

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

**Board of Fire Commissioners**  
**REGULAR MONTHLY MEETING MINUTES**  
**Monday, December 12, 2022 – 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 864 8021 6970**

Present: Commissioners Kleckowski, Thazhampallath, and Penney; Chief James Trzaski, staff members.

Absent: Commissioners Giuliano and Pessina

**1. CALL TO ORDER**

Commissioner 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 by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

**4. OPEN PUBLIC SESSION (ITEMS ON THE AGENDA)**

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

**5. CLOSE PUBLIC SESSION**

There were no members of the public present. Commissioner Kleckowski closed the public session at 7:02 p.m.

**6. MINUTES TO BE APPROVED**

**a. REGULAR MEETING OF NOVEMBER 14, 2022**

**MOTION** to approve the minutes of the regular meeting of November 14, 2022 by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

**7. TAX COLLECTOR'S REPORTS – NOVEMBER 2022**

**a. REFUNDS: \$1,504.41**

**MOTION** to approve tax refunds valued at \$1,504.41 for November 2022 by Comm. Kleckowski/Comm. Penney. Unanimously approved.

**b. TAX COLLECTOR'S REPORT**

The tax collector's reports were reviewed and discussed.

**8. FINANCIAL REPORTS**

**a. MONTHLY EXPENSE DETAIL: OCTOBER AND NOVEMBER 2022**

**b. PROFIT & LOSS BUDGET VS. ACTUAL: JULY THROUGH NOVEMBER 2022**

**c. CASH BALANCE REPORT: NOVEMBER 2022**

The financial reports were reviewed and discussed.

Commissioner Penney remains very concerned about using public funds for items he feels may be in violation of the use of public funds. He is also concerned about monthly payment to Founders being

charged to the district's credit card, especially because no other routine repetitive service contract payments are done in this manner. He recommended that the auditor or accountant be contacted to in this regard.

## **9. ADMINISTRATIVE REPORTS – NOVEMBER 2022**

Chief Trzaski provided an overview of the November 2022 administrative reports.

## **10. COMMISSIONER REPORTS**

### **a. BUILDING COMMITTEE: COMMISSIONER THAZHAMPALLATH**

Commissioner Thazhampallath gave an overview of the logistics of Phase II of the SFD renovation project. The first Building Committee meeting will likely be scheduled for January 2023.

### **b. PENSION COMMITTEE: COMMISSIONER KLECKOWSKI**

Commissioner Kleckowski advised that the committee will meet in the spring.

### **c. PUBLIC SAFETY TELECOMMUNICATIONS: COMMISSIONER GIULIANO**

Commissioner Giuliano was not present to provide an update. The Public Safety Telecommunications reports were attached to the meeting packet for review.

### **d. RIVERFRONT REDEVELOPMENT UPDATE: COMMISSIONER PESSINA**

Commissioner Pessina was not present to provide an update.

## **11. OLD BUSINESS**

### **a. MARINE 3 – Lieutenant Zajac gave a PowerPoint presentation and updated the Commission on the detailed funding requirements to replace Marine 3.**

**MOTION** to accept the proposal from the Marine 3 Needs Assessment Committee of South Fire District to purchase and move forward with purchase agreements and any associated financing related to the purchase of a MetalCraft Marine Firebrand 30 craft, valued at a total purchase price of \$553,164.28, to be paid in installments of \$165,949.28 at signing, 30% at steel work, 30% at motor arrival, and the remaining 10% at delivery by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

Funding details are attached to these minutes. This item will be kept on the agenda throughout the process. Commissioner Thazhampallath asked that the department's attorney review the contract language prior to signing.

### **b. DEPUTY CHIEF POSITION**

Chief Trzaski provided an update on the hiring process.

### **c. ENTRY LEVEL FIREFIGHTER POSITION**

Chief Trzaski provided an update on the hiring process.

## **12. NEW BUSINESS**

### **a. FEBRUARY 6, 2023 ANNUAL MEETING – REVIEW AND APPROVAL OF DEADLINES AND LEGAL NOTICE**

**MOTION** to approve the legal notice as presented in accordance with the schedule, which was also presented, for the February 6, 2023 annual meeting by Comm. Penney/Comm. Thazhampallath. Unanimously approved.

**b. SFD PHASE II RENOVATION/BUILDING COMMITTEE**

**MOTION** to create a South Fire District Building Committee comprised of commission members as well as South Fire District citizens, totaling no more than nine, to plan and execute all aspects of Phase II renovation project at South Fire headquarters by Comm. Thazhampallath/Comm. Penney. Unanimously approved.

To date, the following individuals have agreed to serve on the committee: Commissioner Geen Thazhampallath (chair), Commissioner Penney, Joe Bibisi, Nancy Hunter, and Firefighter Phil Russo. Kathy Kiley will be the recording secretary.

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

Commissioner Kleckowski opened the public session at 8:32 p.m.

**14. CLOSE PUBLIC SESSION**

There were no members of the public present. Commissioner Kleckowski closed the public session at 8:32 p.m.

**15. ADJOURNMENT**

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

The meeting adjourned at 8:32 p.m.

Submitted by,



Alyse McEwen

Recording Secretary

**Approved 1/9/2023**

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

## Cost of Boat

- Current price of \$553,164.28
- Budgeted in CNR \$339,116.56
- Need \$214,047.72
- Price increase in 2023, Approximately \$60,000

# Benchmark Breakdown

- Signing \$165,949.28
- Steel Work \$165,949.28
- Motor arrival \$165,949.28
- Delivery \$55,316.44