

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

**MONDAY, JANUARY 11, 2021, 7:00 p.m.
Via Zoom Meeting I.D. 868 6971 4226**

MINUTES

Present: Commissioners Bartolotta (arrived at 7:05 p.m.), Kleckowski, Thazhampallath, Giuliano, and Penney; Chief Howley, Deputy Chief Jacobs

1. **CALL TO ORDER** Vice-Chairwoman Kleckowski called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **ACCEPT/AMEND AGENDA**
MOTION to accept the Agenda as presented by Comm. Giuliano/Comm. Kleckowski. Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – vote was not audible as his computer was set to “mute.” Motion passed with 4 Ayes.

MOTION to amend the agenda to include under #15 “C. Discussion of Key Points Being Documented” by Comm. Penney. Motion was not seconded; motion failed.
4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:06 p.m.
John Kilian, 210 Ridge Road
Mr. Kilian favorably recognized the Commission for making absent ballots available for the February 1st Commissioner election and posting the applications on the website.
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:07 p.m.
6. **MINUTES TO BE APPROVED**
 - A. **REGULAR MEETING OF DECEMBER 14, 2020**
MOTION to approve the minutes of the December 14, 2020 regular meeting by Comm. Giuliano/Comm. Kleckowski. Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – Abstain. Motion passed with 4 Ayes and 1 Abstention.
 - B. **SPECIAL MEETING OF DECEMBER 22, 2020**
MOTION to approve the minutes of the December 22, 2020 special meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
7. **TAX COLLECTOR’S REPORT**

The Commission reviewed the Tax Collector’s reports submitted by Tax Collector Cindy Gotta.

 - A. **TAX REFUNDS FOR THE MONTH OF NOVEMBER - \$224.13; MONTH OF DECEMBER - \$403.28**
MOTION to approve the tax refunds for the Month of November in the amount of \$224.13 and the Month of December in the amount of \$403.28 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
 - B. **MOTION** to approve the Tax Collector’s reports for the Months of November and December by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

8. MONTHLY FINANCIAL REPORTS were reviewed by the Commission.
MOTION to approve the Monthly Financial Reports for the Months of November and December by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

9. CHIEF'S REPORT

The Commission reviewed the reports for the Months of November and December submitted by Chief Howley.

Commissioners Thazhampallath, Giuliano, and Penney offered to assist the Chief in reviewing proposals for the solar project and to select a company to move forward with.

MOTION to approve the Chief's reports for the Months of November and December by Comm. Penney/Comm. Kleckowski. Unanimously approved.

10. DEPUTY CHIEF'S REPORT

The Commission reviewed the reports for the Months of November and December submitted by Deputy Chief Russ Jacobs.

MOTION to approve the Deputy Chief's for the Months of November and December by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

11. FIRE MARSHAL'S OFFICE REPORTS

The Commission reviewed the Fire Marshal's Office reports for the Months of November and December submitted by Fire Marshal Mastroianni and Deputy Fire Marshal Hurlbut.

MOTION to approve the Fire Marshals' reports for the Months of November and December by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

12. CAPTAIN'S REPORT

The Commission reviewed the reports for the Months of November and December submitted by Captain Fischer.

MOTION to approve the Captain's reports for the Months of November and December by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

13. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

Commissioner Thazhampallath provided an update on the project.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Commissioner Kleckowski gave update on Pension Committee.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

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

14. OLD BUSINESS

A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS

Chief Howley reported no changes to date.

B. SOLAR PROJECT UPDATE – (discussed during Chief’s report)

C. DISCUSSION OF FOLLOW-UP PROTOCOLS

MOTION to add “Unfinished Business” to agendas to be sure there is follow up on items not finalized by Comm. Penney. Motion was not seconded; motion failed.

The Commissioners agreed that following up on action items and publicly providing answers to questions asked in public is in the best interest of the department and illustrates transparency to the public. If something is overlooked, the Chair and/or the Chief should be notified.

Commissioner Giuliano asked Commissioner Penney to withdraw his motion since the Commission has now been alerted of the issue. According to Robert’s Rules of Order, if a motion is seconded and fails, it cannot be brought up again for one year. The Commission will “self-police” to be sure all unfinished business remains on the agenda until finalized.

Commissioner Penney welcomed and appreciated Commissioner Giuliano’s comments and withdrew his motion, trusting they can come to an understanding.

15. NEW BUSINESS

A. EMPLOYMENT STATUS: FIREFIGHTER CHRISTOPHER SMITH – DOH 1/6/2020

MOTION to move Firefighter Christopher Smith from probationary status to permanent full-time status effective 1/6/21 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

The Commission collectively congratulated Firefighter Smith and wished him the best for a great career.

B. SET TIME FOR ANNUAL MEETING/COMMISSIONER ELECTION

MOTION to set the time for the February 1, 2021 Commissioner election for 8:00 a.m.-8:00 p.m. and hold the annual meeting immediately following by Comm. Kleckowski/Comm. Giuliano.

A discussion ensued about being able to meet in person for the Annual Meeting. COVID-19 numbers are on the rise and the health and safety of polls workers, staff, and the public is the number one priority. A contingency plan needs to be put in place, such as absentee ballot voting or drive-thru voting. Chairwoman Bartolotta will double-check to find out if the Governor’s Executive Orders regarding elections are still in place. Neither the SFD Charter nor the By-Laws dictate the hours of voting.

Voting was as follows: Commissioners Bartolotta, Kleckowski, Thazhampallath, and Giuliano – Aye; Commissioner Penney – Nay. Motion passes with 4 Ayes and 1 Nay.

MOTION to rescind the original motion by Comm. Giuliano/Comm. Bartolotta. Voting was as follows: Commissioners Bartolotta, Giuliano, and Penney – Aye; Commissioners Kleckowski and Thazhampallath – Nay. Motion passed with 3 Ayes and 2 Nays.

MOTION to schedule a special meeting on January 14, 2021 at 6:30 p.m., using the same electronic means, to determine the time and method of election for the February 1, 2021 vote for a new Commissioner by Comm. Giuliano/Comm. Kleckowski. Voting was as follows: Commissioners

Bartolotta, Kleckowski, and Giuliano – Aye; Commissioner Thazhampallath – Nay; Commissioner Penney – Abstain. Motion passed with 3 Ayes, 1 Nay, and 1 Abstention.

16. ADJOURNMENT

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

Meeting adjourned 8:47 p.m.

Submitted by,

Alyse McEwen, Recording Secretary

Approved: 2/8/21