6

Paugassett Hook & Ladder Company No. 4

Derby Fire Department
East Derby, CT

Captain Edward Biggs
1st Lieutenant Aidan Lynch
2nd Lieutenant Steven Tracz

Treasurer Alfred Felice, Jr.
Secretary John W. Cotter

Dear Town Clerck Marc Garofalo,

In September 2028 Paugassett Hook and ladder company 4 will have 125 years of service to the city of Derby.

In 2028 we are going to be holding the Connecticut Firemen's Association's annual Convention. The firemen's convention is an entire weekend of events. Starting Friday night with a meeting and dinner for the members that are coming into town. Saturday is another meeting with all the different counties in the state. That meeting will be held right here in Derby. Sunday is the big day; Sunday we would host the Parade! The parade route is still in the planning phase. The parade would bring potential 60-75 different fire departments from around the state into Derby. With the parade that comes with the need for public works, and the police department's help.

That brings me to the reason for this letter. The officers and members of the Paugassett Hook and ladder are requesting the city cover the needed wages for the public works employees and whatever police officers we need for the event.

We would also request the use of the picnic grove for the entire weekend and the use of the High school on Saturday for the annual meeting.

Please take this into consideration and forward this one to whomever needs to approve these requests. Any questions please feel free to contact me.

Thank you,

Tommy Biggs
Fire Chief

Assistant to Mayor DiMartino, Linda Fusco, and Sean Grace. Schedule appointments and keep calendars

7

Handle all phone calls coming into the mayor's office including situations that other employees are uncertain how to manage.

Assist the following departments as needed:

- Blight
- Town Clerk
- Finance
- Parks & Rec
- Public Works

Organize fireworks show and other cultural events including tree lighting.

- Work with Shelton Parks & Recreation to set date for fireworks
- Request and obtain donations for events.
- Follow up with thank you letters and certificates on the mayor's behalf.

PTO

- keep track of all city hall employees' personal, vacation, and sick time
- compile reports for auditors and staff.

Liaison between employees with computer issues and Apex Technologies. Set up new employees for a successful transition to the new position.

Resolve or redirect complaints sent to EvoGov.

Organized The Inaugural Ball.

Oversee the Servicemen/Women's Fund.

Responsible for choosing and ordering new copiers for city hall as leases expires.

Liaison to Amazon and recently put a new ordering system in place.

Order supplies, equipment, and electronics.

Take reservations and payments for picnic grove.

Compose speeches, memos, and proclamations.