

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

**Monday, November 15, 2021**

**7:00 p.m.**

**Broad Brook Fire Station**  
Senior Center Meeting Room  
125 Main Street, Broad Brook, CT. 06016

**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:** Jason Piorek, Firefighter; **Town Fire Marshal:** Richard Austin;  
**Board of Selectman Liaison to the Broad Brook Fire Department Commission:** Alan Baker.

**1. CALL TO ORDER:**

Chairman Madigan called the November 15, 2021 Regular Meeting of the Broad Brook Fire Commission to Order at 7:00 p.m. The Meeting is being held in person in the Senior Center Meeting Room above the Broad Brook Fire station located at 125 Main Street, Broad Brook, CT.

**2. ROLL CALL:**

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 Commissioners Ouellette were present at the Fire Station. Commissioner Hayes did not attend this meeting.

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**3. APPROVAL OF MINUTESEETING MINUTES/A. October 18, 2021 Regular Meeting Minutes:**

Chairman Madigan called for comments, or edits, to the Minutes of the Commission's Regular Meeting dated October 18, 2021. No one requested any changes. Chairman Madigan called for a motion of approval.

**MOTION: To APPROVE the Regular Meeting Minutes of the Broad Brook Fire Department Commission Meeting dated October 18, 2021 as presented.**

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

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

**4. PUBLIC PARTICIPATION:**

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

**5. COMMUNICATIONS: None.**

**6. REPORT FROM CHIEF ARCARI:**

Chief Arcari reported on the following items:

- The Department answered 76 calls this month.
- The Department will participate in training three nights this month.
- On November 30, 2021 the Department will be going to a live fire drill in Windsor Locks.

**7. REPORT FROM FIRE MARSHAL AUSTIN/to include discussion of penalty fees:**

Fire Marshal Austin submitted a report of his inspections from September 1<sup>st</sup> to this evening (See Attachment A). (Fire Marshal Austin reported he continues to have difficulty reaching a representative for the Bartlett property. He met the businessowner for the Agonist Galleries and was able to inspect that location.

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Fire Marshal Austin reported he continues to promote some type of plan review. He understands Vice Chairman Macsata's comments that the inspection fees are already covered under the Fire Marshal's salary. Vice Chairman Macsata concurred, suggesting the only additional charges should be punitive fees associated with re-inspection. Fire Marshal Austin described his review process; he felt a \$50 inspection fee would be appropriate. Vice Chairman Macsata suggested considering a \$50 fee after the first inspection; Fire Marshal Austin suggested the Commission consider a sliding scale for re-inspection fees; Vice Chairman Macsata suggested charging an hourly fee.

Discussion continued; Fire Marshal Austin explained the process and charges under the Warehouse Point Fire District. Discussion continued regarding reasons for delays of re-inspections, such as a property owner waiting for the delivery of doors to complete a repair vs. opposition of the property owner or opposition to the process. Commissioner Loos questioned if the Building Department could shut down a business who was not compliant? Vice Chairman Macsata agreed with Assistant Chief Bancroft's concern with non-payment or non-compliance; these are life safety code issues. The person causing the delay should be the person charged for the re-inspection fees.

Discussion continued regarding various fee options. Chairman Madigan suggested Commissioners submit a proposed fine schedule to be discussed at the next Commission Meeting.

**8. FIRE MARSHAL JOB DESCRIPTION AND ADDENDUM:**

No discussion this evening.

**9. UPDATE ON DISCUSSION OF SHARING EXPENSES RELATED TO FIRE MARSHAL:**

Chairman Madigan indicated this discussion remains pending. Fire Marshal Austin noted he is attending a \$300 class this week; he proposes each department should share half of the expense.

**10. STATUS OF BROAD BROOK FIRE DEPT INC. BUDGET:**

Chief Arcari reported the department is on schedule for the year regarding expenses. He cited the part-time salary line, which includes incentives, may increase. The cost of fuel may increase for the department.

Chairman Madigan questioned when Chief Arcari would be presenting the next Fiscal Year Budget to the Commissioners? Chief Arcari indicated he planned to submit a draft to the Commissioners at the December 2021 Meeting; he noted the Commission has scheduled a specific Budget Workshop in January 2022 to review the budget proposal prior to submission to the Board of Selectmen.

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

Chief Arcari reported the Chiefs will be meeting with Gerry Post, the Seagraves representative, in the next week or so. He noted Melissa in the First Selectman's Office, will post the bid process for the Department.

**12. QUESTIONS/COMMENTS FROM COMMISSION MEMBERS:** None.

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

- Assistant Chief Bancroft suggested the Commissioners' Meeting could be held via ZOOM if the Commissioners prefer; discussion followed regarding an alternate Department member as a back-up facilitator. Board of Selectman Liaison Baker explained the hybrid process for meetings being held at Town Hall. Chairman Madigan suggested the Commissioners hold the hybrid/ZOOM meetings from December through March.
- Chairman Madigan noted the BBFD Budget is scheduled for presentation before the Board of Selectmen on February 1, 2022.

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

No Executive Session this evening.

**15. ADJOURNMENT:**

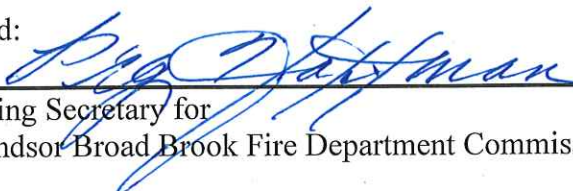
Chairman Madigan called for a motion to adjourn.

**MOTION: To ADJOURN this Meeting at 7:25 p.m.**

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

**VOTE: Madigan/Macsata/Loos/Master/Myers/Ouellette  
(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

# Fire Departments of East Windsor

East Windsor, CT

This report was generated on 10/18/2021 3:27:37 PM

## Occupancies Inspected by Inspector for Inspector for Date Range

Inspector: Austin, Richard | Start Date: 9/01/2021 | End Date: 10/18/2021

ID	NAME	ADDRESS	ZONE	LAST INSPECTION	NEXT INSPECTION
Inspector: Austin, Richard					
110MAINST-A	Zheng's Chinese Restaurant	110 MAPLE ST #Unit A	BB	09/17/2021	10/17/2021
110MAINST-B	Broad Brook Grill	110 MAIN ST	BB	09/10/2021	10/10/2021
110MAINST-E	Kings Way Store	110 MAIN ST #Unit E	BB East	09/17/2021	09/17/2021
112MAINST-112A	Salon Rausch	112 MAIN ST #Unit A	BB	09/10/2021	09/08/2024
123MAIN	Bartlett Property	123 MAIN ST	BB	09/11/2021	01/31/2022
125MAINSTSC	East Windsor Senior Center	125 MAIN ST	BB	10/12/2021	10/04/2022
36NEWBERD	Fowler's Welding Supply	36 Newberry RD	WHPT1	09/15/2021	09/15/2025
90MAINST	EZ Living	90 MAIN ST	BB	10/05/2021	04/12/2022
Total Inspected: 8					

BBFD 11/15/2021  
Attachment A