

Board of Fire Commissioners
Windsor Locks Fire Department
Minutes – Wednesday, February 11, 2026
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order
-The meeting of February 11, 2026 was called to order at 7:00 p.m.

2. Pledge of Allegiance

Roll Call

- Commissioners Present: Mark Urso, David Montemerlo and Roy Zettlemoyer
- Commissioner Absent: Daniel Flanagan
- 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 January 14, 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.

Commission Chairman Urso entertained a motion to approve the Secretary's Report for the January 21, 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

- 40 inspections were performed during the month of January – 15 annual inspections, 1 construction, 2 alarm follow-ups, 20 re-inspections and no complaints.
- Annual inspections disclosed a total of 32 violations. Re-inspections disclosed 24 violations corrected, 5 of the re-inspections showed that all of the cited violations were corrected.
- As of January 31, 2026, there have been 248 inspections conducted in fiscal year 2026. Total inspections for the year of 2026 are 40.
- January 2026 revenues: \$604.00. 2026 Fiscal Year Revenues: \$35,506.50.
- 2026 Calendar Year Revenues: \$56,271.88. FY 2025 Final Revenues: \$61,601.48
FY 2026 Approved Budget: \$97,921.00
- Fire Marshal's office devised a plan on how they were going to conduct inspections. The end of the year 2026 will be the third year into this program and we will have 100% compliance with the priority schedule as established by the State.

Chief Report

- During January there were 48 alarms and 3 drills. During May 2025 through January 2026 the Department responded to 375 alarms and 28 drills.
- During January we responded to 2 calls in the TIF District and 4 calls to I-91/Rt. 20, 2 calls for Mutual Aid, and we received 2 calls for Mutual Aid. Since July 1, 2025 we have submitted 2 limited access highway fund claims to the state for reimbursement at the rate of \$500 per claim.
- On January 7 all ladders passed the ladder testing.

-As of January 1, 2026 all fire incident reports are now in NERIS instead of NFIRS.
-On January 25 into January 26 the town was hit with a major snow storm of approximately 18 inches with higher drifts and high winds.

Commission Chairman Urso entertained a motion to accept the Fire Marshal's FY 2026-2027 Budget in the amount of \$100,109.68. Motion made by David Montemerlo seconded by Commissioner Zettlemoyer. All Commissioners voted in favor of the motion.

Commission Chairman Urso entertained a motion to accept the Fire Department's FY 2026-2027 Budget in the amount of \$598,843.00. Motion made by David Montemerlo seconded by Commissioner Zettlemoyer. All Commissioners voted in favor of the motion.

6. Standing Committee's

Budget – Discussed Fire Marshal's and First Department budgets.

Purchasing – Ongoing.

Human Resources – Ongoing.

Appointments and Promotions- Ongoing.

Training – Ongoing

Truck Committee – Waiting for the Specifications

Building Committee- No report.

7. Old Business/New Business -

-Commission Chairman Urso has been working with the First Selectman on our building improvements. On February 18th Commission Chairman Urso is meeting with the Director of Public Works and the First Selectman regarding the next steps. The Department will need to do more organizing in preparation. We are waiting to hear back on the grant we submitted for \$250,000.00. CJ Staiger sent Commission Chairman Urso information on a seminar on public safety building planning. Commissioners are considering sending representatives pending approval of funds.

8. Correspondence –

-None

9. Public Input - None

10. Commission Comments

-Commission Chairman Urso greatly appreciated the support of the Department following his accident.

11. Adjournment

-Commission Chairman Urso entertained a motion to adjourn the meeting at 8:15 p.m. Motion made by Commissioner Montemerlo and seconded by Commissioner Zettlemoyer. All Commissioners voted in favor of the motion.

Submitted by Susan Urso