

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

1. Call to Order
-The meeting of December 11, 2024 was called to order by Commission Chairman Urso at 6:59 p.m.

2. Pledge of Allegiance

Roll Call

- Commissioners Present: Mark Urso, Dennis Gragnolati and Daniel Flanagan
- Commissioner Absent: Roy Zettlemyer
- Chiefs Present: Chief Gary Ruggiero, Assistant Chief Herbert 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 November 13, 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

- 15 inspections were performed during the month of November.
- Annual inspections included a license inspection at the Blackboard Café. Five re-inspections disclosed that all violations had been corrected.
- As of November 30, 2024 there have been 220 inspections concluded in Fiscal Year 2025. Total inspections for the calendar year of 2024 are 538.
- 10 sets of plans were reviewed this period including mechanical and demo drawings for 41 and 30 Hamilton Road.
- November 2024 revenues: \$1,880.00. 2025 Fiscal Year Revenues: \$26,045.00.
- Calendar Year Revenues: \$90,234.00. FY 2024 Final Revenues: \$200,371.00

Chief Report

- During November there were 46 alarms and 3 drills. During May 2024 through November 2024, the Department responded to a total of 306 alarms and 14 drills. During the month of November, we responded to 5 calls in the TIF District, 3 Mutual Aid responses to our neighboring towns, 3 calls to I-91, received 3 mutual aid responses, 1 medical assist and 15 unauthorized burns.
- Regular scheduled drills were held during the month. On November 26th we had a presentation on Photo Voltaic Safety for First Responders.
- The overhead door by Engine 2 is not closing. Calls were made to DPW for help as directed. The company doing the repairs found that additional parts need to be ordered.
- December 15th is the children's Christmas party.

6. Standing Committee's

Budget – Reviewed Fire Marshal and Fire Department proposed budgets for FY 2025-2026.

Purchasing –None

Human Resources – One to interview, one moving through the system, rejecting one.

Appointments and Promotions- None

Training – None

Truck Committee – None

Building Committee- None

7. Old Business/New Business - None
8. Correspondence – None
9. Public Input – None
10. Commission Comments – Commissioner Flanagan would like to get the budget done early and have a clear understanding of everything on the budget so he can answer any questions from the Finance Committee.
11. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 8:25 p.m. p.m. Motion made by Commissioner Gragnolati and seconded by Commissioner Flanagan. All Commissioners voted in favor of the motion.

Submitted by Susan Urso