

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

**NOTICE OF COMMISSIONERS MEETING**

**WHEN:** Monday, May 8, 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/89880314386>
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. 898 8031 4386

**SOUTH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING AGENDA  
MONDAY, MAY 8, 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) April 4, 2023 Budget Workshop
  - b) April 10, 2023 Special Meeting – Budget Public Hearing
  - c) April 10, 2023 Special Meeting – Adopt Budget/Set Mill Rate
  - d) April 10, 2023 Regular Monthly Meeting
- 7) TAX COLLECTOR’S REPORTS – APRIL 2023**
  - a) Refunds: \$49.59
  - b) Tax Collector’s Reports
- 8) FINANCIAL REPORTS**
  - a) Monthly Expense Detail: January 2023 and April 2023
  - b) Profit & Loss Budget vs. Actual: July 2022 through April 2023
  - c) Cash Balance Report: April 2023
- 9) ADMINISTRATIVE REPORTS – APRIL 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) Phase II of Building Renovation Project – Landmark Architects Proposal
  - b) Budget Promotion Update
  - c) Status of Auditor’s Report/Financial Statements as of June 30, 2022
  - d) Marine 3 Update
  - e) Sumner Brook Update
- 12) NEW BUSINESS**
  - a) Discussion of Prospective Building Committee Members – Ed Monarca; Melissa Roming
- 13) OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**
- 14) CLOSE PUBLIC SESSION**
- 15) ADJOURNMENT**

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**Meeting I.D. 898 8031 4386**

**SOUTH FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
445 RANDOLPH ROAD  
MIDDLETOWN, CT 06457**

**BUDGET WORKSHOP MINUTES  
Tuesday, April 4, 2023 – 6:30 p.m.**

**Held at the firehouse and available via Zoom - Meeting ID 832 5795 5188**

**Present:** Commissioners Giuliano (arrived at 6:41 p.m.), Pessina and Gregorio; Chief Trzaski, Deputy Chief Fischer (via Zoom), Budget Analyst Kathy Kiley, Executive Assistant Alyse McEwen (via Zoom), Tax Collector Lee Matterazzo

**Absent:** Commissioners Kleckowski, Giuliano, and Thazhampallath

**1. CALL TO ORDER**

Commissioner Pessina called the meeting to order at 6:40 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

Commissioner Pessina recessed the meeting at 6:41 p.m.

The meeting reconvened at 6:43 p.m.

**3. BUDGET WORKSHOP**

Chief Trzaski explained the changes in tax revenue in the proposed budget compared to the one presented at the 3/28/23 budget workshop. Kathy Kiley gave an overview of the other changes that were made since the last workshop.

**4. ADJOURNMENT**

**MOTION** to adjourn by Comm. Gregorio/Comm. Pessina.

The meeting was adjourned at 7:27 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  
Budget 2023 and Proposed 2024  
Special Meeting - Budget Workshop 04/04/2023**

	<b>2023 Budget</b>	<b>Proposed 2024</b>	<b>Change</b>	<b>% Change</b>
<b>Motor Vehicle Property Tax Calculation</b>				
Motor Vehicle Grand List	0	115,473	115,473	100.00%
Motor Vehicle Grand List @ 99%	0	114,319	114,319	100.00%
<b>Motor Vehicle Mill Rate *</b>	<b>0.000</b>	<b>4.160</b>	<b>4.160</b>	100.00%
Motor Vehicle Taxes Billed	0	480,369	480,369	100.00%

\* Fixed rate based on Mayor Florsheim's proposed City of Middletown 28.3 mill rate, and CT motor vehicle 32.46 mill rate cap.

**Real Estate and Personal 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%
<b>Mill Rate *</b>	<b>5.555</b>	<b>5.349</b>	<b>-0.206</b>	-3.71%
Taxes Billed **	5,851,801	6,470,914	619,113	10.58%

\* Total Expenses minus additional Income divided by Grand List @ 99%

\*\* Total Expenses minus motor vehicle taxes billed.

**Income**

Property Tax Revenue at 99%	5,793,283	6,951,283	1,158,000	19.99%
Tax Supplement	0	15,000	15,000	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%
<b>Total</b>	<b>6,548,818</b>	<b>7,207,933</b>	<b>659,115</b>	<b>10.06%</b>

**Expenses**

<b>Utilities</b>				
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%
<b>Total</b>	<b>40,000</b>	<b>43,000</b>	<b>3,000</b>	<b>7.50%</b>
<b>Apparatus / Vehicles</b>				
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%
<b>7404 · NFPA/OSHA Compliance - Renamed</b>	<b>1,200</b>	<b>9,850</b>	<b>8,650</b>	<b>720.83%</b>
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
<b>Total</b>	<b>95,200</b>	<b>109,500</b>	<b>14,300</b>	<b>15.02%</b>
<b>Insurance</b>				
7501 · Insurance - Workers Compensation	190,000	177,685	-12,315	-6.48%
7502 · Insurance - Commercial Package	51,000	55,000	4,000	7.84%
7503 · Insurance - Medical	911,911	984,502	72,591	7.96%
7504 · Insurance - Cyber	6,250	6,688	438	7.01%
7509 · Insurance - Life and Disability	55,504	61,440	5,936	10.69%
7512 · Pension - Defined Contribution	370,040	395,372	25,332	6.85%
7513 · Unused Sick Time	20,000	23,796	3,796	18.98%
<b>Total</b>	<b>1,604,705</b>	<b>1,704,483</b>	<b>99,778</b>	<b>6.22%</b>

**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%
<b>Total</b>	<b>4,301,030</b>	<b>4,658,495</b>	<b>357,465</b>	<b>8.31%</b>

**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	1,000	22	2.25%
7717 · Software Support	53,100	53,100	0	0.00%
<b>Total</b>	<b>206,733</b>	<b>213,925</b>	<b>7,192</b>	<b>3.48%</b>

**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%
<b>Total</b>	<b>51,500</b>	<b>46,500</b>	<b>-5,000</b>	<b>-9.71%</b>

**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	31,000	3,850	14.18%
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%
<b>Total</b>	<b>149,650</b>	<b>166,080</b>	<b>16,430</b>	<b>10.98%</b>

8999 · CNR Contribution	100,000	265,950	165,950	165.95%
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<b>Total Expense</b>	<b>6,548,818</b>	<b>7,207,933</b>	<b>659,115</b>	<b>10.06%</b>
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## South Fire District

### 2023 – 2024 Budget Notes

#### Income

Motor Vehicle Property Tax Revenue and Tax Supplement – This calculation is based on Mayor Florsheim’s proposed 28.3 mill rate and the State of Connecticut motor vehicle 32.46 mill rate cap, allowing South Fire District to collect motor vehicle taxes using a maximum 4.16 mill rate.

Investment Income – a conservative increase due to the increase in interest rates on unrestricted funds.

#### Expenses

7203 – Heating – Increase due to rising energy costs.

7401 – Fuel – Increase due to rising fuel prices.

7403 – Vehicle Repairs – Decrease due to separating preventative maintenance from actual repairs.

7403-1 – Apparatus Preventative Maintenance – Increase due to quotes received from vendors.

7404 – NFPA/OSHA Compliance – This account has been renamed from Annual OSHA Inspection. It now includes NFPA and OSHA inspections and testing required for safety compliance.

7501 – Insurance – Workers Compensation – Estimated using an 8% increase. Actual quoting process closer to July 1.

7502 – Insurance – Commercial Package – Estimated using an 8% increase. Actual quoting process closer to July 1.

7503 – Insurance – Medical – Increase due to staffing and family status changes. Includes a 6% increase as of 01/01/2024 recommended by our carrier.

7504 – Insurance – Cyber – Estimated using a 7% increase recommended by our carrier. Actual quoting process April.

7509 – Insurance – Life and Disability – Estimated. Current increase is due to increase in salaries.

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

7513 – Unused Sick Time – Increase due to accrued sick time.

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 April 6<sup>th</sup> we are currently at \$475,593.45 which is 91.5% 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 were billed an additional \$2,488.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible 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.

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.

7702 – Professional Ord/Periodicals - Increase due to increase in professional memberships and fees.

7705 – Professional Development - Increase due to contractual obligation.

7714 – Advertising/Voting - Increase due to increase in advertising costs, printing costs, card programming and voting machine setup.

7803 – Services – Decrease due to moving some expenses to 7404 – NFPA/OSHA Compliance.

7903 – Training – Increase due to projected fire academy expense for new firefighters.

7906 – Special Service Units – Increase due to rising repair costs and suit replacement.

7909 – Uniforms – Estimated. Current increase due to price some quotes received, and anticipated hiring of two new firefighters.

7910 – Protective Clothing – Increase due to price increases, and anticipated hiring of two new firefighters.

7912 – Cellular Phones – Increase due to additional devices.

7915 – Medical Testing – Increase due to anticipated hiring of two new firefighters.

7916 – Breathing Apparatus Test & Repair – Decrease due to moving some expenses to 7404 – NFPA/OSHA Compliance.

8999 – CNR – Increase due to anticipated additional payment for the rescue boat currently being built.

**South Fire District**  
**Capital Non-Recurring Account Proposed 2023 - 2024**

	2021-2022	2022-2023	2022-2023	2022-2023	2022-2023	2021-2022	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2021-2022
	Remaining Balance	Proposed Contribution	Proposed Expenditure	Actual Expenditure	Municipal Grants-in-Aid	* Net Change Revenue	CNR Accrued Interest 02/28/2023	Remaining Balance	Proposed Contribution	Proposed Expenditure	Remaining Balance	Proposed Expenditure	Remaining Balance	
Self-Contained Breathing Apparatus (SCBA)	\$ 77,866.91							\$ 77,866.91	\$ 22,000.00		\$ 99,866.91		\$ 99,866.91	
Training Equipment	\$ 15,000.00							\$ 15,000.00			\$ 15,000.00		\$ 15,000.00	
Computers and Peripherals	\$ 5,396.98							\$ 5,396.98	\$ 10,000.00		\$ 15,396.98		\$ 15,396.98	
Rescue Tools	\$ 4,330.23	\$ 5,000.00	\$ 5,000.00	\$ 1,875.00				\$ 7,455.23			\$ 7,455.23		\$ 7,455.23	
Defibrillators/ALS Equip.	\$ 6,188.50							\$ 6,188.50			\$ 6,188.50		\$ 6,188.50	
Fire Fighting Equipment	\$ 14,855.00							\$ 5,145.38			\$ 5,145.38		\$ 5,145.38	
Health & Safety	\$ 7,600.00							\$ 7,600.00			\$ 7,600.00		\$ 7,600.00	
Facility Equipment	\$ 12,513.50	\$ 10,000.00	\$ 20,000.00	\$ 31,430.00				\$ 2,513.50			\$ 2,513.50		\$ 2,513.50	
Facility Improvements/Repairs	\$ 62,951.04			\$ 7,199.92				\$ 31,521.04			\$ 31,521.04		\$ 31,521.04	
Furniture	\$ 8,750.00			\$ 7,199.92				\$ 1,550.08			\$ 1,550.08		\$ 1,550.08	
Apparatus	\$ 1,045,385.25			\$ 753,250.51			\$ 40,725.50	\$ 332,860.24	\$ 18,000.00	\$ 5,000.00	\$ 345,860.24		\$ 345,860.24	
Emergency Response Vehicles	\$ 339,116.56	\$ 10,000.00		\$ 165,949.22				\$ 183,167.34	\$ 165,950.00	\$ 329,918.44	\$ 19,198.90		\$ 19,198.90	
Staff Vehicle	\$ 14,145.22	\$ 45,000.00						\$ 59,145.22			\$ 59,145.22		\$ 59,145.22	
SFD Building Project Repayment	\$ 1,997,759.19	\$ 100,000.00	\$ 36,000.00	\$ 969,414.27		\$ -	\$ 40,725.50	\$ 30,000.00	\$ 50,000.00		\$ 80,000.00		\$ 80,000.00	
Total								\$ 1,169,070.42	\$ 265,950.00	\$ 334,918.44	\$ 1,100,101.98		\$ 1,100,101.98	

**2023 - 2024 Expenditures**  
Emergency Response Vehicles - Two anticipated payments for rescue boat being built.  
Apparatus - Prime Mover - Vehicle customization

\* Amount determined after prior fiscal year audit.



**SOUTH FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
445 RANDOLPH ROAD  
MIDDLETOWN, CT 06457**

**SPECIAL MEETING – BUDGET PUBLIC HEARING MINUTES  
Monday, April 10, 2023 – 6:00 p.m.**

**Held at the firehouse and available via Zoom - Meeting ID 814 2162 2795**

**Present:** Commissioners Kleckowski, Giuliano, Pessina, Thazhampallath, and Gregorio; Chief Trzaski, Deputy Chief Fischer, Budget Analyst Kathy Kiley, Tax Collector Lee Matterazzo

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. PUBLIC HEARING - Chairwoman Kleckowski opened the public hearing at 6:03 p.m.**

*Dan Penney, Chamberlain Hill Road*

Mr. Penney thanked the administrative staff for their efforts in preparing the proposed budget. He expressed concern about the preparation of the proposed budget without knowing about potential revenue related to back taxes, or the carryover of estimated revenues, which has been significant in past years, as well as the audit not being completed on time. Mr. Penney suggested savings with the elimination of commissioner compensation, having publicly advertised bids, and more focus on overtime which has not been entirely explained other than it's contractual. Mr. Penney said the public should have had more opportunity to participate in the budget meetings, as they have in past years. He also commented that the district should not be borrowing money because there's plenty of revenue.

**Chairwoman Kleckowski closed the public hearing at 6:08 p.m.**

**4. ADJOURNMENT**

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

The meeting was adjourned at 6:09 p.m.

Submitted by,



Alyse McEwen  
Recording Secretary

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**SOUTH FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
445 RANDOLPH ROAD  
MIDDLETOWN, CT 06457**

**SPECIAL MEETING – ADOPT BUDGET/SET MILL RATE  
Monday, April 10, 2023 – 6:15 p.m.**

**Held at the firehouse and available via Zoom - Meeting ID 814 2162 2795**

**Present:** Commissioners Kleckowski, Giuliano, Pessina, Thazhampallath, and Gregorio; Chief Trzaski, Deputy Chief Fischer, Budget Analyst Kathy Kiley, Tax Collector Lee Matterazzo

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 6:15 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ADOPT BUDGET/SET MILL RATE FOR FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024**

**MOTION** to reschedule the adoption of the budget and setting of the mill rate to May 23<sup>rd</sup>, and the referendum to June 13<sup>th</sup> from 8:00 a.m. to 8:00 p.m., by Comm. Giuliano/Comm. Gregorio. Unanimously approved.

The commission agreed there will also be a public hearing on May 23<sup>rd</sup> and the meeting will be held at 6:00 p.m.

**4. ADJOURNMENT**

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

The meeting was adjourned at 6:21 p.m.

Submitted by,



Alyse McEwen  
Recording Secretary

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**South Fire District  
Budget 2023 and Proposed 2024  
Special Meeting - Budget Workshop 04/10/2023**

	<u>2023 Budget</u>	<u>Proposed 2024</u>	<u>Change</u>	<u>% Change</u>
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Motor Vehicle Grand List @ 99%	0	114,319	114,319	100.00%
<b>Motor Vehicle Mill Rate *</b>	<b>0.000</b>	<b>4.160</b>	<b>4.160</b>	100.00%
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\*\* Total Expenses minus motor vehicle taxes billed.

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**Expenses**

<b>Utilities</b>				
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<b>Total</b>	<b>40,000</b>	<b>43,000</b>	<b>3,000</b>	<b>7.50%</b>
<b>Apparatus / Vehicles</b>				
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	9,850	8,650	720.83%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
<b>Total</b>	<b>95,200</b>	<b>109,500</b>	<b>14,300</b>	<b>15.02%</b>
<b>Insurance</b>				
7501 · Insurance - Workers Compensation	190,000	177,685	-12,315	-6.48%
7502 · Insurance - Commercial Package	51,000	55,000	4,000	7.84%
7503 · Insurance - Medical	911,911	984,502	72,591	7.96%
7504 · Insurance - Cyber	6,250	6,688	438	7.01%
7509 · Insurance - Life and Disability	55,504	61,440	5,936	10.69%
7512 · Pension - Defined Contribution	370,040	395,372	25,332	6.85%
7513 · Unused Sick Time	20,000	23,796	3,796	18.98%
<b>Total</b>	<b>1,604,705</b>	<b>1,704,483</b>	<b>99,778</b>	<b>6.22%</b>

**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%
<b>Total</b>	<b>4,301,030</b>	<b>4,658,495</b>	<b>357,465</b>	<b>8.31%</b>

**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	1,000	22	2.25%
7717 · Software Support	53,100	53,100	0	0.00%
<b>Total</b>	<b>206,733</b>	<b>213,925</b>	<b>7,192</b>	<b>3.48%</b>

**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%
<b>Total</b>	<b>51,500</b>	<b>46,500</b>	<b>-5,000</b>	<b>-9.71%</b>

**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	31,000	3,850	14.18%
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%
<b>Total</b>	<b>149,650</b>	<b>166,080</b>	<b>16,430</b>	<b>10.98%</b>

8999 · CNR Contribution	100,000	265,950	165,950	165.95%
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<b>Total Expense</b>	<b>6,548,818</b>	<b>7,207,933</b>	<b>659,115</b>	<b>10.06%</b>
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## South Fire District

### 2023 – 2024 Budget Notes

#### Income

Motor Vehicle Property Tax Revenue and Tax Supplement – This calculation is based on Mayor Florsheim’s proposed 28.3 mill rate and the State of Connecticut motor vehicle 32.46 mill rate cap, allowing South Fire District to collect motor vehicle taxes using a maximum 4.16 mill rate.

Investment Income – a conservative increase due to the increase in interest rates on unrestricted funds.

#### Expenses

7203 – Heating – Increase due to rising energy costs.

7401 – Fuel – Increase due to rising fuel prices.

7403 – Vehicle Repairs – Decrease due to separating preventative maintenance from actual repairs.

7403-1 – Apparatus Preventative Maintenance – Increase due to quotes received from vendors.

7404 – NFPA/OSHA Compliance – This account has been renamed from Annual OSHA Inspection. It now includes NFPA and OSHA inspections and testing required for safety compliance.

7501 – Insurance – Workers Compensation – Estimated using an 8% increase. Actual quoting process closer to July 1.

7502 – Insurance – Commercial Package – Estimated using an 8% increase. Actual quoting process closer to July 1.

7503 – Insurance – Medical – Increase due to staffing and family status changes. Includes a 6% increase as of 01/01/2024 recommended by our carrier.

7504 – Insurance – Cyber – Estimated using a 7% increase recommended by our carrier. Actual quoting process April.

7509 – Insurance – Life and Disability – Estimated. Current increase is due to increase in salaries.

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

7513 – Unused Sick Time – Increase due to accrued sick time.

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 April 13<sup>th</sup> we are currently at \$491,959.32 which is 94.6% 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 were billed an additional \$2,488.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible 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.

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.

7702 – Professional Ord/Periodicals - Increase due to increase in professional memberships and fees.

7705 – Professional Development - Increase due to contractual obligation.

7714 – Advertising/Voting - Increase due to increase in advertising costs, printing costs, card programming and voting machine setup.

7803 – Services – Decrease due to moving some expenses to 7404 – NFPA/OSHA Compliance.

7903 – Training – Increase due to projected fire academy expense for new firefighters.

7906 – Special Service Units – Increase due to rising repair costs and suit replacement.

7909 – Uniforms – Estimated. Current increase due to price some quotes received, and anticipated hiring of two new firefighters.

7910 – Protective Clothing – Increase due to price increases, and anticipated hiring of two new firefighters.

7912 – Cellular Phones – Increase due to additional devices.

7915 – Medical Testing – Increase due to anticipated hiring of two new firefighters.

7916 – Breathing Apparatus Test & Repair – Decrease due to moving some expenses to 7404 – NFPA/OSHA Compliance.

8999 – CNR – Increase due to anticipated additional payment for the rescue boat currently being built.

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

**Board of Fire Commissioners  
REGULAR MONTHLY MEETING MINUTES  
Monday, April 10, 2023 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 821 8317 0470**

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

**Absent:** Commissioner Pessina

**1. CALL TO ORDER**

Chairwoman Kleckowski 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. Thazhampallath. Unanimously approved.

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

Chairwoman Kleckowski opened the public session at 7:02 p.m.

*Dan Penney, Chamberlain Hill Road*

Mr. Penney asked for details regarding two large expenditures under 7403 – *Vehicle Repairs*, which were in excess of \$17,000.

**5. CLOSE PUBLIC SESSION**

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

**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**

**MOTION** to approve the minutes of all three meetings by Comm. Gregorio/Comm. Giuliano. Unanimously approved.

**7. TAX COLLECTOR'S REPORTS – MARCH 2023**

**a. TAX COLLECTOR'S REPORT**

The tax collector's reports were reviewed and accepted.

**8. FINANCIAL REPORTS**

**a. MONTHLY EXPENSE DETAIL: FEBRUARY 2023 AND MARCH 2023**

The financial reports were reviewed. Chief Trzaski explained the expenditures questioned during the public session.

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

Chief Trzaski explained to the commission the circumstances that warrant overtime.

**c. CASH BALANCE REPORT: MARCH 2023**

**9. ADMINISTRATIVE REPORTS – MARCH 2023**

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

**10. COMMISSIONER REPORTS**

**a. BUILDING COMMITTEE: COMMISSIONER THAZHAMPALLATH**

Commissioner Thazhampallath reported that the committee will be meeting next week.

**b. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI**

Commissioner Kleckowski reported that a meeting is scheduled in May. The specifics will be provided when the details are solidified.

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

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

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

Commissioner Pessina was unable to attend this meeting; no update was provided.

**11. OLD BUSINESS**

**a. DISCUSSION OF BUDGET PROMOTION**

Deputy Chief Fischer is in the process of finalizing the mailer.

**b. BY-LAWS REVIEW**

This item will be addressed within the next few months.

**c. DISCUSSION OF SECOND PUBLIC SESSION**

This item has been previously addressed and can be removed from the agenda.

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

The audit is not yet complete. Commissioner Thazhampallath suggested that the district might consider using a different auditor moving forward.

**e. GOALS FOR 2023 – CHIEF TRZASKI (*REQUEST POSTPONEMENT*)**

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

**f. MARINE 3 UPDATE**

Deputy Chief Fischer gave an update on the progress.

**g. DISCUSSION OF SUMNER BROOK**

Chairwoman Kleckowski will keep track of the flooding issue and report back to the commission with any new developments.

**12. NEW BUSINESS – None.**

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

Commissioner Kleckowski opened the public session at 7:30 p.m. No one wished to speak.



**14. CLOSE PUBLIC SESSION**

Commissioner Kleckowski closed the public session at 7:30 p.m.

**15. ADJOURNMENT**

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

The meeting adjourned at 7:31 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.

DRAFT

Refund Report SOUTH FIRE DISTRICT AS OF DATE 04/30/2023 Cash Type : SFD Date: 04/30/2023 Page: 1  
 Conditions : Year 2006 TO 2021 Dist To Order By Bill Number Include Susp : No Suspense Recap By Bank : No Recap By District No Tax/Def All Terminal #: All  
 Bill # S-D Name Tax Paid Int Paid Lien Paid Fee Paid Bint Paid Tot Paid Bank Prop Loc./Vehicle  
 Last Date RF

2020-03-0076047	2	REGAN PATRICK A	76047	-3.37	0.00	0.00	0.00	0.00	0.00	0.00	04/27/2023	-3.37	AH66420	1M4L3AP6FC157190
TOT MOTORVEHICLE	# OF Accts: 1	SFD		-3.37	0.00	0.00	0.00	0.00	0.00	0.00		-3.37		
YEAR 2020	# OF Accts: 1	SFD		-3.37	0.00	0.00	0.00	0.00	0.00	0.00		-3.37		
2021-02-0042056	2	SUNNOVA TEP V-C LLC	P48389	-46.22	0.00	0.00	0.00	0.00	0.00	0.00	04/11/2023 OP	-46.22	52 RIDGE RD	
TOT PERSONALPROP	# OF Accts: 1	SFD		-46.22	0.00	0.00	0.00	0.00	0.00	0.00		-46.22		
YEAR 2021	# OF Accts: 1	SFD		-46.22	0.00	0.00	0.00	0.00	0.00	0.00		-46.22		
GRAND TOTAL	# OF Accts: 2	SFD		-49.59	0.00	0.00	0.00	0.00	0.00	0.00		-49.59		

## Tax Collections April 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	\$ 4,866,692.93	\$ 4,805,811.68	\$10,311.02	98.96%	\$1,760.94
PP	\$ 1,004,561.07	\$ 993,523.87	\$136.22	98.91%	\$0.00
MV	\$ -	\$ -	\$0.00		\$475.58
MVS	\$ -	\$ -	\$0.00		\$152.37
<b>TOTAL</b>	<b>\$ 5,871,254.00</b>	<b>\$ 5,799,335.55</b>	<b>\$ 10,447.24</b>	<b>98.95%</b>	<b>\$ 2,388.89</b>

Submitted by:  
Lee Matterazzo, CCMC  
Tax Collector

<b>SOUTH FIRE DISTRICT TAX COLLECTORS REPORT</b>	
<b>COLLECTIONS APRIL 2023</b>	
REAL ESTATE	\$ 8,846.15
MOTOR VEHICLE	\$ -
PERSONAL PROPERTY	\$ 82.84
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 5,286.65
CURRENT INTEREST	\$ 1,347.64
BACK INTEREST	\$ 2,090.63
FEES PAID	\$ 395.84
LIENS RELEASED	\$ 312.00
<b>COLLECTIONS 2022/2023</b>	
	<b>\$ 18,361.75</b>
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	\$ 18,361.75
MAY	
JUNE	
<b>COLLECTED YEAR TO DATE</b>	
	<b>\$ 5,947,891.03</b>
<b>GRANTS RECEIVED</b>	
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL GRANTS AND REVENUE SHARING	\$ -
NRG	\$ 201,650.00
<b>TOTAL GRANTS</b>	
	<b>\$ 201,650.00</b>
<b>TOTAL YEAR-TO-DATE</b>	
	<b>\$ 6,149,541.03</b>
Respectfully submitted by:	
Lee R Matterazzo, CCMC	
South Fire District	

## South Fire District Monthly Expense Detail March and April 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	03/03/2023	Earthlight Power, LLC.	477.00		477.00
	04/01/2023	Earthlight Power, LLC.	764.10		1,241.10
	03/27/2023	Eversource	1,600.68		2,841.78
Total 7201 · Electricity			2,841.78	0.00	2,841.78
<b>7202 · Water and Sewer</b>					
	03/01/2023	Middletown Water & Sewer Dept	125.19		125.19
	04/01/2023	Middletown Water & Sewer Dept	227.62		352.81
Total 7202 · Water and Sewer			352.81	0.00	352.81
<b>7203 · Heating</b>					
	03/02/2023	Eversource	1,584.80		1,584.80
	04/04/2023	Eversource	1,477.91		3,062.71
Total 7203 · Heating			3,062.71	0.00	3,062.71
<b>7204 · Telephone</b>					
	03/15/2023	Frontier Communications	226.81		226.81
	04/15/2023	Frontier Communications	227.75		454.56
Total 7204 · Telephone			454.56	0.00	454.56
<b>7401 · Fuel</b>					
	03/02/2023	Dime Oil, LLC.	3,697.06		3,697.06
	04/28/2023	Ace Home Center	55.98		3,753.04
	03/31/2023	Bank of America	83.90		3,836.94
	03/23/2023	WEX Bank - Small Bus. Card	1,277.09		5,114.03
	04/23/2023	WEX Bank - Small Bus. Card	1,517.41		6,631.44
Total 7401 · Fuel			6,631.44	0.00	6,631.44
<b>7403 · Vehicle Repairs</b>					
	03/03/2023	Allegiance Trucks, LLC - North Haven	589.00		589.00
	03/13/2023	ProTech Automotive L.L.C.	931.62		1,520.62
	03/16/2023	First Line Emergency	13,208.47		14,729.09
	03/16/2023	First Line Emergency	1,603.34		16,332.43
	03/23/2023	ProTech Automotive L.L.C.	585.58		16,918.01
	03/30/2023	First Line Emergency	1,148.54		18,066.55
	03/31/2023	Advance Auto Parts	59.10		18,125.65
	03/31/2023	Advance Auto Parts	79.73		18,205.38
	03/31/2023	Advance Auto Parts	12.75		18,218.13
	03/31/2023	Bank of America	2,178.12		20,396.25
	04/03/2023	Barnwell House of Tires, Inc.	1,804.70		22,200.95
	04/14/2023	First Line Emergency	394.00		22,594.95
	04/19/2023	ProTech Automotive L.L.C.	348.10		22,943.05
	04/21/2023	Brake Pro, LLC	84.00		23,027.05

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

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7403 · Vehicle Repairs, continued</b>					
	04/21/2023	Brake Pro, LLC	68.00		23,095.05
	04/25/2023	Brake Pro, LLC	68.00		23,163.05
Total 7403 · Vehicle Repairs			23,163.05	0.00	23,163.05
<b>7406 · Vehicle Supplies</b>					
	04/28/2023	Ace Home Center	23.38		23.38
Total 7406 · Vehicle Supplies			23.38	0.00	23.38
<b>7501 · Insurance-Workers Compensation</b>					
	03/01/2023	Benchmark Insurance Company	14,018.00		14,018.00
	04/01/2023	Benchmark Insurance Company	14,018.00		28,036.00
Total 7501 · Insurance-Workers Compensation			28,036.00	0.00	28,036.00
<b>7502 · Insurance - Commercial Package</b>					
	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
<b>7512 · Pension - Defined Contribution</b>					
	03/06/2023	Lincoln Financial - Pension 401	28,513.90		28,513.90
	04/05/2023	Lincoln Financial - Pension 401	28,571.12		57,085.02
Total 7512 · Pension - Defined Contribution			57,085.02	0.00	57,085.02
<b>7701 · Tax Collector's Expense</b>					
	03/31/2023	Bank of America	30.25		30.25
Total 7701 · Tax Collector's Expense			30.25	0.00	30.25
<b>7702 · Professional Org / Periodicals</b>					
	04/01/2023	Middlesex County Fire Chiefs Assn.	40.00		40.00
Total 7702 · Professional Org / Periodicals			40.00	0.00	40.00
<b>7703 · Office Expenses</b>					
	03/13/2023	Minuteman Press	95.00		95.00
	03/31/2023	Bank of America	120.14		215.14
	03/31/2023	Bank of America	113.01		328.15
	03/31/2023	Bank of America		31.82	296.33
	03/31/2023	Bank of America	125.62		421.95
	04/13/2023	Pitney Bowes - Supplies	91.29		513.24
	04/17/2023	Minuteman Press	56.00		569.24
	04/20/2023	Parmelee, Ryan	43.03		612.27
Total 7703 · Office Expenses			644.09	31.82	612.27

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

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7706 · Postage</b>					
	03/27/2023	FedEx	13.06		13.06
	04/03/2023	FedEx	14.81		27.87
	04/06/2023	FedEx		8.35	19.52
	04/06/2023	U. S. Postmaster		157.11	-137.59
Total 7706 · Postage			<u>27.87</u>	<u>165.46</u>	<u>-137.59</u>
<b>7708 · Commissioner's Compensation</b>					
	03/01/2023	Paychex	750.00		750.00
	04/05/2023	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>
<b>7709 · Activity Expense</b>					
	03/02/2023	Lagana Florist	135.05		135.05
	03/31/2023	Bank of America	273.40		408.45
	03/31/2023	Bank of America	171.73		580.18
Total 7709 · Activity Expense			<u>580.18</u>	<u>0.00</u>	<u>580.18</u>
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711A · Legal Expense - General/Labor</b>					
	03/21/2023	Summa & Ryan, PC	2,583.75		2,583.75
	04/11/2023	Summa & Ryan, PC	877.50		3,461.25
Total 7711A · Legal Expense - General/Labor			<u>3,461.25</u>	<u>0.00</u>	<u>3,461.25</u>
<b>7711B · Legal Expense - H &amp; H</b>					
	04/05/2023	Nuzzo & Roberts, LLC.	160.00		160.00
Total 7711B · Legal Expense - H & H			<u>160.00</u>	<u>0.00</u>	<u>160.00</u>
Total 7711 · Legal Expense			<u>3,621.25</u>	<u>0.00</u>	<u>3,621.25</u>
<b>7710 · Professional Services - Other</b>					
	03/02/2023	Paychex	115.16		115.16
	03/02/2023	Paychex	55.02		170.18
	03/02/2023	Paychex	58.90		229.08
	03/08/2023	MissionCIT, LLC.	4,500.00		4,729.08
	03/09/2023	Paychex	115.16		4,844.24
	03/09/2023	Paychex	55.02		4,899.26
	03/16/2023	Paychex	115.16		5,014.42
	03/16/2023	Paychex	55.02		5,069.44
	03/23/2023	Paychex	115.16		5,184.60
	03/23/2023	Paychex	55.02		5,239.62
	03/30/2023	Paychex	115.16		5,354.78
	03/30/2023	Paychex	55.02		5,409.80
	03/31/2023	Merrick & Associates, LLC	400.00		5,809.80
	04/06/2023	Paychex	130.16		5,939.96

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

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7710 · Professional Services - Other, continued</b>					
	04/06/2023	Paychex	55.02		5,994.98
	04/06/2023	Paychex	58.90		6,053.88
	04/13/2023	Paychex	115.16		6,169.04
	04/13/2023	Paychex	55.02		6,224.06
	04/20/2023	Paychex	120.98		6,345.04
	04/20/2023	Paychex	55.02		6,400.06
	04/27/2023	Paychex	120.98		6,521.04
	04/27/2023	Paychex	55.02		6,576.06
			<u>6,576.06</u>	<u>0.00</u>	<u>6,576.06</u>
Total 7710 · Professional Services - Other			6,576.06	0.00	6,576.06
Total 7710 · Professional Services			<u>10,197.31</u>	<u>0.00</u>	<u>10,197.31</u>
<b>7714 · Advertising / Voting</b>					
	03/31/2023	Hartford Courant - Advertising	75.31		75.31
	03/31/2023	Middletown Press- Hearst Media Services	126.47		201.78
			<u>201.78</u>	<u>0.00</u>	<u>201.78</u>
Total 7714 · Advertising / Voting			201.78	0.00	201.78
<b>7715 · Lien Fees</b>					
	04/11/2023	Middletown Town Clerk	1,260.00		1,260.00
			<u>1,260.00</u>	<u>0.00</u>	<u>1,260.00</u>
Total 7715 · Lien Fees			1,260.00	0.00	1,260.00
<b>7716 · Archive Services</b>					
	03/31/2023	Hartford Despatch & Storage	195.00		195.00
			<u>195.00</u>	<u>0.00</u>	<u>195.00</u>
Total 7716 · Archive Services			195.00	0.00	195.00
<b>7717 · Software Support</b>					
	03/31/2023	Bank of America	142.00		142.00
	04/01/2023	websolutions DBA Exposure	105.00		247.00
	04/25/2023	Hangar 14 Solutions, LLC.	780.00		1,027.00
			<u>1,027.00</u>	<u>0.00</u>	<u>1,027.00</u>
Total 7717 · Software Support			1,027.00	0.00	1,027.00
<b>7801 · Repairs Building</b>					
	03/31/2023	Bank of America	22.29		22.29
	04/28/2023	Municipal Emergency Services/Shipman's	483.93		506.22
	04/28/2023	Ace Home Center	199.98		706.20
			<u>706.20</u>	<u>0.00</u>	<u>706.20</u>
Total 7801 · Repairs Building			706.20	0.00	706.20
<b>7802 · Supplies Maintenance</b>					
	03/01/2023	Grainger	17.26		17.26
	03/14/2023	Gamache, Christopher.	25.00		42.26
	03/28/2023	Ace Home Center	79.31		121.57
	03/31/2023	Bank of America	31.82		153.39
	04/03/2023	W.B. Mason Company, Inc.	551.46		704.85



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

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7802 · Supplies Maintenance, continued</b>					
	04/21/2023	W.B. Mason Company, Inc.	101.84		806.69
	04/28/2023	Ace Home Center	28.56		835.25
Total 7802 · Supplies Maintenance			<u>835.25</u>	<u>0.00</u>	<u>835.25</u>
<b>7803 · Services</b>					
	03/01/2023	A & A Office Systems, Inc. - Usage	38.96		38.96
	03/06/2023	Comcast	100.80		139.76
	03/07/2023	Comcast	22.52		162.28
	03/10/2023	Higgins Electric, Inc.	583.79		746.07
	03/11/2023	De Lage Landen Financial Services, Inc.	121.00		867.07
	03/17/2023	JP Bellamo & Sons, Inc.	50.00		917.07
	03/24/2023	All Waste	180.00		1,097.07
	03/26/2023	Pitney Bowes Inc. - Quarterly	217.86		1,314.93
	04/06/2023	River Valley Oil Service	400.00		1,714.93
	04/06/2023	Comcast	100.80		1,815.73
	04/07/2023	Comcast	22.52		1,838.25
	04/08/2023	De Lage Landen Financial Services, Inc.	121.00		1,959.25
	04/11/2023	JP Bellamo & Sons, Inc.	50.00		2,009.25
	04/21/2023	Municipal Emergency Services/Shipman's	1,038.92		3,048.17
	04/25/2023	All Waste	180.00		3,228.17
	04/26/2023	Encore Fire Protection	353.00		3,581.17
Total 7803 · Services			<u>3,581.17</u>	<u>0.00</u>	<u>3,581.17</u>
<b>7901 · Emergency Medical Equipment</b>					
	03/16/2023	Common Cents EMS Supply, LLC.	286.20		286.20
	03/29/2023	Common Cents EMS Supply, LLC.	182.75		468.95
	04/11/2023	Common Cents EMS Supply, LLC.	224.44		693.39
	04/17/2023	W.B. Mason Company, Inc.	94.46		787.85
Total 7901 · Emergency Medical Equipment			<u>787.85</u>	<u>0.00</u>	<u>787.85</u>
<b>7902 · Computer Equip &amp; Supplies</b>					
	03/31/2023	Bank of America	207.37		207.37
Total 7902 · Computer Equip & Supplies			<u>207.37</u>	<u>0.00</u>	<u>207.37</u>
<b>7903 · Training</b>					
	03/16/2023	Commission on Fire Prevention and Control	275.00		275.00
	03/27/2023	Commission on Fire Prevention and Control	140.00		415.00
	03/29/2023	CT Fire Academy Bookstore	309.41		724.41
	03/29/2023	Commission on Fire Prevention and Control	385.00		1,109.41
	04/14/2023	Commission on Fire Prevention and Control	10.00		1,119.41
	04/28/2023	Ace Home Center	42.23		1,161.64
Total 7903 · Training			<u>1,161.64</u>	<u>0.00</u>	<u>1,161.64</u>

## South Fire District Monthly Expense Detail March and April 2023

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7904 · Public Fire Education</b>					
<b>7904A · Open House</b>					
	04/19/2023	ColoredSand.com	284.00		284.00
		Total 7904A · Open House	284.00	0.00	284.00
		Total 7904 · Public Fire Education	284.00	0.00	284.00
<b>7905 · Fire Fighting Equipment</b>					
	03/10/2023	Fire Equipment Headquarters	316.61		316.61
	03/10/2023	Fire Equipment Headquarters	1,008.00		1,324.61
	03/24/2023	Fire Equipment Headquarters	363.62		1,688.23
	03/30/2023	Municipal Emergency Services/Shipman's	17,992.80		19,681.03
	03/30/2023	Municipal Emergency Services/Shipman's	6,426.00		26,107.03
	03/30/2023	Municipal Emergency Services/Shipman's	9,180.00		35,287.03
	03/30/2023	Municipal Emergency Services/Shipman's	1,614.15		36,901.18
	03/30/2023	Municipal Emergency Services/Shipman's	429.75		37,330.93
	03/31/2023	Bank of America	79.28		37,410.21
	04/11/2023	Municipal Emergency Services/Shipman's	3,113.00		40,523.21
	04/14/2023	Hall's Power Equipment	143.96		40,667.17
	04/17/2023	Fire Equipment Headquarters	924.59		41,591.76
	04/20/2023	Portland Group/Middlesex Plumbing Supply	96.17		41,687.93
	04/21/2023	Firematic Supply Co. Inc.	156.62		41,844.55
	04/24/2023	Municipal Emergency Services/Shipman's	133.03		41,977.58
		Total 7905 · Fire Fighting Equipment	41,977.58	0.00	41,977.58
<b>7909 · Uniforms</b>					
	03/01/2023	Security Uniforms, Inc.	444.00		444.00
	03/01/2023	Security Uniforms, Inc.	795.00		1,239.00
	03/02/2023	Gamache, Christopher		15.00	1,224.00
	03/02/2023	Bodie, Christopher M		1.50	1,222.50
	03/06/2023	Security Uniforms, Inc.	105.00		1,327.50
	03/10/2023	Security Uniforms, Inc.	2,765.00		4,092.50
	03/10/2023	Security Uniforms, Inc.	95.00		4,187.50
	03/13/2023	Security Uniforms, Inc.	385.00		4,572.50
	03/14/2023	Security Uniforms, Inc.	16.00		4,588.50
	03/15/2023	EMP Apparel, LLC.	630.00		5,218.50
	03/16/2023	Smith, Christopher		16.50	5,202.00
	03/22/2023	EMP Apparel, LLC.	185.00		5,387.00
	03/24/2023	Security Uniforms, Inc.	0.00		5,387.00
	03/30/2023	Security Uniforms, Inc.	3,682.00		9,069.00
	03/30/2023	Security Uniforms, Inc.	82.00		9,151.00
	04/03/2023	Security Uniforms, Inc.		110.00	9,041.00
	04/04/2023	Security Uniforms, Inc.	42.00		9,083.00
	04/12/2023	Security Uniforms, Inc.	88.00		9,171.00
	04/17/2023	Security Uniforms, Inc.	53.00		9,224.00

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

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7909 · Uniforms, continued</b>					
	04/17/2023	Security Uniforms, Inc.	508.00		9,732.00
	04/20/2023	Gregorio, William F. Sr.		197.00	9,535.00
Total 7909 · Uniforms			<u>9,875.00</u>	<u>340.00</u>	<u>9,535.00</u>
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	03/31/2023	Lion Group, Inc.	80.30		80.30
	04/14/2023	Lion Group, Inc.	667.90		748.20
	04/21/2023	Lion Group, Inc.	596.80		1,345.00
Total 7910A · Gear Cleaning/Inspection/Repair			<u>1,345.00</u>	<u>0.00</u>	<u>1,345.00</u>
<b>7910 · Protective Clothing - Other</b>					
	03/02/2023	Hall's Power Equipment	607.94		607.94
	03/31/2023	Firematic Supply Co. Inc.	549.17		1,157.11
	03/31/2023	Bank of America	71.07		1,228.18
	03/31/2023	Firematic Supply Co. Inc.	214.76		1,442.94
Total 7910 · Protective Clothing - Other			<u>1,442.94</u>	<u>0.00</u>	<u>1,442.94</u>
Total 7910 · Protective Clothing			<u>2,787.94</u>	<u>0.00</u>	<u>2,787.94</u>
<b>7911 · Communications</b>					
	03/31/2023	Bank of America	125.16		125.16
	04/11/2023	Utility Communications, Inc.	1,375.00		1,500.16
	04/11/2023	Capitol Uniform and Supply, LLC.	292.90		1,793.06
	04/21/2023	NorcomCT	206.93		1,999.99
Total 7911 · Communications			<u>1,999.99</u>	<u>0.00</u>	<u>1,999.99</u>
<b>7912 · Cellular Phones</b>					
	03/11/2023	AT&T Mobility	1,817.64		1,817.64
	04/11/2023	AT&T Mobility	562.37		2,380.01
Total 7912 · Cellular Phones			<u>2,380.01</u>	<u>0.00</u>	<u>2,380.01</u>
<b>7916 · Breathing Apparatus-Test Repair</b>					
	03/06/2023	Municipal Emergency Services/Shipman's	940.00		940.00
	03/08/2023	Municipal Emergency Services/Shipman's	930.96		1,870.96
	04/11/2023	Zajac, Robert	74.00		1,944.96
Total 7916 · Breathing Apparatus-Test Repair			<u>1,944.96</u>	<u>0.00</u>	<u>1,944.96</u>
<b>8999 · CNR Current Year</b>					
	03/27/2023	Firematic Supply Co. Inc.	2,726.66		2,726.66
	03/27/2023	Firematic Supply Co. Inc.	2,939.80		5,666.46
	03/27/2023	Firematic Supply Co. Inc.	654.68		6,321.14
	03/03/2023	MetalCraft Marine, Inc.	165,949.22		172,270.36
Total 8999 · CNR Current Year			<u>172,270.36</u>	<u>0.00</u>	<u>172,270.36</u>
<b>TOTAL</b>			<u><b>389,234.55</b></u>	<u><b>1,419.28</b></u>	<u><b>387,815.27</b></u>

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

	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	5,799,335.55	5,793,283.00	6,052.55	100.10%
4102 · Interest and Liens	47,321.64	30,000.00	17,321.64	157.74%
4103 · Tax Refunds	-12,836.13	0.00	-12,836.13	100.00%
4104 · Fees	2,930.27	0.00	2,930.27	100.00%
4105 · Prior Year Tax Collections	97,024.73	0.00	97,024.73	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%
<b>Total Income</b>	<u>6,931,336.82</u>	<u>6,548,818.00</u>	<u>382,518.82</u>	<u>105.84%</u>
<b>Expense</b>				
7201 · Electricity	18,762.03	22,500.00	-3,737.97	83.39%
7202 · Water and Sewer	1,857.04	2,500.00	-642.96	74.28%
7203 · Heating	11,615.89	12,000.00	-384.11	96.80%
7204 · Telephone	2,276.32	3,000.00	-723.68	75.88%
7401 · Fuel	32,315.83	30,000.00	2,315.83	107.72%
7403-1 · Apparatus Preventative Maint.	8,395.50	12,000.00	-3,604.50	69.96%
7403 · Vehicle Repairs	42,268.19	50,000.00	-7,731.81	84.54%
7404 · Annual OSHA Inpection	7,095.82	1,200.00	5,895.82	591.32%
7406 · Vehicle Supplies	234.77	2,000.00	-1,765.23	11.74%
7501 · Insurance-Workers Compensation	160,066.00	190,000.00	-29,934.00	84.25%
7502 · Insurance - Commercial Package	46,619.00	51,000.00	-4,381.00	91.41%
7503 · Insurance - Medical	662,790.80	911,911.00	-249,120.20	72.68%
7504 · Insurance - Cyber	6,250.00	6,250.00	0.00	100.00%
7509 · Insurance - Life and Disability	37,890.06	55,504.00	-17,613.94	68.27%
7512 · Pension - Defined Contribution	279,567.53	370,040.00	-90,472.47	75.55%
7513 · Unused Sick Time	0.00	20,000.00	-20,000.00	0.00%
7601 · Salaries - Fire Department	2,334,966.07	2,964,700.00	-629,733.93	78.76%
7602 · Salaries - Administrative	122,937.40	185,000.00	-62,062.60	66.45%
7603 · Replacement / Call Backs	521,180.75	520,000.00	1,180.75	100.23%
7604 · Fringe Benefits	112,019.27	123,600.00	-11,580.73	90.63%
7606 · PEB-Uncompensated Absences Exp	74,563.87	10,000.00	64,563.87	745.64%
7607 · PEB-Heart and Hypertension	38,740.90	206,489.00	-167,748.10	18.76%
7609 · Employer - Social Security	189,368.69	236,038.00	-46,669.31	80.23%
7610 · Employer - Medicare	44,288.59	55,203.00	-10,914.41	80.23%
7701 · Tax Collector's Expense	6,868.89	23,000.00	-16,131.11	29.87%
7702 · Professional Org / Periodicals	1,880.98	2,205.00	-324.02	85.31%
7703 · Office Expenses	1,889.80	3,500.00	-1,610.20	53.99%
7704 · Auditor	0.00	7,750.00	-7,750.00	0.00%

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

	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense, continued</b>				
7705 · Professional Development	182.85	4,500.00	-4,317.15	4.06%
7706 · Postage	1,272.56	4,000.00	-2,727.44	31.81%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	7,500.00	9,000.00	-1,500.00	83.33%
7709 · Activity Expense	2,853.95	3,500.00	-646.05	81.54%
7710 · Professional Services	34,347.31	35,000.00	-652.69	98.14%
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	3,161.15	4,500.00	-1,338.85	70.25%
7715 · Lien Fees	1,260.00	1,200.00	60.00	105.00%
7716 · Archive Services	585.00	978.00	-393.00	59.82%
7717 · Software Support	47,966.20	53,100.00	-5,133.80	90.33%
7801 · Repairs Building	16,002.75	20,000.00	-3,997.25	80.01%
7802 · Supplies Maintenance	7,126.14	8,900.00	-1,773.86	80.07%
7803 · Services	14,128.18	18,000.00	-3,871.82	78.49%
7805 · Equipment	2,755.62	4,600.00	-1,844.38	59.91%
7901 · Emergency Medical Equipment	6,845.65	12,500.00	-5,654.35	54.77%
7902 · Computer Equip & Supplies	1,841.88	2,000.00	-158.12	92.09%
7903 · Training	24,428.35	30,500.00	-6,071.65	80.09%
7904 · Public Fire Education	1,500.38	4,500.00	-2,999.62	33.34%
7905 · Fire Fighting Equipment	51,222.26	14,000.00	37,222.26	365.87%
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	32,808.35	27,150.00	5,658.35	120.84%
7910 · Protective Clothing	41,009.96	30,000.00	11,009.96	136.70%
7911 · Communications	4,973.77	4,500.00	473.77	110.53%
7912 · Cellular Phones	6,198.06	5,200.00	998.06	119.19%
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	4,183.80	4,500.00	-316.20	92.97%
8999 · CNR Current Year	975,735.41	100,000.00	875,735.41	975.74%
<b>Total Expense</b>	<u>6,068,002.52</u>	<u>6,548,818.00</u>	<u>-480,815.48</u>	<u>92.66%</u>
<b>Grant Purchases</b>				
7919 · FEMA Grant - Brush Truck	177,333.33			
<b>Total Grant Purchases</b>	<u>177,333.33</u>			

South Fire District  
Cash Balance Report  
April 2023

**CASH Unrestricted:**

Cash Balances:	Tax Collector - Savings	\$	2,819,030.16
	Operating - Checking	\$	<u>23,946.66</u>
	<b>Total:</b>	\$	<b>2,842,976.82</b>

Restricted Funds:			
CNR		\$	1,882,999.12
Post-Employment Benefits		\$	634,430.91



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

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

- Attended Middlesex Chamber of Commerce meetings
- Attended Budget meetings
- Attended Connecticut Firefighters Instructor Association meeting
- Attended South Fire District building committee meeting.
- Attended Connecticut Chief's meeting held in Glastonbury, CT
- Attended Connecticut Career Chiefs meeting
- Attended CT Joint Council meeting at Legislative Office Building
- Attended meetings involving local Ukraine relief event
  - Event to be held May 12, 2023
- Attended Labor Management meeting at Shipman in Hartford
- Continued efforts with weekly training on First Due Reporting
- Assisted with community CPR event at Middletown Rec
- Provided refreshments to Central communications for Public Safety Tele communicator Week

Respectfully submitted,

*Chief James Trzaski*

Chief James Trzaski

## SouthFire

## Incident List by Alarm Date/Time

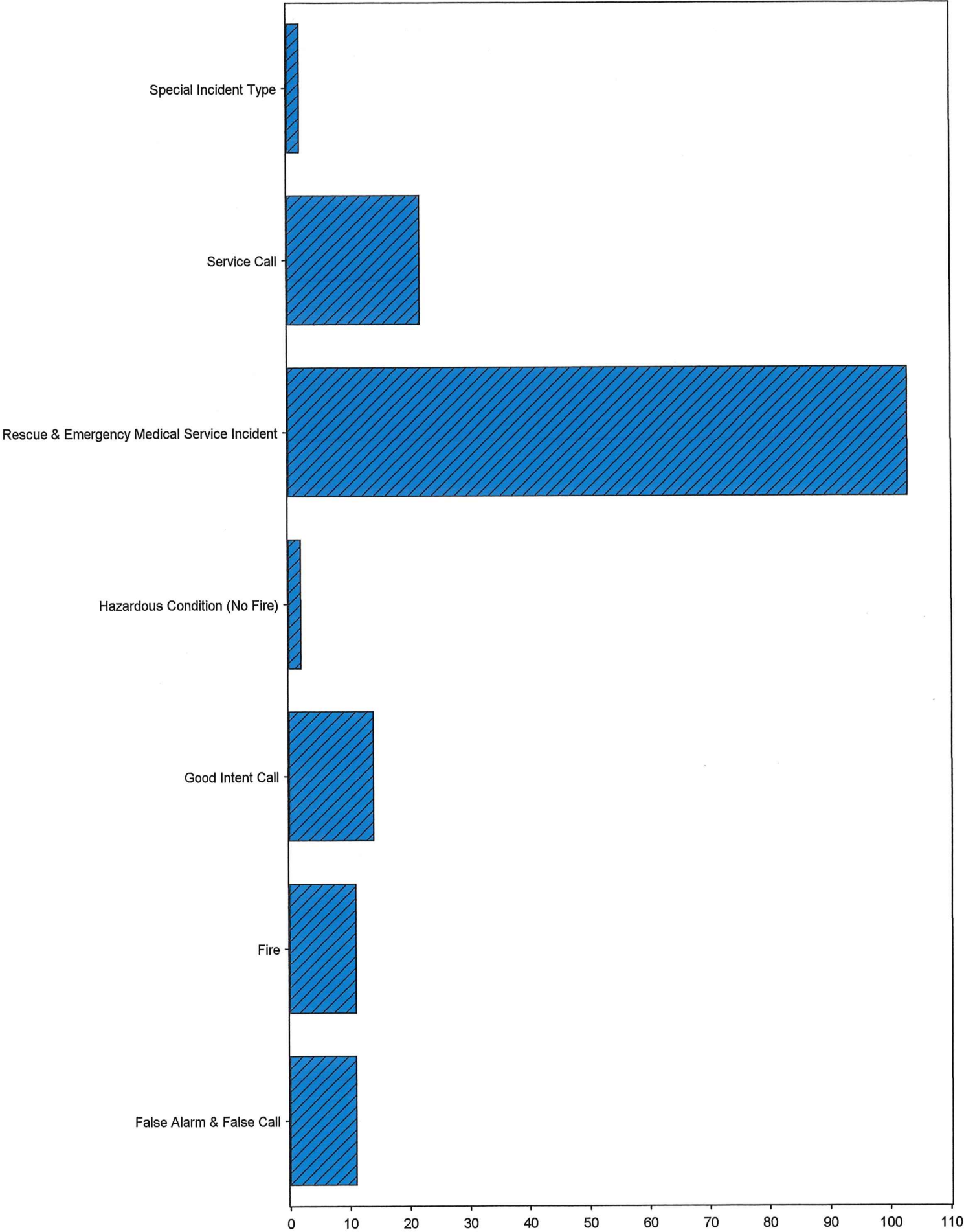
Alarm Date Between {04/01/2023} And {04/30/2023}  
 and FDID = "07121" and District = "MO2 " and  
 Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
23-0000506-000	04/01/2023	21:40:43	144 HOLMES DR /CVH - BATT	353 Removal of victim(s) from st
23-0000565-000	04/11/2023	16:04:14	28 HARVEY DR /CVH - SHEW	321 EMS call, excluding vehicle
23-0000584-000	04/15/2023	18:34:36	39 TYNAN CIR /CVH - MERRI	321 EMS call, excluding vehicle
23-0000600-000	04/18/2023	15:39:52	39 TYNAN CIR /CVH - MERRI	611 Dispatched & cancelled en ro
23-0000605-000	04/20/2023	00:40:11	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000627-000	04/24/2023	04:43:53	112 BOW LN /SHEPERD HOME/	321 EMS call, excluding vehicle
23-0000629-000	04/24/2023	09:17:24	70 HOLMES DR /CVH - DUTCH	743 Smoke detector activation, n
23-0000653-000	04/28/2023	10:25:32	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000654-000	04/28/2023	15:50:24	1 LABELLA CIR /CVH - EDDY	321 EMS call, excluding vehicle
23-0000664-000	04/30/2023	08:42:11	70 HOLMES DR /CVH - DUTCH	311 Medical assist, assist EMS c

Total Incident Count 10



Incident Type Summary  
Alarm Date Between {04/01/2023} And {04/30/2023}



YOU FOLKS ALL WORK. TO BE SO UNDERSTANDING AND REASSURING WAS VERY NICE TO SEE. THEY WERE ALL QUITE DISTRAUGHT AND YOU SET THEM ALL AT EASE. THANK YOU FOR THAT! THANKS TO LT. R. ZOTAC, FF. T. KEIRNON, FF. K. KEAY, FF. C. SEIFERT, FF. J. HURLBUT, FF. P. ZABULIS, LT. W. MOSS. (PLEASE FORGIVE ANY MISPELLINGS) AND ANYONE ELSE WHO MAY HAVE BEEN INVOLVED. WE APPRECIATE WHAT WE SEE



american greetings

YOU ALL DO ON A DAILY BASIS, BUT WHEN IT INVOLVES SOMEONE YOU CARE ABOUT, IT REALLY MEANS SO MUCH. THANK YOU ALL VERY MUCH AGAIN. GOD BLESS YOU AND

KEEP YOU SAFE.

SINCERELY

ROSELY CHEVIE GOODRICH

TURNOWSKY

Keeping in touch is always in style

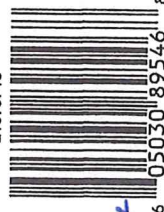
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AMERICAN GREETINGS CLEVELAND, OHIO 44145

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TO SOUTH DISTRICT FIRE DEPT.  
 It's easy to be grateful when there are wonderful people like you in the world.  
 THANK YOU SO MUCH FOR ALWAYS DOING A GREAT JOB! EVERYONE WHO WAS THERE ON APRIL 3, 2003 WHEN MY WIFE CHEVIE GOODRICH AND HER PARENTS WERE IN A CAR ACCIDENT IN FRONT OF SOUTH DISTRICT, THANK YOU FOR BEING PROFESSIONAL, KIND, CONSIDERED AND CARING! WE KNOW FROM BLUE NEIGHBORS HOW HARD OVER →





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

May 4, 2023

Greetings,

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

- Route ordering of EMS & House supplies
- Facilitated vehicle preventive maintenance on Car 30, Car 31 & FM31
- 4/1 Community CPR Day @ Middletown Parks & Rec
- New staff vehicles have been ordered for both Fire Marshal's & Training Captain. They are 2023 Chevy Silverado 1500s. All vehicles will have caps on the beds, this is largely to separate their gear and equipment from the passenger compartment. Delivery 8-12 weeks, ordered thru Key Chevrolet of Middletown. Purchased with PILOT funds from State of CT. We expect to be under budget. This also allowed us to preserve funding in current budget for vehicle replacement.
- Weekly virtual meetings with First Due. We continue to begin using certain software components alongside our current reporting system. Rough total cutover expected Summer of 2023.
- Continue to assist Captain Turenne with onboarding in his new position.
- Monthly Deputies meeting with MFD, WFD, MPD & Dispatch on ASHE policies and training
- 4 new personnel completed the TECC training in Westfield, department is now fully trained.
- All of our TECC equipment has arrived, we expect to be online with it by June 1<sup>st</sup>.
- Attended monthly virtual meeting with USCG/Port Security Marine Group
- Preparations for large swearing in with MXCC.
- Began participating in Hal Kaplan mentorship program at Bielefeld Elementary.
- 4/28-CT Career Chiefs seminar at Shipman & Goodwin, various legal topics.

Respectfully Submitted,

Nick Fischer  
Deputy Fire Chief



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

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

---

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

**Fire Marshal Office Activities/Duties:**

- Attended Code Enforcement Meeting
- Meeting with Fire Setting Treatment Subcommittee
- 140 Wildermans Way - Key Vault Meeting
- 530 Saybrook Road - conducted fire drill
- Meeting with Alarms Division
- Meeting with Construction Project Manager for 502-550 Highland Avenue
- 70 Maynard Street - conducted fire drill
- Middletown Kids Health & Safety Day Committee Meeting
- 1 Wilderman's Way - conducted fire drill
- Tall Timbers Sprinkler Meeting
- 390 Ridge Road - After School Program - conducted fire drill
- 510 Saybrook Road - conducted fire drill
- 70 Maynard Street - After School Program - conducted fire drill

**Inspections:**

- 140 Wildermans Way - generator test
- 140 Wilderman's Way – final inspection for CO
- 390 South Main Street – prospective new business walk through with Building Dept.
- 112 Bow Lane - apartment building inspection
- 24-34 Fowler Avenue - apartment building inspection
- 29-33 Russell Street - apartment building inspection
- 81-83 Fowler Street - apartment building inspection
- 45 Maynard Street - apartment building inspection

- 61-63 Ridge Road - oil tank removal
- 145 Lake Ridge Heights - oil tank removal
- 139 Main Street Extension – assembly inspection

**Training:**

- Tackling the Construction Fires Crisis - Virtual Training

Fire Marshal James M. Mastroianni  
March, 2023



**SOUTH FIRE DISTRICT**  
Of the City of Middletown  
MONTHLY REPORT TO  
**Fire Chief James Trzaski**  
**From: Fire Marshal James M. Mastroianni**

---

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

**Fire Marshal Office Activities/Duties:**

- Attended Code Enforcement Meeting
- 1 Wilderman's Way - After School Program - conducted fire drill
- Middletown Kids Health & Safety Day Committee Meeting
- 100 Training Hill Road - conducted fire drill
- Meeting with the Health Department
- 915 Silver Street – Lock Box Meeting
- Meeting with State Fire Marshal Office
- 600 Highland Avenue - conducted fire drill
- 100 Randolph Road - conducted fire drill
- 1 Wilderman's Way - conducted fire drill

**Inspections:**

- 107 Birdsey Avenue - apartment building inspection
- 216 Sand Hill Road – healthcare inspection
- 282 Main Street Extension – business inspection
- 15 Silver Street - apartment building inspection
- 107 Birdsey Avenue - apartment building re-inspection
- 112 Bow Lane - apartment building re-inspection
- Tall Timbers Lot 5 – sprinkler inspection

**Training:**

- Introduction to the 2021 International Existing Building Code - Session 1
- Significant Changes to the 2021 IMC and Common Inspection Issues - Session 1

**Training cont.:**

- Introduction to the 2021 International Existing Building Code - Session 2
- Chemistry of Lithium Batteries Seminar
- Significant Changes to the 2021 IMC and Common Inspection Issues - Session 2
- CFMA Training Seminar/Conference
- Community Risk Assessment and Community Risk Reduction Plan Development Webinar

Fire Marshal James M. Mastroianni  
April, 2023



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

**Fire Chief: James Trzaski**

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

---

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

**Fire Marshal Office Activities/Duties:**

- Fire Drill, Beman Middle School, (After School Program)
- Fire Drill, Bielefield Elementary School
- Fire Drill, Middlesex Community College
- Fire Drill, 600 Highland
- Fire Drill, 100 Randolph

**Inspections:**

- 107 Birdsey Ave
- 282 Main St. Ext. (Village for Families and Children)
- 107 Birdsey Ave, reinspection
- 112 Bow Ln

**Training:**

- Fire Investigator Class (Completed)
- Mental Health First Responder (Completed)
- Juvenile Firesetter Intervention Specialist (Completed)
- Fire Code Inspector 04/17/23 – 06-30-23

**Incidents:**

- 1 Paddock RD, Incident #515

Deputy Fire Marshal (In Training) Ryan Parmelee  
May 2, 2023





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

5 April 2023

I am submitting for your review a report detailing the activities of the Division of Training and Safety for the month of April 2023.

**Training Activities:**

- Implementation of Weekly Coffee Table Quick Tips
  - Week of Monday 03 April 2023
  - Week of Monday 10 April 2023
  - Week of Monday 17 April 2023
  - Week of Monday 24 April 2023
- Provided Onboarding Training and Orientation for three (3) New Hire Firefighters
- Prepped acquired structure(s) on Eastern Drive for upcoming training
- Scheduled/Organized CME Training for SFD Personnel with Middlesex Hospital
- Provided training and policy review for on duty personnel regarding newly implemented Narcan Leave Behind Program

**Incident Responses:**

- 4/05: 427 South Main Street (MVA)
- 4/12: Saybrook/Tollgate (Brush Fire)
- 4/13: River/Freeman (Brush Fire)
- 4/17: River/Freeman (Brush Fire)

Respectfully Submitted, AB Turenne Training Captain

## Training Classes by Category

Class Date Between {04/01/2023} And {04/30/2023}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
<b>+DIVE Dive Training</b>								
04/02/2023	08:00	Dive Training	1	R35	S	4.50	0.00	0.00
04/20/2023	17:30	Dive Training	1		A	2.75	0.00	0.00
<b>Totals for Category:</b>						<b>7.25</b>	<b>0.00</b>	<b>0.00</b>
<b>1.5 Extrication &amp; Stabilization Training</b>								
04/03/2023	11:00	Extrication & Stabilization Training	1	E32	A	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>AIRBAG-EQUIP PARATECH AIRBAG EQUIPMENT</b>								
04/25/2023	10:30	PARATECH AIRBAG EQUIPMENT	1	E30	C	1.50	0.00	0.00
<b>Totals for Category:</b>						<b>1.50</b>	<b>0.00</b>	<b>0.00</b>
<b>DISPATCH Middletown Communications Center</b>								
04/27/2023	10:30	Middletown Communications Center	1	X32	A	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DT01 General Driver Training</b>								
04/03/2023	14:45	General Driver Training	1	E32	A	0.50	0.00	0.00
<b>Totals for Category:</b>						<b>0.50</b>	<b>0.00</b>	<b>0.00</b>
<b>FORCE ENTRY Forcible Entry</b>								
04/19/2023	13:00	Forcible Entry	1	T34	A	2.00	0.00	0.00
<b>Totals for Category:</b>						<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FRSTFRFIGHT Forrest / Wildland Firefighting</b>								
04/03/2023	10:00	Forrest / Wildland Firefighting	1	B36	A	1.00	0.00	0.00
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MARINE 3 Weekly (Friday) Inservice</b>								
04/28/2023	10:00	Weekly (Friday) Inservice	1	M3	B	1.00	0.00	0.00

Training Classes by Category

Class Date Between {04/01/2023} And {04/30/2023}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points	
<b>MARINE 3 Weekly (Friday) Inservice</b>									
<b>Totals for Category:</b>						<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>ORIENTATION ORIENTATION new hires</b>									
04/17/2023	08:00	ORIENTATION new hires	1		B	8.00	0.00	0.00	
<b>Totals for Category:</b>						<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>PNEUMATIC Pneumatic lifting bags ( air bags)</b>									
04/26/2023	10:30	Pneumatic lifting bags ( air bags)	1		D	1.50	0.00	0.00	
<b>Totals for Category:</b>						<b>1.50</b>	<b>0.00</b>	<b>0.00</b>	
<b>TL-9 TL-9 Hurts tool spreader accessory</b>									
04/24/2023	10:30	TL-9 Hurts tool spreader accessory	1	X32	B	1.50	0.00	0.00	
<b>Totals for Category:</b>						<b>1.50</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Classes: 12</b>						<b>Grand Totals:</b>	<b>27.25</b>	<b>0.00</b>	<b>0.00</b>



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

**Public Safety Telecommunications Report  
May 2023**

1. Monthly Call Statistics sheet is available. Activity for April is approximately 4,710 incidents. Total 911 calls are 2,286 and 8,689 administrative calls.
2. Training continues. Staffing is at 16 with two in training. Full staffing is 21.
3. No Mile Lane cell site activity this month.
4. City budget is scheduled for a Mid-May Council vote. Department wise we are all set.
5. All radio infrastructure sites have been assessed for generator use and fuel for upcoming storm season. There were no issues.
6. Westfield has completed radio tuning suggestion for all departments. Based on the findings we are making the correct decision to have this done every 3 years. All public safety departments have budgeted for this in FY 23-24.1
7. Deputy Director remains out on paternity leave until his expected return in mid-May.

**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	3414									14291	3573	
Portland Police Dept.	382	385	411	321									1499	375	
Fire Departments (Midd.)	542	602	497	550									2191	548	
Middletown Fire Dept.	306	332	256	284									1178	295	
South Fire District	156	171	172	170									669	167	
Westfield Fire District	80	99	69	96									344	86	
Fire Department (Portland)	52	55	54	48									209	52	
Ambulance only Calls	403	361	366	377									1507	377	
<b>TOTAL INCIDENT CASE #'s</b>	<b>5118</b>	<b>4735</b>	<b>5134</b>	<b>4710</b>									<b>19697</b>	<b>4924</b>	
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG	
<b>MIDDLETOWN</b>	1853	1756	1772	1796									7177	1794	
Wireless & wireline originating in Middletown															
<b>PORTLAND</b>	209	195	182	217									803	201	
Wireless & wireline originating in Portland															
Transfers to Dispatch from other towns. For Midd & Port.	221	234	262	273									990	248	
<b>TOTAL 911 CALLS</b>	2283	2185	2216	2286									8970	2243	
<b>TOTAL ADMIN. CALLS IN</b>	6151	5962	5807	5890									23810	5953	
<b>TOTAL ADMIN. CALLS OUT</b>	2961	2651	2716	2799									11127	2782	
<b>TOTAL PHONE CALLS</b>	<b>11395</b>	<b>10798</b>	<b>10739</b>	<b>10975</b>									<b>43907</b>	<b>10977</b>	
													2022	142,117	11,843
													2021	128,498	10,708
													2020	128,562	10,714
													AVG	128,530	10,711



April 3, 2023

Mr Geen Thazmapallah, Committee Chairman.

South Fire House Building Committee

**RE: Phase two South Fire House expansion**

Dear Mr Thazmapallah,

We are pleased to present our proposal for architectural and engineering design services for Phase 2 of the South Farms Fire House addition.

South Farms recently received the second half of a \$2 Million grant from the State of Connecticut. This \$1 Million grant was received well after the completion of Phase One.

The focus of Phase 1 was expanding fire support services on the east side of the station. Phase 2 will consist of expansion and improvements on the west side of the station.

It appears that the site can support an addition of approximately 2,300 square feet without hampering proper space for the movement of fire apparatus while allowing for parking within the existing parking areas.

There are two options for adding to the west side of the building. Option One would be an addition of approximately 1,200 square feet directly west of the existing building. A second option would be to add a section to the south of approximately 1,100 square feet.

Based on our last meeting, and walkthrough with the chief and other fire house members, we have prepared sketches of the two options, which we presented to an estimator for assistance in program budgeting.

The full 2,300 square foot solution has a trade cost plus a CM fee totaling \$965,000 or \$403/SF. We would need to add approximately 25 % for other equipment costs and contingencies as we move forward.

The smaller design solution would be approximately \$650,000, again plus the 25% contingency costs yields \$812,500

The larger option at \$1,250,000 or the smaller option at \$812,500 are the price options available. If additional grant funds are indeed available, the fire house may want to move forward with the full addition.

A suggested variation of project delivery for construction would be to bring a construction manager on board early. The benefits would include having the ability to set individual trades bid numbers to ensure the proper scope and best prices. The CM would earn approximately 5% to administer the bidding and construction oversight.

At your convenience, we can bring in a construction manager to discuss in more detail how this works. If you prefer, we can solicit three recommended firms to submit qualifications and what their cost would be to come part of the team.

We can also proceed with the design-bid-build approach we used in Phase One of the project.

The following items shall be considered as the Scope of Services proposed for review provided by our firm:

**SERVICES INCLUDED**

- Review existing conditions of the west side of the firehouse including the boiler room to be vacated of equipment. (not in current budget)



- Review site for existing obstructions that may encumber the proposed additions.
- Provide floor plans and elevations for review and acceptance by the committee.
- Based on approved plans prepare a land use submission for wetlands and Planning and zoning determination.
- Prepare complete architectural and engineering designs suitable for bidding
- Assist with reviews of bidders and recommend a qualified bidder based on reviews of submission bids.
- Provide Construction Administration during the construction process including attending weekly Project meetings, review of monthly payment applications and assistance to the committee in submitting documents for State funding reimbursements.

### SERVICES EXCLUDED

Although the following items are excluded from this contract and the scope of services, they may be added if so desired.

1. We will not be providing additional hazardous material testing. These services were performed during phase one of the entire building.
- 2.

### PROJECT SCHEDULE

We propose to provide this effort over a 10 week period with reviews at two (2) week intervals to review the progress and gain input and concurrence from you and your committee. The actual completion dates will be established based on our firm's receipt of the accepted proposal.

### PROJECT COMPLETION SCHEDULE BY PHASES

We suggest the following Schedule for the completion of our architectural services on this project. The actual completion dates will be established based on our firm's receipt of the accepted proposal.

1. Schematic Submission	2 weeks
2. Design Development Submission	3 weeks
3. Final Contract Documents	5 weeks
Total time frame	10 weeks



**FEEES FOR OUR ARCHITECTURAL SERVICES**

To complete the Architectural Services required for the project by our firm, we propose the following lump sum fees based on a 6% fee of \$1,250,000:

1. Schematic Submission (25%)	\$18,750.00
2. Design Development Submission (25%)	\$18,750.00
3. Final Contract Documents (50%)	<u>\$37,500.00</u>
Total Design fee	\$75,000.00
Construction Administration	<u>\$25,000.00</u>
Total Construction admin fee	\$25,000.00

**ADDITIONAL SERVICES**

At your request, we can provide the additional services to enhance the project.

1. We can provide Construction Management services for the project. These services will be provided by a consultant that Provides Construction Management services for this size of project.

**HOURLY RATE FEE SCHEDULE – If additional services are requested on an hourly basis**

Project Principal	\$ 200.00
Project Manager	\$ 170.00
Project Architect/Engineer	\$ 130.00
Staff Architect/Engineer	\$ 100.00
CADD Design/Technician	\$ 75.00
Administrative	\$ 50.00

**REIMBURSABLE EXPENSES**

In addition to the services listed above, reimbursable expenses incurred by Landmark Architects for this project shall be added to the monthly invoice. Items, which are considered reimbursable expenses, are listed within the “Standard Terms and Conditions”.

**STANDARD TERMS AND CONDITIONS**

In addition to this Scope of Services our Contract for Professional Services “Standard Terms and Conditions” details specific contractual items. Please acknowledge your acceptance of this proposal entitled “Scope of Services” and of our “Standard Terms and Conditions” by signing below. The documents entitled “Scope of Services” and “Standard Terms and Conditions” are considered to be the Agreement between the parties. Please return the original, executed documents to our office. Receipt of the executed contract documents shall also constitute our notice to proceed on the Project.





Thank you for the opportunity to provide you with this proposal for our Architectural services. If you agree with the above proposal please sign and return one copy. We can begin within one week of your acceptance.

Sincerely,

Landmark Architects, P.C.

A handwritten signature in blue ink that reads "Paul S. Pizzo". The signature is written in a cursive style and is positioned above a horizontal line.

Paul S. Pizzo, AIA

A handwritten date in blue ink that reads "9/17/23". The date is written in a simple, legible style and is positioned above a horizontal line.

Date

Client

Date