

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, November 13, 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/82085125840?pwd=MlI3WDJ6WDdpY2VidU8xMWxKSHJVdz09>
- 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. 820 8512 5840
Passcode: SFD

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING AGENDA
MONDAY, NOVEMBER 13, 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) October 10, 2023
- 7) **TAX COLLECTOR’S REPORTS – OCTOBER 2023**
 - a) Refunds: \$74.27
 - b) Tax Collector’s Reports
- 8) **FINANCIAL REPORTS**
 - a) Monthly Expense Detail: September and October 2023
 - b) Profit & Loss Budget vs. Actual: July 2023 through October 2023
 - c) Cash Balance Reports: October 2023
- 9) **ADMINISTRATIVE REPORTS – OCTOBER 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) Firefighter Paulius Zabulis Employment Status – Date of Hire: 12/05/2022
Move to full-time, permanent employment effective 12/05/2023, pending successful completion of probationary period.
 - b) Oath of Office: Lee Matterazzo, Tax Collector
- 13) **OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 14) **CLOSE PUBLIC SESSION**
- 15) **ADJOURNMENT**

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Meeting I.D. 820 8512 5840 Passcode: SFD

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

**Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Tuesday, October 10, 2023 at 7:00 p.m.**

Held at the firehouse and via Zoom - Meeting I.D. 898 0043 8655

Present: Commissioners, Giuliano, Thazhampallath (arrived at 7:08 p.m.), Pessina, and Gregorio, Chief Trzaski, Deputy Chief Fischer, and staff members

Absent: Chairwoman Kleckowski (Vice-Chairman Giuliano facilitated the meeting in Chairwoman Kleckowski's absence.)

1. CALL TO ORDER

Commissioner Giuliano 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

Commissioner Giuliano opened the public session at 7:01 p.m.

Dan Penney, Chamberlain Hill Road

Mr. Penney asked questions regarding the submitted financial reports. Commissioner Giuliano asked Chief Trzaski to address Mr. Penney's questions under Item 8 – Financial Reports of the agenda.

5. CLOSE PUBLIC SESSION

Commissioner Giuliano closed the public session at 7:08 p.m.

6. MINUTES TO BE ACCEPTED

a. September 11, 2023 Regular Monthly Meeting

The minutes were accepted as presented.

7. TAX COLLECTOR'S REPORTS – SEPTEMBER 2023

a. Refunds: Commissioner Thazhampallath reported there were no refunds for the Month of September 2023.

b. Acceptance of the Tax Collector's Reports

The Tax Collector's Reports were accepted as received.

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

Chief Trzaski answered questions which were asked during Public Session; he will provide more details regarding the vehicle repairs inquiries.

The financial reports were accepted as submitted.

9. ADMINISTRATIVE REPORTS – SEPTEMBER 2023

Chief Trzaski and Deputy Chief Fischer provided an overview of the September 2023 administrative reports. The reports were accepted as presented.

10. COMMISSIONER REPORTS

a. Building Committee – Commissioner Thazhampallath

Commissioner Thazhampallath provided an update on the progress of Phase II of the building renovation project. He encouraged the commission to consider utilizing a portion of the PILOT monies received from the State of Connecticut to help fund the project. The Building Committee is scheduled to meet on October 17th at which time the total dollar amount should be finalized.

b. Pension Committee: Commissioner Kleckowski

Commissioner Kleckowski was not present to provide an update.

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.

11. OLD BUSINESS

a. Marine 3 Update

No updates to report.

12. NEW BUSINESS

a. Discussion of State PILOT and Grant Funds

Chief Trzaski spoke about monies awarded to South Fire District by the State of Connecticut PILOT and grant funds.

13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA

Commissioner Giuliano opened the public session at 7:41 p.m.

Dan Penney, 1101 Chamberlain Hill Road

Mr. Penney spoke of the changing laws about absentee ballots and encouraged the commission to develop detailed, legal-compliant procedures in this regard, specifically the State Elections Enforcement Commission's (SEEC's) authority over South Fire District's practice of handling absentee ballots.

Mr. Penney recommended that the commission reinstate the practice of "approving" the monthly financial statements, versus "accepting" them.

14. CLOSE PUBLIC SESSION

Commissioner Giuliano closed the public session at 7:46 p.m.

15. ADJOURNMENT

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

The meeting was adjourned at 7:46 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.

Refund Report SOUTH FIRE DISTRICT As Of Date 11/01/2023 Cash Type : SFD Date: 11/07/2023 Page: 1
 Conditions : Year 2007 To 2022 Dist To Order By Bill Number Include Susp : No Suspense Recap by Bank : No Recap by District No Tax/Def All Terminal #: All
 Bill # S-D Name Tax Paid Int Paid Lien Paid Fee Paid Bint Paid Last Date RF Tot Paid Bank Prcp Loc./Vehicle

2022-03-0052955	2	BITZAYA DENNIS 52955	-27.00	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-27.00	AF37834	1FADE3N20FL300790
2022-03-0061083	2	FORMAN MARK D 61083	-2.66	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-2.66	463YAV	1FAFP45X8WF195408
2022-03-0069451	2	LONGHITANO DINA L 69451	-5.84	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-5.84	BA09696	3VWLZ7AJ1BM372009
2022-03-0084032	2	VANFLEET JEFFREY K 84032	-2.07	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-2.07	AC54101	1D7HU16N88J220675
2022-03-0084495	2	VOGLESONG JOHN B 84495	-8.36	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-8.36	AR30165	1GCRKTE77DZ387902
2022-03-0084498	2	VOGLESONG LISA A 84498	-4.74	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-4.74	87BLV	1GNEK13T45R215015
2022-03-0086666	2	FORMAN MARK D 86666	-23.60	0.00	0.00	0.00	0.00	0.00	0.00	10/12/2023	-23.60	273ZDT	JM3TB3BY6C0350486
TOT MOTORVEHICLE	# Of Accts: 7	SFD	-74.27	0.00	0.00	0.00	0.00	0.00	0.00		-74.27		
YEAR 2022	# Of Accts: 7	SFD	-74.27	0.00	0.00	0.00	0.00	0.00	0.00		-74.27		
GRAND TOTAL	# Of Accts: 7	SFD	-74.27	0.00	0.00	0.00	0.00	0.00	0.00		-74.27		

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS OCTOBER 2023	
REAL ESTATE	\$ 29,337.23
MOTOR VEHICLE	\$ 8,694.75
PERSONAL PROPERTY	\$ 1,649.66
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 6,879.57
CURRENT INTEREST	\$ 2,458.40
BACK INTEREST	\$ 2,434.40
FEES PAID	\$ 762.88
LIENS RELEASED	\$ 288.00
COLLECTIONS 2023/2024	
	\$ 52,504.89
JULY	\$ 6,223,864.66
AUGUST	\$ 790,755.58
SEPTEMBER	\$ 159,383.13
OCTOBER	\$ 52,504.89
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	
	\$ 7,226,508.26
GRANTS RECEIVED	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ -
TOTAL GRANTS	
	\$ -
TOTAL YEAR-TO-DATE	
	\$ 7,226,508.26
Respectfully submitted by:	
Lee Matterazzo, CCMC, Tax Collector	
South Fire District	

Tax Collections October 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	\$ 5,850,288.42	\$0.00	97.27%	\$0.00
PP	\$ 938,702.16	\$ 929,936.87	\$0.00	99.07%	\$0.00
MV	\$ 466,523.92	\$ 385,262.67	\$74.27	82.60%	\$0.00
MVS	\$ -	\$ -	\$0.00		\$0.00
TOTAL	\$ 7,419,431.37	\$ 7,165,487.96	\$ 74.27	96.58%	\$ -

Submitted by:
Lee Matterazzo, CCMC
Tax Collector

South Fire District Monthly Expense Detail September and October 2023

	Date	Name	Debit	Credit	Balance
7201 - Electricity					
	09/01/2023	Earthlight Power, LLC.	890.10		890.10
	09/27/2023	Eversource	460.41		1,350.51
	10/03/2023	Earthlight Power, LLC.	700.20		2,050.71
	10/26/2023	Eversource	373.02		2,423.73
Total 7201 - Electricity			2,423.73	0.00	2,423.73
7202 - Water and Sewer					
	09/01/2023	Middletown Water & Sewer Dept	132.12		132.12
	10/01/2023	Middletown Water & Sewer Dept	240.83		372.95
Total 7202 - Water and Sewer			372.95	0.00	372.95
7203 - Heating					
	09/05/2023	Eversource	490.81		490.81
	10/03/2023	Eversource	629.14		1,119.95
Total 7203 - Heating			1,119.95	0.00	1,119.95
7204 - Telephone					
	09/15/2023	Frontier Communications	231.68		231.68
	10/15/2023	Frontier Communications	233.55		465.23
Total 7204 - Telephone			465.23	0.00	465.23
7401 - Fuel					
	09/06/2023	Petzold's Marine Center	82.35		82.35
	09/14/2023	Dime Oil, LLC.	5,197.08		5,279.43
	09/23/2023	WEX Bank - Small Bus. Card	1,766.66		7,046.09
	09/29/2023	Grainger	44.28		7,090.37
	10/23/2023	Dime Oil, LLC.	2,087.88		9,178.25
	10/23/2023	WEX Bank - Small Bus. Card	1,932.69		11,110.94
	10/29/2023	Ace Home Center	48.58		11,159.52
	10/29/2023	Ace Home Center	97.16		11,256.68
Total 7401 - Fuel			11,256.68	0.00	11,256.68
7403 - Vehicle Repairs					
	09/01/2023	First Line Emergency	292.46		292.46
	09/14/2023	First Line Emergency	1,082.00		1,374.46
	09/15/2023	ProTech Automotive L.L.C.	680.65		2,055.11
	09/29/2023	Firematic Supply Co. Inc.	1,582.17		3,637.28
	10/03/2023	Key Chevrolet	506.60		4,143.88
	10/20/2023	First Line Emergency	731.57		4,875.45
	10/23/2023	First Line Emergency	482.50		5,357.95
	10/31/2023	First Line Emergency	5,215.13		10,573.08
Total 7403 - Vehicle Repairs			10,573.08	0.00	10,573.08

South Fire District Monthly Expense Detail September and October 2023

	Date	Name	Debit	Credit	Balance
7403-1 · Apparatus Preventative Maint.					
	10/03/2023	First Line Emergency	1,155.00		1,155.00
	10/18/2023	St. Pierre of Connecticut	150.00		1,305.00
	10/20/2023	First Line Emergency	1,150.00		2,455.00
	10/20/2023	First Line Emergency	1,320.00		3,775.00
	10/20/2023	First Line Emergency	250.00		4,025.00
	10/20/2023	First Line Emergency	110.00		4,135.00
	10/31/2023	First Line Emergency	905.00		5,040.00
	10/31/2023	First Line Emergency	600.00		5,640.00
	10/31/2023	First Line Emergency	880.00		6,520.00
	10/31/2023	First Line Emergency	115.00		6,635.00
	10/31/2023	First Line Emergency	250.00		6,885.00
Total 7403-1 · Apparatus Preventative Maint.			6,885.00	0.00	6,885.00
7404 · NFPA/OSHA Compliance					
	10/31/2023	Municipal Emergency Services/Shipman's	953.88		953.88
Total 7404 · NFPA/OSHA Compliance			953.88	0.00	953.88
7501 · Insurance-Workers Compensation					
	09/01/2023	Benchmark Insurance Company	16,098.00		16,098.00
	10/01/2023	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
	10/11/2023	HD Segur Insurance	327.00		1,358.00
	10/11/2023	HD Segur Insurance	12,490.00		13,848.00
Total 7502 · Insurance - Commercial Package			13,848.00	0.00	13,848.00
7512 · Pension - Defined Contribution					
	09/07/2023	Lincoln Financial - Pension 401	29,731.71		29,731.71
	10/05/2023	Lincoln Financial - Pension 401	29,731.71		59,463.42
Total 7512 · Pension - Defined Contribution			59,463.42	0.00	59,463.42
7701 · Tax Collector's Expense					
	10/11/2023	Minuteman Press	465.02		465.02
Total 7701 · Tax Collector's Expense			465.02	0.00	465.02
7703 · Office Expenses					
	09/11/2023	Minuteman Press	74.85		74.85
	09/27/2023	Pitney Bowes - Supplies	91.29		166.14
	09/30/2023	Bank of America	52.39		218.53
	09/30/2023	Bank of America	81.06		299.59
	09/30/2023	Bank of America	36.05		335.64

South Fire District
Monthly Expense Detail
 September and October 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7703 · Office Expenses, continued					
	09/30/2023	Bank of America	199.87		535.51
	10/05/2023	Minuteman Press	138.83		674.34
	10/12/2023	Paul C. Higgins, Inc.		10.00	664.34
	10/31/2023	Bank of America	281.77		946.11
	10/31/2023	Bank of America		119.15	826.96
Total 7703 · Office Expenses			<u>956.11</u>	<u>129.15</u>	<u>826.96</u>
7706 · Postage					
	09/18/2023	Purchase Power	604.50		604.50
	10/05/2023	CT State Firefighters Assn Memorial Fund		333.27	271.23
Total 7706 · Postage			<u>604.50</u>	<u>333.27</u>	<u>271.23</u>
7708 · Commissioner's Compensation					
	09/06/2023	Paychex	750.00		750.00
	10/04/2023	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>
7709 · Activity Expense					
	09/29/2023	Ace Home Center	63.91		63.91
	10/12/2023	McEwen, Alyse.	28.56		92.47
	10/31/2023	Bank of America	31.88		124.35
	10/31/2023	Bank of America	48.72		173.07
Total 7709 · Activity Expense			<u>173.07</u>	<u>0.00</u>	<u>173.07</u>
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			<u>548.75</u>	<u>0.00</u>	<u>548.75</u>
7711B · Legal Expense - H & H					
	09/06/2023	Nuzzo & Roberts, LLC.	840.00		840.00
	10/04/2023	Nuzzo & Roberts, LLC.	20.00		860.00
Total 7711B · Legal Expense - H & H			<u>860.00</u>	<u>0.00</u>	<u>860.00</u>
Total 7711 · Legal Expense			<u>1,408.75</u>	<u>0.00</u>	<u>1,408.75</u>
7710 · Professional Services - Other					
	09/07/2023	Paychex	128.62		128.62
	09/07/2023	Paychex	58.58		187.20
	09/07/2023	Paychex	62.70		249.90
	09/14/2023	Paychex	128.62		378.52
	09/14/2023	Paychex	58.58		437.10
	09/21/2023	Paychex	128.62		565.72
	09/21/2023	Paychex	58.58		624.30
	09/28/2023	Paychex	128.62		752.92

South Fire District Monthly Expense Detail September and October 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7710 · Professional Services - Other, continued					
	09/28/2023	Paychex	58.58		811.50
	09/30/2023	Merrick & Associates, LLC	400.00		1,211.50
	10/05/2023	Paychex	144.87		1,356.37
	10/05/2023	Paychex	58.58		1,414.95
	10/05/2023	Paychex	62.70		1,477.65
	10/12/2023	Paychex	128.62		1,606.27
	10/12/2023	Paychex	58.58		1,664.85
	10/19/2023	Paychex	128.62		1,793.47
	10/19/2023	Paychex	58.58		1,852.05
	10/26/2023	Paychex	128.62		1,980.67
	10/26/2023	Paychex	58.58		2,039.25
			<u>2,039.25</u>	<u>0.00</u>	<u>2,039.25</u>
Total 7710 · Professional Services - Other			3,448.00	0.00	3,448.00
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					
	09/30/2023	Bank of America	142.00		142.00
	10/01/2023	websolutions DBA Exposure	105.00		247.00
	10/31/2023	Bank of America	142.00		389.00
Total 7717 · Software Support			<u>389.00</u>	<u>0.00</u>	<u>389.00</u>
7801 · Repairs Building					
	09/05/2023	Air Cleaning Specialists of New England	448.46		448.46
	10/17/2023	Trzaski, James	200.82		649.28
	10/29/2023	Ace Home Center	8.99		658.27
Total 7801 · Repairs Building			<u>658.27</u>	<u>0.00</u>	<u>658.27</u>
7802 · Supplies Maintenance					
	09/07/2023	W.B. Mason Company, Inc.	254.14		254.14
	09/08/2023	Interstate All Battery Center	159.00		413.14
	09/08/2023	W.B. Mason Company, Inc.	230.32		643.46
	09/15/2023	W.B. Mason Company, Inc.	377.46		1,020.92
	09/29/2023	Ace Home Center	11.99		1,032.91
	09/29/2023	Ace Home Center	35.95		1,068.86
	09/29/2023	Ace Home Center	16.18		1,085.04
	09/29/2023	Ace Home Center	22.99		1,108.03
	10/02/2023	W.B. Mason Company, Inc.	279.57		1,387.60
	10/12/2023	W.B. Mason Company, Inc.	185.86		1,573.46
	10/19/2023	W.B. Mason Company, Inc.	115.98		1,689.44
	10/24/2023	W.B. Mason Company, Inc.	43.38		1,732.82
	10/29/2023	Ace Home Center	17.92		1,750.74

South Fire District
Monthly Expense Detail
September and October 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 · Supplies Maintenance, continued					
	10/29/2023	Ace Home Center	3.96		1,754.70
	10/29/2023	Ace Home Center	2.38		1,757.08
	10/30/2023	W.B. Mason Company, Inc.	145.86		1,902.94
	10/31/2023	Bank of America	99.17		2,002.11
Total 7802 · Supplies Maintenance			2,002.11	0.00	2,002.11
7803 · Services					
	09/01/2023	A & A Office Systems, Inc. - Usage	39.52		39.52
	09/06/2023	Comcast	100.80		140.32
	09/07/2023	Comcast	22.52		162.84
	09/08/2023	JP Bellamo & Sons, Inc.	50.00		212.84
	09/09/2023	De Lage Landen Financial Services, Inc.	121.00		333.84
	09/25/2023	All Waste	200.00		533.84
	09/29/2023	Pitney Bowes Inc. - Quarterly	217.86		751.70
	10/06/2023	Comcast	100.80		852.50
	10/07/2023	Comcast	22.52		875.02
	10/07/2023	De Lage Landen Financial Services, Inc.	121.00		996.02
	10/25/2023	All Waste	200.00		1,196.02
	10/27/2023	JP Bellamo & Sons, Inc.	50.00		1,246.02
Total 7803 · Services			1,246.02	0.00	1,246.02
7805 · Equipment					
	09/30/2023	Bank of America	125.70		125.70
	09/30/2023	Bank of America	645.00		770.70
	10/31/2023	Bank of America	399.00		1,169.70
	10/31/2023	Bank of America	84.87		1,254.57
Total 7805 · Equipment			1,254.57	0.00	1,254.57
7901 · Emergency Medical Equipment					
	09/05/2023	Common Cents EMS Supply, LLC.	769.33		769.33
	09/05/2023	Common Cents EMS Supply, LLC.	271.80		1,041.13
	09/05/2023	Common Cents EMS Supply, LLC.	404.96		1,446.09
	09/14/2023	Common Cents EMS Supply, LLC.	129.70		1,575.79
	10/02/2023	Common Cents EMS Supply, LLC.	191.07		1,766.86
	10/10/2023	Common Cents EMS Supply, LLC.	428.40		2,195.26
	10/12/2023	Common Cents EMS Supply, LLC.	482.92		2,678.18
	10/19/2023	Common Cents EMS Supply, LLC.	337.50		3,015.68
Total 7901 · Emergency Medical Equipment			3,015.68	0.00	3,015.68
7902 · Computer Equip & Supplies					
	09/30/2023	Bank of America	105.23		105.23
	10/31/2023	Bank of America	329.94		435.17
	10/31/2023	Bank of America	92.46		527.63

South Fire District
Monthly Expense Detail
 September and October 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7902 · Computer Equip & Supplies, continued					
	10/31/2023	Bank of America		73.68	453.95
	10/31/2023	Bank of America	261.90		715.85
Total 7902 · Computer Equip & Supplies			789.53	73.68	715.85
7903 · Training					
	09/15/2023	Poquonnock Bridge Fire District	230.00		230.00
	09/29/2023	Ace Home Center	17.78		247.78
	09/30/2023	Bank of America	150.00		397.78
	09/30/2023	Bank of America	1,197.00		1,594.78
	10/10/2023	Greenwood, William M.	3,000.00		4,594.78
	10/31/2023	Bank of America	31.25		4,626.03
	10/31/2023	Bank of America	73.02		4,699.05
	10/31/2023	Bank of America	168.16		4,867.21
	10/31/2023	Bank of America	226.60		5,093.81
Total 7903 · Training			5,093.81	0.00	5,093.81
7904 · Public Fire Education					
7904A · Open House					
	09/30/2023	Bank of America	34.48		34.48
	10/14/2023	Ana's Face and Body Art	400.00		434.48
	10/16/2023	Connecticut Rental Center, Inc.	429.57		864.05
	10/17/2023	Trzaski, James	195.62		1,059.67
	10/17/2023	Trzaski, James	30.66		1,090.33
	10/31/2023	Bank of America	236.60		1,326.93
	10/31/2023	Bank of America	13.14		1,340.07
Total 7904A · Open House			1,340.07	0.00	1,340.07
Total 7904 · Public Fire Education			1,340.07	0.00	1,340.07
7905 · Fire Fighting Equipment					
	09/25/2023	Grainger	204.90		204.90
	09/30/2023	Bank of America	28.01		232.91
	10/25/2023	Hall's Power Equipment	29.14		262.05
	10/31/2023	Bank of America	34.39		296.44
Total 7905 · Fire Fighting Equipment			296.44	0.00	296.44
7906 · Special Service Units					
	10/06/2023	Divers Cove, LLC	603.85		603.85
	10/06/2023	Divers Cove, LLC	950.00		1,553.85
Total 7906 · Special Service Units			1,553.85	0.00	1,553.85
7909 · Uniforms					
	09/05/2023	Security Uniforms, Inc.	40.00		40.00
	09/06/2023	EMP Apparel, LLC.	225.00		265.00
	09/07/2023	Security Uniforms, Inc.	85.00		350.00

South Fire District
Monthly Expense Detail
September and October 2023

7909 - Uniforms, continued	Date	Name	Debit	Credit	Balance
	09/13/2023	EMP Apparel, LLC.	2,147.50		2,497.50
	09/18/2023	Security Uniforms, Inc.	168.00		2,665.50
	09/18/2023	Security Uniforms, Inc.	2,204.00		4,869.50
	09/20/2023	Security Uniforms, Inc.	555.92		5,425.42
	09/21/2023	Atwell, Jesse R.		6.00	5,419.42
	09/21/2023	Bodie, Christopher M		5.00	5,414.42
	09/21/2023	DeFrancesco, Geoffrey		8.00	5,406.42
	09/21/2023	Gregorio, Jr., William F.		4.00	5,402.42
	09/21/2023	Hurlbut, Jason M.		80.00	5,322.42
	09/21/2023	Lynch, John K.		132.50	5,189.92
	09/21/2023	Parmelee, Ryan T		13.00	5,176.92
	09/21/2023	Tiezzi, Zachary		143.00	5,033.92
	09/21/2023	Trzaski, James P.		22.49	5,011.43
	09/28/2023	Dudek, Cody		49.50	4,961.93
	09/28/2023	Gamache, Christopher		14.00	4,947.93
	09/28/2023	Handley, Jonathan		43.00	4,904.93
	09/28/2023	Hurlbut, Jason M.		6.50	4,898.43
	09/28/2023	Mikos, Jacob M.		148.00	4,750.43
	09/28/2023	Smith, Christopher		3.50	4,746.93
	09/28/2023	Turenne, Andrew B.		50.00	4,696.93
	09/29/2023	Security Uniforms, Inc.		1.50	4,695.43
	09/29/2023	Security Uniforms, Inc.		25.00	4,670.43
	09/29/2023	Security Uniforms, Inc.		16.00	4,654.43
	09/29/2023	Security Uniforms, Inc.		18.00	4,636.43
	09/29/2023	Security Uniforms, Inc.		16.00	4,620.43
	10/02/2023	Security Uniforms, Inc.	62.00		4,682.43
	10/05/2023	Security Uniforms, Inc.		16.00	4,666.43
	10/05/2023	Security Uniforms, Inc.		53.00	4,613.43
	10/05/2023	Coniglio, Kyle		35.00	4,578.43
	10/05/2023	Heiden, Timothy		201.00	4,377.43
	10/05/2023	Russo, Philip		5.50	4,371.93
	10/05/2023	Seifert, Clifton E		7.00	4,364.93
	10/05/2023	Thurz, David		414.00	3,950.93
	10/05/2023	Kelly, Kori B		8.00	3,942.93
	10/06/2023	Security Uniforms, Inc.	62.00		4,004.93
	10/06/2023	Security Uniforms, Inc.	2,965.00		6,969.93
	10/12/2023	James, Jr, Robert Lee		96.00	6,873.93
	10/12/2023	Misc Payer		16.00	6,857.93
	10/13/2023	Security Uniforms, Inc.	31.00		6,888.93
	10/20/2023	Security Uniforms, Inc.	1,149.00		8,037.93
	10/20/2023	Security Uniforms, Inc.	1,458.00		9,495.93
	10/24/2023	EMP Apparel, LLC.	1,583.23		11,079.16
	10/24/2023	Security Uniforms, Inc.	359.00		11,438.16

South Fire District Monthly Expense Detail September and October 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7909 · Uniforms, continued					
	10/24/2023	Security Uniforms, Inc.	360.00		11,798.16
	10/25/2023	Security Uniforms, Inc.	80.00		11,878.16
Total 7909 · Uniforms			<u>13,534.65</u>	1,656.49	<u>11,878.16</u>
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	10/06/2023	Lion Group, Inc.	696.90		696.90
Total 7910A · Gear Cleaning/Inspection/Repair			<u>696.90</u>	0.00	<u>696.90</u>
7910 · Protective Clothing - Other					
	09/30/2023	Bank of America	396.37		396.37
Total 7910 · Protective Clothing - Other			<u>396.37</u>	0.00	<u>396.37</u>
Total 7910 · Protective Clothing			<u>1,093.27</u>	0.00	<u>1,093.27</u>
7911 · Communications					
	10/09/2023	NorcomCT	1,298.50		1,298.50
Total 7911 · Communications			<u>1,298.50</u>	0.00	<u>1,298.50</u>
7912 · Cellular Phones					
	09/11/2023	AT&T Mobility	590.82		590.82
	10/11/2023	AT&T Mobility	590.94		1,181.76
	10/11/2023	AT&T Mobility	192.50		1,374.26
	10/11/2023	AT&T Mobility	192.50		1,566.76
Total 7912 · Cellular Phones			<u>1,566.76</u>	0.00	<u>1,566.76</u>
7915 · Medical Testing					
	09/28/2023	Concentra Medical Center	98.00		98.00
	10/18/2023	Concentra Medical Center	98.00		196.00
	10/23/2023	Atwell, Jesse	98.00		294.00
	10/23/2023	Seifert, Clifton E.	150.00		444.00
	10/23/2023	Bodie, Christopher	98.00		542.00
Total 7915 · Medical Testing			<u>542.00</u>	0.00	<u>542.00</u>
7916 · Breathing Apparatus-Test Repair					
	09/21/2023	Municipal Emergency Services/Shipman's	86.87		86.87
	10/27/2023	Municipal Emergency Services/Shipman's	505.96		592.83
Total 7916 · Breathing Apparatus-Test Repair			<u>592.83</u>	0.00	<u>592.83</u>
8999 · CNR Current Year					
8999MGA · Municipal Grants-in-Aid					
FY 2023 · Municipal Grants-in-Aid 2023					
	09/15/2023	Key Chevrolet	46,685.60		46,685.60
	09/19/2023	Action Glass, LLC	4,151.73		50,837.33
	09/19/2023	Action Glass, LLC	1,346.50		52,183.83

**South Fire District
Monthly Expense Detail
September and October 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, continued					
FY 2023 · Municipal Grants-in-Aid 2023, continued					
	09/19/2023	Action Glass, LLC	175.00		52,358.83
	09/19/2023	Scranton Communications & Electronics, LLC	3,701.20		56,060.03
	09/19/2023	Scranton Communications & Electronics, LLC	7,645.00		63,705.03
	09/25/2023	Scranton Communications & Electronics, LLC	3,701.20		67,406.23
		Total FY 2023 · Municipal Grants-in-Aid 2023	<u>67,406.23</u>	<u>0.00</u>	<u>67,406.23</u>
		Total 8999MGA · Municipal Grants-in-Aid	<u>67,406.23</u>	<u>0.00</u>	<u>67,406.23</u>
8999SFD · SFD Building Project					
Phase 2 · SFD Building Project Phase 2					
	09/18/2023	Acadia Insurance Company	2,351.00		2,351.00
	09/25/2023	SignMart	140.00		2,491.00
	10/11/2023	Landmark Architects, P.C.	7,500.00		9,991.00
	10/19/2023	City of Middletown	60.00		10,051.00
		Total Phase 2 · SFD Building Project Phase 2	<u>10,051.00</u>	<u>0.00</u>	<u>10,051.00</u>
		Total 8999SFD · SFD Building Project	<u>10,051.00</u>	<u>0.00</u>	<u>10,051.00</u>
		Total 8999 · CNR Current Year	<u>77,457.23</u>	<u>0.00</u>	<u>77,457.23</u>
		TOTAL	<u><u>260,624.21</u></u>	<u><u>2,192.59</u></u>	<u><u>258,431.62</u></u>

South Fire District
Bank of America Purchase Details
Billing Time Period: 10/01/2023 – 10/31/2023

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
Account # -0421 (DC)					
10/17/23	UNH Campus Store	Lab textbook (DC Fischer)	7903	23-015	31.25
10/17/23	Founders Technology	Monthly cloud services – Month of November	7717	23-009	142.00
10/19/23	Amazon	H2Orange	7802	23-011	99.17
10/23/23	Wallingford Sew-Vac	Replacement vacuum cleaner	7805	23-012	399.00
10/23/23	Dive Rescue Int'l	DRI Comm. Rope Wrap (3)	7905	23-017	84.87
10/25/23	Rove Dash Cam	Rove R2-4K Dash Cams (3)	7902	23-014	329.94
10/28/23	Stop & Shop	Halloween candy	7709	23-007	31.88
Account # -6809 (Chief)					
9/28/23	Amazon	iPad cases with screen protectors (3)	7902	23-014	92.46
9/28/23	Amazon	Weller mounting moundrel for cut-off wheels	7905	23-017	34.39
10/2/23	Staples	Ink (2); laminating pouches	7703	23-004	281.77
10/3/23	Staples	Credit (wrong ink purchased)	7703	23-004	(119.15)
10/5/23	Amazon	Credit – (3) iPad cases	7902	23-014	(73.68)
10/10/23	Amis Crispy Bagels	Bagels for SFD hosted officer training	7903	23-015	73.02
10/10/23	Illiano's	Lunch for SFD hosted officer training	7903	23-015	168.16
10/11/23	Expedia	Hotel, 2 nights – EVOG Training (Capt. Turenne)	7903	23-015	226.60
10/11/23	Sam's Club	Refreshments for Open House	7904	23-016	236.60
10/13/23	Staples	(2) posters, (100) flyers for Community Connect	7902	23-014	261.90
10/14/23	Price Chopper	Hot dog rolls for Open House	7904	23-016	13.14
10/30/23	Sam's Club	Halloween candy	7709	23-007	48.72
		TOTAL			\$2362.04

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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Income				
4101 · Property Tax Revenue	7,165,487.96	6,901,230.00	264,257.96	103.83%
4102 · Interest and Liens	22,497.20	30,000.00	-7,502.80	74.99%
4103 · Tax Refunds	-74.27	0.00	-74.27	100.00%
4104 · Fees	2,471.18	0.00	2,471.18	100.00%
4105 · Prior Year Tax Collections	35,831.92	0.00	35,831.92	100.00%
4107 · Tax Supplemental MV	0.00	15,000.00	-15,000.00	0.00%
4109 · Grants - FEMA	62,312.38	0.00	62,312.38	100.00%
4125 · Grants	37,501.65	0.00	37,501.65	100.00%
4126 · Contributions - Individuals	25.00	0.00	25.00	100.00%
4127 · Contributions - Corporate	5,250.00	0.00	5,250.00	100.00%
4204 · Municipal Grants & Rev. Sharing	710,643.93	0.00	710,643.93	100.00%
4210 · NRG Tax Revenue	0.00	201,650.00	-201,650.00	0.00%
4301 · Investment Income	6,333.13	10,000.00	-3,666.87	63.33%
4901 · Miscellaneous Income	31,688.68	0.00	31,688.68	100.00%
Total Income	8,079,968.76	7,157,880.00	922,088.76	112.88%
Expense				
7201 · Electricity	5,505.93	22,500.00	-16,994.07	24.47%
7202 · Water and Sewer	841.40	2,500.00	-1,658.60	33.66%
7203 · Heating	1,901.29	15,000.00	-13,098.71	12.68%
7204 · Telephone	935.66	3,000.00	-2,064.34	31.19%
7401 · Fuel	15,047.20	45,000.00	-29,952.80	33.44%
7403-1 · Apparatus Preventative Maint.	6,885.00	12,650.00	-5,765.00	54.43%
7403 · Vehicle Repairs	20,247.41	40,000.00	-19,752.59	50.62%
7404 · NFPA/OSHA Compliance	2,441.88	9,850.00	-7,408.12	24.79%
7406 · Vehicle Supplies	710.18	2,000.00	-1,289.82	35.51%
7501 · Insurance-Workers Compensation	84,160.00	177,685.00	-93,525.00	47.37%
7502 · Insurance - Commercial Package	26,338.00	55,000.00	-28,662.00	47.89%
7503 · Insurance - Medical	307,767.04	995,447.00	-687,679.96	30.92%
7504 · Insurance - Cyber	6,515.00	6,515.00	0.00	100.00%
7509 · Insurance - Life and Disability	15,727.76	56,586.00	-40,858.24	27.79%
7512 · Pension - Defined Contribution	117,513.50	364,055.00	-246,541.50	32.28%
7513 · Unused Sick Time	0.00	23,796.00	-23,796.00	0.00%
7601 · Salaries - Fire Department	998,496.87	3,107,984.00	-2,109,487.13	32.13%
7602 · Salaries - Administrative	54,434.71	190,000.00	-135,565.29	28.65%
7603 · Replacement / Call Backs	174,446.97	671,539.00	-497,092.03	25.98%
7604 · Fringe Benefits	32,439.99	132,942.00	-100,502.01	24.40%
7606 · PEB-Uncompensated Absences Exp	0.00	10,000.00	-10,000.00	0.00%
7607 · PEB-Heart and Hypertension	15,773.36	206,489.00	-190,715.64	7.64%
7609 · Employer - Social Security	75,074.27	255,202.00	-180,127.73	29.42%
7610 · Employer - Medicare	17,558.00	59,685.00	-42,127.00	29.42%
7701 · Tax Collector's Expense	11,947.15	24,000.00	-12,052.85	49.78%
7702 · Professional Org / Periodicals	1,091.00	2,675.00	-1,584.00	40.79%

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

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7703 · Office Expenses	1,577.54	3,500.00	-1,922.46	45.07%
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	905.87	4,000.00	-3,094.13	22.65%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	3,000.00	9,000.00	-6,000.00	33.33%
7709 · Activity Expense	1,256.48	3,500.00	-2,243.52	35.90%
7710 · Professional Services	10,844.45	35,000.00	-24,155.55	30.98%
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	46,419.89	53,100.00	-6,680.11	87.42%
7801 · Repairs Building	6,699.44	20,000.00	-13,300.56	33.50%
7802 · Supplies Maintenance	3,301.79	8,900.00	-5,598.21	37.10%
7803 · Services	5,356.52	13,000.00	-7,643.48	41.20%
7805 · Equipment	1,467.25	4,600.00	-3,132.75	31.90%
7901 · Emergency Medical Equipment	5,151.27	12,500.00	-7,348.73	41.21%
7902 · Computer Equip & Supplies	818.11	2,000.00	-1,181.89	40.91%
7903 · Training	7,662.40	37,500.00	-29,837.60	20.43%
7904 · Public Fire Education	4,474.87	4,500.00	-25.13	99.44%
7905 · Fire Fighting Equipment	6,469.14	14,000.00	-7,530.86	46.21%
7906 · Special Service Units	3,867.75	7,000.00	-3,132.25	55.25%
7907 · Fire Marshal's Office	1,797.50	4,000.00	-2,202.50	44.94%
7909 · Uniforms	19,155.16	31,000.00	-11,844.84	61.79%
7910 · Protective Clothing	26,756.30	35,000.00	-8,243.70	76.45%
7911 · Communications	1,647.50	4,500.00	-2,852.50	36.61%
7912 · Cellular Phones	2,700.10	5,600.00	-2,899.90	48.22%
7913 · Breathing Air & Oxygen	480.00	1,500.00	-1,020.00	32.00%
7915 · Medical Testing	542.00	4,180.00	-3,638.00	12.97%
7916 · Breathing Apparatus-Test Repair	1,181.06	2,800.00	-1,618.94	42.18%
8999 · CNR Current Year	188,743.86	265,950.00	-77,206.14	70.97%
Total Expense	2,354,557.23	7,157,880.00	-4,803,322.77	32.90%

South Fire District
Cash Balance Report
October 2023

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	7,437,826.12
	Operating - Checking	\$	<u>433,359.91</u>
	Total:	\$	7,871,186.03

Restricted Funds:			
CNR		\$	1,933,400.20
Post-Employment Benefits		\$	651,412.32



**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 October 2023

- Continued efforts with First Due Reporting system
- Attended Middlesex Chamber of Commerce meetings
- Assisted with and attended SFD Open House
- Continued efforts South Fire District building committee meeting.
- Attended Ct Chiefs meeting
- Attended CT Fire Department Instructor Association meeting / awards dinner
- Attended Labor / Management meeting
- Attended meeting with Brown / Brown health insurance
- Assisted with planning of public service / Fire prevention activities.
- Attended First Due software summit with Deputy Fischer regarding best practices for program rollout.

Respectfully submitted,

Chief James Trzaski

Chief James Trzaski



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

November 9th, 2023

Greetings,

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

- *Route ordering of EMS & House supplies
- *Annual pump testing, DOT Inspections & preventive maintenance completed on all front-line apparatus.
- *10/2-Attended First Due software summit with Chief Trzaski regarding best practices for program rollout.
- *10/6-Middletown Schools safety committee meeting (group is restarting)
- *10/14-SFD Open House
- *10/14-Attended Red Moon Gala Fundraiser for MXCC, SFD auctioned off a "Firefighter for a Day" prize, raised \$650. Participant will contact us.
- *Coordinated annual inspection of tire chains for all apparatus
- *10/28-Attended Trunk or Treat event on Main St
- *Acting Lieutenant program has officially begun, already used in 2 instances during month of October. Personnel in acting positions did great job.
- *Facilitating insurance claim for Engine 32 after minor accident at Kleen Energy.

Emergency Responses:

10/9-Water Rescue, CT River

10/28-Hazardous Materials, Bow Lane

Respectfully Submitted,

Nick Fischer
Deputy Fire Chief

October 17, 2023

Deputy Chief Nick Fischer
South District Fire Department
445 Randolph Road
Middletown, CT 06457

Dear Nick,

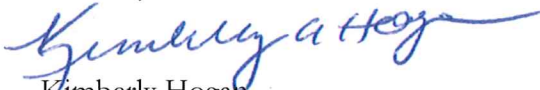
Please accept my sincerest thanks for the South District Fire Department's support of the 12th Annual Red Moon Gala hosted by the MxCC Foundation on Saturday, October 14, 2023.

Your donation which included a certificate for a ride-along experience, Chipotle gift card, smoke alarm, South District Fire Department logoed items, and much more, was featured in the event's live auction. It was a huge hit! I am pleased to inform you that the winning bid for the basket was \$600!!!

The MxCC Foundation is a non-profit organization which raises money for student scholarships and program enhancements at CT State Community College Middlesex. It is because of the generosity of donors, like yourself, that the Foundation can continue to support Middlesex students. We are grateful for your contribution!

Thank you.

Sincerely,



Kimberly Hogan
Chief Executive Officer



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 October, 2023:

Fire Marshal Office Activities/Duties:

- Attended First Due Command Summit: Central Massachusetts
- 530 Saybrook Road - conducted fire drill
- Attended/Participated in Kleen Energy Check Presentation
- 67 Round Hill Road - Gianelli's Day Care - Fire Prevention Presentation
- 390 Ridge Road - Farm Hill School - Fire Prevention Presentation
- 100 Randolph Road - conducted fire drill
- 1055 Randolph Road - Grace Lutheran Pre-School - Fire Prevention Presentation
- 261 Ridge Road - South Farms Nursery School - Fire Prevention Presentation
- 1 Wilderman's Way - conducted fire drill
- 70 Maynard Street - Bielefield School - Fire Prevention Presentation
- Attended/Participated in South Fire District Open House
- 390 Ridge Road - conducted fire drill
- Fire Poster Contest Drop Off at Farm Hill School
- Lock Box Meeting - Big Y
- 100 Training Hill Road - conducted fire drill
- Fire Poster Contest Drop Off at Bielefield School
- Meeting with Middletown and Westfield Fire Marshal's
- 600 Highland Avenue - conducted fire drill

Inspections:

- 10 Walnut Street- follow up inspection with Health Dept.
- 400 Saybrook Road - progress inspection with Building Dept.
- 425 Hunting Hill Avenue - walkthrough inspection with State FMO

Inspections cont.:

- 796 Saybrook Road - progress inspection with Building Dept.
- 43 Pheasant Drive - progress inspection with Building Dept.
- 850 South Main Street - progress inspection with Building Dept.
- 193 East Main Street - apartment building re-inspection
- 520 Saybrook Road Suite 105 – health care inspection
- 510 Saybrook Road – health care inspection

Training:

- Lithium-Ion Batteries & Energy Storage Systems Series
- ODEM 2023 High Rack and Warehouse Storage Systems - Session 1
- ODEM 2023 Water Supply – Where is the Water - Session 1
- ODEM 2023 High Rack and Warehouse Storage Systems - Session 2
- ODEM 2023 Water Supply – Where is the Water - Session 2

Fire Marshal James M. Mastroianni
October, 2023



**SOUTH FIRE DISTRICT
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 October 2023:

Fire Marshal Office Activities/Duties:

- SFD Open House planning
- Open House
- Fire Prevention Week school visits
- 100 Randolph Fire Drill
- Fire setter training with CVH
- School Safety Committee
- Trunk or Treat
- 1 Wilderman's Way fire drill
- Poster Contest
- Big Y Meeting
- 100 Training Hill Fire Drill
- 425 Hunting Hill SFMO sprinkler meeting
- Food drive preparation
- City FMO Sync
- 100 Randolph Disaster Readiness
- Bielefield Fire/ Evacuation Drill
- Kidde Lockbox Account
- Pedal Power Li Ion Planning

Inspections:

- 10 Walnut
- 174 Wilcox (Tent)
- 193 East Main St
- 400 Saybrook
- Dollar General
- Big Y
- 520 Saybrook The Root Center
- 510 Saybrook Rd

Training:

- Public Fire Life Safety Educator
- Prodigy EMS Chest Pain

Incidents:

- 707 Bow Ln

Deputy Fire Marshal Ryan Parmelee
November 2023



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

01 November 2023

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

Training Activities:

- Implementation of Weekly Coffee Table Quick Tips
 - Week of Monday 02 October 2023
 - Week of Monday 09 October 2023
 - Week of Monday 16 October 2023
 - Week of Monday 23 October 2023
 - Week of Monday 30 October 2023
- Conducted a Pre-Plan Walkthrough of the New Big Y property (*850 South Main Street*) for on duty Platoons
- Provided Bystander CPR and Narcan Training for Gilead Employee Fair
- Attended Truck Tactics, LLC's Aerial Positioning class in Groton, CT
- Participated in Department Dive Team Training evolution at Crystal Lake
- Attended Dive Class (*Divers Cove – Essex, CT*) each Wednesday of October
- Attended Cancer in the Fire Service seminar at the Fairfield Fire Training School
- Provided Department Wide Officer Development Training through FETC Services
- Attended Providence Safety and Survival Conference in Providence, RI
- Attended Thermal Imaging Training in Warwick, RI
- Attended Train-the-Trainer EVOG in Hyannis, MA through VFIS
- Participated in NFPA 1403 Live Fire Training with Guildford Fire Department
- Provided A&O Policy Review for on duty Platoons
- Provided First Due Pre-Plan Training for all Platoons

- Attended Disaster Drill with Apple Rehab (600 Highland Avenue)
- Attended the 2023 Fire & EMS Expo at Foxwoods Resort and Casino
- Provided Apparatus Riding Assignment (Equipment/Responsibility) Training for all Platoons

Incident Responses:

- 10/02: 1150 South Main Street for the elevator rescue (*occupied x 1 between 3rd and 4th floors*)
- 10/05: RT-9 South Bound between Exits 19-20 for the motor vehicle fire
- 10/08: 67 Burgundy Hill for the structure fire (*Westfield Fire District*)
- 10/13: 730 Randolph Road for the motor vehicle accident
- 10/25: 874 Millbrook Road for the equestrian accident
- 10/30: 2 River Road (CT River) for the occupied vessel taking on water
- 10/30: 2099 Saybrook Road for the animal rescue w/ DART and CT ACO

Respectfully Submitted, AB Turenne – Captain of Training & Safety

October 2023 Training

ASSIGNMENT	START	DURATION	ADDRESS	SHIFT
Big Y - Walkthrough	10/2/2023 13:30	1	Big Y	C
Big Y - Walkthrough	10/2/2023 13:30	1	Big Y	A
Big Y - Walkthrough	10/3/2023 13:30	1	Big Y	D
Aerial Positioning	10/4/2023 8:30	8	Hilton Garden Inn	B
Aerial Positioning	10/4/2023 8:30	8	Hilton Garden Inn	C
Dive Training	10/5/2023 8:00	2.8	Crystal Lake	A, B, C, D
Still Responding: Firefighter Cancer Awareness	10/7/2023 9:00	3		Training Capt.
FETC Services	10/10/2023 8:00	8.5	South Fire District	A
FETC Services	10/10/2023 8:00	8.5	South Fire District	D
FETC Services	10/10/2023 8:00	8.5	South Fire District	C
FETC Services	10/10/2023 8:00	8.5	South Fire District	B
RIT Pak & Downed Firefighter Packaging	10/11/2023 11:00	1	South Fire District	D
A&O Manual 4.4 - Overtime Procedures	10/11/2023 13:00	0.5	South Fire District	D
A&O Manual 4.4 - Overtime Procedures	10/12/2023 13:00	0.5	South Fire District	A
A&O Manual 4.4 - Overtime Procedures	10/13/2023 13:30	0.5	South Fire District	B
Big Y - Walkthrough	10/17/2023 10:00	1	Big Y	B
EVOC: Train-the-Trainer	10/18/2023 8:00	9	Hyannis Fire Department	Training Capt.
A&O Manual 4.4 - Overtime Procedures	10/18/2023 9:00	1	South Fire District	C
EVOC: Train-the-Trainer	10/19/2023 8:00	9	Hyannis Fire Department	Training Capt.
First Due: Pre-Plan Training	10/23/2023 10:30	1	South Fire District	D
First Due: Pre-Plan Training	10/24/2023 9:30	1	South Fire District	A
Annual NFPA 1403 Live Burn Training	10/24/2023 17:00	4		Training Capt.
First Due: Pre-Plan Training	10/25/2023 11:30	1	South Fire District	B
First Due: Pre-Plan Training	10/26/2023 10:30	1	South Fire District	C
2023 EMS & Fire Pro Expo	10/27/2023 10:00	6	Foxwoods Resort & Casino	Training Capt.
Active Shooter Policy review	10/28/2023 8:30	0.8	South Fire District	A
Riding Assignments: Equipment and Responsibilities	10/30/2023 9:00	1		C
Riding Assignments: Equipment and Responsibilities	10/30/2023 9:00	1		A
Riding Assignments: Equipment and Responsibilities	10/31/2023 9:45	1		B
Riding Assignments: Equipment and Responsibilities	10/31/2023 9:45	1		D



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

**Public Safety Telecommunications Report
November 2023**

1. Monthly Call Statistics sheet is available. Activity for October is approximately 6,237 incidents. Total 911 calls are 2,290 and 7,489 administrative calls.
2. Staffing is at 19 with one in training. A certified dispatcher position started on July 31st. A late November on line date is expected for that dispatcher to complete training. Current Staffing is 3 Lead dispatchers, 2 Trainers, 1 Trainee and 13 Dispatchers (one still in training).
3. There was a concern over possible mold at the Cross St station. There was no impact to the Dispatch Center or its operation. All tests in the center were negative.
4. Feasibility Study progress – On 10/25 Deputy Director Grauer arranged a site walk with Silver Petrucelli & Associates at Mile Lane. Chairman Ross Andrew was in attendance.
5. The IT Department replaced all computers (8) that are used for City access in the Dispatch Center. This is a scheduled replacement. These are not the equipment used for CAD and Fire Alarm systems.

