

**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457**

**Board of Fire Commissioners
Special Meeting Minutes
Wednesday, March 17, 2021 at 11:00 a.m.
South Fire District Meeting Room**

Individuals were able to join the open public portions of the meeting via Zoom

<https://us02web.zoom.us/j/83854084135>

Meeting I.D. 838 5408 4135

Present: Commissioners Bartolotta, Kleckowski (arrived at 11:09 a.m.), Giuliano, and Penney; Chief Howley, Deputy Chief Jacobs

1. CALL TO ORDER

Chairwoman Bartolotta called the meeting to order at 11:09 a.m.

2. EXECUTIVE SESSION

MOTION to go into Executive Session at 11:10 a.m. by Commissioner Penney/ Comm. Giuliano pursuant to statutes section 1-200(6)(A) and section 1-225(a) of the Connecticut General Statutes, as amended for the purpose of conducting the performance review of the Accounts Payable Specialist/Tax Associate.

In attendance were Commissioners Bartolotta, Kleckowski, Giuliano, and Penney; Chief Howley; Deputy Chief Jacobs; Accounts Payable Specialist/Tax Associate Kathy Kiley.

MOTION to close Executive Session at 12:13 p.m. by Comm. Giuliano/Comm. Bartolotta. Unanimously approved.

3. CALL BACK TO ORDER

Chairwoman Bartolotta called the meeting back to order 12:23 p.m.

4. OPEN PUBLIC SESSION

Chairwoman Bartolotta opened the public session at 12:23 p.m. No one wished to speak.

5. CLOSE PUBLIC SESSION

Chairwoman Bartolotta closed the public session at 12:23 p.m.

6. CONSIDER ACTION ARISING FROM EXECUTIVE SESSION

No action was taken.

7. DISCUSSION OF TAX COLLECTOR POSITION

A variety of topics were discussed regarding the Tax Collector position. It was decided that the job description will include Tax Collector duties only. It will be a part-time position with

hours to be determined. The auditor will be contacted for his opinion on re-assigning the additional duties outlined in the current job description to in-house staff members.

MOTION to create the Tax Collector job description and have it available for the Commission's review at the April 12, 2021 meeting by Comm. Kleckowski/Comm. Giuliano. Unanimously approved.

8. ADJOURNMENT

MOTION to adjourn by Comm. Kleckowski/Comm. Giuliano. Unanimously approved. The meeting adjourned at 12:48 p.m.

Submitted by,

Alyse McEwen, Recording Secretary

APPROVED 4/12/21