

**SOUTH FIRE DISTRICT**  
**445 Randolph Road | Middletown, CT**

**Board of Fire Commissioners**  
**REGULAR MONTHLY MEETING MINUTES**  
**Monday, April 8, 2024 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 816 7057 1111**

**Present:** Commissioners Kleckowski, Giuliano, Thazhampallath (arrived at 7:29 p.m.), and Pessina; Chief Trzaski; Deputy Chief (via Zoom)

**Absent:** Commissioner Gregorio

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 7:02 p.m.

**2. PLEDGE OF ALLEGIANCE** was recited.

**3. ACCEPT/AMEND AGENDA**

The agenda was accepted as presented.

**4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**

Chairwoman Kleckowski opened the public session at 7:03 p.m. No one wished to speak.

**5. CLOSE PUBLIC SESSION** Chairwoman Kleckowski closed the public session at 7:03 p.m.

**6. MINUTES TO BE ACCEPTED**

- a. Regular Meeting of March 11, 2024 – The minutes were accepted as presented.
- b. Budget Workshop of March 26, 2024 – The minutes were accepted as presented.

**7. TAX COLLECTOR’S REPORTS – MARCH 2024**

**a. Refunds: \$1,164.69**

**MOTION** to accept refunds in the amount of \$1,164.69 for March 2024 by Comm. Giuliano/ Comm. Pessina. Unanimously approved.

**b. Acceptance of the Tax Collector’s Reports**

The Tax Collector’s Reports were accepted as received.

**8. FINANCIAL REPORTS**

- a. Monthly Expense Detail: February 2024 and March 2024
- b. Profit & Loss Budget vs. Actual: July 2023 through March 2024
- c. Cash Balance Report: March 2024

The financial reports were accepted as submitted.

**9. ADMINISTRATIVE REPORTS – MARCH 2024**

Chief Trzaski and Deputy Chief Fischer provided an overview of the administrative reports and elaborated on the entry level job application process (currently in the oral interview stage), community outreach programs taking place, Fire Service Day at the Capitol, an update on the new NFPA/OSHA regulations, and the establishment of Ad Hoc Committee to explore new vendors for the department’s gas meters. They also spoke of the recent 4-day live burn training with Middletown Fire Department and a meeting with new administrators at CVH.

## 10. COMMISSIONER REPORTS

### a. **Building Committee: Commissioner Thazhampallath**

Commissioner Thazhampallath was not present to provide an update. The next meeting is scheduled for 4/17/24 at 6 p.m.

### b. **Pension Committee: Chairwoman Kleckowski**

Chairwoman Kleckowski advised that a meeting is planned for April 24<sup>th</sup> at 4:00 p.m. Deputy Chief Fischer advised that the “pre-retirement checklist” is being refined. A draft of the document will be available for review at the Pension Committee’s 4/24 meeting. Commissioner Pessina suggested implementing a formal exit interview process for retirees.

### c. **Public Safety Telecommunications: Commissioner Giuliano**

Commissioner Giuliano provided an overview of the Public Safety Telecommunications meeting, as is presented in the submitted reports. Commissioner Giuliano will forward the Feasibility Study to the commission.

### d. **Riverfront Redevelopment Update: Commissioner Pessina**

Commissioner Pessina advised a soft opening in May is anticipated.

## 11. OLD BUSINESS

### a. **Discussion of the Establishment of a By-Laws Amendment Committee**

Chairwoman Kleckowski will be travelling this week and will appoint members upon her return.

## 12. NEW BUSINESS

### a. **Employment Status – Firefighters David Thurz, Cody Dudek, and Zachary Tiezzi - Date of Hire 4/17/2023**

Chief Trzaski reported all three firefighters have successfully completed their one-year probationary period (as of 4/17/24) and have shown exemplary service and commitment not only related to firefighting but to serving the community as well.

**MOTION** to move the firefighters from probationary status to permanent full-time status effective 4/17/2024 by Comm. Pessina/Comm. Giuliano. Unanimously approved.

## 13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA

Chairwoman Kleckowski opened the public session at 7:34 p.m. No one wished to speak.

## 14. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public session at 7:34 p.m.

## 15. ADJOURNMENT

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

The meeting was adjourned at 7:34 p.m.

Submitted by,

*Alyse McEwen*

Alyse McEwen  
Recording Secretary

**ACCEPTED 5/13/24**

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