

TOWN OF EAST WINDSOR  
**BROAD BROOK FIRE DEPARTMENT COMMISSION**

**SPECIAL MEETING**

**JANUARY 29, 2024**

**7:00 p.m.**

**Broad Brook Fire Station**

Senior Center Meeting Room

125 Main Street, Broad Brook, CT 06016

(In-person)

AND

Meeting held via Zoom Teleconference

Meeting ID 687 566 5576

Passcode Fire39BB

**Meeting Minutes**

*\*\*\*These minutes are not official until approved at a subsequent meeting\*\*\**

**Board of Commissioners:**

John (Jay) Madigan, Regular Member/Chairman

Nicholas Macsata, Regular Member/Vice Chairman

**Regular Commissioners:** Gil Hayes, William Towers, Jr., Ron Masters

**Alternate Commissioners:** William Loos, Cal Meyers

**GUESTS/SPEAKERS** in person: Chairman Madigan hosted the meeting. Broad Brook Fire Department (BBFD) Commissioners in attendance: **Regular**

**Members:** Chairman Jay Madigan, Vice Chairman Nick Macsata, Ron Masters, and William Towers, Jr.; **Alternate Members:** William Loos, Cal Myers; **Broad**

**Brook Fire Department Chiefs:** Tom Arcari, Chief, Gerald Bancroft, Assistant Chief; **Town of East Windsor Fire Marshal:** Rich Austin; **GUESTS:** Selectman, Keith Yagaloff, Jason Piorek, Firefighter, Melissa LaBelle, Recording Secretary.

**REMOTE GUEST SPEAKERS:** Regular Member Gil Hayes

**1. CALL TO ORDER**

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**Special Meeting – January 29, 2024**  
**In-person and ZOOM Teleconference**  
**Meeting ID: 687 566 5576**  
**Passcode: Fire39BB**  
**MEETING MINUTES**

Chairman Madigan called the January 29, 2024, Special Meeting of the Broad Brook Fire Commission to Order at 7:00 p.m. The Meeting is being held in the Senior Center Meeting Room above the Broad Brook Fire Station located at 125 Main Street, Broad Brook, CT and is being held via Zoom teleconference.

**2. ROLL CALL:**

Chairman Madigan noted the Commission has established a quorum with all members present. Chairman Madigan, Vice Chairman Macsata, Commissioner Towers, Commissioner Masters, Commissioner Loos and Commissioner Myers were present at the Fire Station. Commissioner Hayes joined the Commission virtually.

**3. ADDED AGENDA ITEMS: None**

**4. APPROVAL OF MEETING MINUTES:**

**MOTION:** To tentatively APPROVE the Regular Meeting Minutes of the Broad Brook Fire Department Commission Meeting dated December 18, 2023, unless changes are needed.

**Macsata moved/Towers seconded/Discussion:** Chairman Madigan noted a change in recording secretary due to illness of previous secretary. December minutes will be provided by the new secretary with information provided by Commissioners.

**Vote: In Favor: Madigan/Macsata/Hayes/Towers/Masters**  
**(No one opposed/No Abstentions)**

**5. REVIEW AND DISCUSSION OF INFORMATION RECEIVED FROM H2M:**

Chief Arcari and Assistant Chief Bancroft reported on the meeting attended by Vice Chairman Macsata, Assistant Chief Bancroft and Deputy Chief Bancroft with H2M. Reservoir and Windsorville Roads were recommended as the best site for the new facility and discussion regarding a potential joint

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safety facility with the East Windsor Police Department with possible EOC grant money to fund the facility. Next meeting is scheduled for February 7<sup>th</sup>. H2M would like to visit the Firehouse next month for a meet and greet. Vice Chairman Macsata noted for the minutes that a third-party objective assessment of the facility was crucial to ensure compliance with codes.

**6. PUBLIC PARTICIPATION:**

Chairman Madigan announced this opportunity for the public to offer comments or raise questions. No one requested to speak.

**7. REPORT FROM CHIEF ARCARI**

Chief Arcari reported on the following items:

- The Department responded to 62 calls last month.
- 2023-2024 Budget is status quo.
- Nothing new on the new vehicle.
- The structure fire on Perri Lane involved the garage door and not the roof as previously suspected.
- The firefighters will begin mandatory classes for ISO recertification. ISO certification is important as it aids ADA and OSHA compliance and assists in obtaining lower insurance rates for the Department and therefore directly impacts the taxpayers.

**8. UPDATE ON STATUS OF VEHICLE REPLACEMENT**

See comments under Chief Arcari's Report.

**9. REPORT FROM FIRE MARSHAL AUSTIN**



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Fire Marshal Austin reported on the following items:

- Fire Marshal Austin reiterated that ISO certification is extremely important.
- A complaint letter was sent to himself, Building Official Ken Rich and the State Fire Marshal regarding conditions at the EZ Living Suits. Fire Marshal Austin met with the management company, Building Official Rich and North Central Health District to tour the facility and a lot had been rectified. Fire Marshall Austin had invited the complainant, but they did not show up for the meeting.
- There are still financial issues at the Manor House property. There is no new work being done and there is a huge hole in the roof.

**10. REVIEW OF TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPARTMENT 2023 – 2024 BUDGET**

See comments under Chief Arcari's Report.

**11. REVIEW AND APPROVE TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPARTMENT 2023 – 2024 BUDGET**

Chief Arcari and Assistant Chief Bancroft discussed the proposed changes to the Broad Brook Fire Department budget to be brought before the Board of Selectmen:

- Professional Services – no changes.
- Apparatus Replacement – increase due to new truck and new equipment that will be needed for the truck.
- The increase in IT expenses is a result of additional emails needed for personnel, implementation of a back-up system and virus protection. It is prudent to have personnel use fire department email addresses to

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prevent issues with privacy and FOIA requests. IT was originally done in-house but now is being done by an outside service – Entre. Commissioner Masters questioned the choice of Entre as the IT vendor. Assistant Chief Bancroft explained that Entre already manages IT for the Town. Chairman Madigan inquired if the Commission should have email addresses as well. Vice Chairman Macsata stated that Commission members should have town email addresses.

- The increase in Tolland County Dues was discussed. Chief Arcari indicated there was a meeting with First Selectman Bowsza, Warehouse Point Fire Chief James Barton and Finance Director Amy O'Toole to discuss the fees. It was determined that the increase in fees was partly due to how Tolland County was charging for fire and ambulance calls. Broad Brook Fire Department is looking to make the billing 100% call based. The budget will include a surplus to cover the cost of the billing discrepancy.
- Part Time salary line increase 1% to cover additional hours and mandatory trainings. The line was figured low the previous year.
- An increase in the Annuity line for volunteer pension.
- CIP Expenditure line has a balance of \$456,856 and anticipating a \$200,000 increase to the CIP Expenditure line if the budget is approved.
- Discussion about the State of Connecticut offering Departments off the highway \$500 each time the department responds to a call on the highway. They have two claims in for this with the State.

**MOTION:** To APPROVE the budget as presented by the Broad Brook Fire Department.

**Macsata moved/Hayes seconded/Discussion: None**

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**(No one opposed/No Abstentions)**  
**Budget Passes**

**12. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS**

Discussion about monthly study regarding coverage of shifts. Vice Chairman Macsata would like to see the minimum threshold and when there are uncovered shifts.

**13. ACTIONS REQUIRED TO MOVE FORWARD - None**

**13. EXECUTIVE SESSION – PURSUANT TO C.G.S. SECTION 1-200**  
**(6)(B) – PENDING NEGOTIATIONS:**

Chairman Madigan noted there is no need for an **EXECUTIVE SESSION** this evening.

**14. ADJOURNMENT**

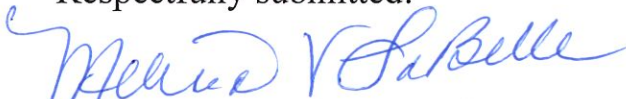
Chairman Madigan called for a motion to Adjourn this meeting.

MOTION: To Adjourn this meeting at 8:07 p.m.

Macsata moved/Towers seconded/Discussion: None

**Vote: In Favor: Madigan/Macsata/Hayes/Towers/Masters**  
**(No one opposed/No Abstentions)**

Respectfully submitted:



Melissa V. LaBelle, Recording Secretary for  
The Town of East Windsor Broad Brook Fire Commission