

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

**Monday, October 16, 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:** Commissioner William Towers hosted the in-person

meeting. Present were: **Broad Brook Fire Department**

**Commissioners:** Jay Madigan (Chairman), Nick Macsata (Vice Chairman), Commissioners Ron Masters, Bill Loos, Cal Myers.

**Broad Brook Fire Department:** Tom Arcari, Chief, and Gerald (Jerry) Bancroft, Assistant Chief. **Town Fire Marshal:** Richard Austin;

**GUESTS:** David Lockwood, Chairman of the Broad Brook Fire Department, and Jason Piorek, Firefighter.

**GUESTS/SPEAKERS signing in to the meeting remotely:** **Broad Brook Fire Commissioner:**

Gil Hayes; Peg Hoffman, Recording Secretary.

**1. CALL TO ORDER:**

**TOWN OF EAST WINDSOR  
BROAD BROOK FIRE COMMISSION  
Regular Meeting – October 16, 2023  
In-Person and ZOOM Teleconference  
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MEETING MINUTES**

Chairman Madigan called the October 16, 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 ZOOM as well.

**2. ROLL CALL:**

Chairman Madigan noted the Commission has established a quorum with (7) members present. Chairman Madigan, Commissioner Macsata, Commissioner Loos, Commissioner Masters, Commissioner Myers were present at the Fire Station; Commissioner Hayes and Commissioner Towers joined the Commission virtually.

**3. APPROVAL OF MEETING MINUTES/A. September 16, 2023 Regular Meeting Minutes:**

**MOTION: To APPROVE the September 16, 2023 Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission as presented.**

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

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

**4. APPROVAL OF 2024 COMMISSION MEETING DATES:**

Chairman Madigan opened discussion on the proposed 2024 Meeting dates. Chairman Madigan noted some of the Commission's meeting dates have been moved to the 4<sup>th</sup> Monday to accommodate legal holidays.

Chief Arcari requested revisions to several dates, as the 4<sup>th</sup> Monday conflicts with other activities the Fire Department is involved in.

Chairman Madigan called for a motion of approval.

**MOTION: To ACCEPT the revised 2024 BBFD Commission Meeting Schedule.**

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

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

**5. PUBLIC PARTICIPATION:**

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Chairman Madigan announced this opportunity for the in-person public to offer comments or raise questions; no one requested to speak.

Chairman Madigan then offered the remote participants an opportunity to speak; no one requested to be acknowledged.

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

Chairman Madigan reported that he met with First Selectman Bowsza regarding updating the Ordinance that established the Town of East Windsor Broad Brook Fire Department. First Selectman Bowsza indicated that the present Ordinance would have to be repealed, and then replaced with the revised Ordinance. This includes approval of the Town of East Windsor – Broad Brook Fire Department Budget during approval of the Department Budget at the Town’s Budget Referendum in May.

Discussion followed regarding the Commissioners review of the Ordinance prior to proposing any amendments. The Commissioners questioned the availability of the Ordinance, Vice Chairman Macsata noted all Town Ordinances are available on the Town’s Website.

Chairman Madigan suggested tabling the Ordinance review until the Commissioners December meeting to give everyone time to review the document prior to suggesting revisions.

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

Chairman Madigan noted the selection of the firm to perform the Feasibility Study has been approved by the Board of Selectmen.

Vice Chairman Macsata noted H2M, the firm performing the Feasibility Study, will submit their findings in a few months.

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

Chief Arcari reported on the following issues:

- The Department responded to 64 calls over the past month, Chief Arcari summarized a breakdown of the types of calls.

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- The Department recently responded to a structure call on East Road at 2 o'clock in the morning. When Fire personnel arrived fire was coming out of the windows and doors of the structure. Five other departments responded with mutual aid. The fire was difficult to fight, one of the owners received burns over 30 to 50% of his body, and is still recovering in the hospital.
- Fire Police will be assisting with Trunk or Treat, as it's a safer way to celebrate Halloween.
- The Department has a rope training class coming up.

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

Chief Arcari reported the Board of Selectmen supported the Department for the lease amendment proposed by the Seagraves Corporation for the replacement of the truck. They have recommended approval by the Board of Finance, which is meeting October 18<sup>th</sup>, if the Board of Finance approves the lease amendment it will be sent to Town Meeting for approval by the voters.

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

Fire Marshal Austin reported on the following:

- He made an inspection at Main Street Grill and continues to work with them regarding outstanding issues.
- He is working with the new owner of 88 Main Street, the Manor House, regarding ongoing repairs while the property is being renovated.
- He received a call from a homeowner on Rye Street regarding a furnace backup. The homeowner eventually found a contractor to fix the problem.
- He received a call from a homeowner on Rockville Road to inspect a tent which had been set up for the homeowner. He was called to make the inspection late on Friday prior to the planned event.

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- Fire Marshal Austin also responded to the house fire on East Road and spent 6 hours investigating the property, and responding to calls from the various news media. He understands the person who was injured is still on a respirator because of his injuries.
- Fire Marshal Austin received a call from a homeowner on Skinner Road who has an abandoned underground oil tank which was abandoned by someone who owned the home previously.
- He continues to respond to a multitude of FOI requests.

Chairman Madigan advised Fire Marshal Austin that he also spoke with First Selectman Bowsza regarding establishing a schedule for fining people for violations.

**11. REVIEW OF TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPARTMENT 2023 - 2024. BUDGET:**

Chief Arcari reported he doesn't anticipate any changes to the current budget. Chief Arcari reviewed the appearance of himself and Assistant Chief Bancroft at a recent Board of Selectmen's meeting where they updated the Board on the amendment to the lease agreement proposed by the Seagraves Corporation regarding the replacement vehicle, and impact on the Department and the Town if the amendments were not approved. He understands that approval of the lease amendment will be referred to the Board of Finance for approval at their meeting to be held on October 18<sup>th</sup>.

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

Chairman Madigan called for comments or questions from the Commissioner. No one requested to discuss any items.

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

Chairman Madigan called for actions to move forward, no one requested to be acknowledged.

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

Chairman Madigan noted the Commission will not have an EXECUTIVE SESSION this evening.

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**15. ADJOURNMENT:**

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

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

**VOTE: In Favor: Macsata/Madigan/Masters/Hayes/Myers/Loos/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