

Board of Fire Commissioners  
Windsor Locks Fire Department  
Minutes – Wednesday, January 14, 2026  
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order

-The meeting of January 14, 2026 was called to order at 7:03 p.m.

2. Pledge of Allegiance

Roll Call

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

-Chiefs Present: Gary Ruggiero and Deputy Chief Brian Long

-Chief Absent: Assistant Chief Herbert Staiger III

-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 December 10, 2025 meeting. Motion made by Commissioner Montemerlo and seconded by Commissioner Zettlemoyer to accept the minutes as presented. All Commissioners voted in favor of the motion.

5. Report of Officers

-Fire Marshal Report

-34 inspections were performed during the month of December – 22 annual inspections, 1 construction, 4 alarm follow-ups, 7 re-inspections and no complaints.

-Annual inspections disclosed a total of 41 violations, 3 of the 7 re-inspections conducted showed that all of the cited violations have been corrected with a total of 15 violations cleared.

-As of December 31, 2025, there have been 208 inspections conducted in fiscal year 2026. Total inspections for the year of 2025 are 444.

-4 sets of mechanical drawings were reviewed this period. We also received plans for the first building being built at 255 Main Street. The \$68,757.00 fee will be posted in January.

-December 2025 revenues: \$3,243.50. 2026 Fiscal Year Revenues: \$34,902.50.

-2025 Calendar Year Revenues: \$55,667.88. FY 2025 Final Revenues: \$61,601.48

FY 2026 Approved Budget: \$97,921.00

Chief Report

-During December there were 32 alarms and 4 drills. During May 2025 through December 2025 the Department responded to 327 alarms and 25 drills.

-During December we responded to 1 call in the TIF District and 4 calls to I-91/Rt. 20, 3 calls for Mutual Aid, and we received 2 calls for Mutual Aid. Since July 1, 2025 we have submitted 24 limited access highway fund claims to the state for reimbursement at the rate of \$500 per claim.

-Our data management software ESO Suite changed their reporting platform and we are just getting access to it to build our reports.

-We had to take 11 of our SCBA bottles out of service due to their age. Commission Chairman Urso and Chief Ruggiero attended the Board of Finance meeting to make a presentation to get our Capital SCBA Bottle funds restored. The board of finance approved our request for the funds to transfer on 12/29.

On 12/10 Rescue 4 was put in full service. Several issues have been noted with Rescue 4 with the electrical system and we will be returning shortly to Fleetmasters for warranty repair.

-Chief Ruggiero is recommending Jeffrey Greene be put on the Department as a Probationary Firefighter. Jeff was a prior member of the Department and will bring a lot of experience to the Department.

Commission Chairman Urso entertained a motion to accept Jeffrey Green as a probationary member of the Fire Department. Motion made by David Montemerlo seconded by Commissioner Urso. All Members voted in favor of the motion.

Budget Workshop to be held on January 21, 2026 at 7:00 to review the 2026-2027 Fire Department Budget.

6. Standing Committee's
  - Budget – Discussed Fire Marshal's draft budget to be finalized later in the month.
  - Purchasing – Ongoing.
  - Human Resources – Ongoing.
  - Appointments and Promotions- No report
  - Training – Ongoing, the budget is almost empty. One member is starting Fire 2 and will pay for it out of his own pocket now and will be reimbursed later.
  - Truck Committee – No report.
  - Building Committee- No report.
7. Old Business/New Business -
  - Commissioner Chairman Urso's call to move furniture that was donated to the Fire Department went very well it was a concentrated effort and everyone worked well together. All the furniture was successfully moved.
  - Commissioner Chairman Urso has a meeting with Public Works and John Savino to work through the building in preparation of some repairs to be done.
8. Correspondence –
  - Deputy Chief Brian Long received a letter about a \$2,000.00 grant from the Connecticut Water Company and will be applying for it.
9. Public Input - None
10. Commission Comments
  - Deputy Chief Brian Long did an excellent job writing The Handbook. It's a work in progress that will updated regularly.
11. Adjournment
  - Commission Chairman Urso entertained a motion to adjourn the meeting at 8:20 p.m. Motion made by Commissioner Montemerlo and seconded by Commissioner Flanagan. All Commissioners voted in favor of the motion.

Submitted by Susan Urso