

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

**NOTICE OF COMMISSIONERS MEETING**

**WHEN:** Monday, March 13, 2023

**WHERE:** Firehouse

**TIME:** 7:00 P.M.

**SUBJECT:** Regular Monthly Meeting

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

1. Follow the link: <https://us02web.zoom.us/j/86988746711>
2. Going to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.
3. Via telephone at 646-558-8656

Meeting I.D. 869 8874 6711

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS**  
**REGULAR MONTHLY MEETING AGENDA**  
**MONDAY, MARCH 13, 2023 at 7:00 p.m.**  
**SOUTH FIRE DISTRICT MEETING ROOM & VIRTUAL VIA ZOOM**

Page 1 of 35

- 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 APPROVED**
  - a) February 6, 2023 Annual Meeting
  - b) February 14, 2023 Regular Meeting
- 7) TAX COLLECTOR’S REPORTS – FEBRUARY 2023**
  - a) Tax Collector’s Reports
- 8) FINANCIAL REPORTS**
  - a) Monthly Expense Detail: January 2023 and February 2023
  - b) Profit & Loss Budget vs. Actual: July 2022 through February 2023
  - c) Cash Balance Report: February 2023
- 9) ADMINISTRATIVE REPORTS – FEBRUARY 2023**
- 10) COMMISSIONER REPORTS**
  - a) Building Committee: Commissioner Thazhampallath
  - b) Pension Committee: Commissioner Kleckowski
  - c) Public Safety Telecommunications: Commissioner Giuliano
  - d) Riverfront Redevelopment Update: Commissioner Pessina
- 11) OLD BUSINESS**
  - a) Discussion of Budget Promotion
  - b) By-Laws Review
  - c) Discussion of Second Public Session
  - d) Status of Auditor’s Report/Financial Statements as of June 30, 2022
- 12) NEW BUSINESS**
  - a) Set Dates/Times for Budget Workshops
  - b) Economic Development
  - c) Route 9 Proposal
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 14) CLOSE PUBLIC SESSION**
- 15) ADJOURNMENT**

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**Meeting I.D. 869 8874 6711**

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

**Board of Fire Commissioners  
Annual Meeting Minutes  
February 6, 2023 – 8:00 p.m.**

**Held at the firehouse and via Zoom – Meeting I.D. 899 5606 8052**

**Present:** Commissioners Kleckowski, Giuliano, Thazhampallath, and Penney; Chief James Trzaski; staff members; members of the public

**Absent:** Commissioner Pessina

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 8:19 p.m.

**2. PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.

**3. ACCOUNTING OF FISCAL AFFAIRS FOR FISCAL YEAR ENDING JUNE 30, 2022**

In compliance with Connecticut General Statutes (C.G.S. Section 7-393) and State Single Audit Regulations (Section 4-236-25), an Audit Submission Extension Request Form has been submitted to, and granted by, the Secretary of the Connecticut Office of Policy and Management. The South District Fire Commission will approve the Auditor’s Report/ Financial Statements as of June 30, 2022 upon completion and review.

**MOTION** to postpone indefinitely by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**4. POSTPONEMENT OF FEBRUARY 13, 2023 REGULAR MONTHLY MEETING TO FEBRUARY 14, 2023**

**MOTION** to postpone the February 13, 2023 regular monthly meeting to February 14, 2023 by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

**5. READING OF THE LEGAL NOTICE**

Commissioner Thazhampallath read the legal notice as published in the Hartford Courant and the Middletown Press on January 27, 2023 (copy attached).

**6. ELECTION OF COMMISSIONER**

Chairwoman Kleckowski announced the results of the fire commissioner election as follows:

	Daniel Penney	William Gregorio
Votes by Ballot Tabulator	102	102
Votes by Absentee Ballots	0	10
Total Number of Votes	102	112

William Gregorio has been elected to fill the Commissioner vacancy until the 2028 commissioner election, commencing February 7, 2023 at 12:00 noon.

**7. ADJOURNMENT**

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

The meeting adjourned at 8:28 p.m.

Submitted by,



Alyse McEwen

Recording Secretary

DRAFT

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

**LEGAL NOTICE**

The Annual Meeting of the South Fire District of the City of Middletown, 445 Randolph Road, Middletown, CT, will be held on Monday, February 6, 2023, at 8:00 p.m. at the Firehouse. The purpose of the meeting is to elect one fire commissioner for a term of five years, commencing at 12:00 noon, February 7, 2023.

Voting will be between the hours of 8:00 a.m. and 8:00 p.m. on Monday, February 6, 2023, by voting machine at the firehouse, 445 Randolph Road, Middletown, CT. Voters are required to show proof of identification.

Absentee ballots are available to qualified registered voters of the South Fire District who are unable to vote due to active service in the military, absence from town during all hours of voting, illness, religious tenets forbid secular activity on the date of voting, or physical disability.

Applications for absentee ballots can be obtained from the South Fire District website, [https://www.southfiredistrict.com/Customer-Content/www/news/PDFs/Absentee Ballot Application - 2023 Commissioner Election.pdf](https://www.southfiredistrict.com/Customer-Content/www/news/PDFs/Absentee_Ballot_Application_-_2023_Commissioner_Election.pdf), or in person at the firehouse M-F between 8:30 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m.

Candidates are: William F. Gregorio, Sr.  
214 Talcott Ridge Drive  
Middletown, CT

Daniel Penney  
1101 Chamberlain Hill Road  
Middletown, CT

Deborah Kleckowski, Chairwoman  
Board of Fire Commissioners  
Post: January 27, 2023

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

**Board of Fire Commissioners  
REGULAR MONTHLY MEETING MINUTES  
Tuesday, February 14, 2023 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 837 4051 1416**

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, Pessina (via Zoom), Gregorio; Chief Trzaski; Deputy Chief Fischer; staff members and members of the public

**1. CALL TO ORDER**

Commissioner Kleckowski called the meeting to order at 7:05 p.m.

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

**3. ACCEPT/AMEND AGENDA**

**MOTION** to accept the agenda by Comm. Giuliano/Comm. Gregorio. Unanimously approved.

**4. OPEN PUBLIC SESSION (ITEMS ON THE AGENDA)**

Commissioner Kleckowski opened the public session at 7:10 p.m. No one wished to speak.

**5. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:12 p.m.

**6. ELECTION OF OFFICERS**

Commissioner Thazhampallath moved to nominate Commissioner Kleckowski as chair of the South Fire District Board of Fire Commissioners, seconded by Commissioner Giuliano.

Commissioner Pessina moved to close nominations for chair. Unanimously approved.

Commissioner Giuliano moved for the secretary to cast one ballot for Commissioner Kleckowski. Unanimously approved.

Commissioner Thazhampallath moved to nominate Commissioner Giuliano as vice-chair of the South Fire District Board of Fire Commissioners, seconded by Commissioner Gregorio.

Commissioner Pessina moved to close the nominations for vice-chair, seconded by Commissioner Gregorio.

Commissioner Kleckowski moved for the secretary to cast one ballot. Unanimously approved.

Commissioner Gregorio moved to nominate Commissioner Thazhampallath as secretary, seconded by Commissioner Giuliano.

Commissioner Pessina moved to close the nominations for secretary, seconded by Commissioner Giuliano.

Commissioner Giuliano moved for the secretary to cast one ballot, seconded by Commissioner Gregorio. Unanimously approved.

**7. MINUTES TO BE APPROVED****a. REGULAR MEETING OF JANUARY 9, 2023**

**MOTION** to approve the minutes of the regular meeting of January 9, 2023, 2022 by Comm. Pessina/Comm. Giuliano. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Pessina	Aye
Commissioner Gregorio	Abstained

The motion passed with four ayes and one abstention.

**8. TAX COLLECTOR'S REPORTS – JANUARY 2023****a. REFUNDS**

**MOTION** to approve *Item 8a. Refunds* in the amount of \$12.75 for the Month of January 2023 by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**b. TAX COLLECTOR'S REPORT**

The tax collector's reports were reviewed and unanimously accepted.

**9. FINANCIAL REPORTS****a. MONTHLY EXPENSE DETAIL: DECEMBER 2022 AND JANUARY 2023****b. PROFIT & LOSS BUDGET VS. ACTUAL: JULY 2022 THROUGH JANUARY 2023****c. CASH BALANCE REPORT: JANUARY 2023**

The financial reports were reviewed and unanimously accepted.

**10. ADMINISTRATIVE REPORTS – JANUARY 2023**

Chief Trzaski provided an overview of the January 2023 administrative reports.

**11. COMMISSIONER REPORTS****a. BUILDING COMMITTEE: COMMISSIONER THAZHAMPALLATH**

Commissioner Thazhampallath advised the commission that discussions and decisions need to be had/made regarding a lending institution to ensure the department has funds available to begin the second phase of the building renovation project.

**b. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI**

A meeting is scheduled for May. Commissioner Kleckowski will provide the commission with the date and time once the specifics are solidified.

**c. PUBLIC SAFETY TELECOMMUNICATIONS: COMMISSIONER GIULIANO**

Commissioner Giuliano provided a summary of the Public Safety Telecommunications meeting.

**d. RIVERFRONT REDEVELOPMENT UPDATE: COMMISSIONER PESSINA**

There was no new pertinent information to report. Commissioner Pessina indicated that more details will possibly be available for next month's meeting.



**12. OLD BUSINESS**

**a. MARINE 3 UPDATE**

Lieutenant Zajac advised the commission that the committee has been confirming numbers and change requests with Metal Craft Marine and a finalized contract is expected by Thursday morning.

**b. SFD RENOVATION PROJECT – PHASE II; ORGANIZATAION OF BUILDING COMMITTEE**

A discussion took place regarding the composition of the prospective Building Committee, including the effect of having commissioners serving as committee members. Commissioner Thazhampallath is willing to serve as chairman of the committee but would refrain from voting on items brought before the commission. He urged the commissioners to actively seek members of the public who might be willing to serve on the committee.

**13. NEW BUSINESS**

**a. DISCUSSION OF BUDGET PROMOTION- DEPUTY CHIEF FISCHER**

Deputy Chief Fischer distributed to the commissioners a budget summary document which was delivered by the Hebron Board of Education to residents of the town (copy attached). He stated his opinion that the same type of document can be used to promote the South Fire District budget, suggesting it would be more effective in educating the taxpayers, in turn allowing them to make an informed decision when voting on the budget (vs. the traditional "save the date" postcard). This item will remain on the agenda and a decision will be forthcoming.

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

Commissioner Kleckowski opened the public session at 7:45 p.m. No one wished to speak.

**15. CLOSE PUBLIC SESSION**

Commissioner Kleckowski closed the public session at 7:45 p.m.

**16. ADJOURNMENT**

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

The meeting adjourned at 7:46 p.m.

Submitted by,



Alyse McEwen  
Recording Secretary

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





# Hebron Board of Education

## 2023-2024 Budget Summary

Heather Petit, Chair   Allyson Schmeizl, Vice-Chair   Joseph Margaitis, Secretary  
 Sera Coppolino   Alex Crawford   Nicole Matthews   Keith Petit

The Board of Education has adopted a \$13,985,470 budget for the 2023-2024 school year. This represents needed funding to support the over 15% increase in students over the past three years. This year we are operating with a \$200,000 projected deficit due to increased special education needs and next year will lose \$300,000 in grant funding. This creates a \$500,000 hole for us to fill for next year. At the urging of families, the Board of Selectmen, and the Board of Finance we have included within our budget an additional preschool classroom to meet the historical enrollment demand for all families who would like to enroll their children in our popular program. Our increase in enrollment, rising contractual salaries and benefits, along with rising out of district special education expenses and inflation are the main drivers of budget increase this year. Past Town provided funding has not kept pace with our growing population and we need the Town to commit to more funding in order to maintain our excellent schools. Simply put, we are at the crossroads when failure to increase funding will begin to harm the educational programming of our students.

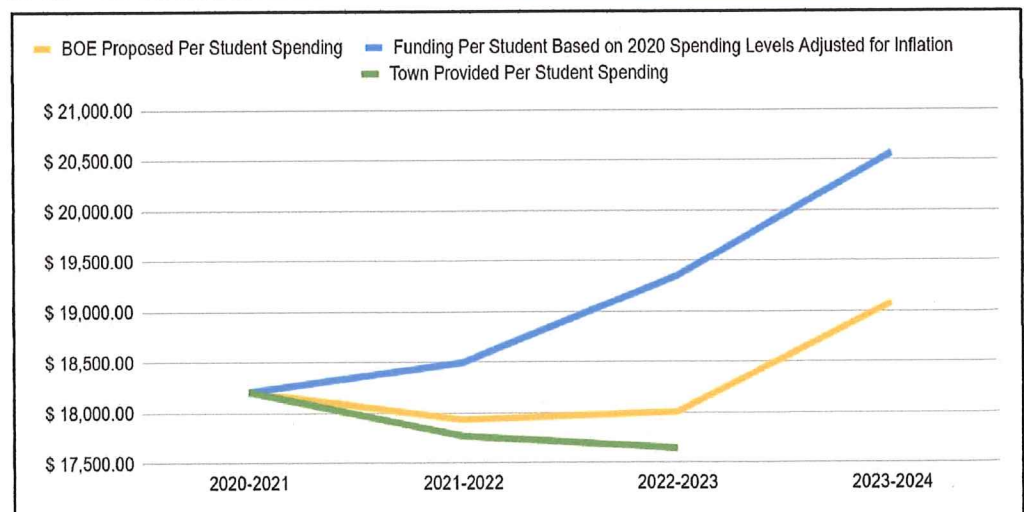
### Historical & Proposed Per Student Expenditure

The **blue** column on the chart and **blue** line on the graph below represent how much we would spend per student if we spent the same amount per student as we did in 2020 with a modest adjustment for inflation using data from the US Bureau of Labor Statistics.

School Year	In-district Enrollment	Enrollment Increase since 2020	Funding Per Student Based on 2020 Spending Levels Adjusted for Inflation	BOE Proposed Per Student Spending	Town Provided Per Student Spending
2020-2021	635	n/a	\$ 18,206.95	\$ 18,206.95	\$ 18,206.95
2021-2022	679	6.93%	\$ 18,498.27	\$ 17,930.30	\$ 17,766.82
2022-2023	692	8.98%	\$ 19,349.19	\$ 18,001.87	\$ 17,640.60
2023-2024	733	15.43%	\$ 20,568.18	\$ 19,079.77	?

The **yellow** column and line represent the Board of Education proposed spending level per student.

The **green** column and line represent the town provided spending per student.



Q. Why is the budget increasing?

A. The budget is increasing for a few reasons.

1. Increasing student enrollment is a testament to the excellence of our schools, community and available resources. The projected enrollment for the 23-24 school year represents a 15% increase compared to the 20-21 school year. With increased enrollment comes increased special education needs, teachers, support staff, and materials.
2. Grants that provided needed funding to our schools are ending. These grants have provided the funding to employ tutors, mental health providers, and other support staff needed for the success of our students. Even though the schools are not receiving these grants for the 2023-2024 school year, the students still have the need for these resources. Our budget continues to fund these positions at the local level.
3. Inflation, rising facilities costs, and staff contractual obligations also impact the bottom line. If we had the same per-student town funding as 2020 with a modest adjustment for inflation, our total budget for next year would be in excess of fifteen million dollars. Our proposed budget, just south of fourteen million dollars, is reflective of efficiencies created over the years including staffing reductions in the central office of 1.0 FTE employees so that funding can be prioritized for students in our two schools. As the table and graph on the first page demonstrate, past funding increases from the town have not kept up with our growing student population, increased costs for special education, and inflation.

Q. Is there an additional preschool class included in the budget proposal?

A. Yes, we included the costs to meet the historical preschool enrollment demands in our budget for next year.

Q. Was a second School Resource Officer included in the budget?

A. We are not able to fund school resource officers in our budget. School resource officers are funded through the town budget, rather than the school budget. We have requested that the town include a second school resource officer for our schools for next school year. It is our hope the Board of Selectmen and Board of Finance support this important request. This past fall, both boards voiced support for adding the second SRO if included in the original town budgets. The town also previously authorized the purchasing of an additional vehicle that could be used by a second school resource officer.

<b>SOUTH FIRE DISTRICT TAX COLLECTORS REPORT</b>	
<b>COLLECTIONS FEBRUARY 2023</b>	
REAL ESTATE	\$ 4,388.34
MOTOR VEHICLE	\$ -
PERSONAL PROPERTY	\$ 794.03
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 2,785.77
CURRENT INTEREST	\$ 550.85
BACK INTEREST	\$ 1,009.72
FEES PAID	\$ 270.45
LIENS RELEASED	\$ 24.00
<b>COLLECTIONS 2022/2023</b>	
	\$ 9,823.16
JULY	\$ 4,676,757.10
AUGUST	\$ 949,921.85
SEPTEMBER	\$ 144,803.09
OCTOBER	\$ 28,090.56
NOVEMBER	\$ 14,499.77
DECEMBER	\$ 22,106.42
JANUARY	\$ 16,456.40
FEBRUARY	\$ 9,823.16
MARCH	
APRIL	
MAY	
JUNE	
<b>COLLECTED YEAR TO DATE</b>	
	\$ 5,862,458.35
<b>GRANTS RECEIVED</b>	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ 201,650.00
<b>TOTAL GRANTS</b>	
	\$ 201,650.00
<b>TOTAL YEAR-TO-DATE</b>	
	<b>\$ 6,064,108.35</b>
Respectfully submitted by:	
Lee R. Matterazzo, CCMC	
South Fire District	

## Tax Collections February 2023

	TOTAL COLLECTABLE TAX <small>(GRAND RATE BOOK)</small>	TOTAL TAXES PAID <small>(GRAND RATE BOOK)</small>	CURRENT YEAR REFUNDS <small>(GRAND RATE BOOK)</small>	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS <small>(GRAND RATE BOOK)</small>
RE	\$ 4,866,694.68	\$ 4,759,856.31	\$10,311.02	98.02%	\$1,760.94
PP	\$ 1,004,561.07	\$ 993,441.03	\$90.00	98.90%	\$0.00
MV	\$ -	\$ -	\$0.00		\$472.21
MVS	\$ -	\$ -	\$0.00		\$152.37
<b>TOTAL</b>	<b>\$ 5,871,255.75</b>	<b>\$ 5,753,297.34</b>	<b>\$ 10,401.02</b>	<b>98.17%</b>	<b>\$ 2,385.52</b>

Submitted by:  
Lee Matterazzo, CCMC  
Tax Collector



**South Fire District**  
**Monthly Expense Detail**  
**January and February 2023**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	01/04/2023	Earthlight Power, LLC.	290.70		290.70
	01/27/2023	Eversource	2,138.41		2,429.11
	02/06/2023	Earthlight Power, LLC.	346.50		2,775.61
Total 7201 · Electricity			2,775.61	0.00	2,775.61
<b>7202 · Water and Sewer</b>					
	01/01/2023	Middletown Water & Sewer Dept	125.19		125.19
	02/01/2023	Middletown Water & Sewer Dept	227.62		352.81
Total 7202 · Water and Sewer			352.81	0.00	352.81
<b>7203 · Heating</b>					
	01/04/2023	Eversource	1,822.41		1,822.41
	02/02/2023	Eversource	1,595.23		3,417.64
Total 7203 · Heating			3,417.64	0.00	3,417.64
<b>7204 · Telephone</b>					
	01/15/2023	Frontier Communications	227.15		227.15
	02/15/2023	Frontier Communications	222.77		449.92
Total 7204 · Telephone			449.92	0.00	449.92
<b>7401 · Fuel</b>					
	01/23/2023	WEX Bank - Small Bus. Card	742.15		742.15
	01/31/2023	Bank of America	79.90		822.05
	01/31/2023	Advance Auto Parts	95.96		918.01
	02/23/2023	WEX Bank - Small Bus. Card	1,271.66		2,189.67
Total 7401 · Fuel			2,189.67	0.00	2,189.67
<b>7403 · Vehicle Repairs</b>					
	01/06/2023	Birdon NE, LLC.	226.10		226.10
	01/09/2023	First Line Emergency	1,814.71		2,040.81
	01/26/2023	VFIS Claims Management		620.00	1,420.81
	01/28/2023	Ace Home Center	10.30		1,431.11
	01/28/2023	Ace Home Center	8.00		1,439.11
	02/02/2023	VFIS Claims Management		14,256.87	-12,817.76
	02/09/2023	ProTech Automotive L.L.C.	70.13		-12,747.63
	02/10/2023	ProTech Automotive L.L.C.	121.44		-12,626.19
	02/10/2023	ProTech Automotive L.L.C.	56.75		-12,569.44
	02/21/2023	Firematic Supply Co. Inc.	400.00		-12,169.44
	02/28/2023	First Line Emergency	2,720.19		-9,449.25
	02/28/2023	Advance Auto Parts	253.72		-9,195.53
	02/28/2023	Advance Auto Parts		5.32	-9,200.85
Total 7403 · Vehicle Repairs			5,681.34	14,882.19	-9,200.85

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2023**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7404 · Annual OSHA Inpection</b>					
	01/09/2023	Top Rung/JLN Associates	3,232.96		3,232.96
	01/10/2023	Grainger	42.23		3,275.19
	01/19/2023	Municipal Emergency Services/Shipman's	491.95		3,767.14
Total 7404 · Annual OSHA Inpection			<u>3,767.14</u>	0.00	<u>3,767.14</u>
<b>7406 · Vehicle Supplies</b>					
	02/28/2023	Advance Auto Parts	21.58		21.58
Total 7406 · Vehicle Supplies			<u>21.58</u>	0.00	<u>21.58</u>
<b>7501 · Insurance-Workers Compensation</b>					
	01/01/2023	Benchmark Insurance Company	14,018.00		14,018.00
	02/01/2023	Benchmark Insurance Company	14,018.00		28,036.00
Total 7501 · Insurance-Workers Compensation			<u>28,036.00</u>	0.00	<u>28,036.00</u>
<b>7512 · Pension - Defined Contribution</b>					
	01/09/2023	Lincoln Financial - Pension 401	28,554.90		28,554.90
	02/06/2023	Lincoln Financial - Pension 401	28,554.90		57,109.80
Total 7512 · Pension - Defined Contribution			<u>57,109.80</u>	0.00	<u>57,109.80</u>
<b>7606 · PEB-Uncompensated Absences Exp</b>					
	02/08/2023	Paychex	2,352.47		2,352.47
	02/08/2023	Paychex	2,800.29		5,152.76
Total 7606 · PEB-Uncompensated Absences Exp			<u>5,152.76</u>	0.00	<u>5,152.76</u>
<b>7701 · Tax Collector's Expense</b>					
	01/31/2023	Bank of America	30.25		30.25
Total 7701 · Tax Collector's Expense			<u>30.25</u>	0.00	<u>30.25</u>
<b>7702 · Professional Org / Periodicals</b>					
	01/09/2023	Connecticut Career Fire Chiefs Assoc	250.00		250.00
	01/09/2023	Connecticut Fire Chiefs Assoc.	60.00		310.00
Total 7702 · Professional Org / Periodicals			<u>310.00</u>	0.00	<u>310.00</u>
<b>7703 · Office Expenses</b>					
	01/30/2023	Minuteman Press	39.00		39.00
	01/31/2023	Bank of America	38.25		77.25
Total 7703 · Office Expenses			<u>77.25</u>	0.00	<u>77.25</u>
<b>7706 · Postage</b>					
	01/16/2023	FedEx	8.35		8.35
	01/30/2023	FedEx	75.27		83.62
	02/06/2023	FedEx	14.81		98.43
Total 7706 · Postage			<u>98.43</u>	0.00	<u>98.43</u>



**South Fire District**  
**Monthly Expense Detail**  
 January and February 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7708 · Commissioner's Compensation</b>					
	01/04/2023	Paychex	750.00		750.00
	02/01/2023	Paychex	750.00		1,500.00
<b>Total 7708 · Commissioner's Compensation</b>			<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>
<b>7709 · Activity Expense</b>					
	01/31/2023	Bank of America	63.34		63.34
	01/31/2023	Bank of America	54.75		118.09
	01/31/2023	Bank of America	95.28		213.37
	01/31/2023	Bank of America	55.74		269.11
	02/10/2023	Connecticut Rental Center, Inc.	466.15		735.26
<b>Total 7709 · Activity Expense</b>			<u>735.26</u>	<u>0.00</u>	<u>735.26</u>
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711A · Legal Expense - General/Labor</b>					
	02/07/2023	Summa & Ryan, PC	536.25		536.25
<b>Total 7711A · Legal Expense - General/Labor</b>			<u>536.25</u>	<u>0.00</u>	<u>536.25</u>
<b>7711B · Legal Expense - H &amp; H</b>					
	02/02/2023	Nuzzo & Roberts, LLC.	420.00		420.00
<b>Total 7711B · Legal Expense - H &amp; H</b>			<u>420.00</u>	<u>0.00</u>	<u>420.00</u>
<b>Total 7711 · Legal Expense</b>			<u>956.25</u>	<u>0.00</u>	<u>956.25</u>
<b>7710 · Professional Services - Other</b>					
	01/05/2023	Paychex	155.16		155.16
	01/05/2023	Paychex	55.02		210.18
	01/05/2023	Paychex	71.90		282.08
	01/12/2023	Paychex	115.16		397.24
	01/12/2023	Paychex	435.00		832.24
	01/12/2023	Paychex	55.02		887.26
	01/12/2023	MissionCIT, LLC.	4,500.00		5,387.26
	01/19/2023	Paychex	115.16		5,502.42
	01/19/2023	Paychex	55.02		5,557.44
	01/24/2023	Middletown Public Schools	600.00		6,157.44
	01/26/2023	Paychex	115.16		6,272.60
	01/26/2023	Paychex	56.96		6,329.56
	01/31/2023	Merrick & Associates, LLC	400.00		6,729.56
	02/02/2023	Paychex	115.16		6,844.72
	02/02/2023	Paychex	55.02		6,899.74
	02/02/2023	Paychex	71.90		6,971.64
	02/09/2023	Paychex	119.04		7,090.68
	02/09/2023	Paychex	55.02		7,145.70
	02/16/2023	Paychex	115.16		7,260.86

**South Fire District**  
**Monthly Expense Detail**  
 January and February 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7710 · Professional Services - Other, continued</b>					
	02/16/2023	Paychex	55.02		7,315.88
	02/23/2023	Paychex	115.16		7,431.04
	02/23/2023	Paychex	55.02		7,486.06
			<u>7,486.06</u>	<u>0.00</u>	<u>7,486.06</u>
Total 7710 · Professional Services - Other					
			8,442.31	0.00	8,442.31
<b>7714 · Advertising / Voting</b>					
	01/25/2023	LHS Associates, Inc.	650.00		650.00
	01/25/2023	LHS Associates, Inc.	202.80		852.80
	01/25/2023	LHS Associates, Inc.	69.00		921.80
	01/31/2023	Middletown Press- Hearst Media Services	148.89		1,070.69
	01/31/2023	Middletown Press- Hearst Media Services	126.91		1,197.60
	01/31/2023	Hartford Courant - Advertising	91.23		1,288.83
	01/31/2023	Hartford Courant - Advertising	76.64		1,365.47
	02/01/2023	Martin Moving & Storage Co.	250.00		1,615.47
	02/06/2023	Gartner, Brian K.	300.00		1,915.47
	02/06/2023	Petras, Anton.	200.00		2,115.47
	02/06/2023	Petras, Diane	200.00		2,315.47
	02/06/2023	Turro, John	200.00		2,515.47
	02/24/2023	IVS, LLC.	125.00		2,640.47
			<u>2,640.47</u>	<u>0.00</u>	<u>2,640.47</u>
Total 7714 · Advertising / Voting					
			2,640.47	0.00	2,640.47
<b>7717 · Software Support</b>					
	01/01/2023	websolutions DBA Exposure	105.00		105.00
	01/31/2023	Bank of America	142.00		247.00
			<u>247.00</u>	<u>0.00</u>	<u>247.00</u>
Total 7717 · Software Support					
			247.00	0.00	247.00
<b>7801 · Repairs Building</b>					
	01/31/2023	Bank of America	219.00		219.00
	02/24/2023	Connecticut Communications-DBA NE Comm.	219.00		438.00
			<u>438.00</u>	<u>0.00</u>	<u>438.00</u>
Total 7801 · Repairs Building					
			438.00	0.00	438.00
<b>7802 · Supplies Maintenance</b>					
	01/28/2023	Ace Home Center	14.10		14.10
	01/28/2023	Ace Home Center	8.43		22.53
	01/28/2023	Ace Home Center	26.99		49.52
	01/28/2023	Ace Home Center	2.33		51.85
	01/31/2023	Bank of America	50.61		102.46
	01/31/2023	Bank of America	68.92		171.38
	01/31/2023	Bank of America	76.92		248.30
	01/31/2023	Bank of America	6.98		255.28
	01/31/2023	Bank of America	215.94		471.22

**South Fire District**  
**Monthly Expense Detail**  
 January and February 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7802 · Supplies Maintenance, continued</b>					
	02/24/2023	Grainger	77.28		548.50
	02/27/2023	W.B. Mason Company, Inc.	122.94		671.44
	02/27/2023	W.B. Mason Company, Inc.	61.98		733.42
	02/28/2023	Interstate All Battery Center	143.60		877.02
	02/28/2023	W.B. Mason Company, Inc.	264.45		1,141.47
	02/28/2023	Ace Home Center	8.26		1,149.73
	02/28/2023	Ace Home Center	29.68		1,179.41
	02/28/2023	Ace Home Center	25.18		1,204.59
	02/28/2023	Ace Home Center	7.18		1,211.77
	02/28/2023	Ace Home Center	4.13		1,215.90
	02/28/2023	Ace Home Center	10.76		1,226.66
	02/28/2023	Ace Home Center	2.69		1,229.35
	02/28/2023	Ace Home Center	9.99		1,239.34
			1,239.34	0.00	1,239.34
<b>Total 7802 · Supplies Maintenance</b>					
<b>7803 · Services</b>					
	01/04/2023	Middletown Fire Dept	250.00		250.00
	01/06/2023	Comcast	100.80		350.80
	01/07/2023	Comcast	22.52		373.32
	01/07/2023	De Lage Landen Financial Services, Inc.	121.00		494.32
	01/12/2023	Encore Fire Protection	392.00		886.32
	01/23/2023	JP Bellamo & Sons, Inc.	50.00		936.32
	01/31/2023	All Waste	180.00		1,116.32
	02/06/2023	Comcast	100.80		1,217.12
	02/07/2023	Comcast	22.52		1,239.64
	02/11/2023	De Lage Landen Financial Services, Inc.	121.00		1,360.64
	02/15/2023	JP Bellamo & Sons, Inc.	50.00		1,410.64
	02/24/2023	All Waste	180.00		1,590.64
			1,590.64	0.00	1,590.64
<b>Total 7803 · Services</b>					
<b>7805 · Equipment</b>					
	01/27/2023	Gene's TV & Appliance, Inc.	1,114.98		1,114.98
			1,114.98	0.00	1,114.98
<b>Total 7805 · Equipment</b>					
<b>7901 · Emergency Medical Equipment</b>					
	01/06/2023	Common Cents EMS Supply, LLC.	23.31		23.31
	01/23/2023	Common Cents EMS Supply, LLC.	69.93		93.24
	02/04/2023	Common Cents EMS Supply, LLC.	360.38		453.62
	02/13/2023	Common Cents EMS Supply, LLC.	118.67		572.29
	02/15/2023	Common Cents EMS Supply, LLC.	202.50		774.79
			774.79	0.00	774.79
<b>Total 7901 · Emergency Medical Equipment</b>					

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2023**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7902 · Computer Equip &amp; Supplies</b>					
	01/31/2023	Bank of America	966.56		966.56
Total 7902 · Computer Equip & Supplies			966.56	0.00	966.56
<b>7903 · Training</b>					
	01/17/2023	Commission on Fire Prevention and Control	35.00		35.00
	01/17/2023	Zajac, Robert	68.95		103.95
	01/31/2023	Bank of America	67.42		171.37
	01/31/2023	Bank of America	260.85		432.22
	01/31/2023	Bank of America	303.60		735.82
	01/31/2023	Bank of America	341.85		1,077.67
	01/31/2023	Bank of America	88.12		1,165.79
	01/31/2023	Bank of America	176.68		1,342.47
	02/03/2023	Connecticut Fire Marshals Association	300.00		1,642.47
Total 7903 · Training			1,642.47	0.00	1,642.47
<b>7905 · Fire Fighting Equipment</b>					
	01/27/2023	Fire Equipment Headquarters	262.67		262.67
	01/31/2023	Bank of America	566.53		829.20
	02/03/2023	Firematic Supply Co. Inc.	2,053.00		2,882.20
	02/23/2023	Hall's Power Equipment	529.99		3,412.19
	02/27/2023	Fire Equipment Headquarters	108.64		3,520.83
Total 7905 · Fire Fighting Equipment			3,520.83	0.00	3,520.83
<b>7906 · Special Service Units</b>					
	01/13/2023	U.S. Darkwater, LLC.	99.99		99.99
	01/13/2023	U.S. Darkwater, LLC.	274.99		374.98
	01/30/2023	U.S. Darkwater, LLC.	29.99		404.97
	01/30/2023	U.S. Darkwater, LLC.	89.99		494.96
	02/15/2023	U.S. Darkwater, LLC.	59.98		554.94
Total 7906 · Special Service Units			554.94	0.00	554.94
<b>7907 · Fire Marshal's Office</b>					
	02/05/2023	CT Fire Dept. Instructors Assoc., Inc.	30.00		30.00
Total 7907 · Fire Marshal's Office			30.00	0.00	30.00
<b>7909 · Uniforms</b>					
	01/05/2023	Russo, Philip		29.00	-29.00
	01/05/2023	EMP Apparel, LLC.	152.30		123.30
	01/05/2023	EMP Apparel, LLC.	123.37		246.67
	01/16/2023	Security Uniforms, Inc.	900.00		1,146.67
	01/17/2023	Security Uniforms, Inc.	52.00		1,198.67
	01/19/2023	Lancia, Jr, Anthony R		122.50	1,076.17
	01/26/2023	Atwell, Jesse R.		6.50	1,069.67

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2023**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7909 · Uniforms, continued</b>					
	01/26/2023	DeFrancesco, Geoffrey		18.00	1,051.67
	02/02/2023	Coniglio, Kyle		40.50	1,011.17
	02/06/2023	Security Uniforms, Inc.	243.00		1,254.17
	02/06/2023	Security Uniforms, Inc.	265.00		1,519.17
	02/06/2023	Security Uniforms, Inc.	4,629.00		6,148.17
	02/09/2023	EMP Apparel, LLC.	270.50		6,418.67
	02/09/2023	Security Uniforms, Inc.	295.00		6,713.67
	02/09/2023	Security Uniforms, Inc.	324.00		7,037.67
	02/09/2023	Security Uniforms, Inc.	756.50		7,794.17
	02/09/2023	Security Uniforms, Inc.	373.00		8,167.17
	02/10/2023	Security Uniforms, Inc.	26.00		8,193.17
	02/13/2023	Security Uniforms, Inc.	111.00		8,304.17
	02/14/2023	Security Uniforms, Inc.	16.00		8,320.17
	02/17/2023	EMP Apparel, LLC.	100.00		8,420.17
	02/21/2023	Security Uniforms, Inc.	53.00		8,473.17
	02/24/2023	Security Uniforms, Inc.	291.00		8,764.17
	02/27/2023	Security Uniforms, Inc.	801.00		9,565.17
	02/27/2023	Security Uniforms, Inc.	2,259.00		11,824.17
	02/28/2023	Security Uniforms, Inc.	151.00		11,975.17
	02/28/2023	Security Uniforms, Inc.	1,559.00		13,534.17
<b>Total 7909 · Uniforms</b>			<u>13,750.67</u>	<u>216.50</u>	<u>13,534.17</u>
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	02/09/2023	JP Maguire Associates, Inc.	390.00		390.00
<b>Total 7910A · Gear Cleaning/Inspection/Repair</b>			<u>390.00</u>	<u>0.00</u>	<u>390.00</u>
<b>7910 · Protective Clothing - Other</b>					
	01/09/2023	Town of Montville	3,142.00		3,142.00
	01/17/2023	Municipal Emergency Services/Shipman's	166.35		3,308.35
	01/31/2023	Bank of America	204.44		3,512.79
	01/31/2023	Bank of America	518.24		4,031.03
	02/08/2023	Municipal Emergency Services/Shipman's	1,395.24		5,426.27
	02/23/2023	Firematic Supply Co. Inc.	1,275.79		6,702.06
	02/27/2023	Firematic Supply Co. Inc.	1,967.22		8,669.28
	02/27/2023	Firematic Supply Co. Inc.	354.69		9,023.97
<b>Total 7910 · Protective Clothing - Other</b>			<u>9,023.97</u>	<u>0.00</u>	<u>9,023.97</u>
<b>Total 7910 · Protective Clothing</b>			<u>9,413.97</u>	<u>0.00</u>	<u>9,413.97</u>
<b>7912 · Cellular Phones</b>					
	01/11/2023	AT&T Mobility	468.60		468.60
	02/11/2023	AT&T Mobility	468.60		937.20
<b>Total 7912 · Cellular Phones</b>			<u>937.20</u>	<u>0.00</u>	<u>937.20</u>

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2023**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7913 · Breathing Air &amp; Oxygen</b>					
	02/17/2023	Airgas USA, LLC	334.29		334.29
Total 7913 · Breathing Air & Oxygen			<u>334.29</u>	0.00	<u>334.29</u>
<b>7915 · Medical Testing</b>					
	01/04/2023	Lancia, Anthony R., Jr.	40.00		40.00
	01/09/2023	Russo, Philip..	40.00		80.00
	01/09/2023	Concentra Medical Center	122.00		202.00
	01/18/2023	Priority Urgent Care	130.00		332.00
	01/19/2023	Davis-Penta, Michael	40.00		372.00
	01/19/2023	Mastroianni, James.	98.00		470.00
	01/23/2023	Concentra Medical Center	98.00		568.00
	01/30/2023	McDonnell, Kevin	89.00		657.00
	01/31/2023	Gregorio, William F. Jr.	30.00		687.00
Total 7915 · Medical Testing			<u>687.00</u>	0.00	<u>687.00</u>
<b>7916 · Breathing Apparatus-Test Repair</b>					
	01/30/2023	Municipal Emergency Services/Shipman's	370.35		370.35
	02/10/2023	Municipal Emergency Services/Shipman's	455.92		826.27
	02/17/2023	Municipal Emergency Services/Shipman's	51.06		877.33
	02/17/2023	Municipal Emergency Services/Shipman's	281.10		1,158.43
	02/28/2023	Municipal Emergency Services/Shipman's	70.00		1,228.43
Total 7916 · Breathing Apparatus-Test Repair			<u>1,228.43</u>	0.00	<u>1,228.43</u>
<b>TOTAL</b>			<u><u>161,259.35</u></u>	<u><u>15,098.69</u></u>	<u><u>146,160.66</u></u>



South Fire District  
Bank of America Purchase Details  
Billing Time Period: 2/01/2023 – 2/28/2023

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
<b>Account # -6599 (Chief)</b>					
1/30/23	Restaurant Depot	Food – Middlesex County Chief's meeting hosted by SFD	7709	22-007	97.62
2/1/23	Staples	Misc. office supplies, printer ink Brother label maker	7703	22-004	306.91
			7712		41.79
2/2/23	Staples	Pens APC battery back-up	7703	22-004	10.27
			7902	22-014	60.71
2/4/23	Sam's Club	Lysol	7802	22-011	49.92
2/6/23	CT Chapter IAAI	1 yr membership thru 2/29/24 (FM Mastroianni)	7702	22-003	25.00
2/8/23	Middlesex County Chamber of Commerce	Registration – 2023 legislative breakfast (Chief Trzaski)	7702	22-003	25.00
2/9/23	Zips Truck Equipment	Credit – return of all-grip broom w/extendable handle	7905	22-017	(36.68)
2/14/23	Home Depot	Ultra latch storage box, batteries	7802	22-011	83.46
2/15/23	NFPA	NFPA 921, Guide for Fire and Explosion Investigations; NFPA 1033, Standard for Professional Qualifications for Fire Investigator	7903	22-015	205.25
2/15/23	Founders Technology	Monthly cloud services – Month of March	7717	22-009	142.00
2/22/23	MSE Audio	Paging loudspeaker for bay	7911	22-043	844.60
2/23/23	Parts Geek LLC	Brake controller (B36)	7403		61.66
2/23/23	Saw Again LLC	Stihl fuel tank and handle assembly (chain saw)	7905	22-017	61.89
2/23/23	White Pages	Address subscription service	7701	22-022	30.25
2/25/23	Vero Cucino Rustico	Food – storm coverage (Missing Receipt Affidavit submitted)	7709	22-007	184.60
2/26/23	Costco	Food – storm coverage	7709	22-007	132.98
				TOTAL	\$2,327.23

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

	<u>Jul '22 - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	5,753,297.34	5,793,283.00	-39,985.66	99.31%
4102 · Interest and Liens	32,373.30	30,000.00	2,373.30	107.91%
4103 · Tax Refunds	-12,786.54	0.00	-12,786.54	100.00%
4104 · Fees	2,115.95	0.00	2,115.95	100.00%
4105 · Prior Year Tax Collections	73,502.92	0.00	73,502.92	100.00%
4109 · Grants - FEMA	177,333.33	0.00	177,333.33	100.00%
4125 · Grants	31,730.94	0.00	31,730.94	100.00%
4204 · Municipal Grants & Rev. Sharing	30,037.00	0.00	30,037.00	100.00%
4208 · State MV Fire District Grant	521,885.00	521,885.00	0.00	100.00%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.00%
4301 · Investment Income	27,711.06	2,000.00	25,711.06	1385.55%
4901 · Miscellaneous Income	316.73	0.00	316.73	100.00%
<b>Total Income</b>	<u>6,839,167.03</u>	<u>6,548,818.00</u>	<u>290,349.03</u>	<u>104.43%</u>
<b>Expense</b>				
7201 · Electricity	13,496.14	22,500.00	-9,003.86	59.98%
7202 · Water and Sewer	1,504.23	2,500.00	-995.77	60.17%
7203 · Heating	8,553.18	12,000.00	-3,446.82	71.28%
7204 · Telephone	1,821.76	3,000.00	-1,178.24	60.73%
7401 · Fuel	25,684.39	30,000.00	-4,315.61	85.62%
7403-1 · Apparatus Preventative Maint.	3,152.00	12,000.00	-8,848.00	26.27%
7403 · Vehicle Repairs	18,423.48	50,000.00	-31,576.52	36.85%
7404 · Annual OSHA Inpection	7,095.82	1,200.00	5,895.82	591.32%
7406 · Vehicle Supplies	211.39	2,000.00	-1,788.61	10.57%
7501 · Insurance-Workers Compensation	132,030.00	190,000.00	-57,970.00	69.49%
7502 · Insurance - Commercial Package	36,420.00	51,000.00	-14,580.00	71.41%
7503 · Insurance - Medical	529,241.01	911,911.00	-382,669.99	58.04%
7504 · Insurance - Cyber	6,250.00	6,250.00	0.00	100.00%
7509 · Insurance - Life and Disability	30,494.66	55,504.00	-25,009.34	54.94%
7512 · Pension - Defined Contribution	222,482.51	370,040.00	-147,557.49	60.12%
7513 · Unused Sick Time	0.00	20,000.00	-20,000.00	0.00%
7601 · Salaries - Fire Department	1,855,603.86	2,964,700.00	-1,109,096.14	62.59%
7602 · Salaries - Administrative	99,329.58	185,000.00	-85,670.42	53.69%
7603 · Replacement / Call Backs	409,877.95	520,000.00	-110,122.05	78.82%
7604 · Fringe Benefits	94,699.27	123,600.00	-28,900.73	76.62%
7606 · PEB-Uncompensated Absences Exp	74,563.87	10,000.00	64,563.87	745.64%
7607 · PEB-Heart and Hypertension	30,992.72	206,489.00	-175,496.28	15.01%
7609 · Employer - Social Security	151,561.72	236,038.00	-84,476.28	64.21%
7610 · Employer - Medicare	35,446.43	55,203.00	-19,756.57	64.21%
7701 · Tax Collector's Expense	6,808.39	23,000.00	-16,191.61	29.60%
7702 · Professional Org / Periodicals	1,815.98	2,205.00	-389.02	82.36%
7703 · Office Expenses	960.35	3,500.00	-2,539.65	27.44%
7704 · Auditor	0.00	7,750.00	-7,750.00	0.00%

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

	<u>Jul '22 - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense, continued</b>				
7705 · Professional Development	182.85	4,500.00	-4,317.15	4.06%
7706 · Postage	1,410.15	4,000.00	-2,589.85	35.25%
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	1,858.57	3,500.00	-1,641.43	53.10%
7710 · Professional Services	23,750.00	35,000.00	-11,250.00	67.86%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	0.00	3,300.00	-3,300.00	0.00%
7714 · Advertising / Voting	2,959.37	4,500.00	-1,540.63	65.76%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	390.00	978.00	-588.00	39.88%
7717 · Software Support	46,797.20	53,100.00	-6,302.80	88.13%
7801 · Repairs Building	15,296.55	20,000.00	-4,703.45	76.48%
7802 · Supplies Maintenance	6,157.51	8,900.00	-2,742.49	69.19%
7803 · Services	10,382.01	18,000.00	-7,617.99	57.68%
7805 · Equipment	2,755.62	4,600.00	-1,844.38	59.91%
7901 · Emergency Medical Equipment	4,997.45	12,500.00	-7,502.55	39.98%
7902 · Computer Equip & Supplies	1,573.80	2,000.00	-426.20	78.69%
7903 · Training	22,931.46	30,500.00	-7,568.54	75.19%
7904 · Public Fire Education	1,216.38	4,500.00	-3,283.62	27.03%
7905 · Fire Fighting Equipment	9,219.47	14,000.00	-4,780.53	65.85%
7906 · Special Service Units	6,601.87	5,500.00	1,101.87	120.03%
7907 · Fire Marshal's Office	1,720.50	4,000.00	-2,279.50	43.01%
7909 · Uniforms	23,273.35	27,150.00	-3,876.65	85.72%
7910 · Protective Clothing	38,222.02	30,000.00	8,222.02	127.41%
7911 · Communications	2,129.18	4,500.00	-2,370.82	47.32%
7912 · Cellular Phones	3,818.05	5,200.00	-1,381.95	73.42%
7913 · Breathing Air & Oxygen	761.79	1,500.00	-738.21	50.79%
7915 · Medical Testing	2,252.00	3,800.00	-1,548.00	59.26%
7916 · Breathing Apparatus-Test Repair	2,238.84	4,500.00	-2,261.16	49.75%
8999 · CNR Current Year	803,465.05	100,000.00	703,465.05	803.47%
<b>Total Expense</b>	<u>4,840,881.73</u>	<u>6,548,818.00</u>	<u>-1,707,936.27</u>	<u>73.92%</u>
 <b>Grant Purchases</b>				
7919 · FEMA Grant - Brush Truck	<u>177,333.33</u>			
<b>Total Grant Purchases</b>	<u>177,333.33</u>			

South Fire District  
Cash Balance Report  
February 2023

**CASH Unrestricted:**

Cash Balances:	Tax Collector - Savings	\$	3,872,393.71
	Operating - Checking	\$	<u>111,160.18</u>
	<b>Total:</b>	\$	<b>3,983,553.89</b>

Restricted Funds:

CNR	\$	1,867,986.67
Post-Employment Benefits	\$	629,372.84



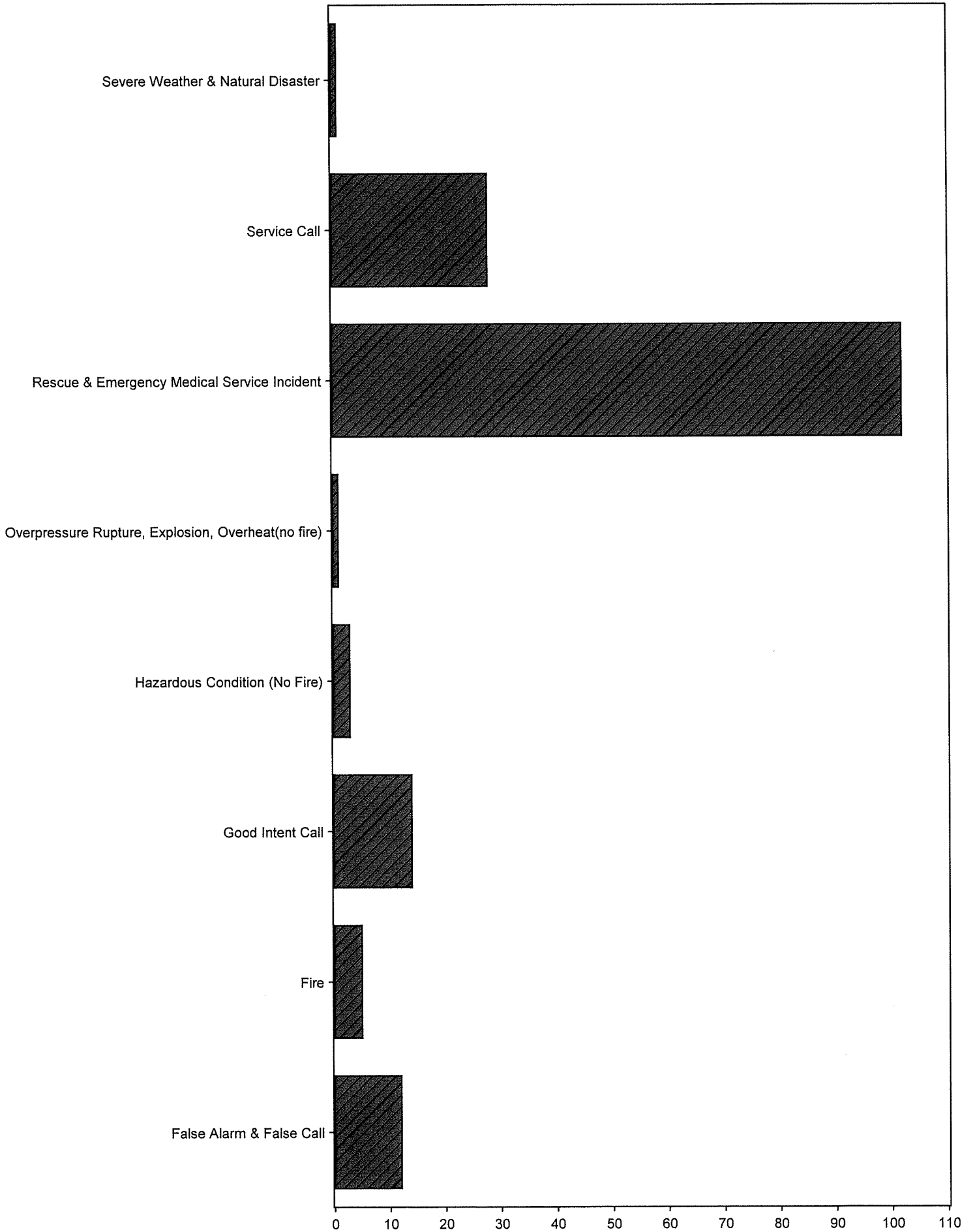
**SOUTH FIRE DISTRICT  
MONTHLY REPORT TO  
South Fire District Board of Commissioners  
From: Chief James Trzaski**

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

- Attended Middlesex Chamber of Commerce meetings
- Facilitated Training Captain test
- Assisted with Deputy Chief Fischer's onboarding and swearing in activities.
- Assisted and attended Kleen Energy memorial service
- Participated in firefighter entry level exam chief's interview
- Facilitated Deputy Chief Fischer swearing in event.
- Assisted with commissioner election.
- Hosted the Middlesex County Fire Chief's meeting
- Attended Connecticut Chief's meeting held in Wethersfield
- Attended meetings with Penguin Plunge Committee.
- Continued efforts with weekly training on First Due Reporting
- Attended Narcan training provided by SFD to Middlesex Community College.
- Assisted with onboarding Deputy Fire Marshal Ryan Parmelee
- Assisted with station tour for 20 home schooled children.
- Attended meeting for staff vehicle replacement.

Chief James Trzaski





Incident List by Alarm Date/Time

Alarm Date Between {02/01/2023} And {02/28/2023}  
 and FDID = "07121" and District = "MO2 " and  
 Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
23-0000158-000	02/01/2023	10:12:59	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000169-000	02/02/2023	15:00:18	1 LABELLA CIR /CVH - LAGA	311 Medical assist, assist EMS c
23-0000172-000	02/02/2023	19:30:58	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000182-000	02/04/2023	16:16:07	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000191-000	02/06/2023	10:49:44	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000206-000	02/08/2023	00:10:21	399 SILVER ST /CVH - LEAK	611 Dispatched & cancelled en ro
23-0000214-000	02/09/2023	12:56:51	785 Bow LA /785 BOW LA/FL	321 EMS call, excluding vehicle
23-0000258-000	02/16/2023	09:10:40	70 OBRIEN DR /CVH - WHITI	321 EMS call, excluding vehicle
23-0000260-000	02/16/2023	13:06:20	399 SILVER ST /CVH - LEAK	611 Dispatched & cancelled en ro
23-0000263-000	02/16/2023	16:02:39	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000277-000	02/19/2023	07:48:09	112 BOW LN /SHEPERD HOME/	321 EMS call, excluding vehicle
23-0000297-000	02/22/2023	11:53:38	1 LABELLA CIR /CVH - EDDY	611 Dispatched & cancelled en ro
23-0000298-000	02/22/2023	12:04:50	135 HOLMES DR /CVH - WOOD	381 Rescue or EMS standby
23-0000305-000	02/23/2023	17:01:33	785 Bow LA /785 BOW LA/-	321 EMS call, excluding vehicle
23-0000315-000	02/25/2023	20:55:28	135 HOLMES DR /CVH - WOOD	321 EMS call, excluding vehicle
23-0000327-000	02/28/2023	11:12:17	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle

Total Incident Count 16

**Alyse McEwen**

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**From:** Sharon Cavanaugh <info@ct-artschool.com>  
**Sent:** Wednesday, March 1, 2023 9:41 AM  
**To:** James Trzaski  
**Subject:** Cardiac Arrest - Michael Cavanaugh

Hi Chief Trzaski,

My name is Sharon Cavanaugh - my husband Michael had a cardiac arrest on November 2, 2022 and your team saved his life. We know that Firefighter Kori Kelly was one of the people that helped get his heart beating again. Would you be able to tell us the names of the others who treated him at the scene? We would very much like to thank them.

Officer John Passacantando from Middletown Police was the officer who did the report. The case number is 2200052703. The accident happened at the intersection of Reservoir and Saybrook Road.

Michael is home recovering and going to cardiac rehab. Overall he's doing really well. He's working on building up stamina and adjusting to everything. He's hoping to get back to work in the not too distant future. None of this would have been possible without the efforts of your team and we're incredibly grateful.

We would like to stop by and hopefully meet Firefighter Kori and the team. Friday March 17th, St. Patrick's Day is a special day for us so if possible that would be a great day to stop by.

Please let me know if that's possible. You can reach me here or call or text my cell phone at 860 944-5016.

Thank you,  
Sharon Cavanaugh



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

March 9, 2023

Greetings,

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

- \*Route ordering of EMS & House supplies
- \*Facilitated vehicle preventive maintenance on Car 30, Car 31 & Car 33
- \*Week of 2/6-Facilitated walk-thrus for personnel of new Park & Rec center @ 140 Wilderman's Way
- \*Ongoing planning meetings w/First Due software (Mondays)
- \*Ongoing information & quote gathering for budget preparation
- \*2/8 & 2/9-Entry level FF interviews w/Chief Trzaski
- \*2/8-Meeting w/Chief Trzaski & Hartford Healthcare on case review
- \*2/10-Meeting w/Chief Trzaski & Utility Communications on building security proposal
- \*2/17 & 2/21-Meeting w/Monaco Ford for new staff vehicles
- \*2/24-Meeting w/Key Chevrolet for new staff vehicles
- \*2/21-Brush 36 committee meeting
- \*2/22-Health & Safety committee meeting
- \*2/23-Assisted with Narcan training presentation at MXCC for their staff
- \*2/25-Penguin Plunge standby @ Crystal Lake
- \*2/27 & 2/28-Winter Storm preparation and coverage

**Incident Responses:**

- 2/1-Motor Vehicle Accident-Route 9
- 2/1-Structure Fire, Cynthia Lane (Middletown District)
- 2/18-Structure Fire/Station Coverage, Washington St (Middletown District)

Respectfully Submitted,

Nick Fischer  
Deputy Fire Chief



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

February 14, 2023

Firefighter Parmelee,

Congratulations on your promotion to the position of Deputy Fire Marshal!

Accordingly, you will be transferred to the Fire Marshal's Office effective Monday, February 20<sup>th</sup>. However, since February 20<sup>th</sup> is a holiday for Administrative Staff, you will report to work beginning **Tuesday, February 21st at 0700**. Your last tour on Platoon B will be Wednesday, February 15<sup>th</sup>.

To satisfy contractual requirements as outlined in the current Collective Bargaining Agreement, you will be off February 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> & 19<sup>th</sup>.

Your new schedule will consist of rotating (4) 10-hour days with working hours of 0700-1700. Your first weeks' schedule will be Monday-Thursday, following the schedule of Fire Marshal Mastroianni. Additional hours worked as part of your Fire Marshal certification program will be paid as overtime accordingly.

Once again, congratulations and best of luck in your new role!

Respectfully,

Nick Fischer  
Deputy Chief  
South Fire District

Cc; Union, LT. Handley, LT. O. Moss, FM Mastroianni



**SOUTH FIRE DISTRICT**  
Of the City of Middletown  
MONTHLY REPORT TO  
**Fire Chief James Trzaski**

**From: Fire Marshal James M. Mastroianni**

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

**Fire Marshal Office Activities/Duties:**

- Attended Code Enforcement Meeting
- Meeting with Fire Setting Treatment Subcommittee
- 100 Randolph Road - conducted fire drill
- Attended the Connecticut Fire Department Instructors Assoc. CFDIA - Meeting
- 600 Highland Avenue - conducted fire drill
- Middletown Kids Health & Safety Day Committee Meeting
- 70 Maynard Street - conducted fire drill
- Meeting with Central Dispatch

**Inspections:**

- 1250 Silver Street – review emergency egress with Building Dept.
- 1 Dunham Avenue – follow up numerous safety concerns with Building & Health Dept.
- 969 Saybrook Road - apartment building re-inspection
- 125 Coe Avenue – progress inspection with Building Dept.
- 373 Main Street - business inspection
- 100 Randolph Road – healthcare inspection
- 44 Maynard Street – review assembly egress
- 140 Wilderman's Way – fire alarm system testing with Alarms Division

**Training:**

- Issues and Challenges for Building and Fire Officials and Using Administrative Warrant Session 1 Virtual Training
- Issues and Challenges for Building and Fire Officials and Using Administrative Warrant Session 2 Virtual Training

Fire Marshal James M. Mastroianni  
February, 2023



**SOUTH FIRE DISTRICT**  
Of the City of Middletown  
MONTHLY REPORT TO

**Fire Chief: James Trzaski**

**From: Deputy Fire Marshal (In Training) Ryan Parmelee**

---

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

**Fire Marshal Office Activities/Duties:**

- 1 Dunham Ave – Inspection

**Inspections:**

-140 Wilderman's Way- Fire Alarm Testing

**Training:**

-Fire Investigator Class

**Incidents:**

None

Deputy Fire Marshal (In Training) Ryan Parmelee  
March 7, 2023



Training Classes by Category

Class Date Between {02/01/2023} And {02/28/2023}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
<b>AERIAL TRAIN Aerial / Ladder Driver Training</b>								
02/11/2023	08:00	Aerial / Ladder Driver Training	1	T34	B	1.33	0.00	0.00
<b>Totals for Category:</b>						<b>1.33</b>	<b>0.00</b>	<b>0.00</b>
<b>APV35 APV 35 Driver Training</b>								
02/10/2023	13:00	APV 35 Driver Training	1	APV	A	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BRS36 B36 Driver training</b>								
02/10/2023	14:00	B36 Driver training	1	B36	A	1.00	0.00	0.00
02/17/2023	10:00	B36 Driver training	1	B36	D	1.00	0.00	0.00
02/21/2023	14:00	B36 Driver training	1		D	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>3.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DVA Domestic Violence Awareness</b>								
02/01/2023	09:00	Domestic Violence Awareness	1		D	0.50	0.00	0.00
02/02/2023	11:00	Domestic Violence Awareness	1		A	0.50	0.00	0.00
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ECT13 Engine Co. Tactics</b>								
02/06/2023	09:00	Engine Co. Tactics	1	E32	A	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FC40 Strategic and Tactical Operations</b>								
02/02/2023	13:30	Strategic and Tactical Operations	1		A	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LTC13 Ladder Co. Tactics</b>								
02/06/2023	10:00	Ladder Co. Tactics	1	T34	A	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>



**Public Safety Telecommunications Report**  
**March 2023**

1. Monthly Call Statistics sheet is available. Activity for February (28 Days) is approximately 4,735 incidents. Total 911 calls are 2,185 and 8,613 administrative calls. The monthly report is attached.
2. Staffing update; Staffing is at 16 with plus one in training. Full staffing is 21. We expect one additional Trainee coming on board in the next few weeks.
3. No Mile Lane cell site activity this month.
4. We have departmental in-house training scheduled in March. The topic covered is Active Assailant and a procedure will be enacted after training.
5. The department budget proposal was submitted to the Mayor for review. The total budget is \$2.66M. An increase of 2.86 percent (less salaries) was required.
6. Deputy Director Grauer is meeting with the Fire Departments working on a Mass Casualty Incident plan.
7. All Departments have been advised that the radios purchased for the new system are out of warranty. In addition, every three years the equipment should be tuned for to maintain the best coverage and system compatibility.
8. In March Motorola will be doing a complete infrastructure preventative maintenance visit to all our sites. This is part of our 5 year service contract.
9. The last preventative maintenance visit from our Back up power supply (UPS) vendor revealed that several batteries were not to specification. These were under warranty and replaced at no charge.

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

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	3739	3332											7071	3536
Portland Police Dept.	382	385											767	384
Fire Departments (Midd.)	542	602											1144	572
Middletown Fire Dept.	306	332											638	319
South Fire District	156	171											327	164
Westfield Fire District	80	99											179	90
Fire Department (Portland)	52	55											107	54
Ambulance only Calls	403	361											764	382
<b>TOTAL INCIDENT CASE #'s</b>	<b>5118</b>	<b>4735</b>											<b>9853</b>	<b>4927</b>
<b>TELEPHONE ACTIVITY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>	<b>AVG</b>
<b>MIDDLETOWN</b>	1853	1756											3609	1805
Wireless & wireline originating in Middletown														
<b>PORTLAND</b>	209	195											404	202
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	221	234											455	228
<b>TOTAL 911 CALLS</b>	2283	2185											4468	2234
<b>TOTAL ADMIN. CALLS IN</b>	6151	5962											12113	6057
<b>TOTAL ADMIN. CALLS OUT</b>	2961	2651											5612	2806
<b>TOTAL PHONE CALLS</b>	<b>11395</b>	<b>10798</b>											<b>22193</b>	<b>11097</b>
												2022	142,117	11,843
												2021	128,498	10,708
												2020	128,562	10,714
												AVG	128,530	10,711

SFD meeting March 13

By-Law review

Article II

Sec. 4

of Gen. Statutes Title 9  
Election Chapters 141-154

\* due to district  
~~office~~ not secretary of the  
State has no jurisdiction

Article III

\* each candidate for  
Commissioner shall designate  
to the district an individual  
other than the candidate who  
shall act as an electoral  
official with the duty  
of validating Electors,  
counting all the votes cast by  
Electors, tallying the votes cast  
by the candidate and reporting and  
reporting the results to the District  
at the meeting of the District.