

Town of East Windsor
Broad Brook Fire Department Commission
REGULAR MEETING

Monday, January 23, 2023

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, Ron Masters, William Towers, Jr.

Alternate Commissioners: Cal Myers. Bill Loos

GUESTS/SPEAKERS in person: Assistant Chief Bancroft hosted the meeting. **Broad Brook**

Fire Department Commissioners: Jay Madigan, Nick Macsata, Ron Masters, William Towers, Jr., Bill Loos, Cal Myers, ; **Broad**

Brook Fire Department Chiefs: Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; Jim Bancroft.

GUESTS/SPEAKERS signing in to meeting remotely: BBFD Commissioner Hayes, Deputy Chief Bancroft, and the recording secretary joined the Commissioners remotely.

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular Meeting – January 23, 2023
In-Person and ZOOM Teleconference
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MEETING MINUTES**

1. CALL TO ORDER:

Chairman Madigan called the January 23, 2023 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 teleconference as well.

2. ROLL CALL:

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

3. APPROVAL OF MEETING MINUTES/A. December 12, 2022 Regular Meeting Minutes:

Chairman Madigan noted the availability of the Minutes of the Commission's December 12, 2022 Regular Meeting. He called for comments, questions, or revisions; hearing no requests for revisions Chairman Madigan called for a motion of approval

MOTION: To APPROVE the Meeting Minutes of the Board of Broad Brook Fire Department Commission Regular Meeting dated December 12, 2022 as presented.

Macsata moved/Loos seconded/DISCUSSION: None

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

4. PUBLIC PARTICIPATION:

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

5. COMMUNICATIONS:

Vice Chairman Macsata suggested there may be a \$25,000 surplus remaining in the 2022 – 2023 Broad Brook Fire Department budget. He reported there are a lot of funding options available at the State level for various projects or studies. Vice Chairman Macsata suggested one of the things the Commissioners aren't looking are the long term needs of this facility. He noted the State has an approved vendors list of companies or

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firms offering various services which the Commission could hire to do a feasibility study of the Department's long term needs within this building.

MOTION: To APPROVE up to \$30,000.00 from the Unfunded Budget Balance Account of the 2022 – 2023 Broad Brook Fire Department Budget for a feasibility study of the long term needs of the Broad Brook Fire Department and Emergency Response Services at the 125 Main Street, Broad Brook, CT.

Macsata moved/Hayes seconded:

Discussion followed. Commissioner Myers questioned the process going forward. Vice Chairman Macsata suggested the Commission would consider the needs for the Department to function within this facility, and then hire a company to analyze the cost of the renovations necessary to continue use of this building. Chairman Madigan questioned the \$30,000.00 vs. the estimated \$25,000.00 balance, and where the money would come from? Vice Chairman Macsata indicated the \$30,000.00 would give him leeway to negotiate the vendor services, the funding to hire the vendor would come from the Department's unfunded balance. Vice Chairman Macsata suggested the timing is important due to the availability of the current State and Federal funding options.

Discussion continued regarding the status of the Community/Senior Center on Abbe Road. It was noted that money is available through a Congressionally Directed Spending Award specifically for renovations at Scout Hall. Vice Chairman Macsata suggested whether the Senior Center moves to Abbe Road or not the Fire Department still needs to assess utilization of this building. He suggested the expenditure of the \$25,000.00 was a good use of the Department's budget surplus. Assistant Chief Bancroft concurred, suggesting the feasibility study is the first step to determining the direction the Department needs to consider going forward. Vice Chairman Macsata noted that during the conference he and Assistant Chief Bancroft attended every successful project started with the feasibility study as step one. Vice Chairman Macsata reviewed various information the vendor would consider regarding this site versus moving to another facility, including considering the infrastructure of the existing building, accessibility/deficiencies, response time from this facility, environmental concerns – if any, and the Town's Plan of Conservation and Development regarding how the town wants to grow while maintaining its rural character. Chairman Madigan questioned that the vendor list has been approved? Vice Chairman Macsata indicated he's reviewed the Town's use of the approved vendor list with Deputy Director of Public Works Joe Sauerhoefer, who uses the vendor list consistently. Vice Chairman Macsata suggested the Commissioners interview some of the vendors before making a choice.

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Chairman Madigan called for additional comments; no one raised any further questions.
Chairman Madigan called for a vote on the motion.

VOTE: **In Favor:** **Madigan/Macsata/Hayes/Loos/Masters/Myers/Towers.**
 Opposed: **No one**
 Abstained: **No one**

Chairman Madigan requested Vice Chairman Macsata and Assistant Chief Bancroft keep him updated on the vendor review.

6. REPORT OF THE FIRE CHIEF:

Chief Arcari reported the Department responded to 87 calls this past month, noting a breakdown of the various responses.

Chief Arcari reported the Department responded to 818 calls during 2022.

7. STATUS OF TOWN OF VEHICLE REPLACEMENT:

Chief Arcari reported the status of the vehicle replacement continues to move along as scheduled.

8. REPORT FROM FIRE MARSHAL AUSTIN:

Fire Marshal Austin was unable to attend the Commission's Meeting due to a scheduling conflict.

**9. STATUS OF TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPT INC.
BUDGET 2022- 2023 BUDGET:**

Chief Arcari reported the current Budget remains on track, He reported the training line item is a little over, while equipment is approximately 60% spent, Workers Compensation costs will be expended by the end of the month. The incentive line item is about 50% expended. Chief Arcari noted he's able to move money from line item to line item as needed within the operational budget.

**10. STATUS OF TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPT INC.
2023 – 2024 BUDGET:**

Chief Arcari reported the LAP Insurance cost has increased, fuel has increased by \$2,000.00.

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Assistant Chief Bancroft noted the Departments continue to work with Tolland County regarding management of dispatch services. Currently 911 calls come in through the Police Department and are then rerouted to Tolland County dispatch for the East Windsor Fire Departments and EMS by East Windsor Police Department. Chief Barton, of the Warehouse Point Fire Department, had investigated moving the 911 PSAP answering point to Tolland County Dispatch, but it appears the current system will continue as it now operates with East Windsor Police receiving the 911 calls and transferring them to Tolland County Dispatch.

Chief Arcari also reported that the cost of part-time salaries increased a bit due to giving the firefighters a 3% raise; Vice Chairman Macsata felt the increase was appropriate in the current economic environment. Chief Arcari reported the annuity line has increased for all members, and the budget includes a \$3,000.00 charge for the Town processing checks for the department.

MOTION: To APPROVE the Town of East Windsor Broad Brook Fire Department Inc. Budget for 2022 – 2023 as proposed.

Macsata moved/Loos seconded/DISCUSSION: Nothing further

**VOTE: In Favor: Madigan/Macsata/Hayes/Loos/Masters/Myers/Towers
(No one opposed/No abstentions)**

11. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS:

Chairman Madigan called for comments from the Commissioners; no one requested to be acknowledged.

12. ACTIONS REQUIRED TO MOVE FORWARD

Chairman Madigan asked if any further actions were necessary; no one requested to be acknowledged.

13. EXECUTIVE SESSION Pursuant to C.G.S. 1-200 (6)(B) – pending negotiations:

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

14. ADJOURNMENT:

MOTION: To ADJOUR this Meeting at 7:48 p.m.

Madigan moved/Loos seconded/DISCUSSION: None

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**VOTE: Madigan/Macsata/Hayes/Loos/Masters/Myers/Towers
(No one opposed/No abstentions)**

Respectfully submitted:

Peg Hoffman, Recording Secretary for
The Town of East Windsor Broad Brook Fire Department Commission