

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

**Monday, June 14, 2021**  
**7:00 p.m.**  
**East Windsor, Connecticut**

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:** Deputy Chief Bancroft hosted the meeting; **Broad Brook Fire Department Commissioners:** Jay Madigan, Nick Macsata, Bill Loos, Ron Masters, Cal Myers, Andy Ouellette; **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; **Town Fire Marshal:** Richard Austin; Deputy First Selectman DeSousa, Board of Selectman Liaison to the Broad Brook Fire Department Commission; Blaine, Jennifer.

**1. CALL TO ORDER:**

Chairman Madigan called the June 14, 2021 Regular Meeting of the Broad Brook Fire Commission to Order at 7:00 p.m. in the Senior Center Meeting Room, 125 Main Street, Broad Brook, CT. The Meeting is being held via teleconference due to attendance restrictions as the result of the coronavirus pandemic.

**2. ROLL CALL:**

Chairman Madigan noted the Commission has established a quorum with six members present. Chairman Madigan, Vice Chairman Macsata, Commissioner Loos,

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Commissioner Masters, and Commissioner Myers were present at the Fire Station; Commissioner Ouellette joined the Commission virtually.

**3. APPROVAL OF MEETING MINUTES/A. May 17, 2021 Meeting Minutes:**

**MOTION:** To APPROVE the Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission Meeting dated May 17, 2021, as amended:

**Page 1, PARTICIPANT LIST: Broad Brook Fire Department Commissioners:** Jay Madigan, Bill Loos, Ron Masters, Cal Myers, **NICK MACSATA, and ANDY OUELLETTE**;

**Page 1, ROLL CALL:** Chairman Madigan noted the Commission has established a quorum with ~~four~~ **SIX** members present. Chairman Madigan, Commissioner Loos, Commissioner Masters, Commissioner Myers were present at the Fire Station; **COMMISSIONER MACSATA HAD SIGNED IN TO THE MEETING BUT WAS UNABLE TO BE ACKNOWLEDGED DUE TO TECHNICAL DIFFICULTIES, AND COMMISSIONER OUELLETTE WAS PRESENT VIRTUALLY.**

**Page 3, QUESTIONS/COMMENTS FROM COMMISSION MEMBERS,** bullet four: Commissioner ~~Masters~~ **OUELLETTE** congratulated the Fire Department for doing a good job promoting the budget.”

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

**VOTE by rollcall: In Favor: Unanimous  
(No one opposed/No Abstentions)**

**4. PUBLIC PARTICIPATION:**

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

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

Chief Arcari offered the following update:

- The Department answered 63 calls, including mutual aid, last month.
- The day-time personnel participated in a special training session.
- A committee has been formed to investigate the cost of replacement of the 20-year-old truck; the committee meets on the last Monday of the month.

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

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Town Fire Marshal Austin joined the Commission in-person, and provided the Commissioners with a monthly report of inspections, a timesheet for his time spent on those inspections, and a sample inspection report.

Town Fire Marshal Austin indicated he continues to try to acclimate the Town's reporting system with his report format. The Town is in the process of converting the software programs for the Fire Department; progress is ongoing.

**Inspection Report:** Town Fire Marshal Austin indicated he made 14 inspections on the Broad Brook side of town last month. One of the inspections was for Mill Pond Village, which requires a significant amount of time. Town Fire Marshal Austin indicated the current format doesn't provide an opportunity to reflect that information.

**Business Inspection Report:** Town Fire Marshal Austin provided the Commission with a copy of a report for an inspection made today. This report is not included in the monthly report provided above due to the timing of the inspection. Discussion followed regarding information provided; Vice Chairman Macsata suggested the report should document if the inspection passed or failed. Discussion followed regarding the process for notifying the Chiefs and Commissioners of the status of inspections, what the process is for reinspection, and advisement to the Board of Commissioners and Chiefs of the annual anticipated inspections vs. the inspections completed.

**Time Card authorization:** Commissioner Loos questioned the process for authorization of Town Fire Marshal Austin's time card. Town Fire Marshal Austin indicated that currently his time card is submitted directly to the Treasurer's Office. Discussion followed regarding clarifying if the time cards should be authorized by the Commissioners prior to submission to the Treasurer's Office. Vice Chairman Macsata cited the need to review and clarify within the MOU (Memo of Understanding) the responsible party regarding Town Fire Marshal Austin's work on behalf of the Broad Brook Fire Department.

Chairman Madigan reported he is working with the Warehouse Point Fire Department to set up a meeting to discuss sharing of equipment to reduce duplication of costs for Town Fire Marshal Austin's services.

**7. ORDINANCE REVIEW:**

Chairman Madigan reported he spoke with First Selectman Bowsza regarding the process for revising the ordinance. If the Fire Department chooses to revise the ordinance those revisions are submitted to the Board of Selectmen for consideration of approval; if approved the revised ordinance moves on to a Town Meeting.

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Chairman Madigan queried the Commissioners for comments regarding revisions to the current ordinance. No one raised any comments at this time.

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

- Vice Chairman Macsata suggested adding an item to future agendas to provide an update on the status of the Department budget.
- Chairman Madigan noted Chief Arcari had mentioned meetings to discuss the replacement vehicle have been scheduled for the last Monday monthly. Vice Chairman Macsata questioned what the Commission is empowered to do with regard to approvals related to the replacement truck. While it will take several months for the truck committee to investigate the availability of new equipment he questioned the Commission's role over that time. Chief Arcari suggested the committee will review and prepare the specifications for the new equipment and report back to the Commission. Vice Chairman Macsata suggested the committee offer the Commission 3 funding options as well. Chief Arcari felt the development of the specifications and the availability of various products will take several months; by that time \$400,000 will have accumulated to begin the purchase. Vice Chairman Macsata suggested the Commission consider expediting the review process if approval is required of the Commission, which meets only once a month.
- Assistant Chief Bancroft cited the new personnel schedule will be starting July 1<sup>st</sup>. The schedule will include 2 firefighters working a 7:00 a.m. to 4:00 p.m. shift, and 2 firefighters working an 8:00 a.m. to 5:00 p.m. shift. He noted the need to be a bit flexible regarding shift starting and closing times and those staff members will be reporting from other jobs. If they arrive at the Broad Brook station a bit late they'll make up the time on the other end of the shift.
- Assistant Chief Bancroft opened discussion on future meeting format. Chairman Madigan noted he received an e-mail from First Selectman Bowsza indicating in-person meetings can resume effective July 1<sup>st</sup>. Meetings will continue to be open to the public; anyone wishing to attend in-person should come to the Fire Station as noted on the agenda. Assistant Chief Bancroft questioned the ability to continue the ZOOM format as well. Chairman Madigan indicated the Commission should continue to offer the ZOOM accessibility as it offers access

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to other members of the public who might not be able to attend the meetings personally.

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

Chairman Madigan called for actions from the Commission; no one offered any suggestions.

**10. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 7:35 p.m.**

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

**VOTE: In Favor: Unanimous  
(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