

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, March 11, 2024

WHERE: Firehouse

TIME: 7:00 P.M.

SUBJECT: Regular Monthly Meeting

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

- Direct link to Zoom:
<https://us02web.zoom.us/j/89490260082?pwd=SGh4VWNIZXVBR2RFRWZwZjJ5V09rdz09>
- Visit <https://zoom.us> and join the meeting using the meeting I.D. number and passcode located below.
- Via telephone at 646-558-8656

Meeting I.D. 894 9026 0082
Passcode: SFD

AGENDA

SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY MEETING MONDAY, MARCH 11, 2024 at 7:00 p.m.

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ACCEPT/AMEND AGENDA
- 4) OPEN PUBLIC SESSION – ITEMS ON THE AGENDA
- 5) CLOSE PUBLIC SESSION
- 6) MINUTES TO BE ACCEPTED
 - a) Regular Monthly Meeting of February 19, 2024
- 7) TAX COLLECTOR’S REPORTS – FEBRUARY 2024
 - a) Refunds: \$1,789.17
 - b) Tax Collector’s Reports
- 8) FINANCIAL REPORTS
 - a) Monthly Expense Detail: January 2024 and February 2024
 - b) Profit & Loss Budget vs. Actual: July 2023 through February 2024
 - c) Cash Balance Reports: February 2024
- 9) ADMINISTRATIVE REPORTS – FEBRUARY 2024
- 10) COMMISSIONER REPORTS
 - a) Building Committee: Commissioner Thazhampallath
 - b) Pension Committee: Commissioner Kleckowski
 - c) Public Safety Telecommunications: Commissioner Giuliano
 - d) Riverfront Redevelopment Update: Commissioner Pessina
- 11) OLD BUSINESS
- 12) NEW BUSINESS
 - a) Discussion of South Fire District By-Laws Amendment(s)
 - b) Set Dates/Times for Budget Workshop(s) and Public Hearing(s)
 - c) Discussion of Budget Mailer
 - d) Completion of Rescue 35 Project and Apparatus Tour: Deputy Chief Fischer
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA
- 14) CLOSE PUBLIC SESSION
- 15) ADJOURNMENT

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

- Direct link to Zoom:
<https://us02web.zoom.us/j/89490260082?pwd=SGh4VWNlZlVBR2RlVWZwZjJlV09rdz09>
- Via telephone: 646-558-8656
- Meeting I.D. 894 9026 0082 Passcode: SFD

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

**Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Monday, February 19, 2024 at 7:00 p.m.**

Held at the firehouse and via Zoom - Meeting I.D. 886 0915 8203

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

Absent: Commissioner Pessina

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE was recited.

3. ACCEPT/AMEND AGENDA

The agenda was accepted as presented.

4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA

Chairwoman Kleckowski opened the public session at 7:05 p.m.

Dan Penney, 1101 Chamberlain Hill Road

Mr. Penney asked for clarification on specific expenditures listed on the Monthly Expense Detail report, suggested authorization for expenses which exceed a certain amount, and instituting the practice of publicly advertised bids at the beginning of each fiscal year, which would benefit the taxpayers and assist in budget preparation. Mr. Penney commended the actions taken by the Health & Safety Committee, spoke about CONN-OSHA's services, and recommended adding a member of the public to the committee, to which he asked to be considered. Mr. Penney asked for an explanation on the protocols on how invoices have been/will be paid related to the building renovation project.

5. CLOSE PUBLIC SESSION Chairwoman Kleckowski closed the public session at 7:14 p.m.

6. ELECTION OF OFFICERS

MOTION to nominate Deborah Kleckowski for chairwoman by Comm. Gregorio/Comm. Giuliano. Unanimously approved.

MOTION to nominate Seb Giuliano for vice-chairman by Comm. Gregorio/Comm. Thazhampallath. Unanimously approved.

MOTION to nominate Geen Thazhampallath for secretary Comm. Gregorio/Comm. Giuliano. Unanimously approved.

7. MINUTES TO BE ACCEPTED

- a. January 8, 2024 Regular Monthly Meeting
- b. January 29, 2024 Special Meeting
- c. February 5, 2024 Annual Meeting

The minutes were accepted as presented.

8. TAX COLLECTOR'S REPORTS – JANUARY 2024

a. Refunds: \$531.28

MOTION to approve refunds in the amount of \$531.28 for January 2024 by Comm. Thazhampallath/Comm. Gregorio. Unanimously approved.

b. Acceptance of the Tax Collector's Reports

The Tax Collector's Reports were accepted as received.

9. FINANCIAL REPORTS

- a. Monthly Expense Detail: December 2023 and January 2024
- b. Profit & Loss Budget vs. Actual: July 2023 through January 2024
- c. Cash Balance Reports: January 2024

The financial reports were accepted as submitted.

10. ADMINISTRATIVE REPORTS – JANUARY 2024

Chief Trzaski and Deputy Chief Fischer provided an overview of the administrative reports and elaborated on the staff's preparation for the budgetary process, the fire marshal's services to the community, new OSHA regulations, cancer screening for esophageal cancer, and an update on Marine 3.

Budget workshops/meetings will be scheduled during the March 2024 monthly meeting. By-Law revision(s) will also be an agenda item for the March 2024 meeting.

Deputy Chief Fischer advised that R35 is not back from First Line; therefore, a tour of the truck will not take place tonight. He acknowledged the efforts of the members who have gone above and beyond in getting the truck outfitted for service, which saved the district approximately \$750,000. The truck was acquired by the State of Connecticut at no cost. The old Rescue 35 will be offered for sale on public auction.

11. COMMISSIONER REPORTS

a. Building Committee: Commissioner Thazhampallath

Commissioner Thazhampallath advised that the invoice issue brought up during Public Session will be looked into and an answer will be provided. The project is going out to bid again, as the level of participants for the original bid package had not been met. The deadline for bids is 3/6/24 and will be opened at SFD on 3/7/24 at 10:00 a.m. The committee is hopeful the bidders will be selected by 3/15/24 with a potential construction start date of on or about 4/1/24 and completed by 9/1/24. Hiring local entities is highly desirable.

b. Pension Committee: Chairwoman Kleckowski An update was not provided.

c. Public Safety Telecommunications: Commissioner Giuliano

Commissioner Giuliano provided an overview of the Public Safety Telecommunications meeting, as is presented in the report.

d. Riverfront Redevelopment Update: Commissioner Pessina

Commissioner Pessina was not in attendance; an update was not provided.

12. OLD BUSINESS

a. Entry Level Firefighter Hiring Process Update

Chief Trzaski and Deputy Chief Fischer provided an update on the hiring process through FirefighterApp which is moving in a positive direction, especially in light of accepting applications from non-certified individuals who, if hired, will attend the Recruit Firefighter Program at the CT Fire Academy.

13. NEW BUSINESS

a. Discussion of New OSHA Regulations Affecting the Fire Service

Chief Trzaski remarked on this subject during the discussion of *Administrative Reports*.

b. Select Commissioner Representatives for CBA Negotiations, IAFF Local 3918 & UPSEU Unit 3919

A selection will be made in advance of the chief's response to the letters he received regarding negotiations. Commissioner Thazhampallath indicated he would be happy to serve in the Local 3918 negotiations and believes Commissioner Pessina would also be interested. The contracts expire June 30, 2024.

c. Completion of Rescue 35 Project and Apparatus Tour

Rescue 35 is currently at First Line; an apparatus tour did not take place.

14. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA

Chairwoman Kleckowski opened the public session at 7:51 p.m.

Dan Penney

Mr. Penney recommended three budget workshops to allow taxpayers sufficient time to participate and be well-informed in advance of the referendum.

Geen Thazhampallath

Geen thanked the commission, the chief, and the SFD staff for their support at the time of his mother's passing. He expressed his gratitude to the on-duty crew who responded to his home, and commented on the level of compassion, care, and dignity shown. It is very much appreciated by his entire family.

15. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public session at 7:55 p.m.

16. ADJOURNMENT

MOTION to adjourn by Comm. Gregorio/Comm. Thazhampallath. Unanimously approved.

The meeting was adjourned at 7:58 p.m.

Submitted by,

Alyse McEwen

Alyse McEwen
Recording Secretary

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

Refund Report SOUTH FIRE DISTRICT As Of Date 02/29/2024 Cash Type : SFD Date: 02/29/2024 Page: 1
 Conditions : Year 2007 To 2022 Dist To Order By Bill Number Include Susp : No Suspense Recap by Bank : No Recap by District No Tax/Def All Terminal # : All
 Bill # S-D Name Tax Paid Int Paid Lien Paid Fee Paid Bnt Paid Tot Paid Bank Prop Loc./Vehicle

Bill #	S-D Name	Tax Paid	Int Paid	Lien Paid	Fee Paid	Bnt Paid	Tot Paid	Bank Prop Loc./Vehicle
2020-03-0055019	2 CCAP AUTO LEASE LTD	-47.48	0.00	0.00	0.00	0.00	-47.48	AP19225 1C4RDJDG3JG271482
	55019						02/07/2024	W003
2020-03-0060283	2 FINANCIAL SER VEH TRUST SFD	-92.04	0.00	0.00	0.00	0.00	-92.04	AL80697 5UXTR8C54JLC79646
	60283						02/07/2024	
TOT MOTORVEHICLE	# Of Accts: 2	-139.52	0.00	0.00	0.00	0.00	-139.52	
YEAR 2020	# Of Accts: 2	-139.52	0.00	0.00	0.00	0.00	-139.52	
2022-01-0001324	2 BIGGS BRUCE A & OKELLY MASFD	-805.04	0.00	0.00	0.00	0.00	-805.04	181 EASTERN DR
	R10683						02/07/2024	32
TOT REAL ESTATE	# Of Accts: 1	-805.04	0.00	0.00	0.00	0.00	-805.04	
2022-03-0054356	2 BYRD CRAIG A	-36.38	0.00	0.00	0.00	0.00	-36.38	AW47938 1FTEX1EP6HKC21549
	54356						02/28/2024	
2022-03-0058186	2 DENNIS CRAIG W	-23.52	0.00	0.00	0.00	0.00	-23.52	BG06486 5FNRL5H44GB108412
	58186						02/28/2024	
2022-03-0063164	2 GROTE DEBRA K	-74.55	0.00	0.00	0.00	0.00	-74.55	BG78118 3VV2B7AX5KX054239
	63164						02/28/2024	
2022-03-0068750	2 LEET KAITLYN A	-26.55	0.00	0.00	0.00	0.00	-26.55	AX27864 5NPB5ACXBH262324
	68750						02/07/2024	
2022-03-0076546	2 POLLACK ALEX F	-84.74	0.00	0.00	0.00	0.00	-84.74	BE82651 3TYCZ5AN4NT058809
	76546						02/28/2024	
2022-03-0083413	2 TOYOTA LEASE TRUST	-84.46	0.00	0.00	0.00	0.00	-84.46	C242744 3TYSZ5AN8WT011261
	83413						02/07/2024	W011
2022-03-0084144	2 VAULT TRUST	-100.32	0.00	0.00	0.00	0.00	-100.32	611 3C6UR5DL9NG169775
	84144						02/07/2024	W013
2022-03-0084152	2 VAULT TRUST	-48.11	0.00	0.00	0.00	0.00	-48.11	AR77530 ZACCJBCBXJP07231
	84152						02/28/2024	W013
2022-03-0084157	2 VAULT TRUST	-15.27	0.00	0.00	0.00	0.00	-15.27	AV61334 1C4PJMDX7LD559262
	84157						02/28/2024	W013
2022-03-0084163	2 VAULT TRUST	-41.29	0.00	0.00	0.00	0.00	-41.29	AZ13189 ZACNUDBB1WPMZ6947
	84163						02/28/2024	W013
2022-03-0084172	2 VAULT TRUST	-38.98	0.00	0.00	0.00	0.00	-38.98	BB51129 ZARFANBN9W7643754
	84172						02/28/2024	W013
2022-03-0084173	2 VAULT TRUST	-59.59	0.00	0.00	0.00	0.00	-59.59	BB56965 ZARFANBN3L7637477
	84173						02/28/2024	W013
2022-03-0085374	2 WHITE MARSHA F	-11.44	0.00	0.00	0.00	0.00	-11.44	MAW8 3N1AB8DV4LY266881
	85374						02/28/2024	
2022-03-0086142	2 XENELIS DAVID N	-193.76	0.00	0.00	0.00	0.00	-193.76	C316863 1GT40FDA4NU100593
	86142						02/07/2024	
TOT MOTORVEHICLE	# Of Accts: 14	-838.96	0.00	0.00	0.00	0.00	-838.96	
2022-04-0083899	2 MILLER SANDRA M	-5.65	0.00	0.00	0.00	0.00	-5.65	AU91819 KMHDC86E39U043730
	83899						02/07/2024	
TOT MV SUPPLEMEN	# Of Accts: 1	-5.65	0.00	0.00	0.00	0.00	-5.65	
YEAR 2022	# Of Accts: 16	-1,649.65	0.00	0.00	0.00	0.00	-1,649.65	
GRAND TOTAL	# Of Accts: 18	-1,789.17	0.00	0.00	0.00	0.00	-1,789.17	

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS FEBRUARY 2024	
REAL ESTATE	\$ 5,133.73
MOTOR VEHICLE	\$ 4,260.97
PERSONAL PROPERTY	\$ 177.54
SUPPLEMENTAL MOTOR VEHICLE	\$ 7,588.02
BACK TAXES	\$ 1,463.59
CURRENT INTEREST	\$ 1,227.60
BACK INTEREST	\$ 695.72
FEES PAID	\$ 516.75
LIENS RELEASED	\$ -
COLLECTIONS 2023/2024	
	\$ 21,063.92
JULY	\$ 6,223,864.66
AUGUST	\$ 790,755.58
SEPTEMBER	\$ 159,383.13
OCTOBER	\$ 52,504.89
NOVEMBER	\$ 30,179.50
DECEMBER	\$ 20,047.46
JANUARY	\$ 74,873.65
FEBRUARY	\$ 21,063.92
MARCH	
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	
	\$ 7,372,672.79
GRANTS RECEIVED	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ 201,650.00
TOTAL GRANTS	
	\$ 201,650.00
TOTAL YEAR-TO-DATE	
	\$ 7,574,322.79
Respectfully submitted by:	
Lee R. Matterazzo, CCMC	
South Fire District	

Tax Collections February 2024

	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	\$ 6,012,796.68	\$ 5,908,559.31	\$1,988.76	98.30%	\$0.00
PP	\$ 938,701.75	\$ 930,969.35	\$18.33	99.18%	\$3.12
MV	\$ 464,532.87	\$ 405,674.30	\$3,566.72	88.10%	\$422.97
MVS	<u>\$ 56,045.84</u>	<u>\$ 39,320.74</u>	<u>\$5.65</u>	70.17%	<u>\$57.11</u>
TOTAL	\$ 7,472,077.14	\$ 7,284,523.70	\$ 5,579.46	97.56%	\$ 483.20

Submitted by:
Lee Matterazzo, CCMC
Tax Collector

South Fire District
Monthly Expense Detail
January and February 2024

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	01/02/2024	Earthlight Power, LLC.	292.50		292.50
	01/29/2024	Eversource	2,511.35		2,803.85
	02/01/2024	Earthlight Power, LLC.	210.60		3,014.45
	02/27/2024	Eversource	2,090.55		5,105.00
Total 7201 · Electricity			5,105.00	0.00	5,105.00
7202 · Water and Sewer					
	01/01/2024	Middletown Water & Sewer Dept	240.83		240.83
	02/01/2024	Middletown Water & Sewer Dept	132.12		372.95
Total 7202 · Water and Sewer			372.95	0.00	372.95
7203 · Heating					
	01/03/2024	Eversource	1,185.97		1,185.97
	02/02/2024	Eversource	1,390.93		2,576.90
Total 7203 · Heating			2,576.90	0.00	2,576.90
7204 · Telephone					
	01/15/2024	Frontier Communications	231.59		231.59
	02/15/2024	Frontier Communications	232.86		464.45
Total 7204 · Telephone			464.45	0.00	464.45
7401 · Fuel					
	01/18/2024	Dime Oil, LLC.	3,987.99		3,987.99
	01/23/2024	WEX Bank - Small Bus. Card	1,491.16		5,479.15
	01/31/2024	Bank of America	65.00		5,544.15
	02/02/2024	Grainger	44.28		5,588.43
	02/23/2024	WEX Bank - Small Bus. Card	1,493.18		7,081.61
Total 7401 · Fuel			7,081.61	0.00	7,081.61
7403-1 · Apparatus Preventative Maint.					
	01/22/2024	First Line Emergency	1,399.76		1,399.76
Total 7403-1 · Apparatus Preventative Maint.			1,399.76	0.00	1,399.76
7403 · Vehicle Repairs					
	01/03/2024	Brake Pro, LLC	495.00		495.00
	01/03/2024	First Line Emergency	7,880.54		8,375.54
	01/22/2024	First Line Emergency	7,610.38		15,985.92
	01/29/2024	First Line Emergency	2,247.21		18,233.13
	01/31/2024	Advance Auto Parts	28.92		18,262.05
Total 7403 · Vehicle Repairs			18,262.05	0.00	18,262.05

South Fire District Monthly Expense Detail January and February 2024

	Date	Name	Debit	Credit	Balance
7404 · NFPA/OSHA Compliance					
	01/29/2024	Municipal Emergency Services/Shipman's	325.00		325.00
	02/29/2024	Bank of America	76.94		401.94
Total 7404 · NFPA/OSHA Compliance			401.94	0.00	401.94
7406 · Vehicle Supplies					
	01/10/2024	Grainger	43.23		43.23
	01/31/2024	Bank of America	111.92		155.15
	01/31/2024	Bank of America	75.94		231.09
	02/02/2024	Grainger	23.04		254.13
	02/29/2024	Bank of America	55.98		310.11
Total 7406 · Vehicle Supplies			310.11	0.00	310.11
7501 · Insurance-Workers Compensation					
	01/01/2024	Benchmark Insurance Company	16,098.00		16,098.00
	02/01/2024	Benchmark Insurance Company	16,098.00		32,196.00
Total 7501 · Insurance-Workers Compensation			32,196.00	0.00	32,196.00
7502 · Insurance - Commercial Package					
	01/09/2024	HD Segur Insurance	12,490.00		12,490.00
Total 7502 · Insurance - Commercial Package			12,490.00	0.00	12,490.00
7512 · Pension - Defined Contribution					
	01/08/2024	Lincoln Financial - Pension 401	30,207.51		30,207.51
	02/08/2024	Lincoln Financial - Pension 401	30,280.69		60,488.20
Total 7512 · Pension - Defined Contribution			60,488.20	0.00	60,488.20
7701 · Tax Collector's Expense					
	01/16/2024	CT Tax Collectors' Association, Inc.	75.00		75.00
	01/16/2024	Middlesex County Tax Collectors Assoc.	20.00		95.00
	01/22/2024	Quality Data Service, Inc	82.75		177.75
	01/22/2024	Quality Data Service, Inc	401.22		578.97
	01/22/2024	Quality Data Service, Inc	199.08		778.05
	01/22/2024	Quality Data Service, Inc	67.50		845.55
	01/22/2024	Quality Data Service, Inc	67.50		913.05
	01/22/2024	Quality Data Service, Inc	709.58		1,622.63
	01/31/2024	Hartford Courant - Advertising	80.63		1,703.26
	01/31/2024	Bank of America	119.64		1,822.90
	02/20/2024	CT Tax Collectors' Association, Inc.	105.00		1,927.90
	02/20/2024	CT Tax Collectors' Association, Inc.	25.00		1,952.90
Total 7701 · Tax Collector's Expense			1,952.90	0.00	1,952.90

South Fire District Monthly Expense Detail January and February 2024

	Date	Name	Debit	Credit	Balance
7702 · Professional Org / Periodicals					
	02/05/2024	CT Fire Dept. Instructors Assoc., Inc.	10.00		10.00
	02/05/2024	CT Fire Dept. Instructors Assoc., Inc.	40.00		50.00
	02/09/2024	CT Fire Dept. Instructors Assoc., Inc.	40.00		90.00
	02/29/2024	Bank of America	30.00		120.00
			120.00	0.00	120.00
Total 7702 · Professional Org / Periodicals					
7703 · Office Expenses					
	01/31/2024	Bank of America	16.88		16.88
	01/31/2024	Bank of America	10.18		27.06
	01/31/2024	Bank of America	20.98		48.04
	01/31/2024	Bank of America	305.85		353.89
	01/31/2024	Bank of America	39.56		393.45
	02/29/2024	Bank of America	26.38		419.83
	02/29/2024	Bank of America	185.01		604.84
			604.84	0.00	604.84
Total 7703 · Office Expenses					
7704 · Auditor					
	02/05/2024	Costello Company, LLC	7,750.00		7,750.00
	02/13/2024	Costello Company, LLC	725.00		8,475.00
			8,475.00	0.00	8,475.00
Total 7704 · Auditor					
7706 · Postage					
	01/08/2024	FedEx	22.36		22.36
	01/15/2024	FedEx	18.81		41.17
	01/18/2024	Purchase Power	604.50		645.67
			645.67	0.00	645.67
Total 7706 · Postage					
7708 · Commissioner's Compensation					
	01/03/2024	Paychex	750.00		750.00
	01/31/2024	Paychex	750.00		1,500.00
			1,500.00	0.00	1,500.00
Total 7708 · Commissioner's Compensation					
7709 · Activity Expense					
	01/31/2024	Bank of America	161.03		161.03
	01/31/2024	Bank of America	172.94		333.97
	01/31/2024	Bank of America	65.00		398.97
	02/29/2024	Bank of America	23.66		422.63
	02/29/2024	Bank of America	45.09		467.72
	02/29/2024	Bank of America	308.55		776.27
	02/29/2024	Bank of America	181.11		957.38
	02/29/2024	Bank of America	33.98		991.36

South Fire District Monthly Expense Detail January and February 2024

	Date	Name	Debit	Credit	Balance
7709 · Activity Expense, continued					
	02/29/2024	Bank of America	31.22		1,022.58
	02/29/2024	Bank of America	75.94		1,098.52
	02/29/2024	Bank of America	29.98		1,128.50
Total 7709 · Activity Expense			1,128.50	0.00	1,128.50
7710 · Professional Services					
7711 · Legal Expense					
7711B · Legal Expense - H & H					
	01/08/2024	Nuzzo & Roberts, LLC.	40.00		40.00
	02/06/2024	Nuzzo & Roberts, LLC.	160.00		200.00
Total 7711B · Legal Expense - H & H			200.00	0.00	200.00
Total 7711 · Legal Expense			200.00	0.00	200.00
7710 · Professional Services - Other					
	01/04/2024	Paychex	128.62		128.62
	01/04/2024	Paychex	16.25		144.87
	01/04/2024	Paychex	26.00		170.87
	01/04/2024	Paychex	58.58		229.45
	01/04/2024	Paychex	62.70		292.15
	01/11/2024	Paychex	126.56		418.71
	01/11/2024	Paychex	479.50		898.21
	01/11/2024	Paychex	58.58		956.79
	01/18/2024	Paychex	128.62		1,085.41
	01/18/2024	Paychex	58.58		1,143.99
	01/23/2024	Paychex	54.90		1,198.89
	01/25/2024	Paychex	126.56		1,325.45
	01/25/2024	Paychex	58.58		1,384.03
	01/31/2024	Merrick & Associates, LLC	400.00		1,784.03
	02/01/2024	Paychex	126.56		1,910.59
	02/01/2024	Paychex	58.58		1,969.17
	02/01/2024	Paychex	62.70		2,031.87
	02/08/2024	Paychex	126.56		2,158.43
	02/08/2024	Paychex	58.58		2,217.01
	02/15/2024	Paychex	275.24		2,492.25
	02/15/2024	Paychex	125.36		2,617.61
	02/22/2024	Paychex	275.24		2,892.85
	02/22/2024	Paychex	125.36		3,018.21
	02/29/2024	Paychex	128.62		3,146.83
	02/29/2024	Paychex	58.58		3,205.41
Total 7710 · Professional Services - Other			3,205.41	0.00	3,205.41
Total 7710 · Professional Services			3,405.41	0.00	3,405.41

South Fire District
Monthly Expense Detail
January and February 2024

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7712 · Office Equipment					
	02/29/2024	Bank of America	97.40		97.40
Total 7712 · Office Equipment			97.40	0.00	97.40
7714 · Advertising / Voting					
	01/24/2024	LHS Associates, Inc.	650.00		650.00
	01/24/2024	LHS Associates, Inc.	187.20		837.20
	01/24/2024	LHS Associates, Inc.	60.00		897.20
	01/31/2024	Middletown Press- Hearst Media Services	123.23		1,020.43
	01/31/2024	Middletown Press- Hearst Media Services	119.21		1,139.64
	01/31/2024	Hartford Courant - Advertising	76.64		1,216.28
	01/31/2024	Hartford Courant - Advertising	70.55		1,286.83
	02/05/2024	Wilson, William	300.00		1,586.83
	02/05/2024	Petras, Anton.	200.00		1,786.83
	02/05/2024	Petras, Diane	200.00		1,986.83
Total 7714 · Advertising / Voting			1,986.83	0.00	1,986.83
7717 · Software Support					
	01/01/2024	websolutions DBA Exposure	105.00		105.00
	01/31/2024	Bank of America	142.00		247.00
	02/29/2024	Bank of America	142.00		389.00
Total 7717 · Software Support			389.00	0.00	389.00
7801 · Repairs Building					
	01/13/2024	Dependable Doors	200.00		200.00
	01/28/2024	Ace Home Center	42.99		242.99
	01/28/2024	Ace Home Center		42.99	200.00
	01/29/2024	Air Cleaning Specialists of New England	289.52		489.52
	01/29/2024	Air Cleaning Specialists of New England	4,655.50		5,145.02
	02/06/2024	Absolute Air Services, LLC.	265.88		5,410.90
	02/14/2024	Salafia Electric, LLC.	462.50		5,873.40
	02/14/2024	Salafia Electric, LLC.	3,931.28		9,804.68
	02/29/2024	Bank of America	122.50		9,927.18
	02/29/2024	Bank of America	193.75		10,120.93
Total 7801 · Repairs Building			10,163.92	42.99	10,120.93
7802 · Supplies Maintenance					
	01/09/2024	W.B. Mason Company, Inc.	491.78		491.78
	01/10/2024	W.B. Mason Company, Inc.	48.32		540.10
	01/11/2024	W.B. Mason Company, Inc.	81.92		622.02
	01/11/2024	W.B. Mason Company, Inc.	165.71		787.73
	01/22/2024	W.B. Mason Company, Inc.	89.09		876.82

South Fire District Monthly Expense Detail January and February 2024

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 · Supplies Maintenance, continued					
	01/24/2024	W.B. Mason Company, Inc.		208.84	667.98
	01/25/2024	W.B. Mason Company, Inc.	208.84		876.82
	01/28/2024	Ace Home Center	1.72		878.54
	01/28/2024	Ace Home Center	27.41		905.95
	01/28/2024	Ace Home Center	13.46		919.41
	01/28/2024	Ace Home Center	16.15		935.56
	01/31/2024	Bank of America	17.01		952.57
	01/31/2024	Bank of America	49.63		1,002.20
	01/31/2024	Bank of America	101.10		1,103.30
	01/31/2024	Bank of America	44.96		1,148.26
	02/08/2024	W.B. Mason Company, Inc.	270.14		1,418.40
	02/21/2024	W.B. Mason Company, Inc.	230.32		1,648.72
	02/22/2024	Grainger	20.34		1,669.06
	02/27/2024	W.B. Mason Company, Inc.	294.51		1,963.57
	02/28/2024	Ace Home Center	89.38		2,052.95
	02/28/2024	Ace Home Center	31.98		2,084.93
	02/28/2024	Ace Home Center	35.98		2,120.91
	02/28/2024	Ace Home Center	21.98		2,142.89
Total 7802 · Supplies Maintenance			2,351.73	208.84	2,142.89
7803 · Services					
	01/04/2024	JP Bellamo & Sons, Inc.	50.00		50.00
	01/06/2024	De Lage Landen Financial Services, Inc.	121.00		171.00
	01/06/2024	Comcast	100.80		271.80
	01/07/2024	Comcast	22.48		294.28
	01/08/2024	Middletown Fire Dept	250.00		544.28
	01/25/2024	All Waste	200.00		744.28
	02/02/2024	JP Bellamo & Sons, Inc.	50.00		794.28
	02/06/2024	Comcast	100.80		895.08
	02/07/2024	Comcast	22.48		917.56
	02/10/2024	De Lage Landen Financial Services, Inc.	121.00		1,038.56
	02/23/2024	All Waste	200.00		1,238.56
Total 7803 · Services			1,238.56	0.00	1,238.56
7805 · Equipment					
	01/31/2024	Bank of America	150.00		150.00
	01/31/2024	Bank of America	255.21		405.21
	01/31/2024	Bank of America		255.21	150.00
	01/31/2024	Bank of America	239.97		389.97
	01/31/2024	Bank of America	104.90		494.87
	02/29/2024	Bank of America		159.98	334.89
	02/29/2024	Bank of America	518.22		853.11
Total 7805 · Equipment			1,268.30	415.19	853.11

South Fire District Monthly Expense Detail January and February 2024

	Date	Name	Debit	Credit	Balance
7901 · Emergency Medical Equipment					
	01/08/2024	Common Cents EMS Supply, LLC.	175.50		175.50
	01/08/2024	Common Cents EMS Supply, LLC.	62.55		238.05
	01/10/2024	Common Cents EMS Supply, LLC.	245.15		483.20
	01/30/2024	Common Cents EMS Supply, LLC.	25.20		508.40
	02/02/2024	Common Cents EMS Supply, LLC.	133.25		641.65
	02/08/2024	Common Cents EMS Supply, LLC.	428.40		1,070.05
	02/14/2024	Common Cents EMS Supply, LLC.	113.67		1,183.72
	02/21/2024	Common Cents EMS Supply, LLC.	27.89		1,211.61
			1,211.61	0.00	1,211.61
Total 7901 · Emergency Medical Equipment					
7902 · Computer Equip & Supplies					
	01/31/2024	Bank of America	35.98		35.98
			35.98	0.00	35.98
Total 7902 · Computer Equip & Supplies					
7903 · Training					
	01/28/2024	CT Fire Academy Bookstore	356.40		356.40
	01/31/2024	Bank of America	202.07		558.47
	01/31/2024	Bank of America	256.24		814.71
	01/31/2024	Bank of America	73.94		888.65
	01/31/2024	Bank of America	73.94		962.59
	01/31/2024	Bank of America		68.95	893.64
	01/31/2024	Bank of America	50.00		943.64
	01/31/2024	Bank of America	135.00		1,078.64
	01/31/2024	Bank of America	430.17		1,508.81
	01/31/2024	Bank of America	276.96		1,785.77
	01/31/2024	Bank of America	425.00		2,210.77
	01/31/2024	Bank of America	540.00		2,750.77
	02/01/2024	CT Fire Academy Bookstore	128.75		2,879.52
	02/09/2024	Dorfman, Steven N.	150.00		3,029.52
	02/23/2024	First Choice Safety Solutions, LLC.	1,350.00		4,379.52
	02/29/2024	Bank of America	71.21		4,450.73
	02/29/2024	Bank of America	71.21		4,521.94
			4,590.89	68.95	4,521.94
Total 7903 · Training					
7905 · Fire Fighting Equipment					
	01/04/2024	U.S. Darkwater, LLC.	64.99		64.99
	01/04/2024	U.S. Darkwater, LLC.	64.99		129.98
	01/10/2024	Municipal Emergency Services/Shipman's	514.20		644.18
	01/11/2024	Handley, Jonathan		65.00	579.18
	01/24/2024	Fire Equipment Headquarters	524.00		1,103.18
	01/31/2024	Municipal Emergency Services/Shipman's	73.13		1,176.31

South Fire District
Monthly Expense Detail
January and February 2024

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7905 · Fire Fighting Equipment, continued					
	01/31/2024	Bank of America	162.99		1,339.30
	02/02/2024	Grainger	46.60		1,385.90
	02/08/2024	Municipal Emergency Services/Shipman's	277.20		1,663.10
	02/14/2024	Fire Equipment Headquarters	643.51		2,306.61
Total 7905 · Fire Fighting Equipment			<u>2,371.61</u>	65.00	<u>2,306.61</u>
7906 · Special Service Units					
	01/17/2024	U.S. Darkwater, LLC.	39.99		39.99
	01/17/2024	U.S. Darkwater, LLC.	169.98		209.97
	02/01/2024	U.S. Darkwater, LLC.	504.96		714.93
	02/16/2024	U.S. Darkwater, LLC.	39.99		754.92
	02/16/2024	U.S. Darkwater, LLC.	39.99		794.91
	02/16/2024	U.S. Darkwater, LLC.	64.99		859.90
	02/16/2024	U.S. Darkwater, LLC.	64.99		924.89
Total 7906 · Special Service Units			<u>924.89</u>	0.00	<u>924.89</u>
7907 · Fire Marshal's Office					
	02/29/2024	Bank of America	40.00		40.00
	02/29/2024	Bank of America	10.79		50.79
Total 7907 · Fire Marshal's Office			<u>50.79</u>	0.00	<u>50.79</u>
7909 · Uniforms					
	01/03/2024	EMP Apparel, LLC.	295.00		295.00
	01/11/2024	DeFrancesco, Geoffrey		16.00	279.00
	01/11/2024	Handley, Jonathan		26.00	253.00
	01/30/2024	EMP Apparel, LLC.	61.00		314.00
	02/01/2024	Security Uniforms, Inc.	119.00		433.00
Total 7909 · Uniforms			<u>475.00</u>	42.00	<u>433.00</u>
7910 · Protective Clothing					
	01/31/2024	Bank of America	283.67		283.67
Total 7910 · Protective Clothing			<u>283.67</u>	0.00	<u>283.67</u>
7911 · Communications					
	01/18/2024	Sigtronics Corporation	158.37		158.37
	02/22/2024	NorcomCT	49.00		207.37
Total 7911 · Communications			<u>207.37</u>	0.00	<u>207.37</u>
7912 · Cellular Phones					
	01/11/2024	AT&T Mobility	591.05		591.05
	02/11/2024	AT&T Mobility	591.05		1,182.10
Total 7912 · Cellular Phones			<u>1,182.10</u>	0.00	<u>1,182.10</u>

South Fire District Monthly Expense Detail January and February 2024

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7913 · Breathing Air & Oxygen					
	01/15/2024	Airgas USA, LLC	296.45		296.45
	02/26/2024	Airgas USA, LLC	467.29		763.74
	02/29/2024	Airgas USA, LLC	26.63		790.37
Total 7913 · Breathing Air & Oxygen			<u>790.37</u>	<u>0.00</u>	<u>790.37</u>
7915 · Medical Testing					
	01/12/2024	Priority Urgent Care	130.00		130.00
	01/12/2024	Priority Urgent Care	130.00		260.00
	02/16/2024	Keenan, Terence A.	102.00		362.00
	02/16/2024	Moss, Owen T.	102.00		464.00
	02/22/2024	American Family Care, LLC.	165.00		629.00
	02/22/2024	American Family Care, LLC.	240.00		869.00
	02/22/2024	American Family Care, LLC.	575.00		1,444.00
	02/22/2024	American Family Care, LLC.	610.00		2,054.00
	02/22/2024	American Family Care, LLC.	610.00		2,664.00
	02/22/2024	American Family Care, LLC.	165.00		2,829.00
	02/22/2024	American Family Care, LLC.	395.00		3,224.00
Total 7915 · Medical Testing			<u>3,224.00</u>	<u>0.00</u>	<u>3,224.00</u>
TOTAL			<u><u>191,825.31</u></u>	<u><u>842.97</u></u>	<u><u>190,982.34</u></u>

South Fire District
Bank of America Purchase Details
Billing Time Period: 2/01/2024 – 2/29/2024

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
Account # -0421 (DC)					
1/31/24	Amazon	Third hand support system	7406	23-001	55.98
2/1/24	Total Fitness Equipment	Treadmill repair	7801	23-010	122.50
2/2/24	Paypal: CT Fire Marshal's Association	Annual dues (DFM Parmelee)	7907	23-019	40.00
2/15/24	Paypal: Projector Lamps LLC	PowerLite 1224 Epson projector lamp replacement	7712		97.40
2/16/24	Founders Technology	Monthly cloud services – Month of March	7717	23-009	142.00
2/20/24	At Home Store	Refund – return of 2 office chairs	7805	23-012	(159.98)
2/21/24	Amazon	Disposable tablecloths (12 pk)	7709	23-007	23.66
2/22/24	NFPA	NFPA Link monthly subscription fee (1 license)	7907	23-019	10.79
2/24/24	EB Tactical Tutelage	Registration: Tactical Tutelage 2023 "Modern Problems" (DC Fischer)	7903	23-015	71.21
2/24/24	EB Tactical Tutelage	Registration: Tactical Tutelage 2023 "Modern Problems" (Capt. Turenne)	7903	23-015	71.21
2/26/24	Amazon	Cylinder wall mounted bracket heavy duty nitrogen tank holder	7404		76.94
2/26/24	Total Fitness Equipment	Treadmill repair	7801	23-010	193.75
Account # -6809 (Chief)					
2/5/24	Illiano's	Lunch for poll workers (commissioner election)	7709	23-007	45.09
2/7/24	Staples	Office chairs	7805	23-012	518.22
		Misc. office supplies	7703	23-004	26.38
2/7/24	Middlesex County Chamber of Commerce	Breakfast 2/20/24 (Chief Trzaski)	7702	23-003	30.00
2/9/24	Vero Cucino	Middlesex County Chiefs meeting – dinner hosted by SFD	7709	23-007	308.55
2/12/24	Sam's Club	Meals – snow storm coverage	7709	23-007	181.11
2/13/24	Costco	Middlesex County Chiefs meeting – dessert hosted by SFD	7709	23-007	33.98
2/14/24	Stop & Shop	Middlesex County Chiefs meeting – soft drinks hosted by SFD	7709	23-007	31.22
2/14/24	Illiano's	Middlesex County Chiefs meeting – dinner hosted by SFD	7709	23-007	75.94
2/26/24	Amis Crispy Bagels	Bagels for SFD officer's meeting	7709	23-007	29.98
2/26/24	Staples	Ink for printers (chief and training captain)	7703	23-004	185.01
TOTAL					\$2210.94

South Fire District Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Income				
4101 · Property Tax Revenue	7,245,202.96	6,901,230.00	343,972.96	104.98%
4102 · Interest and Liens	35,734.30	30,000.00	5,734.30	119.11%
4103 · Tax Refunds	-6,062.66	0.00	-6,062.66	100.00%
4104 · Fees	4,313.86	0.00	4,313.86	100.00%
4105 · Prior Year Tax Collections	47,240.34	0.00	47,240.34	100.00%
4107 · Tax Supplemental MV	39,320.74	15,000.00	24,320.74	262.14%
4109 · Grants - FEMA	62,312.38	0.00	62,312.38	100.00%
4125 · Grants	37,501.65	0.00	37,501.65	100.00%
4126 · Contributions - Individuals	25.00	0.00	25.00	100.00%
4127 · Contributions - Corporate	5,250.00	0.00	5,250.00	100.00%
4204 · Municipal Grants & Rev. Sharing	710,643.93	0.00	710,643.93	100.00%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.00%
4301 · Investment Income	82,439.30	10,000.00	72,439.30	824.39%
4901 · Miscellaneous Income	31,712.35	0.00	31,712.35	100.00%
Total Income	8,497,284.15	7,157,880.00	1,339,404.15	118.71%
Expense				
7201 · Electricity	13,171.98	22,500.00	-9,328.02	58.54%
7202 · Water and Sewer	1,587.30	2,500.00	-912.70	63.49%
7203 · Heating	6,296.58	15,000.00	-8,703.42	41.98%
7204 · Telephone	1,865.21	3,000.00	-1,134.79	62.17%
7401 · Fuel	25,889.80	45,000.00	-19,110.20	57.53%
7403-1 · Apparatus Preventative Maint.	10,184.76	12,650.00	-2,465.24	80.51%
7403 · Vehicle Repairs	28,713.26	40,000.00	-11,286.74	71.78%
7404 · NFPA/OSHA Compliance	11,259.13	9,850.00	1,409.13	114.31%
7406 · Vehicle Supplies	1,070.56	2,000.00	-929.44	53.53%
7501 · Insurance-Workers Compensation	142,780.00	177,685.00	-34,905.00	80.36%
7502 · Insurance - Commercial Package	38,828.00	55,000.00	-16,172.00	70.60%
7503 · Insurance - Medical	633,262.33	995,447.00	-362,184.67	63.62%
7504 · Insurance - Cyber	6,515.00	6,515.00	0.00	100.00%
7509 · Insurance - Life and Disability	34,894.49	56,586.00	-21,691.51	61.67%
7512 · Pension - Defined Contribution	237,465.12	364,055.00	-126,589.88	65.23%
7513 · Unused Sick Time	0.00	23,796.00	-23,796.00	0.00%
7601 · Salaries - Fire Department	2,039,236.12	3,107,984.00	-1,068,747.88	65.61%
7602 · Salaries - Administrative	111,035.44	190,000.00	-78,964.56	58.44%
7603 · Replacement / Call Backs	351,046.79	671,539.00	-320,492.21	52.28%
7604 · Fringe Benefits	100,535.50	132,942.00	-32,406.50	75.62%
7606 · PEB-Uncompensated Absences Exp	0.00	10,000.00	-10,000.00	0.00%
7607 · PEB-Heart and Hypertension	31,269.72	206,489.00	-175,219.28	15.14%
7609 · Employer - Social Security	156,634.30	255,202.00	-98,567.70	61.38%
7610 · Employer - Medicare	36,632.48	59,685.00	-23,052.52	61.38%

South Fire District
Profit & Loss Budget vs. Actual
 July 2023 through February 2024

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7701 · Tax Collector's Expense	14,189.79	24,000.00	-9,810.21	59.12%
7702 · Professional Org / Periodicals	2,009.41	2,675.00	-665.59	75.12%
7703 · Office Expenses	2,735.25	3,500.00	-764.75	78.15%
7704 · Auditor	8,475.00	7,750.00	725.00	109.36%
7705 · Professional Development	8,500.00	8,500.00	0.00	100.00%
7706 · Postage	1,551.54	4,000.00	-2,448.46	38.79%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	6,000.00	9,000.00	-3,000.00	66.67%
7709 · Activity Expense	2,605.86	3,500.00	-894.14	74.45%
7710 · Professional Services	18,307.70	35,000.00	-16,692.30	52.31%
7712 · Office Equipment	97.40	1,200.00	-1,102.60	8.12%
7713 · Actuarial Services	3,150.00	3,300.00	-150.00	95.46%
7714 · Advertising / Voting	2,350.60	6,200.00	-3,849.40	37.91%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	390.00	1,000.00	-610.00	39.00%
7717 · Software Support	47,092.89	53,100.00	-6,007.11	88.69%
7801 · Repairs Building	18,050.57	20,000.00	-1,949.43	90.25%
7802 · Supplies Maintenance	6,501.46	8,900.00	-2,398.54	73.05%
7803 · Services	7,835.13	13,000.00	-5,164.87	60.27%
7805 · Equipment	4,519.84	4,600.00	-80.16	98.26%
7901 · Emergency Medical Equipment	8,568.37	12,500.00	-3,931.63	68.55%
7902 · Computer Equip & Supplies	1,179.44	2,000.00	-820.56	58.97%
7903 · Training	17,981.63	37,500.00	-19,518.37	47.95%
7904 · Public Fire Education	4,224.87	4,500.00	-275.13	93.89%
7905 · Fire Fighting Equipment	16,453.96	14,000.00	2,453.96	117.53%
7906 · Special Service Units	4,217.59	7,000.00	-2,782.41	60.25%
7907 · Fire Marshal's Office	2,424.29	4,000.00	-1,575.71	60.61%
7909 · Uniforms	33,524.96	31,000.00	2,524.96	108.15%
7910 · Protective Clothing	30,567.68	35,000.00	-4,432.32	87.34%
7911 · Communications	2,753.87	4,500.00	-1,746.13	61.20%
7912 · Cellular Phones	5,063.87	5,600.00	-536.13	90.43%
7913 · Breathing Air & Oxygen	1,270.37	1,500.00	-229.63	84.69%
7915 · Medical Testing	4,341.00	4,180.00	161.00	103.85%
7916 · Breathing Apparatus-Test Repair	972.58	2,800.00	-1,827.42	34.74%
8999 · CNR Current Year	196,653.86	265,950.00	-69,296.14	73.94%
Total Expense	4,504,734.65	7,157,880.00	-2,653,145.35	62.93%

South Fire District
Cash Balance Report
February 2024

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	5,859,183.02
	Operating - Checking	\$	<u>181,277.31</u>
	Total:	\$	6,040,460.33

Restricted Funds:

CNR	\$	1,968,443.55
Post-Employment Benefits	\$	663,219.37



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

March 5, 2024

Greetings,

I am submitting for your review a report detailing my activities for the month of February 2024.

- *Route ordering of EMS & House supplies
- *Continued second semester at University of New Haven for BS in Fire Science-Administration
- *Facilitated preventive maintenance & repairs on various apparatus.
- *Weekly mentor sessions (Hal Kaplan program) at Bielefield Elementary School
- *Continued process for spring entry level firefighter exam
- *Facilitated various repairs in response to health and safety meeting observations
- *Beginning preparations for upcoming budget
- *Facilitated removal of oxygen fill station to align with new OSHA standards
- *Created and communicated new standard operating procedure for Incident Documentation
- *Created and communicated new procedure for Equipment Movement for OOS Apparatus.
- *2/15-Meeting w/administrative staff on daily operations
- *2/20-Contractor walk-thru for building renovations
- *2/21-Annual Health & Safety Committee meeting with building walk-thru
- *2/26-Quarterly officers meeting with SFD personnel
- *2/28-Meeting with perspective vehicle repair vendor

Incident Responses:

2/9-Labela Circle, Hazardous Materials Incident

2/15-Beman Middle School, Elevator Rescue

2/16-Scarborough Lane (Westfield), Structure Fire

2/16-South Main Street, Smoke in the Building

2/28-Main St Extension, Structure Fire

Respectfully Submitted,

Nick Fischer

Deputy Fire Chief

**SOUTH FIRE DISTRICT
of the City of Middletown
Office of the Fire Marshal
445 Randolph Road
Middletown, CT 06457
860-343-6059**

*James M. Mastroianni, Fire Marshal
jmastroianni@southfiredistrict.com
860-250-0042 cell*

*Ryan Parmelee, Deputy Fire Marshal
rparmelee@southfiredistrict.com
860-262-3277 cell*

Chief James Trzaski,

Please see the attached Fire Marshal activity report for the month of February 2024.

The FMO completed its first inspections with the First Due Inspection Module this month. We have found that it is a great tool for inspecting and record keeping. In terms of scheduling, we will still be using Outlook for the time being.

The FMO has been focused on Business and Mercantile Inspections and subsequent follow-ups. Most of the tenants in Tradewinds plaza have closed out their abatements. The FMO has been working with the offices at 535 Saybrook Rd and will be getting into 760/770 Saybrook Rd next.

The FMO has locked in the date of April 20th from 10am to 2pm for the event at the Elks. All three fire departments, the Health Department, Middlesex Health and the Senior Center have committed to participating. The next planning meeting is March 7th. Flyers and Press Releases will be available after that.

The FMO was invited by the Middletown Police Department to assist the Major Investigations Unit with a Fire Investigation presentation to the Citizen's Academy.

The FMO met with Brian Mello and Ann Adams from the state Youth Firesetting Program. There will be a follow up meeting in the near future with the state and the three city departments to review our programs.

Please see attached supporting documentation and feel free to contact the FMO with any questions.

Sincerely,



James Mastroianni
Fire Marshal



Ryan Parmelee
Deputy Fire Marshal

03/01/2024



FMO Misc. Activity February 2024

EVENT NAME	START DATE	ADDRESS	LAST NAME
Xavier Temporary Liq. Liscence Meeting	2024-02-08 15:00:00		Parmelee
Xavier Temporary Liq. Liscence Meeting	2024-02-08 15:00:00		Mastroianni
SFD Health and Safety Meeting	2024-02-21 09:00:00		Parmelee
Middletown School Safety Meeting	2024-02-23 10:00:00		Parmelee
Middletown Kids Health and Safety Meeting	2024-02-20 11:00:00		Mastroianni
Middletown Kids Health and Safety Meeting	2024-02-20 11:00:00		Parmelee
Meeting with new Bielefield Principal	2024-02-06 11:00:00		Mastroianni
Meeting with new Bielefield Principal	2024-02-06 11:00:00		Parmelee
Meeting with ProHealth for Fire Watch Plan	2024-02-06 10:00:00		
Health and Safety Meeting	2024-02-21 07:00:00		Mastroianni
Health and Safety Meeting	2024-02-21 07:00:00		Parmelee
First due meeting	2024-02-07 13:30:00		Parmelee
First due meeting	2024-02-07 13:30:00		Mastroianni
Fire Poster Contest Presentations	2024-02-27 09:00:00		Parmelee
Fire Poster Contest Presentations	2024-02-27 09:00:00		Mastroianni
Elks Event Planning	2024-02-26 08:00:00		Mastroianni
Elks Event Planning	2024-02-26 08:00:00		Parmelee
EMS Training	2024-02-07 09:00:00		Parmelee
County FMO Sync	2024-10-02 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-11-06 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-11-06 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-12-04 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-12-04 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-01-01 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni

FMO Misc. Activity February 2024

South Fire District

Address: 445 Randolph Rd, Middletown, CT, 06457



EVENT NAME	START DATE	ADDRESS	LAST NAME
County FMO Sync	2025-01-01 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-02-05 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-02-05 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-03-05 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-03-05 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-04-02 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-04-02 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-05-07 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-05-07 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-06-04 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-06-04 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-07-02 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-07-02 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-08-06 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-08-06 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-09-03 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-10-01 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-10-01 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-11-05 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-11-05 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-12-03 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2025-12-03 11:00:00	386 Main Street, Middletown CT 06457	Parmelee



EVENT NAME	START DATE	ADDRESS	LAST NAME
County FMO Sync	2026-01-07 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2026-01-07 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2026-02-04 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2026-02-04 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2025-09-03 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-02-07 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-02-07 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-03-06 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-03-06 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-04-03 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-04-03 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-05-01 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-05-01 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-06-05 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-06-05 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-07-03 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-07-03 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-08-07 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-08-07 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-09-04 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni
County FMO Sync	2024-09-04 11:00:00	386 Main Street, Middletown CT 06457	Parmelee
County FMO Sync	2024-10-02 11:00:00	386 Main Street, Middletown CT 06457	Mastroianni



EVENT NAME	START DATE	ADDRESS	LAST NAME
Citizen's Academy Presentation	2024-02-28 18:00:00		Mastroianni
Citizen's Academy Presentation	2024-02-28 18:00:00		Parmelee
Citizen's Academy Planning Meeting	2024-02-28 11:00:00		Parmelee
Citizen's Academy Planning Meeting	2024-02-28 11:00:00		Mastroianni
CT Fire Instructor Meeting	2024-02-07 09:00:00		Mastroianni
535 Contact Visit	2024-02-01 10:00:00		Parmelee
535 Contact Visit	2024-02-01 10:00:00		Mastroianni



FMO Inspections February 2024

INSPECTION NUMBER	INSPECTION COMPLETED DATE	INSPECTION ADDRESS	INSPECTION TYPE
SF-2024-0000061	2024-02-27 15:00:00	749 SAYBROOK RD LAKESIDE ACADEMY OF DANCE, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000060	2024-02-13 00:00:00	36 WALNUT ST, MIDDLETOWN, CT, 06457	Emergency Response with Building Dept and/ or Health Dept
SF-2024-0000059	2024-02-26 15:00:00	749 SAYBROOK RD NEW GYM, MIDDLETOWN, CT, 06457	Construction with Building Dept and/ or Health Dept
SF-2024-0000058	2024-02-15 11:00:00	227 E MAIN ST, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000057	2024-02-21 17:00:00	41 SILVER ST, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000056	2024-02-20 14:30:00	749 SAYBROOK RD RISE AND SHINE, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000055	2024-02-20 14:15:00	749 SAYBROOK RD WHISKEY PETE, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000054	2024-02-20 14:00:00	749 SAYBROOK RD INDIAN GROCERY STORE, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000053	2024-02-20 13:45:00	749 SAYBROOK RD AMPAK #12, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000052	2024-02-23 10:00:00	144 PROUT HILL RD POLISH FALCONS CLUB, MIDDLETOWN, CT, 06457	Construction with Building Dept and/ or Health Dept
SF-2024-0000051	2024-02-23 14:00:00	400 SAYBROOK RD 430 MIDDLESEX ORTHOPEDIC, MIDDLETOWN, CT, 06457	Construction with Building Dept and/ or Health Dept
SF-2024-0000050	2024-02-23 14:22:53	693 SAYBROOK RD, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000047	2024-02-01 10:00:00	373 E MAIN ST ADVANCED AUTO PARTS, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000046	2024-02-15 12:43:25	10 ELM ST, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000045	2024-02-08 11:00:00	480 S MAIN ST, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000044	2024-02-01 14:00:00	200 MAIN ST EXT, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000042	2024-02-15 08:04:18	400 E MAIN ST DOLLAR TREE, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)
SF-2024-0000040	2024-02-09 17:29:30	181 SAYBROOK RD, MIDDLETOWN, CT, 06457	Emergency Response with Building Dept and/ or Health Dept



INSPECTION NUMBER	INSPECTION COMPLETED DATE	INSPECTION ADDRESS	INSPECTION TYPE
SF-2024-0000039	2024-02-09 13:00:00	1 LABELLA CIR, MIDDLETOWN, CT, 06457	Emergency Response with Building Dept and/ or Health Dept
SF-2024-0000036	2024-02-08 11:30:00	796 SAYBROOK RD, MIDDLETOWN, CT, 06457	Construction with Building Dept and/ or Health Dept
SF-2024-0000032	2024-02-08 10:00:00	535 SAYBROOK RD CT EYE PHYSICIANS, MIDDLETOWN, CT, 06457	Fire and Life Safety (Routine)



FMO Fire Investigations February 2024

INCIDENT ID	PSAP CALL DATE/TIME	ADDRESS	PROPERTY TYPE WHERE INCIDENT OCCURRED
9098056	2024-02-05 13:20:45	144 HOLMES DR	Asylum, mental institution
9080885	2024-02-02 13:18:19	39 TYNAN CIR	Alcohol or substance abuse recovery center



FMO Fire Drills February 2024

INCIDENT ID	PSAP CALL DATE/TIME	ADDRESS	PROPERTY TYPE WHERE INCIDENT OCCURRED
9193524	2024-02-08 14:01:48	390 RIDGE RD	High school/junior high school/middle school
9075368	2024-02-01 15:50:05	600 HIGHLAND AVE	24-hour care Nursing homes, 4 or more persons



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

01 March 2024

I am submitting for your review a report detailing the activities of the Division of Training and Safety for the month of February 2024.

Training Activities:

- Implementation of Weekly Coffee Table Quick Tips
 - Week of Monday 2.05.2024
 - Week of Monday 2.12.2024
 - Week of Monday 2.19.2024
 - Week of Monday 2.26.2024
- Provided Monthly CME for February 2024: Acute Stress, How We Decrease What We Take
- Completed required hours of EMS Instruction for contractual requirement of obtaining EMS-I
- Attended CFDIA Bi-Monthly Meeting in Guilford, CT
- Completed Annual NFPA 1851 Inspections on issued personal protective equipment (*PPE*)
- Completed Delivery of LP #24-05 for Hoseline Deployment Training for remaining Platoons
- Continued to develop and create updated Right-to-Know Station for apparatus floor
- Attended Quarterly SFD Safety Committee Meeting
- Attended Fire Officer II Certification Course through the Connecticut Fire Academy
- Implemented Coffee w/ the Captain: Platoon interface regarding future training needs
- Created and Delivered LP #24-07 for Donning & Doffing PPE/SCBA
- Attended EMS-I Orientation Training per CT OEMS requirements
- Attended CFA for Company Training Officer Development Seminar (*Winter School*)
- Attended Quarterly SFD Company Officer's Meeting
- Facilitated Platoon Tour of Kleen Energy for the week of 2.26.2024
- Conducted joint training with Westfield Fire Department at acquired structure on Eastern Drive

Incident Responses:

- 2.01.2024: RT 9 North for the Motor Vehicle Accident (Exit 15/Haddam)
- 2.09.2024: 1 Labella Circle for the Hazardous Materials Incident
- 2.13.2024: RT 9 North for the Motor Vehicle Accident (Exit 22)
- 2.13.2024: RT 9 South for the Motor Vehicle Accident (Exit 19)
- 2.15.2024: 1 Wilderman's Way (*Beman Middle School*) for the Elevator Rescue
- 2.16.2024: 100 Julia Terrace for the reported stabbing victim
- 2.16.2024: 668 Scarborough Lane for the (*Westfield*) Structure Fire
- 2.29.2024: 137 Burgundy Hill Lane for the (*Westfield*) Structure Fire

Respectfully Submitted, AB Turenne – Captain of Training & Safety



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

**Public Safety Telecommunications Report
March 2024**

1. Monthly Call Statistics sheet is available. Activity for February is approximately 5,369 incidents. Total 911 calls are 1,898 and 6,629 administrative calls.
2. Staffing currently is at 17 Dispatchers. An additional retirement took place at the end of February. A position vacancy process for Dispatcher Trainee has been advertised. The certified position application time closed and we will conduct interviews soon. We have four (4) vacant positions.
3. Feasibility Study progress – awaiting final report.
4. The successor agreement for Motorola service of our radio infrastructure that ends in 12/2024. Cost for FY 24-25 is approximately \$426,000. A large scale upgrade is in progress under this agreement at the time of this report.
5. Aircraft Rd site fiber project that transports data to and from Cross St us in the engineering phase. Completion should be prior to July and then the phone line will be removed.
6. School Safety meetings resumed in October and the Central Communications Center as well as other public safety agencies in the City attend with BOE representatives. These are monthly meetings.
7. Preliminary information is that we may need to replace an antenna and/or cable at one of our radio sites. More to follow at next monthly report. A tower crew needs to be contracted and depending what needs to be done will be about \$10,000.

**City of Middletown
Central Communications Center
Monthly Call Statistics - 2024 (estimated)**

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	4021	4118											8139	4070
Portland Police Dept.	297	296											593	297
Fire Departments (Midd.)	601	535											1136	568
Middletown Fire Dept.	324	292											616	308
South Fire District	178	150											328	164
Westfield Fire District	99	93											192	96
Fire Department (Portland)	79	56											135	68
Ambulance only Calls	384	364											748	374
TOTAL INCIDENT CASE #'s	5382	5369											10751	5376
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1649	1513											3162	1581
Wireless & wireline originating in Middletown														
PORTLAND	206	172											378	189
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	233	213	0	0	0	0	0	0	0	0	0	0	446	223
TOTAL 911 CALLS	2088	1898											3986	1993
TOTAL ADMIN. CALLS IN	4311	3923											8234	4117
TOTAL ADMIN. CALLS OUT	2827	2706											5533	2767
TOTAL PHONE CALLS	9226	8527											17753	8877
												2023	128,558	10,713
												2022	142,117	11,843
												2021	128,498	10,708
												AVG	128,498	10,708

February 17, 2024

Chairwoman Deborah Kleckowski &
Chief James Trzaski
South Fire District
445 Randolph Road
Middletown, CT 06457

Dear Chief Trzaski:

Please accept this correspondence as a brief but heartfelt thank you for the gracious and kind-hearted gestures of condolences (on-scene and during services) offered by the entire South Fire family related to our mother's passing in early January.

Not only did the South Fire team attend our services to offer their sympathy but the "on-duty" staff were the first to the scene at the very time and date of her passing.

Exactly ten years ago, the SFD team provided for the care and service of my ailing father. I joined the commission largely to express my gratitude for the countless times SFD was there for him in the years leading to his death in March 2014. Now, ten years later, you were once again there in the most faithful and holy moment as my mother's life transcended this life moving in her faith to her eternal home.

For everyone's care and thoughtfulness, my sisters, my immediate family and I are eternally grateful well beyond any measure of my time, past or present, on the commission.

Sincerely,

Geen Thazhampallath
71 Ribera Lane
Middletown, CT 06457