

Board of Fire Commissioners
Windsor Locks Fire Department
Minutes – Wednesday, September 10, 2025
Location: Safety Complex, 2 Volunteer Drive
NO QUORUM NOT AN OFFICIAL MEETING

1. Call to Order

-The meeting of September 10, 2025 began at 7:03 p.m.

2. Pledge of Allegiance

Roll Call

-Commissioner Present: Mark Urso

-Commissioners Absent: Dennis Gragnolati, Roy Zettlemoyer and Daniel Flanagan

-Chiefs Present: Chief Gary Ruggiero, Assistant Chief Herbert Staiger III and Deputy Chief Brian Long

-Fire Marshal Present: Michael Sinsigalli

3. Public Input – None

4. Secretary's Report

Will be addressed during the October meeting due to lack of a quorum.

5. Report of Officers

-Fire Marshal Report

-40 inspections were performed during the month of August – 7 annual inspections, 1 construction, 6 alarm follow-ups, 26 re-inspections and no complaints.

-As of August 31, 2025, there have been 40 inspections conducted in fiscal year 2026. Total inspections for the year of 2025 are 322.

-3 sets of plans were reviewed this period for revisions to existing building.

-August 2025 revenues: \$4,932.00. 2026 Fiscal Year Revenues: \$9,624.00.

-2026 Calendar Year Revenues: \$30,388.98. FY 2025 Final Revenues: \$61,601.48

-Fire prevention week is next month the campaign is Lithium Ion Batteries in your Home

Chief Report

-During August there were 53 alarms and 1 drill. During May 2025 through August 2025 the Department responded to 184 alarms and 7 drills.

-During the month the Chief attended a meeting on the phone system replacement.

-Retired FF Joseph Murkowicz passed away on August 21st

-Deputy Chief Long worked on Job Descriptions, Employee Handbook and other work for the Fire Service Coordinators.

-The apparatus preventative maintenance and inspections are scheduled to start the end of September.

-Deputy Chief Long asked Commission Chairman Urso about spending down. We will play it by year.

-Assistant Chief Staiger had to order a few items that we were out and need to be purchased. He will spend as conservatively as possible.

-They are working on the lights in the building.

-The end of the month Assistant Chief Staiger is going to the Firefighters Convention.

6. Standing Committee's

Budget – At this time we don't have a copy of our approved budget.

Purchasing – No report

Human Resources – One in the pipeline

Appointments and Promotions- No report

Training – Two members started Firefighter 1
Truck Committee – Ongoing
Building Committee- Meeting September 18th.

7. Old Business/New Business
-None.
8. Correspondence –
-None.
9. Public Input
– None
10. Commission Comments
-Commission Chairman will follow up on the budget.
11. Adjournment

Meeting Concluded 7:50 p.m.

Submitted by Susan Urso