

**Town of East Windsor**  
**Broad Brook Fire Department Commission**  
**REGULAR MEETING**

**Monday, July 17, 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, William Towers, Jr., Ron Masters

**Alternate Commissioners:** Bill Loos, Cal Myers

**GUESTS/SPEAKERS in person:** **Broad Brook Fire Department Commissioners:** Jay Madigan, Nick Macsata, William Towers, Jr., Bill Loos, Cal Myers, **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; Deputy Chief Jim Bancroft; **Broad Brook Fire Department:** Jason Piorek, Firefighter; **Town Fire Marshal:** Richard Austin.

**GUESTS/SPEAKERS signing in to the meeting remotely:** Peg Hoffman, Recording Secretary.

**1. CALL TO ORDER:**

**TOWN OF EAST WINDSOR  
BROAD BROOK FIRE COMMISSION  
Regular Meeting – Monday, July 17, 2023  
In-Person and ZOOM Teleconference  
Meeting ID: 687 566 5576  
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MEETING MINUTES**

Chairman Madigan called the July 17, 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 6 members present. Chairman Madigan, Vice Chairman Macsata, Commissioner Loos, Commissioner Myers, and Commissioner Towers were present at the Fire Station; Commissioner Hayes joined the Commission virtually.

**3. ELECTION OF OFFICERS:**

Chairman Madigan opened nominations for officers.

**MOTION: To NOMINATE Jay Madigan for Chairman.**

**Macsata moved/Myers seconded/DISCUSSION: None**

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

Chairman Madigan called for nominations for Vice Chairman.

**MOTION: To NOMINATE Nick Macsata as Vice Chairman**

**Madigan moved/Loos seconded/DISCUSSION: None**

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

**4. APPROVAL OF MEETING MINUTES:**

**A. June 12, 2023 Meeting Minutes:**

Chairman Madigan noted the Minutes for the Commissioners Meeting held on June 12, 2023 are available for approval, he called for comments or revisions. Hearing no request for revisions he called for a motion of approval.

**MOTION: To APPROVE the Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission Meeting held on June 12, 2023 as presented.**

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**Loos moved/Macsata seconded/DISCUSSION:** None

**VOTE: In Favor: Madigan/Macsata/Hayes/Loos/Myers/Towers**  
**(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. **COMMUNICATIONS:** None

**7. REPORT OF FIRE CHIEF ARCARI:**

Chief Arcari reported on the following items:

- The Department responded or assisted on 72 calls for the past month. Chief Arcari gave a breakdown of the types of calls.
- The Town recently voted to spend ARPA funds to purchase 10 infra-red cameras (5 for each) for the Fire Departments.
- Two Firefighter I members recently graduated.
- Chairman Madigan complimented Assistant Chief Bancroft on the road map he created for Plantation Road.

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

As reported in a previous meeting, Chief Arcari noted that the delivery of the replacement vehicle has been delayed by 9 months, with pay off to be completed at that time.

**9. REPORT FROM FIRE MARSHAL AUSTIN:**

Fire Marshal Austin gave the Commission an update on inspections for the previous month.

- Mill Pond inspections continue to take up a great deal of his time. Someone lit off fireworks in one of the apartments, and, during inspections, he found 2 illegal bedrooms in the townhouse units. Fire Marshal Austin indicated he has no authority to do anything about the illegal bedrooms. Commissioner Towers suggested Fire Marshal Austin advise the Building Official to seek assistance.

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- Armster Lumber in Warehouse Point creates hazardous conditions for Fire and Emergency personnel due to the stacking of lumber on the property.
- Gravel Pit Solar is working on regrading the property on Apothecaries Hall Road for the solar farm.
- Fire Marshal Austin indicated he has had numerous calls at Park Hill for carbon monoxide, he doesn't understand the reason other than people may be cooking on grills outside the units which would trip the smoke detectors.
- Connecticut Water Company is laying new lines throughout the center of Broad Brook.
- Fire Marshal Austin cited the significant amount of inspections required for both Broad Brook and Warehouse Point. He would like this Board to consider appointment of Scott Ardell as the Deputy Fire Marshal. Discussion followed regarding the workload of Fire Marshal Austin.

**MOTION: To request the First Selectman to swear in Scott Ardell as the Deputy Fire Marshal for the Town.**

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

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

**10. DISCUSSION OF PROPOSAL FOR FEASIBILITY STUDY:**

Vice Chairman Macsata advised the Board he has posted an RFP for the Feasibility Study, with a return date of July 15, 2023 for quotes. He anticipates being able to report the results of the quotes at the next meeting. Vice Chairman Macsata questioned how the Commissioners would like him to present the results of the bidding process? Chairman Madigan suggested he bring information regarding the top 3 bidders to the next meeting.

**11. STATUS OF TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPARTMENT 2022 – 2023 BUDGET:**

Chief Arcari reported he anticipates the 2022 – 2023 budget will be finalized shortly.

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

Chief Arcari noted this month begins the new budget for the Department.

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**13. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS:**

Assistant Chief Bancroft advised the Commissioners that the current email system is becoming problematic regarding communication with Department members. Assistant Chief Bancroft is considering optional methods of communicating with Department members rather than communicating via private e-mail. He is bringing this to the Commissioners attention as resolution is expected to incur an additional budget expense.

**14. ACTIONS REQUIRED TO MOVE FORWARD:**

Chairman Madigan asked the Commissioners if they had any issues to discuss, no one had any comments.

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

None

**16. ADJOURNMENT:**

**MOTION: To ADJOURN this meeting at 7:26 p.m.**

**Loos moved/Macsata seconded/DISCUSSION: None**

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

Respectfully submitted:

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