

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, September 11, 2024  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order  
-The meeting of September 11, 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, Assistant Chief Staiger III and Deputy Chief Brian Long
- 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 August 14, 2024 meeting. Motion made by Commissioner Flanagan and seconded by Commissioner Urso to accept the minutes as presented. All Commissioners voted in favor of the motion.

5. Report of Officers

Fire Marshal Report

- 54 inspections were performed during the month of August.
- The Fire Marshal's office is following up on systems false alarms.
- As of August 31, 2024, there have been 109 inspections conducted in fiscal year 2025.
- 10 sets of plans were reviewed this period most of which were revised plans for ongoing projects.
- August 2024 revenues: \$5,467.00. 2025 Fiscal Year Revenues: \$5,479.00.
- FY 2025 Approved Budget: \$102,845.00.

Chief Report

- During August there were 58 alarms and 1 drill. During May 2024 through August 2024, the Department responded to a total of 174 alarms and 3 drills. During the month of August, we responded to 5 calls in the TIF District, 5 Mutual Aid responses to our neighboring towns, and 5 calls to I-91.
- Formed a new committee to look at new and replacement equipment. The committee will be chaired by Captain LaPierre III and comprised of Stewards and several Firefighters.
- There were major radio failure issues multiple times during the month. Several of these occurred where we could not get dispatched via radio. We were able to get messages through Iam Responding that we had a call. Thru Ct State Police Troop H at Bradley, they were able to handle our calls during this time by using the Bradley International Fire Department radio frequency. As we understand it, the problem was with a component in the console that effected the radios.
- September 14, 2024 - Clambake
- September 21, 2024 - CT State Firefighters Convention and Meeting in West Haven
- September 29, 2024 -Statewide Firefighter Memorial Service at the CT Fire Academy

6. Standing Committee's

Budget – Working on existing budget, officers are putting together a list for the new budget.

Purchasing –None

Human Resources – None

Appointments and Promotions- Working on a date for the pinning ceremony.

Training – Tony Ruggiero is going to be the new training officer, taking over for Brian Long.

Truck Committee – None

Building Committee- None

7. Old Business/New Business

-Next month we will start the PM's for equipment.

8. Correspondence –

-We have until the end of the month to update our annual report.

9. Public Input – None

10. Commission Comments – None

11. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 8:02 p.m. Motion made by Commissioner Gragnolati and seconded by Commissioner Flanagan. All Commissioners voted in favor of the motion.

Submitted by Susan Urso