

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT

Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Tuesday, October 11, 2022 – 7:00 p.m.

Held at the firehouse and via Zoom - Meeting I.D. 846 5192 4228

Present: Commissioners Kleckowski, Giuliano (arrived at 7:04 p.m.), Thazhampallath, and Penney;
Chief James Trzaski, staff members.

Absent: Commissioner Pessina

1. CALL TO ORDER

Commissioner Kleckowski called the meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE was recited.

3. ACCEPT/AMEND AGENDA

MOTION to amend the agenda to add *Item 12 b. Discussion of Paycheck Services and South Fire District Related Fiscal Policies and Procedures* by Comm. Penney/Comm. Thazhampallath. Voting was as follows:

Commissioner Kleckowski	Nay
Commissioner Thazhampallath	Aye
Commissioner Penney	Aye

The motion passed with two Ayes and one Nay.

Commissioner Giuliano arrived at 7:04 p.m.

4. OPEN PUBLIC SESSION

Commissioner Kleckowski opened the public session at 7:08 p.m.

5. CLOSE PUBLIC SESSION

There were no members of the public present. Commissioner Kleckowski closed the public session at 7:08 p.m.

6. MINUTES TO BE APPROVED

a. SPECIAL MEETING OF AUGUST 11, 2022

MOTION to approve the minutes of the special meeting of August 11, 2022 as presented by Comm. Giuliano/ Comm. Thazhampallath. Unanimously approved.

b. REGULAR MEETING OF SEPTEMBER 12, 2022

MOTION to approve the minutes of the regular meeting of September 12, 2022 as presented by Comm. Giuliano/ Comm. Thazhampallath. Unanimously approved.

7. TAX COLLECTOR'S REPORTS – SEPTEMBER 2022

a. REFUNDS: \$4,454.63

MOTION to approve tax refunds valued at \$4,454.63 by Comm. Thazhampallath/ Comm. Giuliano. Unanimously approved.

b. TAX COLLECTOR'S REPORTS

MOTION to accept the tax collector's reports, pages 8 and 9 of 36, by Comm. Thazhampallath/ Comm. Giuliano. Unanimously approved.

8. FINANCIAL REPORTS

a. MONTHLY EXPENSE DETAIL: AUGUST AND SEPTEMBER 2022

b. PROFIT & LOSS BUDGET VS. ACTUAL: JULY THROUGH SEPTEMBER 2022

c. CASH BALANCE REPORTS: SEPTEMBER 2022

MOTION to approve Monthly Expense Detail: August and September 2022, Profit and Loss Budget vs. Actual: July through September 2022, and Cash Balance Report: September 2022 by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

9. ADMINISTRATIVE REPORTS – SEPTEMBER 2022

Chief Trzaski's report was not available for the meeting; however, he gave an overview of September 2022 activities as follows:

- There was a very challenging extrication on Route 9 which took over an hour to complete. A local tow truck company was called to tow the vehicle away from a tree with staff members inside the vehicle – a very unusual situation.
- Open House was well-attended and a great success despite the inclement weather.
- Engine 32 is at the station. Staff members are continuing to place equipment on the apparatus and it should be placed in service in 2-3 weeks.
- Brush 36 is currently in Massachusetts and will arrive at the station soon.
- SFD received an ARPA (American Rescue Plan Act of 2021) grant to reimburse SFD for expenses incurred for the recent Tactical Emergency Casualty Care training.
- SFD was awarded a \$62,312 FEMA grant to be used for rope rescue training.
- SFD received a \$1,000,000 grant from the State Bond Commission to be used for Phase 2 of the building renovation project. Commissioner Thazhampallath will send a letter to notify the City of Middletown and to request the resurrection of the Building Committee.
- The Fire Marshal's office and staff members have been visiting schools for Fire Prevention Week.

10. COMMISSIONER REPORTS

a. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI

The Committee will likely meet in November.

b. PUBLIC SAFETY TELECOMMUNICATIONS: COMMISSIONER GIULIANO

Commissioner Giuliano provided an update of the Public Safety Telecommunications meeting.

c. RIVERFRONT REDEVELOPMENT UPDATE: COMMISSIONER PESSINA

Commissioner Pessina was not present to provide an update.

11. OLD BUSINESS

a. HEALTH INSURANCE FOR RETIREES AND THEIR DEPENDENTS

We have a special meeting 10/17. More definitive information to discuss.

- b. **LYCEUM ROAD – Nothing new to report.**
- c. **SUMNER BROOK – Nothing new to report.**

d. DEPUTY CHIEF POSITION

Four members have submitted letters/emails of intent: Captain Fischer, Lieutenant Gamache, Lieutenant Gregorio, and Firefighter Seifert. Chief Trzaski is in the process of making arrangements for the testing process.

e. FIREHOUSE GUTTERS/FLOODING

Chief Trzaski submitted a written proposal to correct the drainage problem to, and was accepted by, James Sipperly, City of Middletown Environmental Planner. The proposal was to install new piping across the rear parking lot and to ultimately deposit the water into the pond adjacent to the parking lot. One proposal has been submitted and another is pending. The project will be financed by the FY22 Municipal Grants-in-Aid funds.

12. NEW BUSINESS

a. PUBLIC DISCUSSION OPPORTUNITIES

MOTION to add *Public Discussion Opportunities* at end of the meeting by Comm. Penney/Comm. Giuliano.

MOTION to amend the motion to include that the second public hearing is for items not on the agenda and each speaker be limited to five minutes unless by a super majority vote of the Commission to allow an extension Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

MOTION to amend the motion to also include “each speaker speaks once” by Comm. Kleckowski/Comm. Thazhampallath. Unanimously approved.

The main motion made by Commissioner Penney with the amendments made to the main motion by Commissioner Giuliano and Commissioner Kleckowski were voted on and unanimously approved.

Commissioner Thazhampallath departed at 8:00 p.m.

b. DISCUSSION OF PAYCHECK SERVICES AND SOUTH FIRE DISTRICT RELATED FISCAL POLICIES AND PROCEDURES

Commissioner Penney asked for a copy of the service agreement between South Fire District and Paychex (the SFD payroll vendor) which outlines check delivery fees and fees associated with uncashed Commissioner stipend checks and SFD fiscal policies and procedures related to such, if any.

13. ADJOURNMENT

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

The meeting adjourned at 8:10 p.m.

Submitted by,

Alyse McEwen

Recording Secretary

APPROVED 11/14/22

The recording of this meeting is available upon request, according to Connecticut Freedom of Information Act requirements.