

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, February 8, 2021

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.

Via Zoom <https://us02web.zoom.us/j/83086000764>

or Dial In – 646-558-8656

Meeting I.D. 830 8600 0764

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

**COMMISSIONERS REGULAR MONTHLY MEETING AGENDA
MONDAY, FEBRUARY 8, 2021 at 7:00 p.m.**

Via Zoom <https://us02web.zoom.us/j/83086000764> or Dial In – 646-558-8656
Meeting I.D. 830 8600 0764

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACCEPT/AMEND AGENDA
4. OPEN PUBLIC SESSION
5. CLOSE PUBLIC SESSION
6. MINUTES TO BE APPROVED
 - A. REGULAR MEETING OF JANUARY 11, 2021
 - B. SPECIAL MEETING OF JANUARY 14, 2021
7. TAX COLLECTOR'S REPORTS
 - A. TAX REFUNDS: MONTH OF JANUARY – \$77.34
 - B. TAX COLLECTOR'S REPORT FOR THE MONTH OF JANUARY
8. MONTHLY FINANCIAL REPORTS
9. CHIEF'S REPORT
10. DEPUTY CHIEF'S REPORT
11. FIRE MARSHAL'S OFFICE REPORTS
12. CAPTAIN'S REPORT
13. COMMISSIONER REPORTS
 - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH
 - B. PENSION COMMITTEE – COMM. KLECKOWSKI
 - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
14. OLD BUSINESS
 - A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS
 - B. SOLAR PROJECT UPDATE
15. NEW BUSINESS
 - A. BRUSH/FORESTRY APPARATUS BID AWARD - APPROVAL OF APPARATUS PURCHASING COMMITTEE'S RECOMMENDATION FOR NOTICE OF AWARD
 - B. SET DATE AND TIME FOR SPECIAL MEETING
PERFORMANCE REVIEW OF ADMINISTRATIVE ASSISTANT
16. ADJOURNMENT

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

**MONDAY, JANUARY 11, 2021, 7:00 p.m.
Via Zoom Meeting I.D. 868 6971 4226**

MINUTES

Present: Commissioners Bartolotta (arrived at 7:05 p.m.), Kleckowski, Thazhampallath, Giuliano, and Penney;
Chief Howley, Deputy Chief Jacobs

1. **CALL TO ORDER** Vice-Chairwoman Kleckowski called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **ACCEPT/AMEND AGENDA**
MOTION to accept the Agenda as presented by Comm. Giuliano/Comm. Kleckowski. Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – vote was not audible as his computer was set to “mute.” Motion passed with 4 Ayes.

MOTION to amend the agenda to include under #15 “C. Discussion of Key Points Being Documented” by Comm. Penney. Motion was not seconded; motion failed.
4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:06 p.m.
John Kilian, 210 Ridge Road
Mr. Kilian favorably recognized the Commission for making absent ballots available for the February 1st Commissioner election and posting the applications on the website.
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:07 p.m.
6. **MINUTES TO BE APPROVED**
 - A. **REGULAR MEETING OF DECEMBER 14, 2020**
MOTION to approve the minutes of the December 14, 2020 regular meeting by Comm. Giuliano/Comm. Kleckowski. Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – Abstain. Motion passed with 4 Ayes and 1 Abstention.
 - B. **SPECIAL MEETING OF DECEMBER 22, 2020**
MOTION to approve the minutes of the December 22, 2020 special meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
7. **TAX COLLECTOR’S REPORT**
The Commission reviewed the Tax Collector’s reports submitted by Tax Collector Cindy Gotta.
 - A. **TAX REFUNDS FOR THE MONTH OF NOVEMBER - \$224.13; MONTH OF DECEMBER - \$403.28**
MOTION to approve the tax refunds for the Month of November in the amount of \$224.13 and the Month of December in the amount of \$403.28 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
 - B. **MOTION** to approve the Tax Collector’s reports for the Months of November and December by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

8. MONTHLY FINANCIAL REPORTS were reviewed by the Commission.

MOTION to approve the Monthly Financial Reports for the Months of November and December by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

9. CHIEF'S REPORT

The Commission reviewed the reports for the Months of November and December submitted by Chief Howley.

Commissioners Thazhampallath, Giuliano, and Penney offered to assist the Chief in reviewing proposals for the solar project and to select a company to move forward with.

MOTION to approve the Chief's reports for the Months of November and December by Comm. Penney/Comm. Kleckowski. Unanimously approved.

10. DEPUTY CHIEF'S REPORT

The Commission reviewed the reports for the Months of November and December submitted by Deputy Chief Russ Jacobs.

MOTION to approve the Deputy Chief's for the Months of November and December by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

11. FIRE MARSHAL'S OFFICE REPORTS

The Commission reviewed the Fire Marshal's Office reports for the Months of November and December submitted by Fire Marshal Mastroianni and Deputy Fire Marshal Hurlbut.

MOTION to approve the Fire Marshals' reports for the Months of November and December by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

12. CAPTAIN'S REPORT

The Commission reviewed the reports for the Months of November and December submitted by Captain Fischer.

MOTION to approve the Captain's reports for the Months of November and December by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

13. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

Commissioner Thazhampallath provided an update on the project.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Commissioner Kleckowski gave update on Pension Committee.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

Commissioner Giuliano advised that the Public Safety Telecommunications report was attached to the meeting packet for review.

14. OLD BUSINESS

A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS

Chief Howley reported no changes to date.

B. SOLAR PROJECT UPDATE – (discussed during Chief’s report)

C. DISCUSSION OF FOLLOW-UP PROTOCOLS

MOTION to add “Unfinished Business” to agendas to be sure there is follow up on items not finalized by Comm. Penney. Motion was not seconded; motion failed.

The Commissioners agreed that following up on action items and publicly providing answers to questions asked in public is in the best interest of the department and illustrates transparency to the public. If something is overlooked, the Chair and/or the Chief should be notified.

Commissioner Giuliano asked Commissioner Penney to withdraw his motion since the Commission has now been alerted of the issue. According to Robert’s Rules of Order, if a motion is seconded and fails, it cannot be brought up again for one year. The Commission will “self-police” to be sure all unfinished business remains on the agenda until finalized.

Commissioner Penney welcomed and appreciated Commissioner Giuliano’s comments and withdrew his motion, trusting they can come to an understanding.

15. NEW BUSINESS

A. EMPLOYMENT STATUS: FIREFIGHTER CHRISTOPHER SMITH – DOH 1/6/2020

MOTION to move Firefighter Christopher Smith from probationary status to permanent full-time status effective 1/6/21 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

The Commission collectively congratulated Firefighter Smith and wished him the best for a great career.

B. SET TIME FOR ANNUAL MEETING/COMMISSIONER ELECTION

MOTION to set the time for the February 1, 2021 Commissioner election for 8:00 a.m.-8:00 p.m. and hold the annual meeting immediately following by Comm. Kleckowski/Comm. Giuliano.

A discussion ensued about being able to meet in person for the Annual Meeting. COVID-19 numbers are on the rise and the health and safety of polls workers, staff, and the public is the number one priority. A contingency plan needs to be put in place, such as absentee ballot voting or drive-thru voting. Chairwoman Bartolotta will double-check to find out if the Governor’s Executive Orders regarding elections are still in place. Neither the SFD Charter nor the By-Laws dictate the hours of voting.

Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – Nay. Motion passes with 4 Ayes and 1 Nay.

MOTION to rescind the original motion by Comm. Giuliano/Comm. Bartolotta. Voting was as follows: Commissioners Bartolotta, Giuliano, and Penney – Aye; Commissioners Kleckowski and Thazhampallath – Nay. Motion passed with 3 Ayes and 2 Nays.

MOTION to schedule a special meeting on January 14, 2021 at 6:30 p.m., using the same electronic means, to determine the time and method of election for the February 1, 2021 vote for a new Commissioner by Comm. Giuliano/Comm. Kleckowski. Voting was as follows: Commissioners

Bartolotta, Kleckowski, and Giuliano – Aye; Commissioner Thazhampallath – Nay; Commissioner Penney – Abstain. Motion passed with 3 Ayes, 1 Nay, and 1 Abstention.

16. ADJOURNMENT

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

Meeting adjourned 8:47 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
January 14, 2021 – 6:30 p.m.
Via Zoom – Meeting I.D. 886 4199 0163**

Present: Commissioners Bartolotta, Kleckowski, Giuliano, Penney; Deputy Chief Jacobs

Absent: Commissioner Thazhampallath

1. CALL TO ORDER

Chairwoman Bartolotta called the meeting to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. OPEN PUBLIC SESSION

Chairwoman Bartolotta opened the public session at 6:34 p.m. No one wished to speak.

4. CLOSE PUBLIC SESSION

Chairwoman Bartolotta closed the public session at 6:34 p.m.

5. SET TIME AND METHOD OF VOTING FOR 2/1/21 COMMISSIONER ELECTION

Motion to postpone the 2/1/21 commissioner election to April 27, 2021 to coincide with the budget referendum, via drive-thru voting if necessary, and extend the term of Chairwoman Bartolotta to that date subject to any contingencies the board may have to address by Comm. Giuliano/Comm. Kleckowski.

A friendly amendment was made to add "the timing of voting will be from 8:00 a.m. to 8:00 p.m." by Comm. Bartolotta/Comm. Kleckowski. Commissioner Giuliano accepted the amendment to the motion. Votes were as follows: Commissioners Bartolotta, Kleckowski, and Giuliano – Aye; Commissioner Penney – Nay. The motion is approved with three ayes and one nay.

Commissioner Thazhampallath advised Vice-Chairwoman Kleckowski via text message that he was in agreement with the motion.

6. ADJOURNMENT

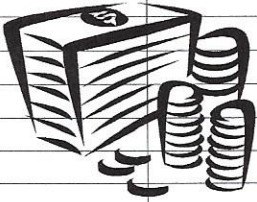
Motion to adjourn by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

The meeting adjourned at 6:59 p.m.

Submitted by,



Alyse McEwen
Recording Secretary

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT		
COLLECTIONS JANUARY 2021		
		
REAL ESTATE		\$ 10,141.45
MOTOR VEHICLE		\$ 6,055.71
PERSONAL PROPERTY		\$ 43.65
SUPPLEMENTAL MOTOR VEHICLE		\$ 25,245.89
BACK TAXES		\$ 3,763.63
CURRENT INTEREST		\$ 1,769.14
BACK INTEREST		\$ 1,409.13
FEE'S PAID		\$ 1,221.44
LIENS RELEASED		\$ 144.00
COLLECTIONS 2020/2021		\$ 49,794.04
JULY		\$ 3,705,383.26
AUGUST		\$ 934,571.66
SEPTEMBER		\$ 530,741.69
OCTOBER		\$ 470,914.79
NOVEMBER		\$ 39,014.68
DECEMBER		\$ 30,217.94
JANUARY		\$ 49,794.04
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
COLLECTED YEAR TO DATE		\$ 5,760,638.06
GRANTS RECEIVED		
PRIVATE COLLEGES AND HOSPITALS GRANT		\$ -
MUNICIPAL GRANTS-IN-AID		\$ -
MUNICIPAL REVENUE SHARING ACCOUNT		\$ -
NRG		\$ 201,650.00
MUNICIPAL REVENUE SHARING GRANT		\$ -
TOTAL GRANTS		\$ 201,650.00
TOTAL YEAR-TO-DATE		\$ 5,962,288.06
Respectfully submitted by:		
Cynthia L. Gotta		
Tax Collector, South Fire District		

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	12/01/2020	Eversource	1,282.80		1,282.80
	12/15/2020	KS Statebank	402.82		1,685.62
	12/30/2020	Eversource	1,124.50		2,810.12
	01/15/2021	KS Statebank	402.82		3,212.94
Total 7201 · Electricity			3,212.94	0.00	3,212.94
7202 · Water and Sewer					
	12/01/2020	Middletown Water & Sewer Dept	218.18		218.18
	01/01/2021	Middletown Water & Sewer Dept	120.47		338.65
Total 7202 · Water and Sewer			338.65	0.00	338.65
7203 · Heating					
	12/02/2020	Eversource	1,001.97		1,001.97
	01/04/2021	Eversource	1,377.51		2,379.48
Total 7203 · Heating			2,379.48	0.00	2,379.48
7204 · Telephone					
	12/15/2020	Frontier Communications	226.91		226.91
	01/15/2021	Frontier Communications	221.11		448.02
Total 7204 · Telephone			448.02	0.00	448.02
7401 · Fuel					
	12/23/2020	WEX Bank	564.23		564.23
	12/31/2020	Advance Auto Parts	89.94		654.17
	12/31/2020	Advance Auto Parts	159.92		814.09
	01/05/2021	Dime Oil, LLC.	1,188.80		2,002.89
Total 7401 · Fuel			2,002.89	0.00	2,002.89
7403 · Vehicle Repairs					
	12/01/2020	Barnwell of CT/Toce Brothers Inc	717.47		717.47
	12/08/2020	First Line Emergency	446.30		1,163.77
	12/09/2020	Cromwell Automotive, LLC.	766.70		1,930.47
	12/15/2020	Cromwell Automotive, LLC.	305.63		2,236.10
	12/18/2020	First Line Emergency	4,787.68		7,023.78
	12/30/2020	Key Chevrolet	774.31		7,798.09
	12/31/2020	Key Chevrolet	72.35		7,870.44
	01/05/2021	First Line Emergency	3,855.01		11,725.45
	01/15/2021	Firematic Supply Co. Inc.	2,174.76		13,900.21
	01/15/2021	Firematic Supply Co. Inc.	3,545.08		17,445.29
Total 7403 · Vehicle Repairs			17,445.29	0.00	17,445.29

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7406 · Vehicle Supplies					
	12/17/2020	Shagbark Lumber and Farm Supplies	109.69		109.69
	12/28/2020	Ace Home Center	9.61		119.30
	12/28/2020	Ace Home Center	4.36		123.66
	12/31/2020	Advance Auto Parts	38.22		161.88
	12/31/2020	Advance Auto Parts	45.98		207.86
Total 7406 · Vehicle Supplies			207.86	0.00	207.86
7501 · Insurance-Workers Compensation					
	12/01/2020	Benchmark Insurance Company	14,942.00		14,942.00
	01/01/2021	Benchmark Insurance Company	14,942.00		29,884.00
Total 7501 · Insurance-Workers Compensation			29,884.00	0.00	29,884.00
7512 · Pension - Defined Contribution					
	12/10/2020	Lincoln Financial - Pension 401	27,311.34		27,311.34
	01/07/2021	Lincoln Financial - Pension 401	27,311.34		54,622.68
Total 7512 · Pension - Defined Contribution			54,622.68	0.00	54,622.68
7701 · Tax Collector's Expense					
	12/21/2020	Young's Printing	377.52		377.52
	12/31/2020	Bank of America	31.85		409.37
	01/01/2021	Middlesex County Tax Collectors Assoc.	20.00		429.37
Total 7701 · Tax Collector's Expense			429.37	0.00	429.37
7702 · Professional Org / Periodicals					
	01/02/2021	Hartford Courant - Subscription	597.48		597.48
Total 7702 · Professional Org / Periodicals			597.48	0.00	597.48
7703 · Office Expenses					
	12/31/2020	Bank of America	125.15		125.15
	12/31/2020	Bank of America	127.59		252.74
	12/31/2020	Bank of America	193.81		446.55
	12/31/2020	Bank of America	147.67		594.22
Total 7703 · Office Expenses			594.22	0.00	594.22
7704 · Auditor					
	01/26/2021	Costello Company, LLC	3,600.00		3,600.00
Total 7704 · Auditor			3,600.00	0.00	3,600.00
7706 · Postage					
	01/18/2021	Purchase Power	604.50		604.50
Total 7706 · Postage			604.50	0.00	604.50

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	Date	Name	Debit	Credit	Balance
7708 · Commissioner's Compensation					
	12/02/2020	Paychex	750.00		750.00
	01/06/2021	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			1,500.00	0.00	1,500.00
7709 · Activity Expense					
	12/29/2020	Jacobs, Russell.	126.22		126.22
Total 7709 · Activity Expense			126.22	0.00	126.22
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
7711A-1 · COVID-19					
	01/11/2021	Summa & Ryan, PC	341.25		341.25
Total 7711A-1 · COVID-19			341.25	0.00	341.25
7711A · Legal Expense - General/Labor - Other					
	12/06/2020	Summa & Ryan, PC	682.50		682.50
	01/11/2021	Summa & Ryan, PC	243.75		926.25
Total 7711A · Legal Expense - General/Labor - Other			926.25	0.00	926.25
Total 7711A · Legal Expense - General/Labor			1,267.50	0.00	1,267.50
7711B · Legal Expense - H & H					
	12/03/2020	Nuzzo & Roberts, LLC.	40.00		40.00
Total 7711B · Legal Expense - H & H			40.00	0.00	40.00
Total 7711 · Legal Expense			1,307.50	0.00	1,307.50
7710 · Professional Services - Other					
	12/03/2020	Paychex	105.08		105.08
	12/03/2020	Paychex	47.44		152.52
	12/03/2020	Paychex	62.66		215.18
	12/10/2020	Paychex	105.08		320.26
	12/10/2020	Paychex	47.44		367.70
	12/17/2020	Paychex	105.08		472.78
	12/17/2020	Paychex	47.44		520.22
	12/24/2020	Paychex	105.08		625.30
	12/24/2020	Paychex	47.44		672.74
	12/31/2020	Paychex	105.08		777.82
	12/31/2020	Paychex	47.44		825.26
	12/31/2020	Merrick & Associates, LLC	350.00		1,175.26
	01/07/2021	Paychex	105.08		1,280.34
	01/07/2021	Paychex	47.44		1,327.78
	01/07/2021	Paychex	13.00		1,340.78
	01/07/2021	Paychex	22.50		1,363.28
	01/07/2021	Paychex	62.66		1,425.94

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7710 · Professional Services - Other, continued					
	01/14/2021	Paychex	105.08		1,531.02
	01/14/2021	Paychex	47.44		1,578.46
	01/14/2021	Paychex	399.00		1,977.46
	01/21/2021	Paychex	105.08		2,082.54
	01/21/2021	Paychex	47.44		2,129.98
	01/28/2021	Paychex	105.08		2,235.06
	01/28/2021	Paychex	47.44		2,282.50
Total 7710 · Professional Services - Other			2,282.50	0.00	2,282.50
Total 7710 · Professional Services			3,590.00	0.00	3,590.00
7714 · Advertising / Voting					
	12/31/2020	Middletown Press- Hearst Media Services	164.90		164.90
	12/31/2020	Hartford Courant - Advertising	100.54		265.44
	12/31/2020	Hartford Courant - Advertising	64.72		330.16
Total 7714 · Advertising / Voting			330.16	0.00	330.16
7717 · Software Support					
	12/30/2020	websolutions	105.00		105.00
	12/30/2020	Hangar 14 Solutions, LLC.	390.00		495.00
	12/31/2020	Bank of America	356.00		851.00
Total 7717 · Software Support			851.00	0.00	851.00
7801 · Repairs Building					
	12/01/2020	Cowett Plumbing, LLC	265.00		265.00
	12/31/2020	Smith & Bishel Company	235.00		500.00
	01/08/2021	Salafia Electric, LLC.	206.25		706.25
	01/11/2021	River Valley Oil Service	1,020.00		1,726.25
	01/11/2021	River Valley Oil Service	120.00		1,846.25
	01/14/2021	Overhead Door Company of Hartford, Inc.	1,072.46		2,918.71
	01/14/2021	R. A. Parady & Sons, Inc.	545.00		3,463.71
Total 7801 · Repairs Building			3,463.71	0.00	3,463.71
7802 · Supplies Maintenance					
7802C · COVID-19					
	12/22/2020	EP Maintenance, LLC.	333.00		333.00
	12/22/2020	EP Maintenance, LLC.	207.00		540.00
	12/22/2020	EP Maintenance, LLC.	192.00		732.00
	12/22/2020	EP Maintenance, LLC.	282.00		1,014.00
	12/22/2020	EP Maintenance, LLC.	288.00		1,302.00
	12/22/2020	EP Maintenance, LLC.	84.00		1,386.00
	12/31/2020	Bank of America	74.39		1,460.39
	12/31/2020	Bank of America	58.49		1,518.88
	12/31/2020	Bank of America	74.43		1,593.31

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 · Supplies Maintenance, continued					
7802C · COVID-19					
	12/31/2020	Bank of America	175.48		1,768.79
	01/04/2021	New England Maintenance Depot	204.00		1,972.79
	01/04/2021	New England Maintenance Depot	60.12		2,032.91
	01/04/2021	New England Maintenance Depot	21.75		2,054.66
Total 7802C · COVID-19			2,054.66	0.00	2,054.66
7802 · Supplies Maintenance - Other					
	12/02/2020	Lynch, John	9.99		9.99
	12/28/2020	Ace Home Center	33.05		43.04
	12/28/2020	Ace Home Center	4.19		47.23
	12/28/2020	Ace Home Center	5.64		52.87
	12/29/2020	Alan's Small Engine Service, LLC.	55.40		108.27
	12/31/2020	Bank of America	152.52		260.79
	01/04/2021	New England Maintenance Depot	80.97		341.76
	01/28/2021	Ace Home Center	17.99		359.75
Total 7802 · Supplies Maintenance - Other			359.75	0.00	359.75
Total 7802 · Supplies Maintenance			2,414.41	0.00	2,414.41
7803 · Services					
	12/01/2020	A & A Office Systems, Inc. - Usage	32.48		32.48
	12/06/2020	Comcast	100.80		133.28
	12/06/2020	De Lage Landen Financial Services, Inc.	121.00		254.28
	12/07/2020	Comcast	15.72		270.00
	12/10/2020	JP Bellamo & Sons, Inc.	45.00		315.00
	12/23/2020	All Waste	141.69		456.69
	12/30/2020	Pitney Bowes Inc. - Monthly	147.00		603.69
	01/06/2021	Comcast	100.80		704.49
	01/07/2021	Comcast	16.84		721.33
	01/09/2021	De Lage Landen Financial Services, Inc.	140.36		861.69
	01/11/2021	River Valley Oil Service	300.00		1,161.69
	01/20/2021	JP Bellamo & Sons, Inc.	45.00		1,206.69
	01/25/2021	All Waste	141.69		1,348.38
Total 7803 · Services			1,348.38	0.00	1,348.38
7805 · Equipment					
	01/11/2021	Total Fitness Equipment	3,049.00		3,049.00
Total 7805 · Equipment			3,049.00	0.00	3,049.00
7901 · Emergency Medical Equipment					
7901C · COVID-19					
	12/04/2020	Common Cents EMS Supply, LLC.	92.48		92.48
	12/16/2020	Common Cents EMS Supply, LLC.	209.79		302.27
Total 7901C · COVID-19			302.27	0.00	302.27

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7901 · Emergency Medical Equipment, continued					
7901 · Emergency Medical Equipment - Other					
	12/04/2020	Common Cents EMS Supply, LLC.	51.80		51.80
	12/04/2020	Common Cents EMS Supply, LLC.	90.25		142.05
	12/21/2020	Common Cents EMS Supply, LLC.	136.16		278.21
	12/29/2020	Common Cents EMS Supply, LLC.	233.45		511.66
	12/30/2020	Common Cents EMS Supply, LLC.	34.07		545.73
	01/08/2021	Common Cents EMS Supply, LLC.	9.61		555.34
			<u>555.34</u>	<u>0.00</u>	<u>555.34</u>
Total 7901 · Emergency Medical Equipment - Other					
Total 7901 · Emergency Medical Equipment			857.61	0.00	857.61
7902 · Computer Equip & Supplies					
	12/31/2020	Bank of America	106.34		106.34
	12/31/2020	Bank of America	15.22		121.56
			<u>121.56</u>	<u>0.00</u>	<u>121.56</u>
Total 7902 · Computer Equip & Supplies					
7903 · Training					
	12/04/2020	Dept. of Emrg Svc & Public Protection		330.00	-330.00
	12/14/2020	Commission on Fire Prevention and Control	975.00		645.00
	12/14/2020	Commission on Fire Prevention and Control	1,190.00		1,835.00
	12/18/2020	Commission on Fire Prevention and Control	470.00		2,305.00
	12/30/2020	CT Fire Academy Bookstore	269.14		2,574.14
	12/30/2020	CT Fire Academy Bookstore	74.53		2,648.67
	01/07/2021	Commission on Fire Prevention and Control	440.00		3,088.67
	01/07/2021	Commission on Fire Prevention and Control	330.00		3,418.67
	01/07/2021	Commission on Fire Prevention and Control	440.00		3,858.67
	01/13/2021	Commission on Fire Prevention and Control	320.00		4,178.67
	01/20/2021	Commission on Fire Prevention and Control	705.00		4,883.67
	01/26/2021	Prodigy	3,100.00		7,983.67
			<u>8,313.67</u>	<u>330.00</u>	<u>7,983.67</u>
Total 7903 · Training					
7905 · Fire Fighting Equipment					
	12/02/2020	Firematic Supply Co. Inc.	136.31		136.31
	12/04/2020	Hall's Power Equipment	779.95		916.26
	12/10/2020	Shipman's Fire Equipment Co., Inc.	451.00		1,367.26
	12/18/2020	Encore Fire Protection	210.00		1,577.26
	01/22/2021	Encore Fire Protection	128.00		1,705.26
			<u>1,705.26</u>	<u>0.00</u>	<u>1,705.26</u>
Total 7905 · Fire Fighting Equipment					
7906 · Special Service Units					
	01/15/2021	Divers Cove, LLC	138.00		138.00
			<u>138.00</u>	<u>0.00</u>	<u>138.00</u>
Total 7906 · Special Service Units					

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	Date	Name	Debit	Credit	Balance
7907 · Fire Marshal's Office					
	12/08/2020	Milardo, Sebastian J.	48.65		48.65
	01/28/2021	Ace Home Center	28.41		77.06
Total 7907 · Fire Marshal's Office			77.06	0.00	77.06
7909 · Uniforms					
	12/01/2020	TLM Promotionals/Auburn Manufacturing	75.00		75.00
	12/04/2020	Security Uniforms, Inc.	346.50		421.50
	12/04/2020	Security Uniforms, Inc.	28.00		449.50
	12/04/2020	Security Uniforms, Inc.	57.00		506.50
	12/04/2020	Security Uniforms, Inc.	96.00		602.50
	12/04/2020	Security Uniforms, Inc.	1,491.00		2,093.50
	12/04/2020	Security Uniforms, Inc.	416.00		2,509.50
	12/04/2020	Security Uniforms, Inc.	296.00		2,805.50
	12/04/2020	Security Uniforms, Inc.	384.00		3,189.50
	12/04/2020	Security Uniforms, Inc.	900.00		4,089.50
	12/04/2020	Security Uniforms, Inc.	54.00		4,143.50
	12/11/2020	James, Jr, Robert Lee		47.00	4,096.50
	12/21/2020	Security Uniforms, Inc.	125.00		4,221.50
	12/21/2020	Security Uniforms, Inc.	171.00		4,392.50
	12/21/2020	Security Uniforms, Inc.	59.00		4,451.50
	12/21/2020	Security Uniforms, Inc.	41.50		4,493.00
	12/22/2020	TLM Promotionals/Auburn Manufacturing	195.00		4,688.00
	12/22/2020	Security Uniforms, Inc.	69.00		4,757.00
	01/07/2021	Security Uniforms, Inc.	172.00		4,929.00
	01/07/2021	Security Uniforms, Inc.	192.00		5,121.00
	01/07/2021	Security Uniforms, Inc.	37.50		5,158.50
	01/07/2021	Security Uniforms, Inc.	1,048.00		6,206.50
	01/07/2021	Security Uniforms, Inc.	1,013.00		7,219.50
	01/29/2021	Gregorio, Jr., William F.		73.00	7,146.50
Total 7909 · Uniforms			7,266.50	120.00	7,146.50
7910 · Protective Clothing					
	01/05/2021	Shipman's Fire Equipment Co., Inc.	915.95		915.95
	01/08/2021	Firematic Supply Co. Inc.	375.24		1,291.19
	01/14/2021	Firematic Supply Co. Inc.	362.24		1,653.43
Total 7910 · Protective Clothing			1,653.43	0.00	1,653.43
7912 · Cellular Phones					
	12/11/2020	AT&T Mobility	390.36		390.36
	12/31/2020	Bank of America	55.00		445.36
	12/31/2020	Bank of America	37.22		482.58
	01/11/2021	AT&T Mobility	462.96		945.54
Total 7912 · Cellular Phones			945.54	0.00	945.54

South Fire District
Monthly Expense Detail
December 2020 and January 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7915 · Medical Testing					
	12/01/2020	Velocity Urgent Care	75.00		75.00
	12/07/2020	Tyrseck, Stephen.	79.50		154.50
	12/07/2020	Moss, Wade.	79.50		234.00
	12/21/2020	Zajac, Robert	79.50		313.50
	12/23/2020	Keenan, Terence A.	79.50		393.00
	12/27/2020	Russo, Philip..	40.00		433.00
	12/30/2020	James, Robert Lee, Jr.	79.50		512.50
	12/30/2020	Hurlbut, Jason	79.50		592.00
	12/30/2020	Moss, Owen T.	79.50		671.50
	12/31/2020	Bank of America	79.50		751.00
	12/31/2020	McDonnell, Kevin	79.50		830.50
	12/31/2020	Smith, Christopher.	60.00		890.50
	01/06/2021	Jacobs, Russell.	10.00		900.50
Total 7915 · Medical Testing			900.50	0.00	900.50
7916 · Breathing Apparatus-Test Repair					
	01/25/2021	Shipman's Fire Equipment Co., Inc.	1,221.00		1,221.00
Total 7916 · Breathing Apparatus-Test Repair			1,221.00	0.00	1,221.00
8999 · CNR Current Year					
	12/31/2020	Bank of America	433.22		433.22
	12/31/2020	Bank of America	291.72		724.94
	12/31/2020	Bank of America	805.47		1,530.41
Total 8999 · CNR Current Year			1,530.41	0.00	1,530.41
TOTAL			157,770.80	450.00	157,320.80

South Fire District
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,650,255.20	5,723,109.00	-72,853.80	98.73%
4102 · Interest and Liens	26,824.15	28,000.00	-1,175.85	95.80%
4103 · Tax Refunds	-5,524.14	0.00	-5,524.14	100.00%
4104 · Fees	5,595.37	0.00	5,595.37	100.00%
4105 · Prior Year Tax Collections	51,604.87	0.00	51,604.87	100.00%
4107 · Tax Supplemental MV	25,245.89	25,000.00	245.89	100.98%
4125 · Grants	12,855.66	0.00	12,855.66	100.00%
4126 · Contributions - Individuals	300.00	0.00	300.00	100.00%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.00%
4301 · Investment Income	3,045.68	15,000.00	-11,954.32	20.31%
4901 · Miscellaneous Income	1,578.00	0.00	1,578.00	100.00%
Total Income	<u>5,973,430.68</u>	<u>5,992,759.00</u>	<u>-19,328.32</u>	<u>99.68%</u>
Expense				
7201 · Electricity	11,713.26	22,500.00	-10,786.74	52.06%
7202 · Water and Sewer	1,234.13	2,470.00	-1,235.87	49.97%
7203 · Heating	4,997.84	12,000.00	-7,002.16	41.65%
7204 · Telephone	1,576.83	3,000.00	-1,423.17	52.56%
7401 · Fuel	7,338.18	20,000.00	-12,661.82	36.69%
7403 · Vehicle Repairs	37,364.58	60,000.00	-22,635.42	62.27%
7404 · Annual OSHA Inspection	1,195.00	1,200.00	-5.00	99.58%
7406 · Vehicle Supplies	782.88	2,000.00	-1,217.12	39.14%
7501 · Insurance-Workers Compensation	116,114.00	170,000.00	-53,886.00	68.30%
7502 · Insurance - Commercial Package	34,532.53	49,885.00	-15,352.47	69.22%
7503 · Insurance - Medical	453,107.33	872,689.00	-419,581.67	51.92%
7504 · Insurance - Cyber	2,184.00	3,100.00	-916.00	70.45%
7509 · Insurance - Life and Disability	27,768.72	51,508.00	-23,739.28	53.91%
7512 · Pension - Defined Contribution	189,707.17	346,544.00	-156,836.83	54.74%
7513 · Unused Sick Time	0.00	24,137.00	-24,137.00	0.00%
7601 · Salaries - Fire Department	1,575,453.26	2,777,700.00	-1,202,246.74	56.72%
7602 · Salaries - Administrative	78,028.74	140,887.00	-62,858.26	55.38%
7603 · Replacement / Call Backs	296,696.95	397,000.00	-100,303.05	74.74%
7604 · Fringe Benefits	70,067.52	118,058.00	-47,990.48	59.35%
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	122,287.92	213,585.00	-91,297.08	57.26%
7610 · Employer - Medicare	28,598.82	49,952.00	-21,353.18	57.25%
7701 · Tax Collector's Expense	11,375.75	20,000.00	-8,624.25	56.88%
7702 · Professional Org / Periodicals	1,252.48	2,205.00	-952.52	56.80%
7703 · Office Expenses	1,722.75	3,500.00	-1,777.25	49.22%
7704 · Auditor	7,200.00	6,700.00	500.00	107.46%
7705 · Professional Development	0.00	5,000.00	-5,000.00	0.00%
7706 · Postage	1,855.92	4,000.00	-2,144.08	46.40%

South Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	5,100.00	9,000.00	-3,900.00	56.67%
7709 · Activity Expense	1,365.05	3,500.00	-2,134.95	39.00%
7710 · Professional Services	12,441.04	40,000.00	-27,558.96	31.10%
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	1,906.96	4,500.00	-2,593.04	42.38%
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	18,115.68	26,000.00	-7,884.32	69.68%
7801 · Repairs Building	10,116.74	20,000.00	-9,883.26	50.58%
7802 · Supplies Maintenance	5,267.33	8,900.00	-3,632.67	59.18%
7803 · Services	11,665.43	18,000.00	-6,334.57	64.81%
7805 · Equipment	4,560.92	4,600.00	-39.08	99.15%
7901 · Emergency Medical Equipment	5,887.23	12,500.00	-6,612.77	47.10%
7902 · Computer Equip & Supplies	1,193.17	2,000.00	-806.83	59.66%
7903 · Training	13,184.77	30,500.00	-17,315.23	43.23%
7904 · Public Fire Education	2,017.08	3,500.00	-1,482.92	57.63%
7905 · Fire Fighting Equipment	5,939.79	14,000.00	-8,060.21	42.43%
7906 · Special Service Units	138.00	4,560.00	-4,422.00	3.03%
7907 · Fire Marshal's Office	2,653.63	4,000.00	-1,346.37	66.34%
7909 · Uniforms	18,748.81	26,500.00	-7,751.19	70.75%
7910 · Protective Clothing	22,041.62	28,275.00	-6,233.38	77.95%
7911 · Communications	2,950.97	4,500.00	-1,549.03	65.58%
7912 · Cellular Phones	3,211.87	4,350.00	-1,138.13	73.84%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.50%
7915 · Medical Testing	1,669.50	4,500.00	-2,830.50	37.10%
7916 · Breathing Apparatus-Test Repair	1,556.33	6,000.00	-4,443.67	25.94%
8999 · CNR Current Year	48,022.08	50,000.00	-1,977.92	96.04%
Total Expense	3,364,724.43	5,992,759.00	-2,628,034.57	56.15%
Grants				
COVID-19	12,855.66			
Total Grants	12,855.66			
Grant Purchases				
7919 · FEMA Grant - Training	1,844.62			
Total Grant Purchases	1,844.62			

South Fire District Cash Balance Report January 2021

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	4,173,465.10
	Operating - Checking	\$	461,406.93
	Total:	\$	<u>4,634,872.03</u>

Restricted Funds:

CNR	\$	1,370,078.46
Post-Employment Benefits	\$	453,647.62

Submitted by:
Kathleen M. Kiley

Tax Collections January 2021

	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	\$ 4,411,927.24	-\$2,410.57	99.38%	-\$1,590.51
PP	\$ 866,063.52	\$ 863,513.89	-\$17.43	99.70%	-\$23.28
MV	\$ 414,938.40	\$ 374,814.07	-\$1,356.99	90.00%	-\$83.21
MVS	<u>\$ 57,846.69</u>	<u>\$ 25,245.89</u>	<u>\$0.00</u>	43.64%	<u>-\$42.15</u>
TOTAL	\$ 5,775,681.36	\$ 5,675,501.09	\$ (3,784.99)	98.20%	\$ (1,739.15)

Submitted by:
Cindy Gotta
Tax Collector



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

I am submitting for your review the following items completed for the month of January 2021

• **Meetings:**

- Weekly staff meetings with Officer's
- Building construction meeting 1/5
- Coordinated Insurance transition
- Fire fighter applications review 1/6
- County Fire Chiefs meeting 1/7
- Continue education EMS 1/13
- City wide Covid-19 meetings weekly
- CT Joint Council meeting 1/14
- Ct. Career Fire Chiefs meeting 1/14
- Solar zoom meeting 1/14
- CT Statewide steering committee CSP 1/15
- CT IMT Statewide meeting 1/15
- Valley Shore Fire Chiefs meeting 1/25
- WWMS construction meeting with EM Director 1/29

Events:

Covid-19 vaccines for department week of 1/4

Funeral Lt Passinese 1/11

Grant Updates:

FEMA= AFG grants meeting 1/4

FEMA workshop training 1/12

Structure fire Westfield mutual aid 1/1/24

Incidents:

Dive call mutual aid 1/9

Structure fire Evergreen road 1/9

Structure fire Washington street mutual aid 1/11

Structure fire Westfield fire mutual aid 1/11

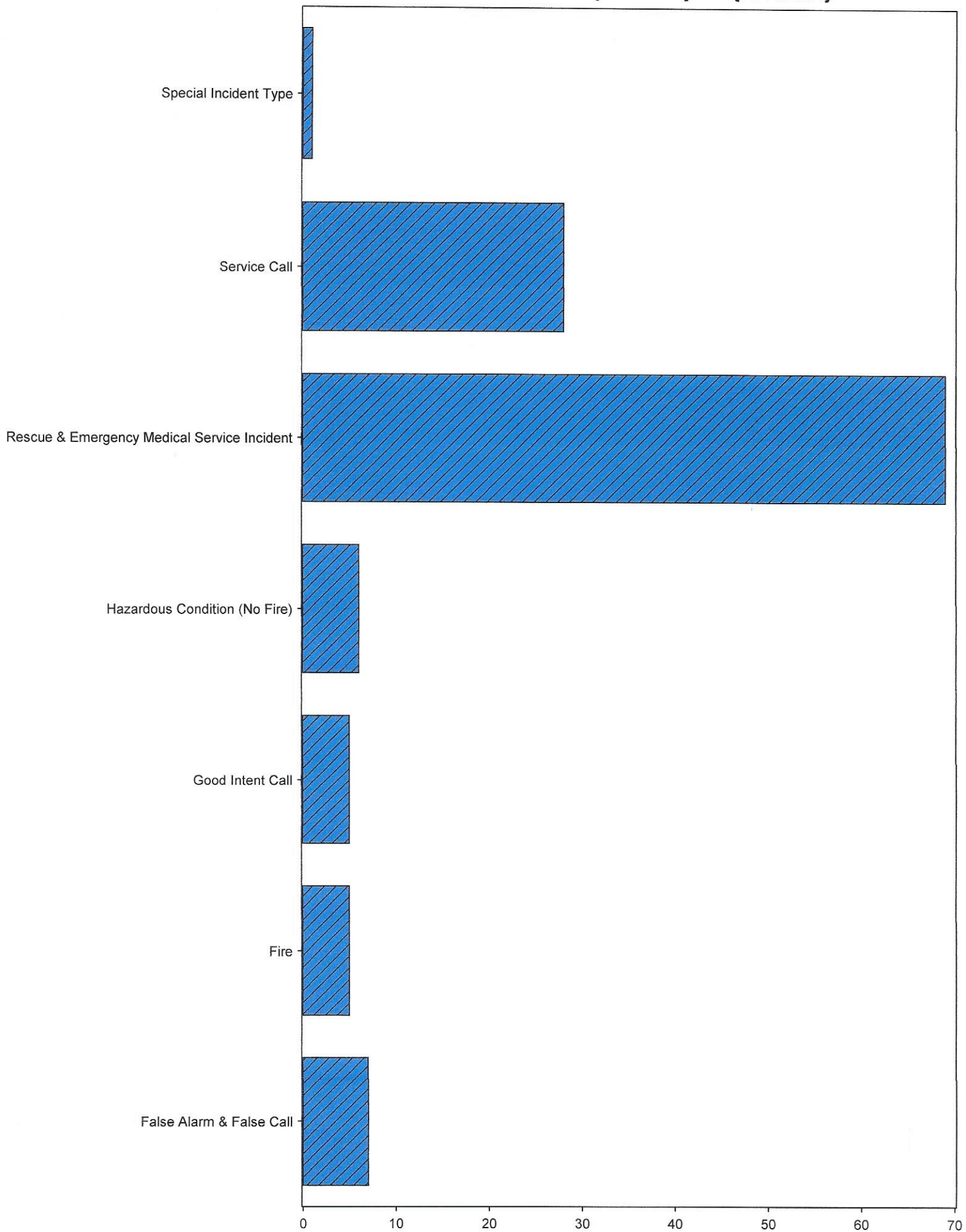
MVA Route 9 1/31

Snow Storm preparations 1/31

Fire Chief, Michael J. Howley

January 2021 Monthly Report

Incident Type Summary
Alarm Date Between {01/01/2021} And {01/31/2021}



Thank you so much for donating to our annual toy drive. We rely solely on donations to help middle town families in need. We can't thank you enough.

Thanks for making a child smile on
Christmas morning
Sincerely
- Middletown Recreation

1.4.2021

We can't thank you enough for
your continued support. We
rely on generous people like you,
to support Middletown families.
Happy New Year, Karen Norera

South Fire
Department,

SENDING YOU WARM WISHES

Over 100 people donated items
yep, allowing us to give toys
to over 300 children on
Christmas!

Thank you,
Midvale Recreation



SOUTH FIRE DISTRICT
City of Middletown
JANUARY 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 January

- Respond for Chimney Fire on Evergreen Ave
- Respond for East Main Street MVA
- Secure Commissioners Zoom Meeting
- Arrange needed repairs for Truck 34
- Respond for Glastonbury Dive Call Incident
- Arrangements for department uniform procurement from vendor
- Assist with organizational arrangements for Past Lt Passinese
- Participant in Health and Safety Grant Seminar
- Arrange vendor review for Engine 32's resale value
- Attend Grant writing seminar
- Respond to Mutual Aid Structure Fire for Middletown Fire
- Attending Monthly Commissioner's meeting
- Review vehicle safety procedures with department personnel
- Sit down with staff members on mandatory contractual requirements
- Attend EMS Certification Training for UCONN Intramuscular Injection procedures
- Attend NIFIRS training seminar
- Coordinate Critical Incident Stress Team consoling with shift members effected from a traumatic incident
- Continue working towards writing a Rescue Boat Grant

- Committee Review of Brush Truck Bid proposals
- Prepare needed documentation to process COVID 19 vaccines
- Prepare needed arrangements for significant winter storm coverage
- Attend building renovations meeting with contractors and Architects
- Initiate response to Dive Team Mutual Aid call in CT River
- Facilitated general vehicle maintenance and repairs.
- Facilitated daily HR requests and assisted with administration staff.
- Daily staff debriefing meetings with all Officers

Deputy Chief Russ Jacobs

January 2021 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 January, 2021:

Fire Marshal Office Activities/Duties:

- Attended Monthly SFD Firehouse Renovation Meeting with Contractor
- 1250 Silver Street – Key Vault Meeting
- 645 Saybrook Road - Meeting with State Fire Marshall Office – Egress Evaluation
- Judging Fire Poster Contest
- Meeting with Westfield Fire Marshal Office
- 70 Maynard Street - Bielefield School - conducted fire drill
- Attended Code Enforcement Meeting
- Meeting with the Health Department
- New Middle School – Kitchen Suppression Meeting
- 1160 South Main Street - Key Vault Meeting
- 1150 South Main Street - Key Vault Meeting
- 70 Maynard Street - Bielefield School - conducted fire drill
- IT and Fire Alarm Meeting for the New Community Center
- Training Hill Road - Blasting Permit Meting
- Middletown Kids Health and Safety Fair Meeting
- 520 Saybrook Road Suite 250 – Key Vault Meeting
- 70 Maynard Street - Bielefield School - conducted fire drill
- 600 highland Avenue - conducted fire drill
- Attended Code Enforcement Meeting

Inspections:

- 216 Sand Hill Road – Egress Ramp Evaluation

Inspections cont.:

- 1250 Silver Street - apartment building re-inspection
- 36 Russell Street – apartment inspection with Building Dept.
- New Middle School – progress inspection with Building Dept.
- 26B Saybrook Road – Housing Complaint inspection with Health and Building Dept.
- 410 Saybrook Road - business inspection
- 1055 Randolph Road - Grace Lutheran Pre-School – educational re-inspection
- 1055 Randolph Road - Grace Lutheran Church – assembly re-inspection
- 749 Saybrook Road Building #16 - Proposed New Business walkthrough
- 210 East Main Street - Apostolic Assembly Church - assembly inspection
- 44 Maynard Street - assembly inspection
- 520 Saybrook Road Suite 250 - business inspection
- 1185 Randolph Road – mercantile inspection
- 50 Walnut Street - business progress inspection with Building Dept.
- New Middle School – progress inspection with Building Dept.

Training:

- Cancer Awareness Training
- Virtual Career Development – Fire Code Requirements for Educational Facilities - Session 1
- Virtual Career Development – Fire Code Requirements for Educational Facilities - Session 2
- Virtual Career Development – Fire Code Requirements for Educational Facilities - Session 3
- Assistance to Fire Fighters Grant Program - Training Workshop
- NFIRS Training Session- Uploading Incident Data Seminar

Incidents:

- 9 Evergreen Avenue – Structure Fire Investigation
- 286 East Main Street – Car into Building Investigation

Fire Marshal James M. Mastroianni
January, 2021



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 January, 2021:

Fire Marshal Office Activities/Duties:

- 216 Sand Hill – Ramp Evaluation Meeting
- 1250 Silver Street – New Key for Key Vault Meeting
- Meet with State Fire Marshal about 645 Saybrook Road
- 36 Russell Street – inspection with building department
- 1 Wildermans Way – Inspection with Building Department
- 26B Saybrook Road – Inspection with Health Department
- Code Enforcement Meeting (virtual)
- 749 Saybrook Road walk through of possible new business
- 1150 South Main Street – Key Vault Meeting
- 1160 South Main Street – Key Vault Meeting
- Blasting permit meeting with Shoreline Blasting
- 520 Saybrook Road key pickup and contact sheet update
- 600 Highland Avenue – Fire Drill
- 50 Walnut Street Exit Sign and Emergency Light placement meeting
- Code Enforcement Meeting (virtual)
- 1 Wildermans Way inspection with Building Department

Inspections:

- 1250 Silver Street-residential - Re-Inspection
- 1055 Randolph Road – educational – Re-Inspection
- 1055 Randolph Road – assembly – Re-Inspection
- 210 East Main Street – assembly – Inspection
- 44 Maynard Street – assembly – Inspection

- 520 Saybrook Road – business – Inspection
- 1185 Saybrook Road – mercantile - Inspection

Training:

- Fire Alarm Inspections – Oklahoma State University (online)

Incidents:

- 286 East Main Street – Car into Building
- 226 East Main Street – Appliance Fire

Deputy Fire Marshal Jason Hurlbut
January, 2021



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

February 4, 2021

Greetings,

I am submitting for your review a report detailing the activities of the Training Division for the month of January 2021.

Training Activities:

Glucometry: Our Department has become authorized to use glucometers as part of our Emergency Medical Service protocol. This involved an extensive application and approval process through our Medical Control at Middlesex Health, as well as the US Department of Health and Human Services. The required equipment to perform glucometry is inexpensive, and we were able to rollout the needed kits for only a few hundred dollars. Adding glucometry to our standard of care will not only hone the skills of our firefighters, but help to provide a better level of care to our residents. Glucometers are used primarily to guide treatment diabetic emergencies, but can also be used to guide the treatment for stroke, seizure, and other life threatening emergencies.

Cancer Training/SOP:

The month of January was Cancer Awareness/Prevention month across the firefighting industry. Fortunately, this preventative culture has been the standard of our department for several years now. Remedial training was conducted with all platoons on best practices for cleaning and decontamination, and other preventative measures to be taken to reduce the risk of occupational cancers. Unfortunately, Cancer is now the leading cause of firefighter deaths. In an effort to streamline and document our department's current practices, a new Cancer Prevention Standard Operating Procedure was developed, and is attached for your review. Our department continues to have some of the most progressive policies in the state and the City of Middletown, when it comes to Cancer Prevention, which we hope will conserve the health and well-being of our personnel for years to come.

Additional Training:

- Engine/Truck Company operations training @ Summer Hill apartments
- Ongoing EMSI teaching hours
- Brush Truck Committee meetings
- Mayday Operations
- Glucometry Training
- Cancer Prevention/Awareness (weekly topics)

Respectfully Submitted,

Nick Fischer
Training Captain

SOUTH FIRE DISTRICT

Administrative and Operations Manual

A&O Chapter-10.4

FOR: CANCER PREVENTION

DATE: 1/28/21 REV.0

AUTH: Captain Fischer

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I. PURPOSE:

In an effort to combat the incidence of cancer among our members, giving consideration to recommendations contained in the referenced reports, the South Fire District has identified specific actions that will be required moving forward. Most of these actions are “common sense” issues that should be done routinely. Others require that we re-think how things have been done in the past. The focus of this document is the health and well-being of each member of the South Fire District. Please remember to consider your health, the health of your co-workers, and the impact that cancer can have on your family.

II. SCOPE:

This Policy is to be referenced and utilized by all personnel of the South Fire District.

III. POLICY:

All personnel from the South Fire District are required to follow this SOP and exercise judgment while implementing this procedure. The company officer will see that this procedure is followed, and all measures taken to minimize the risk of exposure to our personnel. The District will continually evaluate this procedure in order to provide current and updated information to our personnel. The South Fire District recognizes that our members are the greatest asset in our organization, and in order to protect our members we are implementing the following procedures:

Actions at Incident Scene: An Incident is defined as the time any South Fire District personnel arrive on the scene of an incident that exposure concerns may be prevalent.

- Full bunker gear and SCBAs shall be worn during overhaul operations, regardless of any meter readings.

The Fire Marshal’s Office shall wear appropriate respiratory protection during fire investigations, or while operating in other IDLH environments.

- No firefighter shall leave the scene without completing gross field decontamination when appropriate.
- All equipment will be washed off prior to leaving the scene, using equipment and instructions provided in structural decontamination buckets on the apparatus.
- Members assigned to wash the equipment are required to wear medical gloves in order to prevent their hands from becoming contaminated.

SOUTH FIRE DISTRICT

Administrative and Operations Manual

A&O Chapter-10.4

FOR: CANCER PREVENTION

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POLICY (cont'd):

- All members will wear their structural firefighting gloves or other approved glove while handling any fire hose.
- All firefighters will cleanse all exposed skin with the “anti-septic” wipes that are provided in structural decontamination buckets.
- All firefighters will appropriately rehab.
 - Duty shoes/boots shall be gross decontaminated before entering apparatus.
 - Personnel utilizing staff vehicles should avoid transporting contaminated gear inside their vehicle whenever possible.

Actions at the Fire Station

- All fire hose that was used on the scene will be cleaned with a soft bristle brush and mild soap; then it will be rinsed with clean water.
- Any gear that was required to be gross decontaminated on scene will be removed from the apparatus and personnel will switch into their “back-up” gear.
- Any gear that may have been contaminated at the scene; including helmet, SCBA mask, bunker jacket, pants, fire and extrication gloves, hoods, fire boots, duty shoes/boots, station uniforms must be cleaned according to manufacturer’s requirements.
- When cleaning any equipment, the firefighter will wear medical gloves at a minimum.
- Remove any loose equipment and wash with water, mild soap (Dawn), and a soft bristle scrub brush if necessary. Use caution and good judgment when cleaning your air packs (follow existing cleaning procedure).
- Assure each firefighter is given time to properly shower and change uniforms. Consideration of response needs shall be evaluated in order to insure this step does not delay other emergency responses.
- Any area in the apparatus that may have been exposed to contaminated PPE, including floors, compartments, and seats, will be cleaned with District approved disinfectant product.
- At no time will Turnout Gear be worn or stored in any areas of the fire station except for the apparatus floor. This includes restrooms, locker rooms, meeting rooms, kitchens, etc.
- All doors leading to adjoining areas of the station shall be kept closed at all times, to prevent any airborne contaminants from entering other “living areas” of the fire station.
- Turnout Gear that is waiting to be washed shall be stored in the generator room.



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

Public Safety Telecommunications Report
February 2021

1. Monthly Call Statistics sheet is available. Activity for January is approximately 3,614 incidents, approximately 1,777 911 calls and about 7,767 administrative calls.
2. We went live with the new CAD system as planned on February 1, 2021. There were no disruptions in service. Dispatchers remain on a learning curve which is to be expected.
3. Staffing update; Current 19 Full 21. One Trainee is still in the training process. A new certified dispatcher starts February 8, 2021. Although that brings us up to 20 filled positions of 21 authorized we still have two in training and not on line.
4. Deputy Director Grauer had reported last month on COVID vaccine shots for dispatchers. The majority have now received both shots.
5. Overall calls and responses for CY 2020 are slightly up from CY 2019. This is not unusual based on previous history that you can see on the Monthly activity report provided. While FD responses were down significantly due to COVID modifications the Dispatch Center still processed the calls and sent them for response by Ambulance only. The Ambulance only calls doubled from the previous years.

City of Middletown
Central Communications Center
Monthly Call Statistics - 2021 (estimated)

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	2443												2443	2443
Portland Police Dept.	270												270	270
Fire Departments (Midd.)	374	0	0	0	0	0	0	0	0	0	0	0	374	374
Middletown Fire Dept.	181												181	181
South Fire District	123												123	123
Westfield Fire District	70												70	70
Fire Department (Portland)	39												39	39
Ambulance only Calls	488												488	488
TOTAL INCIDENT CASE #'s	3614	0	0	0									3614	3614
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1391												1391	1391
Wireless & wireline originating in Middletown														
PORTLAND	187												187	187
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	199												199	199
TOTAL 911 CALLS	1777												1777	1777
TOTAL ADMIN. CALLS IN	5558												5558	5558
TOTAL ADMIN. CALLS OUT	2209												2209	2209
TOTAL PHONE CALLS	9544	0	0	0									9544	9544
												2020	128,562	10,714
												2019	127,979	10,665
												2018	127,008	10,584
												AVG	127,850	10,654