

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Tuesday, February 14, 2023

WHERE: Firehouse

TIME: 7:00 P.M.

SUBJECT: Regular Monthly Meeting

Members of the public may attend the meeting at the firehouse.
Alternatively, they may view/listen to the meeting as follows:

1. Follow the link: <https://us02web.zoom.us/j/83740511416>
2. Going to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.
3. Via telephone at 646-558-8656

Meeting I.D. 837 4051 1416

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING AGENDA
TUESDAY, FEBRUARY 14, 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) ELECTION OF OFFICERS**
- 7) MINUTES TO BE APPROVED**
 - a) January 9, 2023 Regular Meeting
- 8) TAX COLLECTOR’S REPORTS – JANUARY 2023**
 - a) Refunds: \$12.75
 - b) Tax Collector’s Reports
- 9) FINANCIAL REPORTS**
 - a) Monthly Expense Detail: December 2022 and January 2023
 - b) Profit & Loss Budget vs. Actual: July 2022 through January 2023
 - c) Cash Balance Report: January 2023
- 10) ADMINISTRATIVE REPORTS – JANUARY 2023**
- 11) COMMISSIONER REPORTS**
 - a) Building Committee: Commissioner Thazhampallath
 - b) Pension Committee: Commissioner Kleckowski
 - c) Public Safety Telecommunications: Commissioner Giuliano
 - d) Riverfront Redevelopment Update: Commissioner Pessina
- 12) OLD BUSINESS**
 - a) Marine 3 Update
 - b) SFD Renovation Project - Phase II; Organization of Building Committee
- 13) NEW BUSINESS**
 - a) Discussion of Budget Promotion – Deputy Chief Fischer
- 14) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 15) CLOSE PUBLIC SESSION**
- 16) ADJOURNMENT**

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Meeting I.D. 837 4051 1416

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

**Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Monday, January 9, 2023 at 7:00 p.m.**

Held at the firehouse and via Zoom - Meeting I.D. 868 3531 1743

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, Penney, and Pessina; Chief James Trzaski, staff members.

1. CALL TO ORDER

Commissioner Kleckowski called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE was recited.

A moment of silence was observed in remembrance of State Representative Quentin Smith.

3. ACCEPT/AMEND AGENDA

MOTION to accept the agenda by Comm. Giuliano/Comm. Pessina. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Pessina	Aye
Commissioner Penney	Abstained

The motion passed with four Ayes and one Abstention.

4. OPEN PUBLIC SESSION (ITEMS ON THE AGENDA)

Commissioner Kleckowski opened the public session at 7:04 p.m. There were no members of the public present.

5. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public session at 7:04 p.m.

6. MINUTES TO BE APPROVED

a. REGULAR MEETING OF DECEMBER 12, 2022

MOTION to approve the minutes of the regular meeting of December 12, 2022 by Comm. Pessina/Comm. Thazhampallath. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Abstained
Commissioner Thazhampallath	Aye
Commissioner Pessina	Aye
Commissioner Penney	Abstained

The motion passed with three Ayes and two Abstentions.

b. SPECIAL MEETING OF DECEMBER 15, 2022

MOTION to approve the minutes of the special meeting of December 15, 2022 by Comm. Pessina/Comm. Thazhampallath. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Abstained
Commissioner Thazhampallath	Aye
Commissioner Pessina	Aye
Commissioner Penney	Abstained

The motion passed with three Ayes and two Abstentions.

7. TAX COLLECTOR'S REPORTS – DECEMBER 2022

a. REFUNDS: \$255.20

MOTION to approve *Item 7 a) Refunds* in the amount of \$255.20 for the Month of December 2022 by Comm. Thazhampallath/ Comm. Pessina. Unanimously approved.

b. TAX COLLECTOR'S REPORT

The tax collector's reports were reviewed and discussed.

8. FINANCIAL REPORTS

a. MONTHLY EXPENSE DETAIL: NOVEMBER AND DECEMBER 2022

b. PROFIT & LOSS BUDGET VS. ACTUAL: JULY THROUGH DECEMBER 2022

c. CASH BALANCE REPORT: DECEMBER 2022

The financial reports were reviewed and discussed.

9. ADMINISTRATIVE REPORTS – DECEMBER 2022

Chief Trzaski provided an overview of the December 2022 administrative reports.

10. COMMISSIONER REPORTS

a. BUILDING COMMITTEE: COMMISSIONER THAZHAMPALLATH

Commissioner Thazhampallath gave an overview of the first Building Committee meeting, which met tonight. It was agreed that the parameters of the grant need to be obtained from the state prior to moving forward with the project.

b. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI

Commissioner Kleckowski advised that the committee will meet in the spring.

c. PUBLIC SAFETY TELECOMMUNICATIONS: COMMISSIONER GIULIANO

Commissioner Giuliano provided an overview of the Public Safety Telecommunications meeting. The reports were attached to the meeting packet for review.

d. RIVERFRONT REDEVELOPMENT UPDATE: COMMISSIONER PESSINA

Commissioner Pessina spoke of the progress being made.

11. OLD BUSINESS

a. APPOINTMENT OF DEPUTY CHIEF

Although it was a difficult decision, Chief Trzaski recommended that Captain Fischer be appointed to Deputy Chief.

MOTION to authorize the Chairwoman of the South Fire District’s Board of Fire Commissioners to enter negotiations with the recommended appointee and execute the possible contract for the appointment by Comm. Thazhampallath/Comm. Pessina. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Pessina	Aye
Commissioner Penney	Abstained

The motion passed with four Ayes and one Abstention.

Chairwoman Kleckowski will provide the proposed contract to the board for their review and approval prior to execution.

b. ACCEPTANCE OF CONFLICT-OF-INTEREST POLICY

MOTION to approve the recommended language and accept the Conflict-of-Interest Policy by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

Commissioners Kleckowski, Giuliano, Thazhampallath, Penney, and Pessina indicated their having reviewed the policy by initialing the sign-off section of the policy, which will be placed in the department’s *Administrative and Operations Manual*.

c. MARINE 3 UPDATE

Lieutenant Zajac provided an update on Marine 3.

12. NEW BUSINESS

a. GOALS FOR 2023 – CHIEF TRZASKI

MOTION to postpone to the April 2023 regular monthly meeting.

b. SET TIMES FOR 2/6/23 COMMISSIONER ELECTION

MOTION to set the time for the commissioner election to 8:00 a.m. to 8:00 p.m. for the commissioner election by Comm. Thazhampallath/Comm. Pessina. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Pessina	Aye
Commissioner Penney	Nay

The motion passed with four Ayes and one Nay.

MOTION to authorize and approve the appropriate legal notice for absentee ballots availability on Tuesday 17th at 12 noon by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

c. DISCUSSION OF SECOND PUBLIC SESSION

A discussion took place about the second public session and whether or not “items not on the agenda” should be removed to allow members of the public to speak on agenda items. No action was taken to change the wording.

13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA

Commissioner Kleckowski opened the public session at 8:18 p.m. There were no members of the public present.

14. CLOSE PUBLIC SESSION

Commissioner Kleckowski closed the public session at 8:18 p.m.

15. ADJOURNMENT

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

The meeting adjourned at 8:18 p.m.

Submitted by,



Alyse McEwen
Recording Secretary

The recording of this meeting is available upon request, according to Connecticut Freedom of Information Act requirements.

DRAFT

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS JANUARY 2023	
REAL ESTATE	\$ 8,875.10
MOTOR VEHICLE	\$ 800.50
PERSONAL PROPERTY	\$ -
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 3,931.64
CURRENT INTEREST	\$ 916.40
BACK INTEREST	\$ 1,623.95
FEES PAID	\$ 236.81
LIENS RELEASED	\$ 72.00
COLLECTIONS 2022/2023	
	\$ 16,456.40
JULY	\$ 4,676,757.10
AUGUST	\$ 949,921.85
SEPTEMBER	\$ 144,803.09
OCTOBER	\$ 28,090.56
NOVEMBER	\$ 14,499.77
DECEMBER	\$ 22,106.42
JANUARY	\$ 16,456.40
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	
	\$ 5,852,635.19
GRANTS RECEIVED	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ 201,650.00
TOTAL GRANTS	
	\$ 201,650.00
TOTAL YEAR-TO-DATE	
	\$ 6,054,285.19
Respectfully submitted by:	
Lee Matterazzo, CCMC, Tax Collector	
South Fire District	

Tax Collections
December 2022

	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	\$ 4,866,694.68	\$ 4,746,592.87	\$10,311.02	97.74%	\$1,760.94
PP	\$ 1,003,911.80	\$ 991,846.50	\$90.00	98.81%	\$0.00
MV	\$ -	\$ -	\$0.00		\$459.46
MVS	\$ -	\$ -	\$0.00		\$152.37
TOTAL	\$ 5,870,606.48	\$ 5,738,439.37	\$ 10,401.02	97.93%	\$ 2,372.77

Submitted by:
Lee Matterazzo, CCMC
Tax Collector

Refund Report SOUTH FIRE DISTRICT As Of Date 01/31/2023 Cash Type : SFD Date: 01/31/2023 Page: 1
 Conditions : Year 2006 To 2021 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

2018-03-0069338	2	MAGNANO EMILIO C 69338	-12.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/18/2023	-12.75	241YSE	1C4RJFDJ6EK
TOT MOTORVEHICLE	# Of Accts: 1		-12.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-12.75		
YEAR 2018	# Of Accts: 1		-12.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-12.75		
GRAND TOTAL	# Of Accts: 1		-12.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-12.75		

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	12/01/2022	Earthlight Power, LLC.	382.50		382.50
	12/15/2022	KS Statebank	98.48		480.98
	12/29/2022	Eversource	804.01		1,284.99
	01/04/2023	Earthlight Power, LLC.	290.70		1,575.69
	01/27/2023	Eversource	2,138.41		3,714.10
Total 7201 · Electricity			<u>3,714.10</u>	0.00	<u>3,714.10</u>
7202 · Water and Sewer					
	12/01/2022	Middletown Water & Sewer Dept	227.62		227.62
	01/01/2023	Middletown Water & Sewer Dept	125.19		352.81
Total 7202 · Water and Sewer			<u>352.81</u>	0.00	<u>352.81</u>
7203 · Heating					
	12/02/2022	Eversource	1,355.87		1,355.87
	01/04/2023	Eversource	1,822.41		3,178.28
Total 7203 · Heating			<u>3,178.28</u>	0.00	<u>3,178.28</u>
7204 · Telephone					
	12/15/2022	Frontier Communications	228.72		228.72
	01/15/2023	Frontier Communications	227.15		455.87
Total 7204 · Telephone			<u>455.87</u>	0.00	<u>455.87</u>
7401 · Fuel					
	12/12/2022	Dime Oil, LLC.	3,961.57		3,961.57
	12/23/2022	WEX Bank - Small Bus. Card	1,312.16		5,273.73
	01/23/2023	WEX Bank - Small Bus. Card	742.15		6,015.88
	01/31/2023	Advance Auto Parts	95.96		6,111.84
	01/31/2023	Bank of America	79.90		6,191.74
Total 7401 · Fuel			<u>6,191.74</u>	0.00	<u>6,191.74</u>
7403 · Vehicle Repairs					
	12/09/2022	Key Chevrolet	1,725.11		1,725.11
	12/19/2022	Birdon NE, LLC.	765.00		2,490.11
	01/06/2023	Birdon NE, LLC.	226.10		2,716.21
	01/09/2023	First Line Emergency	1,814.71		4,530.92
	01/26/2023	VFIS Claims Management		620.00	3,910.92
	01/28/2023	Ace Home Center	10.30		3,921.22
	01/28/2023	Ace Home Center	8.00		3,929.22
Total 7403 · Vehicle Repairs			<u>4,549.22</u>	620.00	<u>3,929.22</u>

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7404 · Annual OSHA Inpection					
	01/09/2023	Top Rung/JLN Associates	3,232.96		3,232.96
	01/10/2023	Grainger	42.23		3,275.19
	01/19/2023	Municipal Emergency Services/Shipman's	491.95		3,767.14
Total 7404 · Annual OSHA Inpection			<u>3,767.14</u>	0.00	<u>3,767.14</u>
7501 · Insurance-Workers Compensation					
	12/01/2022	Benchmark Insurance Company	14,018.00		14,018.00
	01/01/2023	Benchmark Insurance Company	14,018.00		28,036.00
Total 7501 · Insurance-Workers Compensation			<u>28,036.00</u>	0.00	<u>28,036.00</u>
7502 · Insurance - Commercial Package					
	12/01/2022	HD Segur Insurance	11,080.00		11,080.00
Total 7502 · Insurance - Commercial Package			<u>11,080.00</u>	0.00	<u>11,080.00</u>
7512 · Pension - Defined Contribution					
	12/08/2022	Lincoln Financial - Pension 401	28,933.26		28,933.26
	01/09/2023	Lincoln Financial - Pension 401	28,554.90		57,488.16
Total 7512 · Pension - Defined Contribution			<u>57,488.16</u>	0.00	<u>57,488.16</u>
7701 · Tax Collector's Expense					
	12/31/2022	Bank of America	30.25		30.25
	01/31/2023	Bank of America	30.25		60.50
Total 7701 · Tax Collector's Expense			<u>60.50</u>	0.00	<u>60.50</u>
7702 · Professional Org / Periodicals					
	12/08/2022	Middlesex County Chamber of Commerce, Inc	25.00		25.00
	01/09/2023	Connecticut Career Fire Chiefs Assoc	250.00		275.00
	01/09/2023	Connecticut Fire Chiefs Assoc.	60.00		335.00
Total 7702 · Professional Org / Periodicals			<u>335.00</u>	0.00	<u>335.00</u>
7703 · Office Expenses					
	12/22/2022	Misc Payer		10.00	-10.00
	12/31/2022	Bank of America	187.83		177.83
	01/30/2023	Minuteman Press	39.00		216.83
	01/31/2023	Bank of America	38.25		255.08
Total 7703 · Office Expenses			<u>265.08</u>	10.00	<u>255.08</u>
7706 · Postage					
	12/05/2022	FedEx	70.20		70.20
	01/16/2023	FedEx	8.35		78.55
	01/30/2023	FedEx	75.27		153.82
Total 7706 · Postage			<u>153.82</u>	0.00	<u>153.82</u>

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7708 · Commissioner's Compensation					
	01/04/2023	Paychex	750.00		750.00
Total 7708 · Commissioner's Compensation			750.00	0.00	750.00
7709 · Activity Expense					
	12/05/2022	Trzaski, James	30.59		30.59
	12/31/2022	Bank of America	38.30		68.89
	12/31/2022	Bank of America	10.09		78.98
	12/31/2022	Bank of America	30.06		109.04
	01/31/2023	Bank of America	63.34		172.38
	01/31/2023	Bank of America	54.75		227.13
	01/31/2023	Bank of America	95.28		322.41
	01/31/2023	Bank of America	55.74		378.15
Total 7709 · Activity Expense			378.15	0.00	378.15
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
	12/19/2022	Summa & Ryan, PC	48.00		48.00
Total 7711A · Legal Expense - General/Labor			48.00	0.00	48.00
Total 7711 · Legal Expense			48.00	0.00	48.00
7710 · Professional Services - Other					
	12/01/2022	Paychex	117.10		117.10
	12/01/2022	Paychex	55.02		172.12
	12/01/2022	Paychex	71.90		244.02
	12/05/2022	MissionCIT, LLC.	4,500.00		4,744.02
	12/08/2022	Paychex	137.86		4,881.88
	12/08/2022	Paychex	55.02		4,936.90
	12/15/2022	Paychex	115.16		5,052.06
	12/15/2022	Paychex	53.08		5,105.14
	12/22/2022	Paychex	137.86		5,243.00
	12/22/2022	Paychex	56.96		5,299.96
	12/29/2022	Paychex	115.16		5,415.12
	12/29/2022	Paychex	55.02		5,470.14
	12/31/2022	Merrick & Associates, LLC	400.00		5,870.14
	01/05/2023	Paychex	155.16		6,025.30
	01/05/2023	Paychex	55.02		6,080.32
	01/05/2023	Paychex	71.90		6,152.22
	01/12/2023	Paychex	115.16		6,267.38
	01/12/2023	Paychex	435.00		6,702.38
	01/12/2023	Paychex	55.02		6,757.40
	01/19/2023	Paychex	115.16		6,872.56
	01/19/2023	Paychex	55.02		6,927.58

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7710 · Professional Services - Other, continued					
	01/24/2023	Middletown Public Schools	600.00		7,527.58
	01/26/2023	Paychex	115.16		7,642.74
	01/26/2023	Paychex	56.96		7,699.70
			<u>7,699.70</u>	<u>0.00</u>	<u>7,699.70</u>
Total 7710 · Professional Services - Other			<u>7,699.70</u>	<u>0.00</u>	<u>7,699.70</u>
Total 7710 · Professional Services			<u>7,747.70</u>	<u>0.00</u>	<u>7,747.70</u>
7714 · Advertising / Voting					
	12/31/2022	Middletown Press- Hearst Media Services	175.90		175.90
	12/31/2022	Hartford Courant - Advertising	143.00		318.90
	01/25/2023	LHS Associates, Inc.	650.00		968.90
	01/25/2023	LHS Associates, Inc.	202.80		1,171.70
	01/25/2023	LHS Associates, Inc.	69.00		1,240.70
	01/31/2023	Middletown Press- Hearst Media Services	148.89		1,389.59
	01/31/2023	Middletown Press- Hearst Media Services	126.91		1,516.50
			<u>1,516.50</u>	<u>0.00</u>	<u>1,516.50</u>
Total 7714 · Advertising / Voting			<u>1,516.50</u>	<u>0.00</u>	<u>1,516.50</u>
7716 · Archive Services					
	12/31/2022	Hartford Despatch & Storage	195.00		195.00
			<u>195.00</u>	<u>0.00</u>	<u>195.00</u>
Total 7716 · Archive Services			<u>195.00</u>	<u>0.00</u>	<u>195.00</u>
7717 · Software Support					
	12/31/2022	Bank of America	142.00		142.00
	01/01/2023	websolutions DBA Exposure	105.00		247.00
	01/31/2023	Bank of America	142.00		389.00
			<u>389.00</u>	<u>0.00</u>	<u>389.00</u>
Total 7717 · Software Support			<u>389.00</u>	<u>0.00</u>	<u>389.00</u>
7801 · Repairs Building					
	12/01/2022	Municipal Emergency Services/Shipman's	317.50		317.50
	12/21/2022	Encore Fire Protection	330.00		647.50
	01/31/2023	Bank of America	219.00		866.50
			<u>866.50</u>	<u>0.00</u>	<u>866.50</u>
Total 7801 · Repairs Building			<u>866.50</u>	<u>0.00</u>	<u>866.50</u>
7802 · Supplies Maintenance					
	12/06/2022	W.B. Mason Company, Inc.	79.98		79.98
	12/28/2022	Ace Home Center	10.78		90.76
	12/28/2022	Ace Home Center	8.87		99.63
	12/31/2022	Bank of America	163.49		263.12
	12/31/2022	Bank of America	28.72		291.84
	12/31/2022	Bank of America	134.51		426.35
	12/31/2022	Bank of America	26.98		453.33
	12/31/2022	Bank of America	23.96		477.29
	12/31/2022	Bank of America	116.01		593.30
	12/31/2022	Bank of America		20.99	572.31

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 · Supplies Maintenance, continued					
	01/28/2023	Ace Home Center	14.10		586.41
	01/28/2023	Ace Home Center	8.43		594.84
	01/28/2023	Ace Home Center	26.99		621.83
	01/28/2023	Ace Home Center	2.33		624.16
	01/31/2023	Bank of America	50.61		674.77
	01/31/2023	Bank of America	68.92		743.69
	01/31/2023	Bank of America	76.92		820.61
	01/31/2023	Bank of America	6.98		827.59
	01/31/2023	Bank of America	215.94		1,043.53
			<u>1,064.52</u>	<u>20.99</u>	<u>1,043.53</u>
Total 7802 · Supplies Maintenance					
7803 · Services					
	12/01/2022	A & A Office Systems, Inc. - Usage	33.97		33.97
	12/06/2022	Comcast	100.80		134.77
	12/07/2022	Comcast	19.14		153.91
	12/10/2022	De Lage Landen Financial Services, Inc.	121.00		274.91
	12/22/2022	All Waste	180.00		454.91
	12/26/2022	Pitney Bowes Inc. - Quarterly	217.86		672.77
	12/29/2022	JP Bellamo & Sons, Inc.	50.00		722.77
	01/04/2023	Middletown Fire Dept	250.00		972.77
	01/06/2023	Comcast	100.80		1,073.57
	01/07/2023	Comcast	22.52		1,096.09
	01/07/2023	De Lage Landen Financial Services, Inc.	121.00		1,217.09
	01/12/2023	Encore Fire Protection	392.00		1,609.09
	01/23/2023	JP Bellamo & Sons, Inc.	50.00		1,659.09
			<u>1,659.09</u>	<u>0.00</u>	<u>1,659.09</u>
Total 7803 · Services					
7805 · Equipment					
	12/31/2022	Bank of America	79.55		79.55
	01/27/2023	Gene's TV & Appliance, Inc.	1,114.98		1,194.53
			<u>1,194.53</u>	<u>0.00</u>	<u>1,194.53</u>
Total 7805 · Equipment					
7901 · Emergency Medical Equipment					
7901C · COVID-19					
	12/07/2022	Common Cents EMS Supply, LLC.	137.70		137.70
	12/07/2022	Common Cents EMS Supply, LLC.	137.70		275.40
	12/07/2022	Common Cents EMS Supply, LLC.	28.71		304.11
			<u>304.11</u>	<u>0.00</u>	<u>304.11</u>
Total 7901C · COVID-19					
7901 · Emergency Medical Equipment - Other					
	12/07/2022	Common Cents EMS Supply, LLC.	211.41		211.41
	12/21/2022	Common Cents EMS Supply, LLC.	64.44		275.85
	12/27/2022	Common Cents EMS Supply, LLC.	213.30		489.15

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7901 · Emergency Medical Equipment - Other, continued					
	01/06/2023	Common Cents EMS Supply, LLC.	23.31		512.46
	01/23/2023	Common Cents EMS Supply, LLC.	69.93		582.39
			<u>582.39</u>	<u>0.00</u>	<u>582.39</u>
Total 7901 · Emergency Medical Equipment - Other			582.39	0.00	582.39
Total 7901 · Emergency Medical Equipment			886.50	0.00	886.50
7902 · Computer Equip & Supplies					
	12/28/2022	Ace Home Center	8.98		8.98
	12/31/2022	Bank of America	23.39		32.37
	12/31/2022	Bank of America	29.99		62.36
	01/31/2023	Bank of America	966.56		1,028.92
			<u>1,028.92</u>	<u>0.00</u>	<u>1,028.92</u>
Total 7902 · Computer Equip & Supplies			1,028.92	0.00	1,028.92
7903 · Training					
	12/31/2022	Bank of America	107.07		107.07
	12/31/2022	Bank of America	110.20		217.27
	12/31/2022	Bank of America	91.00		308.27
	01/17/2023	Commission on Fire Prevention and Control	35.00		343.27
	01/17/2023	Zajac, Robert	68.95		412.22
	01/31/2023	Bank of America	67.42		479.64
	01/31/2023	Bank of America	260.85		740.49
	01/31/2023	Bank of America	303.60		1,044.09
	01/31/2023	Bank of America	341.85		1,385.94
	01/31/2023	Bank of America	88.12		1,474.06
	01/31/2023	Bank of America	176.68		1,650.74
			<u>1,650.74</u>	<u>0.00</u>	<u>1,650.74</u>
Total 7903 · Training			1,650.74	0.00	1,650.74
7905 · Fire Fighting Equipment					
	12/07/2022	Fire Equipment Headquarters	362.93		362.93
	12/09/2022	Fire Equipment Headquarters	362.93		725.86
	12/31/2022	Bank of America	54.61		780.47
	12/31/2022	Bank of America	435.00		1,215.47
	12/31/2022	Bank of America	147.89		1,363.36
	12/31/2022	Bank of America	83.98		1,447.34
	12/31/2022	Bank of America	56.93		1,504.27
	01/27/2023	Fire Equipment Headquarters	262.67		1,766.94
	01/31/2023	Bank of America	566.53		2,333.47
			<u>2,333.47</u>	<u>0.00</u>	<u>2,333.47</u>
Total 7905 · Fire Fighting Equipment			2,333.47	0.00	2,333.47
7906 · Special Service Units					
	01/13/2023	U.S. Darkwater, LLC.	99.99		99.99
	01/13/2023	U.S. Darkwater, LLC.	274.99		374.98
	01/30/2023	U.S. Darkwater, LLC.	29.99		404.97
	01/30/2023	U.S. Darkwater, LLC.	89.99		494.96
			<u>494.96</u>	<u>0.00</u>	<u>494.96</u>
Total 7906 · Special Service Units			494.96	0.00	494.96

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7907 · Fire Marshal's Office					
	12/31/2022	Bank of America	100.00		100.00
Total 7907 · Fire Marshal's Office			100.00	0.00	100.00
7909 · Uniforms					
	12/01/2022	Heiden, Tim		21.00	-21.00
	12/01/2022	McDonnell, Kevin T.		0.50	-21.50
	12/01/2022	Handley, Jonathan		43.00	-64.50
	12/01/2022	Handley, Jonathan		48.00	-112.50
	12/01/2022	Hurlbut, Jason M.		4.00	-116.50
	12/01/2022	James, Jr, Robert Lee		51.00	-167.50
	12/15/2022	EMP Apparel, LLC.	1,577.50		1,410.00
	12/15/2022	Security Uniforms, Inc.	376.00		1,786.00
	12/15/2022	Security Uniforms, Inc.	1,039.50		2,825.50
	12/21/2022	Security Uniforms, Inc.	421.00		3,246.50
	12/22/2022	Cortezzo, Jr., Michael A.		50.00	3,196.50
	12/31/2022	Bank of America	37.59		3,234.09
	12/31/2022	Bank of America	159.34		3,393.43
	01/05/2023	Russo, Philip		29.00	3,364.43
	01/05/2023	EMP Apparel, LLC.	152.30		3,516.73
	01/05/2023	EMP Apparel, LLC.	123.37		3,640.10
	01/16/2023	Security Uniforms, Inc.	900.00		4,540.10
	01/17/2023	Security Uniforms, Inc.	52.00		4,592.10
	01/19/2023	Lancia, Jr, Anthony R		122.50	4,469.60
	01/26/2023	Atwell, Jesse R.		6.50	4,463.10
	01/26/2023	DeFrancesco, Geoffrey		18.00	4,445.10
Total 7909 · Uniforms			4,838.60	393.50	4,445.10
7910 · Protective Clothing					
	12/07/2022	Municipal Emergency Services/Shipman's	134.59		134.59
	01/09/2023	Town of Montville	3,142.00		3,276.59
	01/17/2023	Municipal Emergency Services/Shipman's	166.35		3,442.94
	01/31/2023	Bank of America	204.44		3,647.38
	01/31/2023	Bank of America	518.24		4,165.62
Total 7910 · Protective Clothing			4,165.62	0.00	4,165.62
7912 · Cellular Phones					
	12/11/2022	AT&T Mobility	468.08		468.08
	01/11/2023	AT&T Mobility	468.60		936.68
Total 7912 · Cellular Phones			936.68	0.00	936.68

South Fire District
Monthly Expense Detail
December 2022 and January 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7915 · Medical Testing					
	12/05/2022	Tyrseck, Stephen.	91.00		91.00
	12/09/2022	James, Robert Lee, Jr.	91.00		182.00
	12/19/2022	Coniglio, Kyle.	216.00		398.00
	12/19/2022	Heiden, Tim	91.00		489.00
	12/19/2022	Kelly, Kori.	158.00		647.00
	12/19/2022	Moss, Wade.	91.00		738.00
	12/30/2022	DeBlois, Nicholas	91.00		829.00
	12/30/2022	Smith, Christopher.	91.00		920.00
	12/30/2022	Turenne, Andrew B	277.00		1,197.00
	01/04/2023	Lancia, Anthony R., Jr.	40.00		1,237.00
	01/09/2023	Russo, Philip..	40.00		1,277.00
	01/09/2023	Concentra Medical Center	122.00		1,399.00
	01/18/2023	Priority Urgent Care	130.00		1,529.00
	01/19/2023	Davis-Penta, Michael	40.00		1,569.00
	01/19/2023	Mastroianni, James.	98.00		1,667.00
	01/23/2023	Concentra Medical Center	98.00		1,765.00
	01/30/2023	McDonnell, Kevin	89.00		1,854.00
	01/31/2023	Gregorio, William F. Jr.	30.00		1,884.00
			<u>1,884.00</u>	<u>0.00</u>	<u>1,884.00</u>
Total 7915 · Medical Testing					
7916 · Breathing Apparatus-Test Repair					
	12/08/2022	Municipal Emergency Services/Shipman's	462.49		462.49
	01/30/2023	Municipal Emergency Services/Shipman's	370.35		832.84
			<u>832.84</u>	<u>0.00</u>	<u>832.84</u>
Total 7916 · Breathing Apparatus-Test Repair					
7919 · FEMA Grant Purchases					
7919D · Grant # EMW-2019-FG-05602					
	12/15/2022	Specialty Vehicles, Inc.	177,333.33		177,333.33
			<u>177,333.33</u>	<u>0.00</u>	<u>177,333.33</u>
Total 7919D · Grant # EMW-2019-FG-05602					
Total 7919 · FEMA Grant Purchases					
			<u>177,333.33</u>	<u>0.00</u>	<u>177,333.33</u>
8999 · CNR Current Year					
	12/02/2022	Municipal Emergency Services/Shipman's	372.25		372.25
	12/15/2022	Specialty Vehicles, Inc.	8,866.67		9,238.92
	12/15/2022	Specialty Vehicles, Inc.	29,950.00		39,188.92
			<u>39,188.92</u>	<u>0.00</u>	<u>39,188.92</u>
Total 8999 · CNR Current Year					
TOTAL					
			<u><u>371,063.29</u></u>	<u><u>1,044.49</u></u>	<u><u>370,018.80</u></u>

South Fire District
Profit & Loss Budget vs. Actual
 July 2022 through January 2023

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,748,114.97	5,793,283.00	-45,168.03	99.22%
4102 · Interest and Liens	30,788.73	30,000.00	788.73	102.63%
4103 · Tax Refunds	-12,786.54	0.00	-12,786.54	100.0%
4104 · Fees	1,845.50	0.00	1,845.50	100.0%
4105 · Prior Year Tax Collections	70,717.15	0.00	70,717.15	100.0%
4109 · Grants - FEMA	177,333.33	0.00	177,333.33	100.0%
4204 · Municipal Grants & Rev. Sharing	30,037.00	0.00	30,037.00	100.0%
4208 · State MV Fire District Grant	521,885.00	521,885.00	0.00	100.0%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.0%
4301 · Investment Income	20,876.52	2,000.00	18,876.52	1,043.83%
4901 · Miscellaneous Income	316.73	0.00	316.73	100.0%
Total Income	6,790,778.39	6,548,818.00	241,960.39	103.7%
Expense				
7201 · Electricity	13,149.64	22,500.00	-9,350.36	58.44%
7202 · Water and Sewer	1,276.61	2,500.00	-1,223.39	51.06%
7203 · Heating	6,957.95	12,000.00	-5,042.05	57.98%
7204 · Telephone	1,598.99	3,000.00	-1,401.01	53.3%
7401 · Fuel	24,412.73	30,000.00	-5,587.27	81.38%
7403-1 · Apparatus Preventative Maint.	3,152.00	12,000.00	-8,848.00	26.27%
7403 · Vehicle Repairs	29,063.44	50,000.00	-20,936.56	58.13%
7404 · Annual OSHA Inpection	7,095.82	1,200.00	5,895.82	591.32%
7406 · Vehicle Supplies	189.81	2,000.00	-1,810.19	9.49%
7501 · Insurance-Workers Compensation	118,012.00	190,000.00	-71,988.00	62.11%
7502 · Insurance - Commercial Package	36,420.00	51,000.00	-14,580.00	71.41%
7503 · Insurance - Medical	461,320.12	911,911.00	-450,590.88	50.59%
7504 · Insurance - Cyber	6,250.00	6,250.00	0.00	100.0%
7509 · Insurance - Life and Disability	26,796.96	55,504.00	-28,707.04	48.28%
7512 · Pension - Defined Contribution	193,927.61	370,040.00	-176,112.39	52.41%
7513 · Unused Sick Time	0.00	20,000.00	-20,000.00	0.0%
7601 · Salaries - Fire Department	1,646,599.87	2,964,700.00	-1,318,100.13	55.54%
7602 · Salaries - Administrative	89,594.29	185,000.00	-95,405.71	48.43%
7603 · Replacement / Call Backs	375,102.39	520,000.00	-144,897.61	72.14%
7604 · Fringe Benefits	76,633.72	123,600.00	-46,966.28	62.0%
7606 · PEB-Uncompensated Absences Exp	69,411.11	10,000.00	59,411.11	694.11%
7607 · PEB-Heart and Hypertension	27,118.63	206,489.00	-179,370.37	13.13%
7609 · Employer - Social Security	134,999.99	236,038.00	-101,038.01	57.19%
7610 · Employer - Medicare	31,573.06	55,203.00	-23,629.94	57.19%
7701 · Tax Collector's Expense	6,808.39	23,000.00	-16,191.61	29.6%
7702 · Professional Org / Periodicals	1,815.98	2,205.00	-389.02	82.36%
7703 · Office Expenses	960.35	3,500.00	-2,539.65	27.44%
7704 · Auditor	0.00	7,750.00	-7,750.00	0.0%
7705 · Professional Development	182.85	4,500.00	-4,317.15	4.06%
7706 · Postage	1,395.34	4,000.00	-2,604.66	34.88%

South Fire District
Bank of America Purchase Details

Billing Time Period: 12/01/2022 – 12/31/2022

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
Account # -6599 (Chief)					
11/30/22	Staples	USB cord for E30 phone charger	7902	22-014	23.39
11/30/22	Home Depot	Batteries, tool set, screwdriver set	7802	22-011	163.49
12/1/22	Amis Crispy Bagels	Bagels, cream cheese for DC test	7709	22-007	38.30
12/1/22	SpeediGo	Beverages, snacks for DC test	7709	22-007	10.09
12/1/22	Illiano's	Lunch for DC test	7709	22-007	30.06
12/1/22	Home Depot	4x8 Gypsum panels	7903	22-015	107.07
12/2/22	Amazon	Rubbermaid quick-connect straight adjustable extension handles/poles (2)	7802	22-011	28.72
12/2/22	Amazon	Mattress Protectors (uniform allowance)	7909	22-020	37.59
12/2/22	Amazon	Twin XL sheet sets for new hires (2)	7805	22-012	79.55
12/5/22	Feld Fire	PMI rope tech gloves (FF Zabulis)	7905	22-017	54.61
12/5/22	Rope-N-Rescue	RNR Picket storage bags (3)	7905	22-017	435.00
12/5/22	Propper	Propper Synergy wildland shirt	7905	22-017	147.89
12/5/22	Amazon	Commercial multi-purpose enzyme cleaner (6 gallons)	7802	22-011	134.51
12/6/22	Amazon	Rubbermaid quick-connect straight adjustable extension handle/pole	7802	22-011	26.98
12/7/22	Firemans Chore Jacket Co. Inc.	Denim jacket	7909	22-020	159.34
12/13/22	Staples	Misc. office supplies, ink for printer	7703	22-004	187.83
12/15/22	Textbooks.com	FD Incident Safety 3 rd Ed. (LT Heiden)	7903	22-015	110.20
12/15/22	LiveSavers	BLS student e-cards, CPR (14)	7903	22-015	91.00
12/15/22	Zips Truck Equipment, Inc.	All-grip broom w/extendable handle (2)	7905	22-017	83.98
12/17/22	Founders Technology	Monthly cloud services – Month of January	7717	22-009	142.00
12/20/22	Mobile Rescue	iPad 8 th gen power diagnosis	7902	22-014	29.99
12/22/22	Home Depot	Scotch extreme fasteners (2)	7802	22-011	23.96
12/24/22	Amazon	Brass rocker lug 1" NH cap with chain	7905	22-017	56.93
12/23/22	White Pages	Address subscription service	7701	22-002	30.25
12/27/22	Restaurant Depot	Disposable coffee cups (2 cases)	7802	22-011	116.01
12/27/22	IAAI	Membership (FM Mastroianni)	7702	22-003	100.00
12/29/22	Amazon	Credit-return of Rubbermaid quick-connect straight adjustable extension handle/pole	7802	22-011	(20.99)
				TOTAL	\$2,427.75

South Fire District
Bank of America Purchase Details

Billing Time Period: 1/01/2023 – 1/31/2023

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
Account # -6599 (Chief)					
12/29/22	Home Depot	Drywall and drywall screws	7903	22-015	67.42
		Batteries (3 pks of D)	7802	22-011	50.61
12/30/23	Staples	Toner for FMO color printer	7902	22-014	966.56
		Misc. office supplies	7703	22-004	38.25
1/9/23	Sam's Club	Diesel Exhaust Fluid	7401		79.90
1/12/23	Amazon	Fire and Emergency Services Company Officer, 6th ed.	7903	22-015	260.85
1/12/23	Amazon	Essentials of FF and FD Operations	7903	22-015	303.60
1/12/23	Amazon	FD Incident Safety Officer (rev.)	7903	22-015	341.85
1/13/23	Eventbrite	CFDIA Instructor Development Seminar (Chief & FM)	7903	22-015	88.12
1/14/23	Amazon	Regulator for air compressors, washing machine cleaner	7802	22-011	68.92
1/18/23	Founders Technology	Monthly cloud services – Month of February	7717	22-009	142.00
1/19/23	Illiano's	Lunch – Entry level FF exam	7709	22-007	63.34
1/19/23	Home Depot	Storage totes	7802	22-011	76.92
1/19/23	Home Depot	Storage tote	7802	22-011	6.98
1/20/23	Illiano's	Lunch – Entry level FF exam (missing receipt)	7709	22-007	54.75
1/23/23	Eventbrite	Northeastern Fire Summit 2023 (FF Turenne)	7903	22-015	176.68
1/23/23	White Pages	Address subscription service	7701	22-022	30.25
1/24/23	Sam's Club	Refreshments, paper goods for Middlesex County Chiefs meeting hosted by SFD	7709	22-007	95.28
		Misc. house supplies	7802	22-011	215.94
1/26/23	Home Depot	Reyes Single-Handle Pull-Down Sprayer Kitchen Faucet	7801	22-010	219.00
1/26/23	WPSG Inc.	Helmet shields (3)	7910	22-021	204.44
1/26/23	Galls	Wildland shirt (1 lg.); rope rescue gloves (1 lg., 1 sm.); rescue line barrier gloves (2 lg., 2 xl)	7910	22-021	518.24
1/30/23	Lift Supply	Straps for grip hoist (E32)	7905	22-017	566.53
1/30/23	Sam's Club	Food – Middlesex County Chief's Meeting hosted by SFD	7709	22-007	55.74
				TOTAL	\$4692.17

South Fire District
Profit & Loss Budget vs. Actual
 July 2022 through January 2023

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7707 • Contingency	0.00	50,000.00	-50,000.00	0.0%
7708 • Commissioner's Compensation	5,250.00	9,000.00	-3,750.00	58.33%
7709 • Activity Expense	1,392.42	3,500.00	-2,107.58	39.78%
7710 • Professional Services	17,137.25	35,000.00	-17,862.75	48.96%
7712 • Office Equipment	0.00	1,200.00	-1,200.00	0.0%
7713 • Actuarial Services	0.00	3,300.00	-3,300.00	0.0%
7714 • Advertising / Voting	1,516.50	4,500.00	-2,983.50	33.7%
7715 • Lien Fees	0.00	1,200.00	-1,200.00	0.0%
7716 • Archive Services	390.00	978.00	-588.00	39.88%
7717 • Software Support	46,797.20	53,100.00	-6,302.80	88.13%
7801 • Repairs Building	15,077.55	20,000.00	-4,922.45	75.39%
7802 • Supplies Maintenance	5,389.39	8,900.00	-3,510.61	60.56%
7803 • Services	9,727.69	18,000.00	-8,272.31	54.04%
7805 • Equipment	2,755.62	4,600.00	-1,844.38	59.91%
7901 • Emergency Medical Equipment	4,315.90	12,500.00	-8,184.10	34.53%
7902 • Computer Equip & Supplies	1,573.80	2,000.00	-426.20	78.69%
7903 • Training	22,331.46	30,500.00	-8,168.54	73.22%
7904 • Public Fire Education	1,216.38	4,500.00	-3,283.62	27.03%
7905 • Fire Fighting Equipment	6,527.84	14,000.00	-7,472.16	46.63%
7906 • Special Service Units	6,541.89	5,500.00	1,041.89	118.94%
7907 • Fire Marshal's Office	1,690.50	4,000.00	-2,309.50	42.26%
7909 • Uniforms	10,790.85	27,150.00	-16,359.15	39.75%
7910 • Protective Clothing	32,839.08	30,000.00	2,839.08	109.46%
7911 • Communications	2,129.18	4,500.00	-2,370.82	47.32%
7912 • Cellular Phones	3,349.45	5,200.00	-1,850.55	64.41%
7913 • Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.5%
7915 • Medical Testing	2,252.00	3,800.00	-1,548.00	59.26%
7916 • Breathing Apparatus-Test Repair	1,380.76	4,500.00	-3,119.24	30.68%
8999 • CNR Current Year	<u>803,465.05</u>	<u>100,000.00</u>	<u>703,465.05</u>	<u>803.47%</u>
Total Expense	4,398,084.91	6,548,818.00	-2,150,733.09	67.16%
Grant Purchases				
7919 • FEMA Grant - Brush Truck	<u>177,333.33</u>			
Total Grant Purchases	177,333.33			

South Fire District
Cash Balance Report
January 2023

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	4,112,619.75
	Operating - Checking	\$	<u>199,734.50</u>
	Total:	\$	4,312,354.25

Restricted Funds:

CNR	\$	1,861,398.34
Post-Employment Benefits	\$	627,153.05



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 January, 2023:

Fire Marshal Office Activities/Duties:

- Meeting with the Building Dept.
- Attended Code Enforcement Meeting
- Attended Solnit Juvenile Fire Setter Class 5
- Meeting with Fire Setting Treatment Subcommittee
- Attended CT IAAI Regular Quarterly Chapter Meeting
- 70 Maynard Street - conducted fire drill
- 600 Highland Avenue - conducted fire drill
- Attended Solnit Juvenile Fire Setter Class 6
- 100 Randolph Road - conducted fire drill

Inspections:

- 50 Walnut Street – new business walkthrough with Building Dept.
- 100 Saybrook Road - apartment building inspection
- 140 Wilderman's Way – progress inspection with Building Dept.
- 1150 South Main Street - apartment building re-inspection
- 258 Saybrook Road - apartment building inspection
- 969 Saybrook Road - apartment building re-inspection
- 373 East Main Street – final business inspection with Building Dept.
- 100 Saybrook Road - apartment building re-inspection
- 1 Wildermans Way – educational re-inspection
- 100 Saybrook Road - apartment building 2nd re-inspection
- 28 Durant Terrace - apartment building re-inspection

- 410 Saybrook Road - final business inspection with Building Dept.
- 50 Walnut Street – 2nd new business walkthrough with Building Dept.
- 730 Randolph Road – final progress inspection with Building Dept.
- 1250 Silver Street – review emergency egress with Building Dept.
- 1 Dunham Avenue - review numerous safety concerns with Building & Health Dept.

Training:

- NFPA 1 – Fire Code Hazardous Materials – Updates - Session 1 Virtual Training
- Updates to the 2021 IBC Portion of the State Building Code - Session 1 Virtual Training
- CFDIA Instructor Development in-person Seminar
- NFPA 1 – Fire Code Hazardous Materials – Updates - Session 2 Virtual Training
- Virtual NFPA Community Risk Reduction Discussion
- Lithium Ion Battery Chemistry Explained - Webinar
- Electric Bus First Responder in-person Training
- Updates to the 2021 IBC Portion of the State Building Code - Session 1 Virtual Training

Fire Marshal James M. Mastroianni
January, 2023



SOUTH FIRE DISTRICT
Of the City of Middletown
MONTHLY REPORT TO
Fire Chief: James Trzaski
From: Deputy Fire Marshal Jason Hurlbut

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

Fire Marshal Office Activities/Duties:

- 140 Wildermans Way – Inspection with Building Department
- 714 South Main Street – Meet with Insurance Investigator
- 600 Highland Avenue – Fire Drill
- Resident Complaint Inspection with Building and Health Department
- Secondary Means of Egress and Stair Inspection with Building Department
- 100 Randolph Road – Fire Drill

Inspections:

- 100 Saybrook Road – residential – Re-Inspection (no show by owner)
- 1 Wildermans Way – educational – Re-Inspection
- 100 Saybrook Road – residential – Re-Inspection
- 969 Saybrook Road – residential – 2nd Re-Inspection (February)

Training:

- Advanced Fire Dynamics - Oklahoma State University

Incidents:

- 75 Hillside Avenue – Car into Building
- Walnut Street – Outside Fire
- South Main Street – Truck into Building
- 1685 Saybrook Road – RV Fire

Deputy Fire Marshal Jason Hurlbut
January, 2023



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

February 9, 2023

Greetings,

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

Training Activities:

- Review of Cancer Prevention policies & procedures for Cancer Prevention month, All Platoons
- Rollout of Domestic Violence Advocacy sheets for apparatus, All Platoons
- Training on new MARSARS Ice Rescue equipment, All Platoons
- Company Officers ongoing training on Brush 36 driver familiarization

Other Activities:

- Completion of Fire Officer 3 course
- Coordinated Community CPR Day, 200 participants in hands-only CPR
- Weekly rollout meetings with First Due software
- Completion of annual gear inspections for all personnel
- Rotating of dive gear for annual servicing

Incident Responses:

- 1/4 -Structure Fire, Lakeside Ave (Middletown District)
- 1/6-Motor Vehicle Accident, Route 9
- 1/23-Motor Vehicle Accident, Route 9

Respectfully Submitted,

Nick Fischer
Training Captain

Training Classes by Category

Class Date Between {01/01/2023} And {01/31/2023}

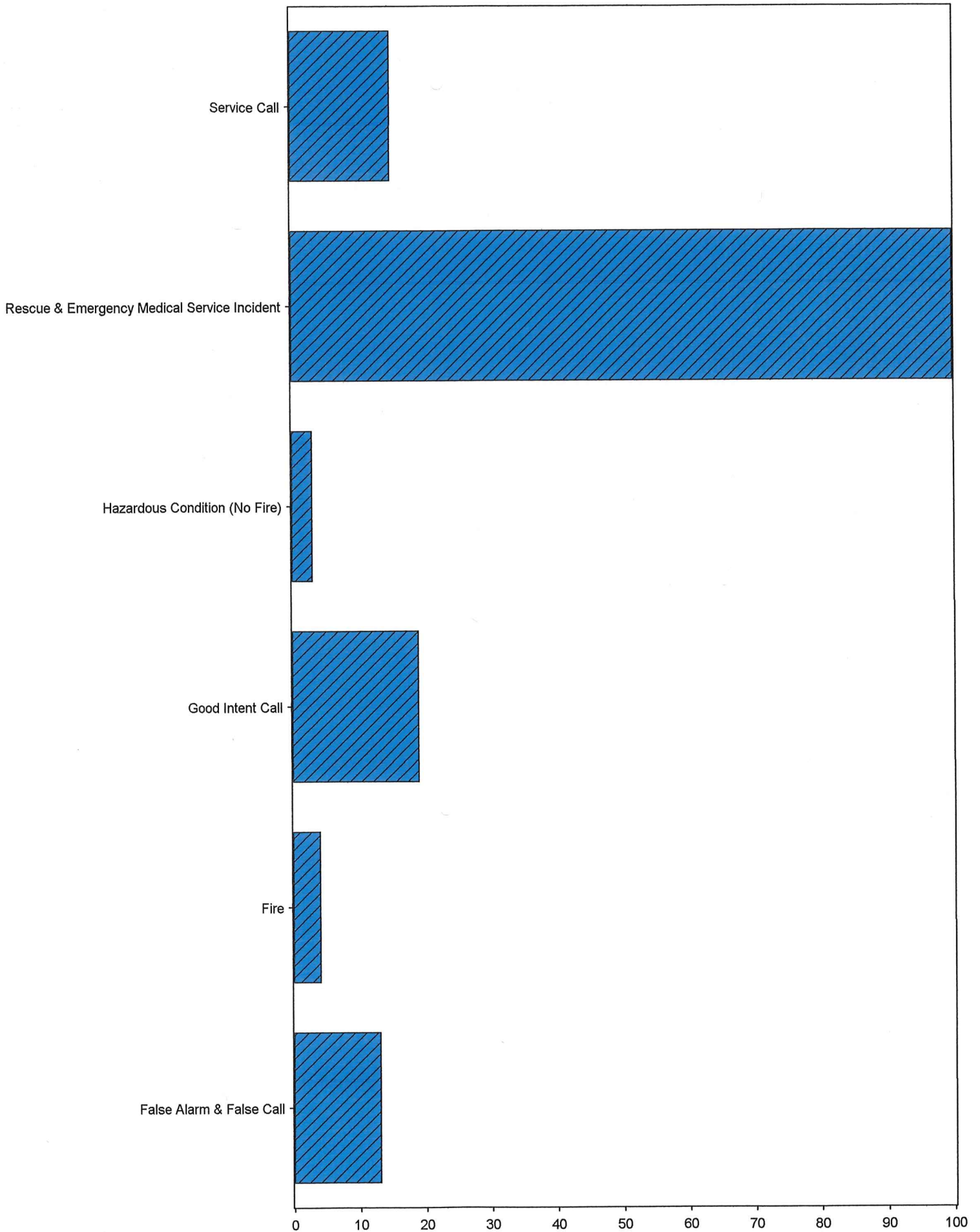
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
1.5 Extrication & Stabilization Training								
01/09/2023	09:00	Extrication & Stabilization Training	1	E32	A	2.50	0.00	0.00
Totals for Category:						2.50	0.00	0.00
AERIAL TRAIN Aerial / Ladder Driver Training								
01/16/2023	10:00	Aerial / Ladder Driver Training	1		D	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
BFAM Building Familiarization								
01/27/2023	13:30	Building Familiarization	1		C	1.25	0.00	0.00
Totals for Category:						1.25	0.00	0.00
BRS36 B36 Driver training								
01/21/2023	09:00	B36 Driver training	1	B36	A	1.00	0.00	0.00
01/21/2023	10:00	B36 Driver training	1	B36	A	0.50	0.00	0.00
01/27/2023	10:30	B36 Driver training	1		C	0.75	0.00	0.00
Totals for Category:						2.25	0.00	0.00
CANCER Cancer Awareness & Prevention								
01/24/2023	09:00	Cancer Awareness & Prevention	1		D	1.50	0.00	0.00
01/25/2023	09:00	Cancer Awareness & Prevention	1		A	1.50	0.00	0.00
01/26/2023	10:00	Cancer Awareness & Prevention	1		B	1.50	0.00	0.00
01/27/2023	10:00	Cancer Awareness & Prevention	1		C	1.50	0.00	0.00
Totals for Category:						6.00	0.00	0.00
DIVE TENDER Dive Tender Training								
01/25/2023	13:30	Dive Tender Training	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
DVA Domestic Violence Awareness								
01/31/2023	09:00	Domestic Violence Awareness	1		C	0.50	0.00	0.00

Training Classes by Category

Class Date Between {01/01/2023} And {01/31/2023}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
DVA Domestic Violence Awareness								
Totals for Category:						0.50	0.00	0.00
E32ORIENT New E32 Orientation								
01/09/2023	07:30	New E32 Orientation	1	E32	A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
ENG DRIVING Engine/operator driver training								
01/19/2023	10:00	Engine/operator driver training	1		C	1.50	0.00	0.00
Totals for Category:						1.50	0.00	0.00
FC40 Strategic and Tactical Operations								
01/09/2023	13:30	Strategic and Tactical Operations	1		A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
MARSARS MARSARS Ice Rescue System Training								
01/16/2023	10:00	MARSARS Ice Rescue System Training	1		D	1.00	0.00	0.00
01/17/2023	13:00	MARSARS Ice Rescue System Training	1		A	1.00	0.00	0.00
01/18/2023	13:00	MARSARS Ice Rescue System Training	1		B	1.00	0.00	0.00
01/19/2023	13:00	MARSARS Ice Rescue System Training	1		C	1.00	0.00	0.00
Totals for Category:						4.00	0.00	0.00
ROPEMATRIPOD Rope, Mechanical Advantages, Tripod Review								
01/05/2023	14:00	Rope, Mechanical Advantages, Tripod	1		A	2.50	0.00	0.00
Totals for Category:						2.50	0.00	0.00
RP 1.2 Rope Rescue								
01/21/2023	09:00	Rope Rescue	1		A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00

Incident Type Summary
Alarm Date Between {01/01/2023} And {01/31/2023} Page 28 of 30



Incident List by Alarm Date/Time

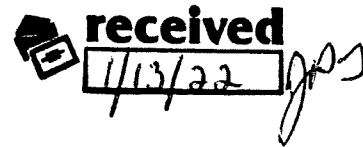
Alarm Date Between {01/01/2023} And {01/31/2023}
 and FDID = "07121" and District = "MO2 " and
 Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
23-0000016-000	01/04/2023	16:21:29	39 TYNAN CIR /CVH - MERRI	531 Smoke or odor removal
23-0000019-000	01/04/2023	22:00:58	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000023-000	01/05/2023	11:29:24	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000039-000	01/06/2023	14:18:34	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000040-000	01/06/2023	18:23:55	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000065-000	01/12/2023	18:30:41	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000086-000	01/18/2023	15:38:34	39 TYNAN CIR /CVH - MERRI	733 Smoke detector activation du
23-0000088-000	01/18/2023	18:24:32	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000100-000	01/21/2023	06:41:27	70 OBRIEN DR /CVH - WHITI	311 Medical assist, assist EMS c
23-0000104-000	01/22/2023	11:56:50	112 Bow LA /SHEPERD HOME/	321 EMS call, excluding vehicle
23-0000111-000	01/23/2023	07:29:20	1 LABELLA CIR /CVH - EDDY	381 Rescue or EMS standby
23-0000132-000	01/26/2023	06:03:57	1225 SILVER ST /CT JUVENI	743 Smoke detector activation, n
23-0000139-000	01/27/2023	23:25:10	1225 SILVER ST /CT JUVENI	744 Detector activation, no fire
23-0000144-000	01/29/2023	17:27:10	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000151-000	01/31/2023	12:41:01	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000152-000	01/31/2023	13:22:40	399 SILVER ST /MOBIL CRIS	611 Dispatched & cancelled en ro

Total Incident Count 16

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

January 13, 2023



Chief Trzaski:

Please accept this letter as my formal request to be reassigned as a firefighter with the South Fire District. As you may know, I have had to take a substantial amount of time off lately due to various troubles with childcare and other illnesses involving my children. While some of these issues were temporary, I have come to the realization that it would be best overall for my family if I was able to revert to the capacity of a firefighter.

I am grateful to have had the opportunity to serve as the Deputy Fire Marshal since January 2020, which is a position that I wanted to be in. Please know that in no way does this request reflect my feelings about the DFM position. I have thoroughly enjoyed working with Fire Marshal Mastroianni and gaining the knowledge and experience related to this position.

I felt that this was the best time to request this transfer as there are 2 current firefighter vacancies. With your approval, I would like to remain as the Deputy Fire Marshal through February 2nd. I am available to discuss this further in an effort to minimize disruptions to the District and the Fire Marshal's office. Thank you in advance for your time and consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Hurlbut", with a long horizontal line extending to the right.

Deputy Fire Marshal

Jason Hurlbut