

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

**MONDAY, MARCH 8, 2021, 7:00 p.m.**  
**Individuals were able to join the meeting via Zoom Video Conferencing**  
**Meeting I.D. 832 7814 0178**

**MINUTES**

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

Absent: Commissioner Thazhampallath

1. **CALL TO ORDER** Chairwoman Bartolotta called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **ACCEPT/AMEND AGENDA**  
**MOTION** to accept the Agenda by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
4. **OPEN PUBLIC SESSION** Chairwoman Bartolotta opened the Public Session at 7:06 p.m.  
*Nicholas Fischer – President, IAFF Local 3918*  
On behalf of IAFF Local 3918, President Fischer thanked the Commission for quickly resolving the COVID-19 protocol issues, which is a sign of good labor management relations.
5. **CLOSE PUBLIC SESSION** Chairwoman Bartolotta closed the Public Session at 7:08 p.m.
6. **MINUTES TO BE APPROVED**
  - A. **REGULAR MEETING OF FEBRUARY 8, 2021**  
**MOTION** to approve the minutes of the February 8, 2021 regular meeting by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.
  - B. **SPECIAL MEETING OF FEBRUARY 23, 2021**  
**MOTION** to approve the minutes of the February 23, 2021 special meeting by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
7. **TAX COLLECTOR’S REPORT**  
The Commission reviewed the Tax Collector’s reports.
  - A. **TAX REFUNDS FOR THE MONTH OF MARCH - \$236.26**  
**MOTION** to approve the tax refunds for the Month of February in the amount of \$236.26 by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.
  - B. **MOTION** to approve the Tax Collector’s report for the Month of February by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.
8. **MONTHLY FINANCIAL REPORTS** were reviewed by the Commission.  
**MOTION** to approve the Monthly Financial Reports for the Month of February by Comm. Kleckowski/Comm. Giuliano.

**9. CHIEF’S REPORT**

The Commission reviewed the report for the Month of February submitted by Chief Howley.

Chief Howley informed the Commission there would be additional costs related to the laundry/gear cleaning room (architect to design the room and electrical and plumbing work).

**MOTION** to postpone the discussion to the next meeting by Comm. Giuliano/Comm. Kleckowski.  
Unanimously approved.

**MOTION** to approve the Chief’s report for the Month of February by Comm. Giuliano/Comm. Kleckowski.  
Unanimously approved.

**10. DEPUTY CHIEF’S REPORT**

The Commission reviewed the report for the Month of February submitted by Deputy Chief Russ Jacobs.

**MOTION** to approve the Deputy Chief’s for the Month of February by Comm. Giuliano/Comm. Kleckowski.  
Unanimously approved.

**11. FIRE MARSHAL’S OFFICE REPORTS**

The Commission reviewed the Fire Marshals’ Office reports for the Month of February submitted by Fire Marshal Mastroianni and Deputy Fire Marshal Hurlbut.

**MOTION** to approve the Fire Marshals’ reports for the Month of February by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

**12. CAPTAIN’S REPORT**

The Commission reviewed the report for the Month of February submitted by Captain Fischer.

**MOTION** to approve the Captain’s report for the Month of February by Comm. Kleckowski/Comm. Giuliano.  
Unanimously approved.

**13. COMMISSIONER REPORTS**

**A. BUILDING COMMITTEE**

Chief Howley updated the Commission on the progress of the project and answered questions of the Commission.

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

Commissioner Kleckowski advised there has been no activity. The next quarterly meeting is coming up soon.

**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**

Chief Howley informed the Commission that Attorney Summa advised him that the contract given to him to review is “out of his league.” The company will try to produce a clearer contract. The Chief will talk to Commissioner Thazhampallath for his advice on how to proceed.

**C. STAFFING – OPEN ENTRY LEVEL FIREFIGHTER POSITIONS**

Background checks have been completed. All three reports indicated no criminal history.

**MOTION** to approve conditional job offers to Andrew Turenne, Jason Swan, and Kyle Coniglio pending the successful passing of their pre-employment physicals by Comm. Penney/Comm. Giuliano. Unanimously approved.

**D. ADMINISTRATIVE ASSISTANT EMPLOYMENT STATUS**

**MOTION** to approve a job title change to Executive Assistant and a 15% salary increase retroactive to July 1, 2020 and an additional 15% salary increase effective July 1, 2021 by Comm. Kleckowski/Penney. Unanimously approved.

15. **NEW BUSINESS** None.

16. **ADJOURNMENT**

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

Meeting adjourned at 8:33 p.m.

Submitted by,

Alyse McEwen, Recording Secretary

**APPROVED 4/12/21**