

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, October 8, 2025  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order

-The meeting of October 8, 2025 began at 7:02 p.m.

2. Pledge of Allegiance

Roll Call

-Commissioners Present: Mark Urso, Daniel Flanagan and Roy Zettlemyer

-Commissioner Absent: Dennis Gagnolati

-Chiefs Absent: Chief Gary Ruggiero and Deputy Chief Brian Long

-Chief Present: Assistant Chief Herbert Staiger III

-Fire Marshal Present: Michael Sinsigalli

3. Public Input – None

4. Secretary's Report

Commission Chairman Urso entertained a motion to approve the Secretary's Report for the August 13, 2025 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

-49 inspections were performed during the month of September – 18 annual inspections, 1 construction, 4 alarm follow-ups, 26 re-inspections and no complaints.

-As of September 30, 2025, there have been 130 inspections conducted in fiscal year 2026. Total inspections for the year of 2025 are 371.

-7 sets of plans were reviewed this period.

-September 2025 revenues: \$2,250.00. 2026 Fiscal Year Revenues: \$11,874.00.

-2026 Calendar Year Revenues: \$32,638.98. FY 2025 Final Revenues: \$61,601.48

-The fee for the Collins Aerospace project of \$14,849.50 was not received until October 1<sup>st</sup> and will be reflected in next month's report.

Chief Report

-During September there were 34 alarms and 3 drills. During May 2025 through September 2025 the Department responded to 218 alarms and 10 drills.

-On September 15<sup>th</sup> a final inspection was done on our Rescue 4 and it was delivered to Fleetmasters on September 22<sup>nd</sup>.

6. Standing Committee's

Budget – Commission Chairman Urso would like to start working on next year's budget as soon as possible.

Purchasing – Need to find out what the town will allow us to do with the truck

Human Resources – One in the pipeline and a second application in the mail and he will be interviewed shortly

Appointments and Promotions- No report

Training – No report.

Truck Committee – On hold.

Building Committee- Ongoing.

7. Old Business/New Business

-None.

8. Correspondence –

-None.

9. Public Input

– Billy Kuperneck is working on some building schematics. If we do anything with this building a structural engineer will need to look at it.

10. Commission Comments

-None.

11. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 7:37 p.m.  
Motion made by Commissioner Flanagan and seconded by Commissioner Zettlemyer.  
All Commissioners voted in favor of the motion.

Submitted by Susan Urso