

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

**REGULAR MEETING**

**April 15, 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 Nicholas Macsata, Gil Hayes, Ron Masters; **Alternate Members:** William Loos, Cal Myers; **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief, Gerald Bancroft, Assistant Chief; **GUESTS:** Rich Austin, Fire Marshal, Jason Piorek, Firefighter, and Melissa LaBelle, Recording Secretary.

**REMOTE GUEST SPEAKERS:** None

**1. CALL TO ORDER**

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

**Regular Meeting – April 15, 2024**

**In-person and ZOOM Teleconference**

**Meeting ID: 687 566 5576**

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**MEETING MINUTES**

Chairman Madigan called the April 15, 2024, Regular 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 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 March 18, 2024.

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

**Vote: In Favor: Madigan/Macsata/Masters/Hayes/Towers/Loos/Meyers (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:**

Assistant Chief Bancroft updated the Commission about information and recommendations received from H2M:

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**MEETING MINUTES**

- Assistant Chief Bancroft discussed the final assessment report from H2M. He indicated that H2M is recommending a new one-story building as the present building does not meet the requirements of a modern fire department.
- The report will need to be updated as the present report states that the roof is in good shape, but there was recently a significant leak into the building. It will also need to be updated if the Town decides the scope of the project changes from a Fire Department to a Public Safety Building. H2M also provided a space analysis sheet with the square footage estimated that Broad Brook Fire Department would need, but this would also need to be revised.
- Another meeting with H2M has not been scheduled yet.

A brief discussion followed:

- Chairman Madigan questioned if the plan should include a second floor. Assistant Chief Bancroft stated that stairs and an elevator would then be needed and would be costly. A single-story facility would be more cost-effective.
- Vice Chairman Macsata stated that the new facility design would have to address the need for hot and cold zones and hazardous materials from fires for the safety of the fire fighters.
- Vice Chairman Macsata questioned what actions the Commission needs to take now to investigate available funding and prepare for the new facility. Assistant Chief Bancroft stated after the report is finalized, they could begin having discussions with the Town. Commissioner Hayes asked if there was a possibility of any State aid. Assistant Chief Bancroft indicated that they had already approached the State.
- Commissioner Myers inquired about the possibility of a Public Safety Complex and what it would entail. Assistant Chief Bancroft stated

that the architect would have to evaluate the needs of the Police Department in addition to what the Fire Department needed. There was further discussion about a combined facility.

**7. REPORT FROM CHIEF ARCARI**

Chief Arcari reported on the following items:

- The Department responded to 90 calls in March, 240 calls total this quarter; 51 medical, 11 motor vehicle accidents, 6 structure fires, 2 mutual aid calls and 20 others.
- Nineteen shifts were not filled due to various issues and the need for more firefighters as they lost 2 members. The signs posted looking for additional firefighters have been successful as they have 3 new members and possibly a 4<sup>th</sup> person interested.
- Chief Arcari received an update on the new truck; the steel is being cut for the truck. He may have some pictures of the progress in the near future.
- The 2024 – 2025 budget went before the Board of Finance, and they passed it on to referendum.
- The current budget there is \$20,000 overage in the firefighter incentive and training line because of the annual training required. More funds have been allocated to that line in next year's budget to cover this going forward.

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

See comments under Chief Arcari's Report.

9. **REPORT FROM FIRE MARSHAL AUSTIN**

Fire Marshal Austin had little to report as he had been on vacation.

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. There were no questions or comments.

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 7:31 p.m.

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

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

Respectfully submitted:

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