

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

**REGULAR MEETING**

**FEBRUARY 12, 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, Gil Hayes; **Alternate Members:** William Loos, Cal Myers; **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief, Gerald Bancroft, Assistant Chief; **GUESTS:** Selectman, Keith Yagaloff, Jason Piorek, Firefighter, Melissa LaBelle, Recording Secretary.

**REMOTE GUEST SPEAKERS:** None

**1. CALL TO ORDER**

Chairman Madigan called the February 12, 2024, Special Meeting of the Broad Brook Fire Commission to Order at 7:01 p.m. The Meeting is being

**TOWN OF EAST WINDSOR BROAD BROOK FIRE COMMISSION**  
**Regular Meeting – February 12, 2024**  
**In-person and ZOOM Teleconference**  
**Meeting ID: 687 566 5576**  
**Passcode: Fire39BB**  
**MEETING MINUTES**

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 absence of several of the regular members and asked the alternates to participate in a voting capacity. Chairman Madigan, Commissioner Hayes, Commissioner Loos and Commissioner Myers were present at the Fire Station.

**3. ADDED AGENDA ITEMS: None**

**4. APPROVAL OF MEETING MINUTES:**

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

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

**Vote: In Favor: Madigan/Hayes/Loos/Myers**

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

**MOTION:** To APPROVE the Special Meeting Minutes of the Broad Brook Fire Department Commission Meeting dated January 29, 2023.

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

**Vote: In Favor: Madigan/Hayes/Loos/Myers**

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

**5. PUBLIC PARTICIPATION:**

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

**6. REVIEW AND DISCUSSION OF INFORMATION RECEIVED FROM H2M TO INCLUDE PATRICK STONE AND GREG LEVASSEUR FROM H2M:**

Assistant Chief Bancroft introduced representatives from H2M, Patrick Stone and Greg Levasseur, who were present to give an update on the feasibility study. Mr. Stone gave an overview of the process used to create the study which includes an initial site investigation walkthrough. All the major spaces of the facility would be reviewed to include the soil at the site, the building and furniture. They would also investigate possible temporary facilities or storage facilities that may be required. A programming session would follow to discuss the Department's needs and whether the existing site would be able to accommodate these needs and if not, determine if an addition to the facility or a new facility would be recommended. Mr. Stone indicated that they would be working with the Department and Town to find the best solution.

A brief discussion followed:

- Commissioner Hayes asked if leasing a facility would be an option for the Department. Mr. Stone stated that the Town did not include a leasing option in the RFP but if there was a facility they were interested in leasing, H2M could help evaluate that facility or possibly consider it as a temporary facility.
- Chairman Madigan asked how soon they should expect the report. Mr. Stone indicated next month. The whole process should take about three months.
- Commissioner Meyers stressed the importance of health and safety of the fire fighters. Mr. Stone stated that it was a priority to enhance the life of the firefighters.

**7. REPORT FROM CHIEF ARCARI**

Chief Arcari reported on the following items:

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**MEETING MINUTES**

- The Department responded to 84 calls last month; 39 medical, 6 motor vehicle accidents, 32 fire alarm/smoke in the building, 1 mutual aid call, 6 service calls.
- Last month's mandatory trainings are complete. 8-hour hazmat refresher is scheduled for the upcoming Sunday.
- The firefighters will be going to the Panther Plunge sponsored by Parka and Recreation and perform a drill in the cold water.
- Reviewed the day shift report.
- Nothing new on the new vehicle. Still expect delivery in August. Chief Arcari, Assistant Chief Bancroft and Deputy Chief Bancroft met with First Selectman Bowsza and Finance Director O'Toole regarding the sale of the old truck. It will have to go out to bid, if there are no bids, then they can sell it outright. An appraisal of the truck would be done to determine the value.
- 2023-2024 Budget was reviewed. Dues and fees are over because of IT expenditures to acquire emails to prevent FOI issues. No issues. Some additional funds are left in the Town County Dispatch and insurance, but insurance will increase next year because of the new truck.
- 2024 – 2025 budget has been submitted. There was a budget public hearing on February 7<sup>th</sup> where the budget was submitted. The budget will be presented to the Board of Selectmen on February 22<sup>nd</sup>.

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

See comments under Chief Arcari's Report.

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**9. REPORT FROM FIRE MARSHAL AUSTIN**

Fire Marshal Austin was not present.

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

See comments under Chief Arcari's Report.

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

Chairman Madigan asked for questions or comments from the commission members. Commissioner Meyers commented on the relevancy of the presentation by representatives from H2M. He stated it was a good presentation. Chairman Madigan agreed and indicated the presentation was important to keeping them informed.

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

**13. EXECUTIVE SESSION – PURSUANT TO C.G.S. SECTION 1-200 (6)(B) – PENDING NEGOTIATIONS - None**

**14. ADJOURNMENT**

Chairman Madigan called for a motion to Adjourn this meeting.

MOTION: To Adjourn this meeting at 7:29 p.m.

Loos moved/Hayes seconded/Discussion: None

**Vote: In Favor: Madigan/Hayes/Loos/Meyers**  
**(No one opposed/No Abstentions)**

Respectfully submitted:

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