

Town of East Windsor
Broad Brook Fire Department Commission
REGULAR MEETING

Monday, September 13, 2021

7:00 p.m.

Broad Brook Fire Station

Senior Center Meeting Room

125 Main Street, Broad Brook, CT. 06016

(In-person meeting)

Remote access was not available this evening

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:

Broad Brook Fire Department Commissioners: Jay Madigan,

Nick Macsata, Gil Hayes, Bill Loos, Ron Masters, Cal Myers,

Broad Brook Fire Department Chiefs: Tom Arcari, Broad

Brook Fire Department: David Lockwood, Chairman of the Board

of Directors; **Town Fire Marshal:** Richard Austin; Selectman

BAKER, Board of Selectman Liaison to the Broad Brook Fire

Department Commission.

1. CALL TO ORDER:

Chairman Madigan called the September 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.

2. ROLL CALL:

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular Meeting – September 13, 2021
MEETING MINUTES**

Chairman Madigan noted the Commission has established a quorum with six members present in person. Chairman Madigan, Vice Chairman Macsata, Commissioner Hayes, Commissioner Loos, Commissioner Masters, and Commissioner Myers were present at the Fire Station; Commissioner Ouellette was not able to participate due to the lack of remote access.

Chairman Madigan noted Fire Marshal Austin has joined the Commission this evening; he suggested taking **Item 7. Report of Fire Marshal Austin** out of order so he can also attend another meeting.

MOTION: To GO OUT OF ORDER and take Item 7, Report of Fire Marshal Austin next so he can attend another meeting.

Madigan moved/Macsata seconded/DISCUSSION: None.

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

7. REPORT OF THE FIRE MARSHAL:

Fire Marshal Austin reported he has been using the new vehicle provided by the Town. He has returned it this evening for lettering to be applied to identify it as the Fire Marshal's vehicle. Fire Marshal Austin reported he will make a recommendation to the Warehouse Point Fire District to remove the console with his radio and other equipment from the District vehicle so it can be installed in this vehicle.

MOTION: To MOVE Fire Marshal Austin's radio and equipment from the Warehouse Point District vehicle to the Town vehicle.

Loos moved/Macsata seconded/DISCUSSION: Chairman Madigan questioned if there would be any cost associated with that move of equipment? Fire Marshal Austin replied no cost to the Town.

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

Fire Marshal Austin submitted his Inspection Report dated September 9, 2021 (**See Attachment A**). He noted he has finally been able to access the Bartlett property. Chairman Madigan questioned if the BBFD is paying Fire Marshal Austin mileage for his inspections? Fire Marshal Austin replied not any longer.

Chairman Madigan asked if the Commissioners had any questions for Fire Marshal Austin. No one raised any comments or questions; Fire Marshal Austin left this meeting to attend the Warehouse Point Fire District meeting.

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3. APPROVAL OF MEETING MINUTES/A. August 16, 2021 Regular Meeting Minutes:

Chairman Madigan requested an amendment to the comment made by Commissioner Loos under **Section 11 – Questions/Comments from the Commission Members** – Commissioner Loos stated the four part-time firefighters on during the day helped everyone, even on the mutual aid calls to Warehouse Point.

MOTION: To APPROVE the Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission Meeting dated August 16, 2021 as amended:

Page 5, Item 11, Questions/Comments from Commission Members:
“Commissioner Loos suggested the four part-time firefighters on duty during the day **HAVE** helped everyone, even on the mutual aid calls to Warehouse Point”.

Hayes moved/Loos seconded/DISCUSSION: None

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

Opposed: No one

Abstained: Macsata (not present)

4. PUBLIC PARTICIPATION:

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

5. COMMUNICATIONS:

Chairman Madigan noted receipt of the following communications:

1) Draft Agreement between the Broad Brook Fire Department and the Warehouse Point Fire District regarding use of the Fire Marshal’s vehicle:

Commissioner Masters requested Paragraph 6 and paragraph 8 should be changed to reflect that the cost of any repair work on the vehicle should be shared by the Broad Brook Fire Department and the Warehouse Point Fire District.

Discussion followed regarding the need for the need for the agreement. Chief Arcari indicated the Town has agreed to pay for the insurance, registration, and gas for the vehicle; the two Departments will pay for everything else. Chairman Madigan noted the vehicle was given to the Broad Brook Fire Department by the Town.

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Chairman Madigan indicated he will return the document to First Selectman Bowsza.

6. REPORT OF THE FIRE CHIEF:

Chief Arcari offered the following update:

- The BBFD responded to 79 calls this past month.
- The BBFD celebrated its 125 Anniversary on August 21st; the parade went off well.
- The Department wasn't able to register Service Vehicle #139 as it's still registered in the Town's name. Treasurer Amy O'Toole will assist by registering the vehicle in the name of the Town; the Town will insure the vehicle as well.
- Regarding the purchase of the replacement vehicle, the Truck Committee met with the salesman, who is writing up specs for the new vehicle. The salesman will attend the next BBFD Commissioners meeting to discuss leasing options.

7. REPORT FROM FIRE MARSHAL AUSTIN:

See discussion above.

8. AN ORDINANCE ESTABLISHING FEES FOR PLAN REVIEW AND OPERATING PERMITS:

Chairman Madigan referenced the proposed Fees Ordinance proposed by the Board of Selectmen for fees associated with inspections and plan review by the Fire Marshal. He suggested the Commissioners review the proposed Ordinance and plan discussion for the next Commission Meeting.

Vice Chairman Macsata suggested the Town pays the Fire Marshal for his work doing inspections and other plan review; he felt these fees were an additional cost to the taxpayer.

MOTION: In consideration that we just passed a substantial budget on to the taxpayers I move that we NOT consider the establishment of any Fire Marshal fees at this time.

Macsata moved/Loss seconded/DISCUSSION: Commissioner Macsata noted the cost of the Fire Marshal's services was included in the budget, which the taxpayers are already paying for.

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VOTE: **In Favor:** **Madigan/Macsata/Hayes/Loos/Masters**
 Opposed: **No one**
 Abstained: **Myers**

9. FIRE MARSHAL JOB DESCRIPTION AND ADDENDUM:

Chairman Madigan reported he has spoken to Lou Flynn, of the Warehouse Point Fire District, regarding sharing the cost and fees associated with the Town Fire Marshal's work; he has not heard back from Mr. Flynn. Chairman Madigan reported he continues to work on drafting this job description.

Commissioner Masters noted the BBFD Budget includes \$25,000 for the Fire Marshal's work on this side of town; he questioned how that was determined? Chief Arcari reported that's a salary based on an hourly rate for an anticipated amount of work.

10. STATUS OF TOWN OF EAST WINDSOR BROAD BROOK FIRE DEPARTMENT BUDGET:

Chief Arcari reported bills have been dropped off at the Treasurer's Office today to be taken out of the Department's budget. The salaries for the part-time fire fighters have been paid through this past Friday.

Chairman Madigan questioned if Chief Arcari had any concerns with the budget? Chief Arcari replied negatively, noting the cost of fuel (gas and diesel) may go up. Chief Arcari noted the cost of Tolland Dispatch has gone down. *(See Attachment B).*

11. UPDATE ON STATUS OF VEHICLE REPLACEMENT:

See Chief Arcari' Report for updated information.

12.. COMMENTS/QUESTIONS FROM COMMISSION MEMBERS

- Vice Chairman Macsata noted the Commission is still waiting for the drafting of the MOU (Memo of Understanding) between the Town and the BBFD.
- Chief Arcari noted the 4-Town Fair is this weekend; East Windsor is the host town. The Car Show is also coming up, and the Golf Tournament is scheduled for next weekend.

13. ACTIONS REQUIRED TO MOVE FORWARD

No discussion this evening.

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

No Executive Session this evening.

15. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 7:41 p.m.

Macsata moved/Loos seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous
(No one opposed/No abstentions)

Respectfully submitted:



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

ATTACHMENTS:

- A – Fire Marshal Austin’s Inspection Report
- B – BBFD Budget Status.

BBFD - 9/13/2021. Attachment A

Fire Departments of East Windsor

East Windsor, CT

This report was generated on 9/9/2021 2:38:26 PM



Fire Departments of East Windsor

Occupancies Inspected by Inspector for Date Range

Inspector: All Inspector(s) | Start Date: 07/01/2021 | End Date: 09/10/2021

ID	NAME	ADDRESS	ZONE	LAST	NEXT
Inspector: Austin, Richard					
11RYEST	East Windsor Town Hall	11 RYE ST	BB South	07/30/2021	06/30/2026
14EmilyRd	Capitol Sweeping	14 Emily RD	BB	07/23/2021	07/23/2024
15CHAMBERRD	Crop Productions	15 CHAMBERLAIN RD	BB South	08/16/2021	09/15/2021
3WELLSRD	Thermo Dynamics	3 WELLS RD	BB North	07/15/2021	07/15/2025
3WELLSRD-2	Norganic Tan & Salon	3 WELLS RD	BB North	07/19/2021	07/15/2025
40MAHONEYRD	Allied Rehab Center	40 MAHONEY RD	BB South	08/14/2021	02/16/2022
41MAHONRD	Hunt Water Treatment Plant	41 MAHONEY RD	BB North	08/16/2021	08/18/2025
54WELLSRD	Skylark Air Park Inc	54 Wells RD	WHPT1	07/01/2021	06/30/2025
59BBRD	Herb Holden Trucking Inc.	59 BROAD BROOK RD	BB North	07/23/2021	07/19/2023
Total Inspected: 9					

Town of East Windsor

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2820 Broad Brook Fire Department							
28200000 Broad Brook Fire Department							
28200000 516200 Parttime Salary	292,496	0	292,496	39,326.75	.00	253,169.25	13.4%
28200000 516203 Fire Marsh Stip	25,000	0	25,000	2,048.00	.00	22,952.00	8.2%
28200000 516205 Fire Srvc Incen	125,000	0	125,000	.00	.00	125,000.00	.0%
28200000 519005 27th Payroll	11,096	0	11,096	.00	.00	11,096.00	.0%
28200000 522000 FICA-ER Share	32,405	0	32,405	3,165.16	.00	29,239.84	9.8%
28200000 523005 Fire Annuities	20,000	0	20,000	7,595.82	.00	12,404.18	38.0%
28200000 527000 Workers' Comp	12,000	0	12,000	3,121.25	.00	8,878.75	26.0%
28200000 530100 Prof Services	3,800	0	3,800	1,200.00	.00	3,675.20	3.3%
28200000 531002 Physicals	15,000	0	15,000	1,294.35	.00	13,800.00	8.0%
28200000 541000 Phone	8,200	0	8,200	1,833.22	.00	6,366.78	4.1%
28200000 541002 FM Phone	45,000	0	45,000	.00	.00	45,000.00	.0%
28200000 543000 Repairs & Maint	23,000	0	23,000	21,593.48	.00	1,406.52	93.9%
28200000 543010 Building Maint	25,000	0	25,000	.00	.00	25,000.00	.0%
28200000 550103 Dispatch-Tollan	0	0	0	.00	.00	.00	.0%
28200000 552000 LAP Insurance	650	0	650	136.31	.00	513.69	21.0%
28200000 553010 Postage	86,000	0	86,000	8,703.92	.00	77,296.08	10.1%
28200000 558000 Travel	4,100	0	4,100	.00	.00	4,100.00	.0%
28200000 560104 FM Supplies	6,000	0	6,000	1,634.28	.00	4,365.72	27.2%
28200000 562600 Gasoline	21,830	0	21,830	3,639.57	.00	18,190.43	16.7%
28200000 581000 Dues & Fees	200,000	0	200,000	200,000.00	.00	.00	100.0%
28200000 590100 CIP Allocation	957,327	0	957,327	295,416.91	.00	661,910.09	30.9%
TOTAL Broad Brook Fire Department	957,327	0	957,327	295,416.91	.00	661,910.09	30.9%
TOTAL Broad Brook Fire Department	957,327	0	957,327	295,416.91	.00	661,910.09	30.9%
TOTAL EXPENSES	957,327	0	957,327	295,416.91	.00	661,910.09	30.9%