

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

**Monday, December 13. 2021**

**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, Bill Loos, Ron Masters

**Alternate Commissioners:** Cal Myers. Andy Ouellette

**PARTICIPANT LIST:** Assistant Chief Gerald Bancroft hosted the meeting; **Broad Brook Fire Department Commissioners:** Jay Madigan, Gil Hayes, Bill Loos, Ron Masters, Cal Myers, Andy Ouellette; **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; **Broad Brook Fire Department:** David Lockwood, Chairman, Board of Directors; Jason Piorek, Firefighter; **Board of Selectman Liaison to the Broad Brook Fire Department Commission:** Alan Baker; Recording Secretary: Peg Hoffman.

**1. CALL TO ORDER:**

**TOWN OF EAST WINDSOR  
BROAD BROOK FIRE COMMISSION  
Regular Meeting – December 13, 2021  
In person and ZOOM Teleconference  
Meeting ID: 687 566 5576  
Passcode: Fire39BB  
MEETING MINUTES**

Chairman Madigan called the December 13, 2021 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 to encourage greater public participation.

**2. ROLL CALL:**

Chairman Madigan noted the Commission has established a quorum with six members present. Chairman Madigan, Commissioner Loos, Commissioner Masters, Commissioner Myers were present at the Fire Station; Commissioner Hayes and Commissioner Ouellette joined the Commission virtually.

Vice Chairman Macsata was unable to attend this meeting; Fire Marshal Rich Austin was unable to attend the Broad Brook Fire Department Commission Meeting due to a conflict with a meeting of the Warehouse Point Fire District.

**3. APPROVAL OF MEETING MINUTES/A. November 15, 2021 Regular Meeting Minutes:**

**MOTION: To APPROVE the Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission Meeting dated November 15, 2021 as presented.**

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

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

**4. PUBLIC PARTICIPATION:**

Chairman Madigan announced this opportunity for the public to offer comments or raise questions. None of the in-person or remote participants requested to speak.

**5. COMMUNICATIONS:**

Chairman Madigan has not received any communications for this meeting.

**6. REPORT OF THE FIRE CHIEF:**

No report this evening.

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**7. REPORT FROM FIRE MARSHAL AUSTIN/To include discussion of penalty fees:**

Chairman Madigan reported Fire Marshal Austin will not be able to participate in the Commission's meeting this evening due to a conflict with a meeting of the Warehouse Point Fire District.

Chairman Madigan advised the group that he has sent an e-mail to Lou Flynn, Chairman of the Warehouse Point Fire District, regarding sharing the cost of Fire Marshal Austin's expenses. Communication remains pending.

**8. STATUS OF BROAD BROOK FIRE DEPARTMENT BUDGET:**

Chief Arcari referenced two documents related to the Broad Brook Fire Department Budget; he noted the single page is the Department's budget through 12/1/2021. He suggested the only concern is perhaps an increase in the cost of fuel.

The second document is a draft of the Department's Budget submission to the Board of Selectmen. A second Budget Workshop Meeting has been scheduled for the Commissioners for January 10, 2022. The Commission anticipates holding that meeting prior to Budget submission on February 1, 2022.

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

Chief Arcari reported the Legal Notice for the submission of bids for the replacement vehicle appeared in the Journal Inquirer on Saturday, December 4, 2021. Chief Arcari explained the specifics of the bid process as advertised. Chairman Madigan questioned when the vehicle would be ordered? Chief Arcari indicated the contract with the winning bidder must be signed by First Selectman Bowsza to finalize the order; delivery of the vehicle could be expected to occur approximately 480 days after signature of the contract by the First Selectman. Commissioner Loos questioned if the Department is considering a 5-year payback and a 7-year payback? Chief Arcari suggested that information will be discussed during the bid acceptance process.

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

Chief Arcari reported that with regard to the Department's Budget the bottom line for the 2022 Fiscal Year is that everything is the same as last year. Chairman Madigan suggested the townspeople will be pleased to see a zero budget increase. The Commission reiterated their intent to hold the Budget Workshop Meeting scheduled for January 10, 2022 with the ZOOM component to enable the public to participate.

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

No discussion this evening.

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

**MOTION:** To GO INTO EXECUTIVE SESSION Pursuant to C.G.S. 1-200(6)(B) – pending negotiations. Attending the Executive Session will be Commissioners Madigan, Hayes, Loos, Masters, Myers, and Ouellette, Chief Arcari, Assistant Chief Bancroft, David Lockwook, Chairman of the Broad Broad Brook Fire Department, Inc., and Firefighter Piorek. The Executive Session began at 7:10 p.m.

**Myers moved/Loos seconded/DISCUSSION:** None.

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

LET THE RECORD SHOW the recording secretary signed out of the remote meeting at 7:10 p.m.

The Commissioners and their guests exited the EXECUTIVE SESSION at 7:25 p.m.

**13. ADJOURNMENT:**

Chairman Madigan Adjourned this meeting at 7:25 p.m.

Respectfully submitted:

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