

Board of Fire Commissioners
Windsor Locks Fire Department
Minutes – Wednesday, July 10, 2024
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order

-The meeting of July 10, 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, Roy Zettlemoyer and Daniel Flanagan

-Chiefs Present: Chief Ruggiero and 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 June 12, 2024 meeting. Motion made by Commissioner Flanagan and seconded by Commissioner Gragnolati to accept the minutes as presented. Commissioners, Urso, Flanagan and Gragnolati voted in favor of the motion. Commissioner Zettlemoyer abstained.

5. Report of Officers

Fire Marshal Report

-45 inspections were performed during the month of June. As of June 30, 2024, there have been 548 inspections conducted in Fiscal Year 2024.

-3 sets of plans were reviewed this period. Plans for a 250,000 warehouse being constructed at 30 Hamilton Rd. were received for permit review.

-June 2024 revenues: \$55,080.00. 2024 fiscal year revenues: \$200,371.00. FY 2024 approved budget: \$95,794.00. Calendar year revenues: \$64,177.00. FY 2023 Final Revenues: \$61,271.00.

Chief Report

-During June there were 45 alarms and 0 drills. During May 2024 through June 2024, the Department responded to a total of 79 alarms and 3 drills. During the month of June, we responded to 5 calls in the TIF District, 1 Mutual Aid responses to our neighboring towns, and 1 call to I-91.

-On June 23rd, the Department was requested to respond to the Bradley International Airport Terminal for a large-scale power outage with people stuck in elevators. Multiple issues between their standby generator and their co-gen plant not providing power resulted in a period with the entire airport terminal buildings with no power.

-June 27, 28 and 29 we had our carnival, parade and fireworks display.

-At last month's Commission meeting Assistant Chief John Donahue submitted his notice to stepdown as Assistant Chief. He will fortunately be staying on as a member of the Department. Chief Donahue has well over 50 years of active service to the Department and town. The Chief personally thanks Chief Donahue for his dedication and many years of service to our Department and continuing years of service.

Standing Committee's

Budget – During the month the Chief had many issues with the town finance software with entering requests and invoices. Finance notified the Help Desk and they are working on it. We are starting into the new budget year now.

Purchasing –None

Human Resources – Last month we interviewed two people one was an explorer. She has had her physical and we are waiting for the background check. The other person applicant has no fire background.

Appointments and Promotions-

Chief Ruggiero made a recommendation for the following appointments:

- Deputy Chief Staiger III to Assistant Chief
- Captain Brian Long to Deputy Chief
- Captain Joseph LaPierre III to Senior Caption
- Lieutenant Anthony Ruggiero to Captain
- Acting Lieutenant William Kupernik to Lieutenant

Commission Chairman Urso entertained a motion to approve the Chief's recommendations on the appointments. Motion made by Commissioner Zettlemyer and seconded by Commissioner Gagnolati. All Commissioners voted in favor of the motion.

A pending pinning ceremony will make all recommendations and this approval official. At this time, the Commissioners thank John Donahue for his service of 55 years plus and wish him the best going forward. Congratulations to all the candidates.

Training – None

Truck Committee – Updated provided by Captain Long.

Building Committee- See below

6. Old Business/New Business

- The Chief addressed the concern raised at the last Commission Meeting on a delay in response, which after review was debunked.
- The Need Study Committee's report was reviewed for when we take over the building, after the Police Department moves to their new location. We put together a building committee, headed by Lieutenant Kupernik. Lieutenant Kupernik presented the Commissioners with a preliminary floor plan which better meets our needs. Our building committee will meet again next week to review the plans.

7. Correspondence – None

8. Public Input – None

9. Commission Comments – None

10. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 7:44 p.m. Motion made by Commissioner Gagnolati and seconded by Commissioner Flanagan. All Commissioners voted in favor of the motion.

Submitted by Susan Urso