

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
Monday, November 24, 2025 at 6:30 p.m.

Held at the firehouse and via Zoom - Meeting I.D. 810 6904 6054

Present: Commissioners Kleckowski, Giuliano (arrived at 6:48 p.m.), Thazhampallath, Pessina, and Gregorio;
Chief Trzaski and Deputy Chief Fischer

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 6:38 p.m.

2. PLEDGE OF ALLEGIANCE was recited.

3. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA

Chairwoman Kleckowski opened the public session at 6:39 p.m. No one wished to speak.

4. CLOSE PUBLIC SESSION Chairwoman Kleckowski closed the public session at 6:39 p.m.

5. DISCUSSION AND APPROVAL OF DEADLINES FOR THE 2/2/2026 ANNUAL MEETING

The commission reviewed the proposed deadlines for the annual meeting, specifically the 1/5/26 deadline for submitting letters of intent to run. Chief Trzaski explained to the commission that for the past several years the deadline has been during that same week in January. He explained it allows sufficient time for the ordering of ballots, the hiring of poll workers, and the collection of absentee ballots. Additionally, the Registrar’s Office requested that they receive the names of candidates as early as possible due to the process involved in programming flash drives for the new voting tabulators. The commission determined that the 1/5/2026 was not in compliance with the SFD by-laws and that the district must accept letters of intent to run until 4:00 p.m. on 1/18/25.

By-Laws – Section 3. Election. Those individuals who desire their names to be placed in nomination as candidates for Commissioner shall in writing, by registered mail, or certified mail, or by hand delivery to the Fire Chief or his designee of the District with receipt by said Fire Chief or his designee, notify the District of the same at least fifteen (15) calendar days by the close of business before the meeting of the District. No nominations for Commissioner shall be accepted by the District within the fourteen (14) calendar days immediately preceding the meeting of the District, excepting that nominations may be accepted if there are an insufficient number of nominations to fill the membership requirements of the Commission.

MOTION to set the proposed publishing date with local media, including the Middletown Press, to 12/9/2025 for the upcoming election by Comm. Thazhampallath/Comm. Gregorio. Unanimously approved.

(The public notice will include language that applications for absentee ballots are currently being accepted and that the official absentee ballots can be obtained beginning at 12 noon on 1/20/2026.)

MOTION to accept letters of intent to run from interested district candidates, according to the by-laws, no later than 4:00 p.m. on 1/18/2026 by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

MOTION that the public notice as to the annual meeting be scheduled with local media, including the Middletown Press, on 1/20/2026 by Comm. Thazhampallath/Comm. Giuliano.

MOTION to amend the motion to change 1/20/2026 to 1/23/2026 by Comm. Giuliano/Comm. Thazhampallath.

The amended motion was unanimously approved. The public notice for the annual meeting will be published on 1/23/2026.

MOTION to set the voting hours for the upcoming election on 2/2/2026 from 8:00 a.m. to 8:00 p.m. by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

MOTION that if the vendor that the city uses can provide a programmed tabulator and readable ballots within times that conform to our deadlines, that will be the method. Otherwise, it will be by paper ballot with a hand count by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

6. EXECUTIVE SESSION

MOTION to go into executive session pursuant to Statutes Section 1-200(6)(A) and Section 1-225(a) of the Connecticut General Statutes, as amended, for the purpose of discussing the job description and performance evaluation of the executive assistant by Comm. Pessina/Comm. Giuliano. Unanimously approved.

Executive session started at 7:25 p.m. Present: Commissioners Kleckowski, Giuliano, Thazhampallath, Pessina, and Gregorio; Chief Trzaski and Deputy Chief Fischer.

Commissioner Thazhampallath left the meeting following executive session. The meeting was called back to order at 7:49 p.m. No action was taken. The commissioners will meet with the executive assistant after Thanksgiving.

7. ADJOURNMENT

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

The meeting adjourned at 7:49 p.m.

Submitted by,

APPROVED 12/8/2025

Alyse McEwen

Alyse McEwen
Recording Secretary

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