

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

**BOARD OF FIRE COMMISSIONERS**  
**NOTICE OF SPECIAL MEETING**

- WHEN:** Monday, November 24, 2025
- WHERE:** Firehouse
- TIME:** 6:30 P.M.
- SUBJECT:** 1) Discussion and Approval of Deadlines  
for the 2/2/2026 Annual Meeting
- 2) Executive Session
- Discussion of Job Description and Employment Contract of the Executive Assistant

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

Direct link to Zoom:

<https://us02web.zoom.us/j/81069046054?pwd=wbHLe9qCnSAI1naweizNfnafx2Vfq7.1>

- 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. 810 6904 6054      Passcode: SFD

Revised 11/21/2025 3:02 PM  
Wording under *Subject 2) Executive Session*

**SOUTH FIRE DISTRICT**

**BOARD OF FIRE COMMISSIONERS**

**AGENDA FOR THE NOVEMBER 24, 2025 SPECIAL MEETING AT 6:30 P.M.**

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**
- 4) CLOSE PUBLIC SESSION**
- 5) DISCUSSION AND APPROVAL OF DEADLINES FOR THE 2/2/2026 ANNUAL MEETING**
- 6) EXECUTIVE SESSION**  
Pursuant to Statutes Section 1-200(6)(A) and Section 1-225(a) of the Connecticut General Statutes, as amended, the Board of Fire Commissioners will meet in executive session for the purpose of discussing the job description and employment agreement of the executive assistant. *(Action is possible)*
- 7) ADJOURNMENT**

**HYBRID MEETING - South Fire District Community Room AND via Zoom Video Conferencing**

**Link to Zoom:**

<https://us02web.zoom.us/j/81069046054?pwd=wbHLe9qCnSAI1naweJzNfnafx2Vfq7.1>

**Via telephone: 646-558-8656**

**Meeting I.D. 810 6904 6054**

**Passcode: SFD**

**SOUTH FIRE DISTRICT**  
**ANNUAL MEETING – 2/2/2026**

Nomination Public Notice <i>(2 separate days)</i>	Letters of Intent to Run	Annual Meeting Public Notice
<p><b><u>By-Laws/Charter</u></b>            No more than 60 days prior to the meeting             (No earlier than 12/04/25)</p>	<p><b><u>By-Laws/Charter</u></b>            Must be submitted in writing at least 15 days prior to the close of business before the meeting             (No later than 4 pm on 1/18/26)</p>	<p><b><u>By-Laws/Charter</u></b>            10-15 days prior to the meeting             (Between 1/18/26 and 1/23/26)</p>
<p><b><u>Proposed Publish Dates</u></b>             Middletown Press:            • 12/9/25            • 12/12/25             Submit notice to Middletown Press no later than 12/4/25</p>	<p><b><u>Proposed Deadline for Letters of Intent</u></b>             • 1/5/26</p>	<p><b><u>Proposed Publish Date</u></b>             Middletown Press:            • 1/20/26             Submit notice to Middletown Press no later than 1/14/26</p>