

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

**NOTICE OF COMMISSIONERS MEETING**

**WHEN: Monday, December 11, 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/84790088434?pwd=dWFxSXFZWUdoRW4xSVQycE83MVRDZz09>
- 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. 847 9008 8434  
Passcode: SFD

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING AGENDA  
MONDAY, DECEMBER 11, 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) November 13, 2023
- 7) TAX COLLECTOR’S REPORTS – NOVEMBER 2023
  - a) Refunds: \$2,189.14
  - b) Tax Collector’s Reports
- 8) FINANCIAL REPORTS
  - a) Monthly Expense Detail: October and November 2023
  - b) Profit & Loss Budget vs. Actual: July 2023 through November 2023
  - c) Cash Balance Reports: November 2023
- 9) ADMINISTRATIVE REPORTS – NOVEMBER 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) February 5, 2024 Annual Meeting – Review and Approval of Deadlines and Legal Notice
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA
- 14) CLOSE PUBLIC SESSION
- 15) ADJOURNMENT

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

**Board of Fire Commissioners  
REGULAR MONTHLY MEETING MINUTES  
Monday, November 13, 2023 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 820 8512 5840**

**Present:** Commissioners Kleckowski, Giuliano, Thazhampallath, Pessina, and Gregorio;  
Chief Trzaski; staff members

**1. CALL TO ORDER**

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

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

**3. ACCEPT/AMEND AGENDA**

**MOTION** to amend the agenda to move item 12 b. to after the acceptance of the minutes by Comm. Pessina/Comm. Guiliano. Unanimously approved.

**4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**

Chairwoman Kleckowski opened the public session at 7:02 p.m. No one wished to speak.

**5. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:02 p.m.

**6. MINUTES TO BE ACCEPTED**

a. October 10, 2023 Regular Monthly Meeting – The minutes were accepted as presented.

**12 b. NEW BUSINESS**

**OATH OF OFFICE – LEE MATTERAZZO, TAX COLLECTOR**

Chairwoman Kleckowski administered the Oath of Office to Tax Collector Lee Matterazzo.

**7. TAX COLLECTOR'S REPORTS – OCTOBER 2023**

**a. Refunds: \$74.27**

**MOTION** to accept the refunds in the amount of \$74.27 for October 2023 by Comm. Thazhampallath/Comm. Gregorio. Unanimously approved.

**b. Acceptance of the Tax Collector's Reports**

The Tax Collector's Reports were accepted as received.

**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

The financial reports were accepted as submitted.

**9. ADMINISTRATIVE REPORTS – OCTOBER 2023**

Chief Trzaski provided an overview of the October 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 the building renovation project.

Important Dates to Note:

- Mandatory walk-thru – Held on 11/8/23
- Deadline for Bids – 11/27/23 at 2:00 p.m.
- Bid Opening – 11/28/23 at 10:00 a.m. at SFD headquarters
- Building Committee Review of Bid Documents – 12/5/23
- Anticipated Groundbreaking – Early December

Commissioner Thazhampallath asked for the dates to be posted on the district’s website.

**b. Pension Committee: Commissioner Kleckowski**

Nothing new to report.

**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**

Nothing new to report.

**12. NEW BUSINESS**

**a. Firefighter Paulius Zabulis Employment Status – Date of Hire: 12/05/2022**

**MOTION** to move Firefighter Paulius Zabulis to full-time, permanent employment effective 12/05/2023, pending successful completion of his probationary period by Comm. Pessina/ Comm. Gregorio. Unanimously accepted.

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

Chairwoman Kleckowski opened the public session at 7:28 p.m.

***Dan Penney, Chamberlain Hill Road***

Mr. Penney asked that the notices and agendas for the Health & Safety Committee meetings be more readily accessible, and the minutes be posted on the website and included in the BFC monthly meeting packets.

***Commissioner Pessina***

As a veteran himself, Commissioner Pessina complimented the department for their attendance at the various Veteran's Day events and their special recognition of SFD veterans. He thanked Chief Trzaski, Deputy Chief Fischer, and SFD staff members for going above and beyond to recognize the sacrifices of all veterans.

***Chairwoman Kleckowski***

Chairwoman Kleckowski spoke about a conversation she had with the chief regarding the possibility of moving the emergency pull station to an area that is more accessible/visible to the public.

**14. CLOSE PUBLIC SESSION**

Commissioner Kleckowski closed the public session at 7:33 p.m.

**15. ADJOURNMENT**

**MOTION** to adjourn by Comm. Gregorio/Comm. Giuliano. Unanimously approved.

The meeting was adjourned at 7:33 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 11/30/2023 Cash Type : SFD  
 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 S-D Name Tax Paid Int Paid Lien Paid Fee Paid Bnt Paid Bnt Paid Last Date RF

Refund Bill #	S-D Name	S-D Name	Tax Paid	Int Paid	Lien Paid	Fee Paid	Bnt Paid	Bnt Paid	Last Date RF
2022-03-0065780	2	JAVOID MANSUR	-62.82	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0065781	2	JAVOID MANSUR	-105.44	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0066186	2	JF MORGAN CHASE BANK NA	-65.37	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0067464	2	L-TRAIN ELECTRIC LLC	-19.61	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0069021	2	LIEBERRA NICHOLAS S	-14.91	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0070943	2	MAZZOTTA VASSILIA S	-15.39	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0072001	2	MIKUCKI MICHELE M	-9.38	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0073928	2	NISSAN INFINITI LT LLC	-69.22	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0074754	2	PARMELEE JODY L	-10.14	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0075293	2	ROSADO EDWARD C	-10.00	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0078469	2	RUSSELL RYAN E	-77.71	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0078874	2	RZASA KRISTEN L	-6.48	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0081014	2	SOLBERG AIMEEMARIE	-36.52	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0081159	2	SPADA NICOLE A	-12.67	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0081247	2	SPERANDEO CHRISTOPHER M	-41.35	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083179	2	TOYOTA LEASE TRUST	-17.12	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083186	2	TOYOTA LEASE TRUST	-105.83	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083192	2	TOYOTA LEASE TRUST	-40.76	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083227	2	TOYOTA LEASE TRUST	-35.09	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083255	2	TOYOTA LEASE TRUST	-21.63	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083268	2	TOYOTA LEASE TRUST	-95.81	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083282	2	TOYOTA LEASE TRUST	-49.73	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083285	2	TOYOTA LEASE TRUST	-43.11	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0083351	2	TOYOTA LEASE TRUST	-9.95	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0084213	2	VCFs AUTO LEASING CO	-81.74	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0084217	2	VCFs AUTO LEASING CO	-136.72	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0084231	2	VCFs AUTO LEASING CO	-102.15	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0084550	2	VW CREDIT LEASING LTD	-52.95	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0084551	2	VW CREDIT LEASING LTD	-52.95	0.00	0.00	0.00	0.00	0.00	11/02/2023
2022-03-0084553	2	VW CREDIT LEASING LTD	-57.84	0.00	0.00	0.00	0.00	0.00	11/02/2023

Date: 11/30/2023 Page: 2  
 Tot Paid Bank Prop Loc./Vehicle  
 Last Date RF

Refund Report SOUTH FIRE DISTRICT As Of Date 11/30/2023 Cash Type : SFD Date: 11/30/2023 Page: 3  
 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 Tot Paid Bank Prop Loc./Vehicle Last Date RF

2022-03-0085312	2	WHITE ARIANA B	-11.69	0.00	0.00	0.00	0.00	0.00	0.00	11/16/2023	-11.69	2AYNS0	5N1AZ2MH3FN268280
		85312											
2022-03-0085497	2	WILCOX VICKI A	-28.33	0.00	0.00	0.00	0.00	0.00	0.00	11/02/2023	-28.33	160ZTD	JF1GFAA61DH817185
		85497											
2022-03-0086725	2	DICATALDO DONNA M	-53.37	0.00	0.00	0.00	0.00	0.00	0.00	11/02/2023	-53.37	BG14927	4TiBF1FK1HU708893
		86725											
TOT MOTORVEHICLE	# Of Accts:	51	-1,995.07	0.00	0.00	0.00	0.00	0.00	0.00		-1,995.07		
YEAR 2022	# Of Accts:	53	-2,013.40	0.00	0.00	0.00	0.00	0.00	0.00		-2,013.40		
GRAND TOTAL	# Of Accts:	58	-2,189.14	0.00	0.00	0.00	0.00	0.00	0.00		-2,189.14		



<b>SOUTH FIRE DISTRICT TAX COLLECTORS REPORT</b>		
<b>COLLECTIONS NOVEMBER 2023</b>		
4101	REAL ESTATE	\$ 21,276.04
4101	MOTOR VEHICLE	\$ 5,131.49
4101	PERSONAL PROPERTY	\$ 42.81
4107	SUPPLEMENTAL MOTOR VEHICLE	\$ -
4105	BACK TAXES	\$ 834.21
4110	CURRENT INTEREST	\$ 2,014.45
4111	BACK INTEREST	\$ 352.00
4104	FEES PAID	\$ 528.50
4122	LIENS RELEASED	\$ -
<b>COLLECTIONS 2023/2024</b>		<b>\$ 30,179.50</b>
	JULY	\$ 6,223,864.66
	AUGUST	\$ 790,755.58
	SEPTEMBER	\$ 159,383.13
	OCTOBER	\$ 52,504.89
	NOVEMBER	\$ 30,179.50
	DECEMBER	
	JANUARY	
	FEBRUARY	
	MARCH	
	APRIL	
	MAY	
	JUNE	
<b>COLLECTED YEAR TO DATE</b>		<b>\$ 7,256,687.76</b>
<b>GRANTS RECEIVED</b>		
	MUNICIPAL GRANTS-IN-AID	\$ -
	MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
	NRG	\$ -
<b>TOTAL GRANTS</b>		<b>\$ -</b>
<b>TOTAL YEAR-TO-DATE</b>		<b>\$ 7,256,687.76</b>
Respectfully submitted by:		
<b>Lee Matterazzo, CCMC, Tax Collector</b>		
<b>South Fire District</b>		

### Tax Collections November 2023

	TOTAL COLLECTABLE TAX <small>(GRAND RATE BOOK)</small>	TOTAL TAXES PAID <small>(GRAND RATE BOOK)</small>	CURRENT YEAR REFUNDS <small>(GRAND RATE BOOK)</small>	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS <small>(GRAND RATE BOOK)</small>
RE	\$ 6,014,205.29	\$ 5,871,564.46	\$0.00	97.63%	\$0.00
PP	\$ 938,702.16	\$ 929,979.68	\$18.33	99.07%	\$3.12
MV	\$ 466,011.88	\$ 390,394.16	\$2,069.34	84.22%	\$156.49
MVS	\$ -	\$ -	\$0.00		\$16.13
<b>TOTAL</b>	<b>\$ 7,418,919.33</b>	<b>\$ 7,191,938.30</b>	<b>\$ 2,087.67</b>	<b>96.97%</b>	<b>\$ 175.74</b>

Submitted by:  
Lee Matterazzo, CCMC  
Tax Collector

**South Fire District**  
**Monthly Expense Detail**  
 October and November 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	10/03/2023	Earthlight Power, LLC.	700.20		700.20
	10/26/2023	Eversource	373.02		1,073.22
	11/01/2023	Earthlight Power, LLC.	600.30		1,673.52
Total 7201 · Electricity			1,673.52	0.00	1,673.52
<b>7202 · Water and Sewer</b>					
	10/01/2023	Middletown Water & Sewer Dept	240.83		240.83
	11/01/2023	Middletown Water & Sewer Dept	132.12		372.95
Total 7202 · Water and Sewer			372.95	0.00	372.95
<b>7203 · Heating</b>					
	10/03/2023	Eversource	629.14		629.14
	11/02/2023	Eversource	777.96		1,407.10
Total 7203 · Heating			1,407.10	0.00	1,407.10
<b>7204 · Telephone</b>					
	10/15/2023	Frontier Communications	233.55		233.55
	11/15/2023	Frontier Communications	231.46		465.01
Total 7204 · Telephone			465.01	0.00	465.01
<b>7401 · Fuel</b>					
	10/23/2023	Dime Oil, LLC.	2,087.88		2,087.88
	10/23/2023	WEX Bank - Small Bus. Card	1,932.69		4,020.57
	10/29/2023	Ace Home Center	48.58		4,069.15
	10/29/2023	Ace Home Center	97.16		4,166.31
	11/08/2023	Grainger	22.14		4,188.45
	11/23/2023	WEX Bank - Small Bus. Card	1,803.89		5,992.34
	11/30/2023	Advance Auto Parts	23.38		6,015.72
Total 7401 · Fuel			6,015.72	0.00	6,015.72
<b>7403 · Vehicle Repairs</b>					
	10/03/2023	Key Chevrolet	506.60		506.60
	10/20/2023	First Line Emergency	731.57		1,238.17
	10/23/2023	First Line Emergency	482.50		1,720.67
	10/31/2023	First Line Emergency	5,215.13		6,935.80
	10/31/2023	Brake Pro, LLC	68.00		7,003.80
	11/08/2023	Firematic Supply Co. Inc.	760.30		7,764.10
	11/17/2023	VFIS Claims Management		18,647.31	-10,883.21
	11/17/2023	First Line Emergency	618.50		-10,264.71
	11/17/2023	First Line Emergency	3,625.35		-6,639.36
	11/30/2023	Bank of America	53.04		-6,586.32
Total 7403 · Vehicle Repairs			12,060.99	18,647.31	-6,586.32

**South Fire District**  
**Monthly Expense Detail**  
 October and November 2023

	Date	Name	Debit	Credit	Balance
<b>7404 · NFPA/OSHA Compliance</b>					
	10/31/2023	Municipal Emergency Services/Shipman's	953.88		953.88
	11/10/2023	Encore Fire Protection	348.00		1,301.88
	11/17/2023	Municipal Emergency Services/Shipman's	855.06		2,156.94
	11/18/2023	Comlinx, Inc.	3,487.25		5,644.19
	11/18/2023	Comlinx, Inc.	757.25		6,401.44
	11/18/2023	Comlinx, Inc.	875.00		7,276.44
	11/18/2023	Comlinx, Inc.	275.00		7,551.44
	11/18/2023	Comlinx, Inc.	240.00		7,791.44
Total 7404 · NFPA/OSHA Compliance			7,791.44	0.00	7,791.44
<b>7406 · Vehicle Supplies</b>					
	11/15/2023	Grainger	62.58		62.58
Total 7406 · Vehicle Supplies			62.58	0.00	62.58
<b>7501 · Insurance-Workers Compensation</b>					
	10/01/2023	Benchmark Insurance Company	16,098.00		16,098.00
	11/01/2023	Benchmark Insurance Company	16,098.00		32,196.00
	11/30/2023	7710 Insurance Company for Benchmark		5,772.00	26,424.00
Total 7501 · Insurance-Workers Compensation			32,196.00	5,772.00	26,424.00
<b>7502 · Insurance - Commercial Package</b>					
	10/11/2023	HD Segur Insurance	327.00		327.00
	10/11/2023	HD Segur Insurance	12,490.00		12,817.00
Total 7502 · Insurance - Commercial Package			12,817.00	0.00	12,817.00
<b>7512 · Pension - Defined Contribution</b>					
	10/05/2023	Lincoln Financial - Pension 401	29,731.71		29,731.71
	11/06/2023	Lincoln Financial - Pension 401	29,731.71		59,463.42
Total 7512 · Pension - Defined Contribution			59,463.42	0.00	59,463.42
<b>7701 · Tax Collector's Expense</b>					
	10/11/2023	Minuteman Press	465.02		465.02
	11/30/2023	Bank of America	289.74		754.76
Total 7701 · Tax Collector's Expense			754.76	0.00	754.76
<b>7702 · Professional Org / Periodicals</b>					
	11/13/2023	Hartford Courant - Subscription	798.41		798.41
Total 7702 · Professional Org / Periodicals			798.41	0.00	798.41
<b>7703 · Office Expenses</b>					
	10/05/2023	Minuteman Press	138.83		138.83
	10/12/2023	Paul C. Higgins, Inc.		10.00	128.83
	10/31/2023	Bank of America	281.77		410.60

**South Fire District**  
**Monthly Expense Detail**  
**October and November 2023**

	Date	Name	Debit	Credit	Balance
<b>7703 · Office Expenses, continued</b>					
	10/31/2023	Bank of America		119.15	291.45
	11/30/2023	Bank of America	119.15		410.60
	11/30/2023	Bank of America	116.57		527.17
	11/30/2023	Bank of America	317.15		844.32
Total 7703 · Office Expenses			973.47	129.15	844.32
<b>7706 · Postage</b>					
	10/05/2023	CT State Firefighters Assn Memorial Fund		333.27	-333.27
Total 7706 · Postage			0.00	333.27	-333.27
<b>7708 · Commissioner's Compensation</b>					
	10/04/2023	Paychex	750.00		750.00
	11/01/2023	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			1,500.00	0.00	1,500.00
<b>7709 · Activity Expense</b>					
	10/12/2023	McEwen, Alyse.	28.56		28.56
	10/31/2023	Bank of America	31.88		60.44
	10/31/2023	Bank of America	48.72		109.16
	11/30/2023	Bank of America	63.38		172.54
	11/30/2023	Bank of America	157.50		330.04
Total 7709 · Activity Expense			330.04	0.00	330.04
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711B · Legal Expense - H &amp; H</b>					
	10/04/2023	Nuzzo & Roberts, LLC.	20.00		20.00
	11/03/2023	Nuzzo & Roberts, LLC.	140.00		160.00
Total 7711B · Legal Expense - H & H			160.00	0.00	160.00
Total 7711 · Legal Expense			160.00	0.00	160.00
<b>7710 · Professional Services - Other</b>					
	10/05/2023	Paychex	144.87		144.87
	10/05/2023	Paychex	58.58		203.45
	10/05/2023	Paychex	62.70		266.15
	10/12/2023	Paychex	128.62		394.77
	10/12/2023	Paychex	58.58		453.35
	10/19/2023	Paychex	128.62		581.97
	10/19/2023	Paychex	58.58		640.55
	10/26/2023	Paychex	128.62		769.17
	10/26/2023	Paychex	58.58		827.75
	10/31/2023	Merrick & Associates, LLC	400.00		1,227.75
	11/02/2023	Paychex	128.62		1,356.37

**South Fire District**  
**Monthly Expense Detail**  
 October and November 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7710 · Professional Services - Other, continued</b>					
	11/02/2023	Paychex	56.52		1,412.89
	11/02/2023	Paychex	62.70		1,475.59
	11/09/2023	Paychex	128.62		1,604.21
	11/09/2023	Paychex	58.58		1,662.79
	11/16/2023	Paychex	126.56		1,789.35
	11/16/2023	Paychex	58.58		1,847.93
	11/22/2023	Paychex	128.62		1,976.55
	11/22/2023	Paychex	58.58		2,035.13
	11/30/2023	Paychex	126.56		2,161.69
	11/30/2023	Paychex	58.58		2,220.27
			<u>2,220.27</u>	<u>0.00</u>	<u>2,220.27</u>
Total 7710 · Professional Services - Other			2,220.27	0.00	2,220.27
Total 7710 · Professional Services			2,380.27	0.00	2,380.27
<b>7717 · Software Support</b>					
	10/01/2023	websolutions DBA Exposure	105.00		105.00
	10/31/2023	Bank of America	142.00		247.00
	11/30/2023	Bank of America	142.00		389.00
			<u>389.00</u>	<u>0.00</u>	<u>389.00</u>
Total 7717 · Software Support			389.00	0.00	389.00
<b>7801 · Repairs Building</b>					
	10/17/2023	Trzaski, James	200.82		200.82
	10/29/2023	Ace Home Center	8.99		209.81
	11/27/2023	Higgins Electric, Inc.	247.74		457.55
			<u>457.55</u>	<u>0.00</u>	<u>457.55</u>
Total 7801 · Repairs Building			457.55	0.00	457.55
<b>7802 · Supplies Maintenance</b>					
	10/02/2023	W.B. Mason Company, Inc.	279.57		279.57
	10/12/2023	W.B. Mason Company, Inc.	185.86		465.43
	10/19/2023	W.B. Mason Company, Inc.	115.98		581.41
	10/24/2023	W.B. Mason Company, Inc.	43.38		624.79
	10/29/2023	Ace Home Center	17.92		642.71
	10/29/2023	Ace Home Center	3.96		646.67
	10/29/2023	Ace Home Center	2.38		649.05
	10/30/2023	W.B. Mason Company, Inc.	145.86		794.91
	10/31/2023	Bank of America	99.17		894.08
	10/31/2023	Advance Auto Parts	27.63		921.71
	11/14/2023	W.B. Mason Company, Inc.	52.62		974.33
	11/16/2023	W.B. Mason Company, Inc.	169.65		1,143.98
	11/28/2023	Ace Home Center	3.23		1,147.21
	11/30/2023	W.B. Mason Company, Inc.	161.84		1,309.05
			<u>1,309.05</u>	<u>0.00</u>	<u>1,309.05</u>
Total 7802 · Supplies Maintenance			1,309.05	0.00	1,309.05

**South Fire District**  
**Monthly Expense Detail**  
 October and November 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7803 · Services</b>					
	10/06/2023	Comcast	100.80		100.80
	10/07/2023	Comcast	22.52		123.32
	10/07/2023	De Lage Landen Financial Services, Inc.	121.00		244.32
	10/25/2023	All Waste	200.00		444.32
	10/27/2023	JP Bellamo & Sons, Inc.	50.00		494.32
	11/06/2023	JP Bellamo & Sons, Inc.	50.00		544.32
	11/06/2023	Comcast	100.80		645.12
	11/07/2023	Comcast	22.52		667.64
	11/11/2023	De Lage Landen Financial Services, Inc.	121.00		788.64
	11/22/2023	All Waste	200.00		988.64
Total 7803 · Services			988.64	0.00	988.64
<b>7805 · Equipment</b>					
	10/31/2023	Bank of America	399.00		399.00
	10/31/2023	Bank of America	84.87		483.87
Total 7805 · Equipment			483.87	0.00	483.87
<b>7901 · Emergency Medical Equipment</b>					
	10/02/2023	Common Cents EMS Supply, LLC.	191.07		191.07
	10/10/2023	Common Cents EMS Supply, LLC.	428.40		619.47
	10/12/2023	Common Cents EMS Supply, LLC.	482.92		1,102.39
	10/19/2023	Common Cents EMS Supply, LLC.	337.50		1,439.89
	11/08/2023	Common Cents EMS Supply, LLC.	123.30		1,563.19
	11/08/2023	Common Cents EMS Supply, LLC.	123.30		1,686.49
	11/08/2023	Common Cents EMS Supply, LLC.	5.85		1,692.34
	11/30/2023	Bank of America	63.24		1,755.58
Total 7901 · Emergency Medical Equipment			1,755.58	0.00	1,755.58
<b>7902 · Computer Equip &amp; Supplies</b>					
	10/31/2023	Bank of America	329.94		329.94
	10/31/2023	Bank of America	92.46		422.40
	10/31/2023	Bank of America		73.68	348.72
	10/31/2023	Bank of America	261.90		610.62
	11/30/2023	Bank of America	63.43		674.05
Total 7902 · Computer Equip & Supplies			747.73	73.68	674.05
<b>7903 · Training</b>					
	10/06/2023	Divers Cove, LLC	950.00		950.00
	10/10/2023	Greenwood, William M.	3,000.00		3,950.00
	10/31/2023	Bank of America	31.25		3,981.25
	10/31/2023	Bank of America	73.02		4,054.27
	10/31/2023	Bank of America	168.16		4,222.43
	10/31/2023	Bank of America	226.60		4,449.03

## South Fire District Monthly Expense Detail October and November 2023

	Date	Name	Debit	Credit	Balance
<b>7903 · Training, continued</b>					
	11/17/2023	Duffy, Jim	900.00		5,349.03
	11/30/2023	Bank of America	128.20		5,477.23
	11/30/2023	Bank of America	44.84		5,522.07
Total 7903 · Training			5,522.07	0.00	5,522.07
<b>7904 · Public Fire Education</b>					
<b>7904A · Open House</b>					
	10/14/2023	Ana's Face and Body Art	400.00		400.00
	10/16/2023	Connecticut Rental Center, Inc.	429.57		829.57
	10/17/2023	Trzaski, James	195.62		1,025.19
	10/17/2023	Trzaski, James	30.66		1,055.85
	10/31/2023	Bank of America	236.60		1,292.45
	10/31/2023	Bank of America	13.14		1,305.59
	11/02/2023	Auto Spa of Middletown, LLC.		250.00	1,055.59
Total 7904A · Open House			1,305.59	250.00	1,055.59
Total 7904 · Public Fire Education			1,305.59	250.00	1,055.59
<b>7905 · Fire Fighting Equipment</b>					
	10/25/2023	Hall's Power Equipment	29.14		29.14
	10/31/2023	Bank of America	34.39		63.53
	11/14/2023	Fire Equipment Headquarters	313.07		376.60
Total 7905 · Fire Fighting Equipment			376.60	0.00	376.60
<b>7906 · Special Service Units</b>					
	10/06/2023	Divers Cove, LLC	603.85		603.85
Total 7906 · Special Service Units			603.85	0.00	603.85
<b>7909 · Uniforms</b>					
	10/02/2023	Security Uniforms, Inc.	62.00		62.00
	10/05/2023	Security Uniforms, Inc.		16.00	46.00
	10/05/2023	Security Uniforms, Inc.		53.00	-7.00
	10/05/2023	Coniglio, Kyle		35.00	-42.00
	10/05/2023	Heiden, Timothy		201.00	-243.00
	10/05/2023	Russo, Philip		5.50	-248.50
	10/05/2023	Seifert, Clifton E		7.00	-255.50
	10/05/2023	Thurz, David		414.00	-669.50
	10/05/2023	Kelly, Kori B		8.00	-677.50
	10/06/2023	Security Uniforms, Inc.	62.00		-615.50
	10/06/2023	Security Uniforms, Inc.	2,965.00		2,349.50
	10/12/2023	James, Jr, Robert Lee		96.00	2,253.50
	10/12/2023	Misc Payer		16.00	2,237.50
	10/13/2023	Security Uniforms, Inc.	31.00		2,268.50
	10/20/2023	Security Uniforms, Inc.	1,149.00		3,417.50



**South Fire District**  
**Monthly Expense Detail**  
 October and November 2023

	Date	Name	Debit	Credit	Balance
<b>7909 · Uniforms, continued</b>					
	10/20/2023	Security Uniforms, Inc.	1,458.00		4,875.50
	10/24/2023	EMP Apparel, LLC.	1,583.23		6,458.73
	10/24/2023	Security Uniforms, Inc.	359.00		6,817.73
	10/24/2023	Security Uniforms, Inc.	360.00		7,177.73
	10/25/2023	Security Uniforms, Inc.	80.00		7,257.73
	10/27/2023	Security Uniforms, Inc.	217.00		7,474.73
	11/02/2023	Lancia, Jr, Anthony R		16.00	7,458.73
	11/02/2023	Matterazzo, Lee Renee		16.00	7,442.73
	11/06/2023	Security Uniforms, Inc.	440.00		7,882.73
	11/06/2023	Security Uniforms, Inc.	111.00		7,993.73
	11/06/2023	Security Uniforms, Inc.	111.00		8,104.73
	11/06/2023	Security Uniforms, Inc.	440.00		8,544.73
	11/06/2023	Security Uniforms, Inc.	4,220.00		12,764.73
	11/06/2023	Security Uniforms, Inc.	125.00		12,889.73
	11/06/2023	Security Uniforms, Inc.	107.00		12,996.73
	11/07/2023	Security Uniforms, Inc.		77.00	12,919.73
	11/16/2023	Security Uniforms, Inc.	570.00		13,489.73
	11/16/2023	Security Uniforms, Inc.	130.00		13,619.73
Total 7909 · Uniforms			14,580.23	960.50	13,619.73
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	10/06/2023	Lion Group, Inc.	696.90		696.90
Total 7910A · Gear Cleaning/Inspection/Repair			696.90	0.00	696.90
Total 7910 · Protective Clothing			696.90	0.00	696.90
<b>7911 · Communications</b>					
	10/09/2023	NorcomCT	1,298.50		1,298.50
	11/13/2023	NorcomCT	899.00		2,197.50
Total 7911 · Communications			2,197.50	0.00	2,197.50
<b>7912 · Cellular Phones</b>					
	10/11/2023	AT&T Mobility	590.94		590.94
	10/11/2023	AT&T Mobility	192.50		783.44
	10/11/2023	AT&T Mobility	192.50		975.94
	11/11/2023	AT&T Mobility	591.93		1,567.87
Total 7912 · Cellular Phones			1,567.87	0.00	1,567.87
<b>7915 · Medical Testing</b>					
	10/18/2023	Concentra Medical Center	98.00		98.00
	10/23/2023	Atwell, Jesse	98.00		196.00
	10/23/2023	Seifert, Clifton E.	150.00		346.00
	10/23/2023	Bodie, Christopher	98.00		444.00

## South Fire District Monthly Expense Detail October and November 2023

	Date	Name	Debit	Credit	Balance
<b>7915 · Medical Testing, continued</b>					
	11/13/2023	Mastroianni, James.	60.00		504.00
Total 7915 · Medical Testing			504.00	0.00	504.00
<b>7916 · Breathing Apparatus-Test Repair</b>					
	10/27/2023	Municipal Emergency Services/Shipman's	505.96		505.96
	11/03/2023	Municipal Emergency Services/Shipman's	15.00		520.96
	11/03/2023	Municipal Emergency Services/Shipman's	505.96		1,026.92
	11/10/2023	Municipal Emergency Services/Shipman's	565.83		1,592.75
Total 7916 · Breathing Apparatus-Test Repair			1,592.75	0.00	1,592.75
<b>8999 · CNR Current Year</b>					
<b>8999MGA · Municipal Grants-in-Aid</b>					
<b>FY 2023 · Municipal Grants-in-Aid 2023</b>					
	11/30/2023	Sign Pro, Inc.	400.83		400.83
	11/30/2023	Sign Pro, Inc.	400.83		801.66
	11/30/2023	Sign Pro, Inc.	400.84		1,202.50
	11/30/2023	Sign Pro, Inc.	457.50		1,660.00
Total FY 2023 · Municipal Grants-in-Aid 2023			1,660.00	0.00	1,660.00
Total 8999MGA · Municipal Grants-in-Aid			1,660.00	0.00	1,660.00
<b>8999SFD · SFD Building Project</b>					
<b>Phase2 · SFD Building Project Phase 2</b>					
	10/11/2023	Landmark Architects, P.C.	7,500.00		7,500.00
	10/19/2023	City of Middletown	60.00		7,560.00
	11/22/2023	Landmark Architects, P.C.	6,250.00		13,810.00
Total Phase2 · SFD Building Project Phase 2			13,810.00	0.00	13,810.00
Total 8999SFD · SFD Building Project			13,810.00	0.00	13,810.00
Total 8999 · CNR Current Year			15,470.00	0.00	15,470.00
<b>TOTAL</b>			<b>191,611.46</b>	<b>26,165.91</b>	<b>165,445.55</b>

South Fire District  
Bank of America Purchase Details  
Billing Time Period: 11/01/2023 – 11/30/2023

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
<b>Account # -0421 (DC)</b>					
11/17/23	Founders Technology	Monthly cloud services – Month of December	7717	23-009	142.00
11/25/23	LifeVac LLC	Airway clearance device	7901	23-013	63.24
11/27/23	Petzold's Marine	Marine 3 winterization supplies	7403		53.04
11/29/23	Best Cleaners	Dry cleaning (Sparky)	7709	23-007	63.38
<b>Account # -6809 (Chief)</b>					
10/31/23	Staples	Recharged for credit received for wrong ink purchased. Ink was not returned.	7703	23-004	119.15
11/5/23	Staples	Misc. office supplies	7703	23-004	116.57
		Toner – Tax Office	7701	23-002	289.74
11/6/23	Amazon	iPhone cases (2)	7902	23-014	63.43
11/6/23	Sam's Club	Refreshments – Live burn training	7903	23-015	128.20
11/7/23	Home Depot	Gong brush, Dawn, Homer bucket	7903	23-015	44.84
11/26/23	Lynn Card Company	Christmas cards	7709	23-007	157.50
11/26/23	Staples	Misc. office supplies	7703	23-004	317.15
		TOTAL			\$1558.24

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

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	7,191,938.30	6,901,230.00	290,708.30	104.21%
4102 · Interest and Liens	24,753.65	30,000.00	-5,246.35	82.51%
4103 · Tax Refunds	-2,263.41	0.00	-2,263.41	100.00%
4104 · Fees	2,999.68	0.00	2,999.68	100.00%
4105 · Prior Year Tax Collections	36,666.13	0.00	36,666.13	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	36,352.04	10,000.00	26,352.04	363.52%
4901 · Miscellaneous Income	28,212.35	0.00	28,212.35	100.00%
<b>Total Income</b>	<u>8,134,391.70</u>	<u>7,157,880.00</u>	<u>976,511.70</u>	<u>113.64%</u>
<b>Expense</b>				
7201 · Electricity	6,106.23	22,500.00	-16,393.77	27.14%
7202 · Water and Sewer	973.52	2,500.00	-1,526.48	38.94%
7203 · Heating	2,679.25	15,000.00	-12,320.75	17.86%
7204 · Telephone	1,167.12	3,000.00	-1,832.88	38.90%
7401 · Fuel	16,896.61	45,000.00	-28,103.39	37.55%
7403-1 · Apparatus Preventative Maint.	8,785.00	12,650.00	-3,865.00	69.45%
7403 · Vehicle Repairs	6,725.29	40,000.00	-33,274.71	16.81%
7404 · NFPA/OSHA Compliance	9,279.44	9,850.00	-570.56	94.21%
7406 · Vehicle Supplies	772.76	2,000.00	-1,227.24	38.64%
7501 · Insurance-Workers Compensation	94,486.00	177,685.00	-83,199.00	53.18%
7502 · Insurance - Commercial Package	26,338.00	55,000.00	-28,662.00	47.89%
7503 · Insurance - Medical	381,619.34	995,447.00	-613,827.66	38.34%
7504 · Insurance - Cyber	6,515.00	6,515.00	0.00	100.00%
7509 · Insurance - Life and Disability	19,659.70	56,586.00	-36,926.30	34.74%
7512 · Pension - Defined Contribution	147,245.21	364,055.00	-216,809.79	40.45%
7513 · Unused Sick Time	0.00	23,796.00	-23,796.00	0.00%
7601 · Salaries - Fire Department	1,287,774.69	3,107,984.00	-1,820,209.31	41.43%
7602 · Salaries - Administrative	69,244.96	190,000.00	-120,755.04	36.45%
7603 · Replacement / Call Backs	230,464.00	671,539.00	-441,075.00	34.32%
7604 · Fringe Benefits	51,858.65	132,942.00	-81,083.35	39.01%
7606 · PEB-Uncompensated Absences Exp	0.00	10,000.00	-10,000.00	0.00%
7607 · PEB-Heart and Hypertension	19,647.45	206,489.00	-186,841.55	9.52%
7609 · Employer - Social Security	97,923.79	255,202.00	-157,278.21	38.37%
7610 · Employer - Medicare	22,901.83	59,685.00	-36,783.17	38.37%
7701 · Tax Collector's Expense	12,236.89	24,000.00	-11,763.11	50.99%
7702 · Professional Org / Periodicals	1,889.41	2,675.00	-785.59	70.63%

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

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense, continued</b>				
7703 · Office Expenses	2,130.41	3,500.00	-1,369.59	60.87%
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	3,750.00	9,000.00	-5,250.00	41.67%
7709 · Activity Expense	1,477.36	3,500.00	-2,022.64	42.21%
7710 · Professional Services	12,376.97	35,000.00	-22,623.03	35.36%
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	46,561.89	53,100.00	-6,538.11	87.69%
7801 · Repairs Building	6,947.18	20,000.00	-13,052.82	34.74%
7802 · Supplies Maintenance	3,716.76	8,900.00	-5,183.24	41.76%
7803 · Services	5,850.84	13,000.00	-7,149.16	45.01%
7805 · Equipment	1,467.25	4,600.00	-3,132.75	31.90%
7901 · Emergency Medical Equipment	5,466.96	12,500.00	-7,033.04	43.74%
7902 · Computer Equip & Supplies	881.54	2,000.00	-1,118.46	44.08%
7903 · Training	11,710.44	37,500.00	-25,789.56	31.23%
7904 · Public Fire Education	4,224.87	4,500.00	-275.13	93.89%
7905 · Fire Fighting Equipment	11,200.41	14,000.00	-2,799.59	80.00%
7906 · Special Service Units	2,917.75	7,000.00	-4,082.25	41.68%
7907 · Fire Marshal's Office	1,797.50	4,000.00	-2,202.50	44.94%
7909 · Uniforms	25,803.16	31,000.00	-5,196.84	83.24%
7910 · Protective Clothing	26,756.30	35,000.00	-8,243.70	76.45%
7911 · Communications	2,546.50	4,500.00	-1,953.50	56.59%
7912 · Cellular Phones	3,292.03	5,600.00	-2,307.97	58.79%
7913 · Breathing Air & Oxygen	480.00	1,500.00	-1,020.00	32.00%
7915 · Medical Testing	602.00	4,180.00	-3,578.00	14.40%
7916 · Breathing Apparatus-Test Repair	2,267.85	2,800.00	-532.15	81.00%
8999 · CNR Current Year	196,653.86	265,950.00	-69,296.14	73.94%
<b>Total Expense</b>	<u>2,913,457.25</u>	<u>7,157,880.00</u>	<u>-4,244,422.75</u>	<u>40.70%</u>

South Fire District  
Cash Balance Report  
November 2023

**CASH Unrestricted:**

Cash Balances:	Tax Collector - Savings	\$	6,996,307.89
	Operating - Checking	\$	<u>276,866.96</u>
	<b>Total:</b>	\$	<b>7,273,174.85</b>

Restricted Funds:

CNR	\$	1,942,054.34
Post-Employment Benefits	\$	654,328.13



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

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I am submitting for your review the following items completed for the Month of November 2023

- Continued efforts with First Due Reporting system
- Attended Middlesex Chamber of Commerce meetings
- Assisted with flag placement at Veteran's Cemetery
- Continued efforts South Fire District building committee meeting.
- Attended Ct Chiefs meeting
- Attended Veteran's Day Ceremonies throughout Middletown
- Attended burial services for veterans
- Attended meeting with represented for Autism Awareness and responder training
  - Collaborated with vendor to fund the above program
- Assisted with and attended Thanksgiving dinner donations
- Attended department live fire training in Guilford.
- Attended South Fire District Health and Safety meeting.
- Reviewed South Fire District social media policy.
- Held a labor management meeting
- Attended numerous meeting involving Connecticut Fire Service initiatives and legislation

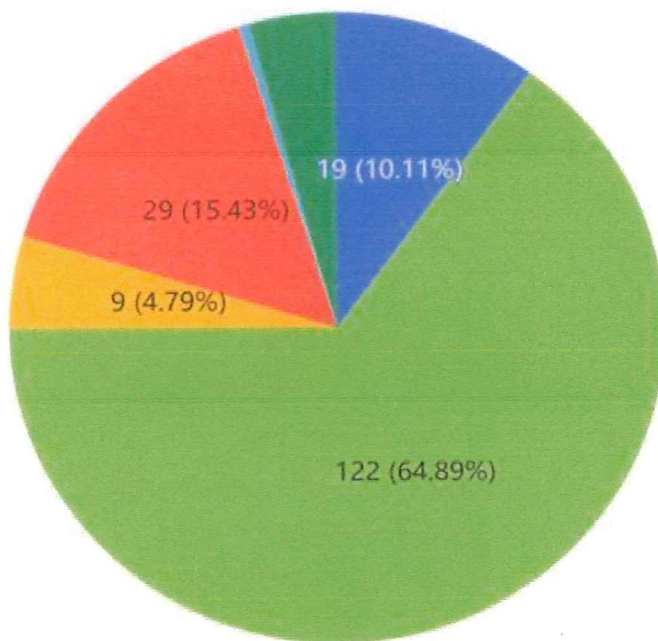
Respectfully submitted,

*Chief James Trzaski*

Chief James Trzaski

### SOUTH FIRE DISTRICT - NOVEMBER 2023 INCIDENT LIST

Total (188)



- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- Not Mapped



**SOUTH FIRE DISTRICT  
RESPONSES TO CVH  
NOVEMBER 2023**

PSAP CALL DATE/TIME	INCIDENT TYPE	ADDRESS	DISPATCH TYPE	INCIDENT ID
11/30/2023 15:44	311 - Medical assist, assist EMS crew	1 LABELLA CIR	EMS - MEDICAL CALL (F)	6796584
11/29/2023 16:05	321 - EMS call, excluding vehicle accident with injury	5 HARVEY DR	EMS - MEDICAL CALL - W/MEDIC	6749824
11/28/2023 17:20	321 - EMS call, excluding vehicle accident with injury	1 LABELLA CIR	EMS - MEDICAL CALL (F)	6652293
11/23/2023 18:15	321 - EMS call, excluding vehicle accident with injury	915 RIVER RD	EMS - MEDICAL CALL (F)	6500274
11/19/2023 21:12	500 - Service Call, other	399 SILVER ST	SERVICE CALL (F)	6459082
11/19/2023 13:25	321 - EMS call, excluding vehicle accident with injury	1250 SILVER ST	EMS - MEDICAL CALL (F)	6455959
11/14/2023 11:26	321 - EMS call, excluding vehicle accident with injury	144 HOLMES DR	EMS - MEDICAL CALL (F)	6266808
11/14/2023 9:44	611 - Dispatched & canceled en route	39 TYNAN CIR	ELEVATOR RESCUE (F)	6266802
11/12/2023 9:14	611 - Dispatched & canceled en route	1250 SILVER ST	EMS- MEDICAL CALL- MFD/SFD	6228260
11/12/2023 2:07	5001 - Service Call, Assist With Smoke Alarm	1 LABELLA CIR	FIRE ALARM - COMM (F)	6227657
11/11/2023 21:40	500 - Service Call, other	144 HOLMES DR	SERVICE CALL (F)	6226711
11/10/2023 13:51	321 - EMS call, excluding vehicle accident with injury	1 LABELLA CIR	EMS - MEDICAL CALL - W/MEDIC	6222139
11/10/2023 12:12	321 - EMS call, excluding vehicle accident with injury	1250 SILVER ST	EMS - MEDICAL CALL - W/MEDIC	6216296
11/7/2023 14:15	321 - EMS call, excluding vehicle accident with injury	1250 SILVER ST	EMS- MEDICAL CALL- MFD/SFD	6187022
11/6/2023 14:19	554 - Assist invalid	HOLMES DR	EMS - MEDICAL CALL - W/MEDIC	6181642
11/5/2023 22:06	311 - Medical assist, assist EMS crew	144 HOLMES DR	EMS- MEDICAL CALL- MFD/SFD	6178362

# THANKS

Thank you for thinking of the middletown kids! - Jarina

Thank you  
for your donations!  
- Zoe

Thank you  
for donating!  
It means so  
much! - Ella

Thanks for  
the donation!  
- Simone

Thank you so  
much for the donation, it meant  
so much!

Thank you  
for caring about  
all the middletown  
kids!  
Thanks, Miracela

Thank you  
so much for  
your donation!  
- Jaelin  
Rebecca  
L15

Thank you so  
very much for  
your generosity!  
- Owen

Thank you so much  
- Luke



Thank you for your donation!  
- Sydney



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

December 4, 2023

Greetings,

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

- \*Route ordering of EMS & House supplies
- \*Annual hose & aerial ladder testing were completed, all equipment passed.
- \*Coordinated insurance claim for damage to Engine 32
- \*Weekly Hal Kaplan mentoring program visits @ Bielefield Elementary
- \*Revision of Social Media Policy, reviewed with all platoons.
- \*Completed chevron safety striping on new pickups & Chief's vehicle.
- \*Facilitating warranty repairs on pump for Brush 36.
- \*Reviewed & adjusted hydranted vs. non-hydranted zones in CAD system with dispatch based on newer hydrant locations.
- \*Ongoing efforts to prepare the new Rescue 35 for service.
- \*11/8-Attended annual live burn training at Guilford Fire Department
- \*11/8-Meeting w/Chief Trzaski and Birdon Industries for future Marine 3 storage & maintenance.
- \*11/30-Budget Meeting with Tax Office staff & Chief Trzaski

Respectfully Submitted,

Nick Fischer  
Deputy Fire Chief



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

---

I am respectfully submitting for your review the following items completed for the month of November, 2023:

**Fire Marshal Office Activities/Duties:**

- Meeting with Middletown and Westfield Fire Marshal's
- Fire Safe Group Whiting Presentation
- 181 Randolph Road - conducted fire drill
- Attended/Participated in Elks and Bielefield School Familiarization Meeting
- 21 Mill Street FOIA Meeting
- 45 Millbrook Road – Underground Tank Removal
- 70 Maynard Street - conducted fire drill
- 70 Maynard Street - After School Program - conducted fire drill
- Attended/Participated in Middletown School System Safety Committee Meeting
- 181 Randolph Road - conducted fire drill
- Fire Safe Group Whiting Presentation
- 100 Randolph Road - conducted fire drill
- Attended/Participated in MKHSD Committee Meeting
- 117 Main Street Extension - conducted fire drill
- E Bike Meeting with Local Business and Middletown and Westfield Fire Marshal's
- 600 Highland Avenue - conducted fire drill
- 1 Wilderman's Way - conducted fire drill
- 425 Hunting Hill Avenue – follow up with State FMO concerning occupancy

**Inspections:**

- 193 East Main Street - apartment building re-inspection
- 70 Maynard Street – business inspection
- 512 Saybrook Road – business inspection

**Inspections cont.:**

- 520 Saybrook Road – business inspection
- 530 Saybrook Road – health care inspection
- 534 Saybrook Road – business inspection
- 536 Saybrook Road – business inspection
- 540 Saybrook Road – business inspection
- 850 South Main Street - progress inspection with Building Dept.
- 65 Hillside Avenue - apartment building inspection
- 75 Hillside Avenue - apartment building inspection
- 80 Hillside Avenue - apartment building inspection
- 282 Main Street Extension – business inspection
- 11 Training Hill Road – assembly and apartment building inspection
- 181 Randolph Road – education re-inspection
- 1055 Randolph Road I education and assembly re-inspection
- 288 South Main Street – final inspection with Health Dept.
- 1250 Silver Street - progress inspection with Building Dept.
- 14 Evergreen Avenue - apartment building re-inspection
- 850 South Main Street - progress inspection with Building Dept.
- 471 Highland Avenue Extension - apartment building inspection
- 55 Russell Street - apartment building inspection
- 117 Main Street Extension – business inspection
- 400 Saybrook Road - progress inspection with Building Dept.
- 227 East Main Street - apartment building inspection
- 282 Main Street Extension – final inspection with Building Dept.
- 252 East Main Street - apartment building inspection
- 65 Hillside Avenue - apartment building re-inspection
- 75 Hillside Avenue - apartment building re-inspection
- 80 Hillside Avenue - apartment building re-inspection
- 40-42 Walnut Street - apartment building inspection
- 244 East Main Street - apartment building inspection

**Training:**

-In-Person Blasting: Regulations, Permits, and Operations Seminar

**Incidents:**

-River Road and Aircraft Road – Car Fire Investigation

-676 Saybrook Road - Boiler Furnace Fire Investigation

-326 East Main Street – Car into Building Investigation

Fire Marshal James M. Mastroianni  
November, 2023



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

---

I am respectfully submitting, for your review, the following items completed for the month of November 2023:

**Fire Marshal Office Activities/Duties:**

- Chamber of Commerce meeting
- First Due Zoning meeting
- Kidde Lockbox Program
- Poster Contest Follow Ups
- 181 Randolph Fire Drill
- Elks/ Bielefield relocation sync meeting
- 70 Maynard Fire Drill
- 45 Millbrook Tank Removal
- 390 Ridge Rd Fire Drill
- 1 Wilderman's Way Fire Drill

**Inspections:**

- 193 East Main St
- 70 Maynard Community Health and Kids Corner
- Big Y
- 512 Saybrook
- 520 Saybrook
- 530 Saybrook
- 534 Saybrook
- 536 Saybrook
- 540 Saybrook
- 181 Randolph
- 1 Wilderman's Way
- 1055 Randolph Rd
- 1250 Silver 3<sup>rd</sup> Floor Stair
- 288 South Main St
- Dollar General – Gas line
- 471 Highland
- 55 Russell
- 282 Main St Ext – Pieper and Village for Families
- 227 E Main

- 244 East Main St
- 65,75,80 Hillside
- 70 Hillside
- 42 Walnut

**Training:**

- Whiting Firesetter
- Prodigy EMS – At Risk Patients
- Blasting Permits-OSFM
- JFIS exam

**Incidents:**

- 10 Omo St
- 28 Ryan St

Deputy Fire Marshal Ryan Parmelee  
1 December 2023





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

01 December 2023

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

**Training Activities:**

- Implementation of Weekly Coffee Table Quick Tips
  - Week of Monday 6 November 2023
  - Week of Monday 13 November 2023
  - Week of Monday 20 November 2023
  - Week of Monday 27 November 2023
- Training on Riding Assignments and Associated Equipment: Back to the Basics
- Introduction to Hasty Fire Products: Hasty Rescue Strap (HRS)
- Attended 7<sup>th</sup> Annual CTFM Association Dinner at the Aqua Turf
- Attended and completed SDI Open Water Scuba Diver via Diver's Cove
- Coordinated and attended Annual Live Fire (NFPA 1403) Training
- Water Supply/Hydrant Proficiency Training: Back to the Basics
- Assisted Deputy Chief with A&O Policy regarding Social Media Policy
- Developed Syllabus for upcoming EMT-B Refresher Course
- Developed a Job Hazard Analysis for 1866 River Road Project
- Delivered Continuation of First Due Software Training for Pre-Plans
- Provided in service for donning/doffing and inspection of NEW Petzl Harnesses

**Incident Responses:**

- 11.02.2023 - 121 Bartholomew Road for reported smoke in the basement
- 11.06.2023 - 120 Ridge Road for the two (2) car MVA w/ injuries
- 11.07.2023 - 157 Saybrook Road for an MVA w/ injuries
- 11.29.2023 – 28 Ryan Street for the reported Structure Fire

Respectfully Submitted, AB Turenne – Captain of Training & Safety

**SOUTH FIRE DISTRICT  
TRAINING CLASSES  
NOVEMBER 23, 2023**

<b>ASSIGNMENT</b>	<b>START</b>	<b>DURATION</b>
Incident Safety Officer - CERTIFICATION	11/1/2023 8:30	8
Riding Assignments: Equipment and Responsibilities	11/1/2023 9:00	1
Hasty Fire Products: Hasty Rescue Strap Introduction	11/1/2023 10:00	1
Incident Safety Officer - CERTIFICATION	11/2/2023 8:30	8
Riding Assignments: Equipment and Responsibilities	11/2/2023 10:15	1
Hasty Fire Products: Hasty Rescue Strap Introduction	11/2/2023 14:30	1
Incident Safety Officer - CERTIFICATION	11/3/2023 8:30	8
Hasty Fire Products: Hasty Rescue Strap Introduction	11/3/2023 14:00	1
SDI: Open Water Scuba Diver Certification	11/4/2023 8:00	6
SDI Open Water Scuba Diver Certification	11/5/2023 8:00	6
Arizona Vortex In-Service	11/7/2023 10:00	0.5
Hydrant Proficiency: Back to the Basics	11/7/2023 11:00	1
Annual 1403 Training	11/8/2023 7:00	6
Arizona Vortex In-Service	11/8/2023 9:00	0.5
Hydrant Proficiency: Back to the Basics	11/8/2023 14:45	1
Annual 1403 Training	11/9/2023 7:00	6
Hydrant Proficiency: Back to the Basics	11/9/2023 8:45	1.3
A&O Manual 4.18 - Social Media and Social Networking Policy	11/14/2023 13:30	0.5
A&O Manual 4.18 - Social Media and Social Networking Policy	11/15/2023 13:30	0.5
A&O Manual 4.18 - Social Media and Social Networking Policy	11/16/2023 13:30	0.5
Just a Routine House Fire - OR IS IT?	11/17/2023 9:30	3
A&O Manual 4.18 - Social Media and Social Networking Policy	11/17/2023 13:30	0.5
Fire Service Considerations with LI battery ESS	11/21/2023 8:15	1.5
Annual 1403 Training	11/26/2023 7:00	5
First Due: Pre-Plan Training 201	11/27/2023 9:00	1
First Due: Pre-Plan Training 201	11/29/2023 14:00	1
Petzl Astro BOD Fast International Harnesses - In Service Of	11/30/2023 15:00	0.5

	Nomination Notice	Candidates	Annual Meeting Notice	Election
<b>By-Laws</b>	2 separate days No more than 60 days prior to meeting <b>(No earlier than 12/7/23)</b>	In writing at least 15 days by close of business before meeting <b>No later than 1/21/24 Deadline will be 1/8/24</b>	10-15 days prior <b>(1/21/24-1/26/24)</b>	10-15 days prior <b>(1/21/24-1/26/24)</b>
<b>Charter</b>	N/A	N/A	5-10 days prior <b>(1/26/24-1/31/24)</b>	N/A
<b>Act of Incorporation</b>	N/A	N/A	5-10 days prior <b>(1/26/24-1/31/24)</b>	N/A

**ANNUAL MEETING 2/5/24**

Nomination Legal Notice will be published on 12/15/23 and 12/18/23 with a deadline for candidates of 1/8/24.

The Annual Meeting Notice (including election information, if necessary) **MUST BE** submitted for publication on 1/22/24 in order to be published on 1/26/24 to conform with the deadlines outlined in the by-laws/charter/act.

**SOUTH FIRE DISTRICT**  
of the City of Middletown  
**(860) 347-6661**

**LEGAL NOTICE**

Pursuant to the By-Laws of the South Fire District of the City of Middletown (Article III, Section 3), notice is hereby given that those individuals residing within the geographical confines of the South Fire District who wish to be considered candidates for the elected position of Commissioner must submit their names in writing by registered, certified or hand-delivered letter, postmarked or delivered on or before 4:00 p.m. on January 8, 2024 and addressed to:

Chief James Trzaski  
South Fire District  
445 Randolph Road  
Middletown, CT 06457

Except as otherwise provided in said By-Laws, failure to so notify the South Fire District shall preclude an individual's name from being considered for election to the position of Commissioner at the election to be held on February 5, 2024.

Deborah Kleckowski, Chairwoman  
Board of Fire Commissioners  
South Fire District of the City of Middletown



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

**Public Safety Telecommunications Report  
December 2023**

1. Monthly Call Statistics sheet is available. Activity for November is approximately 5,674 incidents. Total 911 calls are 1,967 and 5,988 administrative calls.
2. Staffing is at 18 due to a December retirement. Dispatcher Rachel Macri retired after 21 years of service. A position vacancy process for certified dispatcher is underway. A certified dispatcher hired on July 31<sup>st</sup> will be on line late December.
3. Routine maintenance of the department's eight (8) generators took place in November. Fuel samples of the two diesel units appear clean. Analysis pending.
4. Feasibility Study progress – Expecting preliminary floor plan outline from Silver Petrucelli & Associates within the next week.
5. We are currently in process of negotiating the successor agreement for Motorola service of our radio infrastructure that ends in 12/2024. A large scale upgrade remains scheduled for February.
6. All personnel received CPR refresher in November.
7. I will be out of State from 12/26 to 1/22/24. Deputy Director Bobby Grauer is available should you need anything.

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

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	3739	3332	3806	3414	3714	3623	3456	3885	4728	4774	4306		42777	3889
Portland Police Dept.	382	385	411	321	406	379	346	313	357	366	323		3989	363
Fire Departments (Midd.)	542	602	497	550	621	531	574	546	655	615	604		6337	576
Middletown Fire Dept.	306	332	256	284	339	300	311	281	386	354	331		3480	316
South Fire District	156	171	172	170	196	157	185	173	175	175	188		1918	174
Westfield Fire District	80	99	69	96	86	74	78	92	94	86	85		939	85
Fire Department (Portland)	52	55	54	48	69	62	71	64	80	67	48		670	61
Ambulance only Calls	403	361	366	377	389	412	349	400	349	415	393		4214	383
<b>TOTAL INCIDENT CASE #'s</b>	<b>5118</b>	<b>4735</b>	<b>5134</b>	<b>4710</b>	<b>5199</b>	<b>5007</b>	<b>4796</b>	<b>5208</b>	<b>6169</b>	<b>6237</b>	<b>5674</b>		<b>57987</b>	<b>5272</b>
<b>TELEPHONE ACTIVITY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>	<b>AVG</b>
<b>MIDDLETOWN</b>	1853	1756	1772	1796	2161	2118	1972	1860	1732	1754	1569		20343	1849
Wireless & wireline originating in Middletown														
<b>PORTLAND</b>	209	195	182	217	288	291	302	237	242	281	182		2626	239
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	221	234	262	273	374	346	316	386	273	255	216		3156	287
<b>TOTAL 911 CALLS</b>	2283	2185	2216	2286	2823	2755	2590	2483	2247	2290	1967		26125	2375
<b>TOTAL ADMIN. CALLS IN</b>	6151	5962	5807	5890	6895	6897	4602	4740	4563	4639	4021		60167	5470
<b>TOTAL ADMIN. CALLS OUT</b>	2961	2651	2716	2799	3294	3368	3005	3159	2948	2850	2482		32233	2930
<b>TOTAL PHONE CALLS</b>	<b>11395</b>	<b>10798</b>	<b>10739</b>	<b>10975</b>	<b>13012</b>	<b>13020</b>	<b>10197</b>	<b>10382</b>	<b>9758</b>	<b>9779</b>	<b>8470</b>		<b>118525</b>	<b>10775</b>
												2022	142,117	11,843
												2021	128,498	10,708
												2020	128,562	10,714
												AVG	128,530	10,711