

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, May 8, 2024  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order  
-The meeting of May 8, 2024 was called to order by Commission Chairman Urso at 7:00 p.m.

2. Pledge of Allegiance

Roll Call

-Commissioners Present: Mark Urso, Dennis Gragnolati, Daniel Flanagan and Roy Zettlemoyer

-Chiefs Present: Chief Ruggiero and Assistant Chief Donahue

-Chief Absent: Deputy Chief Staiger III

-Fire Marshal Present: Fire Marshall Sinsigalli

3. Public Input – None

4. Secretary's Report

Commission Chairman Urso entertained a motion to approve the Secretary's Report for the April 10, 2024 meeting. Motion made by Commissioner Zettlemoyer and seconded by Commissioner Flanagan to accept the minutes as presented. All Commissioners voted in favor of the motion.

5. Report of Officers

Fire Marshal Report

-49 inspections were performed during the month of April. 15 of the inspections were classified as annual inspections and 33 of the inspections were classified as re-inspections.

-4 sets of plans were reviewed this period.

-April 2024 revenues: \$1,268.00. 2024 fiscal year revenues: \$140,785.00. FY 2024 approved budget: \$95,794.00. Calendar year revenues: \$4,591.00. FY 2023 Final Revenues: \$61,271.00

Chief Report

-Received reports for April and May, 2024.

-During March there were 36 alarms and 3 drills. During May 2023 through March 2024, the Department responded to a total of 393 alarms and 31 drills.

-During April there were 34 alarms and 3 drills. During May 2023 through April 2024 the Department responded to a total of 427 alarms and 34 drills.

Standing Committee's

Budget – Town Meeting to vote on the FY25 budget is on May 21, 2024

Purchasing – None

Human Resources – We had one recent application which is pending

Appointments and Promotions- None

Training – None

Truck Committee – Chief has to come up with a design, and bring it to the Committee.

Building Committee- None

6. Old Business/New Business-

-Commission Chairman Urso asked for the Chief to give a time line on cleaning up the Fire House. Chief Ruggiero agreed to complete the project by August 30, 2024.

-The Fire house door controller was replaced today. Some of the fobs aren't working so they will have to come back and fix it.

7. Correspondence – The Department received a thank you letter from Michael Bracken for Assistant Chief John Donahue's assistance in a medical emergency.
8. Public Input – None
9. Commission Comments – None
10. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 8:01 p.m. Motion made by Commissioner Gagnolati and seconded by Commissioner Flanagan. All Commissioners voted in favor of the motion.

Submitted by Susan Urso