

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

NOTICE OF COMMISSIONERS MEETING

WHEN: Monday, September 13, 2021

WHERE: Firehouse

SUBJECT: Regular Monthly Meeting

TIME: 7:00 P.M.

Members of the public can join the meeting via Zoom.

<https://us02web.zoom.us/j/81665702594>

or Dial In – 646-558-8656

Meeting I.D. 816 6570 2594

**SOUTH FIRE DISTRICT OF THE CITY OF MIDDLETOWN
COMMISSIONERS REGULAR MONTHLY MEETING AGENDA
MONDAY, SEPTEMBER 13, 2021 at 7:00 p.m.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACCEPT/AMEND AGENDA
4. OPEN PUBLIC SESSION
5. CLOSE PUBLIC SESSION
6. MINUTES TO BE APPROVED
 - A. REGULAR MEETING OF AUGUST 9, 2021
7. TAX COLLECTOR'S REPORTS
 - A. TAX REFUNDS FOR THE MONTH OF AUGUST: \$155.25
 - B. TAX COLLECTOR'S REPORT FOR THE MONTH OF AUGUST
8. FINANCIAL REPORTS FOR THE MONTH OF AUGUST
 - A. MONTHLY EXPENSE DETAIL
 - B. PROFIT & LOSS BUDGET VS. ACTUAL
 - C. CASH BALANCE REPORT
9. CHIEF'S REPORT
10. DEPUTY CHIEF'S REPORT
11. FIRE MARSHAL'S OFFICE REPORTS
12. CAPTAIN'S REPORT
13. COMMISSIONER REPORTS
 - A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH
 - B. PENSION COMMITTEE – COMM. KLECKOWSKI
 - C. PUBLIC SAFETY TELECOMMUNICATIONS – COMM. GIULIANO
14. OLD BUSINESS
 - A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS
 - B. DAY ROOM CARPET AND CEILING
 - C. SOLAR PANEL PROJECT UPDATE
15. NEW BUSINESS
 - A. CVH INCIDENT REPORT FOR THE MONTH OF AUGUST
 - B. COMPLAINT/COMMENDATION FORM
 - C. ACCEPTANCE OF LETTER OF RESIGNATION – FIREFIGHTER KYLE DUNN
 - D. ENTRY LEVEL FIREFIGHTER POSITION HIRING PROCESS
16. ADJOURNMENT

The firehouse is currently closed to the public. members of the public can join the meeting via Zoom. Visit <https://us02web.zoom.us/j/81665702594> or Dial In – 646-558-8656 to remotely join.
Meeting I.D. 816 6570 2594

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

**MONDAY, AUGUST 9, 2021, 7:00 p.m.
Via Zoom Meeting I.D. 893 2792 2412**

MINUTES

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, Penney, and Pessina; Chief James Trzaski,
Deputy Chief Russ Jacobs

1. **CALL TO ORDER** Chairwoman Kleckowski called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **ACCEPT/AMEND AGENDA**
MOTION to accept the agenda by Comm. Giuliano/Comm. Pessina. Unanimously approved.
4. **OPEN PUBLIC SESSION** Chairwoman Kleckowski opened the Public Session at 7:02 p.m. No one wished to speak.
5. **CLOSE PUBLIC SESSION** Chairwoman Kleckowski closed the Public Session at 7:02 p.m.
6. **MINUTES TO BE APPROVED**
 - A. **REGULAR MEETING OF JULY 12, 2021**
MOTION to approve the minutes of the regular meeting of July 12, 2021 by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.
7. **TAX COLLECTOR'S REPORT**

The Commission reviewed the Tax Collector's reports submitted by Kathleen Kiley.

 - A. **TAX REFUNDS FOR THE MONTH OF JULY** – No refunds for the Month of July.
 - B. **MOTION** to approve the Tax Collector's report for the Month of July by Comm. Giuliano/Comm. Pessina. Unanimously approved.
8. **MONTHLY FINANCIAL REPORTS FOR THE MONTH OF JUNE**

Moving forward, each financial report will be listed and accepted separately on the agenda.

MOTION to accept the monthly financial reports for the Month of July by Comm. Pessina/Comm. Penney. Unanimously approved.
9. **CHIEF'S REPORT**

The Commission reviewed the report for the Month of July submitted by Chief Trzaski.

MOTION to accept the Chief's report for the Month of July by Comm. Giuliano/Comm. Pessina. Unanimously approved.

10. FIRE MARSHAL'S OFFICE REPORTS

MOTION to accept the Fire Marshals' reports for the Month of July by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

11. CAPTAIN'S REPORT

MOTION to accept the Captain's report for the Month of July by Comm. Giuliano/Comm. Pessina. Unanimously approved.

12. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

Commissioner Thazhampallath provided an update on the building project. He thanked everyone involved from the onset of the project, including past chiefs and commissioners. Chief Trzaski expressed his appreciation and commended Commissioner Thazhampallath for his dedication to the project from the beginning. Commissioner Kleckowski reiterated the chief's comments on behalf of the entire Commission.

MOTION to accept the Building Committee report by Comm. Giuliano/Comm. Pessina. Unanimously approved.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Chairwoman Kleckowski advised there was nothing new to report.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

Commissioner Giuliano reported there was not an August 2021 meeting.

MOTION to accept the Public Safety Telecommunications report for the Month of August by Comm. Pessina/Comm. Thazhampallath. Unanimously approved.

13. OLD BUSINESS

A. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS Nothing to report.

B. DAY ROOM CARPET AND CEILING

Chief Trzaski advised the Commission that the project has been put on hold until a decision is made about the asbestos abatement.

14. NEW BUSINESS

A. DISCUSSION ON EVERSOURCE METER REPLACEMENT AND GAS SERVICE AGREEMENT

MOTION to use funds from line item 7801-Building Repairs to pay for the meter replacement and replenish the budget line item, if necessary, with the balance of the funds previously allocated from CNR to fund the completion of the building project by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

MOTION to authorize Chief Trzaski to sign all documents necessary by Comm. Giuliano/Comm. Pessina. Unanimously approved.

B. CVH INCIDENT REPORT FOR THE MONTH OF JULY

MOTION to accept the CVH Incident Report for the Month of July by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

C. MULTI-FACTOR AUTHENTICATION

Chairwoman Kleckowski explained the process and urgency of all Commissioners to set up MFA.

D. PURCHASE/NOTICE OF PUBLIC SALE: FISHER & PAYKEL 36" FREESTANDING GAS RANGE

A lengthy discussion ensued regarding the purchase and notice of public of sale of the gas range.

MOTION to call the question by Comm. Pessina/Comm. Giuliano. The discussion ended.

E. DAY ROOM CARPET AND CEILING (discussed under "Old Business")

F. SOUTH FIRE DISTRICT APPAREL

Chairwoman Kleckowski explained to the Commission that a link to a vendor website will be provided to them to personally purchase South Fire District apparel.

15. ADJOURNMENT

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

Meeting adjourned at 8:26 p.m.

Submitted by,



Alyse McEwen

Recording Secretary

2018-03-0060181	2	FAZZINO MICHAEL P	60181	SFD	-94.07	0.00	0.00	0.00	0.00	0.00	08/06/2021	-94.07	00KTVP	1HD1KTC19JB647876
2018-03-0083147	2	TUTTLE CHRISTOPHER J	83147	SFD	-3.27	0.00	0.00	0.00	0.00	0.00	08/06/2021	-3.27	AG48845	1N4AL21E79C116279
TOT MOTORVEHICLE				# Of Accts: 2	-97.34	0.00	0.00	0.00	0.00	0.00	08/06/2021	-97.34		
YEAR 2018				# Of Accts: 2	-97.34	0.00	0.00	0.00	0.00	0.00		-97.34		
2019-03-0055620	2	CHU SUSAN A	55620	SFD	-10.58	0.00	0.00	0.00	0.00	0.00	08/06/2021	-10.58	239YDZ	KM8JN72D76U363228
2019-03-0082720	2	TOYOTA LEASE TRUST	82720	SFD	-47.33	0.00	0.00	0.00	0.00	0.00	08/25/2021	-47.33	AG21563	2T3BFREV5GW538912
TOT MOTORVEHICLE				# Of Accts: 2	-57.91	0.00	0.00	0.00	0.00	0.00	08/25/2021	-57.91		
YEAR 2019				# Of Accts: 2	-57.91	0.00	0.00	0.00	0.00	0.00		-57.91		
GRAND TOTAL				# Of Accts: 4	-155.25	0.00	0.00	0.00	0.00	0.00		-155.25		

SOUTH FIRE DISTRICT TAX COLLECTORS REPORT	
COLLECTIONS AUGUST 2021	
REAL ESTATE	\$ 393,550.42
MOTOR VEHICLE	\$ 81,416.72
PERSONAL PROPERTY	\$ 665,822.63
SUPPLEMENTAL MOTOR VEHICLE	\$ -
BACK TAXES	\$ 8,457.92
CURRENT INTEREST	\$ 3,030.88
BACK INTEREST	\$ 2,358.00
FEE'S PAID	\$ 559.93
LIENS RELEASED	\$ 216.00
COLLECTIONS 2021/2022	
	\$ 1,155,412.50
JULY	\$ 4,569,783.26
AUGUST	\$ 1,155,412.50
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
COLLECTED YEAR TO DATE	
	\$ 5,725,195.76
GRANTS RECEIVED	
PRIVATE COLLEGES AND HOSPITALS GRANT	\$ -
MUNICIPAL GRANTS-IN-AID	\$ -
MUNICIPAL REVENUE SHARING ACCOUNT	\$ -
NRG	\$ -
MUNICIPAL REVENUE SHARING GRANT	\$ -
TOTAL GRANTS	
	\$ -
TOTAL YEAR-TO-DATE	
	\$ 5,725,195.76
Respectfully submitted by:	
Kathleen M. Kiley	
South Fire District	

South Fire District
Monthly Expense Detail
July and August 2021

	Date	Name	Debit	Credit	Balance
7201 · Electricity					
	07/15/2021	KS Statebank	402.82		402.82
	07/29/2021	Eversource	1,570.97		1,973.79
	08/15/2021	KS Statebank	402.82		2,376.61
Total 7201 · Electricity			2,376.61	0.00	2,376.61
7202 · Water and Sewer					
	07/01/2021	Middletown Water & Sewer Dept	120.47		120.47
	08/01/2021	Middletown Water & Sewer Dept	218.18		338.65
Total 7202 · Water and Sewer			338.65	0.00	338.65
7203 · Heating					
	07/02/2021	Eversource	544.73		544.73
	08/03/2021	Eversource	492.12		1,036.85
Total 7203 · Heating			1,036.85	0.00	1,036.85
7204 · Telephone					
	07/15/2021	Frontier Communications	221.15		221.15
	08/15/2021	Frontier Communications	221.30		442.45
Total 7204 · Telephone			442.45	0.00	442.45
7401 · Fuel					
	07/23/2021	WEX Bank	867.86		867.86
	07/29/2021	Dime Oil, LLC.	3,381.26		4,249.12
	07/31/2021	Bank of America	47.92		4,297.04
	08/23/2021	WEX Bank	954.33		5,251.37
	08/28/2021	Ace Home Center	47.63		5,299.00
	08/31/2021	Bank of America	17.21		5,316.21
Total 7401 · Fuel			5,316.21	0.00	5,316.21
7403 · Vehicle Repairs					
	07/07/2021	First Line Emergency	726.72		726.72
	07/13/2021	First Line Emergency	978.64		1,705.36
	07/22/2021	Key Chevrolet	85.97		1,791.33
	07/22/2021	Key Chevrolet	1,790.89		3,582.22
	07/29/2021	First Line Emergency	718.61		4,300.83
	07/30/2021	Key Chevrolet	609.80		4,910.63
	07/30/2021	Scranton Communications & Electronics, LLC	196.80		5,107.43
Total 7403 · Vehicle Repairs			5,107.43	0.00	5,107.43
7406 · Vehicle Supplies					
	08/01/2021	National Products, LLC.	143.00		143.00
	08/28/2021	Ace Home Center	28.44		171.44
Total 7406 · Vehicle Supplies			171.44	0.00	171.44

South Fire District
Monthly Expense Detail
July and August 2021

	Date	Name	Debit	Credit	Balance
7501 · Insurance-Workers Compensation					
	07/01/2021	Benchmark Insurance Company	33,322.00		33,322.00
	08/01/2021	Benchmark Insurance Company	14,915.00		48,237.00
Total 7501 · Insurance-Workers Compensation			48,237.00	0.00	48,237.00
7502 · Insurance - Commercial Package					
	07/01/2021	HD Segur Insurance	10,553.00		10,553.00
	07/27/2021	HD Segur Insurance	102.00		10,655.00
	08/31/2021	HD Segur Insurance	10,553.00		21,208.00
Total 7502 · Insurance - Commercial Package			21,208.00	0.00	21,208.00
7512 · Pension - Defined Contribution					
	07/08/2021	Lincoln Financial - Pension 401	26,567.92		26,567.92
	08/09/2021	Lincoln Financial - Pension 401	28,709.94		55,277.86
Total 7512 · Pension - Defined Contribution			55,277.86	0.00	55,277.86
7701 · Tax Collector's Expense					
	07/01/2021	Quality Data Service, Inc	3,425.00		3,425.00
	07/01/2021	U. S. Postmaster	400.00		3,825.00
	07/31/2021	Quality Data Service, Inc	3,299.95		7,124.95
	07/31/2021	Hartford Courant - Advertising	136.37		7,261.32
	07/31/2021	Bank of America	30.25		7,291.57
	08/31/2021	Bank of America	356.78		7,648.35
	08/31/2021	Bank of America	30.25		7,678.60
Total 7701 · Tax Collector's Expense			7,678.60	0.00	7,678.60
7702 · Professional Org / Periodicals					
	07/01/2021	Middlesex County Chamber of Commerce, Inc	281.00		281.00
	07/01/2021	CT State Firefighter's Association	80.00		361.00
	07/05/2021	IAFC	305.00		666.00
	07/09/2021	Connecticut Fire Dept Instructors Assoc	30.00		696.00
	07/12/2021	Middlesex County Fire Chief's Assn.	10.00		706.00
	07/12/2021	Connecticut Fire Chiefs Assoc.	60.00		766.00
	07/27/2021	Connecticut Fire Marshals Association	46.00		812.00
	07/27/2021	Connecticut Fire Marshals Association	46.00		858.00
Total 7702 · Professional Org / Periodicals			858.00	0.00	858.00
7703 · Office Expenses					
	07/20/2021	Minuteman Press	54.00		54.00
	07/31/2021	Bank of America	169.72		223.72
	08/06/2021	Minuteman Press	36.64		260.36
	08/13/2021	Minuteman Press	26.30		286.66
	08/31/2021	Bank of America	206.05		492.71
	08/31/2021	Bank of America	31.59		524.30
Total 7703 · Office Expenses			524.30	0.00	524.30

South Fire District
Monthly Expense Detail
July and August 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7706 · Postage					
	07/05/2021	FedEx	10.08		10.08
	07/18/2021	Purchase Power	604.50		614.58
Total 7706 · Postage			614.58	0.00	614.58
7708 · Commissioner's Compensation					
	07/01/2021		750.00		750.00
	08/04/2021	Paychex	750.00		1,500.00
Total 7708 · Commissioner's Compensation			1,500.00	0.00	1,500.00
7709 · Activity Expense					
	07/31/2021	Bank of America	44.35		44.35
	08/31/2021	Bank of America	92.83		137.18
	08/31/2021	Bank of America	100.00		237.18
	08/31/2021	Bank of America	149.88		387.06
	08/31/2021	Bank of America	242.04		629.10
Total 7709 · Activity Expense			629.10	0.00	629.10
7710 · Professional Services					
7711 · Legal Expense					
7711A · Legal Expense - General/Labor					
	07/14/2021	Summa & Ryan, PC	48.75		48.75
	08/12/2021	Summa & Ryan, PC	780.00		828.75
Total 7711A · Legal Expense - General/Labor			828.75	0.00	828.75
7711B · Legal Expense - H & H					
	07/06/2021	Nuzzo & Roberts, LLC.	80.00		80.00
	08/03/2021	Nuzzo & Roberts, LLC.	60.00		140.00
Total 7711B · Legal Expense - H & H			140.00	0.00	140.00
Total 7711 · Legal Expense			968.75	0.00	968.75
7710 · Professional Services - Other					
	07/01/2021	OAK Solutions, LLC.	396.00		396.00
	07/01/2021	Paychex	113.68		509.68
	07/01/2021	Paychex	47.63		557.31
	07/01/2021	Paychex	64.96		622.27
	07/08/2021	Paychex	136.34		758.61
	07/08/2021	Paychex	51.90		810.51
	07/15/2021	Paychex	120.32		930.83
	07/15/2021	Paychex	51.90		982.73
	07/22/2021	Paychex	120.32		1,103.05
	07/22/2021	Paychex	51.90		1,154.95
	07/29/2021	Paychex	120.32		1,275.27
	07/29/2021	Paychex	51.90		1,327.17
	07/31/2021	Matterazzo, Lee Renee	472.50		1,799.67

South Fire District
Monthly Expense Detail
July and August 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7710 · Professional Services, continued					
7710 · Professional Services - Other, continued					
	08/01/2021	OAK Solutions, LLC.	396.00		2,195.67
	08/05/2021	Paychex	120.32		2,315.99
	08/05/2021	Paychex	51.90		2,367.89
	08/05/2021	Paychex	68.00		2,435.89
	08/12/2021	Paychex	118.30		2,554.19
	08/12/2021	Paychex	49.88		2,604.07
	08/19/2021	Paychex	118.30		2,722.37
	08/19/2021	Paychex	49.88		2,772.25
	08/26/2021	Paychex	118.30		2,890.55
	08/26/2021	Paychex	49.88		2,940.43
	08/31/2021	Matterazzo, Lee Renee	140.00		3,080.43
Total 7710 · Professional Services - Other			<u>3,080.43</u>	<u>0.00</u>	<u>3,080.43</u>
Total 7710 · Professional Services			4,049.18	0.00	4,049.18
7717 · Software Support					
	07/01/2021	websolutions	105.00		105.00
	07/01/2021	ESO Solutions, Inc. (FH Software)	1,575.44		1,680.44
	07/01/2021	Founders Technology Group, LLC	13,000.00		14,680.44
	07/31/2021	Bank of America	356.00		15,036.44
	07/31/2021	Bank of America	356.00		15,392.44
	08/22/2021	Founders Technology Group, LLC	395.27		15,787.71
	08/31/2021	Bank of America	356.00		16,143.71
Total 7717 · Software Support			<u>16,143.71</u>	<u>0.00</u>	<u>16,143.71</u>
7801 · Repairs Building					
	08/04/2021	Monitor Controls, Inc.	112.50		112.50
	08/16/2021	Handley, Jonathan.	146.73		259.23
	08/19/2021	Czaja Brothers, Inc.	150.00		409.23
	08/31/2021	Bank of America	135.06		544.29
	08/31/2021	Bank of America	70.96		615.25
	08/31/2021	Bank of America	37.19		652.44
	08/31/2021	Bank of America	135.06		787.50
Total 7801 · Repairs Building			<u>787.50</u>	<u>0.00</u>	<u>787.50</u>
7802 · Supplies Maintenance					
7802C · COVID-19					
	07/22/2021	New England Maintenance Depot	320.00		320.00
	08/05/2021	New England Maintenance Depot	160.00		480.00
	08/05/2021	New England Maintenance Depot	85.50		565.50
	08/28/2021	Ace Home Center	44.97		610.47
Total 7802C · COVID-19			<u>610.47</u>	<u>0.00</u>	<u>610.47</u>

South Fire District
Monthly Expense Detail
July and August 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7802 · Supplies Maintenance, continued					
7802 · Supplies Maintenance - Other					
	07/22/2021	New England Maintenance Depot	85.50		85.50
	07/31/2021	Bank of America	47.94		133.44
	07/31/2021	Bank of America	20.26		153.70
	08/05/2021	New England Maintenance Depot	379.92		533.62
	08/28/2021	Ace Home Center	5.63		539.25
	08/28/2021	Ace Home Center	34.06		573.31
	08/28/2021	Ace Home Center	16.84		590.15
	08/28/2021	Ace Home Center		5.03	585.12
	08/28/2021	Ace Home Center	60.96		646.08
	08/31/2021	Bank of America	68.34		714.42
	08/31/2021	Bank of America	207.01		921.43
	08/31/2021	Bank of America	42.25		963.68
	08/31/2021	Bank of America	29.92		993.60
			<u>998.63</u>	<u>5.03</u>	<u>993.60</u>
Total 7802 · Supplies Maintenance - Other					
			998.63	5.03	993.60
Total 7802 · Supplies Maintenance					
			1,609.10	5.03	1,604.07
7803 · Services					
	07/01/2021	Stericycle, Inc	511.32		511.32
	07/01/2021	ESI	1,524.12		2,035.44
	07/06/2021	Comcast	100.80		2,136.24
	07/08/2021	Comcast	16.84		2,153.08
	07/10/2021	De Lage Landen Financial Services, Inc.	121.00		2,274.08
	07/13/2021	JP Bellamo & Sons, Inc.	45.00		2,319.08
	07/23/2021	All Waste	152.00		2,471.08
	07/23/2021	Encore Fire Protection	137.00		2,608.08
	08/06/2021	Comcast	171.45		2,779.53
	08/07/2021	Comcast	16.84		2,796.37
	08/07/2021	De Lage Landen Financial Services, Inc.	121.00		2,917.37
	08/10/2021	JP Bellamo & Sons, Inc.	45.00		2,962.37
	08/13/2021	Central Systems, Inc.	315.00		3,277.37
	08/25/2021	All Waste	232.00		3,509.37
			<u>3,509.37</u>	<u>0.00</u>	<u>3,509.37</u>
Total 7803 · Services					
			3,509.37	0.00	3,509.37
7805 · Equipment					
	07/31/2021	Bank of America	87.00		87.00
	07/31/2021	Bank of America	349.89		436.89
	08/31/2021	Bank of America		349.89	87.00
	08/31/2021	Bank of America	230.00		317.00
	08/31/2021	Bank of America	234.42		551.42
			<u>901.31</u>	<u>349.89</u>	<u>551.42</u>
Total 7805 · Equipment					
			901.31	349.89	551.42

South Fire District
Monthly Expense Detail
July and August 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7901 · Emergency Medical Equipment					
	07/08/2021	Common Cents EMS Supply, LLC.	769.51		769.51
	07/09/2021	Common Cents EMS Supply, LLC.	51.98		821.49
	07/13/2021	Common Cents EMS Supply, LLC.	41.96		863.45
	08/04/2021	Common Cents EMS Supply, LLC.	711.00		1,574.45
	08/06/2021	Common Cents EMS Supply, LLC.	1.76		1,576.21
	08/12/2021	Common Cents EMS Supply, LLC.	346.50		1,922.71
			<u>1,922.71</u>	<u>0.00</u>	<u>1,922.71</u>
Total 7901 · Emergency Medical Equipment					
7902 · Computer Equip & Supplies					
	07/31/2021	Bank of America	129.51		129.51
	08/31/2021	Bank of America	112.73		242.24
	08/31/2021	Bank of America	40.40		282.64
			<u>282.64</u>	<u>0.00</u>	<u>282.64</u>
Total 7902 · Computer Equip & Supplies					
7903 · Training					
	07/26/2021	CT Fire Academy Bookstore	96.26		96.26
	07/31/2021	Bank of America	110.60		206.86
	07/31/2021	Bank of America	94.85		301.71
	07/31/2021	Bank of America	64.31		366.02
	07/31/2021	Bank of America	115.75		481.77
	07/31/2021	Bank of America	72.05		553.82
	07/31/2021	Bank of America	126.73		680.55
	08/17/2021	Commission on Fire Prevention and Control	20.00		700.55
	08/18/2021	CT Fire Academy Bookstore	624.84		1,325.39
	08/31/2021	Bank of America	75.87		1,401.26
	08/31/2021	Bank of America	117.00		1,518.26
			<u>1,518.26</u>	<u>0.00</u>	<u>1,518.26</u>
Total 7903 · Training					
7905 · Fire Fighting Equipment					
	07/23/2021	Encore Fire Protection	935.00		935.00
	07/31/2021	Advance Auto Parts	153.89		1,088.89
	07/31/2021	Bank of America	409.00		1,497.89
	08/26/2021	Fire Equipment Headquarters	12.00		1,509.89
	08/28/2021	Fire Equipment Headquarters	312.00		1,821.89
			<u>1,821.89</u>	<u>0.00</u>	<u>1,821.89</u>
Total 7905 · Fire Fighting Equipment					
7907 · Fire Marshal's Office					
	07/31/2021	Bank of America	100.00		100.00
	07/31/2021	Bank of America		314.77	-214.77
	08/31/2021	Bank of America	1,345.50		1,130.73
	08/31/2021	Bank of America	175.00		1,305.73
			<u>1,620.50</u>	<u>314.77</u>	<u>1,305.73</u>
Total 7907 · Fire Marshal's Office					

South Fire District
Monthly Expense Detail
July and August 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7909 · Uniforms					
	07/06/2021	Security Uniforms, Inc.	166.00		166.00
	08/19/2021	Security Uniforms, Inc.	134.00		300.00
	08/27/2021	Turenne, Andrew		22.00	278.00
	08/31/2021	Bank of America	241.80		519.80
Total 7909 · Uniforms			541.80	22.00	519.80
7910 · Protective Clothing					
7910A · Gear Cleaning/Inspection/Repair					
	07/30/2021	Lion Group, Inc.	137.30		137.30
Total 7910A · Gear Cleaning/Inspection/Repair			137.30	0.00	137.30
7910 · Protective Clothing - Other					
	08/03/2021	Firematic Supply Co. Inc.	399.00		399.00
	08/09/2021	Utility Communications, Inc.	21.00		420.00
	08/20/2021	Firematic Supply Co. Inc.	399.00		819.00
Total 7910 · Protective Clothing - Other			819.00	0.00	819.00
Total 7910 · Protective Clothing			956.30	0.00	956.30
7911 · Communications					
	08/12/2021	Connecticut Communications-DBA NE Comm.	175.00		175.00
Total 7911 · Communications			175.00	0.00	175.00
7912 · Cellular Phones					
	07/11/2021	AT&T Mobility	490.33		490.33
	08/11/2021	AT&T Mobility	325.06		815.39
Total 7912 · Cellular Phones			815.39	0.00	815.39
7913 · Breathing Air & Oxygen					
	07/01/2021	Airgas USA, LLC	427.50		427.50
	07/22/2021	Airgas USA, LLC	383.50		811.00
Total 7913 · Breathing Air & Oxygen			811.00	0.00	811.00
7916 · Breathing Apparatus-Test Repair					
	07/12/2021	Shipman's Fire Equipment Co., Inc.	64.95		64.95
	07/28/2021	Shipman's Fire Equipment Co., Inc.	49.30		114.25
	08/02/2021	Shipman's Fire Equipment Co., Inc.	136.66		250.91
Total 7916 · Breathing Apparatus-Test Repair			250.91	0.00	250.91

South Fire District
Monthly Expense Detail
July and August 2021

	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7919 · FEMA Grant Purchases					
7919C · Grant # EMW-2019-FG-03456					
	07/28/2021	Commission on Fire Prevention and Control	10,570.00		10,570.00
	07/31/2021	Bank of America	1,372.01		11,942.01
	08/31/2021	Bank of America		300.00	11,642.01
			<u>11,942.01</u>	<u>300.00</u>	<u>11,642.01</u>
Total 7919C · Grant # EMW-2019-FG-03456					
Total 7919 · FEMA Grant Purchases					
			<u>11,942.01</u>	<u>300.00</u>	<u>11,642.01</u>
8999 · CNR Current Year					
	07/01/2021	Firematic Supply Co. Inc.	11,596.00		11,596.00
	08/05/2021	Utility Communications, Inc.	775.00		12,371.00
	08/06/2021	Salafia Electric, LLC.	800.00		13,171.00
	08/06/2021	Salafia Electric, LLC.	1,660.00		14,831.00
	08/06/2021	Salafia Electric, LLC.	5,835.00		20,666.00
	08/12/2021	Mystic Air Quality Consultants, Inc.	835.00		21,501.00
	08/31/2021	Founders Technology Group, LLC	150.00		21,651.00
	08/31/2021	Bank of America	318.85		21,969.85
	08/31/2021	Bank of America	40.68		22,010.53
	08/31/2021	Bank of America	152.86		22,163.39
	08/31/2021	Bank of America	57.85		22,221.24
			<u>22,221.24</u>	<u>0.00</u>	<u>22,221.24</u>
Total 8999 · CNR Current Year					
TOTAL					
			<u><u>223,196.90</u></u>	<u><u>991.69</u></u>	<u><u>222,205.21</u></u>

South Fire District
Bank of America Purchase Details

Billing Time Period: 7/01/2021 - 7/31/2021

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
6/16/21	Founders Technology	Monthly Billing Services for July 2021	7717	21-009	356.00
7/6/21	International Association of Arson Investigators	1-year membership (DFM Hurlbut)	7907	21-019	100.00
7/7/21	Positive Promotions	Credit – cancelled 125 of 500 tote bags	7907	20-019	(314.77)
7/13/21	Staples	Office supplies	7703	21-004	169.72
7/15/21	Sam's Club	Bottled water (5) 48-packs	7709	21-007	44.35
		Cascade (3)	7802	21-011	47.94
		Diesel exhaust fluid (4)			47.92
7/15/21	Amazon	Display Port to VGA Adapter, 7' Ethernet Cable, 3' Ethernet Cable, 1' Ethernet Cable for Server	7902	21-014	129.51
7/17/21	Home Depot	Vinyl Blinds (4) – Chief's Office	7805	21-012	87.00
7/17/21	Founders Technology	Monthly Billing Services for August 2021	7717	21-009	356.00
7/22/21	Amazon	Hoover Commercial Vacuum Cleaner, filter, and bags	7805	21-012	349.89
7/23/21	Whitepages.com	Address subscription service	7701	21-002	30.25
7/23/21	Enterprise	Rental Vehicle – transportation to CFA for heavy vehicle rescue training (FEMA training grant)	7919	20-036	1372.01
7/23/21	Desert Diamond Industries	Safety blade 14"; 12 tooth carbide roof ventilation blade 14"	7905	21-017	409.00
7/26/21	Sam's Club	Beverages/snacks for staff for heavy vehicle rescue training	7903	21-015	110.60
7/26/21	Second Poquonock Giant Grinder	Meal for staff for heavy vehicle rescue training	7903	21-015	94.85
7/26/21	Highland Park Market	Meal for staff for heavy vehicle rescue training	7903	21-015	64.31
7/27/21	Amazon	Vacuum bags	7802	21-011	20.26
7/27/21	Highland Park Market	Meal for staff for heavy vehicle rescue training	7903	21-015	115.75
7/29/21	Hannah Citgo	Fuel for rental vehicle- transportation to CFA for heavy vehicle rescue training (FEMA training grant)	7903	21-015	72.05
7/28/21	Highland Park Market	Meal for staff for heavy vehicle rescue training	7903	21-015	126.73
				TOTAL	\$3789.37

South Fire District
Bank of America Purchase Details

Billing Time Period: 8/01/2021 - 8/31/2021

Purchase Date	Vendor	Description of Purchase	Line Item	P.O. #	Amount
7/29/21	Second Poquonock Giant Grinder	Meal for staff for heavy vehicle rescue training (FEMA training grant)	7903	21-015	75.87
7/29/21	Highland Park Market	Meal for staff for heavy vehicle rescue training (FEMA training grant)	7903	21-015	117.00
7/30/21	Citgo	Fuel for staff vehicle	7401		17.21
7/30/21	Enterprise Rent-a-Car	Credit-vehicle rental for transportation to CFA for heavy vehicle rescue training	7919-FEMA Training Grant	20-036	(300.00)
8/2/21	Eagle Leasing Co.	Container rental – 6/21/21-7/18/21	7801	20-050	135.06
8/2/21	Eagle Leasing Co.	Container rental – 7/19/21-8/15/21	7801	21-010	135.06
8/2/21	Amazon	Refund-return of damaged vacuum cleaner	7805	21-012	(349.89)
8/3/21	Amazon	Ubiquiti Unifi Ap-AC long range access point for WiFi	7902	21-014	112.73
8/3/21	Amazon	Hoover Commercial CH53005 TaskVac upright vacuum cleaner	7805	21-012	230.00
8/9/21	Home Depot	Various cords, telephone cords, phone mount, paper towels	7802	21-011	68.34
8/10/21	Sam's Club	Bottled water	7709	21-007	92.83
		Misc. house supplies	7802	21-011	207.01
8/10/21	Sam's Club	Membership renewal	7709	21-007	100.00
8/10/21	NFPA	National Fire Codes (1 yr.)	7907	21-019	1345.50
		Membership (1 yr.)			175.00
8/11/21	Staples	Misc. office supplies	7703	21-004	206.05
8/12/21	Home Depot	Tape measure, phone cord, paint brush, blinds	7805	21-012	234.42
8/12/21	Home Depot	Lawn maintenance supplies	7801	21-010	70.96
		Cord cover, ext. cord, night light	7802	21-011	42.25
8/16/21	Agway	Lawn maintenance supplies	7801	21-010	37.19
8/17/21	Home Depot	Schlage Elan Privacy Door Lever for ladies locker room	7802	21-011	29.92
8/17/21	Founders Technology	Monthly billing services for September 2021	7717	21-009	356.00
8/18/21	Staples	Netgear 5-port gigabit switch	7902	21-014	40.40
8/20/21	Sam's Club	Meals-storm coverage (Henri)	7709	21-007	149.88

8/20/21	Vero Cucino	Meals-storm coverage (Henri)	7709	21-007	242.04
8/21/21	Staples	Tax Office office supplies	7701	21-002	356.78
8/22/21	Home Depot	Vinyl numbers, wall plates, shelves, brackets for building addition	8999-CNR-SFD Bldg. Project	20-065	318.85
8/23/21	Whitepages.com	Address subscription service	7701	21-002	30.25
8/23/21	Home Depot	(6) Kickdown door stops	8999-CNR-SFD Bldg. Project	20-065	40.68
8/24/21	Home Depot	Shelves and shelf hanging materials	8999-CNR-SFD Bldg. Project	20-065	152.86
8/25/21	Glendale Parade Store	Honor Guard accessories	7909	21-020	241.80
8/26/21	Home Depot	Shelves and shelf hanging materials	8999-CNR-SFD Bldg. Project	20-065	57.85
8/27/21	Amazon	Replacement wheels for office chair	7703	21-004	31.59
			TOTAL		\$4801.49

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

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4101 · Property Tax Revenue	5,697,450.91	6,005,012.00	-307,561.09	94.88%
4102 · Interest and Liens	8,685.99	28,000.00	-19,314.01	31.02%
4103 · Tax Refunds	-155.25	0.00	-155.25	100.00%
4104 · Fees	1,364.75	0.00	1,364.75	100.00%
4105 · Prior Year Tax Collections	17,564.09	0.00	17,564.09	100.00%
4107 · Tax Supplemental MV	0.00	25,000.00	-25,000.00	0.00%
4210 · NRG Tax Revenue	0.00	201,650.00	-201,650.00	0.00%
4301 · Investment Income	149.80	5,000.00	-4,850.20	3.00%
4901 · Miscellaneous Income	120.00	0.00	120.00	100.00%
Total Income	<u>5,725,180.29</u>	<u>6,264,662.00</u>	<u>-539,481.71</u>	<u>91.39%</u>
Expense				
7201 · Electricity	2,376.61	22,787.00	-20,410.39	10.43%
7202 · Water and Sewer	338.65	2,470.00	-2,131.35	13.71%
7203 · Heating	1,036.85	12,000.00	-10,963.15	8.64%
7204 · Telephone	442.45	3,000.00	-2,557.55	14.75%
7401 · Fuel	5,316.21	20,000.00	-14,683.79	26.58%
7403 · Vehicle Repairs	5,107.43	60,000.00	-54,892.57	8.51%
7404 · Annual OSHA Inpection	0.00	1,200.00	-1,200.00	0.00%
7406 · Vehicle Supplies	171.44	2,000.00	-1,828.56	8.57%
7501 · Insurance-Workers Compensation	48,237.00	167,746.00	-119,509.00	28.76%
7502 · Insurance - Commercial Package	21,208.00	51,000.00	-29,792.00	41.58%
7503 · Insurance - Medical	122,157.78	930,826.00	-808,668.22	13.12%
7504 · Insurance - Cyber	4,018.00	5,105.00	-1,087.00	78.71%
7509 · Insurance - Life and Disability	7,897.61	52,716.00	-44,818.39	14.98%
7512 · Pension - Defined Contribution	55,277.86	350,021.00	-294,743.14	15.79%
7513 · Unused Sick Time	0.00	24,786.00	-24,786.00	0.00%
7601 · Salaries - Fire Department	434,643.04	2,850,707.00	-2,416,063.96	15.25%
7602 · Salaries - Administrative	24,415.17	170,940.00	-146,524.83	14.28%
7603 · Replacement / Call Backs	119,277.09	420,000.00	-300,722.91	28.40%
7604 · Fringe Benefits	12,547.97	118,424.00	-105,876.03	10.60%
7606 · PEB-Uncompensated Absences Exp	0.00	10,000.00	-10,000.00	0.00%
7607 · PEB-Heart and Hypertension	91,134.58	289,876.00	-198,741.42	31.44%
7609 · Employer - Social Security	40,007.35	221,984.00	-181,976.65	18.02%
7610 · Employer - Medicare	9,356.90	51,916.00	-42,559.10	18.02%
7701 · Tax Collector's Expense	7,678.60	21,000.00	-13,321.40	36.57%
7702 · Professional Org / Periodicals	858.00	2,205.00	-1,347.00	38.91%
7703 · Office Expenses	524.30	3,500.00	-2,975.70	14.98%
7704 · Auditor	0.00	7,200.00	-7,200.00	0.00%
7705 · Professional Development	0.00	4,500.00	-4,500.00	0.00%
7706 · Postage	614.58	4,000.00	-3,385.42	15.37%
7707 · Contingency	0.00	50,000.00	-50,000.00	0.00%
7708 · Commissioner's Compensation	1,500.00	9,000.00	-7,500.00	16.67%
7709 · Activity Expense	629.10	3,500.00	-2,870.90	17.97%

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Expense, continued				
7710 · Professional Services	4,049.18	35,000.00	-30,950.82	11.57%
7712 · Office Equipment	0.00	1,200.00	-1,200.00	0.00%
7713 · Actuarial Services	0.00	3,300.00	-3,300.00	0.00%
7714 · Advertising / Voting	0.00	4,500.00	-4,500.00	0.00%
7715 · Lien Fees	0.00	1,200.00	-1,200.00	0.00%
7716 · Archive Services	0.00	978.00	-978.00	0.00%
7717 · Software Support	16,143.71	26,540.00	-10,396.29	60.83%
7801 · Repairs Building	787.50	20,000.00	-19,212.50	3.94%
7802 · Supplies Maintenance	1,604.07	8,900.00	-7,295.93	18.02%
7803 · Services	3,509.37	18,000.00	-14,490.63	19.50%
7805 · Equipment	551.42	4,600.00	-4,048.58	11.99%
7901 · Emergency Medical Equipment	1,922.71	12,500.00	-10,577.29	15.38%
7902 · Computer Equip & Supplies	282.64	2,000.00	-1,717.36	14.13%
7903 · Training	1,518.26	30,500.00	-28,981.74	4.98%
7904 · Public Fire Education	0.00	3,500.00	-3,500.00	0.00%
7905 · Fire Fighting Equipment	1,821.89	14,000.00	-12,178.11	13.01%
7906 · Special Service Units	0.00	4,560.00	-4,560.00	0.00%
7907 · Fire Marshal's Office	1,305.73	4,000.00	-2,694.27	32.64%
7909 · Uniforms	519.80	26,500.00	-25,980.20	1.96%
7910 · Protective Clothing	956.30	28,275.00	-27,318.70	3.38%
7911 · Communications	175.00	4,500.00	-4,325.00	3.89%
7912 · Cellular Phones	815.39	4,700.00	-3,884.61	17.35%
7913 · Breathing Air & Oxygen	811.00	1,500.00	-689.00	54.07%
7915 · Medical Testing	0.00	3,500.00	-3,500.00	0.00%
7916 · Breathing Apparatus-Test Repair	250.91	6,000.00	-5,749.09	4.18%
8999 · CNR Current Year	22,221.24	50,000.00	-27,778.76	44.44%
Total Expense	1,076,018.69	6,264,662.00	-5,188,643.31	17.18%
 Grant Purchases				
7919 · FEMA Grant - Training	11,642.01			
Total Grant Purchases	11,642.01			

South Fire District Cash Balance Report August 2021

CASH Unrestricted:

Cash Balances:	Tax Collector - Savings	\$	6,223,142.13
	Operating - Checking	\$	361,476.88
	Total:	\$	<u>6,584,619.01</u>

Restricted Funds:

CNR	\$	1,822,252.92
Post-Employment Benefits	\$	613,963.95

Submitted by:
Kathleen M. Kiley

Tax Collections August 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	\$ 4,650,590.68	\$ 4,426,367.66	\$0.00	95.18%	\$0.00
PP	\$ 919,397.39	\$ 898,559.88	\$0.00	97.73%	\$0.00
MV	\$ 462,816.50	\$ 372,523.37	\$0.00	80.49%	-\$155.25
MVS	<u>\$ -</u>	<u>\$ -</u>	<u>\$0.00</u>		<u>\$0.00</u>
TOTAL	\$ 6,032,804.57	\$ 5,697,450.91	\$ -	94.44%	\$ (155.25)

Submitted by:
Kathleen M. Kiley



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

I am submitting for your review the following items completed for the Month of August 2021:

- Attended building final inspections
- Attending close out building meeting
- Attended daily shift briefings
- Facilitated updates to Covid-19 policies
 - Met with each platoon to review policy upgrades
- Multiple meetings with vendors for building improvements
 - Drop ceiling remediation
 - Washer and clean room installation
 - Solar Panel project
 - Gas meter upgrade
- Attended meetings for 9/11 ceremony.
- Prepared department for Hurricane Henri response
 - Responded for station coverage during event
 - Attended meeting with citywide EOC and provided staffing
- Held an apparatus replacement meeting
- Assisted with fire extinguisher training for Middletown Board of Education
- Assisted with CFA Aerial Class

James Trzaski

Chief James Trzaski



Office of the Fire Chief
SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
860-347-6661

September 2, 2021

Lt Gregorio,

We received this kind gesture from very grateful residents about South Fire District's response to a flooded basement. Please pass this on to your crew and thank you for representing the South Fire District in a professional manner.


Call location 92 Round Hill Road

Responding personnel

Lt Gregorio
FF Harvey
FF Bodie



Chief Trzaski



Aug. 26th 21

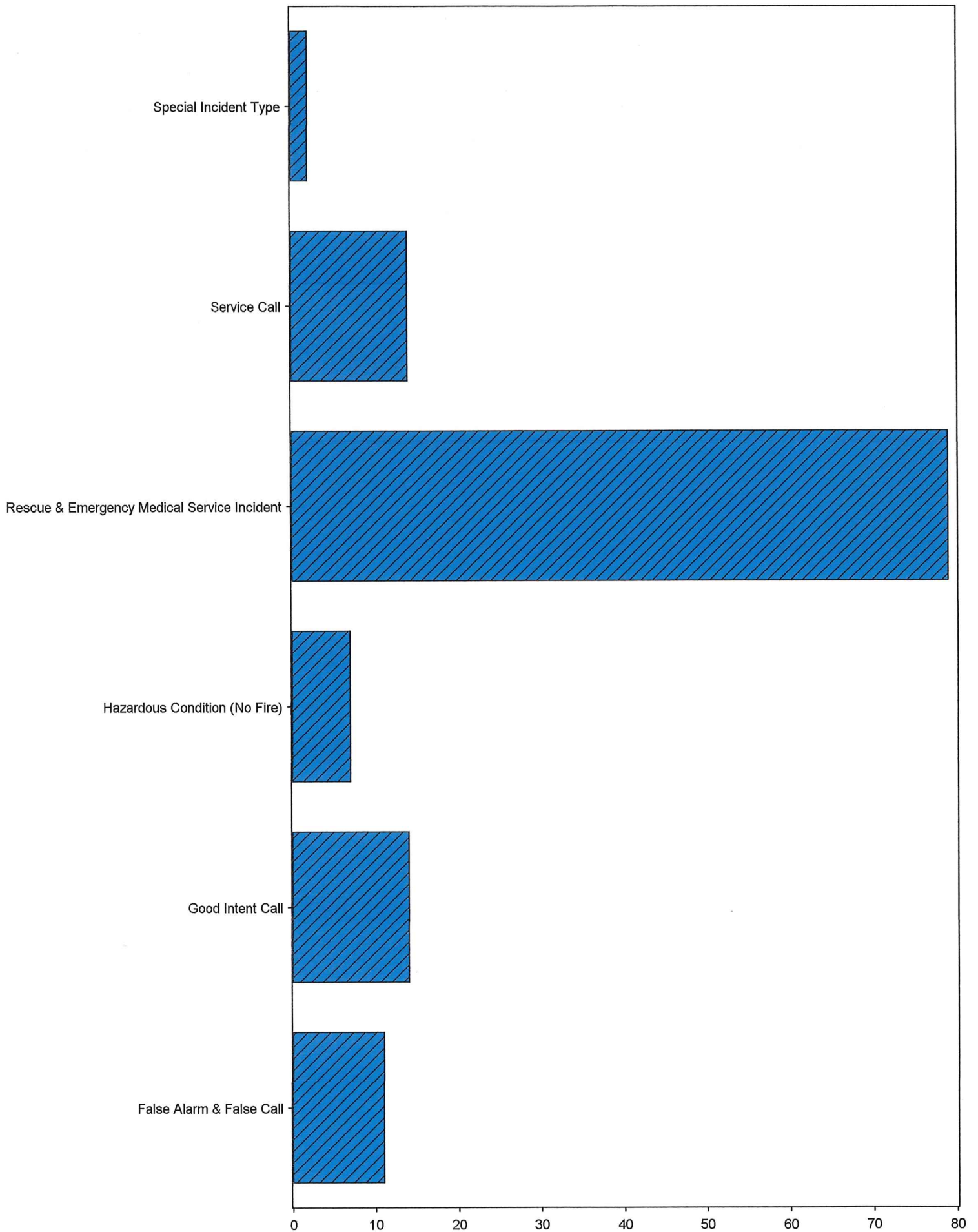
Dear Firefighters -

Thank you so so
much for pumping the
basement at 92 Round Hill Rd

Matt and I are so
appreciative of your actions,
so thank you again, and
Enjoy!! Jeanne Gilbert

P.S. - we are moving!

Incident Type Summary
Alarm Date Between {08/01/2021} And {08/31/2021}





SOUTH FIRE DISTRICT
City of Middletown

AUGUST MONTHLY REPORT TO

South Fire District Board of Commissioners

Deputy Chief Russ Jacobs

Commissioners,

I am submitting a report detailing my recent activities during the month of August.

- Attending Monthly Commissioner's meeting
- Attend building renovations meeting with contractors and Architects
- Facilitated daily HR requests and assisted with administration staff
- Daily staff debriefing meetings with all Officers
- Facilitated general vehicle maintenance and repairs.
- Evaluate a process for a New Hires standard with Chief Trzaski
- Continue process for new Generator installation
- Facilitate Annual Dress Uniform inspection
- Participant with Solar Panel installation conference call
- Maintain house supplies with misc. vendors
- Maintain EMS supply orders
- Start Open House arrangements
- Continue with completing misc. building construction loose ends

Respectfully Submitted,

Deputy Chief Russ Jacobs



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 August, 2021:

Fire Marshal Office Activities/Duties:

- Attended REDNMX Fire Records Management System Presentation
- Middletown Kids Health and Safety Fair Meeting
- Meeting with Building Department
- New Middle School – progress inspection with Building Dept. (2) days a week till completion
- Whiting Fire setter Fire Safety Education Meeting
- Attended Code Enforcement Meeting
- 440 Saybrook Road - Exit Sign Placement Meeting
- Fire Extinguisher Training - Middletown School Custodial Staff
- Meeting with the Health Department
- New Middle School – Area of Rescue Communication going to outside Meeting
- Attended Union/South Fire District 9/11 Planning Ceremony Committee Meeting
- 282 Main Street Extension – Fire Safety and Behavior Presentation at the Village
- 600 Highland Avenue - conducted fire drill
- New Middle School – Sprinkler System Training School Staff
- New Middle School – Public Address System, Clocks, Fire Alarm Training with School Staff

Inspections:

- 520 Saybrook Road Suite 105 - business inspection
- 10 Omo Street - apartment building inspection
- New Middle School - CO Inspection 3rd Floor with Building Dept.
- New Middle School - CO Inspection 2nd Floor with Building Dept.

Inspections cont.:

- New Middle School - CO Inspection 1st Floor with Building Dept.
- 288 Main Street Extension - business re-inspection
- 252 East Main Street - apartment building re-inspection
- 244 East Main Street - apartment building re-inspection
- 440 Saybrook Road - Sprinkler Hydrostatic Pressure Testing
- 15 Silver Street - apartment building re-inspection
- 79 East Main Street - apartment building progress inspection with Building Dept.
- 445 Randolph Road - CO Inspection with Building Dept.
- New Middle School - Elevator A Testing with CT State Inspector
- 1300 South Main Street - assembly inspection
- 440 Saybrook Road - CO Inspection with Building Dept.
- 65 Hillside Avenue - apartment building re-inspection
- 80 Hillside Avenue - apartment building re-inspection
- 193 East Main Street - apartment building re-inspection
- New Middle School - Emergency Responder Radio Coverage Amplifier Testing
- 1 Russell Street - apartment building inspection
- 67 Round Hill Road Inspect. - Gianelli's Early Learning Center- pre-school inspection
- 181 Randolph Road – Xavier High School - pre-school inspection
- 70 Maynard Street – Bielefield School - pre-school inspection
- 100 Randolph Road – healthcare progress inspection with Building Dept.
- 1055 Randolph Road - Grace Lutheran Preschool – pre-school inspection
- 1055 Randolph Road - Grace Lutheran Church - assembly inspection

Training:

- Virtual Career Development – Construction Fire Safety/ Fire Resistance Rated Floors and Walls

Fire Marshal James M. Mastroianni
August, 2021



SOUTH FIRE DISTRICT

Of the City of Middletown

MONTHLY REPORT TO

Fire Chief: James Trzaski

From: Deputy Fire Marshal Jason Hurlbut

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

Fire Marshal Office Activities/Duties:

- REDmnx Fire Reporting Software Meeting (virtual)
- 1 Wildermans Way – Inspection with Building Department
- 1 Wildermans Way – Inspection with Building Department
- 1 Wildermans Way – Inspection with Building Department
- 430 and 440 Saybrook Road – Sprinkler Test
- 430 Saybrook Road – Exit Sign Placement Meeting
- Fire Extinguisher Training for School Employees
- Radio Coverage Amplifier Testing – New Middle School
- Area of Rescue Meeting at new middle school
- 100 Randolph Road – Fire Alarm Testing and Fire Drill
- 1 Wildermans Way – Sprinkler System Training
- 1 Wildermans Way – Fire Alarm Training
- Code Enforcement Meeting (virtual)
- 1 Wildermans Way – Inspection with Building Department
- 100 Randolph Road – Inspection with Building Department
- 600 Highland Avenue – Fire Drill for 2nd Shift
- 1 Wildermans Way – Inspection with Building Department

Inspections:

- 520 Saybrook Road – business – Inspection
- 10 Omo Street – residential – Inspection
- 288 Main Street Extension – business – Re-Inspection
- 244 and 252 East Main Street – residential – Re-Inspection

- 227 and 231 East Main Street – residential – Re-Inspection
- 1300 South Main Street – assembly – Inspection
- 65 Hillside Avenue – residential – Re-Inspection
- 80 Hillside Avenue – residential – Re-Inspection
- 193 East Main Street – residential – Re-Inspection
- 1 Russell Street – residential – Inspection
- 67 Round Hill Road – educational – Inspection
- 181 Randolph Road – educational – Inspection
- 70 Maynard Street – educational – Inspection
- 1055 Randolph Road – educational – Inspection
- 1055 Randolph Road – assembly - Inspection

Training:

- Dive Team Training
- Construction Fire Safety/ Fire Resistance Rated Floors and Walls (virtual)
- Computer Fire Modeling (Oklahoma State University)
- NFPA 921/ NFPA 1033 (Oklahoma State University)

Incidents:

- 63 Summer Hill Road – Water Leak

Deputy Fire Marshal Jason Hurlbut
August, 2021



Office of the Training Captain

SOUTH FIRE DISTRICT

445 RANDOLPH ROAD

MIDDLETOWN, CT 06457

860-347-6661

Fax 860-346-6787

September 9, 2021

Greetings,

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

Training Activities:

- EMS Training: Aspirin/Nitroglycerin -All Platoons
- 8/11, Dive Team Training

Other Activities:

- Assisted in planning of 9/11 ceremony
- Assisted Fire Marshal's Office with Fire Extinguisher training for Park & Rec staff
- Facilitated planning for Aerial Operator class with CT Fire Academy
- Attended LODD Funeral of Burlington FF Colin McFadden

Emergency Responses:

8/14-Station Coverage for Tropical Storm Henri

**My report is abbreviated this month as I was out for 2 weeks with Covid-19, however, the Lieutenants did a great job at stepping up and handling training with their respective platoons in my absence.

Respectfully Submitted,

Nick Fischer
Training Captain

SouthFire

Training Classes by Category

Class Date Between {08/01/2021} And {08/31/2021}

							-----Default-----	
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
+DIVE Dive Training								
08/11/2021	08:30	Dive Training	1		S	4.50	6.00	0.00
08/18/2021	15:00	Dive Training	1		S	4.50	6.00	0.00
Totals for Category:						9.00	12.00	0.00
AERIAL OPER Aerial operator CFA								
08/31/2021	08:00	Aerial operator CFA	1		S	8.00	0.00	0.00
Totals for Category:						8.00	0.00	0.00
ASPIRIN/NITR ASPIRIN & NOTRIGLYCERIN PROTOCOL								
08/02/2021	13:30	ASPIRIN & NOTRIGLYCERIN PROTOCOL	1		D	2.00	0.00	0.00
08/04/2021	13:30	ASPIRIN & NOTRIGLYCERIN PROTOCOL	1		B	2.00	0.00	0.00
08/05/2021	13:30	ASPIRIN & NOTRIGLYCERIN PROTOCOL	1		C	2.00	0.00	0.00
Totals for Category:						6.00	0.00	0.00
DT01 General Driver Training								
08/30/2021	10:00	General Driver Training	1	E32	D	2.50	0.00	0.00
Totals for Category:						2.50	0.00	0.00
ECT13 Engine Co. Tactics								
08/03/2021	11:00	Engine Co. Tactics	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
PNEUMATIC Pneumatic lifting bags (air bags)								
08/03/2021	13:15	Pneumatic lifting bags (air bags)	1		A	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00
PUBEDU Public Education								
08/17/2021	13:00	Public Education	1		C	2.00	0.00	0.00
Totals for Category:						2.00	0.00	0.00

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	3741	3730	3608					29028	3629
Portland Police Dept.	270	320	460	463	490	464	387	311					3165	396
Fire Departments (Midd.)	374	382	457	689	703	708	679	493					4485	561
Middletown Fire Dept.	181	212	257	371	435	410	371	276					2513	314
South Fire District	123	108	131	201	160	196	173	129					1221	153
Westfield Fire District	70	62	69	117	108	102	135	88					751	94
Fire Department (Portland)	39	39	63	84	85	83	89	65					547	68
Ambulance only Calls	488	404	768	394	225	199	291	451					3220	403
TOTAL INCIDENT CASE #'s	3614	4538	5953	5840	5201	5195	5176	4928					40445	5056
TELEPHONE ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	AVG
MIDDLETOWN	1391	1405	1542	1657	1822	1840							9657	1610
Wireless & wireline originating in Middletown														
PORTLAND	187	184	184	205	289	276							1325	221
Wireless & wireline originating in Portland														
Transfers to Dispatch from other towns. For Midd & Port.	199	176	250	179	195	172							1171	195
TOTAL 911 CALLS	1777	1765	1976	2041	2306	2288							12153	2026
TOTAL ADMIN. CALLS IN	5558	5356	6033	5740	6927	6685							36299	6050
TOTAL ADMIN. CALLS OUT	2209	2159	2533	2341	2882	2649							14773	2462
TOTAL PHONE CALLS	9544	9280	10542	10122	12115	11622							63225	10538
													2020	128,562
													2019	127,979
													2018	127,008
													AVG	127,850

2020	128,562	10,714
2019	127,979	10,665
2018	127,008	10,584
AVG	127,850	10,654



Office of the Fire Chief
SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
860-347-6661

Drop ceiling replacement / flooring

The following are the expenses that will be incurred for the abatement and replacement of the drop ceiling in the dayroom, hallway entrance and Captains Office.

Ceiling tile containment and abatement

- New England Yankee Construction LLC \$ 7,714.00

Ceiling time and grid replacement

- Nosal Industries \$ 7,410.00

Carpet and tile replacement

- Custom Carpets \$ 3,770.00

Total Project cost \$ 18,894.00

Painting and related trim work in the dayroom is being provided by Local 3918 members.

Respectfully submitted,

Chief Trzaski

SouthFire

Incident List by Alarm Date/Time

Alarm Date Between {08/01/2021} And {08/31/2021}
and FDID = "07121" and Station = "1 " and
District = "MO2 " and Census = "5418.00"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
21-0001093-000	08/02/2021	17:53:57	144 HOLMES DR /CVH - BATT	715 Local alarm system, malicious
21-0001106-000	08/04/2021	18:41:07	1 LABELLA CIR /CVH - LAGA	321 EMS call, excluding vehicle
21-0001114-000	08/07/2021	08:16:37	144 HOLMES DR /CVH - BATT	321 EMS call, excluding vehicle
21-0001135-000	08/13/2021	05:42:38	144 HOLMES DR /CVH - BATT	321 EMS call, excluding vehicle
21-0001192-000	08/24/2021	18:21:23	39 TYNAN CIR /CVH - MERRI	321 EMS call, excluding vehicle
21-0001198-000	08/27/2021	10:23:49	87 HOLMES DR /CVH - PAGE	745 Alarm system activation, no

Total Incident Count 6



**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
860-347-6661**

Citizen Complaint / Commendation Form

The South Fire District continuously strives to maintain a high level of professionalism and courtesy in the performance of our duties. In all situations, South Fire District members are expected to conduct themselves in a confident and satisfactory manner.

However, we do realize that there may be an occasion when a staff member's conduct and/or actions need to be reviewed. More likely, we are interested in hearing about a positive interaction you may have encountered.

In order for the SFD to respond appropriately to citizen concerns, the following procedure has been developed. A complaint / commendation complaint form will be completed and turned into the South Fire District chief's office.

Please fill out form completely and accurately. Only include statements, or facts, of the events you have personally witnessed. If there are other witnesses, please be sure to include their proper name(s) and accurate contact information.

The completed form must be delivered to SFD within sixty (60) days from the time of the incident. Place the form in a sealed envelope, marked with attention of the "Chief's Office." You may drop the envelope off in person or mail it to South Fire District, 445 Randolph Road, Middletown, CT 06457.

What to expect upon submittal of form

- The South Fire District's chief's office will contact you.
- A time will be scheduled to interview the person(s) involved in the incident.
- When the investigation is completed, it will be forwarded to the chief's office for a review of findings.
- If the investigation proves to find rules and regulations were violated, the fire chief will determine the appropriate corrective actions.
- No matter the outcome of the investigation, you will receive written notification of the findings.
- If at any time you have questions concerning the process, you may contact the chief's office at 860-347-6661 Ext. 100



SOUTH FIRE DISTRICT
Citizen Complaint / Commendation Form

Involved Employee(s) Information	
Name	Click or tap here to enter text.
Name	Click or tap here to enter text.

Person Making the Complaint/Commendation			
Name	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Address	Click or tap here to enter text.		

Please provide as much information about the reason you were contacted by the employee. Specific information about the date, time, and location will help in locating computer-based information if you do not know the employee's name.			
Date of Contact	Click or tap here to enter text.	Approximate Time	Click or tap here to enter text. AM / PM
Location	Click or tap here to enter text.		

Reason for the Complaint/Commendation (attach additional pages if needed)
Click or tap here to enter text.

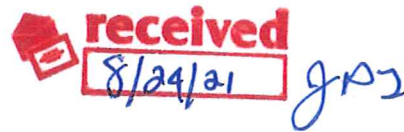
Witness Information			
Name	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Address	Click or tap here to enter text.		
Name	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Address	Click or tap here to enter text.		

Submitted by: Click or tap here to enter text.

Date: Click or tap to enter a date.

August 24, 2021

Chief James Trzaski
South Fire District
445 Randolph Rd
Middletown CT, 06457



Dear Chief Trzaski,

I am writing to notify you that I will be resigning from my position as a firefighter for the South Fire District effective September 12th, 2021. I have enjoyed my time here at South Fire District and I thank you for the opportunity and the training you provided for me over the last three years.

Sincerely,

Firefighter Kyle Dunn

A handwritten signature in blue ink that reads "Kyle Dunn". The signature is written in a cursive style with a large, stylized "K" and "D".



ENTRY LEVEL FIREFIGHTER

Minimum Qualifications

- Eighteen (18) years of age
- High School Diploma or GED
- Valid CT Driver's License at time of appointment, Class B or 2-Q preferred
- Fire Academy Recruit Class, or presently employed full-time by a career fire department with a minimum of two (2) years of continuous service at the time of a conditional job offer
- Firefighter I, II and HazMat – Awareness and Operational
- State of Connecticut or NREMT Basic Certification
- Valid CPAT certificate obtained within the past two (2) years

Character Requirements: Applicant must meet the highest legal and ethical standards. Applicant will undergo a rigorous background investigation before any offer of employment is made. An applicant may be disqualified for poor employment history, recent use of illegal drugs, or previously undetected criminal activity.

Residency: Applicant must be a resident of the State of Connecticut at the time of appointment and must live within a 20-mile radius of the South Fire District within one (1) year of date of hire. Bonus points will be given for City of Middletown residents (5 points) and Military Veterans (5 points).

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Examinations: Applicant will be subject to an oral interview and may be subject to a written exam. Applicant must pass a thorough medical examination which will include drug and alcohol testing.

Applications are available at www.southfiredistrict.com and can be hand-delivered or mailed to Chief James Trzaski, 445 Randolph Road, Middletown, CT 06457 or by email to sfdadmin@southfiredistrict.com. Applicants must also submit a cover letter that specifically outlines the minimum and preferred qualifications they feel they possess. Applications must be received no later than **October 8, 2021 at 4:00 pm**.

All experience and qualifications will be verified. Falsification of any information will automatically disqualify applicants from participation in the recruitment and testing process and will result in termination, if hired.

The South Fire District is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, veteran status, military obligations, disability, or marital status in any of its activities or operations.

South Fire District | 445 Randolph Road | Middletown, CT 06457 | 860-347-6661

SOUTH FIRE DISTRICT
445 Randolph Road
Middletown, CT 06457
860-347-6661

An Equal Opportunity/Affirmative Action Employer

Entry Level Firefighter Application for Employment

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____ Email: _____

Please indicate which of the following fire certifications/licenses you currently hold:

	<u>Certification/License</u>	<u>State Issued</u>	<u>Date Issued</u>
<input type="checkbox"/>	CT Driver's License	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Recruit Certified	<input type="text"/>	<input type="text"/>

or presently employed full-time by a career fire department with a minimum of 2 years of continuous service at the time of a conditional job offer.

Name of Fire Department: _____

<input type="checkbox"/>	CT NREMT	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CT Firefighter I	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CT Firefighter II	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	HazMat – Awareness	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	HazMat – Operational	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CPAT	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	High School Diploma or GED	<input type="text"/>	<input type="text"/>

IMPORTANT:

A copy of each certification/license MUST be submitted with your application. Applicants who do not meet the minimum qualifications will not be considered for employment; therefore, it is very important to submit sufficient documentation that provides evidence that an applicant possesses the minimum qualifications.

August 30, 2021

Chief James Trzaski
South District Fire Department
445 Randolph Road
Middletown, CT 06457

Chief Trzaski,

MissionCIT is pleased to provide the South District Fire Department with a proposal to conduct an entry-level firefighter examination. The following pages contain information on our company, our process for creating assessments, our expert team of test developers and proctors, legal compliance, and pricing.

A review of our services, experience, and qualifications will show that Mission CIT is highly qualified because of our extensive experience in developing fire service examinations for fire departments of similar staffing levels. All of the staff for our proposed team are highly experienced, having themselves developed, administered, and scored fire service written and oral examinations. Our testing platform utilizes cutting-edge technology on a highly secure platform to deliver written and oral examinations completely devoid of subjective bias.

Our reputation in the fire and EMS industry is that of integrity and providing testing services that are not the typical cookie-cutter, contentious exams that other firms administer. Instead, we are leading the way in providing fair, consistent, reliable, technology-enhanced, and secure exams for our clients.

If you have any questions, please do not hesitate to contact us at your convenience.

Sincerely,

Jason Decremer, PhD
Founder, Testing & Strategy Practice
MissionCIT, LLC

About Us

MissionCIT is a training platform founded by and for first responders. CIT is an acronym for Critical Immersive Training (& Testing). MissionCIT offers training services, publishes internal and 3rd party content, and a technical platform for hybrid learning. We deliver our courses online and through accredited educational entities, including fire schools, local and regional fire departments, military schools, and community colleges. End-users include firefighters, EMS personnel, military, and public safety. The platform enables students to sign up for courses with hybrid content through our educational institution partners or directly on our site. The student may take available courses online when convenient, attend virtual study sessions with the course instructor, and schedule skills sessions in a physical classroom setting.

Our team has a proven track record, having conducted several fire service studies and creating test banks that are internationally accredited. MissionCIT has added to its technical platform the most advanced entry and promotional testing capabilities now available for fire service testing. Combined with our test development and delivery expertise, we are able to provide secure, unbiased, content-rich tests that fairly assess the candidates' abilities per the exam objectives.

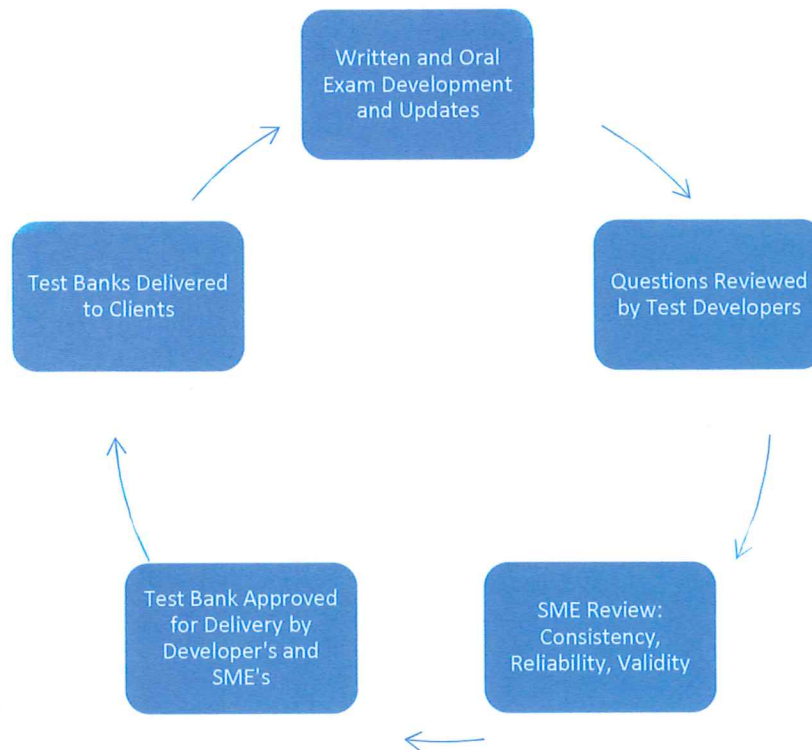
Test Development

MissionCIT creates entry and promotional examination test banks aligning with requested reading lists. We produce written and oral examinations that must pass an exhaustive compliance review before being administered. We carefully craft our written and oral examination questions to target our client requests based precisely upon an established reading list, policies, and collective bargaining agreement. Our questions are created by expert test developers lead by Dr. Jason Decremer.

Each question is crafted to assess a candidate's cognitive ability to retain and apply information in a series of simulated real-world scenarios. Once a test bank of questions has been created, it is reviewed by Dr. Decremer and his team of test developers. Each question is then reviewed by a separate panel of Subject Matter Experts (SME's), ensuring consistency, reliability, and validity for each question. The panel of SMEs will discard any question that does not meet our strict acceptance criteria.

Only after this very exhaustive test design and review process are our test banks delivered to our clients for administration. Questions are continually revised and updated to ensure that test banks are dynamic and target the most current research in the field being assessed.

The Flow Chart provided below graphically represents our process from the writing of questions through the delivery of exams.



Test Delivery Platform and Process

Technology Platform Tools and Capabilities

Mission CIT utilizes an advanced technology platform for test delivery specific to fire service entry and promotional testing needs. The platform and our scoring process assure secure, unbiased testing with immediate results available of the written multiple-choice questions. We can securely test on PCs, Laptops, or Tablets at a Torrington-approved location.

The testing devices (computers, laptops, or tablets) may be provided by South District Fire Department or MissionCIT per the final Agreement.

MissionCIT proctor(s) would be present on-site to manage the written exam test delivery process. MissionCIT can also provide proctors for the oral examination component, or proctors can be provided by South District Fire Department per the final Agreement.

Note that the same technology may be used to allow a candidate to securely take an examination on their own PC or laptop, with remote proctoring, if the examination and local rules permit. It is just as secure as a physically proctored exam. And it allows for candidates to take an exam at a different time for health, religious, or other circumstances that would otherwise disqualify the candidate from sitting for the exam.

Written Examination

The written examination may include multiple-choice, multiple responses, matching-pairing, and drag and drop. The types of questions and format will conform to South Fire Districts' requests and the CBA. The examination may contain questions on the following subject areas: fire science basics, mathematics, mechanics, memory, NFPA 1001, reasoning, reading comprehension, and tools for the job. The final set of questions will be agreed upon in collaboration with South Fire District.

A time limit is provided, and the candidate is given a warning when less than five (5) minutes are remaining. The candidate may skip questions and go back later to complete. The candidate may review all questions and add or change answers up until time runs out. The candidate may complete the exam before time runs out and manually submit their answers anytime.

The candidate's score is available immediately once the written test is completed.

Written Examination Scoring

The scoring is done per the pre-defined answer to each question. Unless otherwise requested, there is one correct answer per question. All questions are equally weighted as one point. The score is tabulated by the computer, so the results are available immediately.

Presentation, posting, and/or candidate notification will be per South Fire District policy.

Dispute Resolution – Written Exams

Upon request, the candidate will be given virtual access to review their answers and mark a question as disputed with a reason for the dispute. If there is a dispute, we use an independent appeals panel of three subject matter experts for the disputed question(s) to re-score. Final scores will be available the next day. If there is a change, the new score is then adopted. The candidate is informed of the outcome and why, regardless of the result.

Student Notification

Communicating the results to the candidate will follow South Fire District protocol for the specific exam. All candidates meeting the established minimum criteria will be advanced to the Oral Examination.

Oral Examination

Oral examination questions are delivered by human avatars via video using the same secure testing platform. The avatars deliver the questions exactly the same to each person, eliminating delivery bias.

Candidate answers are then videotaped using the webcam on the testing workstation. A remote proctor monitors each response to be sure it is being recorded properly. The proctor can intervene if there is a situation where a candidate needs to pause the process and then restart. The agreed-upon time limits are provided to the student. The system warns when time is running out and cuts off the answer at the end of the time period. The candidate may finish early and manually submit their answer when complete.

The proctor and software can also detect a security violation and can halt the exam pending intervention and review. A local proctor will be present as well but will be there only to provide security, compliance with the rules, and answer questions regarding the use of the technology. Again, local South District rules for proctoring will guide the process.

Prepping the Oral Response for Unbiased Scoring

A written transcript of the video is then created, followed by a manual verification to ensure the text is accurate. The manual verification is a two-step process, with a primary person, followed independently by a second individual, comparing the transcript to the video to assure 100% accuracy. The individuals doing the transcription are not panel members scoring the test.

The written transcript is then delivered to a panel of three, approved by South District, scoring the oral examination. Each panel member receives the same transcript and a randomized secure ID for each candidate.

The panel members only see the same written transcript and a randomized candidate number. Panel members do not see the candidate's face, sex, or name to eliminate bias in scoring.

Oral Examination Scoring

Part 1: The scoring is to a predefined answer rubric. Per the local rules, the panel can score independently (triple-blind) and then reconcile their answers as a panel as a single result. That result assesses the candidate's knowledge of relevant practices and policies.

Each question is given a predefined set of points, usually ten (10). Each answer is then

weighted per the Agreement, and the total score per question is calculated. The process repeats for each of the minimum six (6) oral questions, and a total score is calculated.

Note that if there is a follow-up 'Chief's Interview' to further evaluate the candidate, this process may stand on its own.

Part 2: If part of the scoring is to evaluate preparation, diction, or other qualitative assessments, the panel will then review the videos and assess per the agreed-upon method. Part 2 will be independent of Part 1, such that the video does not affect the knowledge scores.

We use a seven (7) point scale for each qualitative assessment, as follows

1	2	3	4	5	6	7
Does not demonstrate any of the expected attributes for the role	Demonstrates some attributes, lacking in key areas	Meets most attributes, some minor deficiencies	Meets minimum qualifications for the assessed quality for the role	Demonstrates capabilities beyond minimum	Demonstrates strong grasp of assessed quality and capabilities for the role	Exceeds all attributes for the assessed quality for the role

The written transcript and video are available to show to the candidate and members of the evaluation board when presenting the scores.

Dispute Resolution – Oral Exams

If there is a dispute, the platform provides a process for appealing the marking. If this is required, we use an independent appeals panel of three subject matter experts for the disputed question to re-score. The new score is then adopted, which could be higher or lower than the original.

Final Consolidated Scoring

We then apply the South Fire District-defined weighting of each part of the exam to provide the raw score. Finally, we add additional points that South Fire District has defined to the weighted total to determine the final score.

Note: The final scoring methodology for all parts and the consolidated result will be provided to and approved by South Fire District at a minimum of 10 business days prior to starting the examination process.

Again, all this occurs in the technology platform, so it remains the system of record.

A list of final scores is then tabulated and presented to the designated individuals. Each candidate's results may be audited as required. Results will be available online, with access given to South Fire District designated personnel to review.

Printed copies of summary results may be requested. However, we recommend the written questions and answers remain online and not printed. An archive of the results will remain available for the period of time requested, usually until a specific level is tested again – approximately every two (2) years.

Security notes:

- If local PCs are used (in Middletown or at other designated locations), the testing platform secures each testing device prior to starting the test.
- The individual taking the test may be securely identified using biometrics, including facial recognition.
- The data being transmitted to and from each testing device is fully encrypted.
- The tests are stored in test banks in a secure repository.
- Actual exams are selected from the test bank and unique to each customer.
- Each candidate sees each question in random order. And individual test question answers are also randomized. So everyone for the specific exam gets the exact same test but in a completely different order.
- Along with on-site physical proctor(s), there will be a remote proctor monitoring each exam. If a security violation is detected via the webcam, the candidate's testing will be paused until the situation is resolved.
- At least one (1) trained proctor is always on-site and available to exam takers. That proctor will work in conjunction with South Fire District personnel.
- There are no physical test booklets. Everything is done online. Backup for the network access is incorporated into the process to assure the process is reliable in case of network or power failure.
 - Note: If test booklets are requested for the written exam, they will be provided.

Project Team

MissionCIT certifies that the personnel identified herein will be the persons actually assigned to the project. It is understood that any additions, deletions, or changes in personnel from the proposal during the course of the agreement period must be approved by South Fire District, with the exception of personnel who have terminated employment.

Team Lead – Dr. Jason Decremer

Dr. Jason Decremer is the director of Certification for the Connecticut Commission on Fire Prevention and Control. He is responsible for over 40 levels of national certification testing for approximately 20,000 firefighters statewide. He manages a test bank containing over 10,000 questions ensuring that test items are consistent, reliable, and valid with National Fire Protection Association standards for the fire service. He has the

unique profile to be an expert in a theoretical understanding of curriculum development and test item construction, holding a Master's degree in Curriculum and Test Design. He has consulted fire departments nationally and internationally on best practices and testing techniques. He is a regular committee member for IFSTA Publications and also a reviewer for Jones & Bartlett Publications, lending his expertise in instructor development and test design for several fire service publications. He has written articles for Firehouse Magazine and the National Volunteer Fire Council, including a webinar targeting the development of training and testing programs. Dr. Decremmer has taught courses internationally and is an instructor for the International Association of Fire Chiefs. As a fire training program manager for the state of Connecticut, he developed and revised several national certification courses. He also is an adjunct professor at the University of New Haven and Goodwin University. Dr. Decremmer earned his Ph.D. in Public Policy & Administration from Walden University.

Team Member – Chief Rob Clemons (Ret.)

Chief Rob Clemons has over 30 years of career experience and ten years of volunteer experience in fire and rescue services. He served as a Battalion Chief with the Prince William County Department of Fire and Rescue. He recently retired as Fire Chief of the City of Manassas Fire Department, a position he held for four years. He is an instructor for the International Association of Fire Chiefs and Fire Fighter Near-Miss Association. Chief Clemons has extensive experience with developing and administering promotional examinations serving on panels throughout the country. He also has expertise in strategic planning, recruitment and retention, and company officer development. He is a graduate of the International Public Safety Leadership Institute. He is a member of the International Association of Fire Chiefs, the Fire Department Safety Officers Association, and the Society for Human Resources Management.

Team Member – Battalion Chief Mark Waters

BC Mark Waters works for the City of New London Connecticut Fire Department and as a Program Planner with the Connecticut Fire Academy. He has been in the fire service for over 33 years and has served in Volunteer, Combination, and Career Fire Departments. He has been teaching for the Connecticut Fire Academy for the last 21 years and is currently responsible for the curriculum development and administration of all the Fire officer programs the academy offers, including Fire Officer I-IV, Incident Safety Officer, Health and Safety Officer, and all Strategy and Tactics programs. He has extensive experience in written and oral examination development, grant management, curriculum development, fire service planning, including strategic planning and program presentations. He has written several published articles for Fire Engineering magazine. He is a graduate of the National Fire Academy Executive Fire Officer Program and holds a Master of Science degree in Executive Fire Service Leadership from Grand Canyon University.

Team Member – Captain Peter Morotto

Peter Morotto currently serves as a Captain for the City of Bridgeport CT fire department and leads the MissionCIT Fire Service Training Practice. He has been in the

fire service for 25 years and has had the privilege of serving on some of the busiest fire companies in the City. Captain Morotto has a passion for teaching and mentoring today's fire service; he serves as a recruiting coordinator for the CT fire academy and is an adjunct instructor for both the Fairfield and Wolcott fire schools while also owning and operating a very successful private fire training and consulting businesses. Captain Morotto has served on numerous oral examination panels for fire departments throughout Connecticut. He has extensive experience and expertise in oral examination development and administration.

Legal Compliance

INSURANCE REQUIREMENTS

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors, and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property Damage, and Vehicle Insurance shall be filed with the City of Middletown Purchasing Agent within ten days after the award of the bid. The Certificate of Insurance must name the City of Middletown and/or South Fire District, its subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

NON-DISCRIMINATION

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Middletown.

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the City and their respective consultants, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the City or any of its consultants, agents or employees

by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

Pricing

MissionCIT will provide and proctor an entry-level written examination, along with developing an entry-level oral examination, for \$3200.00.

In addition, MissionCIT can process the applications for each candidate and register those candidates directly into our testing platform.

MissionCIT can provide (3) proctors to administer, grade, and score the oral examination component of the entry testing process for an additional \$1500.00. (South Fire District may choose to provide their own proctors).

This concludes our proposal for an entry level examination for the South Fire District. Please let us know if you have any questions with the contents of this proposal.

Yours in fire safety,

MissionCIT
Testing & Strategy Practice