

Board of Fire Commissioners
Windsor Locks Fire Department
Minutes – Wednesday, November 13, 2024
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order
-The meeting of November 13, 2024 was called to order by Commission Chairman Urso at 7:00 p.m.

2. Pledge of Allegiance

Roll Call

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

-Chiefs Present: Assistant Chief Herbert Staiger III

-Chief's Absent: Chief Gary Ruggiero 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 October 9, 2024 meeting. Motion made by Commissioner Flanagan and seconded by Commissioner Zettlemoyer to accept the minutes as presented. All Commissioners voted in favor of the motion.

5. Report of Officers

Fire Marshal Report

-46 inspections were performed during the month of October.

-Annual inspections included Windsor Locks Mutual Housing, Windsor Locks Commons and Bradley Place. Seven of the re-inspections disclosed that all violations had been corrected.

-As of October 31, 2024, there have been 205 inspections conducted in fiscal year 2025. Total inspections for the calendar year 2024 are 523.

-Fire Prevention Week was October 6-12. Fire Prevention Coordinator Cliff Colson did a wonderful job making public fire education presentations to students at the North and South Street Schools.

-October 2024 revenues: \$3,914.00. 2025 Fiscal Year Revenues: \$24,165.00.

-Calendar Year Revenues: \$88,345.00. FY 2024 Final Revenues: \$200,371.00

Chief Report

-During October there were 52 alarms and 4 drills. During May 2024 through October 2024, the Department responded to a total of 260 alarms and 11 drills. During the month of October, we responded to 3 calls in the TIF District, 4 Mutual Aid responses to our neighboring towns and 2 calls to I-91.

-Regular scheduled drills were held during the month, live burn conducted at the CT Fire Academy on 10/12/24

-The Chiefs and the Officers will be meeting to work on the budget.

6. Standing Committee's

Budget – None

Purchasing –None

Human Resources – None

Appointments and Promotions- None

Training – None

Truck Committee – Commission Chairman Urso and Chief Ruggiero had a meeting with our Finance Board representatives to discuss the additional finances required to go forward with the approval of the funds needed for the latest changes to the fire truck. We requested \$9,500.00. This has to be approved by Town Management.

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 7:21 p.m. Motion made by Commissioner Gragnolati and seconded by Commissioner Flanagan. All Commissioners voted in favor of the motion.

Submitted by Susan Urso