

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

**TUESDAY, OCTOBER 13, 2020, 7:00 p.m.
South Fire District Meeting Room**

MINUTES

**Members of the public were able to access the meeting via Zoom
Meeting I.D. 835 1298 2248**

Present: Commissioners Kleckowski, Giuliano, Penney; Chief Howley, Fire Department members, and members of the public.

Absent: Commissioners Bartolotta and Thazhampallath

1. **CALL TO ORDER** Vice-Chairwoman Kleckowski called the meeting to order at 7:20 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **OPEN PUBLIC SESSION** Vice-Chairwoman Kleckowski opened the Public Session at 7:21 p.m. No one wished to speak.
4. **CLOSE PUBLIC SESSION** Vice-Chairwoman Kleckowski closed the Public Session at 7:21 p.m.
5. **MINUTES TO BE APPROVED**
 - A. **REGULAR MEETING OF AUGUST 10, 2020**
MOTION to approve minutes of the August 10, 2020 regular monthly meeting as amended by Comm. Giuliano/Comm. Penney. Unanimously approved.
 - B. **REGULAR MEETING OF SEPTEMBER 14, 2020**
MOTION to approve the minutes of the September 14, 2020 regular monthly meeting by Comm. Giuliano/Comm. Penney. Unanimously approved.
 - C. **SPECIAL MEETING OF SETPTEMBER 17, 2020**
MOTION to approve the minutes of the September 17, 2020 special meeting by Comm. Giuliano/Comm. Penney. Unanimously approved.
 - D. **SPECIAL MEETING OF OCTOBER 1, 2020**
MOTION to approve the minutes of the October 1, 2020 special meeting by Comm. Giuliano/Comm. Penney. Unanimously approved.
6. **TAX COLLECTOR'S REPORT** was reviewed by the Commission.
The Commission reviewed the Tax Collector's report submitted by Tax Collector Cindy Gotta. No tax refunds were reported for the Month of September.

MOTION to approve the Tax Collector's report by Comm. Giuliano/Comm. Penney. Unanimously approved.

7. MONTHLY FINANCIAL REPORTS were reviewed by the Commission.

MOTION to approve the Monthly Financial Reports by Comm. Giuliano/Comm. Penney. Unanimously approved.

8. CHIEF'S REPORT

The Commission reviewed the report submitted by Chief Howley.

MOTION to approve the Chief's Report by Comm. Giuliano/Comm. Penney. Unanimously approved.

9. FIRE MARSHAL'S REPORT

The Commission reviewed the reports submitted by Fire Marshal Mastroianni.

MOTION to approve the Fire Marshal's Report by Comm. Giuliano/Comm. Penney. Unanimously approved.

10. DEPUTY FIRE MARSHAL'S REPORT

The Commission reviewed the reports submitted by Deputy Fire Marshal Hurlbut.

MOTION to approve the Deputy Fire Marshal's Report by Comm. Giuliano/Comm. Penney. Unanimously approved.

11. CAPTAIN'S REPORT

The Commission reviewed the reports submitted by Captain Fischer.

MOTION to approve the Captain's report by Comm. Giuliano/Comm. Penney. Unanimously approved.

12. COMMISSIONER REPORTS

A. BUILDING COMMITTEE – COMM. THAZHAMPALLATH

No items to report.

B. PENSION COMMITTEE – COMM. KLECKOWSKI

Vice-Chairwoman Kleckowski gave a synopsis of the Pension Committee meeting held on October 6, 2020.

C. PUBLIC SAFETY TELECOMMUNICATIONS– COMM. GIULIANO

The appointment of Commissioner Giuliano has not yet been approved by Middletown's Common Council (approval is scheduled for the November Common Council meeting).

MOTION to approve the Commissioner reports by Comm. Giuliano/Comm. Penney. Unanimously approved.

13. OLD BUSINESS

A. HEALTH INSURANCE OPTIONS FOR RETIREES AND THEIR DEPENDENTS

Health insurance audit survey will be added as an agenda item for the November 9, 2020 regular monthly meeting.

B. FOIA WORKSHOP W/FOI COMMISSION

Motion to schedule an FOIA workshop with Tom Hennick, FOIC Public Educator, by Comm. Penney/Comm. Giuliano. Unanimously approved.

14. NEW BUSINESS

A. SFD ACCOUNTING POLICIES AND PROCEDURES MANUAL

MOTION to approve the SFD Accounting Policies and Procedures Manual prepared by Kathy Kiley by Comm. Giuliano/Comm. Penney. Unanimously approved.

B. SFD PROCUREMENT POLICIES AND PROCEDURES

The City of Middletown's policy will be reviewed. Item to be included on the agenda for the November 9, 2020 regular monthly meeting.

15. ADJOURNMENT

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

Meeting adjourned at 8:07 p.m.

Minutes taken by Chief Howley

Prepared by Alyse McEwen, Recording Secretary

Approved 11/9/2020