

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, November 12, 2025  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order

-The meeting of November 12, 2025 was called to order at 7:06 p.m.

2. Pledge of Allegiance

Roll Call

-Commissioners Present: Mark Urso, David Montemerlo and Roy Zettlemoyer

-Commissioner Absent: Dan Flannagan

-Chiefs Present: 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

Commission Chairman Urso entertained a motion to approve the Secretary's Report for the October 8, 2025 meeting. Motion made by Commissioner Zettlemoyer and seconded by Commissioner Urso to accept the minutes as presented. Commissioner Montemerlo abstained, Commissioners Urso and Zettlemoyer voted in favor of the motion.

5. Report of Officers

Fire Marshal Report

-25 inspections were performed during the month of October – 13 annual inspections, 0 construction, 3 alarm follow-ups, 12 re-inspections and no complaints.

-As of October 31, 2025, there have been 158 inspections conducted in fiscal year 2026. Total inspections for the year of 2025 are 394.

-3 sets of plans were reviewed this period.

-October 2025 revenues: \$19,185.00. 2026 Fiscal Year Revenues: \$31,059.00.

-2026 Calendar Year Revenues: \$51,823.98. FY 2025 Final Revenues: \$61,601.48

-Fire Prevention week was October 5-11. Public Education Coordinator Colson made multiple presentations at North Street School and South Street School with firefighters Szandrocha and Savage.

Chief Report

-During October there were 47 alarms and 4 drills. During May 2025 through October 2025 the Department responded to 265 alarms and 17 drills.

-During October we responded to 5 calls in the TIF District and 6 calls to I-91/Rt. 20. Since July 1, 2025 we have submitted 16 limited access highway fund claims to the state for reimbursement at the rate of \$500 per claim.

-We are still having problems with the ESO software, Chief Ruggiero is working on it.

-On September 23, 2025 Rescue 4 was delivered to Fleetmasters by Seagrave. We took delivery of it on October 20<sup>th</sup>. Several items were discovered not working or not working properly. Fleetmasters is addressing the issues. Our Stewards are working to get this apparatus online as quickly as possible. Seagrave, thru Fleetmasters, provided training October 21<sup>st</sup> thru the 23<sup>rd</sup>.

-Chief Ruggiero met with Novus for possible IT support going forward. Gonetspeed will be doing work at the complex to bring in a fiber network to convert the phone system.

-During the month the Department had several of its past members and honorary members pass away. We regret the passing of Edward Ferrari past Firefighter and Fire

Commissioner, Honorary Firefighter James Morin and Ladies Auxiliary member Helen Whitaker. Condolences to their families.

6. Standing Committee's

Budget – Finance told Chief Ruggiero that we got approval for the bottles for 2026 but it doesn't show up on the actual budget. We have bottles coming up that need to be replaced now. The Officers are beginning to look at our budget for next year.

Purchasing – As it stands now, when we purchase anything over 50 dollars we need to submit a requisition.

Human Resources – We have two more applicants to interview neither have fire background. We have two in Firefighter 1 that will be graduating in December.

Appointments and Promotions- No report

Training – No report.

Truck Committee – There are some minor things that still need to be fixed on Rescue 4.

Building Committee- Ongoing.

7. Old Business/New Business

-Commission Chairman Urso stated the new First Selectman, John Savino, is giving us his support on the building.

-Assistant Chief Staiger took a class at the Chiefs show on the OSHA laws. When OSHA signs it, it's law. There are many new laws in the document that will be very hard to achieve – especially financially for the Town. The laws pertain to paid departments as well as volunteer departments.

8. Correspondence –

-None.

9. Public Input

– Billy Kupernick will be attending a meeting on the new building which has not yet been scheduled.

10. Commission Comments

-David Montermerlo would like to appeal his firefighter termination.

11. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 8:05 p.m. Motion made by Commissioner Montemerlo and seconded by Commissioner Zettlemoyer. All Commissioners voted in favor of the motion.

Submitted by Susan Urso