

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

**NOTICE OF COMMISSIONERS MEETING**

**WHEN:** Monday, March 8, 2021

**WHERE:** Firehouse

**SUBJECT:** Regular Monthly Meeting

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

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

**Via Zoom** <https://us02web.zoom.us/j/83278140178>  
**or Dial In – 646-558-8656**

**Meeting I.D. 832 7814 0178**

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

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACCEPT/AMEND AGENDA
4. OPEN PUBLIC SESSION
5. CLOSE PUBLIC SESSION
6. MINUTES TO BE APPROVED
  - A. REGULAR MEETING OF FEBRUARY 8, 2021
  - B. SPECIAL MEETING OF FEBRUARY 23, 2021
7. TAX COLLECTOR'S REPORTS
  - A. TAX REFUNDS: MONTH OF FEBRUARY – \$236.26
  - B. TAX COLLECTOR'S REPORT FOR THE MONTH OF FEBRUARY
8. FINANCIAL REPORTS FOR THE MONTH OF FEBRUARY
9. CHIEF'S REPORT
10. DEPUTY CHIEF'S REPORT
11. FIRE MARSHAL'S OFFICE REPORTS
12. CAPTAIN'S REPORT
13. COMMISSIONER REPORTS
  - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH
  - B. PENSION COMMITTEE – COMM. KLECKOWSKI
  - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
14. OLD BUSINESS
  - A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS
  - B. SOLAR PROJECT UPDATE
    - Approval to award Solar Project Contract
  - C. STAFFING – OPEN ENTRY LEVEL FIREFIGHTER POSITIONS
    - Approval of conditional job offers as recommended by Chief Howley  
*Andrew Turenne, Jason Swan, and Kyle Coniglio*
  - D. ADMINISTRATIVE ASSISTANT EMPLOYMENT STATUS
    - Approval of Job Title and Salary
15. NEW BUSINESS
16. ADJOURNMENT

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or Dial In – 646-558-8656 to remotely join.  
Meeting I.D. 832 7814 0178

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

**MONDAY, FEBRUARY 8, 2021, 7:00 p.m.  
Via Zoom Meeting I.D. 830 8600 0764**

**MINUTES**

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

1. **CALL TO ORDER** Chairwoman Bartolotta called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **ACCEPT/AMEND AGENDA**  
**MOTION** to amend the Agenda to include with Item 13 C. under *Public Safety Telecommunications* the discussion of the recent letter from Captain Fischer by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:03 p.m.  
**Nicholas Fischer – President, IAFF Local 3918**  
On behalf of IAFF Local 3918, President Fischer read into the record a letter of concern dated February 4, 2021 addressed to Chief Howley, which was also emailed to the Commission (copy attached).
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:08 p.m.
6. **MINUTES TO BE APPROVED**
  - A. **REGULAR MEETING OF JANUARY 11, 2021**  
**MOTION** to approve the minutes of the January 11, 2021 regular meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
  - B. **SPECIAL MEETING OF JANUARY 14, 2021**  
**MOTION** to approve the minutes of the January 14, 2021 special meeting by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.
7. **TAX COLLECTOR'S REPORT**  
The Commission reviewed the Tax Collector's reports submitted by Tax Collector Cindy Gotta.
  - A. **TAX REFUNDS FOR THE MONTH OF JANUARY - \$77.34**  
**MOTION** to approve the tax refunds for the Month of January in the amount of \$77.34 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
  - B. **MOTION** to approve the Tax Collector's report for the Month January by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.
8. **MONTHLY FINANCIAL REPORTS** were reviewed by the Commission.  
**MOTION** to approve the Monthly Financial Reports for the Month of January by Comm. Giuliano.



**MOTION** to add the dates of 12/2020 and 1/2021 to the financial reports detail line by Comm. Penney. Commissioner Giuliano accepted the amendment.

**MOTION** to accept the amended motion by Comm. Giuliano/Comm. Kleckowski. Unanimously approved as amended.

**9. CHIEF'S REPORT**

The Commission reviewed the report for the Month of January submitted by Chief Howley.

**MOTION** to approve the Chief's report for the Month of January by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

**10. DEPUTY CHIEF'S REPORT**

The Commission reviewed the report for the Month of January submitted by Deputy Chief Russ Jacobs.

**MOTION** to approve the Deputy Chief's for the Month of January by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

**11. FIRE MARSHAL'S OFFICE REPORTS**

The Commission reviewed the Fire Marshals' Office reports for the Month of January submitted by Fire Marshal Mastroianni and Deputy Fire Marshal Hurlbut.

**MOTION** to approve the Fire Marshals' reports for the Month of January by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

**12. CAPTAIN'S REPORT**

The Commission reviewed the report for the Month of January submitted by Captain Fischer.

**MOTION** to approve the Captain's report for the Month of January by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

**13. COMMISSIONER REPORTS**

**A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH**

Commissioner Thazhampallath provided an update on the project and answered questions of the Commission.

**B. PENSION COMMITTEE – COMM. KLECKOWSKI**

Commissioner Kleckowski advised there was nothing new to report.

**C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO**

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

**MOTION** to waive the rules to allow the Chief, the Deputy Chief, and the Union President to participate in the discussion of this item by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

A very lengthy conversation took place about the letter from Local 3918 to the Chief regarding COVID-19 modified dispatch protocols and the best and fastest way to move forward with resolving the situation. The bottom line is that the Union is prepared and eagerly willing to revert back to pre-COVID practices to ensure the District's residents receive prompt and professional fire, rescue and emergency medical



services. It was agreed that action needs to be taken as soon as possible to avoid further situations where residents might not receive proper treatment.

Further discussion took place regarding the best way to handle the situation - sending a letter to Dr. Zanker requesting that the policy be suspended immediately and who should receive copies of the letter and/or following through with Chief Howley's efforts to schedule a meeting with Dr. Zanker and other agencies.

**MOTION** to have the Commission endorse a letter to be sent to Dr. Zanker with the potential to carbon copy the Mayor and other appropriate officials and agencies, time limited based on a possible meeting of appropriate officials by February 22<sup>nd</sup> by Comm. Thazhampallath/Comm. Kleckowski.

Details of the proposed letter was discussed at great length.

**MOTION** to call the question by Comm. Kleckowski. Motion was not seconded. Motion failed.

**MOTION** to amend the motion to include carbon copies of the letter to OEMS and the State of CT Public Health Department by Comm. Penney. Motion was not seconded. Motion failed.

**MOTION** to amend the motion to include sending the letter within five business days and include the language that the letter is to support the Chief reaching out, the reasons why, and to share what's been shared by the Union by Comm. Bartolotta.

Commissioner Thazhampallath accepted the amendment.

Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – Abstain. Motion as amended passed with 4 Ayes and 1 Abstention.

Commissioner Giuliano will work together to draft the letter.

#### **14. OLD BUSINESS**

##### **A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS**

Chief Howley reported no changes to date.

##### **B. SOLAR PROJECT UPDATE**

Chief Howley gave an update on the project.

**MOTION** to have Attorney Summa review both contracts under consideration and to deliver his opinion at the next regular meeting to be voted on by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

Chief Howley will send the proposals to Attorney Summa and provide the Commission with copies of the proposals prior to taking action.

#### **15. NEW BUSINESS**

##### **A. BRUSH/FORESTRY APPARATUS BID AWARD – APPROVAL OF APPARATUS PURCHASING COMMITTEE'S RECOMMENDATION FOR NOTICE OF AWARD**

Chief Howley advised the Commission of the Purchasing Committee's recommendation for notice of award to Specialty Vehicles, Inc./Boise Mobile Equipment. \$39,700 needs to be expended from CNR to cover the difference in the FEMA grant and the purchasing price.

**MOTION** to move authorize the purchase and to expend \$39,700 from CNR by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

Chief Howley will advise the Commission of the plan for the existing Brush Truck once it is taken out of service.

**B. SET AND TIME FOR SPECIAL MEETING-PERFORMANCE REVIEW OF ADMINISTRATIVE ASSISTANT**

**MOTION** to schedule a special meeting for the performance review of the Administrative Assistant for February 16, 2021 at 6:30 p.m. by Comm. Bartolotta/Comm. Kleckowski. Unanimously approved.

**16. ADJOURNMENT**

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

Meeting adjourned 9:21 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Alyse McEwen".

Alyse McEwen, Recording Secretary



# **SOUTH FIRE DISTRICT FIREFIGHTERS**

**IAFF Local 3918 • AFL-CIO**

**445 RANDOLPH ROAD • MIDDLETOWN, CT 06457**



February 4, 2021

Fire Chief Michael Howley  
South Fire District  
445 Randolph Road  
Middletown, CT 06457

Dear Chief Howley,

On behalf of the Executive Board and membership of Local 3918, I am writing to you to voice our concern with the memorandum from Middlesex Health and Dr. Zanker, extending the Covid-19 Modified Dispatch Protocols. This policy was originally put in place last spring, at the beginning of Covid-19, with the intent of mitigating the exposure risk to fire department personnel across the City of Middletown, by dispatching fire department first responder resources to life-threatening medical emergencies only. We fully understand and appreciate that this policy, which as was jointly crafted between Middlesex Health and the collective Fire Chief's in the city, was created to conserve our health and safety during this pandemic.

However, in recent months, it has become apparent to us that this policy is not benefiting the residents of the South Fire District, and that there are multiple factors creating frequent breakdowns in communication, and in our opinion, situations where life threatening situations did not receive appropriate responses.

At the beginning of the pandemic, most aspects of Covid-19 were unknown, and changed nearly every day. It was also difficult to determine and acquire the appropriate PPE. Today, thanks to the collaborative efforts of District leadership, our members have the safest PPE available, in addition to plentiful quantities of it. Also, as of this month, the overwhelming majority of our members have received both doses of the Covid-19 vaccine. We feel the risk of illness to our members, while not eliminated, is considerably low.

Additionally, it has become widely known that our commercial ambulance provider was recently bought out by a large hospital network. Since then, the ambulance response times seem to have grown exponentially, leaving residents to wait longer than normal for



medical assistance to arrive, particularly in cases where there is no fire department first responder. Frequently, calls for service are being answered by out of town agencies due to the commercial provider being unavailable. While this is not necessarily the sole responsibility of the South Fire District, it leaves us unable to render service to our residents, which they pay taxes for, which is unfair and unsafe.

On multiple occasions, medical emergencies have occurred in the District that did not meet the current dispatch criteria to send a response from South Fire District. In at least 2 of these instances, the patient's condition deteriorated before the arrival of the ambulance. One of them was transported by private vehicle to the hospital because the wait time was too long, and the family was fearful that the patient would stop breathing while having an allergic reaction. The other, who had called 911 himself, collapsed and was in cardiac arrest when the ambulance arrived, over 10 minutes later. By the time South Fire District units were called to assist and arrived on scene, over 20 minutes had passed. In these instances, and many more, South Fire District units could have intervened with life saving measures, had the normal dispatch protocols been in place.

Each time one of these situations have been brought up in the past, we have been told that it was either due to the discretion of different dispatchers, or that the protocol extension would be coming to an end, or that alterations to the dispatch protocols can't be made without agreement from other city agencies. We vehemently disagree with all of these reasons.

The South Fire District has a responsibility to ensure its residents are provided with prompt and professional fire, rescue and emergency medical services. It is also the District's responsibility to advocate for its' residents if those standards are not being met. It is our opinion that our dispatch protocols should revert back to "pre-covid" practices, and that the District implore Middlesex Health, and any other involved agencies to enact this change immediately. Our residents expect and deserve better service, and our members are ready and willing to provide it.

We are open to any discussions you would like to have to further explain our position.

Respectfully Submitted,

Nicholas Fischer  
President  
IAFF Local 3918

Cc: UPFFA, Union, Deputy, SFD BOFC

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

**Board of Fire Commissioners  
Special Meeting Minutes  
Tuesday, February 23, 2021 at 6:30 p.m.  
South Fire District Meeting Room**

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

**<https://us02web.zoom.us/j/89782398314>**

**or Dial In – 646-558-8656**

**Meeting I.D. 897 8239 8314**

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

**1. CALL TO ORDER**

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

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

**3. OPEN PUBLIC SESSION**

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

**4. CLOSE PUBLIC SESSION**

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

**5. EXECUTIVE SESSION**

**MOTION** to go into Executive Session at 6:36 p.m. by Commissioner Kleckowski/ Comm. Giuliano pursuant to statutes section 1-200(6)(A) and section 1-225(a) of the Connecticut General Statutes, as amended for the purpose of conducting the performance review of the Administrative Assistant.

In attendance were Commissioners Bartolotta, Kleckowski, Giuliano, and Penney; Chief Howley; Deputy Chief Jacobs; Administrative Assistant Alyse McEwen

**Motion** to close Executive Session at 8:00 p.m. by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

**6. EXECUTIVE SESSION**

**Motion** to go into Executive Session at 8:02 p.m. by Commissioner Giuliano/ Comm. Kleckowski pursuant to statutes section 1-200(6)(E) and section 1-225(a) of the Connecticut General Statutes, as amended for the purpose of discussing the correspondence from the South Fire District attorney regarding COVID-19 protocols. Unanimously approved.

In attendance were Commissioners Bartolotta, Kleckowski, Giuliano, and Penney; Chief Howley; Deputy Chief Jacobs

**Motion** to close Executive Session at 8:51 p.m. by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

**7. CALL BACK TO ORDER**

Chairwoman Bartolotta called the meeting back to order 8:51 p.m.

**8. ADJOURNMENT**

**Motion** to adjourn by Comm. Kleckowski/Comm. Giuliano. Unanimously approved. The meeting adjourned at 8:53 p.m.

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

*Alyse McEwen*



<b>SOUTH FIRE DISTRICT TAX COLLECTORS REPORT</b>	
<b>COLLECTIONS FEBRUARY 2021</b>	
REAL ESTATE	\$ 6,338.98
MOTOR VEHICLE	\$ 4,116.85
PERSONAL PROPERTY	\$ 374.72
SUPPLEMENTAL MOTOR VEHICLE	\$ 6,131.55
BACK TAXES	\$ 3,292.99
CURRENT INTEREST	\$ 1,122.08
BACK INTEREST	\$ 1,275.71
FEE'S PAID	\$ 1,076.91
LIENS RELEASED	\$ -
<b>COLLECTIONS 2020/2021</b>	<b>\$ 23,729.79</b>
JULY	\$ 3,705,383.26
AUGUST	\$ 934,571.66
SEPTEMBER	\$ 530,741.69
OCTOBER	\$ 470,914.79
NOVEMBER	\$ 39,014.68
DECEMBER	\$ 30,217.94
JANUARY	\$ 49,794.04
FEBRUARY	\$ 23,729.79
MARCH	
APRIL	
MAY	
JUNE	
<b>COLLECTED YEAR TO DATE</b>	<b>\$ 5,784,367.85</b>
<b>GRANTS RECEIVED</b>	
PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL REVENUE SHARING ACCOUNT	\$ -
NRG	\$ 201,650.00
MUNICIPAL REVENUE SHARING GRANT	\$ -
<b>TOTAL GRANTS</b>	<b>\$ 201,650.00</b>
<b>TOTAL YEAR-TO-DATE</b>	<b>\$ 5,986,017.85</b>
Respectfully submitted by:	
Kathleen M. Kiley	
South Fire District	

Date: 03/02/2021 Page: 1  
No Tab/Def All Terminal #. All

S-D Name	To Order By	Bill Number	Tax Paid	Incl Sup :	No Suspense Recap by Bank :	No Recap by District NO Tax/Def All terminal # : All
				Lien Paid	Fee Paid	Bint Paid
				Int Paid		Total Paid Bank Prop Loc./Vehicle Last Date RF
Year 2004 To 2019 Dist						

TOT PAID BANK	FROP LOC./VEHICLE
Last Date RF	

2016-03-0055737	2	CINTRON EVANGELINE 55737		-33.80	0.00	0.00	0.00	0.00	0.00	-33.80	02/17/2021
TOT MOTORVEHICLE	# Of Accts:	1	SFD	-33.80	0.00	0.00	0.00	0.00	0.00	-33.80	
YEAR 2016	# Of Accts:	1	SFD	-33.80	0.00	0.00	0.00	0.00	0.00	-33.80	
2019-01-0006851	2	KNIGHT MARTIN N & HILL JOSEF R06051		-55.02	0.00	0.00	0.00	0.00	0.00	-55.02	02/10/2021
TOT REAL ESTATE	# Of Accts:	1	SFD	-55.02	0.00	0.00	0.00	0.00	0.00	-55.02	
2019-03-0050112	2	ACAR LEASING LTD 50112	SFD	-55.80	0.00	0.00	0.00	0.00	0.00	-55.80	02/17/2021
2019-03-0062214	2	GIRGENTI ANNA M 62214	SFD	-6.07	0.00	0.00	0.00	0.00	0.00	-6.07	02/10/2021
2019-03-0065097	2	HYUNDAI LEASE TITLING TRUSED 65097		-59.02	0.00	0.00	0.00	0.00	0.00	-59.02	02/24/2021
2019-03-0065156	2	HYUNDAI LEASE TITLING TRUSED 65156		-21.41	0.00	0.00	0.00	0.00	0.00	-21.41	02/24/2021
TOT MOTORVEHICLE	# Of Accts:	4	SFD	-142.30	0.00	0.00	0.00	0.00	0.00	-142.30	
2019-04-0080521	2	BOCCHIO WILLIAM G 80521	SFD	-2.80	0.00	0.00	0.00	0.00	0.00	-2.80	02/17/2021
2019-04-0080522	2	BOCCHIO WILLIAM G 80522	SFD	-2.34	0.00	0.00	0.00	0.00	0.00	-2.34	02/17/2021
TOT MV SUPPLEMEN	# Of Accts:	2	SFD	-5.14	0.00	0.00	0.00	0.00	0.00	-5.14	
YEAR 2019	# Of Accts:	7	SFD	-202.46	0.00	0.00	0.00	0.00	0.00	-202.46	
GRAND TOTAL	# Of Accts:	8	SFD	-236.26	0.00	0.00	0.00	0.00	0.00	-236.26	

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	01/15/2021	KS Statebank	402.82		402.82
	01/28/2021	Eversource	1,172.44		1,575.26
	02/15/2021	KS Statebank	402.82		1,978.08
Total 7201 · Electricity			1,978.08	0.00	1,978.08
<b>7202 · Water and Sewer</b>					
	01/01/2021	Middletown Water & Sewer Dept	120.47		120.47
	02/01/2021	Middletown Water & Sewer Dept	218.18		338.65
Total 7202 · Water and Sewer			338.65	0.00	338.65
<b>7203 · Heating</b>					
	01/04/2021	Eversource	1,377.51		1,377.51
	02/02/2021	Eversource	1,547.38		2,924.89
Total 7203 · Heating			2,924.89	0.00	2,924.89
<b>7204 · Telephone</b>					
	01/15/2021	Frontier Communications	221.11		221.11
	02/15/2021	Frontier Communications	222.87		443.98
Total 7204 · Telephone			443.98	0.00	443.98
<b>7401 · Fuel</b>					
	01/05/2021	Dime Oil, LLC.	1,188.80		1,188.80
	01/23/2021	WEX Bank	563.59		1,752.39
	02/23/2021	WEX Bank	884.50		2,636.89
Total 7401 · Fuel			2,636.89	0.00	2,636.89
<b>7403 · Vehicle Repairs</b>					
	01/05/2021	First Line Emergency	3,855.01		3,855.01
	01/15/2021	Firematic Supply Co. Inc.	2,174.76		6,029.77
	01/15/2021	Firematic Supply Co. Inc.	3,545.08		9,574.85
	01/28/2021	First Line Emergency	1,383.21		10,958.06
	02/15/2021	First Line Emergency	4,921.39		15,879.45
Total 7403 · Vehicle Repairs			15,879.45	0.00	15,879.45
<b>7406 · Vehicle Supplies</b>					
	02/28/2021	Advance Auto Parts	17.98		17.98
Total 7406 · Vehicle Supplies			17.98	0.00	17.98
<b>7501 · Insurance-Workers Compensation</b>					
	01/01/2021	Benchmark Insurance Company	14,942.00		14,942.00
	02/01/2021	Benchmark Insurance Company	14,942.00		29,884.00
Total 7501 · Insurance-Workers Compensation			29,884.00	0.00	29,884.00



**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7512 · Pension - Defined Contribution</b>					
	01/07/2021	Lincoln Financial - Pension 401	27,311.34		27,311.34
	02/11/2021	Lincoln Financial - Pension 401	27,715.58		55,026.92
Total 7512 · Pension - Defined Contribution			55,026.92	0.00	55,026.92
<b>7606 · PEB-Uncompensated Absences Exp</b>					
	02/03/2021	Paychex	2,805.56		2,805.56
	02/03/2021	Paychex	1,975.00		4,780.56
Total 7606 · PEB-Uncompensated Absences Exp			4,780.56	0.00	4,780.56
<b>7701 · Tax Collector's Expense</b>					
	01/01/2021	Middlesex County Tax Collectors Assoc.	20.00		20.00
	01/31/2021	Bank of America	31.85		51.85
	02/01/2021	Quality Data Service, Inc	388.08		439.93
	02/01/2021	Quality Data Service, Inc	990.40		1,430.33
	02/28/2021	Bank of America	31.85		1,462.18
Total 7701 · Tax Collector's Expense			1,462.18	0.00	1,462.18
<b>7702 · Professional Org / Periodicals</b>					
	01/02/2021	Hartford Courant - Subscription	597.48		597.48
	02/08/2021	Connecticut Fire Chiefs Assoc.	60.00		657.48
Total 7702 · Professional Org / Periodicals			657.48	0.00	657.48
<b>7703 · Office Expenses</b>					
	01/31/2021	Bank of America	147.44		147.44
	01/31/2021	Bank of America	165.58		313.02
	02/28/2021	Bank of America	124.66		437.68
Total 7703 · Office Expenses			437.68	0.00	437.68
<b>7704 · Auditor</b>					
	01/26/2021	Costello Company, LLC	3,600.00		3,600.00
Total 7704 · Auditor			3,600.00	0.00	3,600.00
<b>7706 · Postage</b>					
	01/18/2021	Purchase Power	604.50		604.50
Total 7706 · Postage			604.50	0.00	604.50
<b>7708 · Commissioner's Compensation</b>					
	01/06/2021	Paychex	750.00		750.00
	02/03/2021	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			1,500.00	0.00	1,500.00

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7709 · Activity Expense</b>					
	01/31/2021	Bank of America	72.73		72.73
	02/01/2021	Lancia, Anthony R., Jr.	34.53		107.26
	02/28/2021	Bank of America	38.00		145.26
	02/28/2021	Bank of America	275.60		420.86
	02/28/2021	Bank of America	21.98		442.84
	02/28/2021	Bank of America	20.93		463.77
	02/28/2021	Bank of America	46.55		510.32
Total 7709 · Activity Expense			510.32	0.00	510.32
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711A · Legal Expense - General/Labor</b>					
<b>7711A-1 · COVID-19</b>					
	01/11/2021	Summa & Ryan, PC	341.25		341.25
Total 7711A-1 · COVID-19			341.25	0.00	341.25
<b>7711A · Legal Expense - General/Labor - Other</b>					
	01/11/2021	Summa & Ryan, PC	243.75		243.75
	02/08/2021	Summa & Ryan, PC	1,023.75		1,267.50
Total 7711A · Legal Expense - General/Labor - Other			1,267.50	0.00	1,267.50
Total 7711A · Legal Expense - General/Labor			1,608.75	0.00	1,608.75
Total 7711 · Legal Expense			1,608.75	0.00	1,608.75
<b>7710 · Professional Services - Other</b>					
	01/07/2021	Paychex	105.08		105.08
	01/07/2021	Paychex	47.44		152.52
	01/07/2021	Paychex	13.00		165.52
	01/07/2021	Paychex	22.50		188.02
	01/07/2021	Paychex	62.66		250.68
	01/14/2021	Paychex	105.08		355.76
	01/14/2021	Paychex	47.44		403.20
	01/14/2021	Paychex	399.00		802.20
	01/21/2021	Paychex	105.08		907.28
	01/21/2021	Paychex	47.44		954.72
	01/28/2021	Paychex	105.08		1,059.80
	01/28/2021	Paychex	47.44		1,107.24
	01/31/2021	Merrick & Associates, LLC	350.00		1,457.24
	02/04/2021	Paychex	106.93		1,564.17
	02/04/2021	Paychex	47.44		1,611.61
	02/04/2021	Paychex	62.66		1,674.27
	02/11/2021	Paychex	105.08		1,779.35
	02/11/2021	Paychex	45.58		1,824.93
	02/12/2021	OAK Solutions, LLC.	836.00		2,660.93

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7710 · Professional Services - Other, continued</b>					
	02/18/2021	Paychex	230.28		2,891.21
	02/18/2021	Paychex	99.91		2,991.12
	02/25/2021	Paychex	230.28		3,221.40
	02/25/2021	Paychex	99.91		3,321.31
Total 7710 · Professional Services - Other			<u>3,321.31</u>	<u>0.00</u>	<u>3,321.31</u>
Total 7710 · Professional Services			4,930.06	0.00	4,930.06
<b>7714 · Advertising / Voting</b>					
	01/28/2021	LHS Associates, Inc.	480.00		480.00
	01/31/2021	Bank of America	29.95		509.95
	01/31/2021	Middletown Press- Hearst Media Services	224.28		734.23
	01/31/2021	Hartford Courant - Advertising	84.62		818.85
	01/31/2021	Hartford Courant - Advertising	68.70		887.55
	01/31/2021	Hartford Courant - Advertising	30.21		917.76
Total 7714 · Advertising / Voting			<u>917.76</u>	<u>0.00</u>	<u>917.76</u>
<b>7717 · Software Support</b>					
	01/31/2021	Bank of America	356.00		356.00
	02/28/2021	Bank of America	356.00		712.00
Total 7717 · Software Support			<u>712.00</u>	<u>0.00</u>	<u>712.00</u>
<b>7801 · Repairs Building</b>					
<b>7801C · COVID-19</b>					
	02/28/2021	Bank of America	122.30		122.30
Total 7801C · COVID-19			<u>122.30</u>	<u>0.00</u>	<u>122.30</u>
<b>7801 · Repairs Building - Other</b>					
	01/08/2021	Salafia Electric, LLC.	206.25		206.25
	01/11/2021	River Valley Oil Service	1,020.00		1,226.25
	01/11/2021	River Valley Oil Service	120.00		1,346.25
	01/14/2021	Overhead Door Company of Hartford, Inc.	1,072.46		2,418.71
	01/14/2021	R. A. Parady & Sons, Inc.	545.00		2,963.71
	02/28/2021	Bank of America	50.07		3,013.78
Total 7801 · Repairs Building - Other			<u>3,013.78</u>	<u>0.00</u>	<u>3,013.78</u>
Total 7801 · Repairs Building			3,136.08	0.00	3,136.08
<b>7802 · Supplies Maintenance</b>					
<b>7802C · COVID-19</b>					
	01/04/2021	New England Maintenance Depot	204.00		204.00
	01/04/2021	New England Maintenance Depot	60.12		264.12
	01/04/2021	New England Maintenance Depot	21.75		285.87
	02/25/2021	New England Maintenance Depot	80.00		365.87



**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7802 · Supplies Maintenance, continued</b>					
<b>7802C · COVID-19</b>					
	02/25/2021	New England Maintenance Depot	68.00		433.87
	02/25/2021	New England Maintenance Depot	30.06		463.93
Total 7802C · COVID-19			463.93	0.00	463.93
<b>7802 · Supplies Maintenance - Other</b>					
	01/04/2021	New England Maintenance Depot	80.97		80.97
	01/28/2021	Ace Home Center	17.99		98.96
	01/31/2021	Bank of America	423.28		522.24
	01/31/2021	Bank of America	68.44		590.68
	01/31/2021	Bank of America	14.52		605.20
	01/31/2021	Bank of America	16.98		622.18
	02/28/2021	Bank of America	60.00		682.18
	02/28/2021	Bank of America	110.52		792.70
	02/28/2021	Bank of America	27.42		820.12
	02/28/2021	Ace Home Center	23.99		844.11
Total 7802 · Supplies Maintenance - Other			844.11	0.00	844.11
Total 7802 · Supplies Maintenance			1,308.04	0.00	1,308.04
<b>7803 · Services</b>					
	01/06/2021	Comcast	100.80		100.80
	01/07/2021	Comcast	16.84		117.64
	01/09/2021	De Lage Landen Financial Services, Inc.	140.36		258.00
	01/11/2021	River Valley Oil Service	300.00		558.00
	01/20/2021	JP Bellamo & Sons, Inc.	45.00		603.00
	01/21/2021	Middletown Fire Dept	250.00		853.00
	01/25/2021	All Waste	141.69		994.69
	02/06/2021	Comcast	100.80		1,095.49
	02/06/2021	De Lage Landen Financial Services, Inc.	121.00		1,216.49
	02/07/2021	Comcast	16.84		1,233.33
	02/09/2021	JP Bellamo & Sons, Inc.	45.00		1,278.33
	02/25/2021	All Waste	141.69		1,420.02
Total 7803 · Services			1,420.02	0.00	1,420.02
<b>7805 · Equipment</b>					
	01/11/2021	Total Fitness Equipment	3,049.00		3,049.00
Total 7805 · Equipment			3,049.00	0.00	3,049.00
<b>7901 · Emergency Medical Equipment</b>					
<b>7901C · COVID-19</b>					
	01/15/2021	Common Cents EMS Supply, LLC.	132.03		132.03
	02/02/2021	Common Cents EMS Supply, LLC.	340.20		472.23
Total 7901C · COVID-19			472.23	0.00	472.23

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7901 · Emergency Medical Equipment, continued</b>					
<b>7901 · Emergency Medical Equipment - Other</b>					
	01/08/2021	Common Cents EMS Supply, LLC.	9.61		9.61
	01/14/2021	Common Cents EMS Supply, LLC.	156.36		165.97
	01/18/2021	Common Cents EMS Supply, LLC.	145.80		311.77
	01/19/2021	Common Cents EMS Supply, LLC.	67.49		379.26
	01/21/2021	Common Cents EMS Supply, LLC.	303.75		683.01
	02/10/2021	Common Cents EMS Supply, LLC.	17.57		700.58
	02/15/2021	Common Cents EMS Supply, LLC.	198.00		898.58
	02/19/2021	Common Cents EMS Supply, LLC.	159.89		1,058.47
Total 7901 · Emergency Medical Equipment - Other			1,058.47	0.00	1,058.47
Total 7901 · Emergency Medical Equipment			1,530.70	0.00	1,530.70
<b>7902 · Computer Equip &amp; Supplies</b>					
	02/28/2021	Bank of America	26.58		26.58
Total 7902 · Computer Equip & Supplies			26.58	0.00	26.58
<b>7903 · Training</b>					
	01/07/2021	Commission on Fire Prevention and Control	440.00		440.00
	01/07/2021	Commission on Fire Prevention and Control	330.00		770.00
	01/07/2021	Commission on Fire Prevention and Control	440.00		1,210.00
	01/13/2021	Commission on Fire Prevention and Control	320.00		1,530.00
	01/20/2021	Commission on Fire Prevention and Control	705.00		2,235.00
	01/26/2021	Prodigy	3,100.00		5,335.00
	01/31/2021	Bank of America	34.99		5,369.99
	02/03/2021	CT Fire Academy Bookstore	144.25		5,514.24
	02/04/2021	Shagbark Lumber and Farm Supplies	816.77		6,331.01
	02/05/2021	CT Fire Academy Bookstore	652.28		6,983.29
	02/18/2021	CT Fire Academy Bookstore	103.80		7,087.09
	02/18/2021	CT Fire Academy Bookstore		1.59	7,085.50
	02/25/2021	Dept. of Emrg Svc & Public Protection		320.00	6,765.50
	02/25/2021	Dept. of Emrg Svc & Public Protection		320.00	6,445.50
	02/25/2021	Dept. of Emrg Svc & Public Protection		320.00	6,125.50
	02/25/2021	Dept. of Emrg Svc & Public Protection		165.00	5,960.50
	02/25/2021	Dept. of Emrg Svc & Public Protection		550.00	5,410.50
	02/28/2021	Bank of America	796.56		6,207.06
Total 7903 · Training			7,883.65	1,676.59	6,207.06
<b>7905 · Fire Fighting Equipment</b>					
	01/22/2021	Encore Fire Protection	128.00		128.00
	01/25/2021	Shipman's Fire Equipment Co., Inc.	1,221.00		1,349.00
	02/28/2021	Advance Auto Parts	18.28		1,367.28
	02/28/2021	Advance Auto Parts	116.91		1,484.19
Total 7905 · Fire Fighting Equipment			1,484.19	0.00	1,484.19

**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7906 · Special Service Units</b>					
	01/15/2021	Divers Cove, LLC	138.00		138.00
	01/22/2021	Divers Cove, LLC	800.00		938.00
Total 7906 · Special Service Units			938.00	0.00	938.00
<b>7907 · Fire Marshal's Office</b>					
	01/28/2021	Ace Home Center	28.41		28.41
Total 7907 · Fire Marshal's Office			28.41	0.00	28.41
<b>7909 · Uniforms</b>					
	01/07/2021	Security Uniforms, Inc.	172.00		172.00
	01/07/2021	Security Uniforms, Inc.	192.00		364.00
	01/07/2021	Security Uniforms, Inc.	37.50		401.50
	01/07/2021	Security Uniforms, Inc.	1,048.00		1,449.50
	01/07/2021	Security Uniforms, Inc.	1,013.00		2,462.50
	01/25/2021	Security Uniforms, Inc.	120.00		2,582.50
	01/25/2021	Security Uniforms, Inc.	114.00		2,696.50
	01/29/2021	Gregorio, Jr., William F.		73.00	2,623.50
	02/03/2021	Security Uniforms, Inc.	1,825.00		4,448.50
	02/09/2021	Security Uniforms, Inc.	560.00		5,008.50
	02/12/2021	Security Uniforms, Inc.	82.00		5,090.50
	02/12/2021	Security Uniforms, Inc.	74.00		5,164.50
	02/12/2021	Security Uniforms, Inc.	158.00		5,322.50
	02/17/2021	Security Uniforms, Inc.	79.75		5,402.25
	02/28/2021	Bank of America	91.90		5,494.15
Total 7909 · Uniforms			5,567.15	73.00	5,494.15
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	02/22/2021	JP Maguire Associates, Inc.	910.00		910.00
Total 7910A · Gear Cleaning/Inspection/Repair			910.00	0.00	910.00
<b>7910 · Protective Clothing - Other</b>					
	01/05/2021	Shipman's Fire Equipment Co., Inc.	915.95		915.95
	01/08/2021	Firematic Supply Co. Inc.	375.24		1,291.19
	01/14/2021	Firematic Supply Co. Inc.	362.24		1,653.43
	01/27/2021	Firematic Supply Co. Inc.	362.24		2,015.67
	01/29/2021	Firematic Supply Co. Inc.	362.24		2,377.91
Total 7910 · Protective Clothing - Other			2,377.91	0.00	2,377.91
Total 7910 · Protective Clothing			3,287.91	0.00	3,287.91



**South Fire District**  
**Monthly Expense Detail**  
**January and February 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7911 · Communications</b>					
	02/24/2021	Connecticut Communications-DBA NE Comm.	245.00		245.00
Total 7911 · Communications			245.00	0.00	245.00
<b>7912 · Cellular Phones</b>					
	01/11/2021	AT&T Mobility	462.96		462.96
	02/11/2021	AT&T Mobility	435.87		898.83
Total 7912 · Cellular Phones			898.83	0.00	898.83
<b>7915 · Medical Testing</b>					
	01/06/2021	Jacobs, Russell.	10.00		10.00
Total 7915 · Medical Testing			10.00	0.00	10.00
<b>7916 · Breathing Apparatus-Test Repair</b>					
	01/25/2021	Shipman's Fire Equipment Co., Inc.	1,221.00		1,221.00
	02/03/2021	Shipman's Fire Equipment Co., Inc.	43.61		1,264.61
	02/18/2021	Shipman's Fire Equipment Co., Inc.	214.89		1,479.50
Total 7916 · Breathing Apparatus-Test Repair			1,479.50	0.00	1,479.50
<b>7919 · FEMA Grant Purchases</b>					
<b>7919C · Grant # EMW-2019-FG-03456</b>					
	01/28/2021	Shipman's Fire Equipment Co., Inc.	4,217.95		4,217.95
Total 7919C · Grant # EMW-2019-FG-03456			4,217.95	0.00	4,217.95
Total 7919 · FEMA Grant Purchases			4,217.95	0.00	4,217.95
<b>TOTAL</b>			<b>165,754.39</b>	<b>1,749.59</b>	<b>164,004.80</b>

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

	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	5,661,085.75	5,723,109.00	-62,023.25	98.92%
4102 · Interest and Liens	29,221.94	28,000.00	1,221.94	104.36%
4103 · Tax Refunds	-5,760.40	0.00	-5,760.40	100.00%
4104 · Fees	5,231.32	0.00	5,231.32	100.00%
4105 · Prior Year Tax Collections	54,897.86	0.00	54,897.86	100.00%
4107 · Tax Supplemental MV	31,377.44	25,000.00	6,377.44	125.51%
4125 · Grants	12,855.66	0.00	12,855.66	100.00%
4126 · Contributions - Individuals	300.00	0.00	300.00	100.00%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.00%
4301 · Investment Income	3,463.06	15,000.00	-11,536.94	23.09%
4901 · Miscellaneous Income	1,638.00	0.00	1,638.00	100.00%
<b>Total Income</b>	<u>5,995,960.63</u>	<u>5,992,759.00</u>	<u>3,201.63</u>	<u>100.05%</u>
<b>Expense</b>				
7201 · Electricity	13,288.52	22,500.00	-9,211.48	59.06%
7202 · Water and Sewer	1,452.31	2,470.00	-1,017.69	58.80%
7203 · Heating	6,545.22	12,000.00	-5,454.78	54.54%
7204 · Telephone	1,799.70	3,000.00	-1,200.30	59.99%
7401 · Fuel	8,786.27	20,000.00	-11,213.73	43.93%
7403 · Vehicle Repairs	43,669.18	60,000.00	-16,330.82	72.78%
7404 · Annual OSHA Inspection	1,195.00	1,200.00	-5.00	99.58%
7406 · Vehicle Supplies	800.86	2,000.00	-1,199.14	40.04%
7501 · Insurance-Workers Compensation	131,056.00	170,000.00	-38,944.00	77.09%
7502 · Insurance - Commercial Package	34,532.53	49,885.00	-15,352.47	69.22%
7503 · Insurance - Medical	513,977.56	872,689.00	-358,711.44	58.90%
7504 · Insurance - Cyber	2,184.00	3,100.00	-916.00	70.45%
7509 · Insurance - Life and Disability	27,768.72	51,508.00	-23,739.28	53.91%
7512 · Pension - Defined Contribution	217,422.75	346,544.00	-129,121.25	62.74%
7513 · Unused Sick Time	0.00	24,137.00	-24,137.00	0.00%
7601 · Salaries - Fire Department	1,774,646.62	2,777,700.00	-1,003,053.38	63.89%
7602 · Salaries - Administrative	85,534.81	140,887.00	-55,352.19	60.71%
7603 · Replacement / Call Backs	368,240.69	397,000.00	-28,759.31	92.76%
7604 · Fringe Benefits	86,277.24	118,058.00	-31,780.76	73.08%
7606 · PEB-Uncompensated Absences Exp	24,364.53	10,000.00	14,364.53	243.65%
7607 · PEB-Heart and Hypertension	55,276.00	215,276.00	-160,000.00	25.68%
7609 · Employer - Social Security	140,306.68	213,585.00	-73,278.32	65.69%
7610 · Employer - Medicare	32,812.76	49,952.00	-17,139.24	65.69%
7701 · Tax Collector's Expense	12,817.93	20,000.00	-7,182.07	64.09%
7702 · Professional Org / Periodicals	1,312.48	2,205.00	-892.52	59.52%
7703 · Office Expenses	2,160.43	3,500.00	-1,339.57	61.73%
7704 · Auditor	7,200.00	6,700.00	500.00	107.46%
7705 · Professional Development	0.00	5,000.00	-5,000.00	0.00%
7706 · Postage	1,855.92	4,000.00	-2,144.08	46.40%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%

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

	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7708 · Commissioner's Compensation	5,850.00	9,000.00	-3,150.00	65.00%
7709 · Activity Expense	1,875.37	3,500.00	-1,624.63	53.58%
7710 · Professional Services	15,678.86	40,000.00	-24,321.14	39.20%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	5,526.40	3,300.00	2,226.40	167.47%
7714 · Advertising / Voting	2,824.72	4,500.00	-1,675.28	62.77%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	0.00	978.00	-978.00	0.00%
7717 · Software Support	18,827.68	26,000.00	-7,172.32	72.41%
7801 · Repairs Building	10,289.11	20,000.00	-9,710.89	51.45%
7802 · Supplies Maintenance	6,190.54	8,900.00	-2,709.46	69.56%
7803 · Services	12,340.76	18,000.00	-5,659.24	68.56%
7805 · Equipment	4,560.92	4,600.00	-39.08	99.15%
7901 · Emergency Medical Equipment	7,408.32	12,500.00	-5,091.68	59.27%
7902 · Computer Equip & Supplies	1,219.75	2,000.00	-780.25	60.99%
7903 · Training	14,056.83	30,500.00	-16,443.17	46.09%
7904 · Public Fire Education	2,017.08	3,500.00	-1,482.92	57.63%
7905 · Fire Fighting Equipment	7,509.08	14,000.00	-6,490.92	53.64%
7906 · Special Service Units	938.00	4,560.00	-3,622.00	20.57%
7907 · Fire Marshal's Office	2,653.63	4,000.00	-1,346.37	66.34%
7909 · Uniforms	21,853.46	26,500.00	-4,646.54	82.47%
7910 · Protective Clothing	23,676.10	28,275.00	-4,598.90	83.74%
7911 · Communications	3,195.97	4,500.00	-1,304.03	71.02%
7912 · Cellular Phones	3,647.74	4,350.00	-702.26	83.86%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.50%
7915 · Medical Testing	1,669.50	4,500.00	-2,830.50	37.10%
7916 · Breathing Apparatus-Test Repair	1,814.83	6,000.00	-4,185.17	30.25%
8999 · CNR Current Year	48,022.08	50,000.00	-1,977.92	96.04%
<b>Total Expense</b>	<b>3,821,358.94</b>	<b>5,992,759.00</b>	<b>-2,171,400.06</b>	<b>63.77%</b>
Grants				
COVID-19	12,855.66			
<b>Total Grants</b>	<b>12,855.66</b>			
Grant Purchases				
7919 · FEMA Grant - Training	6,062.57			
<b>Total Grant Purchases</b>	<b>6,062.57</b>			



# South Fire District Cash Balance Report February 2021

## CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	3,697,354.57
	Operating - Checking	\$	569,461.91
	<b>Total:</b>	\$	<u>4,266,816.48</u>

## Restricted Funds:

CNR	\$	1,370,253.55
Post-Employment Benefits	\$	453,705.59

Submitted by:  
Kathleen M. Kiley

# Tax Collections February 2021

	TOTAL COLLECTABLE TAX (GRAND RATE BOOK)	TOTAL TAXES PAID (GRAND RATE BOOK)	CURRENT YEAR REFUNDS (GRAND RATE BOOK)	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS (GRAND RATE BOOK)
RE	\$ 4,436,832.75	\$ 4,418,266.22	-\$2,465.59	99.53%	-\$1,590.51
PP	\$ 866,063.52	\$ 863,888.61	-\$17.43	99.75%	-\$23.28
MV	\$ 414,938.40	\$ 378,930.92	-\$1,499.29	90.96%	-\$117.01
MVS	\$ <u>57,846.69</u>	\$ <u>31,377.44</u>	<u>-\$5.14</u>	54.23%	<u>-\$42.15</u>
TOTAL	\$ 5,775,681.36	\$ 5,692,463.19	\$ (3,987.45)	98.49%	\$ (1,772.95)

Submitted by:  
Kathleen M. Kiley



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

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

- Preparations for budget 2021-2022
- FEMA AFG grants period, closed on February 12<sup>th</sup> applying for two grants. Health & Safety, and a Training grant.
- FEMA Fire Prevention & Education grant period closed on February 26<sup>th</sup>. We did apply for this. Our grant is geared towards seniors, low income neighborhoods.
- Firefighter Interviews all week 22 candidates interviewed
- **Meetings:**
  - Storm preparations 2/1
  - Weekly staff meetings with Officer's
  - Weekly building meeting with Contractor
  - Brush 36 Committee meeting 2/8
  - Building committee meeting 2/8
  - FEMA conference call Covid grant 2/10
  - Citywide webx meeting Covid 2/10
  - FEMA conference call 2/10
  - Middlesex Health Grant meeting 2/11
  - Building meeting 2/16
  - Employee review 2/16
  - State Fire Chief's meeting 2/18
  - WWMS/Beman construction Tour with Emergency Management
  - FEMA Zoom meeting on grant award progress 2/24
  - Litchfield County Fire Chiefs meeting 2/24

**Events:**

Brush Truck grant awarded contract to SVI 2/17

**Incidents:**

Mutual aid Berlin 2/6

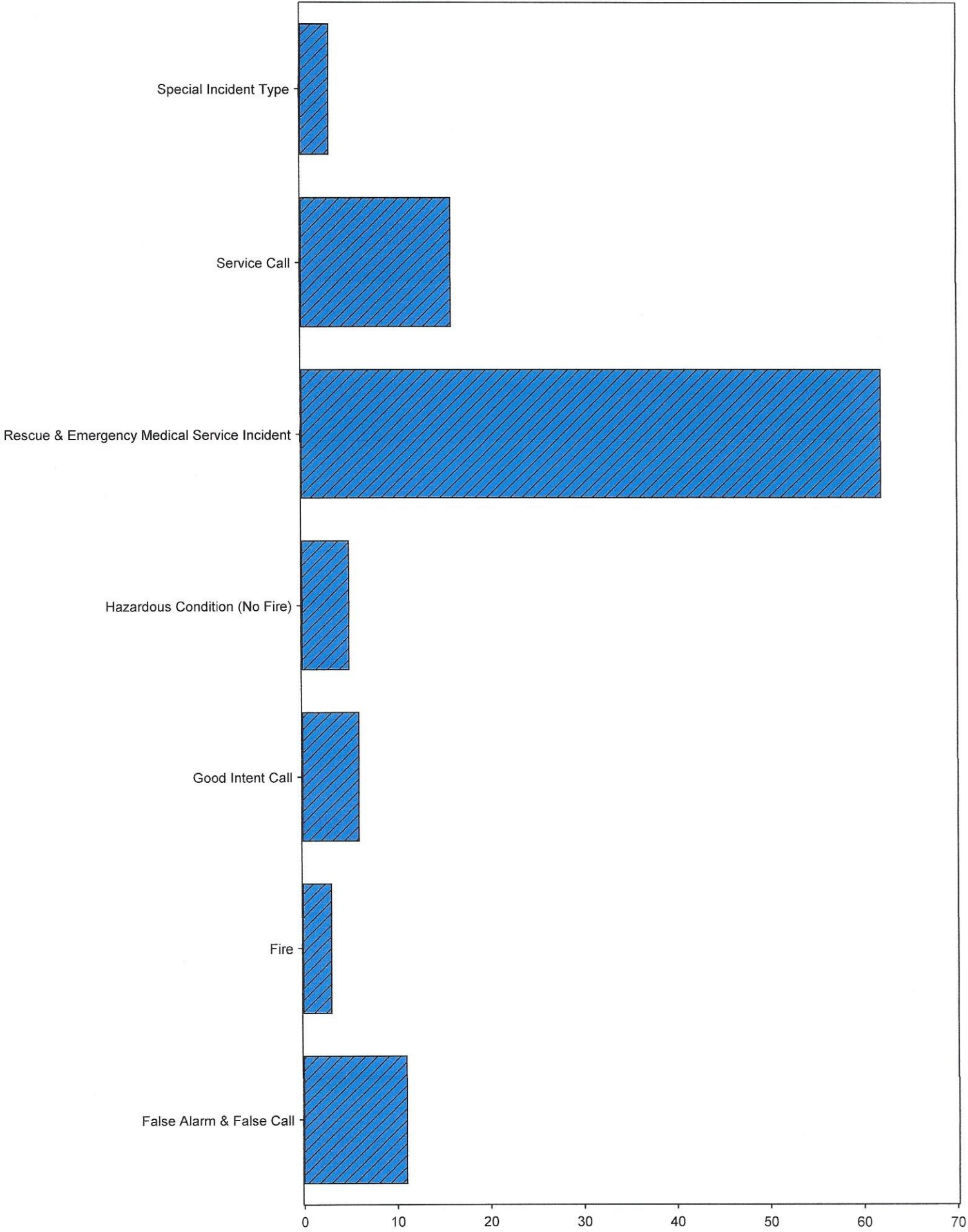
Mutual Aid Middletown, Structure fire 2/25

Fire Chief, Michael J. Howley

February 2021 Monthly Report



Incident Type Summary  
Alarm Date Between {02/01/2021} And {02/28/2021}





**SOUTH FIRE DISTRICT**  
City of Middletown

**FEBRUARY MONTHLY REPORT TO**

**South Fire District Board of Commissioners**

**Deputy Chief Russ Jacobs**

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Commissioners,

I am respectfully submitting a report detailing my recent activities during the Month of February.

- Attended three-day training for Health and Safety Officer Certification
- Attended NIFIRS training with State Data Management Trainer
- Performed five days of oral interviews with firefighter candidates
- Attended labor management meeting for smooth working relationship
- Performed second oral interviews with strong scoring firefighter candidates
- Attended meeting for Administrative Assistant job title and salary review
- Reviewed Lieutenant's request for proper guidance with any particular incident responses and how it affects any Union contractual language
- Attended hospital COVID dispatch meeting
- Attended District Ice Rescue platoon training
- Arrangements for department uniform procurement from vendor
- Attended monthly Commissioner's meeting
- Met with staff members on mandatory contractual requirements
- Continued working towards writing a Rescue Boat Grant with LT Zajac and LT Handley
- Continued any needed documentation to process COVID 19 vaccines for all employees
- Attended building renovations meeting with contractors and architects
- Facilitated daily HR requests and assisted with administration staff
- Daily staff debriefing meetings with all Officers
- Facilitated general vehicle maintenance and repairs

Deputy Chief Russ Jacobs  
February 2021 Monthly Report



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

**Fire Chief Michael J. Howley**

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

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I am respectfully submitting for your review the following items completed for the month of February, 2021:

**Fire Marshal Office Activities/Duties:**

- Attended Monthly SFD Firehouse Renovation Meeting with Contractor
- 11 Training Hill Road – Fire Pump Meeting
- Juvenile and Adult Firesetting Meeting with State of Connecticut
- Procore overview Meeting with Enterprise Builders
- Attended Code Enforcement Meeting
- Meeting with Planning and Zoning Department
- 999 Randolph Road – Key Vault and Additional Seating Meeting
- 1150 South Main Street – Key Vault Meeting
- 1160 South Main Street – Key Vault Meeting
- 600 Highland Ave - Review Emergency Management Plan Meeting
- 144 Prout Hill - Key Vault Meeting
- Meeting with the Health Department
- Attended Code Enforcement Meeting
- 600 highland Avenue - conducted fire drill
- Middletown Kids Health and Safety Fair Meeting

**Inspections:**

- New Middle School – progress inspection with Building Dept.
- 34 East Main Street – industrial inspection final inspection with Building Dept.
- 50 Walnut Street - business progress inspection with Building Dept.
- 999 Randolph Road - assembly inspection
- 760 Saybrook Road Lower - business inspection
- New Middle School – progress inspection with Building Dept.



**Inspections cont.:**

- 760 Saybrook Road Upper - business inspection
- 121 Main Street Extension - fire alarm approval inspection
- 660 South Main Street - business inspection
- New Middle School – sprinkler test inspection
- 597 Saybrook Road - industrial inspection
- 16 Lake Street - apartment building re-inspection
- 520 East Main Street - assembly inspection
- 216 Sand Hill Road – group home inspection

**Training:**

- Virtual Career Development – 2018 IPC and IMC Changes - Session 1
- Virtual Career Development – 2018 IPC and IMC Changes - Session 2
- Virtual Career Development – 2018 IPC and IMC Changes - Session 3
- NFIRS Training Session- Uploading Incident Data Seminar
- Virtual Career Development - Maintenance, Testing and Inspection of Sprinkler Systems – Session 1
- Virtual Career Development - Maintenance, Testing and Inspection of Sprinkler Systems – Session 2
- Virtual Career Development - Maintenance, Testing and Inspection of Sprinkler Systems – Session 3

Fire Marshal James M. Mastroianni  
February, 2021



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

**Fire Chief: Michael J. Howley**

**From: Deputy Fire Marshal Jason Hurlbut**

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I am respectfully submitting for your review the following items completed for the month of February, 2021:

**Fire Marshal Office Activities/Duties:**

- 1 Wildermans Way – Inspection with Building Department
- 34 East Main Street – Inspection with Building Department
- 11 Training Hill Road – Fire Pump Test
- 1 Wildermans Way – Inspection with Building Department
- 1 Wildermans Way – Inspection with Building Department
- Code Enforcement Meeting (virtual)
- 1 Wildermans Way – Inspection with Building Department
- 121 Main Street Extension – Fire Alarm Approval
- 144 Prout Hill Road – Key Vault Meeting
- 1 Wildermans Way – Inspection with Building Department
- 1 Wildermans Way – Inspection with Building Department
- 1 Wildermans Way – Sprinkler Pressure Test
- 999 Randolph Road – Inspection with Building Department

**Inspections:**

- 999 Randolph Road – assembly – Inspection
- 770 Saybrook Road – business – Inspection
- 760 Saybrook Road – business – Inspection
- 660 South Main Street – business – Inspection
- 520 East Main Street – assembly – Inspection
- 597 Saybrook Road – industrial – Inspection
- 16 Lake Street – residential – Re-Inspection

**Training:**

- Fire Dynamics – Oklahoma State University (online)
- Fire Alarm Inspections – Oklahoma State University (online)
- 2018 IPC and IMC Changes (Virtual Training) 1<sup>st</sup> Session – OEDM
- 2018 IPC and IMC Changes (Virtual Training) 2<sup>nd</sup> Session – OEDM
- 2018 IPC and IIMC Changes (Virtual Training) 3<sup>rd</sup> Session - OEDM

Deputy Fire Marshal Jason Hurlbut  
February, 2021





***Office of the Training Captain***

**SOUTH FIRE DISTRICT**

**445 RANDOLPH ROAD**

**MIDDLETOWN, CT 06457**

**860-347-6661**

**Fax 860-346-6787**

March 2, 2021

Greetings,

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

**Training:**

- Currently enrolled in Fire Officer 2 program. This has been every Monday & Wednesday since February 1<sup>st</sup> in Wolcott. Finish date 3/10/21.
- Virtual training sessions with Eversource Gas. 2 Platoons have completed, 2 others will complete this month. This 3-hour program educates personnel about all components of natural gas infrastructure throughout CT and the Greater Middletown area. It also includes specific training for mitigating natural gas and propane emergencies in residential & commercial occupancies, using safest practices while awaiting Eversource's arrival.
- Coordinating replacement of 2 gas meters used for detecting Hydrogen Cyanide.
- Ice Rescue Training at Dooley's Pond (2 Platoons completed, 2 next week).
- Participated in 2<sup>nd</sup> round interviews for new firefighter candidates.

**Emergency Responses:**

2/26-Structure Fire-College Street (Middletown district)

Respectfully Submitted,

Nick Fischer  
Training Captain

# SouthFire

## Training Classes by Category

Class Date Between {02/01/2021} And {02/28/2021}

							-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points	
<b>BFAM Building Familiarization</b>									
02/16/2021	10:10	Building Familiarization	1		A	0.33	0.00	0.00	
Totals for Category:						0.33	0.00	0.00	
<b>CANCER Cancer Awareness &amp; Prevention</b>									
02/04/2021	11:00	Cancer Awareness & Prevention	1		A	0.50	0.00	0.00	
02/11/2021	11:30	Cancer Awareness & Prevention	1		D	0.50	0.00	0.00	
02/18/2021	10:30	Cancer Awareness & Prevention	1		S	0.50	0.00	0.00	
Totals for Category:						1.50	0.00	0.00	
<b>CHIMNEY CHIMNEY FIRE REVIEW</b>									
02/16/2021	09:30	CHIMNEY FIRE REVIEW	1		A	2.00	0.00	0.00	
Totals for Category:						2.00	0.00	0.00	
<b>COLD H2O RES Cold Water Rescue/Refresher</b>									
02/09/2021	10:00	Cold Water Rescue/Refresher	1		B	1.00	0.00	0.00	
02/11/2021	10:00	Cold Water Rescue/Refresher	1		D	1.50	0.00	0.00	
Totals for Category:						2.50	0.00	0.00	
<b>ENG DRIVING Engine/operator driver training</b>									
02/03/2021	10:00	Engine/operator driver training	1	E32	D	2.00	0.00	0.00	
Totals for Category:						2.00	0.00	0.00	
<b>FO 2 Fire Officer II Program</b>									
02/01/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00	
02/03/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00	
02/08/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00	
02/10/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00	
02/17/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00	
Totals for Category:						40.00	0.00	0.00	
<b>FO1 Fire Officer 1</b>									
02/02/2021	08:00	Fire Officer 1	1		S	8.00	0.00	0.00	

# SouthFire

## Training Classes by Category

Class Date Between {02/01/2021} And {02/28/2021}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
<b>FO1 Fire Officer 1</b>								
02/04/2021	08:00	Fire Officer 1	1		S	8.00	0.00	0.00
02/09/2021	08:00	Fire Officer 1	1		S	8.00	0.00	0.00
02/11/2021	08:00	Fire Officer 1	1		S	8.00	0.00	0.00
02/16/2021	08:00	Fire Officer 1	1		S	8.00	0.00	0.00
02/18/2021	08:00	Fire Officer 1	1		S	8.00	0.00	0.00
Totals for Category:						48.00	0.00	0.00
<b>FSI 1 Fire Service Instructor 1</b>								
02/03/2021	08:00	Fire Service Instructor 1	1		S	8.00	0.00	0.00
02/10/2021	08:00	Fire Service Instructor 1	1		S	48.00	0.00	0.00
Totals for Category:						56.00	0.00	0.00
<b>GLUCOMETRY GLUCOMETRY-INITIAL TRAINING</b>								
02/18/2021	10:00	GLUCOMETRY-INITIAL TRAINING	1		S	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
<b>HYBRD ELEC Electric Vehicle Training</b>								
02/12/2021	12:00	Electric Vehicle Training	1		A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
<b>NATURAL GAS Natural Gas Emergencies</b>								
02/23/2021	09:00	Natural Gas Emergencies	1		D	3.00	0.00	0.00
Totals for Category:						3.00	0.00	0.00
<b>PREPLAN Prefire Preplan</b>								
02/16/2021	11:30	Prefire Preplan	1		A	0.50	0.00	0.00
Totals for Category:						0.50	0.00	0.00
<b>SURFACEICE SURFACE ICE RESCUE</b>								
02/25/2021	10:00	SURFACE ICE RESCUE	1		B	2.00	0.00	0.00
02/26/2021	10:00	SURFACE ICE RESCUE	1		C	2.00	0.00	0.00

# SouthFire

## Training Classes by Category

Class Date Between {02/01/2021} And {02/28/2021}

						-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
SURFACEICE SURFACE ICE RESCUE								
Totals for Category:						4.00	0.00	0.00
TRACTIONSPLT Hare Traction Splint								
02/22/2021	10:00	Hare Traction Splint	1		C	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
Total Classes: 28			Grand Totals:			162.83	0.00	0.00





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

**Public Safety Telecommunications Report**  
**March 2021**

1. Monthly Call Statistics sheet is available. Activity for February is approximately 4,538 incidents, approximately 1,765 911 calls and about 7,500 administrative calls.
2. We continue with the new CAD system as implemented on February 1<sup>st</sup>. Dispatchers remain on a learning curve which is to be expected.
3. Staffing update; Current 20 Full 21. Although that brings us up to 20 filled positions of 21 authorized we still have two in training and not on line.
4. Budget process for the City has started and I have already met with the Mayor and Finance Department staff. Total cost for the center is \$2.48M. This doesn't include employee benefits such as pension, health etc. Those numbers are in a lump sum line item in overall City budget. The Budget Workshop is April 12<sup>th</sup>.
5. The Town of Portland has sent a letter to the City to extend the Inter-Local one year as provided in that agreement.
6. We have completed the first maintenance service from Motorola recently with some basic software patches. This is part of our extensive service plan.

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

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	2443	3393											5836	2918
Portland Police Dept.	270	320											590	295
Fire Departments (Midd.)	374	382	0	0	0	0	0	0	0	0	0	0	756	378
Middletown Fire Dept.	181	212											393	197
South Fire District	123	108											231	116
Westfield Fire District	70	62											132	66
Fire Department (Portland)	39	39											78	39
Ambulance only Calls	488	404											892	446
<b>TOTAL INCIDENT CASE #'s</b>	<b>3614</b>	<b>4538</b>	<b>0</b>	<b>0</b>									<b>8152</b>	<b>4076</b>
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
<b>MIDDLETOWN</b>	1391	1405											2796	1398
Wireless & wireline originating in Middletown														
<b>PORTLAND</b>	187	184											371	186
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	199	176											375	188
<b>TOTAL 911 CALLS</b>	1777	1765											3542	1771
<b>TOTAL ADMIN. CALLS IN</b>	5558	5356											10914	5457
<b>TOTAL ADMIN. CALLS OUT</b>	2209	2159											4368	2184
<b>TOTAL PHONE CALLS</b>	<b>9544</b>	<b>9280</b>	<b>0</b>	<b>0</b>									<b>18824</b>	<b>9412</b>
												2020	128,562	10,714
												2019	127,979	10,665
												2018	127,008	10,584
												AVG	127,850	10,654