

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, April 10, 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/82183170470>
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. 821 8317 0470

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING AGENDA
MONDAY, APRIL 10, 2023 at 7:00 p.m.
SOUTH FIRE DISTRICT MEETING ROOM & VIRTUAL VIA ZOOM**

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ACCEPT/AMEND AGENDA**
- 4) OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**
- 5) CLOSE PUBLIC SESSION**
- 6) MINUTES TO BE APPROVED**
 - a) March 13, 2023 Regular Meeting
 - b) March 28, 2023 Special Meeting/Budget Workshop
 - c) March 30, 2023 Special Meeting/Executive Session
- 7) TAX COLLECTOR’S REPORTS – MARCH 2023**
 - a) Tax Collector’s Reports
- 8) FINANCIAL REPORTS**
 - a) Monthly Expense Detail: February 2023 and March 2023
 - b) Profit & Loss Budget vs. Actual: July 2022 through March 2023
 - c) Cash Balance Report: March 2023
- 9) ADMINISTRATIVE REPORTS – MARCH 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
 - e) Goals for 2023 – Chief Trzaski (*request postponement*)
 - f) Marine 3 Update
 - g) Discussion of Sumner Brook
- 12) NEW BUSINESS**
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 14) CLOSE PUBLIC SESSION**
- 15) ADJOURNMENT**

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

**Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Monday, March 13, 2023 at 7:00 p.m.**

Held at the firehouse and via Zoom - Meeting I.D. 869 8874 6711

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

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 7:03 p.m.

2. PLEDGE OF ALLEGIANCE was recited.

3. ACCEPT/AMEND AGENDA

MOTION to accept the agenda by Comm. Pessina/Comm. Thazhampallath. Unanimously approved.

4. OPEN PUBLIC SESSION (ITEMS ON THE AGENDA)

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

Dan Penney, Chamberlain Hill Road

Mr. Penney commented on three agenda items:

- Item 11 a) – Mr. Penney looks forward to public participation concerning adjustments to the by-laws prior to the amendments being presented for referendum.
- Item 11 c) – Mr. Penney encouraged the commission to keep the second public session on the agendas moving forward, which would be in the best interest of the public.
- Item 12 a) – Mr. Penney urged the commission to have at least three budget workshops to allow the public to be informed of and digest budget information which is usually not readily available in advance prior to the referendum.

5. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public session at 7:07 p.m.

6. MINUTES TO BE APPROVED

- a. **FEBRUARY 6, 2023 ANNUAL MEETING**
- b. **FEBRUARY 14, 2023 REGULAR MEETING**

MOTION to approve the minutes of the February 6, 2023 annual meeting and the February 14, 2023 regular meeting by Comm. Thazhampallath/Comm. Giuliano. Voting was as follows:

	<u>2/6/23 Annual Meeting</u>	<u>2/14/23 Regular Meeting</u>
Commissioner Kleckowski	Aye	Aye
Commissioner Giuliano	Aye	Aye
Commissioner Thazhampallath	Aye	Aye
Commissioner Pessina	Abstained	Aye
Commissioner Gregorio	Aye	Abstained

The motion to approve the minutes of the 2/6/23 annual meeting passed with four ayes and one abstention.

The motion to approve the minutes of the 2/14/23 regular meeting passed with four ayes and one abstention.

7. TAX COLLECTOR’S REPORTS – FEBRUARY 2023

a. TAX COLLECTOR’S REPORT

The tax collector’s reports were reviewed and accepted.

8. FINANCIAL REPORTS

a. MONTHLY EXPENSE DETAIL: DECEMBER 2022 AND FEBRUARY 2023

b. PROFIT & LOSS BUDGET VS. ACTUAL: JULY 2022 THROUGH FEBRUARY 2023

c. CASH BALANCE REPORT: FEBRUARY 2023

The financial reports were reviewed and accepted.

9. ADMINISTRATIVE REPORTS – FEBRUARY 2023

Chief Trzaski and Deputy Chief Trzaski provided an overview of the February 2023 administrative reports.

10. COMMISSIONER REPORTS

a. BUILDING COMMITTEE: COMMISSIONER THAZHAMPALLATH

Commissioner Thazhampallath provided a detailed overview of the 3/13/23 Building Committee meeting.

MOTION to endorse and support the creation of a professional service agreement with Landmark Architects and authorize the chairwoman to sign such agreement by Comm. Giuliano/ Comm. Pessina. Voting was as follows:

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

The motion passed with four ayes and one abstention.

b. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI

A Pension Committee meeting is planned for May.

c. PUBLIC SAFETY TELECOMMUNICATIONS: COMMISSIONER GIULIANO

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

d. RIVERFRONT REDEVELOPMENT UPDATE: COMMISSIONER PESSINA

Commissioner Pessina provided an update of the Riverfront Development Project.

11. OLD BUSINESS

a. DISCUSSION OF BUDGET PROMOTION

Deputy Chief Fischer advised the commission that he is working on the proposed budget mailer, but more substance is needed prior to finalizing it, which should be available after the first budget workshop.

b. BY-LAWS REVIEW

Chairwoman Kleckowski reported there are sections in the by-laws that need to be addressed, particularly language related to elections (Articles II and III).

MOTION to schedule workshops to review *Article II Section 4* and *Article III* by Comm. Pessina/Comm. Gregorio. Unanimously approved.

c. DISCUSSION OF SECOND PUBLIC SESSION

MOTION, to remove *Second Public Session – Items on the Agenda* by Comm. Thazhampallath/Comm. Pessina. After a discussion, Commissioner Thazhampallath withdrew his motion, which was accepted by Commissioner Pessina.

d. STATUS OF AUDITOR'S REPORT/FINANCIAL STATEMENTS AS OF JUNE 30, 2022

Chief Trzaski reported that another extension has been filed to, and granted by, the Secretary of the Connecticut Office of Policy and Management.

12. NEW BUSINESS

a. SET DATES/TIMES FOR BUDGET WORKSHOPS

MOTION to have a budget workshop on Tuesday, March 28, 2023 at 6:30, a budget workshop on April 4th at 6:30, a public hearing on April 10th at 6:00, followed by a special meeting to set the mill rate, following the board of commissioner's meeting during which the hours of the referendum will be set by Comm. Gregorio/Comm. Pessina. Unanimously approved.

b. ECONOMIC DEVELOPMENT

The commission and chiefs briefly discussed projects happening in the district. Commissioner Kleckowski encouraged the board to attend the city's Economic Development Committee meetings, which are held on the second Tuesday of every month at 7:15 p.m. via WebEx or in person. This item will remain on future agendas.

c. ROUTE 9 PROPOSAL

The commission and chiefs briefly discussed the city's proposal to create a new Route 9 northbound off-ramp on River Road. This item will remain on future agendas.

13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA

Commissioner Kleckowski opened the public session at 8:24 p.m. No one wished to speak.

14. CLOSE PUBLIC SESSION

Commissioner Kleckowski closed the public session at 8:24 p.m.

15. ADJOURNMENT

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

The meeting adjourned at 8:24 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.

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

**Board of Fire Commissioners
BUDGET WORKSHOP MINUTES
Tuesday, March 28, 2023 – 6:30 p.m.**

Held at the firehouse and available via Zoom - Meeting ID 825 1544 6814

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, Pessina, and Gregorio; Chief Trzaski, Deputy Chief Fischer (via Zoom), Budget Analyst Kathy Kiley, Executive Assistant Alyse McEwen, Tax Collector Lee Matterazzo (via Zoom)

Absent: Commissioner Thazhampallath

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. DISCUSSION OF BUDGET MEETING AND BUDGET REFERENDUM DATES

MOTION to set the time for the budget referendum from 8:00 a.m. until 8:00 p.m. by Comm. Thazhampallath/ Comm. Gregorio. Unanimously approved.

4. BUDGET WORKSHOP

Two different scenarios were presented due to the possibility of not collecting motor vehicle because of the current imposed mill rate cap of 32.46 mills. In order for the South Fire District to collect motor vehicle taxes, the State of Connecticut will need to raise the mill rate cap, or the City of Middletown will need to reduce their mill rate.

Kathy Kiley reviewed each line item, the details of which are outlined in the draft "2023 – 2024 Budget Notes" dated 3/28/23 (copies of the proposed budget and related documents are attached).

The administrative staff answered questions of the Commission.

5. ADJOURNMENT

MOTION to adjourn by Comm. Gregorio/Comm. Giuliano. Voting was as follows:

The meeting adjourned at 7:35 p.m.

Submitted by,



Alyse McEwen
Recording Secretary

South Fire District
Budget 2023 and Proposed 2024
Special Meeting - Budget Workshop 03/28/2023
Without Motor Vehicle Taxes OR State MV Fire District Grant

	2023 Budget	Proposed 2024	Change	% Change
Property Tax Calculation				
Grand List	1,053,409	1,312,670	259,261	24.61%
Grand List @ 99%	1,042,875	1,299,543	256,668	24.61%
Mill Rate *	5.555	5.216	-0.339	-6.10%
Taxes Billed	5,851,801	6,847,506	995,705	17.02%
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	5,793,283	6,779,031	985,748	17.02%
Tax Supplement	0	0	0	0.00%
Interest and Liens	30,000	30,000	0	0.00%
Investment Income	2,000	10,000	8,000	400.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
State MV Fire District Grant	521,885	0	-521,885	-100.00%
	6,548,818	7,020,681	471,863	7.21%
Expenses				
Utilities				
7201 · Electricity	22,500	22,500	0	0.00%
7202 · Water and Sewer	2,500	2,500	0	0.00%
7203 · Heating	12,000	15,000	3,000	25.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	40,000	43,000	3,000	7.50%
Apparatus / Vehicles				
7401 · Fuel	30,000	45,000	15,000	50.00%
7403 · Vehicle Repairs	50,000	40,000	-10,000	-20.00%
7403-1 · Apparatus Preventative Maint.	12,000	12,650	650	5%
7404 · NFPA/OSHA Compliance - Renamed	1,200	12,000	10,800	900.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	95,200	111,650	16,450	17.28%
Insurance				
7501 · Insurance - Workers Compensation	190,000	165,000	-25,000	-13.16%
7502 · Insurance - Commercial Package	51,000	51,000	0	0.00%
7503 · Insurance - Medical	911,911	984,502	72,591	7.96%
7504 · Insurance - Cyber	6,250	6,250	0	0.00%
7509 · Insurance - Life and Disability	55,504	56,888	1,384	2.49%
7512 · Pension - Defined Contribution	370,040	395,372	25,332	6.85%
7513 · Unused Sick Time	20,000	24,541	4,541	22.71%
Total	1,604,705	1,683,553	78,848	4.91%
Salaries and Wages				
7601 · Salaries - Fire Department	2,964,700	3,129,382	164,682	5.55%
7602 · Salaries - Administrative	185,000	190,000	5,000	2.70%
7603 · Replacement / Call Backs	520,000	674,974	154,974	29.80%
7604 · Fringe Benefits	123,600	131,011	7,411	6.00%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	206,489	206,489	0	0.00%
7609 · Employer - Social Security	236,038	256,622	20,584	8.72%
7610 · Employer - Medicare	55,203	60,017	4,814	8.72%
Total	4,301,030	4,658,495	357,465	8.31%

Administration

7701 · Tax Collector's Expense	23,000	24,000	1,000	4.35%
7702 · Professional Org / Periodicals	2,205	2,675	470	21.32%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	7,750	7,750	0	0.00%
7705 · Professional Development	4,500	8,500	4,000	88.89%
7706 · Postage	4,000	4,000	0	0.00%
7707 · Contingency	50,000	50,000	0	0.00%
7708 · Commissioner's Compensation	9,000	9,000	0	0.00%
7709 · Activity Expense	3,500	3,500	0	0.00%
7710 · Professional Services	35,000	35,000	0	0.00%
7712 · Office Equipment	1,200	1,200	0	0.00%
7713 · Actuarial Services	3,300	3,300	0	0.00%
7714 · Advertising / Voting	4,500	6,200	1,700	37.78%
7715 · Lien Fees	1,200	1,200	0	0.00%
7716 · Archive Services	978	978	0	0.00%
7717 · Software Support	53,100	53,100	0	0.00%
Total	206,733	213,903	7,170	3.47%

Physical Plant

7801 · Repairs Building	20,000	20,000	0	0.00%
7802 · Supplies Maintenance	8,900	8,900	0	0.00%
7803 · Services	18,000	13,000	-5,000	-27.78%
7805 · Equipment	4,600	4,600	0	0.00%
Total	51,500	46,500	-5,000	-9.71%

Fire Department Operations

7901 · Emergency Medical Equipment	12,500	12,500	0	0.00%
7902 · Computer Equip & Supplies	2,000	2,000	0	0.00%
7903 · Training	30,500	37,500	7,000	22.95%
7904 · Public Fire Education	4,500	4,500	0	0.00%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	5,500	7,000	1,500	27.27%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	27,150	28,500	1,350	4.97%
7910 · Protective Clothing	30,000	35,000	5,000	16.67%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	5,200	5,600	400	7.69%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	3,800	4,180	380	10.00%
7916 · Breathing Apparatus-Test & Repair	4,500	2,800	-1,700	-37.78%
Total	149,650	163,580	13,930	9.31%

8999 · CNR Contribution	100,000	100,000	0	0.00%
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Total Expense	6,548,818	7,020,681	471,863	7.21%
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**SOUTH FIRE DISTRICT
445 Randolph Road
Middletown, CT 06457**

**Board of Fire Commissioners – Special Meeting Minutes
Thursday, March 30, 2023 at 6:00 p.m.**

**Held at the firehouse and via Zoom Video Conferencing
Meeting I.D. 828 3901 5232**

Present: Commissioners Kleckowski, Giuliano, Pessina, and Gregorio; Chief Trzaski, Deputy Chief Fischer

Absent: Commissioner Thazhampallath

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE was recited.

3. EXECUTIVE SESSION

MOTION to go into executive session, pursuant to Statutes Section 1-200(6)(B) and Section 1-225 (a) of the Connecticut General Statutes, as amended, to discuss a pending legal claim from a former South Fire District employee by Comm. Gregorio/Comm. Pessina. Unanimously approved. Executive Session began at 6:03 p.m.

In attendance were Commissioners Kleckowski, Giuliano, Pessina, and Gregorio; Chief Trzaski; Deputy Chief Fischer.

MOTION to close Executive Session by Comm. Giuliano/Comm. Gregorio. Unanimously approved.

Executive Session ended at 6:57 p.m.

4. CALL BACK TO ORDER

Chairwoman Kleckowski called the meeting back to order at 7:06 p.m.

MOTION to proceed with the recommendation of the district's attorney by Comm. Gregorio/Comm. Pessina. Unanimously approved.

5. ADJOURNMENT

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

The meeting was adjourned at 7:07 p.m.

Submitted by,



Alyse McEwen

Recording Secretary

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

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS MARCH 2023	
REAL ESTATE	\$ 37,109.22
MOTOR VEHICLE	\$ -
PERSONAL PROPERTY	\$ -
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 18,235.16
CURRENT INTEREST	\$ 4,914.62
BACK INTEREST	\$ 6,201.45
FEES PAID	\$ 418.48
LIENS RELEASED	\$ 192.00
COLLECTIONS 2022/2023	
	\$ 67,070.93
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	\$ 67,070.93
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	
	\$ 5,929,529.28
GRANTS RECEIVED	
	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ 201,650.00
TOTAL GRANTS	
	\$ 201,650.00
TOTAL YEAR-TO-DATE	
	\$ 6,131,179.28
Respectfully submitted by:	
Lee R. Matterazzo, CCMC	
South Fire District	

Tax Collections March 2023

	TOTAL COLLECTABLE TAX (GRAND RATE BOOK)	TOTAL TAXES PAID (GRAND RATE BOOK)	CURRENT YEAR REFUNDS (GRAND RATE BOOK)	PERCENTAGE COLLECTED	PRIOR YEAR REFUNDS (GRAND RATE BOOK)
RE	\$ 4,866,694.68	\$ 4,796,965.53	\$10,311.02	98.78%	\$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
TOTAL	\$ 5,871,255.75	\$ 5,790,406.56	\$ 10,401.02	98.80%	\$ 2,385.52

Submitted by:
Lee Matterazzo, CCMC
Tax Collector

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	02/06/2023	Earthlight Power, LLC.	346.50		346.50
	02/27/2023	Eversource	2,424.11		2,770.61
	03/03/2023	Earthlight Power, LLC.	477.00		3,247.61
Total 7201 · Electricity			<u>3,247.61</u>	0.00	<u>3,247.61</u>
7202 · Water and Sewer					
	02/01/2023	Middletown Water & Sewer Dept	227.62		227.62
	03/01/2023	Middletown Water & Sewer Dept	125.19		352.81
Total 7202 · Water and Sewer			<u>352.81</u>	0.00	<u>352.81</u>
7203 · Heating					
	02/02/2023	Eversource	1,595.23		1,595.23
	03/02/2023	Eversource	1,584.80		3,180.03
Total 7203 · Heating			<u>3,180.03</u>	0.00	<u>3,180.03</u>
7204 · Telephone					
	02/15/2023	Frontier Communications	222.77		222.77
	03/15/2023	Frontier Communications	226.81		449.58
Total 7204 · Telephone			<u>449.58</u>	0.00	<u>449.58</u>
7401 · Fuel					
	03/02/2023	Dime Oil, LLC.	3,697.06		3,697.06
	02/23/2023	WEX Bank - Small Bus. Card	1,271.66		4,968.72
	03/23/2023	WEX Bank - Small Bus. Card	1,277.09		6,245.81
Total 7401 · Fuel			<u>6,245.81</u>	0.00	<u>6,245.81</u>
7403 · Vehicle Repairs					
	02/02/2023	VFIS Claims Management		14,256.87	-14,256.87
	02/09/2023	ProTech Automotive L.L.C.	70.13		-14,186.74
	02/10/2023	ProTech Automotive L.L.C.	121.44		-14,065.30
	02/10/2023	ProTech Automotive L.L.C.	56.75		-14,008.55
	02/21/2023	Firematic Supply Co. Inc.	400.00		-13,608.55
	02/28/2023	First Line Emergency	2,720.19		-10,888.36
	02/28/2023	Advance Auto Parts	253.72		-10,634.64
	02/28/2023	Advance Auto Parts		5.32	-10,639.96
	02/28/2023	Bank of America	61.66		-10,578.30
	03/03/2023	Allegiance Trucks, LLC - North Haven	589.00		-9,989.30
	03/13/2023	ProTech Automotive L.L.C.	931.62		-9,057.68
	03/16/2023	First Line Emergency	13,208.47		4,150.79
	03/16/2023	First Line Emergency	1,603.34		5,754.13
	03/23/2023	ProTech Automotive L.L.C.	585.58		6,339.71
Total 7403 · Vehicle Repairs			<u>20,601.90</u>	<u>14,262.19</u>	<u>6,339.71</u>

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7406 · Vehicle Supplies					
	02/28/2023	Advance Auto Parts	21.58		21.58
Total 7406 · Vehicle Supplies			21.58	0.00	21.58
7501 · Insurance-Workers Compensation					
	02/01/2023	Benchmark Insurance Company	14,018.00		14,018.00
	03/01/2023	Benchmark Insurance Company	14,018.00		28,036.00
Total 7501 · Insurance-Workers Compensation			28,036.00	0.00	28,036.00
7502 · Insurance - Commercial Package					
	03/01/2023	HD Segur Insurance	11,081.00		11,081.00
	03/02/2023	HD Segur Insurance		882.00	10,199.00
Total 7502 · Insurance - Commercial Package			11,081.00	882.00	10,199.00
7512 · Pension - Defined Contribution					
	02/06/2023	Lincoln Financial - Pension 401	28,554.90		28,554.90
	03/06/2023	Lincoln Financial - Pension 401	28,513.90		57,068.80
Total 7512 · Pension - Defined Contribution			57,068.80	0.00	57,068.80
7606 · PEB-Uncompensated Absences Exp					
	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			5,152.76	0.00	5,152.76
7701 · Tax Collector's Expense					
	02/28/2023	Bank of America	30.25		30.25
Total 7701 · Tax Collector's Expense			30.25	0.00	30.25
7702 · Professional Org / Periodicals					
	02/28/2023	Bank of America	25.00		25.00
Total 7702 · Professional Org / Periodicals			25.00	0.00	25.00
7703 · Office Expenses					
	02/28/2023	Bank of America	306.91		306.91
	02/28/2023	Bank of America	10.27		317.18
	03/13/2023	Minuteman Press	95.00		412.18
Total 7703 · Office Expenses			412.18	0.00	412.18
7706 · Postage					
	02/06/2023	FedEx	14.81		14.81
	03/27/2023	FedEx	13.06		27.87
Total 7706 · Postage			27.87	0.00	27.87

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7708 · Commissioner's Compensation					
	02/01/2023	Paychex	750.00		750.00
	03/01/2023	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>
7709 · Activity Expense					
	02/10/2023	Connecticut Rental Center, Inc.	466.15		466.15
	02/28/2023	Bank of America	97.62		563.77
	02/28/2023	Bank of America	184.60		748.37
	02/28/2023	Bank of America	132.98		881.35
Total 7709 · Activity Expense			<u>881.35</u>	<u>0.00</u>	<u>881.35</u>
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
	02/07/2023	Summa & Ryan, PC	536.25		536.25
	03/21/2023	Summa & Ryan, PC	2,583.75		3,120.00
Total 7711A · Legal Expense - General/Labor			<u>3,120.00</u>	<u>0.00</u>	<u>3,120.00</u>
7711B · Legal Expense - H & H					
	02/02/2023	Nuzzo & Roberts, LLC.	420.00		420.00
Total 7711B · Legal Expense - H & H			<u>420.00</u>	<u>0.00</u>	<u>420.00</u>
Total 7711 · Legal Expense			<u>3,540.00</u>	<u>0.00</u>	<u>3,540.00</u>
7710 · Professional Services - Other					
	02/02/2023	Paychex	115.16		115.16
	02/02/2023	Paychex	55.02		170.18
	02/02/2023	Paychex	71.90		242.08
	02/09/2023	Paychex	119.04		361.12
	02/09/2023	Paychex	55.02		416.14
	02/16/2023	Paychex	115.16		531.30
	02/16/2023	Paychex	55.02		586.32
	02/23/2023	Paychex	115.16		701.48
	02/23/2023	Paychex	55.02		756.50
	02/28/2023	Merrick & Associates, LLC	400.00		1,156.50
	03/02/2023	Paychex	115.16		1,271.66
	03/02/2023	Paychex	55.02		1,326.68
	03/02/2023	Paychex	58.90		1,385.58
	03/08/2023	MissionCIT, LLC.	4,500.00		5,885.58
	03/09/2023	Paychex	115.16		6,000.74
	03/09/2023	Paychex	55.02		6,055.76
	03/16/2023	Paychex	115.16		6,170.92
	03/16/2023	Paychex	55.02		6,225.94
	03/23/2023	Paychex	115.16		6,341.10

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7710 · Professional Services - Other, continued					
	03/23/2023	Paychex	55.02		6,396.12
	03/30/2023	Paychex	115.16		6,511.28
	03/30/2023	Paychex	55.02		6,566.30
			<u>6,566.30</u>	<u>0.00</u>	<u>6,566.30</u>
Total 7710 · Professional Services - Other					
Total 7710 · Professional Services			10,106.30	0.00	10,106.30
7712 · Office Equipment					
	02/28/2023	Bank of America	41.79		41.79
Total 7712 · Office Equipment			41.79	0.00	41.79
7714 · Advertising / Voting					
	02/01/2023	Martin Moving & Storage Co.	250.00		250.00
	02/06/2023	Gartner, Brian K.	300.00		550.00
	02/06/2023	Petras, Anton.	200.00		750.00
	02/06/2023	Petras, Diane	200.00		950.00
	02/06/2023	Turro, John	200.00		1,150.00
	02/24/2023	IVS, LLC.	125.00		1,275.00
Total 7714 · Advertising / Voting			1,275.00	0.00	1,275.00
7716 · Archive Services					
	03/31/2023	Hartford Despatch & Storage	195.00		195.00
Total 7716 · Archive Services			195.00	0.00	195.00
7717 · Software Support					
	02/28/2023	Bank of America	142.00		142.00
Total 7717 · Software Support			142.00	0.00	142.00
7801 · Repairs Building					
	02/24/2023	Connecticut Communications-DBA NE Comm.	219.00		219.00
Total 7801 · Repairs Building			219.00	0.00	219.00
7802 · Supplies Maintenance					
	02/24/2023	Grainger	77.28		77.28
	02/27/2023	W.B. Mason Company, Inc.	122.94		200.22
	02/27/2023	W.B. Mason Company, Inc.	61.98		262.20
	02/28/2023	Interstate All Battery Center	143.60		405.80
	02/28/2023	W.B. Mason Company, Inc.	264.45		670.25
	02/28/2023	Ace Home Center	8.26		678.51
	02/28/2023	Ace Home Center	29.68		708.19
	02/28/2023	Ace Home Center	25.18		733.37
	02/28/2023	Ace Home Center	7.18		740.55
	02/28/2023	Ace Home Center	4.13		744.68
	02/28/2023	Ace Home Center	10.76		755.44

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 · Supplies Maintenance, continued					
	02/28/2023	Ace Home Center	2.69		758.13
	02/28/2023	Ace Home Center	9.99		768.12
	02/28/2023	Bank of America	49.92		818.04
	02/28/2023	Bank of America	83.46		901.50
	03/01/2023	Grainger	17.26		918.76
	03/14/2023	Gamache, Christopher.	25.00		943.76
	03/28/2023	Ace Home Center	79.31		1,023.07
			<u>1,023.07</u>	<u>0.00</u>	<u>1,023.07</u>
Total 7802 · Supplies Maintenance					
7803 · Services					
	02/06/2023	Comcast	100.80		100.80
	02/07/2023	Comcast	22.52		123.32
	02/11/2023	De Lage Landen Financial Services, Inc.	121.00		244.32
	02/15/2023	JP Bellamo & Sons, Inc.	50.00		294.32
	02/22/2023	Encore Fire Protection	165.00		459.32
	02/24/2023	All Waste	180.00		639.32
	03/01/2023	A & A Office Systems, Inc. - Usage	38.96		678.28
	03/06/2023	Comcast	100.80		779.08
	03/07/2023	Comcast	22.52		801.60
	03/10/2023	Higgins Electric, Inc.	583.79		1,385.39
	03/11/2023	De Lage Landen Financial Services, Inc.	121.00		1,506.39
	03/17/2023	JP Bellamo & Sons, Inc.	50.00		1,556.39
	03/24/2023	All Waste	180.00		1,736.39
	03/26/2023	Pitney Bowes Inc. - Quarterly	217.86		1,954.25
			<u>1,954.25</u>	<u>0.00</u>	<u>1,954.25</u>
Total 7803 · Services					
7901 · Emergency Medical Equipment					
	02/04/2023	Common Cents EMS Supply, LLC.	360.38		360.38
	02/13/2023	Common Cents EMS Supply, LLC.	118.67		479.05
	02/15/2023	Common Cents EMS Supply, LLC.	202.50		681.55
	02/24/2023	Common Cents EMS Supply, LLC.	445.46		1,127.01
	03/16/2023	Common Cents EMS Supply, LLC.	286.20		1,413.21
			<u>1,413.21</u>	<u>0.00</u>	<u>1,413.21</u>
Total 7901 · Emergency Medical Equipment					
7902 · Computer Equip & Supplies					
	02/28/2023	Bank of America	60.71		60.71
			<u>60.71</u>	<u>0.00</u>	<u>60.71</u>
Total 7902 · Computer Equip & Supplies					
7903 · Training					
	02/03/2023	Connecticut Fire Marshals Association	300.00		300.00
	03/29/2023	CT Fire Academy Bookstore	309.41		609.41
			<u>609.41</u>	<u>0.00</u>	<u>609.41</u>
Total 7903 · Training					

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7905 · Fire Fighting Equipment					
	02/03/2023	Firematic Supply Co. Inc.	2,053.00		2,053.00
	02/23/2023	Hall's Power Equipment	529.99		2,582.99
	02/27/2023	Fire Equipment Headquarters	108.64		2,691.63
	02/28/2023	Bank of America		36.68	2,654.95
	02/28/2023	Bank of America	61.89		2,716.84
	03/10/2023	Fire Equipment Headquarters	316.61		3,033.45
	03/10/2023	Fire Equipment Headquarters	1,008.00		4,041.45
	03/24/2023	Fire Equipment Headquarters	363.62		4,405.07
Total 7905 · Fire Fighting Equipment			4,441.75	36.68	4,405.07
7906 · Special Service Units					
	02/15/2023	U.S. Darkwater, LLC.	59.98		59.98
Total 7906 · Special Service Units			59.98	0.00	59.98
7907 · Fire Marshal's Office					
	02/05/2023	CT Fire Dept. Instructors Assoc., Inc.	30.00		30.00
	02/28/2023	Bank of America	25.00		55.00
Total 7907 · Fire Marshal's Office			55.00	0.00	55.00
7909 · Uniforms					
	02/02/2023	Coniglio, Kyle		40.50	-40.50
	02/06/2023	Security Uniforms, Inc.	243.00		202.50
	02/06/2023	Security Uniforms, Inc.	265.00		467.50
	02/06/2023	Security Uniforms, Inc.	4,629.00		5,096.50
	02/09/2023	EMP Apparel, LLC.	270.50		5,367.00
	02/09/2023	Security Uniforms, Inc.	295.00		5,662.00
	02/09/2023	Security Uniforms, Inc.	324.00		5,986.00
	02/09/2023	Security Uniforms, Inc.	756.50		6,742.50
	02/09/2023	Security Uniforms, Inc.	373.00		7,115.50
	02/10/2023	Security Uniforms, Inc.	26.00		7,141.50
	02/13/2023	Security Uniforms, Inc.	111.00		7,252.50
	02/14/2023	Security Uniforms, Inc.	16.00		7,268.50
	02/17/2023	EMP Apparel, LLC.	100.00		7,368.50
	02/21/2023	Security Uniforms, Inc.	53.00		7,421.50
	02/24/2023	Security Uniforms, Inc.	291.00		7,712.50
	02/27/2023	Security Uniforms, Inc.	801.00		8,513.50
	02/27/2023	Security Uniforms, Inc.	2,259.00		10,772.50
	02/28/2023	Security Uniforms, Inc.	151.00		10,923.50
	02/28/2023	Security Uniforms, Inc.	1,559.00		12,482.50
	03/01/2023	Security Uniforms, Inc.	444.00		12,926.50
	03/01/2023	Security Uniforms, Inc.	795.00		13,721.50
	03/02/2023	Gamache, Christopher		15.00	13,706.50
	03/02/2023	Bodie, Christopher M		1.50	13,705.00

South Fire District
Monthly Expense Detail
February and March 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7909 · Uniforms, continued					
	03/06/2023	Security Uniforms, Inc.	105.00		13,810.00
	03/10/2023	Security Uniforms, Inc.	2,765.00		16,575.00
	03/10/2023	Security Uniforms, Inc.	95.00		16,670.00
	03/13/2023	Security Uniforms, Inc.	385.00		17,055.00
	03/14/2023	Security Uniforms, Inc.	16.00		17,071.00
	03/15/2023	EMP Apparel, LLC.	630.00		17,701.00
	03/16/2023	Smith, Christopher		16.50	17,684.50
Total 7909 · Uniforms			<u>17,758.00</u>	<u>73.50</u>	<u>17,684.50</u>
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	02/09/2023	JP Maguire Associates, Inc.	390.00		390.00
	03/31/2023	Lion Group, Inc.	80.30		470.30
Total 7910A · Gear Cleaning/Inspection/Repair			<u>470.30</u>	<u>0.00</u>	<u>470.30</u>
7910 · Protective Clothing - Other					
	02/08/2023	Municipal Emergency Services/Shipman's	1,395.24		1,395.24
	02/23/2023	Firematic Supply Co. Inc.	1,275.79		2,671.03
	02/27/2023	Firematic Supply Co. Inc.	1,967.22		4,638.25
	02/27/2023	Firematic Supply Co. Inc.	354.69		4,992.94
	03/02/2023	Hall's Power Equipment	607.94		5,600.88
Total 7910 · Protective Clothing - Other			<u>5,600.88</u>	<u>0.00</u>	<u>5,600.88</u>
Total 7910 · Protective Clothing			<u>6,071.18</u>	<u>0.00</u>	<u>6,071.18</u>
7911 · Communications					
	02/28/2023	Bank of America	844.60		844.60
Total 7911 · Communications			<u>844.60</u>	<u>0.00</u>	<u>844.60</u>
7912 · Cellular Phones					
	02/11/2023	AT&T Mobility	468.60		468.60
	03/11/2023	AT&T Mobility	1,817.64		2,286.24
Total 7912 · Cellular Phones			<u>2,286.24</u>	<u>0.00</u>	<u>2,286.24</u>
7913 · Breathing Air & Oxygen					
	02/17/2023	Airgas USA, LLC	334.29		334.29
Total 7913 · Breathing Air & Oxygen			<u>334.29</u>	<u>0.00</u>	<u>334.29</u>
7916 · Breathing Apparatus-Test Repair					
	02/10/2023	Municipal Emergency Services/Shipman's	455.92		455.92
	02/17/2023	Municipal Emergency Services/Shipman's	51.06		506.98
	02/17/2023	Municipal Emergency Services/Shipman's	281.10		788.08
	02/28/2023	Municipal Emergency Services/Shipman's	70.00		858.08

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

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7916 · Breathing Apparatus-Test Repair, continued					
	03/06/2023	Municipal Emergency Services/Shipman's	940.00		1,798.08
	03/08/2023	Municipal Emergency Services/Shipman's	930.96		2,729.04
Total 7916 · Breathing Apparatus-Test Repair			<u>2,729.04</u>	0.00	<u>2,729.04</u>
8999 · CNR Current Year					
	03/03/2023	MetalCraft Marine, Inc.	165,949.22		165,949.22
Total 8999 · CNR Current Year			<u>165,949.22</u>	0.00	<u>165,949.22</u>
TOTAL			<u><u>355,883.57</u></u>	<u><u>15,254.37</u></u>	<u><u>340,629.20</u></u>

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

	<u>Jul '22 - Mar 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,790,406.56	5,793,283.00	-2,876.44	99.95%
4102 · Interest and Liens	43,661.37	30,000.00	13,661.37	145.54%
4103 · Tax Refunds	-12,786.54	0.00	-12,786.54	100.00%
4104 · Fees	2,534.43	0.00	2,534.43	100.00%
4105 · Prior Year Tax Collections	91,738.08	0.00	91,738.08	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	34,607.76	2,000.00	32,607.76	1730.39%
4901 · Miscellaneous Income	316.73	0.00	316.73	100.00%
Total Income	<u>6,913,114.66</u>	<u>6,548,818.00</u>	<u>364,296.66</u>	<u>105.56%</u>
Expense				
7201 · Electricity	16,397.25	22,500.00	-6,102.75	72.88%
7202 · Water and Sewer	1,629.42	2,500.00	-870.58	65.18%
7203 · Heating	10,137.98	12,000.00	-1,862.02	84.48%
7204 · Telephone	2,048.57	3,000.00	-951.43	68.29%
7401 · Fuel	30,658.54	30,000.00	658.54	102.20%
7403-1 · Apparatus Preventative Maint.	6,525.50	12,000.00	-5,474.50	54.38%
7403 · Vehicle Repairs	36,023.15	50,000.00	-13,976.85	72.05%
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	146,048.00	190,000.00	-43,952.00	76.87%
7502 · Insurance - Commercial Package	46,619.00	51,000.00	-4,381.00	91.41%
7503 · Insurance - Medical	596,121.40	911,911.00	-315,789.60	65.37%
7504 · Insurance - Cyber	6,250.00	6,250.00	0.00	100.00%
7509 · Insurance - Life and Disability	34,192.36	55,504.00	-21,311.64	61.60%
7512 · Pension - Defined Contribution	250,996.41	370,040.00	-119,043.59	67.83%
7513 · Unused Sick Time	0.00	20,000.00	-20,000.00	0.00%
7601 · Salaries - Fire Department	2,117,427.99	2,964,700.00	-847,272.01	71.42%
7602 · Salaries - Administrative	111,730.94	185,000.00	-73,269.06	60.40%
7603 · Replacement / Call Backs	465,194.16	520,000.00	-54,805.84	89.46%
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	34,866.81	206,489.00	-171,622.19	16.89%
7609 · Employer - Social Security	171,237.14	236,038.00	-64,800.86	72.55%
7610 · Employer - Medicare	40,048.13	55,203.00	-15,154.87	72.55%
7701 · Tax Collector's Expense	6,838.64	23,000.00	-16,161.36	29.73%
7702 · Professional Org / Periodicals	1,840.98	2,205.00	-364.02	83.49%
7703 · Office Expenses	1,372.53	3,500.00	-2,127.47	39.22%
7704 · Auditor	0.00	7,750.00	-7,750.00	0.00%

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

	<u>Jul '22 - Mar 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7705 · Professional Development	182.85	4,500.00	-4,317.15	4.06%
7706 · Postage	1,423.21	4,000.00	-2,576.79	35.58%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	6,750.00	9,000.00	-2,250.00	75.00%
7709 · Activity Expense	2,273.77	3,500.00	-1,226.23	64.97%
7710 · Professional Services	32,143.55	35,000.00	-2,856.45	91.84%
7712 · Office Equipment	41.79	1,200.00	-1,158.21	3.48%
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	585.00	978.00	-393.00	59.82%
7717 · Software Support	46,939.20	53,100.00	-6,160.80	88.40%
7801 · Repairs Building	15,296.55	20,000.00	-4,703.45	76.48%
7802 · Supplies Maintenance	6,412.46	8,900.00	-2,487.54	72.05%
7803 · Services	11,861.94	18,000.00	-6,138.06	65.90%
7805 · Equipment	2,755.62	4,600.00	-1,844.38	59.91%
7901 · Emergency Medical Equipment	6,344.00	12,500.00	-6,156.00	50.75%
7902 · Computer Equip & Supplies	1,634.51	2,000.00	-365.49	81.73%
7903 · Training	23,446.12	30,500.00	-7,053.88	76.87%
7904 · Public Fire Education	1,216.38	4,500.00	-3,283.62	27.03%
7905 · Fire Fighting Equipment	10,932.91	14,000.00	-3,067.09	78.09%
7906 · Special Service Units	6,601.87	5,500.00	1,101.87	120.03%
7907 · Fire Marshal's Office	1,745.50	4,000.00	-2,254.50	43.64%
7909 · Uniforms	28,475.35	27,150.00	1,325.35	104.88%
7910 · Protective Clothing	38,910.26	30,000.00	8,910.26	129.70%
7911 · Communications	2,973.78	4,500.00	-1,526.22	66.08%
7912 · Cellular Phones	5,635.69	5,200.00	435.69	108.38%
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	4,109.80	4,500.00	-390.20	91.33%
8999 · CNR Current Year	969,414.27	100,000.00	869,414.27	969.41%
Total Expense	<u>5,544,854.79</u>	<u>6,548,818.00</u>	<u>-1,003,963.21</u>	<u>84.67%</u>
 Grant Purchases				
7919 · FEMA Grant - Brush Truck	<u>177,333.33</u>			
Total Grant Purchases	<u>177,333.33</u>			

South Fire District
Cash Balance Report
March 2023

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	3,145,597.01
	Operating - Checking	\$	<u>122,403.65</u>
	Total:	\$	3,268,000.66

Restricted Funds:

CNR	\$	1,875,460.71
Post-Employment Benefits	\$	631,891.03



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

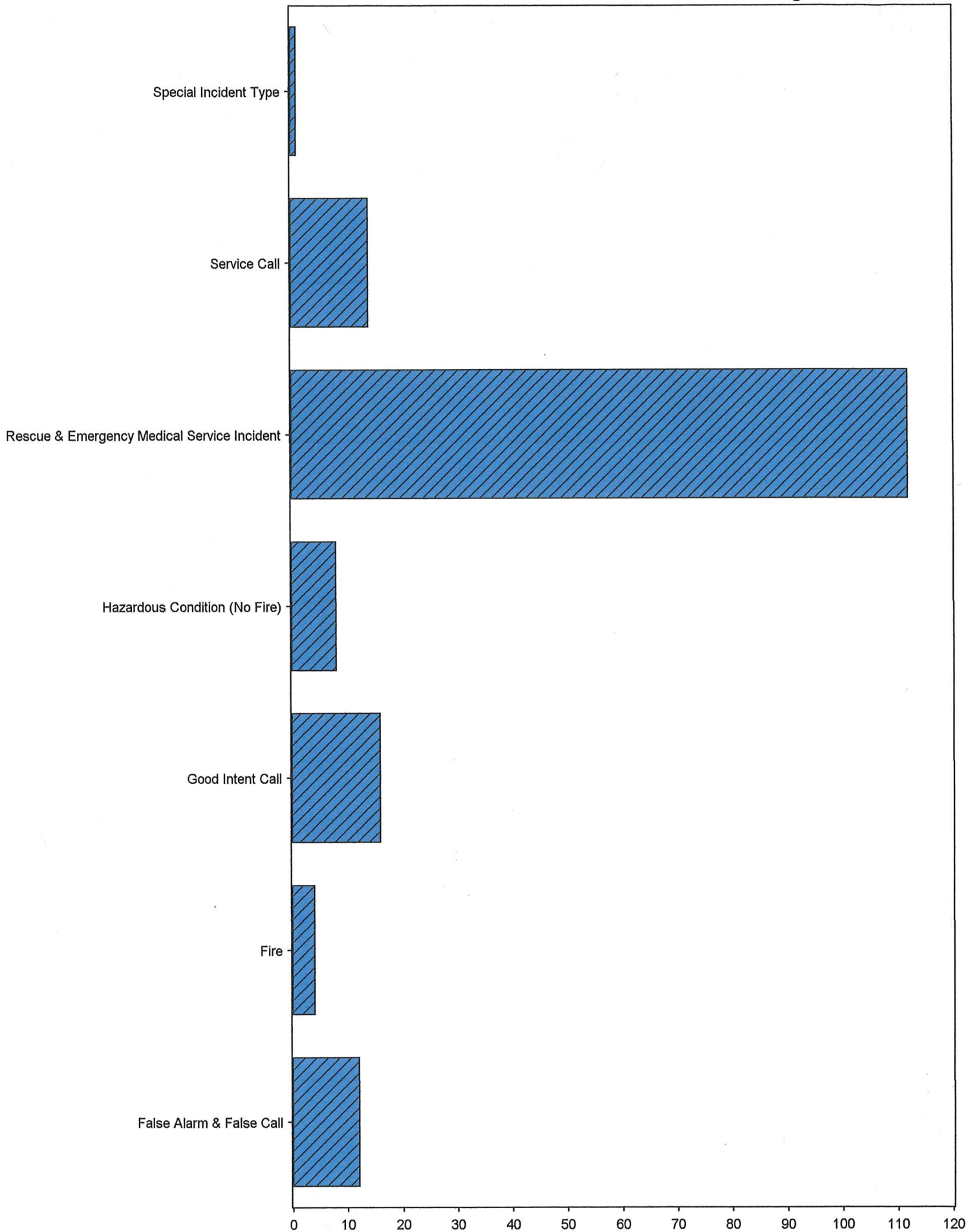
I am submitting for your review the following items completed for the Month of March 2023

- Continued efforts with apparatus replacement of Engine 32 and Brush 36
- Attended Middlesex Chamber of Commerce meetings
- Facilitated Training Captain Test
- Assisted with “Hands Only CPR” event at Middletown Senior Center
- Attended and represented SFD at a charity bowling event.
- Attended South Fire District building committee meeting.
- Attended Connecticut Chief’s meeting held in Southbury, CT
- Attended Connecticut Career Chiefs meeting
- Attended CT Joint Council meeting at Legislative Office Building
- Attended SFD budget workshop.
- Attended meeting involving local Ukraine relief event
- Continued efforts with weekly training on First Due Reporting
- Assisted with budget preparation.
- Attended Middletown Elk’s Humanitarian award presented to Firefighter Davis-Penta

Respectfully submitted,

Chief James Trzaski

Chief James Trzaski





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

April 5, 2023

Greetings,

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

- *Route ordering of EMS & House supplies
- *Facilitated vehicle preventive maintenance on Car 30, Car 31 & Car 33
- *Completed SCBA flow testing for all SCBA/Confined Space Airpacks
- *Ongoing planning meetings w/First Due software (Mondays), began rollout of different modules with the platoons & officers.
- *3/6-Pre-season planning meeting with Middletown Crew teams for crew events
- *3/7-Monthly planning meeting on MCI/Active Shooter protocols with citywide deputies @ Westfield Fire.
- *Facilitated required apparatus maintenance & repairs with First Line
- *Facilitated preparation for Marine 3 for the season, back in the water.
- *Finalized outstanding items on Brush 36, now in service.
- *3/16-USCG Marine Group pre-season planning meeting
- *Investigated new turnout gear options for Fire Marshal's Office
- *Began onboarding process for Capt. Turenne.

*3/21-CPR Demonstration class at Middletown Senior Center

*Looking into NARCAN Leave behind kit program with public health/Middlesex Health

*Facilitated assorted building maintenance items (furnace cleaning, generator service)

Respectfully Submitted,

Nick Fischer
Deputy Fire Chief



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 March 2023:

Fire Marshal Office Activities/Duties:

- 70 Maynard St, Fire Drill
- 63 Ridge RD, Tank Removal
- 145 Lake Ridge Heights, Tank Removal
- 510 Saybrook Rd, Fire Drill

Inspections:

- 140 Wilderman's Way, Generator Test
- 139 Main St. Extension. Annual

Training:

- Fire Investigator Class

Incidents:

- 770 Saybrook Rd, IN#406, Appliance Fire

Deputy Fire Marshal (In Training) Ryan Parmelee
April 4, 2023

Incident List by Alarm Date/Time

Alarm Date Between {03/01/2023} And {03/31/2023}
 and FDID = "07121" and District = "MO2 " and
 Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
23-0000342-000	03/03/2023	13:10:46	28 HARVEY DR /CVH - SHEW	311 Medical assist, assist EMS c
23-0000352-000	03/05/2023	15:03:45	1 LABELLA CIR /CVH - EDDY	611 Dispatched & cancelled en ro
23-0000353-000	03/05/2023	17:44:02	1 LABELLA CIR /CVH - EDDY	381 Rescue or EMS standby
23-0000361-000	03/07/2023	17:19:50	70 OBRIEN DR /CVH - WHITI	381 Rescue or EMS standby
23-0000363-000	03/08/2023	02:43:00	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000389-000	03/14/2023	10:49:43	112 BOW LN /SHEPERD HOME/	321 EMS call, excluding vehicle
23-0000392-000	03/14/2023	12:45:31	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000393-000	03/14/2023	20:50:26	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000399-000	03/15/2023	17:30:11	1 LABELLA CIR /CVH - EDDY	611 Dispatched & cancelled en ro
23-0000401-000	03/16/2023	01:23:55	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000402-000	03/16/2023	06:04:33	399 SILVER ST /CVH - LEAK	733 Smoke detector activation du
23-0000422-000	03/18/2023	18:24:50	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000440-000	03/21/2023	18:44:23	70 HOLMES DR /CVH - DUTCH	611 Dispatched & cancelled en ro
23-0000480-000	03/27/2023	21:54:18	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000486-000	03/29/2023	14:19:14	1 LABELLA CIR /CVH - EDDY	311 Medical assist, assist EMS c
23-0000491-000	03/30/2023	15:24:52	112 BOW LN /SHEPERD HOME/	321 EMS call, excluding vehicle
23-0000497-000	03/31/2023	11:54:55	70 OBRIEN DR /CVH - WHITI	321 EMS call, excluding vehicle

Total Incident Count 17

Training Classes by Category

Class Date Between {03/01/2023} And {03/31/2023}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
AERIAL TRAIN Aerial / Ladder Driver Training								
03/13/2023	09:00	Aerial / Ladder Driver Training	1		D	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
BFAM Building Familiarization								
03/28/2023	13:30	Building Familiarization	1		C	1.50	0.00	0.00
Totals for Category:						1.50	0.00	0.00
DT01 General Driver Training								
03/16/2023	10:40	General Driver Training	1		C	1.33	0.00	0.00
03/16/2023	14:00	General Driver Training	1		C	1.00	0.00	0.00
Totals for Category:						2.33	0.00	0.00
EL01 Electrical Safety								
03/13/2023	14:00	Electrical Safety	1		D	1.50	0.00	0.00
Totals for Category:						1.50	0.00	0.00
HYBRD ELEC Electric Vehicle Training								
03/30/2023	08:00	Electric Vehicle Training	1		A	9.00	0.00	0.00
Totals for Category:						9.00	0.00	0.00
Total Classes: 6			Grand Totals:			15.33	0.00	0.00

**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	3806										10877	3626
Portland Police Dept.	382	385	411										1178	393
Fire Departments (Midd.)	542	602	497										1641	547
Middletown Fire Dept.	306	332	256										894	298
South Fire District	156	171	172										499	166
Westfield Fire District	80	99	69										248	83
Fire Department (Portland)	52	55	54										161	54
Ambulance only Calls	403	361	366										1130	377
TOTAL INCIDENT CASE #'s	5118	4735	5134										14987	4996
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1853	1756	1772										5381	1794
Wireless & wireline originating in Middletown														
PORTLAND	209	195	182										586	195
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	221	234	262										717	239
TOTAL 911 CALLS	2283	2185	2216										6684	2228
TOTAL ADMIN. CALLS IN	6151	5962	5807										17920	5973
TOTAL ADMIN. CALLS OUT	2961	2651	2716										8328	2776
TOTAL PHONE CALLS	11395	10798	10739										32932	10977
												2022	142,117	11,843
												2021	128,498	10,708
												2020	128,562	10,714
												AVG	128,530	10,711