

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, December 14, 2020

WHERE: Via Zoom

SUBJECT: Regular Monthly Meeting

TIME: 7:00 P.M.

The firehouse is currently closed to the public.
Members of the public can join the meeting via Zoom.

Visit <https://us02web.zoom.us/j/85295391507>
or Dial In – 646-558-8656 to remotely join.

Meeting I.D. 852 9539 1507

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

**COMMISSIONERS REGULAR MONTHLY MEETING AGENDA
MONDAY, DECEMBER 14, 2020 at 7:00 p.m.**

Via Zoom <https://us02web.zoom.us/j/85295391507> or Dial In – 646-558-8656
Meeting I.D. 852 9539 1507

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACCEPT/AMEND AGENDA
4. REVIEW OF INDEPENDENT AUDITOR'S REPORT
CHARLES T. COSTELLO, COSTELLO COMPANY, LLC
5. OPEN PUBLIC SESSION
6. CLOSE PUBLIC SESSION
7. MINUTES TO BE APPROVED
 - A. REGULAR MEETING OF NOVEMBER 9, 2020
 - B. SPECIAL MEETING OF DECEMBER 2, 2020
8. TAX COLLECTOR'S REPORTS
 - A. TAX REFUNDS FOR THE MONTH OF NOVEMBER: \$224.13
 - B. TAX COLLECTOR'S REPORT FOR THE MONTH OF NOVEMBER
9. MONTHLY FINANCIAL REPORTS
10. CHIEF'S REPORT
11. DEPUTY CHIEF'S REPORT
12. FIRE MARSHAL'S OFFICE REPORTS
13. CAPTAIN'S REPORT
14. COMMISSIONER REPORTS
 - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH
 - B. PENSION COMMITTEE – COMM. KLECKOWSKI
 - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
15. OLD BUSINESS
 - A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS
 - B. COMMISSIONER CANDIDATES LEGAL NOTICE – Ratify total cost of \$265.44
 - C. DISCUSSION OF FOLLOW-UP PROTOCOLS
16. NEW BUSINESS
 - A. EMPLOYMENT STATUS: FIREFIGHTER CHRISTOPHER SMITH – DOH 1/6/2020
17. ADJOURNMENT

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

**MONDAY, NOVEMBER 9, 2020, 7:00 p.m.
South Fire District Meeting Room**

MINUTES

Members of the public were able access the meeting via Zoom
<https://us02web.zoom.us/j/86410833091> or Dial In – 646-558-8656
Meeting I.D. 864 1083 3091

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

1. **CALL TO ORDER** Chairwoman Bartolotta called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **AMEND AGENDA**
MOTION to amend the agenda to include the *Annual Meeting Information and Timeline* as Item 15B under *New Business* by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

MOTION to amend the agenda to include *Agenda* as Item 15C under *New Business* by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:01 p.m. No one wished to speak.
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:02 p.m.
6. **MINUTES TO BE APPROVED**
 - A. **SPECIAL MEETING OF OCTOBER 13, 2020**
 - B. **REGULAR MEETING OF OCTOBER 13, 2020**
MOTION to approve the minutes of the October 13, 2020 special meeting and the October 13, 2020 regular monthly meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

Commissioner Penney requested that "*preferred residency*" for the *Deputy Chief's position* was discussed at the August 10, 2020 regular monthly meeting be added to these minutes.

7. TAX COLLECTOR'S REPORT

The Commission reviewed the Tax Collector's report submitted by Tax Collector Cindy Gotta.

A. TAX REFUNDS FOR THE MONTH OF OCTOBER: \$2,289.71

MOTION to approve the tax refunds for the Month of October in the amount of \$2,289.71 by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

Commissioner Penney requested that moving forward, an itemized listing of tax rebates, if any, be included in the meeting packets.

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

8. MONTHLY FINANCIAL REPORTS were reviewed by the Commission.

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

Commissioner Penney requested and Chief Howley provided clarification of the following expenditures listed in the Monthly Expense Detail Report:

7403 – Vehicle Repairs

\$2,251.48 (First Line): The Chief did not have the details readily available, but suggested the service was for repairs on multiple apparatus.

\$5,419.01 (Key Chevrolet): Transmission for Car 34 used by the Fire Marshal's Office, a 2015 vehicle with 125,000 miles. Chief Howley received prices from other vendors prior to approving the repair.

7903 – Training

\$1,200 (Corona's Auto Parts): Vehicles received for training purposes.

7904 – Public Fire Education

\$1,099.75 (Bank of America): Educational/promotional items distributed the Senior Center, Park and Rec., and schools during Fire Prevention Month. All charges are from one vendor.

7907 – Fire Marshal's Office

\$1,611.11 (Airgas USA): New breathing apparatus for the Fire Marshal's Office staff.

7919 – FEMA Grant Purchases

Purchases must be made prior to receiving reimbursement from FEMA.

9. CHIEF'S REPORT

The Commission reviewed the report submitted by Chief Howley.

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

Commissioner Penney asked what would happen to the old brush truck when a new one is purchased. The Chief advised that FEMA has very strict guidelines with apparatus replacement grants. Apparatus being replaced cannot be used as an emergency vehicle; all lights and sirens will be removed. Brush 36 will be taken out of service next August/September. At that time, the Commissioners will decide to keep the vehicle, donate it, or offer it for purchase to the public through a formal bid process.

Commissioner Penney also inquired about the disposal of Marine 3. Chief Howley advised that the same process as the brush truck would take place. Marine 3 has an estimated value of \$10,000-\$14,000.

10. DEPUTY CHIEF'S REPORT

The Commission reviewed the report submitted by Deputy Chief Russ Jacobs.

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

Deputy Chief Jacobs spoke of the updated COVID-19 policy. He has developed a plan to more accurately track COVID-19 related expenses to make the FEMA reimbursement grant application easier.

Commissioner Penney congratulated DC Jacobs on his promotion and expressed his appreciation of the thorough tracking of COVID-19 related expenses and the updated COVID-19 policy. He will follow up with the Health Department for their confirmation that each city agency is operating independently and that the District's policy has been reviewed by the Health Department. Commissioner Penney asked that the current COVID-19 policy be emailed to him.

11. FIRE MARSHAL'S REPORT

The Commission reviewed the report submitted by Fire Marshal Mastroianni.

12. DEPUTY FIRE MARSHAL'S REPORT

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

Chief Howley commended the Fire Marshal's office for their involvement with Fire Prevention Month, despite COVID-19. They have gone above and beyond to distribute public fire education materials. This was the first year they've been involved with Xavier High School.

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

A brief discussion ensued regarding SFD's authority over CVH. Chief Howley explained that the department has undergone training for behavioral health issues and works in collaboration with the State Fire Marshal's Office.

13. CAPTAIN'S REPORT

The Commission reviewed the report submitted by Captain Fischer.

Chief Howley spoke of the numerous serious motor vehicle accidents on Route 9, mostly between exits 11 and 12. He said the situation continues to worsen. Deputy Chief Jacobs explained the need to protect SFD staff, occupants of the vehicle(s) and other public safety personnel by having a second piece of apparatus on scene to block the scene. Chief Howley spoke of the CT law requiring motorists to change lanes upon approaching an incident involving emergency vehicles.

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

14. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

Commissioner Thazhampallath provided an update on the building renovation project. Details can be found in Building Committee meeting minutes of 11/9/20.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Vice-Chairwoman Kleckowski provided an update on the Pension Committee. Details can be found in the Pension Committee meeting minutes of 10/6/20.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

Commissioner Giuliano gave an overview of the November 2020 Public Safety Telecommunications Report. He will be sworn in by Mayor Florsheim as the South Fire District representative of the Public Safety Telecommunications Commission on 11/18/20. Regarding call volume, Chairwoman Bartolotta requested that the calls be broken down on future reports.

8:23 p.m. – Commissioner Thazhampallath lost remote connection to the meeting and did not return; therefore, was unable to vote on subsequent Motions. Chairwoman Bartolotta briefly left the meeting; Vice-Chairwoman led the meeting in her absence.

15. OLD BUSINESS

A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS

Chief Howley said the auditing process was completed in October. We will receive credits in November.

Chairwoman Bartolotta rejoined the meeting at 8:24 p.m.

B. FOIA WORKSHOP W/FOI COMMISSION

Commissioner Penney recommended postponing hosting a workshop due to COVID-19. This item will be put back on the agenda when appropriate.

16. NEW BUSINESS

A. CITY OF MIDDLETOWN CHARTER REVISION COMMISSION/FIRE DISTRICT

MOTION to suspend the rules to allow Commissioner Penney to make additional comments regarding the FOIA Workshop by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

Commissioner Penney advised he has copies of FOI ruling that the Commissioners may not be aware of. He will forward them to the Commission.

MOTION to unsuspend the rules to go back to the meeting by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

Commissioner Penney participated in the initial Charter Revision Commission meeting as a taxpayer and resident of the District, not as a Commissioner. He noted that a firefighter from Middletown Fire is a member of the Commission and suggested South Fire District and Westfield Fire Department also have representation. During the meeting, Commissioner Penney suggested they have a subcommittee to handle consolidation questions. He feels there are major issues in regard to CVH and said the State Fire Marshal's Office is the authority having jurisdiction, not South Fire District. An article will be published in the Middletown Press summarizing the meeting.

Chief Howley made the correction that South Fire District *is* the authority having jurisdiction at CVH and works with the State Fire Marshal's Office.

Commissioner Giuliano stated that consolidation cannot be done by charter revision; the District exists by an Act of CT State Legislature. Consolidation can only occur through the General Assembly and/or the South Fire District taxpayers. Chairwoman Bartolotta stated that the meeting Commissioner Penney attended can only conduct city business and has nothing to do with South Fire District. Commissioner Penney indicated that the attorney present at the meeting said our Charter indicates the District is ruled by the electors and they can dissolve the district by vote; it can't be don't through the City Charter. Chairwoman Bartolotta said SFD was not created and it not controlled by city charter. Special Act 163 supersedes any city charter or ordinance; we can bring it to the electors, they can't.

Commissioner Giuliano feels that interjecting ourselves in the charter revision process might give the impression that we have made a statement and are subject to them.

Chairwoman Bartolotta indicated that she received many phone calls from individuals saying Commissioner Penney came across as if speaking as a Commissioner. She knows and appreciates the point he made at the meeting to the contrary. She made it clear that the SFD Commission has not made a decision and is not participating with the city when it comes to the future of SFD.

Commissioner Penney brought up authority having jurisdiction over CVH. Commissioner Kleckowski called "Point of Order." The topic is a different subject. Chairwoman Bartolotta accepted the Point of Order as the topic is not on the agenda.

B. ANNUAL MEETING INFORMATION AND TIMELINE

MOTION to approve the Legal Notice to be published in the Hartford Courant on December 3, 2020 and December 8, 2020 by Comm. Giuliano/Comm. Kleckowski.

Commissioner Penney said it should be published in both the Hartford Courant and the Middletown Press. Vice-Chairwoman Kleckowski suggested advertising on Frontier 99 and Comcast 15, which will be free of charge and reaches many people.

Over the years, the District has realized significant price increases by the Middletown Press and they haven't been consistent. Commissioner Penney disagreed and reiterated his request that the Legal Notice be published on both newspapers. A lengthy discussion ensued.

MOTION to publish the Legal Notice in the Hartford Courant and if the total cost to publish it in both newspapers does not exceed \$210, then it will be published in the Middletown Press as well by Comm. Giuliano/Comm. Kleckowski. Votes were as follows: Commissioners Bartolotta, Kleckowski, and Giuliano – Aye; Commissioner Penney – Nay. The motion is approved with three ayes and one nay.

MOTION to approve the language of Legal Notice as presented and have it published on December 3, 2020 and December 8, 2020 by Comm. Giuliano/Comm. Kleckowski.

Commissioner Giuliano read the Legal Notice into the record. Commissioner Penney said it was a disservice to the public not to publish it in both newspapers.

MOTION to move the question by Comm. Kleckowski/Comm. Giuliano. Votes were as follows: Commissioners Bartolotta, Kleckowski, and Giuliano – Aye; Commissioner Penney – Nay. The motion is approved with three ayes and one nay.

Votes to approve the Motion to approve the language of the Legal Notice as presented were as follows: Commissioners Bartolotta, Kleckowski, and Giuliano – Aye; Commissioner Penney – Nay. The motion is approved with three ayes and one nay.

C. AGENDA

MOTION that henceforth all Agendas for regular meetings contain as a 3rd item, before public session, a notation to *Approve/Amend Agenda* by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

Chairwoman Bartolotta moved to amend the Motion to include that the Fire Marshal's report and Deputy Fire Marshal's report be combined into one line item. The amendment was seconded by Comm. Kleckowski. Unanimously approved.

17. ADJOURNMENT

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

Meeting adjourned at 9:10 p.m.

Submitted by,

Alyse McEwen

Alyse McEwen, Recording Secretary

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

**Board of Fire Commissioners
Special Meeting Minutes
Wednesday, December 2, 2020, 6:00 p.m.
South Fire District Meeting Room**

Individuals were able to join the open public portions of the meeting via Zoom

<https://us02web.zoom.us/j/84653582565>

or Dial In – 646-558-8656

Meeting I.D. 846 5358 2565

Present: Commissioners Bartolotta, Kleckowski, Thazhampallath, Giuliano, and Penney;
Chief Howley

1. CALL TO ORDER

Chairwoman Bartolotta called the meeting to order at 6:00 p.m.

2. EXECUTIVE SESSION

Motion to go into Executive Session at 6:01 p.m. by Comm. Thazhampallath/Comm. Giuliano pursuant to statutes section 1-200(6)(A) and section 1-225(a) of the Connecticut General Statutes, as amended for the purpose of discussing a personnel issue related to the job performance of the Benefits Coordinator. Unanimously approved.

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

Motion to close Executive Session by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

3. CALL BACK TO ORDER

Motion to come out of Executive Session by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved. Chairwoman Bartolotta called the meeting back to order at 6:27 p.m.

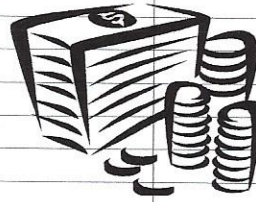
4. ADJOURNMENT

Motion to adjourn at by Comm. Thazhampallath/Comm. Kleckowski. Unanimously approved. The meeting adjourned at 6:28 p.m.

Minutes taken by Chief Michael Howley
Prepared by Alyse McEwen, Recording Secretary

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT

COLLECTIONS NOVEMBER 2020



REAL ESTATE	\$	16,987.20
MOTOR VEHICLE	\$	6,041.08
PERSONAL PROPERTY	\$	68.01
SUPPLEMENTAL MOTOR VEHICLE		
BACK TAXES	\$	9,630.25
CURRENT INTEREST	\$	1,752.73
BACK INTEREST	\$	3,186.18
FEE'S PAID	\$	1,157.23
LIENS RELEASED	\$	192.00

COLLECTIONS 2020/2021

\$ 39,014.68

JULY	\$	3,705,383.26
AUGUST	\$	934,571.66
SEPTEMBER	\$	530,741.69
OCTOBER	\$	470,914.79
NOVEMBER	\$	39,014.68
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		

COLLECTED YEAR TO DATE

\$ 5,680,626.08

GRANTS RECEIVED

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

TOTAL GRANTS

\$ -

TOTAL YEAR-TO-DATE

\$ 5,680,626.08

Respectfully submitted by:

Cynthia L. Gotta
Tax Collector, South Fire District

Refund Report

SOUTH FIRE DISTRICT As Of Date 12/01/2020 Cash Type : SFD

Date: 12/01/2020 Page: 1

Conditions :

Year 2004 To 2019 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

Tot Paid Bank Prop Loc./Vehicle
Last Date RF

2018-01-0006422	2	JOHNSON VALENCIA H R09553		-9.17	0.00	0.00	0.00	0.00	0.00	11/04/2020	-9.17	15	AVON CT
TOT REAL ESTATE	# Of Accts: 1	SFD		-9.17	0.00	0.00	0.00	0.00	0.00		-9.17		
YEAR 2018	# Of Accts: 1	SFD		-9.17	0.00	0.00	0.00	0.00	0.00		-9.17		
2019-03-0053995	2	BULL CHRISTOPHER K 53995	SFD	-3.76	0.00	0.00	0.00	0.00	0.00	11/10/2020	-3.76	928346	JS1GR7JA842103420
2019-03-0057985	2	DELEON ROBERT A 57985	SFD	-19.11	0.00	0.00	0.00	0.00	0.00	11/04/2020	-19.11	C085229	1FTPW14546FA03319
2019-03-0064162	2	HIDALGO CANNON ALEJANDRINSF 64162	SFD	-11.16	0.00	0.00	0.00	0.00	0.00	11/04/2020	-11.16	450ZKZ	1J4GR48K46C154911
2019-03-0067936	2	LASTRINA CYNTHIA M 67936	SFD	-3.24	0.00	0.00	0.00	0.00	0.00	11/10/2020	-3.24	883CGA	2GTEK19T711340125
2019-03-0067940	2	LASTRINA LOUIS J 67940	SFD	-4.97	0.00	0.00	0.00	0.00	0.00	11/10/2020	-4.97	163WAT	2HKYF18577H537422
2019-03-0071369	2	MIDDLETOWN SELF-STORAGE 71369	SFD	-13.68	0.00	0.00	0.00	0.00	0.00	11/10/2020	-13.68	K45350	1FDWE35L5YH8A0629
2019-03-0072619	2	MURRAY LAUREN A 72619	SFD	-42.35	0.00	0.00	0.00	0.00	0.00	11/10/2020	-42.35	530ZTP	JN8AS5MV5FW770304
2019-03-0078621	2	SALISBURY JENNIFER A 78621	SFD	-10.34	0.00	0.00	0.00	0.00	0.00	11/10/2020	-10.34	AH93031	WNWZC5C52DWF34755
2019-03-0082289	2	THORPE HAROLD P JR 82289	SFD	-4.00	0.00	0.00	0.00	0.00	0.00	11/04/2020	-4.00	LS3718	1J4NFI82BD135179
2019-03-0082850	2	TOYOTA LEASE TRUST 82850	SFD	-102.35	0.00	0.00	0.00	0.00	0.00	11/10/2020	-102.35	AU47353	3TMGZ5ANOKM245196
TOT MOTORVEHICLE	# Of Accts: 10	SFD		-214.96	0.00	0.00	0.00	0.00	0.00		-214.96		
YEAR 2019	# Of Accts: 10	SFD		-214.96	0.00	0.00	0.00	0.00	0.00		-214.96		
GRAND TOTAL	# Of Accts: 11	SFD		-224.13	0.00	0.00	0.00	0.00	0.00		-224.13		

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	10/15/2020	KS Statebank	402.82		402.82
	10/28/2020	Eversource	1,257.25		1,660.07
	11/15/2020	KS Statebank	402.82		2,062.89
Total 7201 · Electricity			2,062.89	0.00	2,062.89
7202 · Water and Sewer					
	10/01/2020	Middletown Water & Sewer Dept	120.47		120.47
	11/01/2020	Middletown Water & Sewer Dept	120.47		240.94
Total 7202 · Water and Sewer			240.94	0.00	240.94
7203 · Heating					
	10/02/2020	Eversource	537.18		537.18
	11/03/2020	Eversource	821.54		1,358.72
Total 7203 · Heating			1,358.72	0.00	1,358.72
7204 · Telephone					
	10/15/2020	Frontier Communications	223.78		223.78
	11/15/2020	Frontier Communications	222.95		446.73
Total 7204 · Telephone			446.73	0.00	446.73
7401 · Fuel					
	10/14/2020	Dime Oil, LLC.	1,871.17		1,871.17
	10/23/2020	WEX Bank	495.53		2,366.70
	11/23/2020	WEX Bank	509.43		2,876.13
Total 7401 · Fuel			2,876.13	0.00	2,876.13
7403 · Vehicle Repairs					
	10/21/2020	Key Chevrolet	134.44		134.44
	10/27/2020	Key Chevrolet	72.35		206.79
	10/29/2020	First Line Emergency	1,128.98		1,335.77
	11/06/2020	First Line Emergency	1,155.00		2,490.77
	11/14/2020	Middlesex Marine Sales & Repair, LLC.	668.00		3,158.77
	11/18/2020	First Line Emergency	672.46		3,831.23
	11/23/2020	First Line Emergency	924.35		4,755.58
Total 7403 · Vehicle Repairs			4,755.58	0.00	4,755.58
7404 · Annual OSHA Inpection					
	11/25/2020	National Engineering & Testing Services	1,195.00		1,195.00
Total 7404 · Annual OSHA Inpection			1,195.00	0.00	1,195.00
7406 · Vehicle Supplies					
	10/31/2020	Bank of America	248.20		248.20
	10/31/2020	Advance Auto Parts	6.99		255.19
Total 7406 · Vehicle Supplies			255.19	0.00	255.19

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7501 · Insurance-Workers Compensation					
	10/01/2020	Benchmark Insurance Company	14,942.00		14,942.00
	11/01/2020	Benchmark Insurance Company	14,942.00		29,884.00
Total 7501 · Insurance-Workers Compensation			29,884.00	0.00	29,884.00
7502 · Insurance - Commercial Package					
	10/15/2020	HD Segur Insurance	695.53		695.53
	11/30/2020	HD Segur Insurance	7,246.75		7,942.28
	11/30/2020	HD Segur Insurance	2,082.75		10,025.03
	11/30/2020	HD Segur Insurance	1,937.50		11,962.53
Total 7502 · Insurance - Commercial Package			11,962.53	0.00	11,962.53
7512 · Pension - Defined Contribution					
	10/08/2020	Lincoln Financial - Pension 401	27,095.25		27,095.25
	11/12/2020	Lincoln Financial - Pension 401	27,544.26		54,639.51
Total 7512 · Pension - Defined Contribution			54,639.51	0.00	54,639.51
7701 · Tax Collector's Expense					
	10/31/2020	Bank of America	31.85		31.85
	10/31/2020	Bank of America	229.70		261.55
	11/30/2020	Bank of America	31.85		293.40
Total 7701 · Tax Collector's Expense			293.40	0.00	293.40
7702 · Professional Org / Periodicals					
	10/29/2020	Middlesex County Fire Chief's Assn.	10.00		10.00
Total 7702 · Professional Org / Periodicals			10.00	0.00	10.00
7703 · Office Expenses					
	10/08/2020	Pitney Bowes - Supplies	169.98		169.98
	10/30/2020	Minuteman Press	108.00		277.98
	10/31/2020	Bank of America	179.27		457.25
Total 7703 · Office Expenses			457.25	0.00	457.25
7706 · Postage					
	10/18/2020	Purchase Power	604.50		604.50
	10/26/2020	FedEx	13.67		618.17
	11/23/2020	FedEx	6.45		624.62
Total 7706 · Postage			624.62	0.00	624.62
7708 · Commissioner's Compensation					
	11/04/2020	Paychex	750.00		750.00
Total 7708 · Commissioner's Compensation			750.00	0.00	750.00

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7709 · Activity Expense					
	10/31/2020	Bank of America	44.34		44.34
	10/31/2020	Bank of America	66.19		110.53
	11/30/2020	Bank of America	24.77		135.30
	11/30/2020	Bank of America	26.61		161.91
Total 7709 · Activity Expense			161.91	0.00	161.91
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
	10/11/2020	Summa & Ryan, PC	292.50		292.50
	11/08/2020	Summa & Ryan, PC	487.50		780.00
Total 7711A · Legal Expense - General/Labor			780.00	0.00	780.00
Total 7711 · Legal Expense			780.00	0.00	780.00
7710 · Professional Services - Other					
	10/01/2020	Paychex	106.93		106.93
	10/01/2020	Paychex	47.44		154.37
	10/01/2020	Paychex	62.66		217.03
	10/08/2020	Paychex	106.93		323.96
	10/08/2020	Paychex	60.44		384.40
	10/15/2020	Paychex	106.93		491.33
	10/15/2020	Paychex	47.44		538.77
	10/22/2020	Paychex	116.58		655.35
	10/22/2020	Paychex	58.94		714.29
	10/29/2020	Paychex	105.08		819.37
	10/29/2020	Paychex	24.44		843.81
	10/31/2020	Merrick & Associates, LLC	350.00		1,193.81
	11/05/2020	Paychex	105.08		1,298.89
	11/05/2020	Paychex	47.44		1,346.33
	11/05/2020	Paychex	62.66		1,408.99
	11/12/2020	Paychex	105.08		1,514.07
	11/12/2020	Paychex	47.44		1,561.51
	11/19/2020	Paychex	105.08		1,666.59
	11/19/2020	Paychex	47.44		1,714.03
	11/25/2020	Paychex	105.08		1,819.11
	11/25/2020	Paychex	47.44		1,866.55
Total 7710 · Professional Services - Other			1,866.55	0.00	1,866.55
Total 7710 · Professional Services			2,646.55	0.00	2,646.55
7717 · Software Support					
	10/01/2020	websolutions	105.00		105.00
	10/31/2020	Bank of America	356.00		461.00
	11/30/2020	Bank of America	356.00		817.00
Total 7717 · Software Support			817.00	0.00	817.00

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7801 · Repairs Building					
7801C · COVID-19					
	10/31/2020	Bank of America	202.83		202.83
Total 7801C · COVID-19			202.83	0.00	202.83
7801 · Repairs Building - Other					
	10/07/2020	MidState Air Compressor, Inc.	296.70		296.70
	11/05/2020	River Valley Oil Service	270.00		566.70
	11/05/2020	River Valley Oil Service	635.00		1,201.70
	11/17/2020	Air Cleaning Specialists of New England	980.84		2,182.54
	11/17/2020	Salafia Electric, LLC.	130.00		2,312.54
	11/27/2020	General Sewer And Drain Service	240.00		2,552.54
	11/30/2020	Bank of America	75.48		2,628.02
Total 7801 · Repairs Building - Other			2,628.02	0.00	2,628.02
Total 7801 · Repairs Building			2,830.85	0.00	2,830.85
7802 · Supplies Maintenance					
7802C · COVID-19					
	10/29/2020	New England Maintenance Depot	320.00		320.00
	10/29/2020	New England Maintenance Depot	284.00		604.00
	11/30/2020	Bank of America	200.00		804.00
	11/30/2020	Bank of America	90.39		894.39
Total 7802C · COVID-19			894.39	0.00	894.39
7802 · Supplies Maintenance - Other					
	10/28/2020	Ace Home Center	6.19		6.19
	10/29/2020	New England Maintenance Depot	205.97		212.16
	10/31/2020	Bank of America	89.40		301.56
	11/30/2020	Bank of America	116.71		418.27
	11/30/2020	Bank of America		30.36	387.91
Total 7802 · Supplies Maintenance - Other			418.27	30.36	387.91
Total 7802 · Supplies Maintenance			1,312.66	30.36	1,282.30
7803 · Services					
	10/06/2020	Comcast	100.80		100.80
	10/07/2020	Comcast	15.72		116.52
	10/10/2020	De Lage Landen Financial Services, Inc.	121.00		237.52
	10/12/2020	Central Systems, Inc.	460.00		697.52
	10/12/2020	Central Systems, Inc.	315.00		1,012.52
	10/20/2020	JP Bellamo & Sons, Inc.	45.00		1,057.52
	10/23/2020	All Waste	141.69		1,199.21
	11/06/2020	Comcast	100.80		1,300.01

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7803 · Services, continued					
	11/07/2020	Comcast	15.72		1,315.73
	11/07/2020	De Lage Landen Financial Services, Inc.	121.00		1,436.73
	11/12/2020	JP Bellamo & Sons, Inc.	45.00		1,481.73
	11/24/2020	All Waste	141.69		1,623.42
Total 7803 · Services			1,623.42	0.00	1,623.42
7805 · Equipment					
	10/31/2020	Bank of America	115.92		115.92
Total 7805 · Equipment			115.92	0.00	115.92
7901 · Emergency Medical Equipment					
7901C · COVID-19					
	11/12/2020	Firematic Supply Co. Inc.	3,326.78		3,326.78
	11/23/2020	Firematic Supply Co. Inc.	222.62		3,549.40
Total 7901C · COVID-19			3,549.40	0.00	3,549.40
Total 7901 · Emergency Medical Equipment			3,549.40	0.00	3,549.40
7902 · Computer Equip & Supplies					
7902C · COVID-19					
	10/31/2020	Bank of America	479.38		479.38
	11/30/2020	Bank of America	529.99		1,009.37
	11/30/2020	Bank of America	28.68		1,038.05
Total 7902C · COVID-19			1,038.05	0.00	1,038.05
Total 7902 · Computer Equip & Supplies			1,038.05	0.00	1,038.05
7903 · Training					
	10/16/2020	Dept of Emrg Svc & Public Prot		125.00	-125.00
	11/18/2020	Department of Motor Vehicles	30.00		-95.00
	11/18/2020	Department of Motor Vehicles	30.00		-65.00
Total 7903 · Training			60.00	125.00	-65.00
7904 · Public Fire Education					
	10/31/2020	Bank of America	61.25		61.25
	11/30/2020	Bank of America	222.59		283.84
Total 7904 · Public Fire Education			283.84	0.00	283.84
7905 · Fire Fighting Equipment					
	10/21/2020	Hall's Power Equipment	24.00		24.00
	10/31/2020	Advance Auto Parts	64.90		88.90
	11/04/2020	Midstate Tractor & Equipment	49.50		138.40
	11/04/2020	Midstate Tractor & Equipment	38.94		177.34
Total 7905 · Fire Fighting Equipment			177.34	0.00	177.34

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7907 · Fire Marshal's Office					
	10/09/2020	Airgas USA, LLC	1,611.11		1,611.11
	11/30/2020	Bank of America	265.85		1,876.96
	11/30/2020	Bank of America	246.46		2,123.42
	11/30/2020	Bank of America		132.92	1,990.50
	11/30/2020	Bank of America		132.93	1,857.57
Total 7907 · Fire Marshal's Office			2,123.42	265.85	1,857.57
7909 · Uniforms					
	10/09/2020	Cortezzo, Jr., Michael A.		15.45	-15.45
	10/09/2020	Handley, Jonathan		3.00	-18.45
	10/09/2020	Lynch, John K.		376.45	-394.90
	10/09/2020	McDonnell, Kevin T.		4.00	-398.90
	10/27/2020	Security Uniforms, Inc.	916.00		517.10
	10/27/2020	Security Uniforms, Inc.	216.00		733.10
	10/27/2020	Security Uniforms, Inc.	1,540.00		2,273.10
	10/27/2020	Security Uniforms, Inc.	284.00		2,557.10
	10/27/2020	Security Uniforms, Inc.	520.00		3,077.10
	11/10/2020	Security Uniforms, Inc.	297.50		3,374.60
	11/10/2020	Security Uniforms, Inc.	961.00		4,335.60
	11/10/2020	Security Uniforms, Inc.	150.00		4,485.60
	11/10/2020	Security Uniforms, Inc.	130.00		4,615.60
	11/10/2020	Security Uniforms, Inc.	150.00		4,765.60
	11/10/2020	Security Uniforms, Inc.	29.00		4,794.60
	11/10/2020	Security Uniforms, Inc.	817.00		5,611.60
	11/10/2020	Security Uniforms, Inc.	54.00		5,665.60
	11/10/2020	Security Uniforms, Inc.	424.00		6,089.60
	11/10/2020	Security Uniforms, Inc.	1,423.85		7,513.45
	11/10/2020	Security Uniforms, Inc.	799.00		8,312.45
	11/10/2020	Security Uniforms, Inc.	131.25		8,443.70
	11/12/2020	Security Uniforms, Inc.	471.06		8,914.76
	11/12/2020	Security Uniforms, Inc.	81.00		8,995.76
	11/12/2020	Security Uniforms, Inc.	666.00		9,661.76
	11/20/2020	Atwell, Jesse R.		15.00	9,646.76
	11/20/2020	DeFrancesco, Geoffrey		3.95	9,642.81
	11/20/2020	Heiden, Timothy		55.00	9,587.81
	11/20/2020	Hurlbut, Jason M.		24.00	9,563.81
	11/20/2020	Kelly, Kori B		44.50	9,519.31
	11/20/2020	Mikos, Jacob M.		15.45	9,503.86
	11/20/2020	Russo, Philip		11.00	9,492.86
	11/20/2020	Smith, Christopher		14.00	9,478.86
	11/20/2020	Tyrseck, Stephen		16.40	9,462.46
	11/20/2020	Zajac, Robert J		33.00	9,429.46
	11/25/2020	Howley, Michael		70.25	9,359.21
	11/25/2020	Misc Payer		93.75	9,265.46

South Fire District
Monthly Expense Detail
October and November 2020

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7909 · Uniforms, continued					
	11/30/2020	Bank of America	64.78		9,330.24
	11/30/2020	Bank of America		64.78	9,265.46
Total 7909 · Uniforms			<u>10,125.44</u>	<u>859.98</u>	<u>9,265.46</u>
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	11/06/2020	Lion Group, Inc.	553.00		553.00
Total 7910A · Gear Cleaning/Inspection/Repair			<u>553.00</u>	<u>0.00</u>	<u>553.00</u>
Total 7910 · Protective Clothing			<u>553.00</u>	<u>0.00</u>	<u>553.00</u>
7911 · Communications					
	10/22/2020	Utility Communications, Inc.	133.69		133.69
	10/27/2020	Utility Communications, Inc.	840.50		974.19
	10/27/2020	Utility Communications, Inc.	1,380.00		2,354.19
Total 7911 · Communications			<u>2,354.19</u>	<u>0.00</u>	<u>2,354.19</u>
7912 · Cellular Phones					
	10/11/2020	AT&T Mobility	461.99		461.99
	11/11/2020	AT&T Mobility	390.36		852.35
Total 7912 · Cellular Phones			<u>852.35</u>	<u>0.00</u>	<u>852.35</u>
7915 · Medical Testing					
	10/30/2020	Bodie, Christopher	79.50		79.50
	11/10/2020	Cortezzo, Michael	121.50		201.00
	11/10/2020	Cortezzo, Michael	79.50		280.50
	11/12/2020	DeFrancesco, Geoffrey.	79.50		360.00
Total 7915 · Medical Testing			<u>360.00</u>	<u>0.00</u>	<u>360.00</u>
7916 · Breathing Apparatus-Test Repair					
	10/12/2020	Shipman's Fire Equipment Co., Inc.	32.70		32.70
Total 7916 · Breathing Apparatus-Test Repair			<u>32.70</u>	<u>0.00</u>	<u>32.70</u>
TOTAL			<u>142,830.53</u>	<u>1,281.19</u>	<u>141,549.34</u>

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,614,067.68	5,723,109.00	-109,041.32	98.10%
4102 · Interest and Liens	19,721.14	28,000.00	-8,278.86	70.43%
4103 · Tax Refunds	-5,043.52	0.00	-5,043.52	100.00%
4104 · Fees	3,369.96	0.00	3,369.96	100.00%
4105 · Prior Year Tax Collections	42,484.72	0.00	42,484.72	100.00%
4107 · Tax Supplemental MV	0.00	25,000.00	-25,000.00	0.00%
4210 · NRG Tax Revenue	0.00	201,650.00	-201,650.00	0.00%
4301 · Investment Income	1,664.12	15,000.00	-13,335.88	11.09%
4901 · Miscellaneous Income	1,578.00	0.00	1,578.00	100.00%
Total Income	<u>5,677,842.10</u>	<u>5,992,759.00</u>	<u>-314,916.90</u>	<u>94.75%</u>
Expense				
7201 · Electricity	8,500.32	22,500.00	-13,999.68	37.78%
7202 · Water and Sewer	895.48	2,470.00	-1,574.52	36.25%
7203 · Heating	2,618.36	12,000.00	-9,381.64	21.82%
7204 · Telephone	1,128.81	3,000.00	-1,871.19	37.63%
7401 · Fuel	5,335.29	20,000.00	-14,664.71	26.68%
7403 · Vehicle Repairs	19,919.29	60,000.00	-40,080.71	33.20%
7404 · Annual OSHA Inpection	1,195.00	1,200.00	-5.00	99.58%
7406 · Vehicle Supplies	575.02	2,000.00	-1,424.98	28.75%
7501 · Insurance-Workers Compensation	86,230.00	170,000.00	-83,770.00	50.72%
7502 · Insurance - Commercial Package	34,532.53	49,885.00	-15,352.47	69.22%
7503 · Insurance - Medical	326,044.63	872,689.00	-546,644.37	37.36%
7504 · Insurance - Cyber	2,184.00	3,100.00	-916.00	70.45%
7509 · Insurance - Life and Disability	19,990.98	51,508.00	-31,517.02	38.81%
7512 · Pension - Defined Contribution	135,084.49	346,544.00	-211,459.51	38.98%
7513 · Unused Sick Time	0.00	24,137.00	-24,137.00	0.00%
7601 · Salaries - Fire Department	1,127,268.20	2,777,700.00	-1,650,431.80	40.58%
7602 · Salaries - Administrative	55,990.08	140,887.00	-84,896.92	39.74%
7603 · Replacement / Call Backs	203,481.82	397,000.00	-193,518.18	51.26%
7604 · Fringe Benefits	45,779.94	118,058.00	-72,278.06	38.78%
7606 · PEB-Uncompensated Absences Exp	19,583.97	10,000.00	9,583.97	195.84%
7607 · PEB-Heart and Hypertension	55,276.00	215,276.00	-160,000.00	25.68%
7609 · Employer - Social Security	87,097.14	213,585.00	-126,487.86	40.78%
7610 · Employer - Medicare	20,368.88	49,952.00	-29,583.12	40.78%
7701 · Tax Collector's Expense	10,946.38	20,000.00	-9,053.62	54.73%
7702 · Professional Org / Periodicals	655.00	2,205.00	-1,550.00	29.71%
7703 · Office Expenses	1,128.53	3,500.00	-2,371.47	32.24%
7704 · Auditor	3,600.00	6,700.00	-3,100.00	53.73%
7705 · Professional Development	0.00	5,000.00	-5,000.00	0.00%
7706 · Postage	1,251.42	4,000.00	-2,748.58	31.29%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	3,600.00	9,000.00	-5,400.00	40.00%

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7709 · Activity Expense	1,238.83	3,500.00	-2,261.17	35.40%
7710 · Professional Services	8,501.04	40,000.00	-31,498.96	21.25%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	5,526.40	3,300.00	2,226.40	167.47%
7714 · Advertising / Voting	1,576.80	4,500.00	-2,923.20	35.04%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	0.00	978.00	-978.00	0.00%
7717 · Software Support	17,264.68	26,000.00	-8,735.32	66.40%
7801 · Repairs Building	4,588.04	20,000.00	-15,411.96	22.94%
7802 · Supplies Maintenance	2,852.92	8,900.00	-6,047.08	32.06%
7803 · Services	10,317.05	18,000.00	-7,682.95	57.32%
7805 · Equipment	3,576.91	4,600.00	-1,023.09	77.76%
7901 · Emergency Medical Equipment	4,849.62	12,500.00	-7,650.38	38.80%
7902 · Computer Equip & Supplies	1,071.61	2,000.00	-928.39	53.58%
7903 · Training	5,201.10	30,500.00	-25,298.90	17.05%
7904 · Public Fire Education	1,925.32	3,500.00	-1,574.68	55.01%
7905 · Fire Fighting Equipment	4,234.53	14,000.00	-9,765.47	30.25%
7906 · Special Service Units	0.00	4,560.00	-4,560.00	0.00%
7907 · Fire Marshal's Office	2,517.57	4,000.00	-1,482.43	62.94%
7909 · Uniforms	11,602.31	26,500.00	-14,897.69	43.78%
7910 · Protective Clothing	20,388.19	28,275.00	-7,886.81	72.11%
7911 · Communications	2,808.28	4,500.00	-1,691.72	62.41%
7912 · Cellular Phones	2,266.33	4,350.00	-2,083.67	52.10%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.50%
7915 · Medical Testing	360.00	4,500.00	-4,140.00	8.00%
7916 · Breathing Apparatus-Test Repair	335.33	6,000.00	-5,664.67	5.59%
8999 · CNR Current Year	46,491.67	50,000.00	-3,508.33	92.98%
Total Expense	2,440,183.59	5,992,759.00	-3,552,575.41	40.72%

Grant Purchases

7919 · FEMA Grant - Training	1,844.62
Total Grant Purchases	1,844.62

South Fire District Cash Balance Report November 2020

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	4,890,555.76
	Operating - Checking	\$	383,341.46
	Total:	\$	<u>5,273,897.22</u>

Restricted Funds:

CNR	\$	1,369,992.73
Post-Employment Benefits	\$	453,619.22

Submitted by:
Kathleen M. Kiley

Tax Collections November 2020

	TOTAL COLLECTABLE TAX (GRAND RATE BOOK)	TOTAL TAXES PAID (GRAND RATE BOOK)	CURRENT YEAR REFUNDS (GRAND RATE BOOK)	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS (GRAND RATE BOOK)
RE	\$ 4,436,832.75	\$ 4,387,227.54	-\$2,335.96	98.83%	-\$1,566.73
PP	\$ 866,063.52	\$ 863,419.77	-\$17.43	99.69%	\$0.00
MV	\$ 414,938.40	\$ 363,420.37	-\$1,024.22	87.34%	-\$85.01
MVS	\$ -	\$ -	\$0.00		-\$14.17
TOTAL	\$ 5,717,834.67	\$ 5,614,067.68	\$ (3,377.61)	98.13%	\$ (1,665.91)

Submitted by:
Cindy Gotta
Tax Collector



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

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

Meetings/Events:

- Weekly staff meetings with Officer's
- Eversource briefings 11/2
- City Council Meeting 11/2
- Charter revision Meeting 11/4
- Solar Zoom meeting 11/13
- Electrical supply contract meeting 11/16
- Charter revision meeting 11/18
- Labor Management meeting 11/20
- Sumner Brook Engineers 11/20
- City Fire Chiefs & Communications Director meeting 11/23
- Insurance meeting 11/23
- Solar conference call CT Green Bank , continued work Zoom 11/23
- Officers Quarterly meeting 11/24
- CT. Fire Chief's Asso. Sworn is as Vice President 11/24
- Public education fire prevention meetings with FMO
- Health Department weekly updates
- Brush truck Vendors discussions
- CVH COVID -19 Protocols 11/27
- Grievance meeting/settlement step one, 11/30

Training

Continued EMS training (3) hours

FEMA Grant updates

Brush Truck committee has met 3 times, working on specs, to put out an RFP's

Marine 3 committee going to try again for grant and additional funding.

FEMA Covid-19 grant/reimbursements - [FEMA DR-4500 PW 0046 Cat B](#). for first 6 months accepted @75% \$12, 855.66 **Funds flow from FEMA to State, waiting for State disbursements as of 12/7/20**

FEMA Public Fire Education grant denied 2020

FEMA Port Security Grant denied 2020 (Marine 3 replacement)

Incidents

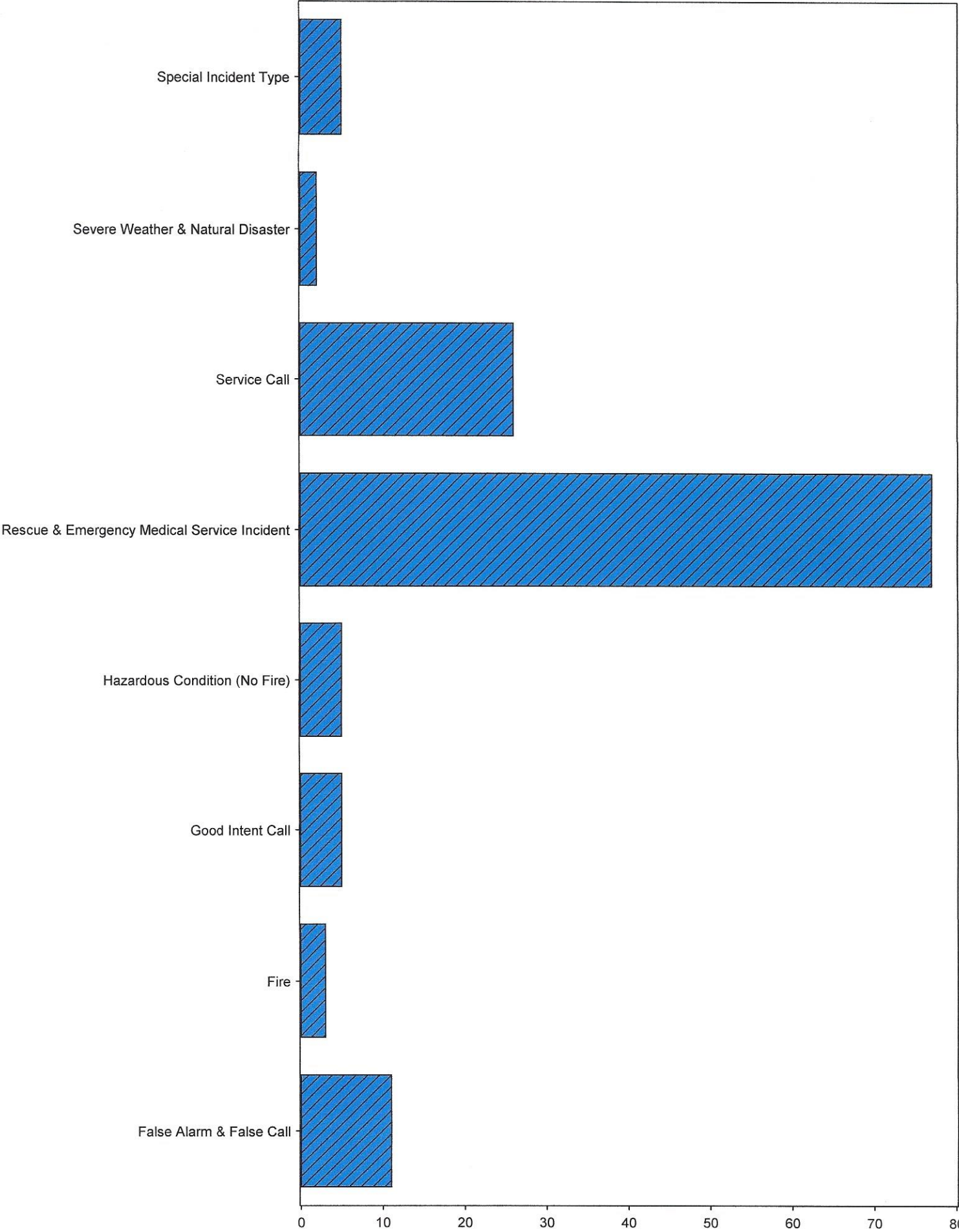
Structure fire Main Street ext. 11/1

Communications with Eversource on Storms and hazards this month

Fire Chief, Michael J. Howley

November 2020 Monthly Report

Incident Type Summary
Alarm Date Between {11/01/2020} And {11/30/2020}





SOUTH FIRE DISTRICT
City of Middletown
NOVEMBER MONTHLY REPORT TO
South Fire District Board of Commissioners

Deputy Chief Russ Jacobs

Commissioners,

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

- Respond to 159 Main Street Extension for reported Structure Fire
- Responded to 92 Grand Street for Mutual Aid Structure Fire
- Responded to 191 Saybrook Road for manufacturing building CO hazard
- Continue with any updated changes require for best COVID SOPs/SOGs safety practices
- Attend Labor-Management Meeting for facilitating a smooth cooperative relationship in the district's daily operations
- Work with City Health Department to produce a specific document for assisting district taxpayers on how best to handle COVID related incidents in any public business if requested.
- Start a process to investigate possible CISM training for any interested employees
- Review daily training given by Training Captain Fischer
- Arranged and monitored professional certified safety inspections on all district ladders
- Facilitated general vehicle maintenance and repairs.
- Facilitated daily HR requests and assisted with administration staff.
- Daily staff meetings with all Officers

Deputy Chief Russ Jacobs

November 2020 Monthly Report



SOUTH FIRE DISTRICT

Of the City of Middletown

MONTHLY REPORT TO

Fire Chief Michael J. Howley

From: Fire Marshal James M. Mastroianni

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

Fire Marshal Office Activities/Duties:

- 855 Arbutus Street – Underground Tank Removal
- Attended 2020 Annual Arson Investigator's Seminar – Virtually
- Meeting with Westfield Fire Marshal Office
- Meeting with O&G New Middle School Kitchen Gas Shutoff Meeting
- 586 Millbrook Road – Underground Tank Removal
- 104 Paterson Drive - Underground Tank Removal
- Meeting with City Clerk's Office
- 70 Maynard Street - Bielefield School - conducted fire drill
- Attended South Fire District Officers Meeting
- 11 Silver Street - Middletown Post Office - conducted fire drill
- 70 Maynard Street - Bielefield School - conducted fire drill
- Meeting with Planning and Zoning
- Attended Code Enforcement Special Meeting
- Meeting with Representative of 26 Saybrook Road

Inspections:

- 600 Highland Avenue – Underground Gas Line inspection and pressure test with Building Dept.
- 50 Walnut Street – Proposed New Business walkthrough with Building Dept.
- New Middle School – Plumbing inspection with Building Dept.
- 26C Saybrook Road - apartment building re-inspection with Building & Health Depts.
- 16 Lake Street - apartment building re-inspection
- 308 Main Street Extension - business re-inspection
- 10 Omo Street - apartment building re-inspection

Inspections cont.:

- 534 Saybrook Road - business inspection
- 536 Saybrook Road - business inspection
- New Middle School – Overall Progress Walk-Through
- 520 Saybrook Road - business inspection
- 530 Saybrook Road - business inspection
- 650 South Main Street - Gas Line inspection and pressure test with Building Dept.
- 969 Saybrook Road - apartment building re-inspection
- 770 Saybrook Road Unit 1 - business inspection
- 770 Saybrook Road Unit 2 - business inspection
- 512 Saybrook Road - business inspection
- 50 Walnut Street - Gas Inspection with Building Dept.
- 14 Evergreen Avenue - apartment building inspection
- 430 Saybrook Road - Gas Line inspection and pressure test with Building Dept.
- 440 Saybrook Road - Gas Line inspection and pressure test with Building Dept.
- 404 South Main Street - business inspection
- New Middle School – Hood Exhaust Inspection with Building Dept.

Training:

- Virtual Career Development - Conducting a Systematic Examination of the Fire Scene - Session 1
- Virtual Career Development - National Electrical Code Workshop Series - Session 1
- Virtual Career Development - Conducting a Systematic Examination of the Fire Scene - Session 2
- Virtual Seminar - Winter Fire Safety: Engaging & Educating Your Community During COVID-19
- Virtual Career Development - Conducting a Systematic Examination of the Fire Scene - Session 3
- Virtual Career Development - National Electrical Code Workshop Series - Session 2
- Virtual Career Development - National Electrical Code Workshop Series - Session 3

Incidents:

191 Saybrook Road – Carbon Monoxide detection/evacuation investigation

Fire Marshal James M. Mastroianni
November, 2020



SOUTH FIRE DISTRICT

Of the City of Middletown

MONTHLY REPORT TO

Fire Chief: Michael J. Howley

From: Deputy Fire Marshal Jason Hurlbut

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

Fire Marshal Office Activities/Duties:

- 600 Highland Avenue – Gas Line Pressure Test with Building Department
- 855 Arbutus Street – Underground Tank Pull
- 50 Walnut Street – Meet with Building Department about new occupancy
- 1 Wildermans Way – Plumbing and Gas Shut Off shut meeting with building department
- 586 Millbrook Road – Underground Tank Pull
- 650 South Main Street – Gas Line Inspection with building department
- 70 Maynard Street – Cohort A – Fire Drill
- 50 Walnut Street – Gas Line Inspection with building department
- 11 Silver Street – Fire Drill
- 70 Maynard Street – Cohort B – Fire Drill
- 26C Saybrook Road – Housing Complaint with Health Department

Inspections:

- 16 Lake Street – residential Re-Inspection
- 308 Main Street Extension – mercantile – Re-Inspection
- 536 Saybrook Road – business – Inspection
- 534 Saybrook Road – business – Inspection
- 520 Saybrook Road – business – Inspection
- 530 Saybrook Road – business – Inspection
- 969 Saybrook Road – residential – Re-Inspection
- 770 Saybrook Road – business – Inspection
- 512 Saybrook Road – business – Inspection
- 14 Evergreen Avenue – residential – Inspection

-404 South Main Street – business - Inspection

Training:

- Virtual Training (Conducting a Systematic Examination of the Fire Scene – Session 1)
- Virtual Training (National Electrical Code Workshop Series - Session 1)
- 2020 Virtual IAAI Seminar – For Continuing Education Hours
- Virtual Training (Conducting a Systematic Examination of the Fire Scene - Session 2)
- Virtual Training (Conducting a Systematic Examination of the Fire Scene – Session3)
- Virtual Training (National Electrical Code Workshop Series – Session 2)

Incidents:

- 159 Main Street Extension – Furnace Fire

Deputy Fire Marshal Jason Hurlbut
November, 2020



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

December 7, 2020

Greetings,

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

- Driver Training, 2Q License program with FF DeBlois and FF Mikos
- Underwriter's Laboratories, Online Basement Fire Training Program (All Platoons)
- EMS-I training program (16 hours in Nov.), to be completed in December
- Low Angle Rope Rescue Training (All Platoons)
- Confined Space Refresher Training (Tripod, Rope Haul Systems) w/ All Platoons
- Confined Space Refresher Training (Metering and Ventilation) w/All Platoons
- Confined Space Refresher Training (Patient Packaging) w/All Platoons
- Acquisition and Training on Powered Air Purified Respirator system for COVID 19 PPE
- Pre-Season check/evaluation of Mustang Cold Water Suits
- Assistance in review and creation of additional COVID SOPs/SOGs
- Inventory/Reorganization of spare Turnout Gear and PPE
- Complete revision and implementation of Apparatus Driver Qualification program and associated SOP's/SOG's (Copies attached)

Respectfully Submitted,

Nick Fischer
Training Captain

SOUTH FIRE DISTRICT

Administrative and Operations Manual

A&O Chapter-10.1

FOR: APPARATUS DRIVER/OPERATOR QUALIFICATION-ENGINE CO.

DATE: 6/26/20 REV.0

AUTH: Captain Fischer

I. PURPOSE:

To identify the process for Firefighters to become a Driver/Operator of an Engine Company.

II. SCOPE:

This Policy is to be referenced and utilized by Firefighters, Company Officers, and Training Officers to prepare for and evaluate trainees to become qualified as an Engine Driver/Operator.

III. POLICY:

It is the policy of the South Fire District to maintain safe and uniform performance standards for all Apparatus Driver/Operators, and to establish evaluation parameters based on requisite knowledge and skills one must have to perform the tasks of an Apparatus Driver/Operator.

IV. PREREQUISITES:

- A. Completion of Probationary Period
- B. State of Connecticut Commercial Driver's License or Class D Driver's License with a "Q" (Fire Apparatus) endorsement.
- C. Connecticut Fire Academy or Pro-Board certified Pump Operator certification.
- D. Approval from Department Training Officer, Shift Commander and Lieutenant.

V. ENGINE COMPANY TRAINING:

- A. A Firefighter who meets the above prerequisites will be assigned an "Apparatus Driver/Operator Qualification Handbook." This manual and skills assessment shall be completed within one year of assignment. Failure of the firefighter to complete this manual within one year will be require the firefighter to start the process over.
- B. The Driver/Operator trainee shall successfully complete and document ten (10) hours of supervised non-emergency driving of an engine company. This may be completed under the supervision of any Company Officer or the Training Officer.

Said hours will be are to be documented in a "Non-Emergency Driving Log" for the apparatus.

C. Upon completion of the Driver/Operator Qualification Handbook, and has logged the required hours of supervised driving, the Training Officer shall administer a skills assessment to ensure the Driver/Operator trainee possesses the competencies needed to serve as a Driver/Operator.

1. The Training Officer will sign off on each skill station once successfully completed by the Driver/Operator candidate. If the candidate does not successfully complete a skill station, the Training Officer shall provide remedial training. However, the Driver/Operator candidate may not retest on that skill station on the same day.
2. Upon successful completion of all skill stations, the Training Officer will administer a written exam to the Driver/Operator trainee. This exam will evaluate the candidate's knowledge of Department SOP's/SOG's, South Fire District streets and geographical target hazards, and other applicable information. A study guide of items covered in the exam will be outlined in the "Driver/Operator Qualification Handbook". The trainee must obtain a minimum score of 70% on the written exam to pass. Training Officer shall provide remedial training. If the trainee does not successfully pass the written exam, the Training Officer shall provide remedial training. However, the Driver/Operator trainee may not retake the exam on the same day.
3. Upon successful completion of both practical skills and the written exam, the Training Officer shall notify all Department Officers of the trainee's status as a qualified Apparatus Driver/Operator.



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-ENGINE COMPANY

CANDIDATE NAME: _____ **APPARATUS:** _____

Supervising Officer: _____

I have reviewed and confirmed that all competencies are completed for this trainee:

Officer Signature: _____

Date: _____

The following competencies are intended to meet or exceed the requirements of NFPA 1002:
Standard for Fire Apparatus Driver/Operator Professional Qualifications.

Section	Competencies	Evaluator Initials	Date Completed
1.0	Vehicle Pre-Use Inspection and Driving Preparation		
1.1	Trainee will explain the purpose of emergency vehicle pre-use inspections and routine maintenance		
1.2	Trainee will explain the safety precautions for emergency vehicle maintenance and inspections		
1.3	Trainee will explain the process of a complete emergency vehicle inspection, routine maintenance, and complete required documentation.		
1.4	Trainee will identify major motor vehicle components.		
1.5	Trainee will explain or demonstrate routine maintenance conducted at the station on an emergency vehicle.		
1.6	Trainee will explain safety checks and adjustment that should be made to prepare for emergency vehicle driving.		
1.7	Trainee will demonstrate starting the emergency vehicle.		
1.8	Trainee will explain and demonstrate precautions to take before moving an emergency vehicle		
1.9	Trainee will conduct a pre-trip inspection at the station using the Slate Pages program.		
1.10	Trainee will identify vehicle height, weight, length and width.		
1.11	Trainee will identify where to locate vehicle fluid specifications and capacities		



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-ENGINE COMPANY

Section	Competencies	Evaluator Initials	Date Completed
2.0	Operating the Emergency Vehicle		
2.1	Trainee will explain the purpose and demonstrate engagement of visual and audible warning equipment.		
2.2	Trainee will explain urban emergency vehicle defensive driving skills		
2.3	Trainee will explain considerations for lane selection and hazards of navigating through intersections.		
2.4	Trainee will explain considerations and requirements to operate a vehicle in emergency mode through intersections		
2.5	Trainee will explain considerations for selecting locations to turn emergency vehicles around in a variety of situations.		
2.6	Trainee will explain the safe operating procedure for following another emergency vehicle		
2.7	Trainee will explain the safe operating procedures for passing another emergency vehicle		
2.8	Trainee will explain the safe operating procedures for highway operations.		
2.9	Trainee will explain considerations for selecting travel speeds during an emergency response, i.e. road conditions, weather, traffic, policy		
2.10	Trainee will explain the operation of traction or stability control systems.		
2.11	Trainee will identify and explain the operation of auxiliary braking systems.		
3.0	Handling Dangerous & Unusual Driving Situations		
3.1	Trainee will identify considerations and actions for driving in adverse conditions.		
3.2	Trainee will explain the use and limitations of on-spot and traditional tire chains		
3.3	Trainee will explain how to handle on the road mechanical failures or emergencies.		
3.4	Trainee will demonstrate the installation of snow chains on the assigned engine company		
4.0	Apparatus Fire Pump and Components		
4.1	Trainee will explain how to perform preventive maintenance on the pump control panel.		
4.2	Trainee will explain the controls and pump panel indicators for the apparatus fire pump.		
4.3	Trainee will identify the location and purpose of the pump gear box		
4.4	Trainee will describe the operation of the master intake valves, overrides, and maintenance requirements		



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-ENGINE COMPANY

Section	Competencies	Evaluator Initials	Date Completed
4.5	Trainee will explain the operation of the priming system		
5.0	Pressurized Water Supply/Hydrants		
5.1	Trainee will demonstrate the ability to supply another engine company.		
5.2	Trainee will demonstrate the ability to supply another engine from a hydrant with multiple supply lines.		
5.3	Identify options when encountering a damaged, blocked, or ineffective hydrant.		
5.4	Trainee will calculate the available water from a hydrant.		
6.0	Engine Company Operations - Attack Engine		
6.1	Trainee will identify all pump panel and control components including the auxiliary cooler and circulating valves.		
6.2	Trainee will demonstrate knowledge of all nozzles carried on the apparatus, including size & type, GPM rating, nozzle pressure.		
6.3	Trainee will calculate the nozzle reaction for a given fire stream.		
6.4	Trainee will demonstrate the ability to place the initial attack line in service using apparatus tank water.		
6.5	Trainee will demonstrate proper apparatus placement of first due engine company (Residential/Commercial/Healthcare)		
6.6	Trainee will display proficiency in forward/reverse/split lays.		
6.7	Trainee will demonstrate the ability to transition from onboard water tank to an external supply source without interrupting the attack line		
6.8	Trainee will demonstrate the ability to manage multiple attack lines flowing simultaneously with differing flow and pressure requirements		
6.9	Trainee will demonstrate the ability to establish their own water supply via hydrant and transition from onboard tank water to the external supply without interrupting the attack line		
6.10	Trainee will identify the necessity and demonstrate expanding the water supply of the attack engine. a) Monitor intake pressure while charging additional discharges b) . b) Hand lay line back to supply engine. c) c) Have supply engine reverse lay from attack engine. 8.10		
6.11	Trainee will demonstrate the ability to deploy and direct repacking of all hose loads on the apparatus.		



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-ENGINE COMPANY

Section	Competencies	Evaluator Initials	Date Completed
6.12	<p><i>Trainee will demonstrate knowledge of the onboard Class A foam proportioning system and deploy a Class A foam solution hand line.</i></p> <p>a) Describe the operating characteristics, pressure limitations, and flow limitations.</p> <p>b) Function of each button, what information can be displayed, and how to interpret the information.</p> <p>c) Permissible operating ranges and proper application rates for attack, overhaul, and other potential scenarios.</p> <p>d) Purpose and interpretation of the bar graph display.</p> <p>e) Identify which discharges will supply foam solution.</p>		
6.13	Trainee will demonstrate the ability to flush onboard foam systems, replenish the concentrate, and make the system ready.		
7.0 Standpipe and Sprinkler Supply			
7.1	<p>Trainee will demonstrate the ability to supply a FDC at the correct pressures for a given floor for an Automatic Sprinkler and a Standpipe system.</p> <p>a) Reverse lay from connection.</p> <p>b) Hand lay to the connection.</p> <p>c) Pump both sides of the connection.</p>		
7.2	Trainee will identify options for supplying systems with a damaged or inaccessible FDC.		
8.0 Elevated Master Streams			
8.1	Trainee will demonstrate the ability to set up and charge the supply lines to pump an elevated master stream.		
8.2	Trainee will calculate pump pressure to deliver an effective elevated master stream.		
9.0 Static Water Supply= Drafting & Rural Water Supply			
9.1	Trainee will demonstrate knowledge of types of rural water supply sources and methods for locating static sources		
9.2	<p>Trainee will demonstrate obtaining and maintaining a draft to supply an attack or relay engine.</p> <p>a) Positions apparatus appropriately.</p> <p>b) Selects and assembles appropriate appliances</p> <p>c) Operate from static water source (stream, pond, pool).</p> <p>d) Operate from folding tank.</p> <p>e) Operate from multiple folding tanks.</p>		



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-ENGINE COMPANY

Section	Competencies	Evaluator Initials	Date Completed
9.3	Trainee will demonstrate operation from a dry hydrant.		
9.4	Trainee will setup a fill site.		
10.0	Tools & Equipment		
10.1	Trainee will demonstrate proficiency in the operation of all power tools carried on the engine.		
11.0	Policies & Procedures		
11.1	Trainee will demonstrate knowledge of Engine Company assignments, responsibilities, and functions of all applicable policies and general orders, including and not limited to:		
	Policy 5.2.1-First Arriving Engine Company Operations/Structure Fire		
	Policy 5.2.3-Second Arriving Engine Company Operations/Structure Fire		
	Policy 5.1.4-Emergency Vehicle Operation		
	Policy 9.11-Report of Department Motor Vehicle Accident or Damage to Department Vehicles		
	Policy 9.13-Daily Apparatus Pre-Trip		
12.0	Apparatus Positioning		
12.1	Trainee will explain the factors to consider when positioning this type of apparatus on the following incidents:		
	a) EMS Incident		
	b) Vehicle Collision (Side Road vs. Highway)		
	c) Single Family Dwelling Fire		
	d) Commercial Building Fire		
	e) Technical Rescue Incidents		
	f) Hazardous Materials Incidents		

Trainees should reference the following documents throughout the qualification process:

- *Applicable South Fire District Policies and Procedures*
- *NFPA 1002 (Standard for Fire Apparatus/Operator Professional Qualifications)*
- *IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook-3rd Edition*
- *State of Connecticut Motor Vehicle Laws & Regulations*

SOUTH FIRE DISTRICT

Administrative and Operations Manual

A&O Chapter-10.2

FOR: APPARATUS DRIVER/OPERATOR QUALIFICATION-TRUCK COMPANY

DATE: 6/26/20 REV.0

AUTH: Captain Fischer

I. PURPOSE:

To identify the process for firefighters to become a Driver/Operator of an Aerial Ladder (Truck) company.

II. SCOPE:

This Policy is to be referenced and utilized by Firefighters, Company Officers, and Training Officers to prepare for and evaluate candidates to become qualified as an Aerial Ladder Driver/Operator.

III. POLICY:

It is the policy of the South Fire District to maintain safe and uniform performance standards for all Apparatus Driver/Operators, and to establish evaluation parameters based on requisite knowledge and skills one must have to perform the tasks of an Apparatus Driver/Operator.

IV. PREREQUISITES:

- A. Completion of 2 years of service.
- B. State of Connecticut Commercial Driver's License or Class D Driver's License with a "Q" (Fire Apparatus) endorsement.
- C. Connecticut Fire Academy or Pro-Board certified Pump Operator certification.
- D. Connecticut Fire Academy or Pro-Board certified Aerial Operator certification.
- E. Qualified Engine Company Driver/Operator
- F. Approval from Department Training Officer, Shift Commander and Lieutenant.

V. AERIAL LADDER COMPANY TRAINING:

- A. A firefighter who meets the above prerequisites will be assigned an "Apparatus Driver/Operator Qualification Manual-Aerial Ladder." This manual and skills assessment shall be completed within one year of assignment. Failure of the firefighter to complete this manual within one year will be require the firefighter to start the process over.
- B. The Driver/Operator candidate shall successfully complete and document ten (10) hours of supervised non-emergency driving of an aerial ladder company. Said

hours will be are to be documented in a "Non-Emergency Driving Log" for the apparatus.

- C. Upon completion of the "Driver/Operator Training Competencies-Aerial Ladder," the Training Officer shall administer a skills assessment to ensure the Driver / Operator candidate possesses the competencies needed to serve as a Driver / Operator.
1. The Training Officer will sign off on each skill station once successfully completed by the driver / operator candidate. If the candidate does not successfully complete a skill station, the Training Officer shall provide remedial training. However, the Driver / Operator candidate may not retest on that skill station on the same day.
 2. Upon successful completion of all skill stations, the Training Officer will administer a written exam to the Driver/Operator candidate. This exam will evaluate the candidate's knowledge of Department SOP's/SOG's, South Fire District streets and target hazards, and other applicable information. A study guide of items covered in the exam will be outlined in the "Driver/Operator Qualification Manual-Aerial Ladder". The candidate must attain a minimum score of 70% on the written exam to pass. Training Officer shall provide remedial training. If the candidate does not successfully pass the written exam, the Training Officer shall provide remedial training. However, the Driver/Operator candidate may not retake the exam on the same day.
 3. Upon successful completion of both practical skills and the written exam, the Training Officer shall notify all Department Officers of the candidate's status as a Qualified Driver/Operator-Aerial Ladder.



**SOUTH FIRE DISTRICT
DRIVER/OPERATOR TRAINING PROGRAM
TRAINING COMPETENCIES-TRUCK COMPANY**

CANDIDATE NAME: _____ **APPARATUS:** _____

Supervising Officer: _____

I have reviewed and confirmed that all competencies are completed for this trainee:

Officer Signature: _____

Date: _____

The following competencies are intended to meet or exceed the requirements of NFPA 1002:
Standard for Fire Apparatus Driver/Operator Professional Qualifications.

Section	Competencies	Evaluator Initials	Date Completed
1.0	Vehicle Pre-Use Inspection and Driving Preparation		
1.1	Trainee will explain the purpose of emergency vehicle pre-use inspections and routine maintenance		
1.2	Trainee will explain the safety precautions for emergency vehicle maintenance and inspections		
1.3	Trainee will explain the process of a complete emergency vehicle inspection, routine maintenance, and complete required documentation.		
1.4	Trainee will identify major motor vehicle components.		
1.5	Trainee will explain or demonstrate routine maintenance conducted at the station on an emergency vehicle.		
1.6	Trainee will explain safety checks and adjustment that should be made to prepare for emergency vehicle driving.		
1.7	Trainee will demonstrate starting the emergency vehicle.		
1.8	Trainee will explain and demonstrate precautions to take before moving an emergency vehicle		
1.9	Trainee will conduct a pre-trip inspection at the station using the Slate Pages program.		
1.10	Trainee will identify vehicle height, weight, length and width.		
1.11	Trainee will identify where to locate vehicle fluid specifications and capacities		



SOUTH FIRE DISTRICT
DRIVER/OPERATOR TRAINING PROGRAM
TRAINING COMPETENCIES-TRUCK COMPANY

<i>Section</i>	<i>Competencies</i>	<i>Evaluator Initials</i>	<i>Date Completed</i>
2.0	Operating the Emergency Vehicle		
2.1	Trainee will explain the purpose and demonstrate engagement of visual and audible warning equipment.		
2.2	Trainee will explain urban emergency vehicle defensive driving skills		
2.3	Trainee will explain considerations for lane selection and hazards of navigating through intersections.		
2.4	Trainee will explain considerations and requirements to operate a vehicle in emergency mode through intersections		
2.5	Trainee will explain considerations for selecting locations to turn emergency vehicles around in a variety of situations.		
2.6	Trainee will explain the safe operating procedure for following another emergency vehicle		
2.7	Trainee will explain the safe operating procedures for passing another emergency vehicle		
2.8	Trainee will explain the safe operating procedures for highway operations.		
2.9	Trainee will explain considerations for selecting travel speeds during an emergency response, i.e. road conditions, weather, traffic, policy		
2.10	Trainee will explain the operation of traction or stability control systems.		
2.11	Trainee will identify and explain the operation of auxiliary braking systems.		
3.0	Handling Dangerous & Unusual Driving Situations		
3.1	Trainee will identify considerations and actions for driving in adverse conditions.		
3.2	Trainee will explain the use and limitations of on-spot and traditional tire chains		
3.3	Trainee will explain how to handle on the road mechanical failures or emergencies.		
3.4	Trainee will demonstrate the installation of snow chains on the assigned engine company		
4.0	Apparatus Fire Pump and Components		
4.1	Trainee will explain how to perform preventive maintenance on the pump control panel.		
4.2	Trainee will explain the controls and pump panel indicators for the apparatus fire pump.		
4.3	Trainee will identify the location and purpose of the pump gear box		
4.4	Trainee will describe the operation of the master intake valves, overrides, and maintenance requirements		



**SOUTH FIRE DISTRICT
DRIVER/OPERATOR TRAINING PROGRAM
TRAINING COMPETENCIES-TRUCK COMPANY**

Section	Competencies	Evaluator Initials	Date Completed
4.5	Trainee will explain the operation of the priming system		
5.0	Pressurized Water Supply/Hydrants		
5.1	Trainee will demonstrate the ability to supply another engine company.		
5.2	Trainee will demonstrate the ability to supply another engine from a hydrant with multiple supply lines.		
5.3	Identify options when encountering a damaged, blocked, or ineffective hydrant.		
5.4	Trainee will calculate the available water from a hydrant.		
6.0	Truck Company Operations - Pumping		
6.1	Trainee will identify all pump panel and control components including the auxiliary cooler and circulating valves.		
6.2	Trainee will demonstrate knowledge of all nozzles carried on the apparatus, including size & type, GPM rating, nozzle pressure.		
6.3	Trainee will calculate the nozzle reaction for a given fire stream.		
6.4	Trainee will demonstrate the ability to place the initial attack line in service using apparatus tank water.		
6.5	Trainee will demonstrate the ability to transition from onboard water tank to an external supply source without interrupting the attack line		
6.6	Trainee will demonstrate the ability to manage multiple attack lines flowing simultaneously with differing flow and pressure requirements		
6.7	Trainee will demonstrate the ability to establish their own water supply via hydrant and transition from onboard tank water to the external supply without interrupting the attack line		
6.8	Trainee will identify the necessity and demonstrate expanding the water supply of the attack engine. a) Monitor intake pressure while charging additional discharges b) Hand lay line back to supply engine.		
6.9	Trainee will demonstrate the ability to deploy and direct repacking of all hose loads on the apparatus.		
6.10	<i>Trainee will demonstrate knowledge of the onboard Class A foam proportioning system and deploy a Class A foam solution hand line.</i>		
	a) Describe the operating characteristics, pressure limitations, and flow limitations.		
	b) Function of each button, what information can be displayed, and how to interpret the information.		



**SOUTH FIRE DISTRICT
DRIVER/OPERATOR TRAINING PROGRAM
TRAINING COMPETENCIES-TRUCK COMPANY**

6.10	c) Permissible operating ranges and proper application rates for attack, overhaul, and other potential scenarios.		
	d) Purpose and interpretation of the bar graph display.		
	e) Identify which discharges will supply foam solution.		
6.11	Trainee will demonstrate the ability to flush onboard foam systems, replenish the concentrate, and make the system ready.		
7.0 Elevated Master Streams			
7.1	Trainee will demonstrate the ability to set up and charge the supply lines to pump an elevated master stream.		
7.2	Trainee will calculate pump pressure to deliver an effective elevated master stream.		
7.3	Trainee will demonstrate how to properly pin the aerial waterway for rescue mode and master stream mode.		
8.0 Tools & Equipment			
8.1	Trainee will demonstrate proficiency in the operation of all power tools carried on the truck.		
9.0 Policies & Procedures			
9.1	Trainee will demonstrate knowledge of Engine Company assignments, responsibilities, and functions of all applicable policies and general orders, including and not limited to:		
	Policy 5.2.2-First Arriving Truck Company Operations/Structure Fire		
	Policy 5.2.8-Second Arriving Truck Company Operations/Structure Fire		
	Policy 5.1.4-Emergency Vehicle Operation		
	Policy 9.11-Report of Department Motor Vehicle Accident or Damage to Department Vehicles		
	Policy 9.13-Daily Apparatus Pre-Trip		
10.0 Apparatus Positioning, Spotting & Ladder Placement			
10.1	Trainee will explain the factors to consider when positioning this type of apparatus on the following incidents:		
	a) EMS Incident		
	b) Vehicle Collision (Side Road vs. Highway)		
	c) Single Family Dwelling Fire		
	d) Commercial Building Fire		
	e) Technical Rescue Incidents		
	f) Hazardous Materials Incidents		
10.2	Trainee will demonstrate proficiency positioning the apparatus to maximize scrub area for the aerial device.		

Commented [NF1]:



SOUTH FIRE DISTRICT DRIVER/OPERATOR TRAINING PROGRAM TRAINING COMPETENCIES-TRUCK COMPANY

Section	Competencies	Evaluator Initials	Date Completed
10.3	Trainee will demonstrate proficiency positioning the aerial ladder for the following situations:		
	a) Rescue at a window		
	b) Rescue at a balcony		
	c) Roof access		
10.4	Trainee will explain considerations and limitations when operating the aerial in the following conditions:		
	a) Ice and/or snow		
	b) Wind		
11.0	PTO, Apparatus Stabilization, and Basic Aerial Functions		
11.1	Trainee will demonstrate proficiency engaging the apparatus PTO.		
11.2	Trainee will demonstrate proficiency stabilizing the apparatus for aerial operations as follows:		
	a) Normal operations.		
	b) Emergency operations (EPU)		
11.3	Trainee will demonstrate proficiency stabilizing the apparatus for the following situations:		
	a) Soft ground		
	b) Even and uneven terrain		
	d) Short jacking		
11.4	Trainee will demonstrate proficiency with the following aerial functions:		
	a) Raise/Lower		
	b) Rotate		
	c) Extend/Retract		
	d) Emergency operations (EPU)		

Trainees should reference the following documents throughout the qualification process:

- *Applicable South Fire District Policies and Procedures*
- *NFPA 1002 (Standard for Fire Apparatus/Operator Professional Qualifications)*
- *IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook-3rd Edition*
- *State of Connecticut Motor Vehicle Laws & Regulations*
- *Pierce Aerial Ladder Operator's Manual*

SOUTH FIRE DISTRICT

Administrative and Operations Manual

A&O Chapter-10.3

FOR: APPARATUS DRIVER/OPERATOR QUALIFICATION-RESCUE 35

DATE: 11/16/20 REV.0

AUTH: Captain Fischer

I. PURPOSE:

To identify the process for firefighters to become a Driver/Operator of Rescue 35.

II. SCOPE:

This Policy is to be referenced and utilized by Firefighters, Company Officers, and Training Officers to prepare for and evaluate candidates to become qualified as a Rescue Driver/Operator.

III. POLICY:

It is the policy of the South Fire District to maintain safe and uniform performance standards for all Apparatus Driver/Operators, and to establish evaluation parameters based on requisite knowledge and skills one must have to perform the tasks of an Apparatus Driver/Operator.

IV. PREREQUISITES:

- A. Completion of 1 year of service.
- B. State of Connecticut Commercial Driver's License or Class D Driver's License with a "Q" (Fire Apparatus) endorsement.
- C. Approval from Department Training Officer, Shift Commander and Lieutenant.

V. RESCUE 35 DRIVER/OPERATOR TRAINING:

- A. A firefighter who meets the above prerequisites will be assigned an "Apparatus Driver/Operator Qualification Guidebook-Rescue 35." This manual and skills assessment shall be completed within one year of assignment. Failure of the firefighter to complete this manual within one year will be require the firefighter to start the process over.
- B. The Driver/Operator trainee shall successfully complete and document four (4) hours of supervised non-emergency driving of Rescue 35. Said hours will be are to be documented in a "Non-Emergency Driving Log" for the apparatus.
- C. Upon completion of the "Driver/Operator Training Competencies-Rescue 35," the Training Officer shall administer a skills assessment to ensure the Driver /

Operator trainee possesses the competencies needed to serve as a Rescue Driver / Operator.

1. The Training Officer will sign off on each skill once successfully completed by the driver / operator trainee. If the trainee does not successfully complete a skill station, the Training Officer shall provide remedial training. However, the Driver / Operator candidate may not retest on that skill station on the same day.
2. Upon successful completion of all practical skills, the Training Officer shall notify all Department Officers of the trainee's status as a qualified Driver/Operator-Rescue 35.



SOUTH FIRE DISTRICT
DRIVER/OPERATOR TRAINING PROGRAM
TRAINING COMPETENCIES-RESCUE 35

CANDIDATE NAME: _____ **APPARATUS:** _____

Supervising Officer: _____

I have reviewed and confirmed that all competencies are completed for this trainee:

Officer Signature: _____

Date: _____

The following competencies are intended to meet or exceed the requirements of NFPA 1002:
Standard for Fire Apparatus Driver/Operator Professional Qualifications.

Section	Competencies	Evaluator Initials	Date Completed
1.0	Vehicle Pre-Use Inspection and Driving Preparation		
1.1	Trainee will explain the purpose of emergency vehicle pre-use inspections and routine maintenance		
1.2	Trainee will explain the safety precautions for emergency vehicle maintenance and inspections		
1.3	Trainee will explain the process of a complete emergency vehicle inspection, routine maintenance, and complete required documentation.		
1.4	Trainee will identify major motor vehicle components.		
1.5	Trainee will explain or demonstrate routine maintenance conducted at the station on an emergency vehicle.		
1.6	Trainee will explain safety checks and adjustment that should be made to prepare for emergency vehicle driving.		
1.7	Trainee will demonstrate starting the emergency vehicle.		
1.8	Trainee will explain and demonstrate precautions to take before moving an emergency vehicle		
1.9	Trainee will conduct a pre-trip inspection at the station using the Slate Pages program.		
1.10	Trainee will identify vehicle height, weight, length and width.		
1.11	Trainee will identify where to locate vehicle fluid specifications and capacities.		



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-RESCUE 35

Section	Competencies	Evaluator Initials	Date Completed
2.0	Operating the Emergency Vehicle		
2.1	Trainee will explain the purpose and demonstrate engagement of visual and audible warning equipment.		
2.2	Trainee will explain urban emergency vehicle defensive driving skills		
2.3	Trainee will explain considerations for lane selection and hazards of navigating through intersections.		
2.4	Trainee will explain considerations and requirements to operate a vehicle in emergency mode through intersections		
2.5	Trainee will explain considerations for selecting locations to turn emergency vehicles around in a variety of situations.		
2.6	Trainee will explain the safe operating procedure for following another emergency vehicle		
2.7	Trainee will explain the safe operating procedures for passing another emergency vehicle		
2.8	Trainee will explain the safe operating procedures for highway operations.		
2.9	Trainee will explain considerations for selecting travel speeds during an emergency response, i.e. road conditions, weather, traffic, policy		
2.10	Trainee will explain the operation of traction or stability control systems.		
2.11	Trainee will identify and explain the operation of auxiliary braking systems.		
3.0	Handling Dangerous & Unusual Driving Situations		
3.1	Trainee will identify considerations and actions for driving in adverse conditions.		
3.2	Trainee will explain the use and limitations of on-spot and traditional tire chains		
3.3	Trainee will explain how to handle on the road mechanical failures or emergencies.		
3.4	Trainee will demonstrate the installation of snow chains on the assigned engine company		
8.0	Tools & Equipment		
8.1	Trainee will demonstrate proficiency in the operation of all tools carried on the Rescue.		
9.0	Policies & Procedures		
	Trainee will demonstrate knowledge of Engine Company assignments, responsibilities, and functions of all applicable policies and general orders, including and not limited to:		



SOUTH FIRE DISTRICT

DRIVER/OPERATOR TRAINING PROGRAM

TRAINING COMPETENCIES-RESCUE 35

9.1	Trainee will demonstrate knowledge of applicable technical rescue emergency responses.		
	Policy 5.1.4-Emergency Vehicle Operation		
	Policy 9.11-Report of Department Motor Vehicle Accident or Damage to Department Vehicles		
	Policy 9.13-Daily Apparatus Pre-Trip		

Trainees should reference the following documents throughout the qualification process:

- *Applicable South Fire District Policies and Procedures*
- *NFPA 1002 (Standard for Fire Apparatus/Operator Professional Qualifications)*
- *IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook-3rd Edition*
- *State of Connecticut Motor Vehicle Laws & Regulations*
- *Pierce Aerial Ladder Operator's Manual*



SOUTH FIRE DISTRICT
DRIVER/OPERATOR TRAINING PROGRAM
TRAINING COMPETENCIES
NON-EMERGENCY DRIVING LOG

Driver/Operator Trainee Name: _____

Date Training Program Started: _____

Apparatus Specific: (circle one)

Driver/Operator-Engine Company Driver/Operator-Aerial Ladder Driver Operator-Rescue

Driver/Operator- Trailer Operations Driver/Operator-Marine 3 Driver/Operator-Brush Unit

Date:	Time Out:	Time In:	Total Hours:	Distance Traveled:	Supervising Officer Signature:
			Total Time (Hours)	Total Distance:	

Trainee Signature: _____ Date: _____

Training Officer Signature: _____ Date: _____

Middletown South Fire District

Training Classes by Category

Class Date Between {11/01/2020} And {11/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
2Q Q Endorsement Certification Course								
11/06/2020	08:00	Q Endorsement Certification Course	1		S	4.00	0.00	0.00
11/10/2020	08:00	Q Endorsement Certification Course	1		S	4.00	0.00	0.00
Totals for Category:						8.00	0.00	0.00

BFAM Building Familiarization

11/05/2020	15:00	Building Familiarization	1		B	0.50	0.00	0.00
Totals for Category:						0.50	0.00	0.00

CHIMNEY CHIMNEY FIRE REVIEW

11/18/2020	10:30	CHIMNEY FIRE REVIEW	1		C	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00

CONFINEDSPAC Confined Space Rescue Training

11/17/2020	09:30	Confined Space Rescue Training	1		B	2.50	0.00	0.00
11/18/2020	13:30	Confined Space Rescue Training	1		C	1.50	0.00	0.00
11/19/2020	13:45	Confined Space Rescue Training	1		D	1.75	0.00	0.00
11/20/2020	09:30	Confined Space Rescue Training	1		A	1.50	0.00	0.00
11/23/2020	13:30	Confined Space Rescue Training	1		D	1.00	0.00	0.00
11/24/2020	13:30	Confined Space Rescue Training	1		B	25.50	0.00	0.00
Totals for Category:						33.75	0.00	0.00

DT01 General Driver Training

11/03/2020	15:30	General Driver Training	1	R35	D	1.00	0.00	0.00
11/16/2020	09:00	General Driver Training	1		S	2.00	0.00	0.00
11/19/2020	10:30	General Driver Training	1		S	1.00	0.00	0.00
Totals for Category:						4.00	0.00	0.00

EMS-I EMS-I Instructor CT

11/04/2020	18:00	EMS-I Instructor CT	1		S	4.00	0.00	0.00
11/10/2020	18:00	EMS-I Instructor CT	1		S	4.00	0.00	0.00
Totals for Category:						8.00	0.00	0.00

Middletown South Fire District

Training Classes by Category

Class Date Between {11/01/2020} And {11/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
ENG DRIVING Engine/operator driver training								
11/15/2020	13:00	Engine/operator driver training	1	E32	D	1.00	0.00	0.00
11/28/2020	10:00	Engine/operator driver training	1		A	1.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00

MUSTANG Mustang Suit Training

11/09/2020	10:00	Mustang Suit Training	1		B	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00

PAPR Powered Air-Purifying Respirator

11/24/2020	11:00	Powered Air-Purifying Respirator	1		A	1.00	0.00	0.00
11/25/2020	13:30	Powered Air-Purifying Respirator	1		B	0.50	0.00	0.00
11/27/2020	11:00	Powered Air-Purifying Respirator	1		D	0.50	0.00	0.00
11/30/2020	09:30	Powered Air-Purifying Respirator	1		C	1.00	0.00	0.00
Totals for Category:						3.00	0.00	0.00

RP 1.2 Rope Rescue

11/05/2020	13:30	Rope Rescue	1		B	1.50	0.00	0.00
11/10/2020	10:00	Rope Rescue	1		C	1.50	0.00	0.00
11/12/2020	13:30	Rope Rescue	1		A	1.00	0.00	0.00
11/16/2020	13:30	Rope Rescue	1		A	1.50	0.00	0.00
Totals for Category:						5.50	0.00	0.00

S&T MAPLEOOD Appartus/line placement

11/28/2020	10:00	Appartus/line placement	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00

SAWS Power Saw Review

11/13/2020	10:00	Power Saw Review	1		B	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00

ULBASEMENT UL FSRI BASEMENT FIRE PROGRAM

11/02/2020	13:30	UL FSRI BASEMENT FIRE PROGRAM	1		C	1.50	0.00	0.00
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Middletown South Fire District

Training Classes by Category

Class Date Between {11/01/2020} And {11/30/2020}

Date	Time	Class Description	Stn	Unit	Shift	-----Default-----		
						Hours	Hrs Pd	Points
ULBASEMENT UL FSRI BASEMENT FIRE PROGRAM								
11/12/2020	10:00	UL FSRI BASEMENT FIRE PROGRAM	1		A	2.00	0.00	0.00
11/13/2020	14:00	UL FSRI BASEMENT FIRE PROGRAM	1		B	1.00	0.00	0.00
11/23/2020	10:00	UL FSRI BASEMENT FIRE PROGRAM	1		D	1.50	0.00	0.00
Totals for Category:						6.00	0.00	0.00

Total Classes: 32

Grand Totals:	75.75	0.00	0.00
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CITY OF MIDDLETOWN
CENTRAL COMMUNICATIONS CENTER
911 – POLICE – FIRE – EMS
169 CROSS ST, MIDDLETOWN, CT 06457

Public Safety Telecommunications Report
December 2020 (No Meeting)

1. Monthly Call Statistics sheet is attached. Activity for November is approximately 4,345 incidents, approximately 2,008 911 calls and about 8,548 administrative calls.
2. EMD Report – September – 95.04% and October 95.52%. To date this fiscal year average EMD is 95.22%.
3. No WebEx meeting set for December after discussions and emails with members of this Commission. Also I will be on vacation from December 24th to January 11th. Deputy Director Grauer will be available during that time.
4. CAD Update; Dispatchers are scheduled the week of January 25-29 for training. Go live should be in the first two weeks of February. A firm date from vendor is pending at the time of this report.
5. Staffing update; Current 19 Full 21. One Trainee is still in training process. One Dispatcher Trainee and one certified Dispatcher open.
6. COVID Update; We continue caller questioning for all calls with COVID possibilities. That info is then passed to responders. This is done for all calls police and fire.
7. The interface to the State radio network continues to work extremely well. An example is units from our system transmitted or received messages out of our system via state assets almost 30,000 times in November. We meet quarterly with the user groups and the State to discuss State-wide communications issues.
8. Motorola performed a systems software update as per our agreement. There were no issues during this period.
9. Lease prospect with AT&T for use of Mile Lane property for First Net cell site continues. I will advise as appropriate.

City of Middletown
Central Communications Center
Monthly Call Statistics - 2020 (estimated)

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	2975	2684	2737	2271	3132	2985	3556	4365	4083	3641	3112		35541	3231
Portland Police Dept.	436	405	369	187	283	346	396	457	521	407	321		4128	375
Fire Departments (Midd.)	643	576	478	303	324	319	303	474	426	383	399		4628	421
Middletown Fire Dept.	329	324	258	140	165	175	168	244	241	199	200		2443	222
South Fire District	205	174	154	100	97	103	93	156	117	134	134		1467	133
Westfield Fire District	109	78	66	63	62	41	42	74	68	50	65		718	65
Fire Department (Portland)	78	92	62	48	47	42	32	83	48	41	40		613	56
Ambulance only Calls	195	227	327	420	401	412	486	485	473	452	473		4351	396
TOTAL INCIDENT CASE #'s	4327	3984	3973	3229	4187	4104	4773	5864	5551	4924	4345		49261	4478

TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1507	1403	1492	1256	1610	1634	1790	2051	1616	1638	1612		17609	1601
Wireless & wireline originating in Middletown														
PORTLAND	132	136	160	176	171	209	230	254	177	201	168		2014	183
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	198	176	180	155	210	187	225	338	50	194	228		2141	195
TOTAL 911 CALLS	1837	1718	1836	1587	1991	2030	2245	2643	1843	2033	2008		21771	1979
TOTAL ADMIN. CALLS IN	5867	5381	5638	5122	6189	6445	6661	7671	6432	6320	6016		67742	6158
TOTAL ADMIN. CALLS OUT	2005	2027	2328	2397	2776	2706	2956	3175	2739	2748	2532		28389	2581
TOTAL PHONE CALLS	9709	9126	9802	9106	10956	11181	11862	13489	11014	11101	10556		117902	10718

AVG of Jan and March/day

2019	127,979	10,665
2018	127,008	10,584
2017	122,058	10,172
AVG	124,533	10,378