

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

**Monday, November 13, 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:** Chairman Madigan hosted the meeting. BBFD Commissioners in attendance: **Regular Members:** Chairman Jay Madigan, Vice Chairman Nick Macsata, Ron Masters, and William Towers, Jr.; **Alternate Members:** William Loos, Cal Myers; **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; James Bancroft, Deputy Chief; **Town of East Windsor Fire Marshal:** Rich Austin; **GUESTS:** Jason Piorek, Firefighter.

**GUESTS/SPEAKERS signing in to the meeting remotely:** BBFD Commissioners: **Regular Member** Gil Hayes; Alan Baker, **Board of Selectmen's Liaison to the Broad Brook Fire Department;** Peg Hoffman, Recording Secretary. **GUESTS:** James Barton, **Chief, Warehouse Point Fire District.**

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MEETING MINUTES**

**1. CALL TO ORDER:**

Chairman Madigan called the November 13, 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 were present at the Fire Station; Commissioner Hayes joined the Commission virtually.

**3. APPROVAL OF MEETING MINUTES:**

**A. October 18, 2023 Meeting Minutes:**

Chairman Madigan noted he has been advised that the **September 18, 2023 Meeting Minutes** posted on the Town Website conflict with the Minutes the Commissioners adopted, particularly regarding information on **Agenda Item 9 – Update on Status of Vehicle Replacement**.

Chairman Madigan will provide the Recording Secretary with the appropriate revisions, and a Revised copy of the Meeting Minutes will be posted on the Town Website.

Regarding the Meeting Minutes for the Commissioners' October 18, 2023 Meeting Chairman Madigan called for comments or revisions. No one requested any changes, Chairman Madigan called for a motion of approval.

**MOTION: To APPROVE the Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission Meeting dated October 18, 2023 as presented.**

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

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

**4. PUBLIC PARTICIPATION:**

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

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

Vice Chairman Macsata recalled previous discussion of amending the current Ordinance which created the Town of East Windsor Broad Brook Fire Department. He noted the Commissioners had considered amending the Ordinance, while advice from the Selectman's Office had indicated the Ordinance should be repealed and reapproved by the voters. Vice Chairman Macsata suggested his recommendation would be to leave the current Ordinance as it stands, while leaving the management of the Fire Department membership to the Chiefs.

Chairman Madigan concurred with Vice Chairman Macsata's suggestion; none of the Commissioners disagreed.

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

Chief Arcari reported on the following items:

- The Fire Police applied for a grant, which they did not receive.
- A vote on the approval of the replacement vehicle's amended lease agreement is scheduled for the Town Meeting being held on Thursday, November 16<sup>th</sup>.
- The Department responded to 80 calls last month, including the fire on Skinner Road yesterday. Chief Arcari noted they had already been toned out for assistance in Warehouse Point but responded to Skinner Road instead.
- Chief Arcari doesn't anticipate any significant budget expenditures, except for the Maintenance line as vehicle maintenance has increased somewhat.
- Chief Arcari noted that the Department continues to implement the incentive plan, which would be voted on by the Department and then brought to the Commissioners for consideration.

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

Chief Arcari reported he and other members of the Department continue to work with the Seagraves Corporation regarding delivery of the truck.

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

Fire Marshal Austin reported on the following issues:

- **88 Main Street, Broad Brook – the Manor House:** Fire Marshal Austin reported he continues to work with the new owner of this property regarding significant changes to the building. The previous contractor buried the electrical service in the walls, and access to the building was unstable. Fire Marshal Austin reported he's now working with a new contractor, and the metal staircase, which provided access to the building, is being replaced. Fire Marshal Austin indicated he anticipates work on this structure will continue for some time.
- Fire Marshal Austin reported he also responded to the fire on **Skinner Road**.
- **Wapping Road** – this location requires the installation of a sprinkler system for the facility.
- The Fire Department recently made a presentation at the school, Firefighter Piorek made the presentation and did a wonderful job.

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

See comments under Chief Arcari's Report.

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

Assistant Chief Bancroft requested that an update on the status of the Feasibility Study should be an ongoing Agenda item until completion of the study. The Recording Secretary will update the Commissioners' standard Agenda accordingly.

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Alternate Commissioner Loos noted there appears to be less staffing during the day. Vice Chairman Macsata suggested the Chief's Report should include a discussion of daytime staffing levels going forward.

Regular Commissioner Hayes reported that Saturday the Veterans Road Race was held, with a significant number of runners participating. He indicated the Fire Police did a great job of directing traffic and keeping the Race running smoothly. There was a funeral at St. Catherine's during the Race, but the Fire Police handled the traffic and the public very well. Regular Commissioner Hayes thanked the Department for their assistance.

**11. ACTIONS REQUIRED TO MOVE FORWARD**

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

**12. 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.

**13. ADJOURNMENT:**

Chairman Madigan called for a motion to **ADJOURN** this meeting.

**MOTION: To ADJOURN this meeting at 7:52 p.m.**

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

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

Respectfully submitted:

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