

Town of East Windsor
Broad Brook Fire Department Commission
REGULAR MEETING

Monday, August 14, 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: : Assistant Chief Bancroft hosted the meeting. First Selectman Jason Bowsza joined the Commissioners this evening.
Broad Brook Fire Department Commissioners: Jay Madigan, Bill Loos, Ron Masters, Cal Myers, **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; **Broad Brook Fire Department:** Jason Piorek, Firefighter; **Town Fire Marshal:** Richard Austin.

GUESTS/SPEAKERS signing in to the meeting remotely: **Broad Brook Fire Department Commissioners:** Gil Hayes, William Towners, Jr.; Peg Hoffman, Recording Secretary.

1. CALL TO ORDER:

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular Meeting – Monday, August 14, 2023
In-Person and ZOOM Teleconference
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MEETING MINUTES**

Chairman Madigan called the August 14, 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 six members present. Chairman Madigan, Commissioner Loos, Commissioner Masters, and Commissioner Myers, were present at the Fire Station; Commissioner Hayes and Commissioner Towers joined the Commission virtually.

Vice Chairman Macsata was unable to attend this meeting.

3. APPROVAL OF MEETING MINUTES:

a. July 17, 2023 Regular Meeting:

Chairman Madigan questioned the Commissioners for changes or revisions to the July 17, 2023 Meeting Minutes, hearing no request for revisions he called for a motion for approval.

MOTION: To APPROVE the July 17, 2023 Regular Meeting Minutes of the Broad Brook Fire Department Commission Meeting as presented.

Loos moved/Towers seconded/DISCUSSION: None

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

4. NO AGENDA ITEM POSTED IN ERROR:

5. PUBLIC PARTICIPATION:

Chairman Madigan announced this opportunity for the public to offer comments or raise questions. No one requested to speak, either in person or remotely.

6. COMMUNICATIONS – DISCUSSION REGARDING UPDATING ORDINANCE ESTABLISHING THE TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPARTMENT:

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Chairman Madigan opened discussion by noting the Commissioners and Fire Department Members had raised concerns regarding the wording of Section 8 – Suspension and Removal of Members. Chairman Madigan read the current language – *“The Board shall have the power to suspend or remove members of the Fire Department, including the Chief of the Fire Department, pursuant to rules and regulations established for such purpose. No member of the Fire Department shall be suspended, reduced in grade or removed without having first received a written statement from the Board setting forth the reason for such removal or reduction and been given an opportunity to appear and be heard before the Board.”* Chairman Madigan suggested the Commissioners and Fire Department members consider the following language revision *“...the Board shall have the power to suspend any non-sworn in member.”*

First Selectman Bowsza joined the discussion, indicating the present ordinance should be repealed and replaced, and subsequently approved by the Board of Selectmen for approval by the members of the Town of East Windsor Broad Brook Fire Department electors at a Town Meeting. Action on this ordinance can occur at any time, subject to the appropriate posting of the legal notice, or at the Annual Town Meeting which occurs in December.

Chairman Madigan queried the Commissioners for action on this item, no one raised any comments. Chairman Madigan suggested continuing discussion on this item at the Commissioners next meeting.

7. DISCUSSION OF REQUEST FOR APPOINTMENT OF ASSISTANT FIRE MARSHAL:

Chairman Madigan recalled that the Commissioners had voted to approve the appointment of an Assistant Fire Marshal at the previous meeting, discussion had followed regarding the involvement or approval of the position by the Board of Selectmen.

First Selectman Bowsza suggested the approval of an Assistant Fire Marshal was an action of the Broad Brook Fire Commissioners, no action is necessary by the Board of Selectmen.

8. REPORT OF THE FIRE CHIEF:

Chief Arcari reported on the following items:

- The Department responded to 62 calls over the past month.

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9. UPDATE ON STATUS OF VEHICLE REPLACEMENT:

Chief Arcari reported the completion date of the replacement vehicle remains August 1, 2023.

10. REPORT FROM FIRE MARSHAL AUSTIN:

Fire Marshal Austin reported on the following items:

- He continues to find issues when making inspections at Mill Pond Village. He recently found someone raising dogs in unit 9B and will be consulting with the Health Department going forward.
- He continues to have discussions with the owner of 5 Church Street regarding actions necessary to be able to rent the property in the future.
- The Water Company is installing new water lines along Main Street in Broad Brook, he has had discussions with them regarding putting a hydrant at the end of the line.
- He continues to get reports of high CO levels at 45 Park Hill and continues to investigate the reason.
- Fire Marshal Austin recently made an inspection at the Church at 4-6 Windsorville Road, no problems were found.

11. DISCUSSION OF PROPOSAL FOR FEASIBILITY STUDY:

Chairman Madigan noted Vice Chairman Macsata had made a recommendation to the Commissioners to consider awarding the contract for the Feasibility Study to H2M Architects based on their experience working with other Fire Departments on similar projects.

Assistant Chief Bancroft joined the discussion, noting the bid from H2M for the study is \$41,000.00. He also noted the Commissioners had previously approved \$30,000.00 for the Feasibility Study, H2M's bid of \$41,000.00 is therefore \$11,000.00 short of the approved funding.

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Assistant Chief Bancroft suggested another firm who submitted a bid was Russell & Dawson.

Assistant Chief Bancroft noted this project was approved for \$30,000.00 funding in the Budget year currently closing out, the remaining \$11,000.00 in funding would come from the current Budget year.

Commissioners Myers and Loos felt that H2M appeared to be the firm to go with based on Vice Chairman Macsata's research regarding their experience with similar Fire Department projects.

MOTION: To go with H2M for the Feasibility Study.

Loos moved/Myers seconded/**DISCUSSION:** Commissioner Hayes suggested the motion should include the cost of the Feasibility Study.

AMENDED MOTION: To APPROVE awarding the Feasibility Study to H2M Architects at a cost of \$41,000.00

Masters moved/Loos seconded/**DISCUSSION:** Nothing further

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

First Selectman Bowsza suggested this recommendation needs to be approved by the Board of Selectmen and the First Selectman needs to be given authorization to sign the document. First Selectman Bowsza cited the approval will be added to a future Board of Selectmen's Meeting.

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

Chief Arcari reported the Department's 2022 – 2023 Budget is being finalized, while the 2023 – 2024 Budget has no proposed changes at this time.

13. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS: None

14. ACTIONS REQUIRED TO MOVE FORWARD: None

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

No **EXECUTIVE SESSION** this evening.

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16. ADJOURNMENT:

MOTION: To ADJOURN this meeting at 7:38 p.m.

Masters moved/Myers seconded/DISCUSSION: None

In Favor: Madigan/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