

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, December 10, 2025  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order

-The meeting of December 10, 2025 was called to order at 7:01 p.m.

2. Pledge of Allegiance

Roll Call

-Commissioners Present: Mark Urso, David Montemerlo, Dan Flanagan and Roy Zettlemyer

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

-Fire Marshal Absent: Michael Sinsigalli

3. Public Input – None

4. Secretary's Report

Commission Chairman Urso entertained a motion to approve the Secretary's Report for the November 12, 2025 meeting. Motion made by Commissioner Montemerlo and seconded by Commissioner Flanagan to accept the minutes as presented. Commissioner Flanagan abstained, Commissioners Urso, Montemerlo and Zettlemyer voted in favor of the motion.

5. Report of Officers

Fire Marshal Report

-Commissioner Flanagan made a motion to approve the Fire Marshal's report as submitted for November 2025. Motion made by Commissioner Montemerlo and seconded by Commissioner Urso. All Commissioners voted in favor of the motion.

Chief Report

-During November there were 36 alarms and 4 drills. During May 2025 through November 2025 the Department responded to 294 alarms and 21 drills.

-During November we responded to 3 calls in the TIF District and 3 calls to I-91/Rt. 20. Since July 1, 2025 we have submitted 19 limited access highway fund claims to the state for reimbursement at the rate of \$500 per claim.

-The two probationary fire fighters took their test last night we are waiting for the results.

-Drills were held during the month with Flash Fire Technologies delivering 2 classes on Flashover for the Modern Fire Environment followed by the live fire training with their Flashover Simulator. We presently have 4 Firefighters going thru the driver training program to get their license.

-Ongoing repairs to the main entrance way to Fire Headquarters.

-On November 22<sup>nd</sup> the Department responded to 550 Old County Road for smoke in the building on multiple floors. Mutual Aid was received from Bradley, Windsor and Warehouse Point.

-On November 29<sup>th</sup> the Department was dispatched to 3 Chirnside Road, the Ahlstrom facility for a working fire in a closet. The sprinkler systems were activated and the fire was contained in the closet and the computer office area.

-Assistant Chief Herbert Staiger III will be absent from the January meeting.

6. Standing Committee's

Budget – We were told the bottles were in the budget until we went to purchase we were told it wasn't there. We had to take out 11 bottles because they expired. At the moment,

the bottles will go through a referendum on a line item of its own. If it gets voted down, the First Selectman can override it. The rescue tool will be going through and the facility refurbishment we don't have a final number on that we are dealing with the Public Works. Office furniture is still a no. The vehicle for the Fire Marshal will go under emergency management. Steve Sheridan in Suffield has office furniture that he wants to donate. We have a trailer we just need a few guys to help move it. We have a commitment from the town to donate paint and they are working on getting money for the carpet to fix up the north wall of the old police station.

Purchasing – Ongoing.

Human Resources – Ongoing with possible applicants.

Appointments and Promotions- No report

Training – No report.

Truck Committee – No report.

Building Committee- No report.

7. Old Business/New Business - None

8. Correspondence –

-Commission Chairman Urso will be reviewing the Town Employee Handbook to see if the Department should sign it or not.

9. Public Input - None

10. Commission Comments

-Commission Chairman Urso asked how the budget planning is coming. Chief Ruggiero is trying to start the budget but it's difficult because last year's budget is still not finalized completely.

-Commissioner Flanagan states the fact that we have a good volunteer department many members at the Board of Finance want to keep the Fire Department happy.

-The two guys during the day time has been working well.

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 Flanagan.

All Commissioners voted in favor of the motion.

Submitted by Susan Urso