

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT
Board of Fire Commissioners
REGULAR MONTHLY MEETING MINUTES
Monday, September 8, 2025 at 7:00 p.m.

Held at the firehouse and via Zoom - Meeting I.D. 836 5336 6597

Present: Commissioners Kleckowski, Giuliano, Thazhampallath, and Gregorio; Chief Trzaski and Deputy Chief Fischer

Absent: Commissioner Pessina

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE was recited.

3. ACCEPT/AMEND AGENDA

MOTION to accept the agenda as published by Comm. Giuliano/Comm. Gregorio. Unanimously approved.

4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA

Chairwoman Kleckowski opened the public session at 7:02 p.m.

Dan Penney

Mr. Penney asked for an explanation of specific larger expenditures, including two from CNR. He indicated that even though CNR is approved with the budget, he strongly recommended that expenditures over a specific threshold should be voted on by the commissioners. He feels this practice should also be followed with the general budget.

5. CLOSE PUBLIC SESSION Chairwoman Kleckowski closed the public session at 7:06 p.m.

6. MINUTES TO BE ACCEPTED

a. Regular Monthly Meeting of August 11, 2025

The minutes were accepted as presented.

7. TAX COLLECTOR'S REPORTS – JULY AND AUGUST 2025

a. Refunds

MOTION to accept refunds for July 2025 in the amount of \$70.05 and for August 2025 in the amount of \$1,060.45 by Comm. Gregorio/Comm. Giuliano. Unanimously approved.

b. Tax Collector's Reports

The Tax Collector's Reports were accepted as presented.

8. FINANCIAL REPORTS

a. Monthly Expense Detail: July 2025 and August 2025

b. Profit & Loss Budget vs. Actual: July 2025 and July through August 2025

c. Cash Balance Report: July 2025 and August 2025

Regarding the public question regarding the CNR expenses, Chief Trzaski explained that changing the former weight room to a female bunk room could not be funded by the building project grant and monies from CNR needed to be used. He obtained three quotes, and ultimately the work was done for a third of the cost of what it would have been if it was part of the building project.

The financial reports were accepted as presented.

9. ADMINISTRATIVE REPORTS – AUGUST 2025

Chief Trzaski spent a good portion of his daily activities focused on the building project while Deputy Chief Fischer handled most of the department operations. The Month of August brought many public relations activities. Deputy Fire Marshal Parmelee invested a lot of time planning for Fire Prevention Week and the October 11th Open House, which will be the largest we've had in a long time. The chief attended multiple meetings throughout the state. Chief Trzaski mentioned projects taking place through Municipal Grants-in-Aid funds such as the concrete pads, the foundation for the electronic sign, and new traffic lights.

Deputy Chief Fischer advised the commission that a University of New Haven fire science student began his internship this week. This is the first university level intern the department has had. The dry hydrant on Bear Hill Road has been installed. The new boat is 90% complete and he and the Boat Committee will be travelling to Canada at the end of the month to sign off on the work and go over any change orders.

Chief Trzaski said the Month of August was a very robust training month. Training Captain Turenne has been very innovative in planning training, including utilizing district assets for training opportunities. The training captain also developed a Jeopardy game comprising of topics such as firefighting tactics and familiarization of the district. South Fire is hosting a CT Fire Academy Pump Operator Certification Class. Deputy Chief Fischer and Training Captain Turenne are enrolled in a Fire Officer IV Class. The department will participate in the Falcon's Health & Wellness Fair and a program for children with sensory issues hosted by the Middletown Recreation Center. We have also been invited by the Rec Center to the Trick or Treat event on Main Street.

10. COMMISSIONER REPORTS – AUGUST 2025

a. Building Committee: Commissioner Thazhampallath

Commissioner Thazhampallath provided an overview of the almost complete renovation project. He is confident that the new space will benefit the staff members and the community as a whole. He looks forward to the electronic signs being installed which will be useful in displaying real-time updates, emergency alerts, public service announcements, etc. The commission and the chiefs are pleased that the fire department will be utilized as a designated area of refuge for Gianelli's Early Learning Center in the event of an evacuation of that facility.

b. Pension Committee: Commissioner Gregorio

Commissioner Gregorio advised that the switchover in financial advisors is about 95% complete. They are waiting for Lincoln Financial to complete the paperwork.

c. Public Safety Telecommunications: Commissioner Giuliano

The PST reports are included in the meeting packet. Commissioner Giuliano advised that 3 firms were interviewed for architecture and engineering for the new 911 Center and a decision will be made in the next couple of weeks.

d. Riverfront Redevelopment Update: Commissioner Pessina - There is nothing new to report.

11. OLD BUSINESS

a. District Economic Development Updates

Commissioner Kleckowski spoke of new businesses in the district: Forest City Merchants in the former Estate Treasures location, a sushi bar and bakery in Trade Winds Plaza, and The Forge (former CL&P) featuring a fitness center, brewery, coworking space, and Vale Sports Club soccer facilities.

12. NEW BUSINESS None.

13. EXECUTIVE SESSION

Pursuant to Statutes Section 1-200(6)(A) and Section 1-225(a) of the Connecticut General Statutes, as amended, the Board of Fire Commissioners will meet in executive session for the purpose of discussing the job description and performance evaluation of the executive assistant.

MOTION to go into executive session at 7:32 p.m. by Comm. Gregorio/Comm. Giuliano. Unanimously approved.

Present in executive session were Commissioners Kleckowski, Giuliano, Thazhampallath, and Gregorio, Chief Trzaski, and Deputy Chief Fischer.

The meeting was called back to order at 8:30 p.m. No action was taken.

14. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA

Chairwoman Kleckowski opened the public session at 8:31 p.m. No one wished to speak.

15. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public session at 8:31 p.m.

16. ADJOURNMENT

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

The meeting adjourned at 8:32 p.m.

Submitted by,
Alyse McEwen

Alyse McEwen
Recording Secretary

APPROVED 10/14/2025

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