

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

**NOTICE OF COMMISSIONERS MEETING**

**WHEN:** Monday, June 14, 2021

**WHERE:** Middletown Senior Center  
61 Durant Terrance, Middletown

**SUBJECT:** Regular Monthly Meeting

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

Members of the public can join the meeting via Zoom.

**Via Zoom** <https://us02web.zoom.us/j/81891429948>  
**or Dial In – 646-558-8656**  
**Meeting I.D. 818 9142 9948**

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

**COMMISSIONERS REGULAR MONTHLY MEETING AGENDA  
MONDAY, JUNE 14, 2021 at 7:00 p.m.**

**Location: Middletown Senior Center Cafeteria, 61 Durant Terrace, Middletown**

- 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 MAY 10, 2021**
  - B. SPECIAL MEETING OF MAY 19, 2021**
- 7. OLD BUSINESS**
  - A. FORMAL APPROVAL OF LOCAL 3918 MEMBERS AGREEING TO REMOVE THE WALL BETWEEN THE EXISTING FIRE CHIEF'S OFFICE AND THE LOUNGE WHEN IT BECOMES APPROPRIATE DURING THE BUILDING PROCESS**
- 8. NEW BUSINESS**
  - A. APPROVAL TO APPOINT DEPUTY CHIEF RUSS JACOBS AS ACTING CHIEF FROM JUNE 4, 2021 TO JULY 4, 2021**
  - B. APPROVAL OF THE EMPLOYMENT AGREEMENT BETWEEN THE SOUTH FIRE DISTRICT OF THE CITY OF MIDDLETOWN AND JAMES TRZASKI FOR THE FIRE CHIEF'S POSITION**
  - C. APPROVAL OF THE PER DIEM TAX COLLECTOR VENDOR AGREEMENT BETWEEN THE SOUTH FIRE DISTRICT OF THE CITY OF MIDDLETOWN AND LEE MUSCATELLO MATTERAZZO**
  - D. CANCELLATION OF THE JULY 12, 2021 MONTHLY MEETING**
- 9. TAX COLLECTOR'S REPORTS**
  - A. TAX REFUNDS FOR THE MONTH OF MAY: \$34.20**
  - B. TAX COLLECTOR'S REPORT FOR THE MONTH OF MAY**
  - C. NEGATIVE BALANCE PURGE**
  - D. SUSPENSE TAX BOOK**
- 10. FINANCIAL REPORTS FOR THE MONTH OF MAY**
- 11. ACTING CHIEF'S REPORT**

12. FIRE MARSHAL'S OFFICE REPORTS
13. CAPTAIN'S REPORT
14. COMMISSIONER REPORTS
  - A. BUILDING COMMITTEE
  - B. PENSION COMMITTEE – COMM. KLECKOWSKI
  - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
15. ADJOURNMENT

Members of the public can join the meeting via Zoom.

Visit <https://us02web.zoom.us/j/81891429948>

or Dial In – 646-558-8656 to remotely join.

Meeting I.D. 818 9142 9948

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

**MONDAY, MAY 10, 2021, 7:00 p.m.**

**Individuals were able to join the meeting via Zoom Video Conferencing  
Meeting I.D. 828 8750 6114**

**MINUTES**

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

**1. CALL TO ORDER** Commissioner Kleckowski called the meeting to order at 7:04 p.m.

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

**3. ELECTION OF OFFICERS**

**MOTION** to nominate Commissioner Kleckowski as Chair by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved. Commissioner Giuliano moved to close nominations for Chair. Seconded by Commissioner Pessina. Unanimously approved.

**MOTION** to nominate Commissioner Giuliano as Vice-Chair by Comm. Thazhampallath/Comm. Kleckowski. Unanimously approved. Commissioner Pessina moved to close nominations for Vice-Chair. Seconded by Commissioner Giuliano.

**MOTION** to nominate Commissioner Thazhampallath as Secretary by Comm. Giuliano/Comm. Pessina. Commissioner Pessina moved to close nominations for Secretary.

Commissioner Penney moved to nominate himself as Secretary. Commissioner Giuliano seconded.

Commissioner Giuliano called "point of order" – there were two nominees for Secretary.

Commissioner Giuliano moved to poll the Commissioners. Voting was as follows:

Commissioner Giuliano:	Commissioner Thazhampallath
Commissioner Penney:	Commissioner Penney
Commissioner Thazhampallath:	Commissioner Thazhampallath
Commissioner Kleckowski:	Commissioner Thazhampallath
Commissioner Pessina:	Commissioner Thazhampallath

Commissioner Thazhampallath was nominated Secretary.

**4. ACCEPT/AMEND AGENDA**

**MOTION** to amend the agenda to include "Appoint Recording Secretary for Pension Committee" under New Business by Chief Giuliano/Comm. Pessina. Unanimously approved.

**MOTION** to add "Wall Removal" as an action item under New Business by Comm. Pessina/Comm. Thazhampallath. Unanimously approved.

**5. OPEN PUBLIC SESSION** Chairwoman Kleckowski opened the Public Session at 7:14 p.m. No one wished to speak.

- 6. CLOSE PUBLIC SESSION** Chairwoman Kleckowski closed the Public Session at 7:04 p.m.
- 7. MINUTES TO BE APPROVED**
- A. SPECIAL MEETING OF APRIL 6, 2021**  
**MOTION** to approve the minutes of the April 6, 2021 special meeting by Comm. Giuliano/Comm. Thazhampallath. Commissioner Pessina abstained. Approved.
- B. REGULAR MEETING OF APRIL 12, 2021**  
**MOTION** to approve the minutes of the April 12, 2021 regular meeting by Comm. Giuliano/ Comm. Penney. Commissioner Pessina abstained. Approved.
- C. BUDGET MEETING OF APRIL 27, 2021**  
**MOTION** to approve the minutes of the April 27, 2021 budget meeting by Comm. Giuliano/Comm. Kleckowski. Commissioner Pessina abstained. Approved.
- D. ANNUAL MEETING OF FEBRUARY 1, 2021**  
**MOTION** to approve the minutes of the February 1, 2021 annual meeting by Comm. Giuliano/Comm. Thazhampallath. Commissioner Pessina abstained. Approved.
- 8. TAX COLLECTOR'S REPORT**  
The Commission reviewed the Tax Collector's reports.
- A. TAX REFUNDS FOR THE MONTH OF APRIL** – There were no refunds for the Month of April.
- B. MOTION** to approve the Tax Collector's report for the Month of April by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.
- 9. MONTHLY FINANCIAL REPORTS** were reviewed by the Commission.  
**MOTION** to approve the monthly financial reports for the Month of April by Comm. Thazhampallath/ Comm. Pessina. Unanimously approved.
- 10. CHIEF'S REPORT**  
Chief Howley reminded the Commission that this would be his last meeting prior to leaving the department. He said it was a very difficult decision to make after 40 years of service. He expressed his appreciation for the opportunities over the past several years and thanked everyone for their support.
- Chief Howley gave an overview of his report for the Month of April and answered questions of the Commission.
- 11. DEPUTY CHIEF'S REPORT**  
Deputy Chief Jacobs gave an overview of his report for the Month of April and answered questions of the Commission.
- 12. FIRE MARSHAL'S OFFICE REPORTS**  
The Commission reviewed the Fire Marshals' Office reports for the Month of April submitted by Fire Marshal Mastroianni and Deputy Fire Marshal Hurlbut.
- 13. CAPTAIN'S REPORT**  
The Commission reviewed the report for the Month of April submitted by Captain Fischer.

#### **14. COMMISSIONER REPORTS**

##### **A. BUILDING COMMITTEE**

Commissioner Thazhampallath expressed his gratitude to Chief Howley for the work he has done to make sure the building renovation project progressed. He said the Chief has been very instrumental in every aspect of the project even though he was “passed the baton” when things were “messed up.” Chief Howley made the project a reality and deserves a great deal of credit.

Commissioner updated the Commission on the project. The project completion date is August 6-8, 2021.

**MOTION** to take down the dividing wall in-house by Comm. Pessina/Comm. Penney. Unanimously approved.

**MOTION** to authorize Chief Howley and Commissioner Kleckowski to submit a letter to the Mayor with carbon copies to the Common Council requesting funds from all possible money sources for a 100kw gas unit generator for South Fire District at an approximate cost of \$64,000 by Comm. Pessina/Comm. Giuliano. Unanimously approved.

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

Commissioner Kleckowski advised there has been no activity. A meeting is scheduled for this month.

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

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

#### **15. OLD BUSINESS**

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

Chief Howley reported no changes to date.

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

**MOTION** to proceed with the 20-year solar project contract by Comm. Giuliano/Comm. Penney. Unanimously approved.

##### **C. TAX COLLECTOR POSITION OPENING**

**MOTION** to have Chief Howley formulate and execute a per diem contract for a Tax Collector to handle the statutory obligations by Comm. Thazhampallath/Comm. Pessina. Unanimously approved.

#### **16. NEW BUSINESS**

##### **A. ACCEPTANCE OF UPSEU LOCAL 3919 COLLECTIVE BARGAINING AGREEMENT**

**MOTION** to approve the July 1, 2019-June 30, 2024 Collective Bargaining Agreement between the South Fire District and Local 3919 of the UPSEU by Comm. Thazhampallath/Comm. Pessina. Approved. Commissioner Penney abstained.

##### **B. APPOINTMENT OF RECORDING SECRETARY FOR PENSION COMMITTEE**

**MOTION** to appoint Kathy Kiley as recording secretary of the Pension Committee by Comm. Giuliano/Comm. Pessina. Unanimously approved.

#### **17. EXECUTIVE SESSION**

**MOTION** to go into Executive Session at 8:35 p.m. pursuant to statutes section 1-200(6)(A) and section 1-225(a) of the Connecticut General Statutes, as amended, for the purpose of discussing a personnel issue related to the Fire Chief's position by Comm. Giuliano/Comm. Pessina. Unanimously approved.

Present in Executive Session were: Commissioners Kleckowski, Thazhampallath, Giuliano, Penney, and Pessina; Chief Howley.

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

Commissioner Kleckowski called the meeting back to order at 9:03 p.m.

**18. ADJOURNMENT**

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

Meeting adjourned at 9:09 p.m.

Submitted by,



Alyse McEwen, Recording Secretary

DRAFT



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

**Board of Fire Commissioners  
Special Meeting Minutes  
Wednesday, May 19, 2021, 4:30 p.m.**

Individuals were able to join the open public portions of the meeting via Zoom  
<https://us02web.zoom.us/j/82514802580> or Dial In – 646-558-8656  
Meeting I.D. 825 1480 2580

**Present:** Commissioners Kleckowski, Thazhampallath, Giuliano, Penney, and Pessina

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 4:35 p.m.

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

**3. EXECUTIVE SESSION**

**Motion** to go into Executive Session at 4:41 p.m. by Comm. Pessina/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 discussing a new candidate for Fire Chief. Unanimously approved.

Present in Executive Session were: Commissioners Kleckowski, Thazhampallath, Giuliano, Penney, and Pessina.

**Motion** to close Executive Session by Comm. Giuliano/Comm. Pessina. Unanimously approved.

**4. CALL BACK TO ORDER**

**Motion** to come out of Executive Session by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved. Chairwoman Kleckowski called the meeting back to order at 5:00 p.m.

**Motion** to start contract talks with an individual by Comm. Giuliano/Comm. Pessina. Voting was as follows:

Commissioner Kleckowski	Aye	Commissioner Penney	Nay
Commissioner Thazhampallath	Aye	Commissioner Pessina	Aye
Commissioner Giuliano	Aye		

The Motion passed with four Ayes and one Nay.

**5. ADJOURNMENT**

**Motion** to adjourn at by Comm. Giuliano/Comm. Pessina. Unanimously approved. The meeting adjourned at 5:05 p.m.

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



<b>SOUTH FIRE DISTRICT TAX COLLECTORS REPORT</b>	
<b>COLLECTIONS MAY 2021</b>	
REAL ESTATE	\$ 12,553.78
MOTOR VEHICLE	\$ 2,291.09
PERSONAL PROPERTY	\$ 97.09
SUPPLEMENTAL MOTOR VEHICLE	\$ 1,945.26
BACK TAXES	\$ 2,546.62
CURRENT INTEREST	\$ 2,546.32
BACK INTEREST	\$ 962.54
FEE'S PAID	\$ 637.43
LIENS RELEASED	\$ 120.00
<b>COLLECTIONS 2020/2021</b>	<b>\$ 23,700.13</b>
JULY	\$ 3,705,383.26
AUGUST	\$ 934,571.66
SEPTEMBER	\$ 530,741.69
OCTOBER	\$ 470,914.79
NOVEMBER	\$ 39,014.68
DECEMBER	\$ 30,217.94
JANUARY	\$ 49,794.04
FEBRUARY	\$ 23,729.79
MARCH	\$ 33,840.01
APRIL	\$ 15,724.53
MAY	\$ 23,700.13
JUNE	
<b>COLLECTED YEAR TO DATE</b>	<b>\$ 5,857,632.52</b>
<b>GRANTS RECEIVED</b>	
PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPIAL GRANT IN AID	\$ -
MUNICIPAL REVENUE SHARING ACCOUNT	\$ -
NRG	\$ 201,650.00
MUNICIPAL REVENUE SHARING GRANT	\$ -
<b>TOTAL GRANTS</b>	<b>\$ 201,650.00</b>
<b>TOTAL YEAR-TO-DATE</b>	<b>\$ 6,059,282.52</b>
Respectfully submitted by:	
Kathleen M. Kiley	
South Fire Distict	

**Refund Report**

SOUTH FIRE DISTRICT As Of Date 05/28/2021 Cash Type : SFD Date: 05/28/2021 Page: 1  
 Conditions : Year 2004 To 2019 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 Birt Paid Tot Paid Bank Prop Loc./Vehicle Last Date Rf

2019-03-0061123	2	FRANKLIN WILLIAM T 61123	-34.20	0.00	0.00	0.00	0.00	0.00	05/19/2021	-34.20	200CWE	5TEMU52N95Z124187
TOT MOTORVEHICLE	# Of Accts: 1		-34.20	0.00	0.00	0.00	0.00	0.00		-34.20		
YEAR 2019	# Of Accts: 1		-34.20	0.00	0.00	0.00	0.00	0.00		-34.20		
GRAND TOTAL	# Of Accts: 1		-34.20	0.00	0.00	0.00	0.00	0.00		-34.20		

**South Fire District**  
**Monthly Expense Detail**  
**April and May 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7201 · Electricity</b>					
	04/15/2021	KS Statebank	402.82		402.82
	04/30/2021	Eversource	1,161.30		1,564.12
	05/15/2021	KS Statebank	402.82		1,966.94
	05/27/2021	Eversource	1,072.45		3,039.39
Total 7201 · Electricity			3,039.39	0.00	3,039.39
<b>7202 · Water and Sewer</b>					
	04/01/2021	Middletown Water & Sewer Dept	218.18		218.18
	05/01/2021	Middletown Water & Sewer Dept	218.18		436.36
Total 7202 · Water and Sewer			436.36	0.00	436.36
<b>7203 · Heating</b>					
	04/02/2021	Eversource	1,320.88		1,320.88
	05/04/2021	Eversource	1,071.61		2,392.49
Total 7203 · Heating			2,392.49	0.00	2,392.49
<b>7204 · Telephone</b>					
	04/15/2021	Frontier Communications	219.13		219.13
	05/15/2021	Frontier Communications	217.85		436.98
Total 7204 · Telephone			436.98	0.00	436.98
<b>7401 · Fuel</b>					
	04/19/2021	Dime Oil, LLC.	3,145.20		3,145.20
	04/23/2021	WEX Bank	775.03		3,920.23
	04/28/2021	Ace Home Center	25.38		3,945.61
	04/30/2021	Bank of America	28.00		3,973.61
	05/31/2021	Advance Auto Parts	63.96		4,037.57
	05/23/2021	WEX Bank	791.53		4,829.10
Total 7401 · Fuel			4,829.10	0.00	4,829.10
<b>7403 · Vehicle Repairs</b>					
	04/12/2021	First Line Emergency	4,563.75		4,563.75
	04/30/2021	Advance Auto Parts	219.99		4,783.74
	05/03/2021	First Line Emergency	2,983.96		7,767.70
	05/12/2021	First Line Emergency	205.07		7,972.77
	05/25/2021	Firematic Supply Co. Inc.	1,341.98		9,314.75
Total 7403 · Vehicle Repairs			9,314.75	0.00	9,314.75
<b>7406 · Vehicle Supplies</b>					
	04/28/2021	Ace Home Center	24.32		24.32
	05/28/2021	Ace Home Center	20.74		45.06
	05/31/2021	Advance Auto Parts	25.47		70.53
Total 7406 · Vehicle Supplies			70.53	0.00	70.53

**South Fire District**  
**Monthly Expense Detail**  
**April and May 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7501 · Insurance-Workers Compensation</b>					
	04/01/2021	Benchmark Insurance Company	14,942.00		14,942.00
Total 7501 · Insurance-Workers Compensation			14,942.00	0.00	14,942.00
<b>7512 · Pension - Defined Contribution</b>					
	04/08/2021	Lincoln Financial - Pension 401	27,419.01		27,419.01
	05/10/2021	Lincoln Financial - Pension 401	27,419.01		54,838.02
Total 7512 · Pension - Defined Contribution			54,838.02	0.00	54,838.02
<b>7701 · Tax Collector's Expense</b>					
	05/01/2021	Quality Data Service, Inc	5,482.84		5,482.84
	04/30/2021	Bank of America	29.25		5,512.09
	04/30/2021	Bank of America	31.85		5,543.94
	05/24/2021	Hartford Courant - Advertising	27.87		5,571.81
	05/31/2021	Bank of America	30.25		5,602.06
Total 7701 · Tax Collector's Expense			5,602.06	0.00	5,602.06
<b>7702 · Professional Org / Periodicals</b>					
	04/01/2021	Middlesex County Fire Chief's Assn.	30.00		30.00
Total 7702 · Professional Org / Periodicals			30.00	0.00	30.00
<b>7703 · Office Expenses</b>					
	04/30/2021	Bank of America	181.91		181.91
	05/14/2021	Misc Payer		10.00	171.91
Total 7703 · Office Expenses			181.91	10.00	171.91
<b>7706 · Postage</b>					
	04/12/2021	FedEx	17.23		17.23
	04/20/2021	Minuteman Press	1,198.90		1,216.13
Total 7706 · Postage			1,216.13	0.00	1,216.13
<b>7708 · Commissioner's Compensation</b>					
	05/05/2021	Paychex	750.00		750.00
Total 7708 · Commissioner's Compensation			750.00	0.00	750.00
<b>7709 · Activity Expense</b>					
	04/30/2021	Bank of America	35.83		35.83
	04/30/2021	Bank of America	88.70		124.53
	05/31/2021	Bank of America	205.00		329.53
	05/31/2021	Bank of America	350.00		679.53
	05/31/2021	Bank of America	316.78		996.31
	05/31/2021	Bank of America	182.22		1,178.53
Total 7709 · Activity Expense			1,178.53	0.00	1,178.53

**South Fire District**  
**Monthly Expense Detail**  
April and May 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7710 · Professional Services</b>					
<b>7711 · Legal Expense</b>					
<b>7711A · Legal Expense - General/Labor</b>					
	04/13/2021	Summa & Ryan, PC	731.75		731.75
	05/13/2021	Summa & Ryan, PC	292.50		1,024.25
			<u>1,024.25</u>	<u>0.00</u>	<u>1,024.25</u>
Total 7711A · Legal Expense - General/Labor					
			<u>1,024.25</u>	<u>0.00</u>	<u>1,024.25</u>
Total 7711 · Legal Expense					
			<u>1,024.25</u>	<u>0.00</u>	<u>1,024.25</u>
<b>7710 · Professional Services - Other</b>					
	04/01/2021	Paychex	109.81		109.81
	04/01/2021	Paychex	47.64		157.45
	04/01/2021	Paychex	64.96		222.41
	04/01/2021	OAK Solutions, LLC.	396.00		618.41
	04/08/2021	Paychex	128.62		747.03
	04/08/2021	Paychex	47.64		794.67
	04/15/2021	Paychex	115.62		910.29
	04/15/2021	Paychex	47.64		957.93
	04/22/2021	Paychex	115.62		1,073.55
	04/22/2021	Paychex	47.64		1,121.19
	04/29/2021	Paychex	115.62		1,236.81
	04/29/2021	Paychex	47.64		1,284.45
	04/30/2021	Merrick & Associates, LLC	350.00		1,634.45
	05/01/2021	OAK Solutions, LLC.	396.00		2,030.45
	05/06/2021	Paychex	115.62		2,146.07
	05/06/2021	Paychex	47.64		2,193.71
	05/06/2021	Paychex	64.96		2,258.67
	05/06/2021	Paychex	47.64		2,306.31
	05/13/2021	Paychex	66.06		2,372.37
	05/13/2021	Paychex	47.64		2,420.01
	05/20/2021	Paychex	113.70		2,533.71
	05/20/2021	Paychex	47.64		2,581.35
	05/27/2021	Paychex	113.68		2,695.03
	05/27/2021	Paychex	47.63		2,742.66
			<u>2,742.66</u>	<u>0.00</u>	<u>2,742.66</u>
Total 7710 · Professional Services - Other					
			<u>2,742.66</u>	<u>0.00</u>	<u>2,742.66</u>
Total 7710 · Professional Services					
			<u>3,766.91</u>	<u>0.00</u>	<u>3,766.91</u>
<b>7714 · Advertising / Voting</b>					
	04/20/2021	Minuteman Press	717.75		717.75
	04/27/2021	Cain, Lillie W,	200.00		917.75
	04/27/2021	Haynes, Mary C.	200.00		1,117.75
	04/27/2021	Petras, Anton.	200.00		1,317.75
	04/27/2021	Turro, John	200.00		1,517.75
	04/27/2021	Cannata, Rosalind R.	300.00		1,817.75
	04/27/2021	LHS Associates, Inc.	650.00		2,467.75
	04/27/2021	LHS Associates, Inc.	275.40		2,743.15

**South Fire District**  
**Monthly Expense Detail**  
**April and May 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7714 · Advertising / Voting, continued</b>					
	04/27/2021	LHS Associates, Inc.	50.00		2,793.15
	04/27/2021	LHS Associates, Inc.	61.00		2,854.15
	04/30/2021	Hartford Courant - Advertising	85.95		2,940.10
	04/30/2021	Hartford Courant - Advertising	262.55		3,202.65
	04/30/2021	Middletown Press- Hearst Media Services	144.57		3,347.22
	05/24/2021	Hartford Courant - Advertising	58.08		3,405.30
Total 7714 · Advertising / Voting			<u>3,405.30</u>	<u>0.00</u>	<u>3,405.30</u>
<b>7717 · Software Support</b>					
	04/01/2021	websolutions	105.00		105.00
	04/30/2021	Bank of America	356.00		461.00
	05/31/2021	Bank of America	356.00		817.00
Total 7717 · Software Support			<u>817.00</u>	<u>0.00</u>	<u>817.00</u>
<b>7801 · Repairs Building</b>					
	04/27/2021	John DeMelis General Contracting, LLC	450.00		450.00
	04/30/2021	Bank of America	135.06		585.06
	05/04/2021	Loop Services, LLC.	1,238.98		1,824.04
	05/28/2021	Ace Home Center	3.96		1,828.00
	05/31/2021	Bank of America	135.06		1,963.06
	05/31/2021	Bank of America	57.30		2,020.36
Total 7801 · Repairs Building			<u>2,020.36</u>	<u>0.00</u>	<u>2,020.36</u>
<b>7802 · Supplies Maintenance</b>					
<b>7802C · COVID-19</b>					
	04/15/2021	New England Maintenance Depot	136.00		136.00
	04/15/2021	New England Maintenance Depot	30.06		166.06
Total 7802C · COVID-19			<u>166.06</u>	<u>0.00</u>	<u>166.06</u>
<b>7802 · Supplies Maintenance - Other</b>					
	04/15/2021	New England Maintenance Depot	134.00		134.00
	04/28/2021	Ace Home Center	31.05		165.05
	04/28/2021	Ace Home Center	12.55		177.60
	04/30/2021	Bank of America	56.83		234.43
	04/30/2021	Bank of America	348.19		582.62
	04/30/2021	Bank of America		348.19	234.43
	04/30/2021	Bank of America	327.40		561.83
	05/31/2021	Bank of America	29.51		591.34
	05/31/2021	Bank of America	150.68		742.02
Total 7802 · Supplies Maintenance - Other			<u>1,090.21</u>	<u>348.19</u>	<u>742.02</u>
Total 7802 · Supplies Maintenance			<u>1,256.27</u>	<u>348.19</u>	<u>908.08</u>

**South Fire District**  
**Monthly Expense Detail**  
**April and May 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7803 · Services</b>					
	04/06/2021	Comcast	100.80		100.80
	04/07/2021	Comcast	16.84		117.64
	04/10/2021	De Lage Landen Financial Services, Inc.	105.64		223.28
	04/16/2021	Pete's Cleaning, LLC.	190.00		413.28
	04/16/2021	JP Bellamo & Sons, Inc.	45.00		458.28
	04/23/2021	All Waste	141.69		599.97
	05/06/2021	Comcast	100.80		700.77
	05/07/2021	Comcast	16.84		717.61
	05/08/2021	De Lage Landen Financial Services, Inc.	121.00		838.61
	05/10/2021	Central Systems, Inc.	3,423.00		4,261.61
	05/10/2021	JP Bellamo & Sons, Inc.	45.00		4,306.61
	05/18/2021	Higgins Electric, Inc.	525.00		4,831.61
	05/19/2021	Central Systems, Inc.	315.00		5,146.61
	05/25/2021	All Waste	141.69		5,288.30
Total 7803 · Services			<u>5,288.30</u>	<u>0.00</u>	<u>5,288.30</u>
<b>7901 · Emergency Medical Equipment</b>					
<b>7901C · COVID-19</b>					
	04/12/2021	Common Cents EMS Supply, LLC.	226.31		226.31
	04/12/2021	Common Cents EMS Supply, LLC.	217.00		443.31
	04/12/2021	Common Cents EMS Supply, LLC.	244.00		687.31
Total 7901C · COVID-19			<u>687.31</u>	<u>0.00</u>	<u>687.31</u>
<b>7901 · Emergency Medical Equipment - Other</b>					
	04/07/2021	Common Cents EMS Supply, LLC.	57.06		57.06
	04/07/2021	Common Cents EMS Supply, LLC.	149.40		206.46
	04/12/2021	Common Cents EMS Supply, LLC.	158.87		365.33
	05/14/2021	Common Cents EMS Supply, LLC.	30.36		395.69
Total 7901 · Emergency Medical Equipment - Other			<u>395.69</u>	<u>0.00</u>	<u>395.69</u>
Total 7901 · Emergency Medical Equipment			<u>1,083.00</u>	<u>0.00</u>	<u>1,083.00</u>
<b>7903 · Training</b>					
	04/08/2021	CT Fire Academy Bookstore	73.50		73.50
	04/22/2021	Hurlbut, Jason	20.00		93.50
	05/20/2021	Commission on Fire Prevention and Control	75.00		168.50
Total 7903 · Training			<u>168.50</u>	<u>0.00</u>	<u>168.50</u>
<b>7905 · Fire Fighting Equipment</b>					
	04/26/2021	Hall's Power Equipment	27.99		27.99
	05/04/2021	Encore Fire Protection	161.50		189.49
	05/05/2021	Fire Equipment Headquarters	861.44		1,050.93
	05/10/2021	Fire Equipment Headquarters	272.00		1,322.93
	05/12/2021	Hall's Power Equipment	129.57		1,452.50



**South Fire District**  
**Monthly Expense Detail**  
**April and May 2021**

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7905 · Fire Fighting Equipment, continued</b>					
	05/21/2021	Shipman's Fire Equipment Co., Inc.	104.95		1,557.45
	05/31/2021	Bank of America	95.18		1,652.63
Total 7905 · Fire Fighting Equipment			1,652.63	0.00	1,652.63
<b>7906 · Special Service Units</b>					
	05/07/2021	Divers Cove, LLC	3,975.00		3,975.00
	05/17/2021	Divers Cove, LLC	130.00		4,105.00
Total 7906 · Special Service Units			4,105.00	0.00	4,105.00
<b>7909 · Uniforms</b>					
	04/09/2021	Security Uniforms, Inc.	325.00		325.00
	04/09/2021	Security Uniforms, Inc.	325.00		650.00
	04/09/2021	Security Uniforms, Inc.	928.00		1,578.00
	04/09/2021	Security Uniforms, Inc.	870.90		2,448.90
	04/09/2021	Security Uniforms, Inc.	686.00		3,134.90
	04/29/2021	TLM Promotionals/Auburn Manufacturing	260.00		3,394.90
	04/29/2021	TLM Promotionals/Auburn Manufacturing	138.00		3,532.90
	04/29/2021	TLM Promotionals/Auburn Manufacturing	108.00		3,640.90
	04/30/2021	Security Uniforms, Inc.	272.00		3,912.90
	04/30/2021	Security Uniforms, Inc.	225.00		4,137.90
	04/30/2021	Security Uniforms, Inc.	107.00		4,244.90
	05/12/2021	Security Uniforms, Inc.	165.00		4,409.90
	05/12/2021	Security Uniforms, Inc.	89.00		4,498.90
	05/13/2021	Security Uniforms, Inc.	89.00		4,587.90
	05/13/2021	Security Uniforms, Inc.	165.00		4,752.90
	05/13/2021	Security Uniforms, Inc.	262.00		5,014.90
	05/18/2021	Security Uniforms, Inc.	165.00		5,179.90
	05/20/2021	Security Uniforms, Inc.	48.00		5,227.90
	05/24/2021	Security Uniforms, Inc.	89.00		5,316.90
Total 7909 · Uniforms			5,316.90	0.00	5,316.90
<b>7910 · Protective Clothing</b>					
<b>7910A · Gear Cleaning/Inspection/Repair</b>					
	04/03/2021	Lion Group, Inc.	406.40		406.40
	04/08/2021	JP Maguire Associates, Inc.	650.00		1,056.40
	05/07/2021	JP Maguire Associates, Inc.	650.00		1,706.40
Total 7910A · Gear Cleaning/Inspection/Repair			1,706.40	0.00	1,706.40
<b>7910 · Protective Clothing - Other</b>					
	05/05/2021	Firematic Supply Co. Inc.	124.34		124.34
Total 7910 · Protective Clothing - Other			124.34	0.00	124.34
Total 7910 · Protective Clothing			1,830.74	0.00	1,830.74

**South Fire District**  
**Monthly Expense Detail**  
April and May 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<b>7911 · Communications</b>					
<b>7911C · COVID-19</b>					
	04/30/2021	Bank of America	159.54		159.54
Total 7911C · COVID-19			159.54	0.00	159.54
<b>7911 · Communications - Other</b>					
	04/08/2021	Utility Communications, Inc.	460.00		460.00
	04/19/2021	Utility Communications, Inc.	258.75		718.75
	05/17/2021	Utility Communications, Inc.	144.10		862.85
Total 7911 · Communications - Other			862.85	0.00	862.85
Total 7911 · Communications			1,022.39	0.00	1,022.39
<b>7912 · Cellular Phones</b>					
	04/11/2021	AT&T Mobility	1,750.30		1,750.30
	05/11/2021	AT&T Mobility	555.19		2,305.49
Total 7912 · Cellular Phones			2,305.49	0.00	2,305.49
<b>7916 · Breathing Apparatus-Test Repair</b>					
	04/01/2021	Shipman's Fire Equipment Co., Inc.	1,563.61		1,563.61
	04/19/2021	Shipman's Fire Equipment Co., Inc.	64.95		1,628.56
	05/06/2021	Shipman's Fire Equipment Co., Inc.	92.00		1,720.56
Total 7916 · Breathing Apparatus-Test Repair			1,720.56	0.00	1,720.56
<b>8999 · CNR Current Year</b>					
	04/14/2021	Connecticut Communications-DBA NE Comm.	210.00		210.00
	04/29/2021	Connecticut Communications-DBA NE Comm.	900.00		1,110.00
	04/30/2021	Eagle Environmental, Inc.	550.00		1,660.00
Total 8999 · CNR Current Year			1,660.00	0.00	1,660.00
<b>TOTAL</b>			<b>136,677.60</b>	<b>358.19</b>	<b>136,319.41</b>

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

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4101 · Property Tax Revenue	5,693,625.02	5,723,109.00	-29,483.98	99.49%
4102 · Interest and Liens	39,934.44	28,000.00	11,934.44	142.62%
4103 · Tax Refunds	-5,869.84	0.00	-5,869.84	100.0%
4104 · Fees	7,395.41	0.00	7,395.41	100.0%
4105 · Prior Year Tax Collections	67,546.33	0.00	67,546.33	100.0%
4107 · Tax Supplemental MV	45,285.56	25,000.00	20,285.56	181.14%
4125 · Grants	12,855.66	0.00	12,855.66	100.0%
4126 · Contributions - Individuals	300.00	0.00	300.00	100.0%
4210 · NRG Tax Revenue	201,650.00	201,650.00	0.00	100.0%
4301 · Investment Income	4,282.14	15,000.00	-10,717.86	28.55%
4901 · Miscellaneous Income	1,638.00	0.00	1,638.00	100.0%
<b>Total Income</b>	<u>6,068,642.72</u>	<u>5,992,759.00</u>	<u>75,883.72</u>	<u>101.27%</u>
<b>Expense</b>				
7201 · Electricity	19,392.32	22,500.00	-3,107.68	86.19%
7202 · Water and Sewer	2,009.14	2,470.00	-460.86	81.34%
7203 · Heating	10,410.37	12,000.00	-1,589.63	86.75%
7204 · Telephone	2,456.37	3,000.00	-543.63	81.88%
7401 · Fuel	14,409.06	20,000.00	-5,590.94	72.05%
7403 · Vehicle Repairs	55,445.73	60,000.00	-4,554.27	92.41%
7404 · Annual OSHA Inspection	1,195.00	1,200.00	-5.00	99.58%
7406 · Vehicle Supplies	871.39	2,000.00	-1,128.61	43.57%
7501 · Insurance-Workers Compensation	160,940.00	170,000.00	-9,060.00	94.67%
7502 · Insurance - Commercial Package	45,799.53	49,885.00	-4,085.47	91.81%
7503 · Insurance - Medical	699,503.65	872,689.00	-173,185.35	80.16%
7504 · Insurance - Cyber	2,184.00	3,100.00	-916.00	70.45%
7509 · Insurance - Life and Disability	43,178.37	51,508.00	-8,329.63	83.83%
7512 · Pension - Defined Contribution	300,164.81	346,544.00	-46,379.19	86.62%
7513 · Unused Sick Time	0.00	24,137.00	-24,137.00	0.0%
7601 · Salaries - Fire Department	2,449,343.20	2,777,700.00	-328,356.80	88.18%
7602 · Salaries - Administrative	113,974.06	140,887.00	-26,912.94	80.9%
7603 · Replacement / Call Backs	493,096.88	397,000.00	96,096.88	124.21%
7604 · Fringe Benefits	102,539.10	118,058.00	-15,518.90	86.86%
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	190,887.81	213,585.00	-22,697.19	89.37%
7610 · Employer - Medicare	44,641.86	49,952.00	-5,310.14	89.37%
7701 · Tax Collector's Expense	18,563.08	20,000.00	-1,436.92	92.82%
7702 · Professional Org / Periodicals	1,342.48	2,205.00	-862.52	60.88%
7703 · Office Expenses	2,991.67	3,500.00	-508.33	85.48%
7704 · Auditor	7,200.00	6,700.00	500.00	107.46%
7705 · Professional Development	0.00	5,000.00	-5,000.00	0.0%
7706 · Postage	3,072.05	4,000.00	-927.95	76.8%

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

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense, continued				
7707 · Contingency	0.00	50,000.00	-50,000.00	0.0%
7708 · Commissioner's Compensation	8,100.00	9,000.00	-900.00	90.0%
7709 · Activity Expense	3,105.35	3,500.00	-394.65	88.72%
7710 · Professional Services	23,767.23	40,000.00	-16,232.77	59.42%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.0%
7713 · Actuarial Services	5,526.40	3,300.00	2,226.40	167.47%
7714 · Advertising / Voting	6,367.07	4,500.00	1,867.07	141.49%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.0%
7716 · Archive Services	1,365.00	978.00	387.00	139.57%
7717 · Software Support	20,034.68	26,000.00	-5,965.32	77.06%
7801 · Repairs Building	12,893.53	20,000.00	-7,106.47	64.47%
7802 · Supplies Maintenance	7,450.86	8,900.00	-1,449.14	83.72%
7803 · Services	19,267.16	18,000.00	1,267.16	107.04%
7805 · Equipment	4,610.90	4,600.00	10.90	100.24%
7901 · Emergency Medical Equipment	8,745.64	12,500.00	-3,754.36	69.97%
7902 · Computer Equip & Supplies	1,219.75	2,000.00	-780.25	60.99%
7903 · Training	14,273.18	30,500.00	-16,226.82	46.8%
7904 · Public Fire Education	2,017.08	3,500.00	-1,482.92	57.63%
7905 · Fire Fighting Equipment	10,864.73	14,000.00	-3,135.27	77.61%
7906 · Special Service Units	5,043.00	4,560.00	483.00	110.59%
7907 · Fire Marshal's Office	3,059.52	4,000.00	-940.48	76.49%
7909 · Uniforms	28,018.86	26,500.00	1,518.86	105.73%
7910 · Protective Clothing	26,179.82	28,275.00	-2,095.18	92.59%
7911 · Communications	4,218.36	4,500.00	-281.64	93.74%
7912 · Cellular Phones	6,389.10	4,350.00	2,039.10	146.88%
7913 · Breathing Air & Oxygen	427.50	1,500.00	-1,072.50	28.5%
7915 · Medical Testing	2,867.00	4,500.00	-1,633.00	63.71%
7916 · Breathing Apparatus-Test Repair	2,485.94	6,000.00	-3,514.06	41.43%
8999 · CNR Current Year	50,291.51	50,000.00	291.51	100.58%
<b>Total Expense</b>	<b>5,143,841.63</b>	<b>5,992,759.00</b>	<b>-848,917.37</b>	<b>85.83%</b>

**Grants**

COVID-19	12,855.66
<b>Total Grants</b>	<b>12,855.66</b>

**Grant Purchases**

7919 · FEMA Grant - Training	6,062.57
<b>Total Grant Purchases</b>	<b>6,062.57</b>

# South Fire District Cash Balance Report May 2021

## CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	2,771,527.67
	Operating - Checking	\$	185,583.24
	<b>Total:</b>	\$	<u>2,957,110.91</u>

## Restricted Funds:

CNR	\$	1,370,730.85
Post-Employment Benefits	\$	453,863.66

Submitted by:  
Kathleen M. Kiley

# Tax Collections May 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	\$ 4,438,209.64	-\$2,465.59	99.98%	-\$1,590.51
PP	\$ 866,063.52	\$ 864,234.17	-\$17.43	99.79%	-\$23.28
MV	\$ 414,938.40	\$ 391,181.21	-\$1,608.73	93.89%	-\$117.01
MVS	\$ <u>57,846.69</u>	\$ <u>45,285.56</u>	<u>-\$5.14</u>	78.28%	<u>-\$42.15</u>
TOTAL	\$ 5,775,681.36	\$ 5,738,910.58	\$ (4,096.89)	99.29%	\$ (1,772.95)

Submitted by:  
Kathleen M. Kiley



**SOUTH FIRE DISTRICT**  
City of Middletown

**MAY MONTHLY REPORT TO**

**South Fire District Board of Commissioners**

**Acting Chief Russ Jacobs**

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Commissioners,

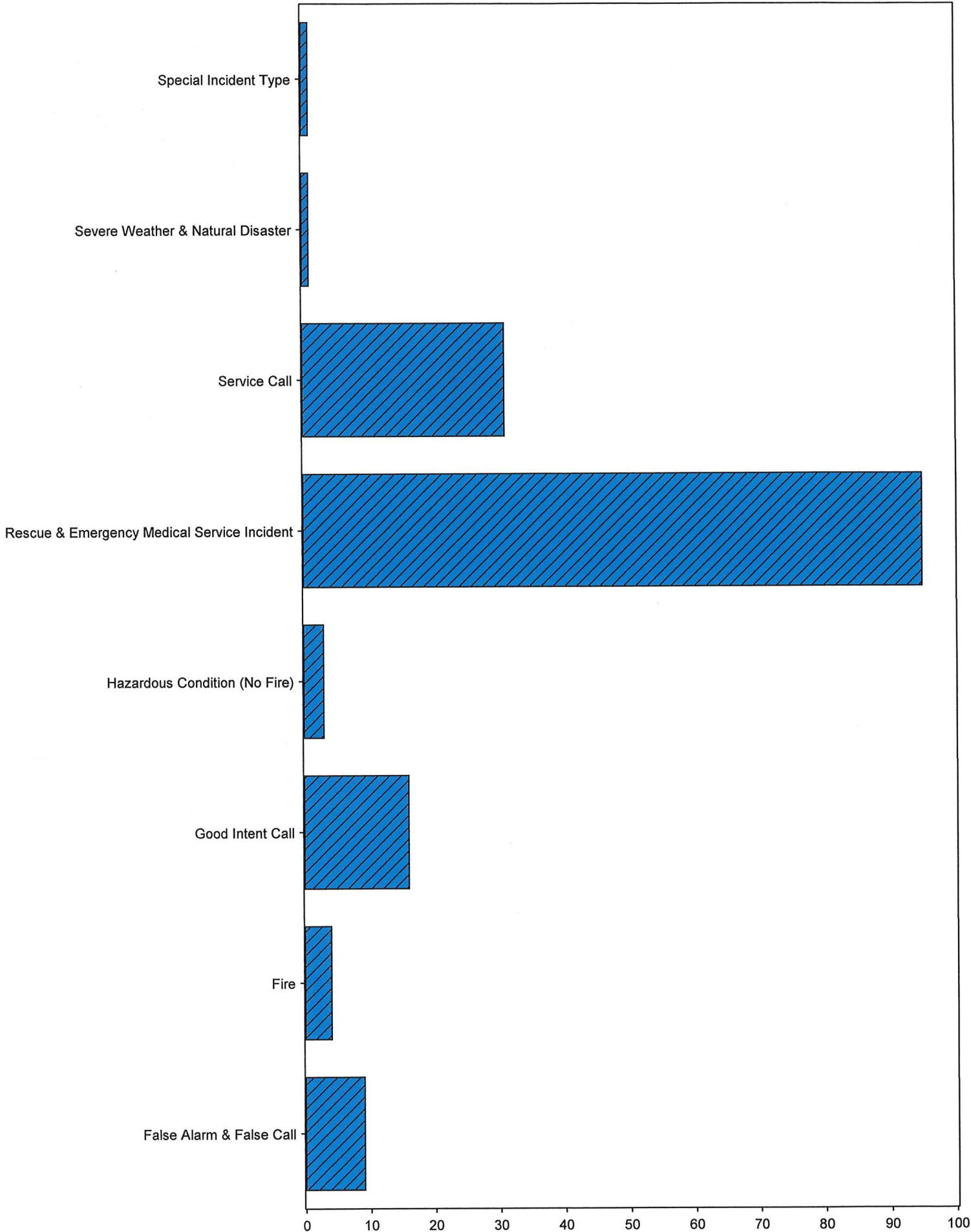
I am respectfully submitting a report detailing my recent activities during the month of May

- Finalize and submitted New Rescue Boat FEMA Grant valued at \$461,540.00
- Attend building renovations meeting with contractors and Architects
- Facilitated daily HR requests and assisted with administration staff needs
- Daily staff debriefing meetings with all Officers
- Facilitated general vehicle maintenance and repairs.
- Secure safety evaluation needs to reactivate SFD Dive Team
- Organize and assist several employee assistance meetings
- Attend Union-Management meeting
- Participate in a Regional Dive Team training exercise at Millers Pond requested by Durham Fire Department
- Building Addition supply modifications needed with our vendor
- COVID 19 Policy updates for vacation travel and station precautions

Respectfully Submitted,

Acting Chief Russ Jacobs

Incident Type Summary  
Alarm Date Between {05/01/2021} And {05/31/2021}







**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 April, 2021:

**Fire Marshal Office Activities/Duties:**

- 410 Saybrook Road - Fire Safety Presentation
- 100 River Road Middletown Treatment Plant Decommissioning - Plant Walkthrough
- 510 Saybrook Road - conducted fire drill
- Draft Middletown Burning Ordinance Review
- Middletown Kids Health and Safety Fair Meeting
- Attended Monthly SFD Firehouse Renovation Meeting with Contractor
- Meeting with Planning and Zoning
- Meeting with Building Department
- 11 Training Hill Road - Temporary Entry Doors Meeting
- Attended Code Enforcement Meeting
- 566 River Road - Update Fire Alarm Walk-Through Meeting
- 100 Randolph Road - conducted fire drill
- Meeting with the Health Department
- Meeting with Westfield Fire Marshal Office
- 70 Maynard Street - Bielefield School - conducted fire drill
- 650 South Main Street - New Business Meeting
- 749 Saybrook Road Unit B16 - Business Seating Arrangement Meeting
- 1250 Silver Street - Proposed New Clinic Meeting
- 11 Training Hill Road - Diesel Tank Meeting with Building Department
- 600 Highland Avenue - conducted fire drill
- 390 Ridge Road - Farm Hill School - conducted fire drill
- 445 Randolph Road – New Fire Alarm Panel Placement Meeting

**Inspections:**

- 825 Saybrook Road - business progress inspection with Building Dept.
- 40 - 42 Walnut Street - apartment building re-inspection
- 660 South Main Street - business re-inspection
- 14 Evergreen Avenue - apartment building re-inspection
- 11 Training Hill Road - assembly progress inspection with Building Dept.
- 112 Bow Lane - Fire Alarm testing/inspection
- 1250 Silver Street Inspect - residential board and care inspection
- 597 Saybrook Road – industrial re-inspection
- 520 East Main Street - assembly re-inspection
- 11 Training Hill Road - Fire Pump test/inspection
- 605 Saybrook Road Suite D - assembly inspection
- 282 Main Street Extension - Sanseer Building - business inspection
- 282 Main Street Extension – Suite 1 - business inspection
- 282 Main Street Extension - Suite 2 - business inspection
- 282 Main Street Extension - Suite 3 - business inspection
- 282 Main Street Extension - Suite 4 - business inspection
- 282 Main Street Extension - Suite 5 - business inspection
- 282 Main Street Extension - Suite 6 - business inspection
- 282 Main Street Extension - Suite 7 - business inspection
- 282 Main Street Extension - Suite 8 - business inspection
- 282 Main Street Extension - Suite 9 - business inspection
- 749 Saybrook Road Unit B16 - progress inspection with Building Dept.
- 3 Silver Street - assembly re-inspection
- 11 Training Hill Road - assembly final inspection
- 20 Pheasant Drive – group home inspection with the Health Dept.
- 650 South Main Street - business progress inspection
- 605 Saybrook Road Suite D - assembly re-inspection
- 455 East Main Street – fire safety complaint inspection with Building and Health Depts.
- New Middle School – progress inspection with Building Dept. (2) days a week till completion

**Training:**

- Virtual Career Development – Food Trucks and Commercial Cooking - Session 1
- Virtual Career Development – Food Trucks and Commercial Cooking - Session 2
- Virtual Career Development – Food Trucks and Commercial Cooking - Session 3
- Virtual Career Development – Evaluation of Substantial Damage and Substantial Improvement Using the State Building Code - Session 1
- Virtual Career Development – Evaluation of Substantial Damage and Substantial Improvement Using the State Building Code - Session 2
- Virtual Career Development – Evaluation of Substantial Damage and Substantial Improvement Using the State Building Code - Session 3

**Incidents:**

- 1 Wildermans Way - Construction Accident Investigation
- 856 Saybrook Road - Open Burning Investigation

Fire Marshal James M. Mastroianni  
May, 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 May, 2021:

**Fire Marshal Office Activities/Duties:**

- 825 Saybrook Road - Walk-through of Kitchen for possible new business
- 410 Saybrook Road – Fire Safety Presentation
- Water Treatment Plant Decommissioning walkthrough with City Staff
- 1 Wildermans Way – Inspection with Building Department
- 510 Saybrook Road – Fire Drill
- Burn Ordinance Meeting with other FMO's
- 1 Wildermans Way – Inspection with Building Department
- 749 Saybrook Road – Inspection with Building Department
- 1150 South Main Street – Inspection with Building Department
- 11 Training Hill Road – Inspection with Building Department
- 1 Wildermans Way – Inspection with Building Department
- 112 Bow Lane – Fire Alarm Testing
- Code Enforcement Meeting (virtual)
- 1 Wildermans Way – Inspection with Building Department
- 566 River Road – Fire Alarm Update Walkthrough
- 11 Training Hill Road – Fire Extinguisher Placement Walkthrough
- 1 Wildermans Way – Inspection with Building Department
- Kids Health and Safety Day Meeting
- 749 Saybrook Road – Inspection with Building Department
- 100 Randolph Road – Fire Drill
- Code Enforcement Meeting (virtual)
- 1 Wildermans Way – Inspection with Building Department
- 11 Training Hill Road – Fire Pump Test

- 11 Training Hill Road – Final Inspection with Building Department
- 70 Maynard Street – Fire Drill
- 650 South Main Street – New Business Walkthrough
- 1 Wildermans Way – Inspection with Building Department
- 11 Training Hill Road – Fire Alarm Test
- 749 Saybrook Road – Seating Arrangement Meeting
- 1250 Silver Street – Proposed Methadone Clinic
- 11 Training Hill Road – Diesel Tank Meeting with Building Department
- 600 Highland Avenue – Fire Drill
- Code Enforcement Meeting (virtual)

**Inspections:**

- 40-42 Walnut Street – residential – Re-Inspection
- 660 South Main Street – business – Re-Inspection
- 14 Evergreen Avenue – residential – Re-Inspection
- 1250 Silver Street – residential – Re-Inspection
- 597 Saybrook Road – industrial – Re-Inspection
- 520 East Main Street – assembly - Re-Inspection
- 605 Saybrook Road Suite D – assembly – Inspection
- 282 Main Street Extension – business – Inspection
- 3 Silver Street – assembly – Re-Inspection
- 20 Pheasant Drive – group home – Inspection
- 605 Saybrook Road Suite D – assembly – Re-Inspection
- 455 East Main Street – business – Inspection with Building and Health Department

**Training:**

- Food Trucks and Commercial Cooking –1<sup>st</sup> Session
- Evaluation of Substantial Improvement Using State Building Code – 1<sup>st</sup> Session
- Food Trucks and Commercial Cooking -2<sup>nd</sup> Session
- Evaluation of Substantial Improvement Using State Building Code – 2<sup>nd</sup> Session
- Food Trucks and Commercial Cooking -3<sup>rd</sup> Session
- Evaluation of Substantial Improvement Using State Building Code – 3<sup>rd</sup> Session
- Forensic Inspection of Sprinkler Systems – Oklahoma State University (online)
- Fire Dynamics Related to Investigations – Oklahoma State University (online)

**Incidents:**

-455 East Main Street – Extension Cord usage complaint by Health Department

-856 Saybrook Road – Open Burn Investigation

Deputy Fire Marshal Jason Hurlbut  
May, 2021



*Office of the Training Captain*

**SOUTH FIRE DISTRICT**

**445 RANDOLPH ROAD**

**MIDDLETOWN, CT 06457**

**860-347-6661**

**Fax 860-346-6787**

June 10, 2021

Greetings,

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

**Training Activities:**

- Drafting/Creating Static Water Source Training-All Platoons
- All-terrain Vehicle Training at Eversource right-of way-All Platoons
- Patient Packaging/Extraction using All-Terrain Vehicles-All Platoons
- Prodigy EMS continuing education-Medical Legal/Ethics-All Platoons
- Dive Team training, middle school pool

**Other Activities:**

- Assisted with information gathering for FEMA Boat Grant
- Coordinated gear replacement for 6 firefighters
- Assisted with Dive Gear repair/replacement
- Assisted in COVID policy revision

Respectfully Submitted,

Nick Fischer  
Training Captain



# SouthFire

## Training Classes by Category

Class Date Between {05/01/2021} And {05/31/2021}

Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
-----Default-----								
<b>+DIVE Dive Training</b>								
05/05/2021	17:30	Dive Training	1		A	0.00	0.00	0.00
05/19/2021	08:30	Dive Training	1		A	3.50	4.00	0.00
Totals for Category:						3.50	4.00	0.00

### AERIAL TRAIN Aerial / Ladder Driver Training

05/20/2021	13:45	Aerial / Ladder Driver Training	1	T34	B	1.25	0.00	0.00
Totals for Category:						1.25	0.00	0.00

### APV35 APV 35 Driver Training

05/04/2021	13:00	APV 35 Driver Training	1		B	2.50	0.00	0.00
05/07/2021	13:00	APV 35 Driver Training	1		A	338.50	0.00	0.00
05/10/2021	13:00	APV 35 Driver Training	1		D	2.50	0.00	0.00
05/13/2021	13:00	APV 35 Driver Training	1		C	2.50	0.00	0.00
Totals for Category:						346.00	0.00	0.00

### BFAM Building Familiarization

05/24/2021	14:30	Building Familiarization	1		B	1.00	0.00	0.00
Totals for Category:						1.00	0.00	0.00

### DRAFT Drafting

05/03/2021	10:00	Drafting	1		A	2.00	0.00	0.00
05/05/2021	13:00	Drafting	1		C	2.50	0.00	0.00
05/06/2021	10:00	Drafting	1		D	2.00	0.00	0.00
Totals for Category:						6.50	0.00	0.00

### DT01 General Driver Training

05/10/2021	11:15	General Driver Training	1	E32	D	1.00	0.00	0.00
05/19/2021	13:30	General Driver Training	1		A	1.50	0.00	0.00
05/23/2021	13:30	General Driver Training	1		A	1.50	0.00	0.00
Totals for Category:						4.00	0.00	0.00

### ENG DRIVING Engine/operator driver training

# SouthFire

## Training Classes by Category

Class Date Between {05/01/2021} And {05/31/2021}

							-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points	
<b>ENG DRIVING Engine/operator driver training</b>									
05/02/2021	10:30	Engine/operator driver training	1		D	1.50	0.00	0.00	
05/27/2021	13:00	Engine/operator driver training	1	E32	A	2.00	0.00	0.00	
<b>Totals for Category:</b>						<b>3.50</b>	<b>0.00</b>	<b>0.00</b>	
 <b>PRODEMS Prodigy EMS</b>									
05/24/2021	10:00	Prodigy EMS	1		B	2.00	0.00	0.00	
05/25/2021	10:00	Prodigy EMS	1		C	2.00	0.00	0.00	
05/26/2021	10:00	Prodigy EMS	1		D	2.00	0.00	0.00	
05/27/2021	10:00	Prodigy EMS	1		A	2.00	0.00	0.00	
<b>Totals for Category:</b>						<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	
 <b>SFAM Street Familiarization</b>									
05/04/2021	14:00	Street Familiarization	1	E32	B	1.33	0.00	0.00	
05/19/2021	15:30	Street Familiarization	1	T34	A	1.00	0.00	0.00	
<b>Totals for Category:</b>						<b>2.33</b>	<b>0.00</b>	<b>0.00</b>	
 <b>Total Classes: 22</b>						<b>Grand Totals:</b>	<b>376.08</b>	<b>4.00</b>	<b>0.00</b>



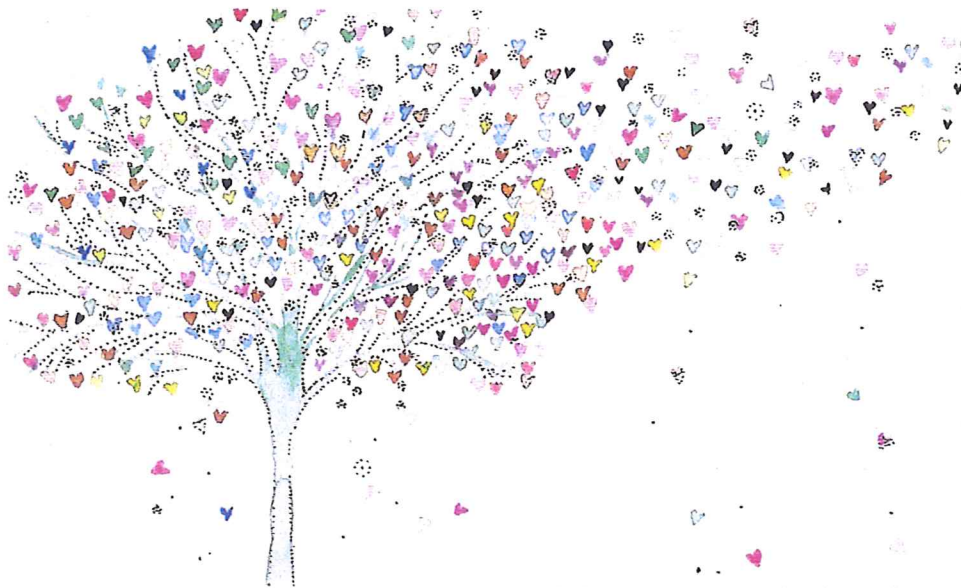
**CITY OF MIDDLETOWN  
CENTRAL COMMUNICATIONS CENTER  
911 – POLICE – FIRE – EMS  
169 CROSS ST, MIDDLETOWN, CT 06457**

**Public Safety Telecommunications Report  
June 2021**

1. Monthly Call Statistics sheet is available. Activity for May is approximately 5,201 incidents, approximately 2,306 911 calls and about 9,800 administrative calls.
2. Staffing update; One Dispatcher has retired in April and another in May. Staffing is at 18 and full staffing is 21. All 18 are fully on line. At 18 personnel all shifts are covered for weekly staffing. However, all vacations, sick or other leave require overtime replacement on 5 of 7 days a week.
3. Lead Dispatcher position that was vacated by retirement is in process of being filled. That should be completed no later than June 15, 2021.
4. LOCIP process started for replacement of a HVAC unit at one of our radio sites. This was not a new facility like most of the project. This was an abandoned Nextel site we took over. The cost estimation is \$8,500 - \$10,000.
5. August meeting suspension discussion needed in July WEBEX meeting.

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

INCIDENT ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
Middletown Police Dept.	2443	3393	4205	4210	3698								17949	3590
Portland Police Dept.	270	320	460	463	490								2003	401
Fire Departments (Midd.)	374	382	457	689	703								2605	521
Middletown Fire Dept.	181	212	257	371	435								1456	291
South Fire District	123	108	131	201	160								723	145
Westfield Fire District	70	62	69	117	108								426	85
Fire Department (Portland)	39	39	63	84	85								310	62
Ambulance only Calls	488	404	768	394	225								2279	456
<b>TOTAL INCIDENT CASE #'s</b>	<b>3614</b>	<b>4538</b>	<b>5953</b>	<b>5840</b>	<b>5201</b>								<b>25146</b>	<b>5029</b>
<b>TELEPHONE ACTIVITY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>	<b>AVG</b>
<b>MIDDLETOWN</b>	1391	1405	1542	1657	1822								7817	1563
Wireless & wireline originating in Middletown														
<b>PORTLAND</b>	187	184	184	205	289								1049	210
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	199	176	250	179	195								999	200
<b>TOTAL 911 CALLS</b>	1777	1765	1976	2041	2306								9865	1973
<b>TOTAL ADMIN. CALLS IN</b>	5558	5356	6033	5740	6927								29614	5923
<b>TOTAL ADMIN. CALLS OUT</b>	2209	2159	2533	2341	2882								12124	2425
<b>TOTAL PHONE CALLS</b>	<b>9544</b>	<b>9280</b>	<b>10542</b>	<b>10122</b>	<b>12115</b>								<b>51603</b>	<b>10321</b>
												2020	128,562	10,714
												2019	127,979	10,665
												2018	127,008	10,584
												AVG	127,850	10,654



SFD Commissioners -

Thank you very much for  
the gift card for our  
sweet girl! We will use it  
towards diapers!!

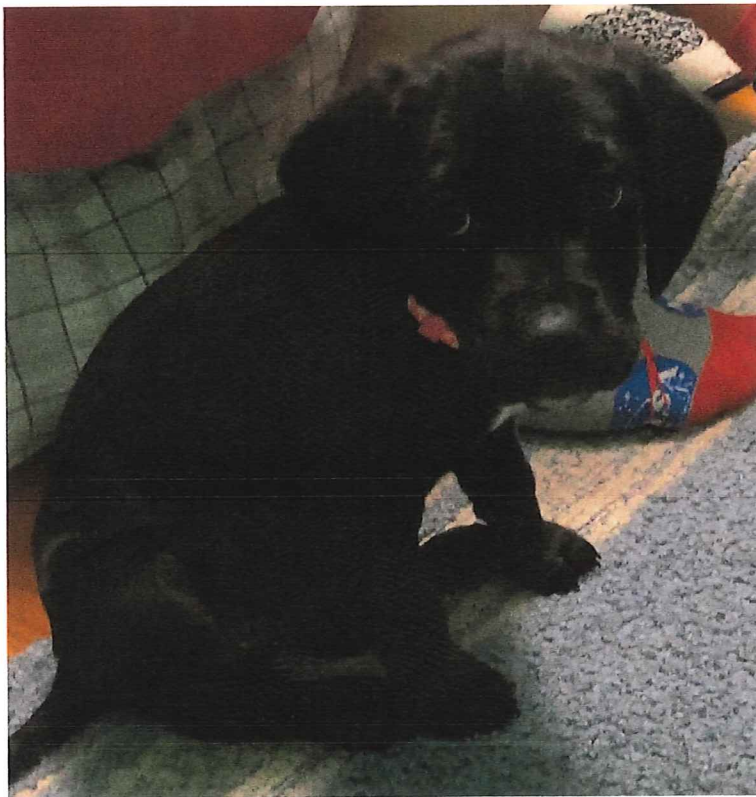
Thank you again!

Caitlin and Jesse Howell  
3 (Eloise too :))

## Natasha's story

On May 2nd, 2021 we brought home our 6lb lab puppy and welcomed her to our family. On May 4th, she was very sick and was hospitalized with parvovirus. She came home at the end of the week and had to be quarantined from the other dogs. She was on 8 different medications and was not out of the woods. She got better and stronger after a long week, and when we went back to the vet, they said she was out of the woods. Our sincere Thank you to the doctors and staff at Pieper-Olson veterinary hospital! They are the best!

Last night, May 15, our little Natasha got stuck inside our couch underneath the metal and coils of the recliner. We couldn't get her out and her body was stuck tight between the rails and her head was stuck in the metal coil. We were petrified because we couldn't budge her and if we moved the couch she was choking because her head was in the coil. We called 911 and the South district fire department came to our rescue. They worked hard and got Natasha freed. I don't post much but I wanted to say a great big THANK YOU to the MIDDLETOWN SOUTH DISTRICT FIRE DEPARTMENT. They were the best and they are truly our hero's! Thank you from the bottom of our hearts for saving our puppy! ❤️🔥❤️



Sincerely and forever grateful,  
Kathryn Connelly