

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

**Monday, December 14, 2020**

**7:00 p.m.**

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

Meeting held via ZOOM Teleconference  
Meeting ID: 332 683 3563

**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.

**ATTENDANCE:**     **Regular Commissioners:** John Madigan, Nick Macsata, Gil Hayes, Ron Masters, Bill Loos  
                          **Alternate Commissioners:** Cal Myers

**ABSENT:**           Andy Ouellette.

**BROAD BROOK FIRE DEPARTMENT, INC.:** Tom Arcari, Chief; Jerry Bancroft, Assistant Chief; Jim Bancroft, Deputy Fire Chief; Derrick Chapin, Vice Chairman, Board of Directors.

**GUESTS:**           First Selectman Bowsza hosted the meeting.

**CALL TO ORDER:**

Chairman Madigan called the December 14, 2020 Special Meeting of the Broad Brook Fire Commission to order at 7:00 p.m. The Meeting is being held via teleconference due to attendance restrictions as the result of the coronavirus epidemic.

**ATTENDANCE:**     Chairman Madigan noted the Commission has established a quorum with five Regular members and one Alternate Member present.

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Chairman Madigan welcomed everyone who is participating in this new Commission; he thanked the members for joining. Chairman Madigan noted this is a new step for the Department; he hoped this will work out for the Town

**PUBLIC PARTICIPATION:**

Chairman Madigan noted the opportunity for the public to comment. No one requested to speak.

**REPORT OF THE FIRE CHIEF:**

Chief Arcari reported he is working on the 2021 – 2022 Budget for submission to this Commission prior to submission to the Town. See additional discussion below.

**GENERAL COMMISSION TOPICS TO BE DISCUSSED:**

**1. Establishing a monthly meeting schedule for 2021:**

Chairman Madigan reported the members have indicated they would like to hold the Commission Meetings following the Broad Brook Fire Department Board of Directors Meetings. The general consensus was to hold the Commission Meetings on the third Monday of each month.

Vice Chairman Macsata reviewed the potential Commission meeting dates, noting both the January and February dates would be delayed a week due to Federal holidays.

Commissioner Loos suggested the Commission would need to schedule two meetings in January to discuss the Department budget. First Selectman Bowsza suggested the Budget Meetings could be scheduled separately from the regular meeting dates. The Commissioners tentatively agreed to schedule a Budget Meeting for January 11, 2021.

(See Attachment A for approved 2021 Meeting Schedule)

**2. Establish schedule for 2021 budget:**

Chairman Madigan questioned Chief Arcari on the status of the Department budget? Chief Arcari indicated he is working on the budget with the Board of Directors of the Broad Brook Fire Department. He would be prepared to present a draft budget to the Commissioners on January 11<sup>th</sup>, 2021. Chief Arcari

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suggested the line item for the Fire Marshal may change from previous years.

Vice Chairman Macsata questioned if the Town will be able to provide a mill rate based on the proposed budget? Chairman Madigan indicated he anticipated the Town would be able to provide that information later in the budget process.

Vice Chairman Macsata suggested that members review the current proposed budget; questions or comments should be e-mailed to Chief Arcari.

**3. Discuss rules and regulations for the Fire Commission:**

Chairman Madigan referenced the current bylaws of the Broad Brook Fire Department, Inc. He suggested the Commissioners can't change the existing bylaws, but could add sections related to the Commission if they choose.

Vice Chairman Macsata felt the Fire Department bylaws were relatively consistent with bylaws written for other boards and commissions serving the Town. He suggested the bylaws address the financial means by which the department functions as a self-managing entity.

Brief review of the bylaws followed. Vice Chairman Macsata noted the Broad Brook Fire Department Bylaws regarding suspension and removal of members is clear; he mentioned that nothing additional needed to be done. Discussion continued regarding review of disciplinary actions within the membership. First Selectman Bowsza noted such matters are usually handled under Executive Session, Section 1-200 of the C.G.S. regarding personnel matters. Discussion under Executive Session is privileged; action is then taken in open session.

**MOTION: Under Section VI of the Town Ordinance that the Commission adopt that the Broad Brook Fire Department, Inc. maintains its own self-management according to its own bylaws.**

**Macsata moved/Hayes seconded/DISCUSSION:** Commissioner Loos questioned if this action means the present Broad Brook Fire Department Board of Directors can't suspend anyone? Vice Chairman Masala felt that's what the present ordinance says. Deputy Fire Chief Bancroft noted the person would be subject to administrative leave until the issue could be reviewed. Vice Chairman Macsata suggested that this Fire Department has operated well, and faithfully, for many years. He didn't feel that the Commission has a need to get into the day-to-day management of the Broad Brook Fire Department, Inc.

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Vice Chairman Macsata called the vote.

**VOTE: In Favor: Unanimous  
(Madigan/Macsata/Hayes/Masters/Loos)**

Vice Chairman Macsata noted Section 4 of the Town Ordinance requires that we enter into an agreement for fire services and mutual aid. First Selectman Bowsza suggested the Town, through the Board of Selectmen, would enter into the agreements with the Broad Brook Fire Department, Inc.

Commissioner Loos felt such an agreement had been created going back 30 to 40 years. Chief Arcari cited the Broad Brook Fire Department's incorporation papers executed in 1943 reflected that the purpose was to provide fire services to the Town of East Windsor. Vice Chairman Macsata suggested it appears that agreement must be recreated.

**4. Fire Marshal:**

Chairman Madigan referenced the Ordinance creating this Commission, noting on page 2, and continuing, there is reference to the Board appointing a Fire Marshal. Chairman Madigan indicated he understands the Town has currently appointed a Fire Marshal, who's term expires in June. First Selectman Bowsza suggested that depends on the actions of this Board, but the Town has appointed a Fire Marshal; there is no sunset on his term.

Chairman Madigan questioned if the Broad Brook Fire Department will include the Fire Marshal's salary in their budget proposal for the Town? Chief Arcari indicated they would include the amount they had last year.

Vice Chairman Macsata suggested it appears, in the near term, reasonable to continue Rich Austin as the (Town) Fire Marshal. He suggested he would like the Broad Brook Fire Department, Inc. to consider looking into having the Fire Marshal be a member of the paid staff. Vice Chairman Macsata indicated this is the model Enfield is using; they have a combination department – volunteers supplemented by paid staff. Enfield requires the paid staff to carry out the duties of the Fire Marshal while working their paid hours.

Discussion followed regarding the positions, and duties, of the Warehouse Point Fire District Fire Marshal vs. the Town Fire Marshal. First Selectman Bowsza cited Rich Austin is working on an hourly basis for a fixed number of hours as the Town Fire Marshal. Vice Chairman Macsata questioned if that arrangement was under a contract or at-will? First Selectman Bowsza indicated the arrangement is at-will. Chief Arcari suggested the Commission would have to develop a Memo

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of Understanding for the job duties. First Selectman Bowsza clarified the current arrangement is \$28/hour for a fixed budget amount; there is no current Memo of Understanding. The position was awarded as an appointment under the C.G.S. regarding municipal fire marshals.

Vice Chairman Macsata suggested someone reach out to the Warehouse Point Fire District to discuss their arrangement for the Fire Marshal position. He also suggested the Fire Marshal should make a monthly report to **Commission**. Chairman Madigan indicated he will reach out to the Warehouse Point Fire District.

Vice Chairman would like to revisit discussion of the Fire Marshal position for the next agenda.

**4. Future agenda:**

First Selectman Bowsza cited his office will assist.

**EXECUTIVE SESSION, PURSUANT TO CGS 1-200:**

No Executive Session held this evening.

Discussion briefly followed regarding opportunities for public participation. Derrick Chapin, Board of Directors, Vice Chairman, suggested discussion may occur during the meeting which members of the public may wish to address during a closing opportunity for public discussion. The Commission will consider Mr. Chapin's suggestion.

Respectfully submitted,

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Peg Hoffman, Recording Secretary for the Broad Brook Fire Commission

**ATTACHMENTS:**

- A. 2021 Broad Brook Fire Commission Meeting Schedule.

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## Town of East Windsor Broad Brook Fire Department Commission 2021 Meeting Schedule

<http://www.eastwindsorct.gov>

The Regular Meetings of the Broad Brook Fire Department Commission for the **2021** calendar year will be held on the following **Mondays** of each month.

The meetings are held at the Broad Brook Fire Station, Senior Center Meeting Room, 125 Main Street, Broad Brook, beginning at **7:00 p.m.**

| <i><b>Month</b></i>  | <i><b>Date of Meeting</b></i> |
|--|-------------------------------|
| <b>JANUARY</b> .....   | <del>18</del> <b>25</b>       |
| <b>RESCHEDULED TO JANUARY 25 DUE TO MARTIN LUTHER KING DAY</b> |                               |
| <b>FEBRUARY</b> .....  | <del>15</del> <b>22</b>       |
| <b>RESCHEDULED TO FEBRUARY 22 DUE TO PRESIDENTS' DAY</b>       |                               |
| <b>MARCH</b> .....   | <b>15</b>                     |
| <b>APRIL</b> .....   | <b>12</b>                     |
| <b>MAY</b> .....   | <b>17</b>                     |
| <b>JUNE</b> .....  | <b>14</b>                     |
| <b>JULY</b> .....  | <b>12</b>                     |
| <b>AUGUST</b> .....  | <b>16</b>                     |
| <b>SEPTEMBER</b> .....   | <b>13</b>                     |
| <b>OCTOBER</b> .....   | <b>18</b>                     |
| <b>NOVEMBER</b> .....  | <b>15</b>                     |
| <b>DECEMBER</b> .....  | <b>13</b>                     |

(SUBMITTED BY PEG HOFFMAN, - MHOFFMAN@EASTWINDSORCT.COM)