

Town of East Windsor
Broad Brook Fire Department Commission
REGULAR MEETING

Monday, October 18, 2021

7:00 p.m.

Broad Brook Fire Station

Senior Center Meeting Room

125 Main Street, Broad Brook, CT. 06016

(In person meeting)

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, Bill Loos, Ron Masters, Cal Myers, Andy Ouellette; **Broad Brook Fire Department Chiefs:** Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; **Broad Brook Fire Department:** David Locksod, Chairman of the Board of Directors; **Town Fire Marshal:** Richard Austin; Deputy Chief; **Board of Selectman Liaison to the Broad Brook Fire Department Commission:** Selectman Alan Baker; Broad Brook Fire Department Members: Jason Piorek, Blaine Simpkins, Jr., **Guest:** Gerry Post, Seagraves sales representative.

1. CALL TO ORDER:

Chairman Madigan called the October 18, 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. .

2. ROLL CALL:

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular In-Person Meeting – October 18, 2021
MEETING MINUTES**

Chairman Madigan noted the Commission has established a quorum with six members present. Chairman Madigan, Vice Chairman Macsata, Commissioner Loos, Commissioner Masters, Commissioner Myers, and Commissioner Ouellette were present at the Fire Station; Commissioner Hayes did not attend the meeting.

Chairman Madigan welcomed Mr. Post to the meeting.

MOTION: To GO OUT OF THE POSTED AGENDA ORDER to hear the presentation from Gerry Post.

Macsata moved/Loos seconded/DISCUSSION: None.

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

10. UPDATE ON STATUS OF VEHICLE REPLACEMENT:

Mr. Post introduced himself as a sales representative for Seagraves. He is present this evening to discuss lease options for the replacement of the Seagrave Tanker and associated equipment.

Mr. Post reported the estimated cost of replacement will be \$1,150,000 for the vehicle and equipment; he is suggesting a lease duration of 7 to 9 years. Mr. Post noted the Department can also choose to put a down payment on the truck, and can purchase the equipment for the truck separately. Both options would change the structure of the lease agreement.

Chairman Madigan asked when the first payment would be due? Mr. Post suggested typically the first payment is due the day the Department accepts delivery of the truck.

Assistant Chief Bancroft questioned what the cost would be based on a 5 year lease option? Mr. Post reported he would provide that information for the Department as he had not anticipated a lower lease period.

Commissioner Loos questioned the estimated delivery timeframe? Mr. Post indicated 420 days for the tanker.

Vice Chairman Macsata asked who would be the leasing company? Mr. Post indicated the lease is offered through Leasing 2, located in Tampa, Florida.

Vice Chairman Macsata noted the Department has been allocated \$200,000 out of the Town's CIP (Capital Improvement Program) account; what's the Department's required action to initiate the lease? Selectman Baker suggested Chief Arcari discuss the process with Town Treasurer Amy O'Toole. Chief Arcari reported that based on a recent experience with working on insuring another vehicle the ownership would be in the name

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular In-Person Meeting – October 18, 2021
MEETING MINUTES**

of the Town of East Windsor and the Broad Brook Fire Department, Inc. Selectman Baker felt the contract would be referred to the Board of Selectmen for signature, but a portion of the funding has been moved from the CIP Fund to the BBFD budget during the previous budget season.

Chairman Madigan questioned when the Department expects to order the truck? Chief Arcari indicated if everything falls into place the Department anticipates placing its order in mid-December, 2021; delivery would occur 420 days from that date. Chairman Madigan noted the Department would have accumulated nearly \$600,000 by the delivery date.

Assistant Chief Bancroft indicated he would like to see the figures based on a 5 year lease agreement, with a down payment of \$100,000 to \$150,000. Mr. Post indicated he'll provide those figures, and figures for purchasing the vehicle equipment separately, for the next Commissioners meeting. Chairman Madigan questioned the estimated cost of the vehicle equipment? Mr. Post replied approximately \$140,000. Discussion followed regarding purchasing equipment not encumbered by warranties at current prices vs. waiting until the vehicle is delivered.

Vice Chairman Macsata asked if delivery could be delayed to July so the Department would receive another CIP allocation? Mr. Post felt the Department could set the delivery date.

Chairman Madigan called for additional questions from the Commissioners? No one raised additional questions. Chairman Madigan thanked Mr. Post for joining the Department this evening; he looks forward to Mr. Post's return for the November meeting.

Chairman Madigan called for the meeting to return to the posted agenda order.

3. APPROVAL OF MEETING MINUTES/A. September 13, 2021 Regular Meeting Minutes:

MOTION: To APPROVE the Regular Meeting Minutes of the Board of Broad Brook Fire Department Commission Meeting dated September 13, 2021 as presented.

Masters moved/Macsata seconded/DISCUSSION: None

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

4. PUBLIC PARTICIPATION:

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular In-Person Meeting – October 18, 2021
MEETING MINUTES**

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

5. COMMUNICATIONS:

Chairman Madigan reported Lou Flynn, Chairman of the Warehouse Point Fire District, has gotten back to him regarding the sharable expenses for Fire Marshal Austin. The Commissioners and Fire Marshal Austin reviewed the various costs. Fire Marshal Austin reported he has signed up for a continuing training session. Discussion followed regarding NFPA membership currently associated with each entity. Vice Chairman Macsata suggested the Departments use the document provided by Commissioner Flynn as a framework to enter into an agreement reflecting the shared costs.

MOTION: To DEVELOP A DOCUMENT reflecting the sharable costs related to Fire Marshal Austin's work on behalf of the Warehouse Point Fire District and the Broad Brook Fire Department.

Macsata moved/Myers seconded/DISCUSSION: None.

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

6. REPORT OF THE FIRE CHIEF:

Chief Arcari reported on the following items:

- The Broad Brook Fire Department answered 70 calls last month.
- The Connecticut EMS Advisory Board is giving awards on October 27th at Foxwoods Casino to firefighters who assisted in the incident at Carla's Pasta where a worker was entrapped in equipment. Receiving awards from the Broad Brook Fire Department are Lieutenant Leo Szymanski, Jr., Fire Fighter Richard Paradise, Fire Fighter Jason Piorek, and Fire Fighter Thomas Desceneaux.
- Also Lieutenant Leo Szymanski, Jr. and Fire Fighter Sean Martin assisted in locating a woman trapped in a fire at 27 Pleasant Street. They will be acknowledged at the October 21, 2021 Board of Selectmen's Meeting. Discussion followed regarding the availability of Commissioners to attend the Board of Selectmen meeting.
- Thank you to Mr. Post for his information tonight on the tanker replacement. The Department is shooting for the mid-December signing of a lease agreement.

7. REPORT FROM FIRE MARSHAL AUSTIN:

- Fire Marshal provided the Commissioners with a report of recent inspections completed for the Broad Brook side of town. Commissioner Loos noted "110 Maple

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular In-Person Meeting – October 18, 2021
MEETING MINUTES**

- Street” should be “110 Main Street”; Fire Marshal Austin acknowledged his error. He also noted “36 Newberry Road” shouldn’t be listed on this report either. Fire Marshal Austin suggested that while the list isn’t long several of the businesses, and the Senior Center, require follow-up inspections until violations are resolved.
- Fire Marshal Austin reported he also had one fire investigation on this side of town.
- Fire Marshal Austin also advised the Commissioners that the Town is changing the communications software; Assistant Chief Bancroft indicated BBFD will be changing to the same software service as well.

Vice Chairman Macsata recalled that last month the BBFD Commissioners considered a proposal to charge fees associated with inspections. He noted he moved to not charge fees for regular inspections; he questioned if there would be a way to charge for repeated inspections for non-compliance? Fire Marshal Austin indicated that sometimes he feels no one should pay an inspection fee if they haven’t done anything wrong but several of his inspections call for return visits. Vice Chairman Macsata requested Fire Marshal Austin submit a proposal based on re-inspection activity. Selectman Baker suggested the fees shift the cost of the inspections to the user rather than the taxpayer. Vice Chairman Macsata suggested commercial businessowners are taxpayers also, and the BBFD has just hit them with taxes they haven’t had to pay before. He also noted there’s a cost associated with the Fire Marshal’s salary which he felt should include regular inspections, but he suggested the repeat inspections should be charged a fee. Vice Chairman Macsata indicated he would like to open discussion on penalty fees. Selectman Baker indicated he could see Vice Chairman Macsata’s point.

Discussion continued regarding the process to initiate the penalty fees. Fire Marshal Austin questioned who would get the money for the reinspections? Assistant Chief Bancroft suggested it should go back into the Fire Marshal’s budget line. Vice Chairman Macsata felt new businesses shouldn’t be included in inspection fees as they’re impacted by other costs of opening.

8. FIRE MARSHAL JOB DESCRIPTION AND ADDENDUM:

No action this evening.

9. STATUS OF BROAD BROOK FIRE DEPT INC. BUDGET:

Chief Arcari noted the Budget Report he had been provided for this evening isn’t correct; he’ll provide an update for the November meeting.

10. UPDATE ON STATUS OF VEHICLE REPLACEMENT:

**TOWN OF EAST WINDSOR
BROAD BROOK FIRE COMMISSION
Regular In-Person Meeting – October 18, 2021
MEETING MINUTES**

See discussion above.

11. 2022 MEETING SCHEDULE:

Assistant Chief Bancroft assisted with identifying the 2022 meeting dates.

MOTION: To APPROVE the 2022 Meeting Schedule as proposed.

Macsata moved/Masters seconded/DISCUSSION: None.

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

12. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS

Chairman Madigan queried the Commissioners for additional comments

Vice Chairman Macsata noted the Memorandum of Understanding between the Town and the BBFD remains outstanding. Selectman Baker indicated he'll discuss the delay with First Selectman Bowsza.

13. ACTIONS REQUIRED TO MOVE FORWARD

No action required.

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 8:20 p.m.

Macsata moved/Masters seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

Respectfully submitted:

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