

TOWN OF EAST WINDSOR  
**BROAD BROOK FIRE DEPARTMENT COMMISSION**

**REGULAR MEETING**

**MARCH 18, 2024**

**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:** William Loos, Cal Meyers

**GUESTS/SPEAKERS** in person: Chairman Madigan hosted the meeting. Broad Brook Fire Department (BBFD) Commissioners in attendance: **Regular**

**Members:** Chairman Jay Madigan, Vice Chairman Nicholas Macsata, Gil Hayes, Ron Masters; **Alternate Members:** William Loos, Cal Myers; **Broad Brook Fire**

**Department Chiefs:** Tom Arcari, Chief, Gerald Bancroft, Assistant Chief;

**GUESTS:** Rich Austin, Fire Marshal and Melissa LaBelle, Recording Secretary.

**REMOTE GUEST SPEAKERS:** None

**1. CALL TO ORDER**

Chairman Madigan called the March 18, 2024, Regular Meeting of the Broad Brook Fire Commission to Order at 7:00 p.m. The Meeting is being

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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 teleconference.

**2. ROLL CALL:**

Chairman Madigan noted the absence of regular member William Towers, Jr. and asked one alternate to participate in a voting capacity. Chairman Madigan, Vice Chairman Macsata, Commissioner Masters, Commissioner Hayes, Commissioner Loos, and Commissioner Myers were present at the Fire Station.

**3. ADDED AGENDA ITEMS: None**

**4. APPROVAL OF MEETING MINUTES:**

**MOTION:** To APPROVE the Regular Meeting Minutes of the Broad Brook Fire Department Commission Meeting dated February 12, 2024.

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

**Vote: In Favor: Madigan/Macsata/Masters/Hayes/Loos/Meyers**  
**(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. REVIEW AND DISCUSSION OF INFORMATION RECEIVED FROM H2M:**

Assistant Chief Bancroft discussed the highlights from the draft report received from H2M based on the site visit that was performed on February 7, 2024. The report discusses the building located at 125 Main Street. According to the report, the building is not in bad shape but is limited in size and has some safety issues for the fire fighters, i.e. locker rooms, a place to

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shower, the diesel fumes from downstairs, a proper place for the fire fighters to store their gear, and the issue of carcinogens. The outcome of the report is that a new site would be the most feasible option as expansion of the building is not possible due to its location to privately owned land, its proximity to the road and vertical expansion is not viable. On Thursday, March 21, 2024, a programming session with H2M is being held at Town Hall. It is estimated to take approximately three to five hours.

A brief discussion followed:

- Vice Chairman Macsata stated that H2M have a comprehensive list of questions that will address the operational utilization of the facility including the optimum design according to code. The deficiencies addressed in the report, for example, include the lack of a hot or cold zone and cross contamination from hazardous materials from fires. Chairman Madigan and Vice Chairman Macsata discussed how other fire departments have separate areas for decontamination.
- Vice Chairman Macsata and Assistant Chief Bancroft also discussed how the future facility will need to address ADA compliance and gender equity issues. H2M feels they have outgrown this facility and propose to build a new modern facility. H2M will assist in presenting their recommendations to the public and the Town.

**7. REPORT FROM CHIEF ARCARI**

Chief Arcari reported on the following items:

- Current budget 2023-2024 was reviewed. One line is over, the training line, due to some extra expenses that were not expected. The insurance did increase for the next year but went down this year due to removing one truck from the insurance because it did not pass inspection and it will need to be replaced. Possible acquire a used bus from the Senior Center, as they have applied for a new one. The highway fund is approximately \$3,000, they receive \$500 from the State each time they respond to a call on the highway.

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- The Department responded to 65 calls in February; 39 medical, 5 motor vehicle accidents, 1 structure fire, 19 fire alarm/service calls/gas leaks, 1 mutual aid call.
- All the annual physicals are complete.
- One member resigned, three additional new members, and one of our part time fire fighters passed away.
- Nothing new to report on the new truck. They should receive some information next month.
- There is an error in the 2024 – 2025 budget in the 27<sup>th</sup> payroll week which resulted in the overall budget being reduced by \$10,000. The error was found by the Selectmen and corrected by the Finance Director. Brings the budget down to \$1,005,505.00. The Board of Selectmen will vote on the budget on Thursday, March 21, 2024, to send it to the Board of Finance. The budget will be presented to the Board of Finance on April 2<sup>nd</sup>.

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

See comments under Chief Arcari's Report.

**9. REPORT FROM FIRE MARSHAL AUSTIN**

Fire Marshal Austin provided the Commission with a report. He highlighted the following:

- He received a call from a couple on Wells Road that needed assistance with changing the batteries in their smoke detectors. The Commission discussed the liability involved in assisting the public with this issue. They agreed that it was a good service to the public and less of a liability than a house fire caused by non-functioning smoke detectors.

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- A resident on Thrall Road issued a complaint about his neighbor's large fire pit and the neighbor setting off aerial fireworks. Fire Marshal Austin indicated that the fire was against the law, but the aerial fireworks would need to be reported to the State Fire Marshal resulting in a \$10,000 fine and a possible jail sentence.
- The solar company is billing a homeowner on East Road for \$33,000 for solar panels that were lost in the fire that destroyed the home. Most homeowners are unaware that they would be responsible if the panels were destroyed in a fire and should have insurance on the panels.

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

See comments under Chief Arcari's Report.

**11. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS**

Chairman Madigan asked for questions or comments from the commission members. There were no questions or comments.

**12. ACTIONS REQUIRED TO MOVE FORWARD – None**

**13. EXECUTIVE SESSION – PURSUANT TO C.G.S. SECTION 1-200 (6)(B) – PENDING NEGOTIATIONS - None**

**14. ADJOURNMENT**

Chairman Madigan called for a motion to Adjourn this meeting.

**MOTION:** To Adjourn this meeting at 7:22 p.m.

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

**Vote: In Favor: Madigan/Macsata/Masters/Hayes/Loos/Meyers  
(No one opposed/No Abstentions)**

Respectfully submitted:

Melissa V. LaBelle, Recording Secretary for  
The Town of East Windsor Broad Brook Fire Commission