.	30.00		30.00
	08/03/2020	LifeSavers, Inc.	36.00		66.00
	08/04/2020	Dorfman, Steven N.	1,000.00		1,066.00
	08/13/2020	Commission on Fire Prevention and Control	320.00		1,386.00
	08/17/2020	Commission on Fire Prevention and Control	550.00		1,936.00
	08/19/2020	LifeSavers, Inc.	54.00		1,990.00
	08/31/2020	CT Fire Academy Bookstore	572.10		2,562.10
	09/08/2020	Connecticut Scuba Academy, Inc.	600.00		3,162.10
	09/08/2020	Connecticut Scuba Academy, Inc.	500.00		3,662.10
	09/10/2020	Corona's Auto Parts, Inc.	1,200.00		4,862.10
	09/11/2020	Commission on Fire Prevention and Control	320.00		5,182.10
Total 7903 · Training			5,182.10	0.00	5,182.10
<b>7904 · Public Fire Education</b>					
	09/30/2020	Bank of America	541.73		541.73
	09/30/2020	Bank of America	1,099.75		1,641.48
Total 7904 · Public Fire Education			1,641.48	0.00	1,641.48
<b>7905 · Fire Fighting Equipment</b>					
	08/12/2020	Shipman's Fire Equipment Co., Inc.	179.00		179.00
	08/15/2020	Fire Equipment Headquarters	285.00		464.00
	08/15/2020	Fire Equipment Headquarters	601.00		1,065.00
	08/31/2020	Advance Auto Parts	119.90		1,184.90
	08/31/2020	Bank of America	587.50		1,772.40
	08/31/2020	Bank of America	106.29		1,878.69
	09/30/2020	Bank of America	108.80		1,987.49
Total 7905 · Fire Fighting Equipment			1,987.49	0.00	1,987.49
<b>7907 · Fire Marshal's Office</b>					
	08/31/2020	Commission on Fire Prevention and Control	200.00		200.00
	09/08/2020	CT Chapter IAAI# 49	60.00		260.00
	09/08/2020	CT Chapter IAAI# 49	60.00		320.00
Total 7907 · Fire Marshal's Office			320.00	0.00	320.00
<b>7909 · Uniforms</b>					
	08/25/2020	Security Uniforms, Inc.	337.50		337.50
	09/02/2020	MidWest Workwear	213.12		550.62
	09/17/2020	Brigham Industries, Inc.	1,060.00		1,610.62
	09/30/2020	Bank of America	106.12		1,716.74
	09/30/2020	Bank of America	358.48		2,075.22
	09/30/2020	Bank of America	261.63		2,336.85
Total 7909 · Uniforms			2,336.85	0.00	2,336.85

**South Fire District**  
**Monthly Expense Detail**  
**August and September 2020**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	09/18/2020	Lion Group, Inc.	12.90		12.90
Total 7910A · Gear Cleaning/Inspection/Repair			12.90	0.00	12.90
<b>7910 · Protective Clothing - Other</b>					
	09/01/2020	Shipman's Fire Equipment Co., Inc.	160.00		160.00
	09/03/2020	Firematic Supply Co. Inc.	8,167.60		8,327.60
	09/08/2020	Firematic Supply Co. Inc.	8,217.77		16,545.37
	09/10/2020	Shipman's Fire Equipment Co., Inc.	448.29		16,993.66
	09/14/2020	Firematic Supply Co. Inc.	265.62		17,259.28
	09/18/2020	Shipman's Fire Equipment Co., Inc.	60.00		17,319.28
Total 7910 · Protective Clothing - Other			17,319.28	0.00	17,319.28
Total 7910 · Protective Clothing			17,332.18	0.00	17,332.18
<b>7911 · Communications</b>					
	09/07/2020	Motorola Solutions, Inc.	34.09		34.09
Total 7911 · Communications			34.09	0.00	34.09
<b>7912 · Cellular Phones</b>					
	08/11/2020	AT&T Mobility	431.32		431.32
	09/11/2020	AT&T Mobility	497.04		928.36
Total 7912 · Cellular Phones			928.36	0.00	928.36
<b>7916 · Breathing Apparatus-Test Repair</b>					
	08/11/2020	Shipman's Fire Equipment Co., Inc.	69.68		69.68
	08/20/2020	Shipman's Fire Equipment Co., Inc.	63.95		133.63
	08/25/2020	Shipman's Fire Equipment Co., Inc.	169.00		302.63
Total 7916 · Breathing Apparatus-Test Repair			302.63	0.00	302.63
<b>7919 · FEMA Grant Purchases</b>					
<b>7919C · Grant # EMW-2019-FG-03456</b>					
	09/30/2020	Bank of America	535.98		535.98
	09/30/2020	Bank of America	1,308.64		1,844.62
Total 7919C · Grant # EMW-2019-FG-03456			1,844.62	0.00	1,844.62
Total 7919 · FEMA Grant Purchases			1,844.62	0.00	1,844.62
<b>8999 · CNR Current Year</b>					
	09/07/2020	Motorola Solutions, Inc.	6,118.50		6,118.50
	09/27/2020	Gengras Chevrolet, Inc.	31,881.50		38,000.00
Total 8999 · CNR Current Year			38,000.00	0.00	38,000.00
<b>TOTAL</b>			<b>205,866.45</b>	<b>6,845.00</b>	<b>199,021.45</b>

**South Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	5,137,902.56	5,723,109.00	-585,206.44	89.78%
4102 · Interest and Liens	6,735.46	28,000.00	-21,264.54	24.06%
4103 · Tax Refunds	-2,529.68	0.00	-2,529.68	100.00%
4104 · Fees	1,974.25	0.00	1,974.25	100.00%
4105 · Prior Year Tax Collections	23,997.42	0.00	23,997.42	100.00%
4107 · Tax Supplemental MV	0.00	25,000.00	-25,000.00	0.00%
4210 · NRG Tax Revenue	0.00	201,650.00	-201,650.00	0.00%
4301 · Investment Income	221.05	15,000.00	-14,778.95	1.47%
4901 · Miscellaneous Income	1,578.00	0.00	1,578.00	100.00%
<b>Total Income</b>	<u>5,169,879.06</u>	<u>5,992,759.00</u>	<u>-822,879.94</u>	<u>86.27%</u>
<b>Expense</b>				
7201 · Electricity	4,980.78	22,500.00	-17,519.22	22.14%
7202 · Water and Sewer	654.54	2,470.00	-1,815.46	26.50%
7203 · Heating	1,259.64	12,000.00	-10,740.36	10.50%
7204 · Telephone	682.08	3,000.00	-2,317.92	22.74%
7401 · Fuel	2,459.16	20,000.00	-17,540.84	12.30%
7403 · Vehicle Repairs	12,912.23	60,000.00	-47,087.77	21.52%
7404 · Annual OSHA Inpection	0.00	1,200.00	-1,200.00	0.00%
7406 · Vehicle Supplies	319.83	2,000.00	-1,680.17	15.99%
7501 · Insurance-Workers Compensation	56,346.00	170,000.00	-113,654.00	33.15%
7502 · Insurance - Commercial Package	22,570.00	49,885.00	-27,315.00	45.24%
7503 · Insurance - Medical	195,121.90	872,689.00	-677,567.10	22.36%
7504 · Insurance - Cyber	0.00	3,100.00	-3,100.00	0.00%
7509 · Insurance - Life and Disability	12,213.24	51,508.00	-39,294.76	23.71%
7512 · Pension - Defined Contribution	80,444.98	346,544.00	-266,099.02	23.21%
7513 · Unused Sick Time	0.00	24,137.00	-24,137.00	0.00%
7601 · Salaries - Fire Department	727,421.24	2,777,700.00	-2,050,278.76	26.19%
7602 · Salaries - Administrative	35,806.72	140,887.00	-105,080.28	25.42%
7603 · Replacement / Call Backs	119,032.64	397,000.00	-277,967.36	29.98%
7604 · Fringe Benefits	20,988.62	118,058.00	-97,069.38	17.78%
7606 · PEB-Uncompensated Absences Exp	19,583.97	10,000.00	9,583.97	195.84%
7607 · PEB-Heart and Hypertension	55,276.00	215,276.00	-160,000.00	25.68%
7609 · Employer - Social Security	51,961.86	213,585.00	-161,623.14	24.33%
7610 · Employer - Medicare	12,152.07	49,952.00	-37,799.93	24.33%
7701 · Tax Collector's Expense	10,486.18	20,000.00	-9,513.82	52.43%
7702 · Professional Org / Periodicals	365.00	2,205.00	-1,840.00	16.55%
7703 · Office Expenses	671.28	3,500.00	-2,828.72	19.18%
7704 · Auditor	3,600.00	6,700.00	-3,100.00	53.73%
7705 · Professional Development	0.00	5,000.00	-5,000.00	0.00%
7706 · Postage	626.80	4,000.00	-3,373.20	15.67%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	2,850.00	9,000.00	-6,150.00	31.67%
7709 · Activity Expense	1,076.92	3,500.00	-2,423.08	30.77%

**South Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense, continued</b>				
7710 · Professional Services	5,504.49	40,000.00	-34,495.51	13.76%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	5,526.40	3,300.00	2,226.40	167.47%
7714 · Advertising / Voting	1,576.80	4,500.00	-2,923.20	35.04%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	0.00	978.00	-978.00	0.00%
7717 · Software Support	16,057.68	26,000.00	-9,942.32	61.76%
7801 · Repairs Building	1,757.19	20,000.00	-18,242.81	8.79%
7802 · Supplies Maintenance	1,570.62	8,900.00	-7,329.38	17.65%
7803 · Services	5,267.37	18,000.00	-12,732.63	29.26%
7805 · Equipment	3,460.99	4,600.00	-1,139.01	75.24%
7901 · Emergency Medical Equipment	1,300.22	12,500.00	-11,199.78	10.40%
7902 · Computer Equip & Supplies	33.56	2,000.00	-1,966.44	1.68%
7903 · Training	5,266.10	30,500.00	-25,233.90	17.27%
7904 · Public Fire Education	1,641.48	3,500.00	-1,858.52	46.90%
7905 · Fire Fighting Equipment	4,057.19	14,000.00	-9,942.81	28.98%
7906 · Special Service Units	0.00	4,560.00	-4,560.00	0.00%
7907 · Fire Marshal's Office	660.00	4,000.00	-3,340.00	16.50%
7909 · Uniforms	2,336.85	26,500.00	-24,163.15	8.82%
7910 · Protective Clothing	17,755.19	28,275.00	-10,519.81	62.80%
7911 · Communications	454.09	4,500.00	-4,045.91	10.09%
7912 · Cellular Phones	1,413.98	4,350.00	-2,936.02	32.51%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.50%
7915 · Medical Testing	0.00	4,500.00	-4,500.00	0.00%
7916 · Breathing Apparatus-Test Repair	302.63	6,000.00	-5,697.37	5.04%
8999 · CNR Current Year	46,491.67	50,000.00	-3,508.33	92.98%
<b>Total Expense</b>	<u>1,574,725.68</u>	<u>5,992,759.00</u>	<u>-4,418,033.32</u>	<u>26.28%</u>
<b>Grant Purchases</b>				
7919 · FEMA Grant - Training	<u>\$ 1,844.62</u>			
<b>Total Grant Purchases</b>	<u>\$ 1,844.62</u>			

# South Fire District Cash Balance Report September 2020

## CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	5,379,263.07
	Operating - Checking	\$	293,174.31
	<b>Total:</b>	\$	<u>5,672,437.38</u>

## Restricted Funds:

CNR	\$	1,369,752.15
Post-Employment Benefits	\$	453,539.55

Submitted by:  
Kathleen M. Kiley

# Tax Collections September 2020

	TOTAL COLLECTABLE TAX (GRAND RATE BOOK)	TOTAL TAXES PAID (GRAND RATE BOOK)	CURRENT YEAR REFUNDS (GRAND RATE BOOK)	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS (GRAND RATE BOOK)
RE	\$ 4,436,832.75	\$ 4,094,363.77	-\$942.73	92.26%	-\$1,557.56
PP	\$ 866,063.52	\$ 727,913.81	\$0.00	84.05%	\$0.00
MV	\$ 414,938.40	\$ 315,624.98	\$0.00	76.07%	-\$15.22
MVS	\$ -	\$ -	\$0.00		-\$14.17
<b>TOTAL</b>	<b>\$ 5,717,834.67</b>	<b>\$ 5,137,902.56</b>	<b>\$ (942.73)</b>	<b>89.84%</b>	<b>\$ (1,586.95)</b>

Submitted by:  
Cindy Gotta  
Tax Collector



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

---

Commissioners, I am submitting for your review the following items completed for the month of September 2020:

**Meetings/Events:**

- Weekly staff meetings with Officer's
- Preparations for Deputy Chiefs Interviews
- Power contract for 20-21 with Direct Energy 9/2
- Contract negotiations 3919 9/2
- Career Chiefs meeting Zoom 9/8
- Web -X meeting with City Leaders 9/9
- Grievance meeting 9Insurance) local 3918 9/9
- FEMA conference call (Region 1) 9/9
- 9/11 memorial at Vets park & South Fire District 9/11
- Grievance meeting Local 3918 9/17
- Building walk through w/contractors 9/18
- CT. Fire Chiefs ( appointed 2<sup>nd</sup> Vic. President) 9/22
- FEMA Post Award Zoom meeting (Grant for new Brush truck) 9/23
- Building Bid opening 9/24
- Solar project for Fire House obtaining bids 9/28

**Training**

Continuing Ed EMS 9/14

**Incidents**

**Fire Chief, Michael J. Howley**  
**September 2020 Monthly Report**

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Michael Howley  
MIDDLETOWN, CITY OF  
445 RANDOLPH RD.  
MIDDLETOWN, CT 06457



**FEMA**

EMW-2019-FG-05602

Dear Michael Howley,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2019 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$177,333.33 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$8,866.67 for a total approved budget of \$186,200.00. Please see the FY 2019 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2019 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bridget Bean".

Bridget Bean  
Assistant Administrator  
Grant Programs Directorate



Homeland  
Security

001

September 23, 2020

Pay to the  
Order of

*South Fire District of Middletown CT.*

\$ **177,333.33**

*One-hundred and seventy-seven thousand, three-hundred and thirty-three* Dollars



**FEMA**

[www.fema.gov](http://www.fema.gov)

For 2019 AFG Grant – Brush Truck

*Chad Wolff*



Homeland  
Security

001

September 23, 2020

Pay to the  
Order of

*South Fire District of Middletown CT.*

\$ 53,950.26

*Fifty-three thousand, nine-hundred and fifty*

Dollars



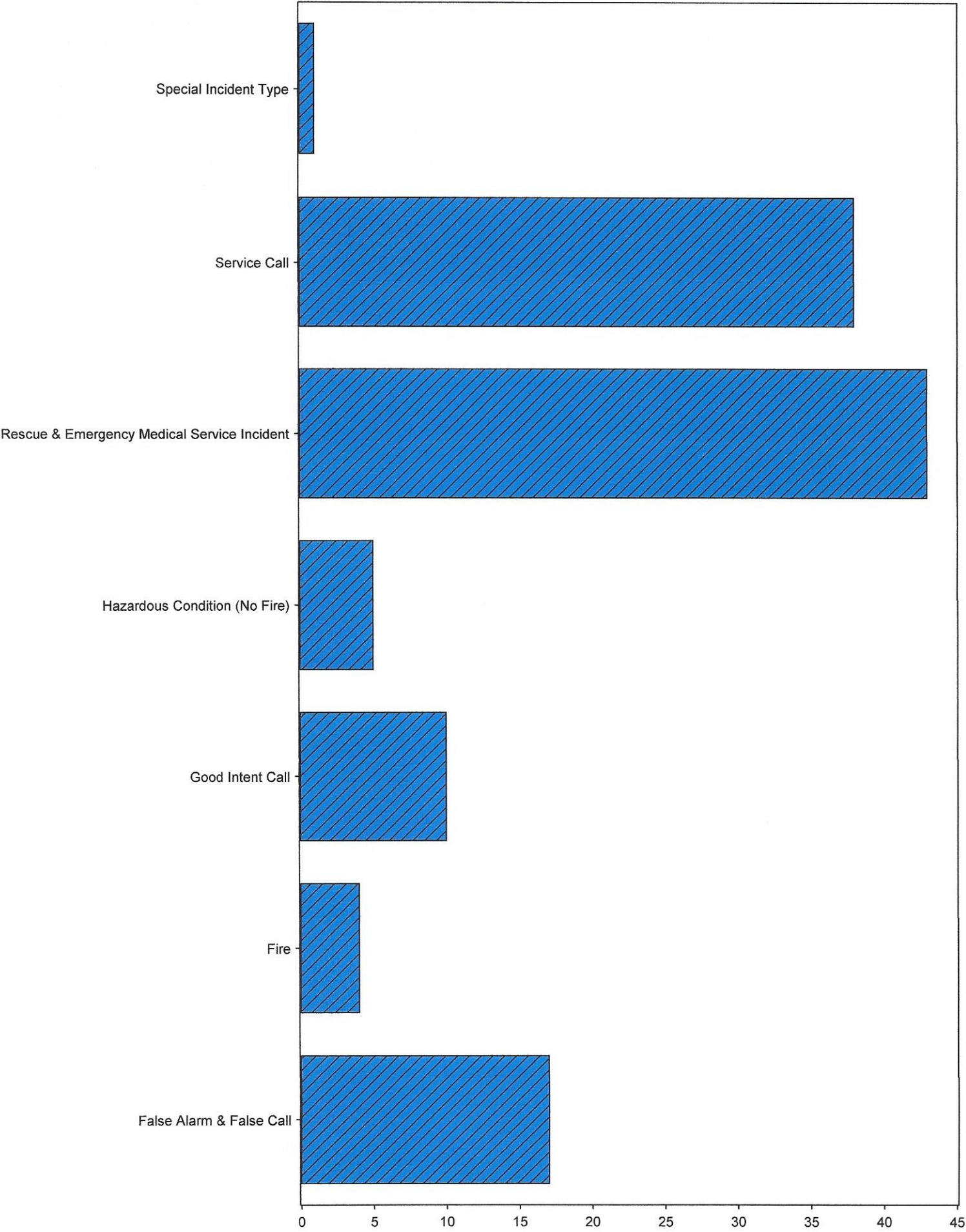
**FEMA**

[www.fema.gov](http://www.fema.gov)

For 2019 AFG Grant – Tech Rescue Equipment

*Chad Wolf*

Incident Type Summary  
Alarm Date Between {09/01/2020} And {09/30/2020}





THANK YOU

---

Dear Chief Howley,

I would like to express my heartfelt appreciation to you and your team for the arduous recovery of my brother Joe Leal on July 9, 2020.

Sincerely  
Katherine Leal Scott



**SOUTH FIRE DISTRICT**  
Of the City of Middletown  
MONTHLY REPORT TO

**Fire Chief Michael J. Howley**

**From: Fire Marshal James M. Mastroianni**

---

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

**Fire Marshal Office Activities/Duties:**

- 100 River Road - Underground Oil Tank Removal
- 44 Russell Street - Meeting with Insurance Fire Investigator
- 390 Ridge Road - Farm Hill School - Fire Safety Meeting
- 510 Saybrook Road - conducted fire drill
- 390 Ridge Road - Farm Hill School - conducted fire drill
- 390 Ridge Road - Farm Hill School - conducted fire drill
- 1 Wilderman's Way – New WWMS – Key Vault Meeting
- 261 Ridge Road - South Farms Nursery – Fire Safety Meeting
- 11 Training Hill Road – Middlesex Community College - conducted fire drill
- 34 Fowler Ave - Proper Burning Conditions/Location Request Meeting
- Meeting with City Attorney concerning 107 Birdsey Avenue
- 1 Wilderman's Way – New WWMS - Fire Alarm Meeting
- 70 Maynard Street - Fire Drill - Bielefield School - conducted fire drill
- 1 Wilderman's Way – WWMS - conducted fire drill
- 181 Randolph Road - Xavier High School - conducted fire drill
- 390 Ridge Road - Farm Hill School - conducted fire drill
- 534 Saybrook Road - conducted fire drill
- 536 Saybrook Road - conducted fire drill
- 530 Saybrook Road - conducted fire drill

**Inspections:**

- 62 Chestnut Drive - apartment building inspection with Health Dept.

**Inspections cont.:**

- 749 Saybrook Road - business inspection with Planning & Zoning
- 340 East Main Street - business re-inspection
- 605 Saybrook Road Suite D – assembly re-inspection
- 600 Highland Avenue – health care inspection
- 29-33 Russell Street - apartment building inspection
- 81-83 Fowler Street - apartment building inspection
- 24-34 Fowler Street - apartment building inspection
- 45 Maynard Street - apartment building inspection
- 228-232 East Main Street - apartment building inspection
- 131 East Main Street - apartment building re-inspection
- 16 Lake Street - apartment building inspection
- 1055 Randolph Road - Grace Lutheran Preschool - school inspect.
- 1055 Randolph Road - Grace Lutheran Church - assembly inspection
- 70 Maynard School - Bielefield Kids Corner – daycare inspection
- 390 Ridge Road - Farm Hill Kids Corner - daycare inspection
- 25 Silver Street - apartment building inspection with Health Dept.
- 26 Silver Street - apartment building inspection with Health Dept.
- 175 East Main Street - business inspection
- 222 Main Street Extension - business inspection
- 230 Main Street Extension - business inspection
- 181 Randolph Road - Xavier High School – school re-inspection
- 75 Hillside Avenue - apartment building inspection
- 26B Saybrook Road – Complaint inspection with Health and Building Dept.
- 99 Eastern Drive – lodging and rooming inspection with Health Dept.

**Training:**

- Virtual Career Development - Intro to Community Risk Reduction - Session 1
- Virtual Career Development - Energy Conservation Code and Building Exteriors - Session 1

**Training cont.:**

- NFPA Education Section Presents: Documenting Virtual Training for FLSE Webinar
- Virtual Career Development - Intro to Community Risk Reduction - Session 2
- Virtual Career Development - Commercial Code Series - Energy Conservation Code and Building Exteriors - Session 2
- Virtual Career Development - Intro to Community Risk Reduction - Session 3
- Attended Juvenile Firesetter Intervention Specialist 1 Class
- Virtual Career Development - Commercial Code Series - Energy Conservation Code and Building Exteriors - Session 3

**Incidents:**

- Reservoir Road and Cedar Lane Burning Complaint

Fire Marshal James M. Mastroianni  
September, 2020



**SOUTH FIRE DISTRICT**  
Of the City of Middletown  
MONTHLY REPORT TO

**Fire Chief: Michael J. Howley**

**From: Deputy Fire Marshal Jason Hurlbut**

---

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

**Fire Marshal Office Activities/Duties:**

- 100 River Road – Underground Tank Pull
- Meet with Insurance Investigator for 44 Russell Street Structure Fire
- 390 Ridge Road – Fire Safety Meeting
- 390 Ridge Road – Cohort A - Fire Drill
- 390 Ridge Road – Cohort B – Fire Drill
- 1 Wildermans Way – Key Vault Placement Meeting
- 510 Saybrook Road – Fire Drill
- 261 Ridge Road – Meeting about plastic wall divider for Covid Isolation
- 11 Training Hill Road – Fire Drill
- Code Enforcement Committee Meeting
- 1960 Saybrook Road – Meet with Building Department for Proposed Deck
- 144 Prout Hill Road – Occupancy Load Meeting
- 1 Wildermans Way – Cohort B – Fire Drill
- 70 Maynard Street – Cohort B – Fire Drill
- 70 Maynard Street – Cohort A – Fire Drill
- 1 Wildermans Way – Cohort A – Fire Drill
- 181 Randolph Road – Fire Drill
- 390 Ridge Road – Cohort B – Fire Drill
- 26B Saybrook Road – Meet with Health Department about Housing Complaint
- 534 and 536 Saybrook Road – Fire Drill
- 530 Saybrook Road – Fire Drill

**Inspections:**

- 62 Chestnut Street – residential Inspection
- 605 Saybrook Road Suite D – business Re-Inspection
- 600 Highland Avenue – health care Inspection
- 29 – 33 Russell Street – residential Inspection
- 81 – 83 Fowler Avenue – residential Inspection
- 24 – 34 Fowler Avenue – residential Inspection
- 45 Maynard Street – residential Inspection
- 228 – 232 East Main Street – residential Inspection
- 131 East Main Street – residential Re-Inspection
- 25 Silver Street – residential Inspection
- 26 Silver Street – residential Inspection
- 175 East Main Street – business Inspection
- 222 Main Street Extension – business Inspection
- 230 Main Street Extension – business Inspection
- 181 Randolph Road – educational Re-Inspection
- 424 South Main Street – business Re-Inspection
- 75 Hillside Avenue – residential Inspection
- 99 Eastern Drive – residential Inspection

**Training:**

- Dive Training
- Virtual Training (Intro to Community Risk Reduction, Session 1)
- Virtual Training (Energy Conservation Code and Building Exteriors, Session 1)
- Virtual Training (Intro to Community Risk Reduction, Session 2)
- Virtual Training (Energy Conservation Code and Building Exteriors, Session 2)

**Incidents:**

- 77 Victoria Heights – Outside Fire Investigation

Deputy Fire Marshal Jason Hurlbut  
September, 2020



***Office of the Training Captain***

**SOUTH FIRE DISTRICT**

**445 RANDOLPH ROAD**

**MIDDLETOWN, CT 06457**

**860-347-6661**

**Fax 860-346-6787**

October 9, 2020

Greetings,

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

- Vehicle Extrication and Stabilization Training w/ all platoons (2 weeks).
- HURST Tool Demo for potential new e-draulic tools.
- EMS Continuing Education (Geriatric Emergencies) w/all platoons.
- AP-35 Brush Cart in service training
- Beginning of N-95 & SCBA Mask FIT Testing (OSHA Compliance)
- Beginning of Annual Gear Inspection
- 9/3-Dive Team Training
- 9/2-Attended Funeral for W. Hartford Firefighter Joe Mangione (Occupational Cancer)
- 9/25-Boat Committee Site Visits (Fairfield & Brookfield)

Emergency Responses:

- 9/2-MVA-Route 9
- 916-Structure Fire-Wanda Ln-Westfield

Respectfully Submitted,

Nick Fischer  
Training Captain

# Middletown South Fire District

## Training Classes by Category

Class Date Between {09/01/2020} And {09/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
<b>1 Extrication, Vehicle Review</b>								
09/22/2020	12:45	Extrication, Vehicle Review	1		B	2.75	0.00	0.00
<b>Totals for Category:</b>						<b>2.75</b>	<b>0.00</b>	<b>0.00</b>

### 1.5 Extrication & Stabilization Training

09/17/2020	13:00	Extrication & Stabilization Training	1		A	2.00	0.00	0.00
09/23/2020	10:00	Extrication & Stabilization Training	1		C	2.00	0.00	0.00
09/24/2020	13:00	Extrication & Stabilization Training	1		D	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>6.00</b>	<b>0.00</b>	<b>0.00</b>

### APV35 APV 35 Driver Training

09/21/2020	14:00	APV 35 Driver 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>

### BA90 SCBA Mask Fit Testing

09/28/2020	08:00	SCBA Mask Fit Testing	1		D	49.00	0.00	0.00
09/29/2020	09:00	SCBA Mask Fit Testing	1		A	1.00	0.00	0.00
09/30/2020	09:00	SCBA Mask Fit Testing	1		B	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>51.00</b>	<b>0.00</b>	<b>0.00</b>

### BRUSHCART Brush Skid Cart Familiarization

09/18/2020	13:00	Brush Skid Cart Familiarization	1		B	0.50	0.00	0.00
09/21/2020	11:30	Brush Skid Cart Familiarization	1		A	0.50	0.00	0.00
09/23/2020	13:30	Brush Skid Cart Familiarization	1		C	0.50	0.00	0.00
<b>Totals for Category:</b>						<b>1.50</b>	<b>0.00</b>	<b>0.00</b>

### FMT CONT. ED Continuing education

09/08/2020		Continuing education	1	X34	F	0.00	0.00	0.00
09/09/2020		Continuing education	1		F	0.00	0.00	0.00
09/15/2020		Continuing education	1		F	0.00	0.00	0.00
<b>Totals for Category:</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### HYDRANT FAM Hydrant Familiarization

# Middletown South Fire District

## Training Classes by Category

Class Date Between {09/01/2020} And {09/30/2020}

						-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
<b>HYDRANT FAM Hydrant Familiarization</b>								
09/21/2020	09:00	Hydrant Familiarization	1		A	0.50	0.00	0.00
Totals for Category:						0.50	0.00	0.00
<b>N-95 N-95 Fit Test</b>								
09/28/2020	08:00	N-95 Fit Test	1		D	1.00	0.00	0.00
09/29/2020	08:00	N-95 Fit Test	1		A	1.00	0.00	0.00
09/30/2020	08:00	N-95 Fit Test	1		B	1.00	0.00	0.00
Totals for Category:						3.00	0.00	0.00
<b>PRODEMS Prodigy EMS</b>								
09/14/2020	10:00	Prodigy EMS	1		B	2.00	0.00	0.00
09/15/2020	10:00	Prodigy EMS	1		C	2.00	0.00	0.00
09/16/2020	10:00	Prodigy EMS	1		D	2.00	0.00	0.00
09/21/2020	10:00	Prodigy EMS	1		A	2.00	0.00	0.00
Totals for Category:						8.00	0.00	0.00
<b>REVIEW POST INCIDENT REVIEW</b>								
09/15/2020	13:30	POST INCIDENT REVIEW	1		C	1.50	0.00	0.00
Totals for Category:						1.50	0.00	0.00
<b>STABILIZATN Vehicle Stabilization</b>								
09/02/2020	13:30	Vehicle Stabilization	1		B	1.50	0.00	0.00
09/03/2020	13:30	Vehicle Stabilization	1		C	1.50	0.00	0.00
09/04/2020	09:30	Vehicle Stabilization	1		D	1.50	0.00	0.00
09/08/2020	09:30	Vehicle Stabilization	1		D	1.50	0.00	0.00
09/09/2020	09:30	Vehicle Stabilization	1		A	2.00	0.00	0.00
09/10/2020	13:30	Vehicle Stabilization	1		B	2.00	0.00	0.00
09/11/2020	10:00	Vehicle Stabilization	1		C	2.00	0.00	0.00
Totals for Category:						12.00	0.00	0.00
Total Classes: 30						Grand Totals:	88.25	0.00
							0.00	0.00



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

**Public Safety Telecommunications Report  
October 2020**

1. Monthly Call Statistics sheet is available. Activity for September is approximately 5,551 incidents, approximately 1,843 911 calls and about 9,171 administrative calls. The high volume of dispatched calls (over 5,000) has now occurred two months in a row. That has never happened in the past 15 years. There have only been a few 5,000+ months. August was over 5,800.
2. EMD Report – July – 95.11%. August – 95.21%.
  - a. We have been on a modified response for FD calls to medicals since March. We have met with the Hospital to address any response concerns that have occurred between March and now. The plan is to continue with the modified response for a while to get past a potential COVID surge possibility. I will keep you posted.
3. Staffing update; Current 18 Full 21. We have tested applicants for the Dispatcher trainee position on 8/27. Interviews were conducted on 9/9. We are also recruiting for a Civilian Dispatcher position as well. Interviews are scheduled for 10/8/20.
4. Radio system continues to function without issue and November marks a year in service. The voice recording system has been replaced. That system records all phone and radio activity.
5. Meetings – I have discussed meeting issue with the Chairman Ross Andrew. I didn't receive any response other than Portland to conduct a meeting electronic or otherwise. The general feeling I get is that unless something beyond the monthly simple reporting that is done is needed the best plan is to continue without. I have always said that I am a phone call away to address any issues.

# City of Middletown

## Central Communications Center

**Monthly Call Statistics - 2020 (estimated)**

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	2975	2684	2737	2271	3132	2985	3556	4365	4083				28788	3199
Portland Police Dept.	436	405	369	187	283	346	396	457	521				3400	378
Fire Departments (Midd.)	643	576	478	303	324	319	303	474	426				3846	427
Middletown Fire Dept.	329	324	258	140	165	175	168	244	241				2044	227
South Fire District	205	174	154	100	97	103	93	156	117				1199	133
Westfield Fire District	109	78	66	63	62	41	42	74	68				603	67
Fire Department (Portland)	78	92	62	48	47	42	32	83	48				532	59
Ambulance only Calls	195	227	327	420	401	412	486	485	473				3426	381
TOTAL INCIDENT CASE #'s	4327	3984	3973	3229	4187	4104	4773	5864	5551				39992	4444
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1507	1403	1492	1256	1610	1634	1790	2051	1616				14359	1595
Wireless & wireline originating in Middletown														
PORTLAND	132	136	160	176	171	209	230	254	177				1645	183
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	198	176	180	155	210	187	225	338	50				1719	191
TOTAL 911 CALLS	1837	1718	1836	1587	1991	2030	2245	2643	1843				17730	1970
TOTAL ADMIN. CALLS IN	5867	5381	5638	5122	6189	6445	6661	7671	6432				55406	6156
TOTAL ADMIN. CALLS OUT	2005	2027	2328	2397	2776	2706	2956	3175	2739				23109	2568
TOTAL PHONE CALLS	9709	9126	9802	9106	10956	11181	11862	13489	11014				96245	10694
AVG of Jan and March/day														
												2019	127,979	10,665
												2018	127,008	10,584
												2017	122,058	10,172
												AVG	124,533	10,378