

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, October 9, 2024  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order  
-The meeting of October 9, 2024 was called to order by Commission Chairman Urso at 7:03 p.m.

2. Pledge of Allegiance

Roll Call

- Commissioners Present: Mark Urso, Roy Zettlemoyer and Daniel Flanagan
- Commissioner Absent: Dennis Gragnolati
- 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 September 11, 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

- 50 inspections were performed during the month of September.
- 17 sets of plans were reviewed this period.
- As of September 30, 2024, there have been 159 inspections conducted in fiscal year 2025. Total inspections for the calendar year 2024 are 477.
- September 2024 revenues: \$14,722.00. 2025 Fiscal Year Revenues: \$20,251.00.
- FY 2025 Approved Budget: \$102,845.00.

Chief Report

- During September there were 34 alarms and 3 drills. During May 2024 through September 2024, the Department responded to a total of 208 alarms and 7 drills. During the month of September, we responded to 3 calls in the TIF District, 3 Mutual Aid responses to our neighboring towns and 1 call to I-91.
- Since July 1, 2024, we have submitted 7 Limited Access Highway Fund Claims to the State for reimbursement at the rate of \$500 per claim.
- Pinning ceremony is scheduled for October 11, 2024.

6. Standing Committee's

Budget – None

Purchasing –None

Human Resources – None

Appointments and Promotions- None

Training – None.

Truck Committee – Deputy Chief Long reported there was no status update. There is an action item on Commission Chairman Urso to follow up for additional needed funding under \$10,000.00 to meet latest changes.

Building Committee- None

7. Old Business/New Business -None

8. Correspondence – None

9. Public Input – None

10. Commission Comments – None

11. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 8:12 p.m.  
Motion made by Commissioner Zettlemoyer and seconded by Commissioner Flanagan.  
All Commissioners voted in favor of the motion.

Submitted by Susan Urso