

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, April 12, 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/82887506114>
or Dial In – 646-558-8656

Meeting I.D. 828 8750 6114

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

**COMMISSIONERS REGULAR MONTHLY MEETING AGENDA
MONDAY, APRIL 12, 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 MARCH 8, 2021
 - B. BUDGET WORKSHOP OF MARCH 16, 2021
 - C. SPECIAL MEETING OF MARCH 17, 2021
 - D. BUDGET WORKSHOP OF MARCH 30, 2021
7. TAX COLLECTOR'S REPORTS
 - A. TAX REFUNDS: MONTH OF MARCH – \$75.24
 - B. TAX COLLECTOR'S REPORT FOR THE MONTH OF MARCH
8. FINANCIAL REPORTS FOR THE MONTH OF MARCH
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. LAUNDRY/CLEANING ROOM
15. NEW BUSINESS
 - A. TAX COLLECTOR JOB DESCRIPTION/APPROVAL TO POST POSITION OPENING
16. ADJOURNMENT

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Visit <https://us02web.zoom.us/j/82887506114>
or Dial In – 646-558-8656 to remotely join.
Meeting I.D. 828 8750 6114

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

MONDAY, MARCH 8, 2021, 7:00 p.m.

**Individuals were able to join the meeting via Zoom Video Conferencing
Meeting I.D. 832 7814 0178**

MINUTES

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

Absent: Commissioner Thazhampallath

1. **CALL TO ORDER** Chairwoman Bartolotta called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **ACCEPT/AMEND AGENDA**
MOTION to accept the Agenda by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:06 p.m.
Nicholas Fischer – President, IAFF Local 3918
On behalf of IAFF Local 3918, President Fischer thanked the Commission for quickly resolving the COVID-19 protocol issues, which is a sign of good labor management relations.
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:08 p.m.
6. **MINUTES TO BE APPROVED**
 - A. **REGULAR MEETING OF FEBRUARY 8, 2021**
MOTION to approve the minutes of the February 8, 2021 regular meeting by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.
 - B. **SPECIAL MEETING OF FEBRUARY 23, 2021**
MOTION to approve the minutes of the February 23, 2021 special meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
7. **TAX COLLECTOR'S REPORT**
The Commission reviewed the Tax Collector's reports.
 - A. **TAX REFUNDS FOR THE MONTH OF MARCH - \$236.26**
MOTION to approve the tax refunds for the Month of February in the amount of \$236.26 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
 - B. **MOTION** to approve the Tax Collector's report for the Month of February 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 February by Comm. Kleckowski/Comm. Giuliano.

9. CHIEF'S REPORT

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

Chief Howley informed the Commission there would be additional costs related to the laundry/gear cleaning room (architect to design the room and electrical and plumbing work).

MOTION to postpone the discussion to the next meeting by Comm. Giuliano/Comm. Kleckowski.
Unanimously approved.

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

10. DEPUTY CHIEF'S REPORT

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

MOTION to approve the Deputy Chief's for the Month of February 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 February submitted by Fire Marshal Mastroianni and Deputy Fire Marshal Hurlbut.

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

12. CAPTAIN'S REPORT

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

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

13. COMMISSIONER REPORTS

A. BUILDING COMMITTEE

Chief Howley updated the Commission on the progress of the project and answered questions of the Commission.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Commissioner Kleckowski advised there has been no activity. The next quarterly meeting is coming up soon.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

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

14. OLD BUSINESS

A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS

Chief Howley reported no changes to date.

B. SOLAR PROJECT UPDATE

Chief Howley informed the Commission that Attorney Summa advised him that the contract given to him to review is "out of his league." The company will try to produce a clearer contract. The Chief will talk to Commissioner Thazhampallath for his advice on how to proceed.

C. STAFFING – OPEN ENTRY LEVEL FIREFIGHTER POSITIONS

Background checks have been completed. All three reports indicated no criminal history.

MOTION to approve conditional job offers to Andrew Turenne, Jason Swan, and Kyle Coniglio pending the successful passing of their pre-employment physicals by Comm. Penney/Comm. Giuliano.
Unanimously approved.

D. ADMINISTRATIVE ASSISTANT EMPLOYMENT STATUS

MOTION to approve a job title change to Executive Assistant and a 15% salary increase retroactive to July 1, 2020 and an additional 15% salary increase effective July 1, 2021 by Comm. Kleckowski/Penney.
Unanimously approved.

15. NEW BUSINESS None.

16. ADJOURNMENT

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

Meeting adjourned at 8:33 p.m.

Submitted by,



Alyse McEwen, Recording Secretary

**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
Board of Fire Commissioners
BUDGET WORKSHOP MINUTES
Tuesday, March 16, 2021 – 6:30 p.m.**

Meeting Held via Zoom Video Conferencing
Meeting ID: 897 4356 6507

Present: Commissioners Bartolotta, Kleckowski, Giuliano, Penney;
Chief Howley, Deputy Chief Jacobs, Members of the public

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. OPEN PUBLIC SESSION

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

4. CLOSE PUBLIC SESSION

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

5. BUDGET WORKSHOP

Chief Howley reviewed, line item by line item, the details outlined in the draft "2021-2022 Budget Notes" dated 3/16/21 (copies of documents are attached) and answered questions from the Commission.

6. RE-OPEN PUBLIC SESSION

Chairwoman Bartolotta re-opened the public session at 8:18 p.m. No one wished to speak.

7. CLOSE PUBLIC SESSION


Chairwoman Bartolotta closed the public session at 8:18 p.m.

8. ADJOURNMENT

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

The meeting adjourned at 8:20 p.m.

Submitted by,


Alyse McEwen
Recording Secretary

2021 – 2022 Budget Notes

Income

Investment Income – Decrease due to lower interest rates on unrestricted funds.

Expenses

7201 – Electricity – While our usage has been reduced, the rate increase has caused a minor increase in this line.

7501 – Insurance – Workers Compensation – Estimated. Currently awaiting quote from carrier.

7502 – Insurance – Commercial Package – Estimated. Currently awaiting quote from carrier.

7503 – Insurance – Medical – Increase due to increase in premium, changes in employee family status, and additional funding for dental plan.

7504 – Insurance – Cyber – Estimated. Currently awaiting quote from carrier.

7509 – Insurance – Life and Disability – Increase due salary and staffing changes.

7512 – Pension – Defined Contribution – Increase due to salary and staffing changes.

7513 – Unused Sick Time – Increase due to salary and staffing changes.

7601 – Salaries – Fire Department – Increase due to salary and staffing changes.

7602 – Salaries – Administrative – Increase due to salary and staffing changes.

7603 – Replacements/Call Backs – Calculated based on overtime hours in previous fiscal year and using new salary rates. *As of the payroll of March 18th we are currently at – 9,754.03 which is 102.5% of budget. When underfunding this line, it also affects the following:*

- 7609 – Employer – Social Security
- 7610 – Employer – Medicare
- 7501 – Insurance - Workers Compensation – Each year we submit our expected payroll for our worker's comp carrier to provide a quote for the next fiscal year. However, when audited annually and we are over the expected payroll, we are billed for the difference. This year with so many staffing changes we received a refund of \$6,845.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible to continue to underfund this line. This causes a strain on the rest of the budget and makes it more difficult to operate within our lines.

7604 – Fringe Benefits – Increase due fringe benefits paid associated with salary and staffing changes.

7607 – Post Employment Benefits – Heart and Hypertension – Increase due to anticipated settlements, and payment schedules for settled claims.

7609 – Employer – Social Security, and 7610 – Employer – Medicare – Increase due to salary increases, and increase in 7603 – Replacements/Call Backs.

7701 – Tax Collector’s Expense - Increase due to rising costs of bill production, postage and supplies.

7704 – Auditor – Auditor fee increase.

7705 – Professional Development – Decrease due to change in contractual obligation.

7710 – Professional Services – Decrease due to the District negotiating contracts directly with the unions without the use of an attorney.

7717 – Software Support – Increase due to increase in service contracts, software subscriptions.

7912 – Cellular Phones – Increase due to change in additional phone line.

7915 – Medical Testing – Decrease due to insurance covered physicals, as well as, no new employees expected.

South Fire District
Budget 2021 and Proposed 2022
Budget Workshop #1 03/16/2021

DRAFT
As of 03/16/2021

	2021 Budget	Proposed 2022	Change	% Change
Property Tax Calculation				
Grand List	1,110,972	1,129,002	18,030	
Grand List @ 99%	1,099,862	1,117,712	17,850	
Mill Rate *	5.203	5.350	0.147	
Taxes Billed	5,780,918	6,040,542	259,624	
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	5,723,109	5,980,137	257,028	4.49%
Tax Supplement	25,000	25,000	0	100.00%
Interest and Liens	28,000	28,000	0	0.00%
Investment Income	15,000	5,000	-10,000	-66.67%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
Private Colleges and Hospitals	0	0	0	0.00%
	5,992,759	6,239,787	247,028	4.12%
Expenses				
Utilities				
7201 · Electricity	22,500	22,787	287	1.28%
7202 · Water and Sewer	2,470	2,470	0	0.01%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	39,970	40,257		
Apparatus / Vehicles				
7401 · Fuel	20,000	20,000	0	0.00%
7403 · Vehicle Repairs	60,000	60,000	0	0.00%
7404 · Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	83,200		
Insurance				
7501 · Insurance - Workers Compensation	170,000	172,785	2,785	1.64%
7502 · Insurance - Commercial Package	49,885	47,500	-2,385	-4.78%
7503 · Insurance - Medical	872,689	933,133	60,444	6.93%
7504 · Insurance - Cyber	3,100	4,500	1,400	100.00%
7509 · Insurance - Life and Disability	51,508	52,385	877	1.70%
7512 · Pension - Defined Contribution	346,544	348,086	1,542	0.44%
7513 · Unused Sick Time	24,137	24,434	297	1.23%
Total	1,517,863	1,582,823		
Salaries and Wages				
7601 · Salaries - Fire Department	2,777,700	2,850,707	73,007	2.63%
7602 · Salaries - Administrative	140,887	147,254	6,367	4.52%
7603 · Replacement / Call Backs	397,000	420,000	23,000	5.79%
7604 · Fringe Benefits	118,058	118,424	366	0.31%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	215,276	289,876	74,600	34.65%
7609 · Employer - Social Security	213,585	220,515	6,930	3.24%
7610 · Employer - Medicare	49,952	51,573	1,621	3.24%
Total	3,922,458	4,108,349		

DRAFT
As of 03/16/2021

Administration

7701 · Tax Collector's Expense	20,000	21,000	1,000	5.00%
7702 · Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	6,700	7,200	500	7.46%
7705 · Professional Development	5,000	4,500	-500	-10.00%
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	40,000	35,000	-5,000	-12.50%
7712 · Office Equipment	1,200	1,200	0	0.00%
7713 · Actuarial Services	3,300	3,300	0	0.00%
7714 · Advertising / Newsletter	4,500	4,500	0	0.00%
7715 · Lien Fees	1,200	1,200	0	0.00%
7716 · Archive Services	978	978	0	0.00%
7717 · Software Support	26,000	26,540	540	2.08%
Total	181,083	177,623		

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	18,000	0	0.00%
7805 · Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500		

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	30,500	0	0.00%
7904 · Public Fire Education	3,500	3,500	0	0.00%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	4,560	4,560	0	0.00%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	26,500	26,500	0	0.00%
7910 · Protective Clothing	28,275	28,275	0	0.00%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	4,350	4,700	350	8.05%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	4,500	3,500	-1,000	-22.22%
7916 · Breathing Apparatus-Test & Repair	6,000	6,000	0	0.00%
Total	146,685	146,035		

8999 · CNR Contribution	50,000	50,000	0	0.00%
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Total Expense	5,992,759	6,239,787	247,028	4.12%
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**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457**

**Board of Fire Commissioners
Special Meeting Minutes
Wednesday, March 17, 2021 at 11:00 a.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/83854084135>

Meeting I.D. 838 5408 4135

Present: Commissioners Bartolotta, Kleckowski (arrived at 11:09 a.m.), Giuliano, and Penney; Chief Howley, Deputy Chief Jacobs

1. CALL TO ORDER

Chairwoman Bartolotta called the meeting to order at 11:09 a.m.

2. EXECUTIVE SESSION

MOTION to go into Executive Session at 11:10 a.m. by Commissioner Penney/ 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 Accounts Payable Specialist/Tax Associate.

In attendance were Commissioners Bartolotta, Kleckowski, Giuliano, and Penney; Chief Howley; Deputy Chief Jacobs; Accounts Payable Specialist/Tax Associate Kathy Kiley.

MOTION to close Executive Session at 12:13 p.m. by Comm. Giuliano/Comm. Bartolotta. Unanimously approved.

3. CALL BACK TO ORDER

Chairwoman Bartolotta called the meeting back to order 12:23 p.m.

4. OPEN PUBLIC SESSION

Chairwoman Bartolotta opened the public session at 12:23 p.m. No one wished to speak.

5. CLOSE PUBLIC SESSION

Chairwoman Bartolotta closed the public session at 12:23 p.m.

6. CONSIDER ACTION ARISING FROM EXECUTIVE SESSION

No action was taken.

7. DISCUSSION OF TAX COLLECTOR POSITION

A variety of topics were discussed regarding the Tax Collector position. It was decided that the job description will include Tax Collector duties only. It will be a part-time position with

hours to be determined. The auditor will be contacted for his opinion on re-assigning the additional duties outlined in the current job description to in-house staff members.

MOTION to create the Tax Collector job description and have it available for the Commission's review at the April 12, 2021 meeting by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

8. ADJOURNMENT

MOTION to adjourn by Comm. Kleckowski/Comm. Giuliano. Unanimously approved. The meeting adjourned at 12:48 p.m.

Submitted by,



Alyse McEwen, Recording Secretary

**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
Board of Fire Commissioners
BUDGET WORKSHOP MINUTES
Tuesday, March 30, 2021 – 6:30 p.m.**

**Individuals were able to join the meeting via Zoom Video Conferencing
Meeting ID: 821 4141 4200**

Present: Commissioners Bartolotta (arrived at 6:37 p.m.), Kleckowski, and Giuliano; Chief Michael Howley and Deputy Chief Russ Jacobs; Members of the public.

Absent: Commissioner Thazhampallath

1. CALL TO ORDER

Vice-Chairwoman Kleckowski called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. OPEN PUBLIC SESSION

Vice-Chairwoman Kleckowski opened the public session at 6:31 p.m. No one wished to speak.

4. CLOSE PUBLIC SESSION

Vice-Chairwoman Kleckowski closed the public session at 6:31 p.m.

5. BUDGET WORKSHOP

Chief Howley informed the Commission that a lot of time was taken to contact vendors to firm up pricing since the last budget workshop. There is a slight increase from the first draft proposed budget due to changes from vendors and labor contracts. He reminded the Commission that this slight increase in the mill rate is over a two-year period as there was no increase from FY 2019/2020 to FY 2020/2021.

The Chief explained the proposed expenditures from CNR and answered questions of the Commission.

6. RE-OPEN PUBLIC SESSION

Chairwoman Bartolotta re-opened the public session at 8:01 p.m. No one wished to speak.

7. CLOSE PUBLIC SESSION

Chairwoman Bartolotta closed the public session at 8:01 p.m.

8. ADOPT BUDGET/SET MILL RATE FOR FISCAL YEAR JULY 1, 2021-JUNE 30, 2022

MOTION to postpone Item #8 on tonight's Agenda to the Special Meeting of April 6th at 6:30 p.m. and restrict that Agenda, in addition to the public hearing, to approving the budget and approving the postcard by Comm. Giuliano/Comm. Kleckowski.

Voting was as follows:	Commissioner Bartolotta	Aye
	Commissioner Kleckowski	Aye
	Commissioner Giuliano	Aye
	Commissioner Penney	Nay

The Motion passed with three ayes and one nay.

9. ADJOURNMENT

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

Meeting adjourned at 8:23 p.m.

Submitted by,



Alyse McEwen

Administrative Assistant

DRAFT**As of 03/30/2021**

**South Fire District
Budget 2021 and Proposed 2022
Budget Workshop #2 03/31/2021**

	2021 Budget	Proposed 2022	Change	% Change
Property Tax Calculation				
Grand List	1,110,972	1,129,002	18,030	
Grand List @ 99%	1,099,862	1,117,712	17,850	
Mill Rate *	5.203	5.377	0.174	
Taxes Billed	5,780,918	6,070,672	289,754	
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	5,723,109	6,009,965	286,857	5.01%
Tax Supplement	25,000	25,000	0	100.00%
Interest and Liens	28,000	28,000	0	0.00%
Investment Income	15,000	5,000	-10,000	-66.67%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
Private Colleges and Hospitals	0	0	0	0.00%
	5,992,759	6,269,615	276,857	4.62%
Expenses				
Utilities				
7201 · Electricity	22,500	22,787	287	1.28%
7202 · Water and Sewer	2,470	2,470	0	0.00%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	39,970	40,257		
Apparatus / Vehicles				
7401 · Fuel	20,000	20,000	0	0.00%
7403 · Vehicle Repairs	60,000	60,000	0	0.00%
7404 · Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	83,200		
Insurance				
7501 · Insurance - Workers Compensation	170,000	172,785	2,785	1.64%
7502 · Insurance - Commercial Package	49,885	51,000	1,115	2.24%
7503 · Insurance - Medical	872,689	930,740	58,051	6.65%
7504 · Insurance - Cyber	3,100	5,105	2,005	100.00%
7509 · Insurance - Life and Disability	51,508	52,716	1,208	2.35%
7512 · Pension - Defined Contribution	346,544	350,021	3,477	1.00%
7513 · Unused Sick Time	24,137	24,786	649	2.69%
Total	1,517,863	1,587,154		
Salaries and Wages				
7601 · Salaries - Fire Department	2,777,700	2,850,707	73,007	2.63%
7602 · Salaries - Administrative	140,887	170,940	30,053	21.33%
7603 · Replacement / Call Backs	397,000	420,000	23,000	5.79%
7604 · Fringe Benefits	118,058	118,424	366	0.31%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	215,276	289,876	74,600	34.65%
7609 · Employer - Social Security	213,585	221,984	8,399	3.93%
7610 · Employer - Medicare	49,952	51,916	1,964	3.93%
Total	3,922,458	4,133,847		

DRAFT
As of 03/30/2021

Administration

7701 · Tax Collector's Expense	20,000	21,000	1,000	5.00%
7702 · Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	6,700	7,200	500	7.46%
7705 · Professional Development	5,000	4,500	-500	-10.00%
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	40,000	35,000	-5,000	-12.50%
7712 · Office Equipment	1,200	1,200	0	0.00%
7713 · Actuarial Services	3,300	3,300	0	0.00%
7714 · Advertising / Newsletter	4,500	4,500	0	0.00%
7715 · Lien Fees	1,200	1,200	0	0.00%
7716 · Archive Services	978	978	0	0.00%
7717 · Software Support	26,000	26,540	540	2.08%
Total	181,083	177,623		

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	18,000	0	0.00%
7805 · Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500		

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	30,500	0	0.00%
7904 · Public Fire Education	3,500	3,500	0	0.00%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	4,560	4,560	0	0.00%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	26,500	26,500	0	0.00%
7910 · Protective Clothing	28,275	28,275	0	0.00%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	4,350	4,700	350	8.05%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	4,500	3,500	-1,000	-22.22%
7916 · Breathing Apparatus-Test & Repair	6,000	6,000	0	0.00%
Total	146,685	146,035		

8999 · CNR Contribution	50,000	50,000	0	0.00%
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Total Expense	5,992,759	6,269,615	276,856	4.62%
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South Fire District
Capital Non-Recurring Account Proposed 2021 - 2022

	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2019-2020	2020-2021	Estimated			2020-2021	2020-2021	2021-2022	2021-2022	2021-2022
	Remaining Balance	Proposed Contribution	Donations	Actual Expenditure	Proposed Expenditure	Municipal Grants-in-Aid	* Net Change Revenue Deposit as of June 2021	CNR Accrued Interest	Remaining Balance	Proposed Contribution	Proposed Expenditure	Remaining Balance	Proposed Contribution	Proposed Expenditure	Remaining Balance	
Self-Contained Breathing Apparatus (SCBA)	\$ 77,866.91								\$ 77,866.91			\$ 77,866.91			\$ 77,866.91	
Training Equipment	\$ 10,000.00						\$ 5,000.00		\$ 15,000.00		\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ 10,000.00	
Computers and Peripherals	\$ 10,000.00			\$ 5,779.83	\$ 6,500.00		\$ 5,000.00		\$ 9,220.17			\$ 6,720.17		\$ 2,500.00	\$ 6,720.17	
Rescue Tools	\$ 10,039.19			\$ 4,242.25	\$ 6,000.00		\$ 5,000.00		\$ 10,796.94	\$ 15,000.00	\$ 16,000.00	\$ 9,796.94	\$ 15,000.00	\$ 16,000.00	\$ 9,796.94	
Defibrillators/ALS Equip.	\$ 6,188.50								\$ 6,188.50			\$ 6,188.50			\$ 6,188.50	
Fire Fighting Equipment	\$ 14,855.00								\$ 14,855.00			\$ 14,855.00			\$ 14,855.00	
Health & Safety	\$ 7,600.00								\$ 7,600.00			\$ 7,600.00			\$ 7,600.00	
Facility Equipment	\$ 30,513.50								\$ 30,513.50			\$ 30,513.50			\$ 30,513.50	
Facility Improvements/Repairs	\$ 29,721.04				\$ 6,000.00		\$ 30,000.00		\$ 53,721.04			\$ 53,721.04		\$ 20,000.00	\$ 33,721.04	
Furniture	\$ 8,750.00								\$ 8,750.00			\$ 8,750.00			\$ 8,750.00	
Apparatus	\$ 803,738.40	\$ 50,000.00			\$ 575,000.00		\$ 150,000.00	\$ 1,378.00	\$ 430,116.40	\$ 35,000.00		\$ 430,116.40	\$ 35,000.00		\$ 465,116.40	
Emergency Response Vehicles	\$ 294,975.06				\$ 215,000.00		\$ 44,141.50		\$ 124,116.56			\$ 124,116.56			\$ 124,116.56	
Staff Vehicle	\$ 47,145.22			\$ 38,000.00	\$ 38,000.00		\$ 5,000.00		\$ 14,145.22			\$ 14,145.22			\$ 14,145.22	
Total	\$ 1,369,392.82	\$ 50,000.00	\$ -	\$ 48,022.08	\$ 846,500.00	\$ -	\$ 244,141.50	\$ 1,378.00	\$ 818,412.32	\$ 50,000.00	\$ 43,500.00	\$ 818,412.32	\$ 50,000.00	\$ 43,500.00	\$ 824,912.32	

2020-2021 Expenditures

Apparatus - Replace Engine 32 - *In Progress*
Computers and Peripherals - Computer Upgrade - *In Progress 60% complete*
Staff Vehicle - Replacement - Complete
Rescue Tools - Equipment Replacement/Upgrade - *In Progress*
Facility Improvements/Repairs - Gear Extractor/Dryer Installation - *In Progress*
Emergency Response Vehicles - Replace Rescue Boat - *In Progress*

2020-2021 Expenditures

Rescue Tools - eDraulic Tools

* Amount determined after prior fiscal year audit.

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS MARCH 2021	
REAL ESTATE	\$ 5,231.03
MOTOR VEHICLE	\$ 6,301.79
PERSONAL PROPERTY	\$ 231.35
SUPPLEMENTAL MOTOR VEHICLE	\$ 9,248.85
BACK TAXES	\$ 6,729.02
CURRENT INTEREST	\$ 1,409.62
BACK INTEREST	\$ 2,740.48
FEE'S PAID	\$ 1,755.87
LIENS RELEASED	\$ 192.00
COLLECTIONS 2020/2021	\$ 33,840.01
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	\$ 33,840.01
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	\$ 5,818,207.86
GRANTS RECEIVED	
	\$ -
PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL REVENUE SHARING ACCOUNT	\$ -
NRG	\$ 201,650.00
MUNICIPAL REVENUE SHARING GRANT	\$ -
TOTAL GRANTS	\$ 201,650.00
TOTAL YEAR-TO-DATE	\$ 6,019,857.86
Respectfully submitted by:	
Kathleen M. Kiley	
South Fire District	

2019-03-0060660	2	FINANCIAL SER VEH TRUST	60660	-75.24	0.00	0.00	0.00	0.00	0.00	-75.24	0020	LMR75	WBA8E3G59GCU05162
TOT MOTORVEHICLE	# Of Accts: 1			-75.24	0.00	0.00	0.00	0.00	0.00	-75.24			
YEAR 2019	# Of Accts: 1			-75.24	0.00	0.00	0.00	0.00	0.00	-75.24			
GRAND TOTAL	# Of Accts: 1			-75.24	0.00	0.00	0.00	0.00	0.00	-75.24			

South Fire District
Monthly Expense Detail
February and March 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7201 · Electricity					
	02/15/2021	KS Statebank	402.82		402.82
	02/26/2021	Eversource	1,354.24		1,757.06
	03/15/2021	KS Statebank	402.82		2,159.88
Total 7201 · Electricity			2,159.88	0.00	2,159.88
7202 · Water and Sewer					
	02/01/2021	Middletown Water & Sewer Dept	218.18		218.18
	03/01/2021	Middletown Water & Sewer Dept	120.47		338.65
Total 7202 · Water and Sewer			338.65	0.00	338.65
7203 · Heating					
	02/02/2021	Eversource	1,547.38		1,547.38
	03/02/2021	Eversource	1,472.66		3,020.04
Total 7203 · Heating			3,020.04	0.00	3,020.04
7204 · Telephone					
	02/15/2021	Frontier Communications	222.87		222.87
	03/07/2021	Frontier Communications	219.69		442.56
Total 7204 · Telephone			442.56	0.00	442.56
7401 · Fuel					
	02/23/2021	WEX Bank	884.50		884.50
	02/28/2021	Advance Auto Parts	75.00		959.50
	03/23/2021	WEX Bank	718.69		1,678.19
Total 7401 · Fuel			1,678.19	0.00	1,678.19
7403 · Vehicle Repairs					
	02/15/2021	First Line Emergency	4,921.39		4,921.39
	03/12/2021	First Line Emergency	267.50		5,188.89
	03/24/2021	Barnwell of CT/Toce Brothers Inc	2,194.30		7,383.19
Total 7403 · Vehicle Repairs			7,383.19	0.00	7,383.19
7406 · Vehicle Supplies					
	02/28/2021	Advance Auto Parts	17.98		17.98
Total 7406 · Vehicle Supplies			17.98	0.00	17.98
7501 · Insurance-Workers Compensation					
	02/01/2021	Benchmark Insurance Company	14,942.00		14,942.00
	03/01/2021	Benchmark Insurance Company	14,942.00		29,884.00
Total 7501 · Insurance-Workers Compensation			29,884.00	0.00	29,884.00
7502 · Insurance - Commercial Package					
	03/01/2021	HD Segur Insurance	7,246.75		7,246.75
	03/01/2021	HD Segur Insurance	2,082.75		9,329.50
	03/01/2021	HD Segur Insurance	1,937.50		11,267.00
Total 7502 · Insurance - Commercial Package			11,267.00	0.00	11,267.00

South Fire District
Monthly Expense Detail
February and March 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7512 · Pension - Defined Contribution					
	02/11/2021	Lincoln Financial - Pension 401	27,715.58		27,715.58
	03/08/2021	Lincoln Financial - Pension 401	27,349.72		55,065.30
	03/15/2021	Lincoln Financial - Pension 401	554.32		55,619.62
Total 7512 · Pension - Defined Contribution			55,619.62	0.00	55,619.62
7701 · Tax Collector's Expense					
	02/01/2021	Quality Data Service, Inc	388.08		388.08
	02/01/2021	Quality Data Service, Inc	990.40		1,378.48
	02/28/2021	Bank of America	31.85		1,410.33
	03/31/2021	Bank of America	111.24		1,521.57
	03/31/2021	Bank of America	31.85		1,553.42
Total 7701 · Tax Collector's Expense			1,553.42	0.00	1,553.42
7702 · Professional Org / Periodicals					
	02/08/2021	Connecticut Fire Chiefs Assoc.	60.00		60.00
Total 7702 · Professional Org / Periodicals			60.00	0.00	60.00
7703 · Office Expenses					
	02/28/2021	Bank of America	124.66		124.66
	03/05/2021	Misc Payer		10.00	114.66
	03/19/2021	Misc Payer		10.00	104.66
	03/31/2021	Bank of America	6.79		111.45
	03/31/2021	Bank of America	512.47		623.92
	03/31/2021	Bank of America	160.07		783.99
Total 7703 · Office Expenses			803.99	20.00	783.99
7708 · Commissioner's Compensation					
	02/03/2021	Paychex	750.00		750.00
	03/03/2021	Paychex	750.00		1,500.00
	03/31/2021	Paychex	750.00		2,250.00
Total 7708 · Commissioner's Compensation			2,250.00	0.00	2,250.00
7709 · Activity Expense					
	02/01/2021	Lancia, Anthony R., Jr.	34.53		34.53
	02/28/2021	Bank of America	38.00		72.53
	02/28/2021	Bank of America	275.60		348.13
	02/28/2021	Bank of America	21.98		370.11
	02/28/2021	Bank of America	20.93		391.04
	02/28/2021	Bank of America	46.55		437.59
	03/31/2021	Bank of America	21.98		459.57
	03/31/2021	Bank of America	29.47		489.04
Total 7709 · Activity Expense			489.04	0.00	489.04

South Fire District
Monthly Expense Detail
February and March 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
	02/08/2021	Summa & Ryan, PC	1,023.75		1,023.75
	03/09/2021	Summa & Ryan, PC	2,388.75		3,412.50
Total 7711A · Legal Expense - General/Labor			3,412.50	0.00	3,412.50
7711B · Legal Expense - H & H					
	03/02/2021	Nuzzo & Roberts, LLC.	140.00		140.00
Total 7711B · Legal Expense - H & H			140.00	0.00	140.00
Total 7711 · Legal Expense			3,552.50	0.00	3,552.50
7710 · Professional Services - Other					
	02/04/2021	Paychex	106.93		106.93
	02/04/2021	Paychex	47.44		154.37
	02/04/2021	Paychex	62.66		217.03
	02/11/2021	Paychex	105.08		322.11
	02/11/2021	Paychex	45.58		367.69
	02/12/2021	OAK Solutions, LLC.	836.00		1,203.69
	02/18/2021	Paychex	230.28		1,433.97
	02/18/2021	Paychex	99.91		1,533.88
	02/25/2021	Paychex	230.28		1,764.16
	02/25/2021	Paychex	99.91		1,864.07
	02/28/2021	Merrick & Associates, LLC	350.00		2,214.07
	03/04/2021	Paychex	109.81		2,323.88
	03/04/2021	Paychex	47.64		2,371.52
	03/04/2021	Paychex	64.96		2,436.48
	03/11/2021	Paychex	109.81		2,546.29
	03/11/2021	Paychex	47.64		2,593.93
	03/18/2021	Paychex	109.81		2,703.74
	03/18/2021	Paychex	49.59		2,753.33
	03/25/2021	Paychex	109.81		2,863.14
	03/25/2021	Paychex	47.64		2,910.78
Total 7710 · Professional Services - Other			2,910.78	0.00	2,910.78
Total 7710 · Professional Services			6,463.28	0.00	6,463.28
7714 · Advertising / Voting					
	02/28/2021	Hartford Courant - Advertising	60.74		60.74
Total 7714 · Advertising / Voting			60.74	0.00	60.74
7716 · Archive Services					
	03/29/2021	Hartford Despatch & Storage	195.00		195.00
	03/29/2021	Hartford Despatch & Storage	195.00		390.00
	03/29/2021	Hartford Despatch & Storage	195.00		585.00
	03/29/2021	Hartford Despatch & Storage	195.00		780.00

South Fire District
Monthly Expense Detail
February and March 2021

	Date	Name	Debit	Credit	Balance
7716 · Archive Services, continued					
	03/29/2021	Hartford Despatch & Storage	195.00		975.00
	03/29/2021	Hartford Despatch & Storage	195.00		1,170.00
	03/29/2021	Hartford Despatch & Storage	195.00		1,365.00
Total 7716 · Archive Services			1,365.00	0.00	1,365.00
7717 · Software Support					
	02/28/2021	Bank of America	356.00		356.00
Total 7717 · Software Support			356.00	0.00	356.00
7801 · Repairs Building					
7801C · COVID-19					
	02/28/2021	Bank of America	122.30		122.30
Total 7801C · COVID-19			122.30	0.00	122.30
7801 · Repairs Building - Other					
	02/28/2021	Bank of America	50.07		50.07
	03/09/2021	Cowett Plumbing, LLC	149.00		199.07
	03/31/2021	Bank of America	435.06		634.13
Total 7801 · Repairs Building - Other			634.13	0.00	634.13
Total 7801 · Repairs Building			756.43	0.00	756.43
7802 · Supplies Maintenance					
7802C · COVID-19					
	02/25/2021	New England Maintenance Depot	80.00		80.00
	02/25/2021	New England Maintenance Depot	68.00		148.00
	02/25/2021	New England Maintenance Depot	30.06		178.06
	03/18/2021	New England Maintenance Depot	204.00		382.06
Total 7802C · COVID-19			382.06	0.00	382.06
7802 · Supplies Maintenance - Other					
	02/28/2021	Bank of America	60.00		60.00
	02/28/2021	Bank of America	110.52		170.52
	02/28/2021	Bank of America	27.42		197.94
	02/28/2021	Ace Home Center	23.99		221.93
	03/18/2021	New England Maintenance Depot	35.00		256.93
	03/28/2021	Ace Home Center	23.99		280.92
	03/31/2021	Bank of America	89.25		370.17
Total 7802 · Supplies Maintenance - Other			370.17	0.00	370.17
Total 7802 · Supplies Maintenance			752.23	0.00	752.23
7803 · Services					
	02/06/2021	Comcast	100.80		100.80
	02/06/2021	De Lage Landen Financial Services, Inc.	121.00		221.80
	02/07/2021	Comcast	16.84		238.64

South Fire District
Monthly Expense Detail
February and March 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7803 · Services, continued					
	02/09/2021	JP Bellamo & Sons, Inc.	45.00		283.64
	02/25/2021	All Waste	141.69		425.33
	03/04/2021	A & A Office Systems, Inc. - Usage	32.48		457.81
	03/06/2021	De Lage Landen Financial Services, Inc.	126.29		584.10
	03/06/2021	Comcast	100.80		684.90
	03/07/2021	Comcast	16.84		701.74
	03/25/2021	All Waste	141.69		843.43
Total 7803 · Services			843.43	0.00	843.43
7805 · Equipment					
	03/31/2021	Bank of America	49.98		49.98
Total 7805 · Equipment			49.98	0.00	49.98
7901 · Emergency Medical Equipment					
7901C · COVID-19					
	02/02/2021	Common Cents EMS Supply, LLC.	340.20		340.20
Total 7901C · COVID-19			340.20	0.00	340.20
7901 · Emergency Medical Equipment - Other					
	02/10/2021	Common Cents EMS Supply, LLC.	17.57		17.57
	02/15/2021	Common Cents EMS Supply, LLC.	198.00		215.57
	02/19/2021	Common Cents EMS Supply, LLC.	159.89		375.46
	03/03/2021	Common Cents EMS Supply, LLC.	31.17		406.63
	03/05/2021	Common Cents EMS Supply, LLC.	79.15		485.78
	03/26/2021	Interstate All Battery Center	36.00		521.78
	03/31/2021	Bank of America	108.00		629.78
Total 7901 · Emergency Medical Equipment - Other			629.78	0.00	629.78
Total 7901 · Emergency Medical Equipment			969.98	0.00	969.98
7902 · Computer Equip & Supplies					
	02/28/2021	Bank of America	26.58		26.58
Total 7902 · Computer Equip & Supplies			26.58	0.00	26.58
7903 · Training					
	02/03/2021	CT Fire Academy Bookstore	144.25		144.25
	02/04/2021	Shagbark Lumber and Farm Supplies	816.77		961.02
	02/05/2021	CT Fire Academy Bookstore	652.28		1,613.30
	02/18/2021	CT Fire Academy Bookstore	103.80		1,717.10
	02/18/2021	CT Fire Academy Bookstore		1.59	1,715.51
	02/25/2021	Dept. of Emrg Svc & Public Protection		320.00	1,395.51
	02/25/2021	Dept. of Emrg Svc & Public Protection		320.00	1,075.51
	02/25/2021	Dept. of Emrg Svc & Public Protection		320.00	755.51
	02/25/2021	Dept. of Emrg Svc & Public Protection		165.00	590.51
	02/25/2021	Dept. of Emrg Svc & Public Protection		550.00	40.51

South Fire District
Monthly Expense Detail
February and March 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7903 · Training, continued					
	02/28/2021	Bank of America	796.56		837.07
	03/31/2021	Bank of America	47.85		884.92
Total 7903 · Training			2,561.51	1,676.59	884.92
7905 · Fire Fighting Equipment					
	02/28/2021	Advance Auto Parts	18.28		18.28
	02/28/2021	Advance Auto Parts	116.91		135.19
	02/28/2021	Advance Auto Parts	32.45		167.64
	02/28/2021	Advance Auto Parts	32.45		200.09
	03/17/2021	Shipman's Fire Equipment Co., Inc.	561.75		761.84
	03/22/2021	Shipman's Fire Equipment Co., Inc.	359.95		1,121.79
	03/29/2021	Shipman's Fire Equipment Co., Inc.	165.20		1,286.99
	03/31/2021	Bank of America	477.56		1,764.55
	03/31/2021	Bank of America	22.29		1,786.84
	03/31/2021	Bank of America	51.37		1,838.21
Total 7905 · Fire Fighting Equipment			1,838.21	0.00	1,838.21
7907 · Fire Marshal's Office					
	03/28/2021	Ace Home Center	4.94		4.94
	03/31/2021	Bank of America	250.95		255.89
	03/31/2021	Bank of America	25.00		280.89
	03/31/2021	Bank of America	25.00		305.89
	03/31/2021	Bank of America	100.00		405.89
Total 7907 · Fire Marshal's Office			405.89	0.00	405.89
7909 · Uniforms					
	02/03/2021	Security Uniforms, Inc.	1,825.00		1,825.00
	02/09/2021	Security Uniforms, Inc.	560.00		2,385.00
	02/12/2021	Security Uniforms, Inc.	82.00		2,467.00
	02/12/2021	Security Uniforms, Inc.	74.00		2,541.00
	02/12/2021	Security Uniforms, Inc.	158.00		2,699.00
	02/17/2021	Security Uniforms, Inc.	79.75		2,778.75
	02/28/2021	Bank of America	91.90		2,870.65
	03/08/2021	Security Uniforms, Inc.	320.00		3,190.65
	03/09/2021	TLM Promotionals/Auburn Manufacturing	17.00		3,207.65
	03/09/2021	TLM Promotionals/Auburn Manufacturing	272.00		3,479.65
	03/16/2021	Security Uniforms, Inc.	28.00		3,507.65
	03/16/2021	Security Uniforms, Inc.	102.00		3,609.65
	03/16/2021	Security Uniforms, Inc.	84.00		3,693.65
	03/16/2021	Security Uniforms, Inc.	44.00		3,737.65
	03/19/2021	Russo, Philip		18.50	3,719.15
Total 7909 · Uniforms			3,737.65	18.50	3,719.15

South Fire District
Monthly Expense Detail
February and March 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	02/22/2021	JP Maguire Associates, Inc.	910.00		910.00
Total 7910A · Gear Cleaning/Inspection/Repair			910.00	0.00	910.00
7910 · Protective Clothing - Other					
	03/05/2021	Firematic Supply Co. Inc.	276.09		276.09
	03/24/2021	Utility Communications, Inc.	33.00		309.09
	03/31/2021	Bank of America	363.89		672.98
Total 7910 · Protective Clothing - Other			672.98	0.00	672.98
Total 7910 · Protective Clothing			1,582.98	0.00	1,582.98
7911 · Communications					
	02/24/2021	Connecticut Communications-DBA NE Comm.	245.00		245.00
Total 7911 · Communications			245.00	0.00	245.00
7912 · Cellular Phones					
	02/11/2021	AT&T Mobility	435.87		435.87
	03/11/2021	AT&T Mobility	435.87		871.74
Total 7912 · Cellular Phones			871.74	0.00	871.74
7915 · Medical Testing					
	03/01/2021	Parmelee, Ryan	40.00		40.00
	03/09/2021	Velocity Urgent Care	350.00		390.00
	03/09/2021	Velocity Urgent Care	350.00		740.00
	03/10/2021	Velocity Urgent Care	350.00		1,090.00
	03/11/2021	Concentra Medical Center	107.50		1,197.50
Total 7915 · Medical Testing			1,197.50	0.00	1,197.50
7916 · Breathing Apparatus-Test Repair					
	02/03/2021	Shipman's Fire Equipment Co., Inc.	43.61		43.61
	02/18/2021	Shipman's Fire Equipment Co., Inc.	214.89		258.50
	03/12/2021	Interstate All Battery Center	127.50		386.00
	03/16/2021	Shipman's Fire Equipment Co., Inc.	44.05		430.05
	03/26/2021	Shipman's Fire Equipment Co., Inc.		1,221.00	-790.95
Total 7916 · Breathing Apparatus-Test Repair			430.05	1,221.00	-790.95
8999 · CNR Current Year					
	03/31/2021	Bank of America	609.43		609.43
Total 8999 · CNR Current Year			609.43	0.00	609.43
TOTAL			142,091.17	2,936.09	139,155.08

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Income				
4101 · Property Tax Revenue	5,672,849.92	5,723,109.00	-50,259.08	99.12%
4102 · Interest and Liens	33,564.04	28,000.00	5,564.04	119.87%
4103 · Tax Refunds	-5,835.64	0.00	-5,835.64	100.00%
4104 · Fees	7,187.19	0.00	7,187.19	100.00%
4105 · Prior Year Tax Collections	61,626.88	0.00	61,626.88	100.00%
4107 · Tax Supplemental MV	40,626.29	25,000.00	15,626.29	162.51%
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	4,037.54	15,000.00	-10,962.46	26.92%
4901 · Miscellaneous Income	1,638.00	0.00	1,638.00	100.00%
Total Income	6,030,499.88	5,992,759.00	37,740.88	100.63%
Expense				
7201 · Electricity	15,045.58	22,500.00	-7,454.42	66.87%
7202 · Water and Sewer	1,572.78	2,470.00	-897.22	63.68%
7203 · Heating	8,017.88	12,000.00	-3,982.12	66.82%
7204 · Telephone	2,019.39	3,000.00	-980.61	67.31%
7401 · Fuel	9,579.96	20,000.00	-10,420.04	47.90%
7403 · Vehicle Repairs	46,130.98	60,000.00	-13,869.02	76.89%
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	145,998.00	170,000.00	-24,002.00	85.88%
7502 · Insurance - Commercial Package	45,799.53	49,885.00	-4,085.47	91.81%
7503 · Insurance - Medical	579,197.88	872,689.00	-293,491.12	66.37%
7504 · Insurance - Cyber	2,184.00	3,100.00	-916.00	70.45%
7509 · Insurance - Life and Disability	35,323.98	51,508.00	-16,184.02	68.58%
7512 · Pension - Defined Contribution	245,326.79	346,544.00	-101,217.21	70.79%
7513 · Unused Sick Time	0.00	24,137.00	-24,137.00	0.00%
7601 · Salaries - Fire Department	2,022,485.50	2,777,700.00	-755,214.50	72.81%
7602 · Salaries - Administrative	98,917.97	140,887.00	-41,969.03	70.21%
7603 · Replacement / Call Backs	428,339.55	397,000.00	31,339.55	107.89%
7604 · Fringe Benefits	102,469.10	118,058.00	-15,588.90	86.80%
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	155,751.75	213,585.00	-57,833.25	72.92%
7610 · Employer - Medicare	36,424.78	49,952.00	-13,527.22	72.92%
7701 · Tax Collector's Expense	12,961.02	20,000.00	-7,038.98	64.81%
7702 · Professional Org / Periodicals	1,462.48	2,205.00	-742.52	66.33%
7703 · Office Expenses	2,819.76	3,500.00	-680.24	80.57%
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 March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7708 · Commissioner's Compensation	7,350.00	9,000.00	-1,650.00	81.67%
7709 · Activity Expense	1,926.82	3,500.00	-1,573.18	55.05%
7710 · Professional Services	19,254.32	40,000.00	-20,745.68	48.14%
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	2,885.46	4,500.00	-1,614.54	64.12%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	1,365.00	978.00	387.00	139.57%
7717 · Software Support	18,827.68	26,000.00	-7,172.32	72.41%
7801 · Repairs Building	10,873.17	20,000.00	-9,126.83	54.37%
7802 · Supplies Maintenance	6,542.78	8,900.00	-2,357.22	73.51%
7803 · Services	12,758.86	18,000.00	-5,241.14	70.88%
7805 · Equipment	4,610.90	4,600.00	10.90	100.24%
7901 · Emergency Medical Equipment	7,662.64	12,500.00	-4,837.36	61.30%
7902 · Computer Equip & Supplies	1,219.75	2,000.00	-780.25	60.99%
7903 · Training	14,104.68	30,500.00	-16,395.32	46.25%
7904 · Public Fire Education	2,017.08	3,500.00	-1,482.92	57.63%
7905 · Fire Fighting Equipment	9,212.10	14,000.00	-4,787.90	65.80%
7906 · Special Service Units	938.00	4,560.00	-3,622.00	20.57%
7907 · Fire Marshal's Office	2,909.52	4,000.00	-1,090.48	72.74%
7909 · Uniforms	22,701.96	26,500.00	-3,798.04	85.67%
7910 · Protective Clothing	24,349.08	28,275.00	-3,925.92	86.12%
7911 · Communications	3,195.97	4,500.00	-1,304.03	71.02%
7912 · Cellular Phones	4,083.61	4,350.00	-266.39	93.88%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.50%
7915 · Medical Testing	2,867.00	4,500.00	-1,633.00	63.71%
7916 · Breathing Apparatus-Test Repair	765.38	6,000.00	-5,234.62	12.76%
8999 · CNR Current Year	48,631.51	50,000.00	-1,368.49	97.26%
Total Expense	4,325,528.14	5,992,759.00	-1,667,230.86	72.18%
Grants				
COVID-19	12,855.66			
Total Grants	12,855.66			
Grant Purchases				
7919 · FEMA Grant - Training	6,062.57			
Total Grant Purchases	6,062.57			

South Fire District
Cash Balance Report
March 2021

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	3,231,896.58
	Operating - Checking	\$	506,238.46
	Total:	\$	<u>3,738,135.04</u>

Restricted Funds:

CNR	\$	1,370,545.52
Post-Employment Benefits	\$	453,802.29

Submitted by:
Kathleen M. Kiley

Tax Collections
March 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	\$ 4,423,497.25	-\$2,465.59	99.64%	-\$1,590.51
PP	\$ 866,063.52	\$ 864,119.96	-\$17.43	99.77%	-\$23.28
MV	\$ 414,938.40	\$ 385,232.71	-\$1,574.53	92.46%	-\$117.01
MVS	<u>\$ 57,846.69</u>	<u>\$ 40,626.29</u>	<u>-\$5.14</u>	70.22%	<u>-\$42.15</u>
TOTAL	\$ 5,775,681.36	\$ 5,713,476.21	\$ (4,062.69)	98.85%	\$ (1,772.95)

Submitted by:
Kathleen M. Kiley



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

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

- Budget workshops in-house with Alyse and Kathy. All of our vendors are being evaluated as we move forward in this budget process.
- FEMA quarterly reports for grants received and status updates.
- The COVID 19 Pandemic still consumes a good percentage of our time, planning preparation, and making changes on a daily basis. Working with our Medical Control Doctor at Middlesex and our other City agencies on daily and weekly. We have been supporting the Covid vaccine clinics in our jurisdiction.

Meetings:

- Weekly staff meetings with Officer's
- Middletown Chiefs meeting (protocols) 3/1
- Meeting with State IT on fiber optic cable moving 3/2
- FEMA /Covid grant 3/2
- Health Ins. Meeting with vendor 3/4
- County Fire Chiefs meeting 3/10
- CT Joint Council meeting 3/11
- FEMA Region 1 meeting 3/11
- CT fire Chiefs meeting 3/14
- Meeting planning Clean room layout with contractors 3/16
- Eversource meeting new gas line 3/31
- Attorney Mathews Workers Comp, HH
- City of Middletown COVID 19 working group meetings every week

Events:

Canceled

Incidents:

Suspicious device by river 3/14

Pratt & Whitney 3/21

Mutual Aid Middletown fire 3/25

Mutual Aid Middlefield fire 3/25

Route (9) Haddam 3/25

Mutual Aid Middletown fire 3/27

Mutual Aid Middletown fire 3/28

Fire Chief, Michael J. Howley

March 2021 Monthly Report



SOUTH FIRE DISTRICT
City of Middletown

MARCH MONTHLY REPORT TO

South Fire District Board of Commissioners

Deputy Chief Russ Jacobs

Commissioners,

I am respectfully submitting a report detailing my recent activities during the month of March

- Attend Labor Management Grievance meeting for smooth resolution
- Attend NEXGEN meeting with WFD for SFD future use
- Meet with West Haven Fire for NEXGEN experience use within their operation
- Meet with State of CT on Firehouse program coding for Lt's and FMO reporting
- Respond to MVA on Route 9
- Respond to Brush on South Main Street
- Respond to suspicious package incidence with Hartford Bomb Squad on River Road
- Secure window replacement under warranty for building addition use
- Secured \$1000.00 savings on needed gutter repairs
- Attend Quarterly Officers meeting
- Review & update COVID 19 Travel policies thru Labor/management agreements effecting all personnel
- Attend Commissioner's meeting for tax office job description and salary review
- Represent SFD while attending promotional ceremony for MFD
- Arrangements for new hired employees work start readiness with department uniform procurement
- Attend Budget workshops
- Attending Monthly Commissioner's meeting

- Continue working towards writing a Rescue Boat Grant with Lt Zajac and Lt Handley
- Attend Boat Grant committee meeting
- WWMS Construction walk thru review
- Department Insurance review meeting
- Tax Office
- Attend 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.
- Attend Natural Gas Emergency training by Eversource
- Secure safety evaluation needs for all Dive Team equipment

Respectfully Submitted,

Deputy Chief Russ Jacobs

March 2021 Monthly Report



SOUTH FIRE DISTRICT
Of the City of Middletown
MONTHLY REPORT TO

Fire Chief Michael J. Howley

From: Fire Marshal James M. Mastroianni

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

Fire Marshal Office Activities/Duties:

- Attended Monthly SFD Firehouse Renovation Meeting with Contractor
- 144 Prout Hill Road – Propane Tank Installation Meeting
- 20 Pheasant Drive – Review Emergency Action Plan Meeting
- New Middle School - Storage Room Sprinkler Pipe Enclosure Meeting
- CT International Association Arson Investigators Meeting
- 510 Saybrook Road - conducted fire drill
- Attended Code Enforcement Meeting
- Middletown Kids Health and Safety Fair Meeting
- 62 Chestnut Street - Evaluate Egress Capabilities/Procedures Meeting
- 1 Wildermans Way - Walk Through for proposed New Community Center
- 749 Saybrook Road – Proposed New Business Walk Through
- 144 Prout Hill Road – Evaluate Tent Egress Capabilities/Procedures Meeting
- New Middle School – Fire Dept. Connection Pressure Test – Hunting Hill Avenue side
- Attended and Participated South Fire District Officers Meeting
- 660 South Main Street – Evaluate Fire Extinguisher Placement and Quantity
- McCutcheon Park – Participated in Community Easter Fire Prevention/Parade
- New Middle School Kitchen Suppression pull station location

Inspections:

- 711 Saybrook Road – mercantile inspection
- 26 Silver Street - apartment building inspection
- 25 Silver Street - apartment building inspection
- 31 Dejohn Drive - business inspection

Inspections cont.:

- 68 Farm Hill Road – group home inspection
- 222 Main Street Extension - business inspection
- 230 Main Street Extension - business inspection
- 117 East Main Street - business inspection
- 3 Silver Street - assembly inspection
- 144 Prout Hill Road – propane tank inspection
- 44 Maynard Street - assembly re-inspection
- 186 Main Street Extension - business inspection
- 520 Saybrook Road - business inspection
- 50 Walnut Street - business progress inspection with Building Dept.
- 535 Saybrook Road - business inspection
- New Middle School – progress inspection with Building Dept. (2) days a week till completion
- 338 Bartholomew Road - group home inspection
- 760 Saybrook Road - business re-inspection
- 169 Main Street Extension – storage inspection
- 40 - 42 Walnut Street - apartment building inspection
- 760 Saybrook Road Lower - business re-inspection
- 144 Prout Hill Road – propane heaters inspection
- 282 Main Street Extension - business inspection
- 1250 Silver Street - Final Suppression System Inspection

Training:

- Virtual Career Development – Fireworks Safety and Requirements - Session 1
- Virtual Career Development – Fireworks Safety and Requirements - Session 2
- Virtual Career Development – Fireworks Safety and Requirements - Session 3
- Public and Life Safety Educator Class – Four (4) Days
- Virtual Career Development – Electrical Code Series - Session 1
- Virtual Career Development – Electrical Code Series - Session 2
- Virtual Career Development – Electrical Code Series - Session 3
- Eversource Gas Training

Fire Marshal James M. Mastroianni
March, 2021



SOUTH FIRE DISTRICT
Of the City of Middletown
MONTHLY REPORT TO

Fire Chief: Michael J. Howley

From: Deputy Fire Marshal Jason Hurlbut

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

Fire Marshal Office Activities/Duties:

- 144 Prout Hill Road – Inspection with Building Department
- 1 Wildermans Way – Inspection with Building Department
- CT IAAI Meeting (virtual)
- Meeting at 50 Walnut Street with Building Department
- 510 Saybrook Road – Fire Drill
- Code Enforcement Meeting (virtual)
- Kids Health and Safety Day Meeting
- 1 Wildermans Way - Inspection with Building Department
- 144 Prout Hill Road – Meet with Gas Works
- 62 Chestnut Street – Walkthrough with State
- 1 Wildermans Way – Inspection with Building Department
- 1 Wildermans Way – Walk Through of Proposed Community Center
- Meeting with OAK Solution at South Fire
- 749 Saybrook Road – Possible New Business Meeting
- 1 Wildermans Way – Inspection with Building Department
- 660 South Main Street – Meeting about Fire Extinguishers
- 144 Prout Hill Road – Meeting about heater placement in tent
- Code Enforcement Meeting (virtual)
- 1 Wildermans Way – Inspection with Building Department
- 1250 Silver Street – Fire Suppression System Final Inspection
- 749 Saybrook Road – Plumbing Inspection with Building Department
- Crystal Lake – Easter Candy Handout
- 1 Wildermans Way – Inspection with Building Department

- 445 Randolph Road – Inspection with Building Department
- Wildermans Way – Kitchen Fire Suppression Inspection

Inspections:

- 711 Saybrook Road-business-Inspection
- 26 Silver Street – residential – Re-Inspection
- 25 Silver Street – residential – Re-Inspection
- 222 Main Street Extension – business – Re-Inspection
- 230 Main Street Extension – business – Re-Inspection
- 31 DeJohn Drive – business – Re-Inspection
- 68 Farm Hill Road – group home – Re-Inspection
- 117 East Main Street – business – Inspection
- 3 Silver Street – assembly – Inspection
- 44 Maynard Street – assembly – Re-Inspection
- 186 Main Street Extension – business – Inspection
- 520 Saybrook Road – business – Inspection
- 535 Saybrook Road – business – Inspection
- 338 Bartholomew Road – group home – Inspection
- 760 Saybrook Road – business – Re-Inspection
- 169 Main Street Extension – storage – Inspection
- 40-42 Walnut Street – residential – Inspection
- 760 Saybrook Road – business – Re-Inspection
- 282 Main Street Extension – business - Inspection

Training:

- Fireworks (Virtual Training) 1st Session – OEDM
- Electrical Code Series (Virtual Training) 1st Session – OEDM
- Fireworks (Virtual Training) 2nd Session – OEDM
- Electrical Code Series (Virtual Training) 2nd Session – OEDM
- Fireworks (Virtual Training) 3rd Session – OEDM
- Electrical Code Series (Virtual Training) 3rd Session - OEDM
- Fire Dynamics – Oklahoma State University (online)
- Fire Alarm Inspections – Oklahoma State University (online)

Incidents:

- Eastern Drive – Suspicious Package Investigation
- Training Hill Road – Outside Burn
- Newtown Street Tennis Courts – Garbage Can Fire Investigation

Deputy Fire Marshal Jason Hurlbut
March, 2021



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

April 8, 2021

Greetings,

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

Training Activities:

- Myself and a Lieutenant completed Fire Officer 2 certification
- 3 personnel completed Fire & Life Safety Educator Training through CFA
- 2 personnel completed Fire Officer 1 certification
- All Platoons participated in Natural Gas Emergency training. This 3 hour program was taught by Eversource, at no cost to SFD.
- Hose Advancement/Ground Ladder training at CVH Smith Hall, all platoons
- Medical Training-Hare Traction Splinting, all platoons
- Medical Training-Continuing Education-Obstetric Emergencies, all platoons
- Review with all personnel of revised COVID-19 policies/procedures

Emergency Responses:

- 3/11-Medical Emergency-Route 9
- 3/12-Brush Fire-South Main St (Middletown district)
- 3/18-Motor Vehicle Accident-Route 9
- 3/25-Structure Fire-Huber Ave-(Middletown district)
- 3/25-Structure Fire-Ross Rd-Middlefield
- 3/25-Medical Emergency-Route 9
- 3/27-Station Coverage for Structure Fire-Laurel Grove Rd (Middletown district)

Respectfully Submitted,

Nick Fischer
Training Captain

SouthFire

Training Classes by Category

Class Date Between {03/01/2021} And {03/31/2021}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
AERIAL TRAIN Aerial / Ladder Driver Training								
03/01/2021	08:30	Aerial / Ladder Driver Training	1		B	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
AP10 Apparatus Check Procedures								
03/08/2021	10:30	Apparatus Check Procedures	1	E30	A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
BA70 General SCBA Training								
03/08/2021	09:00	General SCBA Training	1		A	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
BC01 General Building Construction								
03/09/2021	10:00	General Building Construction	1		B	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
BFAM Building Familiarization								
03/11/2021	09:00	Building Familiarization	1		D	1.00	0.00	0.00
03/12/2021	09:00	Building Familiarization	1		A	3.00	0.00	0.00
03/18/2021	09:30	Building Familiarization	1		C	2.50	0.00	0.00
Totals for Category:						6.50	0.00	0.00
BRUSHCART Brush Skid Cart Familiarization								
03/23/2021	13:00	Brush Skid Cart Familiarization	1		D	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
COVID19BRIEF South Fire District COVID-19 Procedure Brief								
03/24/2021	10:00	South Fire District COVID-19	1		A	0.50	0.00	0.00
03/25/2021	10:00	South Fire District COVID-19	1		B	1.00	0.00	0.00
03/26/2021	14:00	South Fire District COVID-19	1		C	0.50	0.00	0.00
Totals for Category:						2.00	0.00	0.00

SouthFire

Training Classes by Category

Class Date Between {03/01/2021} And {03/31/2021}

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
DT01 General Driver Training								
03/03/2021	10:30	General Driver Training	1	E32	D	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
ENG DRIVING Engine/operator driver training								
03/19/2021	13:30	Engine/operator driver training	1		D	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
FMT CONT. ED Continuing education								
03/02/2021	09:00	Continuing education	1	C34	F	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00
FO 2 Fire Officer II Program								
03/01/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00
03/03/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00
03/08/2021	08:00	Fire Officer II Program	1		S	8.00	0.00	0.00
03/10/2021	08:00	Fire Officer II Program	1		S	2.00	0.00	0.00
Totals for Category:						26.00	0.00	0.00
FORCE ENTRY Forcible Entry								
03/28/2021	12:00	Forcible Entry	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
GRND LADDER Ground Ladder Dpoyment								
03/09/2021	10:00	Ground Ladder Dpoyment	1		B	2.00	0.00	0.00
03/11/2021	09:00	Ground Ladder Dpoyment	1		D	1.00	0.00	0.00
03/12/2021	09:00	Ground Ladder Dpoyment	1		A	1.00	0.00	0.00
03/18/2021	09:30	Ground Ladder Dpoyment	1		C	2.50	0.00	0.00
Totals for Category:						6.50	0.00	0.00
HARE Hare Traction Splint Training								
03/15/2021	10:00	Hare Traction Splint Training	1		D	1.00	0.00	0.00
03/16/2021	10:00	Hare Traction Splint Training	1		A	1.00	0.00	0.00

SouthFire

Training Classes by Category

Class Date Between {03/01/2021} And {03/31/2021}

							-----Default-----	
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
HARE Hare Traction Splint Training								
03/17/2021	10:00	Hare Traction Splint Training	1		B	1.00	0.00	0.00
Totals for Category:						3.00	0.00	0.00
HOSEADV Hoseline Advancement								
03/09/2021	10:00	Hoseline Advancement	1		B	2.00	0.00	0.00
03/11/2021	09:00	Hoseline Advancement	1		D	3.00	0.00	0.00
03/12/2021	09:00	Hoseline Advancement	1		A	3.00	0.00	0.00
03/18/2021	09:30	Hoseline Advancement	1		C	2.50	0.00	0.00
Totals for Category:						10.50	0.00	0.00
LESSONS LRND "Lessons Learned"								
03/20/2021	12:00	"Lessons Learned"	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
LTC13 Ladder Co. Tactics								
03/08/2021	14:30	Ladder Co. Tactics	1		A	1.50	0.00	0.00
Totals for Category:						1.50	0.00	0.00
NATURAL GAS Natural Gas Emergencies								
03/05/2021	09:00	Natural Gas Emergencies	1		B	3.00	0.00	0.00
03/10/2021	09:00	Natural Gas Emergencies	1		C	3.00	0.00	0.00
Totals for Category:						6.00	0.00	0.00
PFLSE Public Fire & Life Safety Educator								
03/06/2021	08:00	Public Fire & Life Safety Educator	1		S	8.00	0.00	0.00
03/07/2021	08:00	Public Fire & Life Safety Educator	1		S	8.00	0.00	0.00
03/14/2021	08:00	Public Fire & Life Safety Educator	1		S	8.00	0.00	0.00
03/21/2021	08:00	Public Fire & Life Safety Educator	1		S	8.00	0.00	0.00
Totals for Category:						32.00	0.00	0.00
PRODEMS Prodigy EMS								
03/19/2021	10:00	Prodigy EMS	1		D	1.00	0.00	0.00

SouthFire

Training Classes by Category

Class Date Between {03/01/2021} And {03/31/2021}

						-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
PRODEMS Prodigy EMS								
03/22/2021	11:00	Prodigy EMS	1		C	1.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00

Total Classes: 40

Grand Totals: 110.00 0.00 0.00



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

Public Safety Telecommunications Report
April 2021

1. Monthly Call Statistics sheet is available. Activity for March is approximately 5,953 incidents, approximately 1,976 911 calls and about 8,566 administrative calls. This is the fifth time call statistics for responses has gone over 5,000. The current number provided is the highest in 15 years of data.
2. CAD system is still on learning curve. No incidents to report regarding issues in call processing. System operation is stable with no outages.
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 at this point. Best case scenario is one on line by end of April and the second on line sometime in June. However, we are anticipating a retirement prior to the end of this fiscal year.
4. Budget process for the City has started and a Budget Workshop with the Common Council is scheduled for April 12th.
5. The Dispatched Center experienced one COVID positive employee. All CDC and Local health Department guidelines were followed. Employee is well and back to work.
6. There is no April meeting for the PSTC. The quarterly WebEx will be in July.

City of Middletown

[illegible]



TAX COLLECTOR

The South Fire District is seeking a Tax Collector responsible for planning, organizing, directing, and administering the statutory and ordinance responsibilities of the office regarding the collection of taxes for the District.

Candidates shall possess an Associate degree with major work in accounting or business administration, courses or seminars on collection practices, and a minimum of two (2) years' experience in tax collecting or any equivalent combination of education, training, and experience which provides a demonstrated ability to perform the duties of the position. Candidate certified by the State of Connecticut as a Certified Connecticut Municipal Collector (CCMC) preferred.

Part-time union position, 25 hours per week. Additional hours may be required during collection season (July-August and January-February). Monday-Friday, starting salary \$____ to \$____/hour. Flexible working hours.

NATURE OF WORK:

This is highly responsible, professional, and administrative work involving planning, organizing, directing, and administering the statutory and ordinance responsibilities of the office with respect to the collection of taxes and other revenue due to the South Fire District. The work involves the regular exercise of independent judgment and initiative in pursuing an aggressive and effective program of prompt and efficient collection and effort with tact and courtesy towards the taxpayers.

SUPERVISION RECEIVED:

The Tax Collector works under the general supervision of the Fire Chief or his/her assigns and reports to the Board of Fire Commissioners (BOFC).

SUPERVISION EXERCISED:

The Tax Collector provides general supervision to the Tax Associate and the seasonal part-time tax office assistant.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Performs/supervises billing of taxes on real property, personal property, and motor vehicles.
- Oversees the district's tax revenue collection program. Plans, performs/supervises, and organizes work for tax office in making a variety of collections.
- Reviews, interprets, and implements procedures necessary to comply with relevant laws, ordinances, and regulations. Keeps tax office current on new laws or changes relating to processing tax billing and collections procedures.
- Calculates interest on property taxes, liens, and abatement refunds.
- Daily records and reconciles revenue by category and account.
- Prepares statistical reports on several accounts handled and monies collected.
- Prepares an operating budget for tax office annually.

- Prepares account list to file liens.
- Processes adjustments and refunds.
- Prepares legal notices for publication.
- Implements procedures to notify delinquent taxpayers by mail or telephone. Arranges payment plans, when appropriate. Determines when stronger enforcement procedures are necessary.
- Performs/supervises the collection of delinquent taxes.
- Prepares and processes suspense accounts.
- Prepares M-1 (annual report on collections for the State of Connecticut).
- Prepares rate bill and tax warrant annually.
- Interacts with the public concerning complaints and other matters requiring explanations or interpretations. Responds in a timely fashion to inquiries from the public.
- Confers with the BOFC and Fire Chief on matters concerning changes in policy and ordinances.
- Investigates tax delinquencies. Implements delinquent tax collection procedures. Directs and takes part in actions connected with delinquent taxes. Participates in tax sale auctions.
- Files proofs of claim on bankruptcy cases and follows those accounts through their discharge.
- Provides information to attorneys, banking officials, and the general public and resolves problems and complaints. Confers with attorneys, state marshals, and collection agencies, as appropriate, regarding foreclosures, tax warrants, etc.
- Directs and takes part in preparation of fiscal reports for the state, district, and auditors.
- Performs other duties as are determined to be necessary.
- Reviews literature and publications, and attends seminars, tax meetings, professional meetings and conferences.
- Maintains absolute confidentiality relating to sensitive information.
- Attends monthly BOFC meetings and other BOFC meetings if needed.

OTHER JOB FUNCTIONS:

- Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE:

- Thorough knowledge of state statutes, ordinances, rules, regulations, and resolutions governing the collection of taxes and assessments and tax accounting.
- Knowledge of accounting and bookkeeping principles and practices related to governmental entities.
- Knowledge of office management procedures, laws, and ordinances governing tax collection.
- Knowledge of the application of data processing techniques to tax collection methods.
- Ability to prepare and interpret complex statistical and financial reports.
- Ability to establish and maintain effective working relationships with state and federal officers, town officials, public officials, residents, the general public, other departments and agencies, and co-workers. Ability to deal effectively with the general public, including ability to negotiate and pursue delinquent taxpayers.
- Excellent organizational skills and attention to detail.
- Excellent computer skills (word processing, spreadsheet, and tax collector software).
- Ability to use the following tools and equipment: personal computer, calculator, telephone, facsimile machine, and copier.

- Ability to communicate effectively both orally and in writing. Ability to organize and express thoughts and ideas through written and oral communication including clear, concise, accurate, and timely financial reports and statement.
- Ability to maintain confidentiality. Ability to carry out all responsibilities of the job independently and without supervision. Ability to adjust quickly to changing priorities in a sometime stressful environment.

EDUCATION, EXPERIENCE, AND TRAINING:

- Associate degree with major work in accounting or business administration, courses or seminars on collection practices, and a minimum of two (2) years' experience in tax collecting or any equivalent combination of education, training, and experience which provides a demonstrated ability to perform the duties of the position. QDS experience preferred.
- Licensure and Certification.
- Must be bondable.
- Within three (3) years of hire date, shall obtain the State of Connecticut certification as Certified Connecticut Municipal Collector (CCMC).

PHYSICAL DEMANDS:

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to talk; hear; to reach with hands, arms; sit; stand; walk; and use hands to finger, handle, feel, or operate equipment, objects, tools, or controls. The employee is frequently required to climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone.
- The employees must be able to work harmoniously, cooperatively, and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions, and address disturbances.