

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, June 12, 2024  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order  
-The meeting of June 12, 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 and Daniel Flanagan
- Commissioner Absent: Roy Zettlemyer
- Chiefs Present: Chief Ruggiero and Deputy Chief Staiger III
- Chief Late Arrival: Assistant Chief Donahue arrived at 7:15 p.m.
- 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 May 8, 2024 meeting. Motion made by Commissioner Flanagan and seconded by Commissioner Gragnolati to accept the minutes as presented. All Commissioners voted in favor of the motion.

5. Report of Officers

-Fire Marshal Report

- 60 inspections were performed during the month of May.
- 10 sets of plans were reviewed this period.
- May 2024 revenues: \$4,506.00. 2024 fiscal year revenues: \$145,291.00. FY 2024 approved budget: \$95,794.00. Calendar year revenues: \$9,097.00. FY 2023 Final Revenues: \$61,271.00.

Chief Report

- During May there were 34 alarms and 3 drills. During May the Department responded to 1 call in the TIF District, 1 Mutual Aid response to our neighboring towns and 1 call to I-91.
- On May 27<sup>th</sup> the Department participated in the Towns Memorial Day Parade. The Parade assembled and started from the Public Safety Complex again this year which blocked the parking lot for both Police and Fire.
- Our parade, carnival and fireworks will be held June 27, 28 and 29. Fireworks are scheduled for June 28<sup>th</sup> with a rain date of June 27<sup>th</sup>.

Standing Committee's

Budget – Waiting to hear from the Board of Finance about a transfer to pay some bills.

Purchasing –None

Human Resources – We interviewed two the other night, going through the background checks now

Appointments and Promotions- None

Training – None

Truck Committee – None

Building Committee- None

6. Old Business/New Business

- The air conditioner and the ice machine were both repaired.
- Trucks are all in order

John Donahue is stepping down from his position as Assistant Chief. We congratulate him on his retirement and thank him for his service. He will stay on as mentor and office support.

Commission Chairman Urso asked the Chief if he can put together a plan for John Donahue's replacement in the next month.

7. Correspondence – There is new construction in the Hamilton Standard parking lot on Rte. 20.

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