

**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**February 11, 2025**

These are the minutes of the February 11, 2025, Meeting of the Burlington Fire Commission. The meeting convened at 08:30 hours via Zoom and in person with Commissioners McLaughlin, Chapman, Perkinson, and Sheehey. Chief LaChance and Administrative Assistant Meghan Sweeney were also present.

Call to Order

Commissioner McLaughlin called the meeting to order at 08:30. He asked for a meeting end time. Motion for end time of 09:00 made by Commissioner Sheehey and seconded by Commission Perkinson.

Motion to Adopt Agenda

Commissioner McLaughlin asked for a motion to adopt the agenda. Motion made by Commissioner Perkinson and seconded by Commissioner Chapman.

Public Comment

No members of the public were present.

Review and Accept Minutes from the December Meeting

Motion to accept minutes made by Commissioner Sheehey and seconded by Commissioner Perkinson.

Chief's Oral Report

Chief Lachance's report (attached) was previously emailed. Additional discussion of topics included:

**Fleet**—Chief LaChance expanded that the General Obligation Bond covers different fleet and capital projects. The Fire Department would benefit from the new Ladder 2 and 2 ambulances. The bond would also allow the city to match required funds when grants are awarded.

The old Engine 3 and Engine 6 were posted for sale on the website Withgarage.com. The old Engine 3 has an offer for \$61,000 from a town in Wisconsin. This will allow us to pay back \$23,000 to the capital fund from the last purchase of trucks. He's hoping that the Old Engine 6 truck will sell for around \$25,000 to then advocate to use those funds towards the purchase of a new Battalion 1 car.

**Radio System Upgrade**—LT Brad Wilson was very helpful with the radio system upgrade project. With leftover funds, we have purchased an additional desk and equipment for the dispatch center to staff another fire desk. Dispatch staffing is sufficient and doing well. The fire department had to assist when they were down to three or four full-time employees, and the police department did a great job getting those positions filled.

**Community Response Team** – Chief LaChance gave updates and data regarding the CRT in his report. The CARES team is riding with the CRT crew twice weekly to build their relationships.

**Operations**—In addition to the items in the report, purchasing a new Car 5 using impact fees has been approved. The vehicle will be a marked car that can be used for paramedic intercepts, a backup for the shift commander car, and CRT (the current vehicle only allows for two people).

All companies need to do one building inspection per month. This allows members to get into buildings in their district to familiarize themselves and know what they look like when there is a call there. Members will also do a preplan on the building while in there so they can know the layout of the systems.

Commissioner McLaughlin asked if the department has keys to all of the buildings. We have access when a building has a Knox Box or if the door code has been provided to the dispatch center. If the response isn't

urgent, we can wait for a key holder to arrive, but if there is an emergency, the department will get into the building.

Commissioner Perkinson shared that he likes the new layout of the chief's report and the data provided is very helpful. He asked what the fine was for a false alarm. An ordinance charges a \$100 fine, and the Fire Marshal's Office gets a referral when needed.

Commissioner Perkinson again expressed concern over the City's tendency to bond for trucks. He is concerned that the delay in having the funds available to make the purchase will result in the department paying higher costs for the trucks. This is incredibly challenging with the expected increase in aluminum and steel costs. The City pooling funds for vehicle costs are also a concern to him, as he thinks the department should be able to manage that budget for their needs, and instead, a pooled fund sets departments against each other.

Commissioner Chapman expressed that she is vehemently opposed to the PREVENT initiative. She is trying to do research and have conversations with different people who are a part of this initiative. She thinks that there is a large liability for the department. She referenced a CDC article stating that people who believe they have access to overdose reversal drugs may take more significant risks and give users a false sense of security. She ended up acknowledging the drain on the resources, and time we spent as a department responding to those calls and following protocol. While she has concerns about the addiction to the drug itself, she is trying to speak to the direct way it affects the department.

#### Old Business/New Business

- BFFA has filed a grievance regarding the pension contribution. The grievance hearing will be held on Thursday, February 20<sup>th</sup>, at 08:30 am.

#### Executive Session

Pursuant to Title 1, Section 313 of the Vermont Statutes, upon the affirmative vote of a majority of the members present, a motion to go into executive session is carried out to discuss matters where general public knowledge would place the Department at a substantial disadvantage. The motion was made by Commissioner Perkinson and seconded by Commissioner Sheehey. The meeting went into executive session at 09:19 to discuss the details of the union grievance.

#### Adjournment

The executive session ended, and the meeting adjourned at 09:35.



# BURLINGTON FIRE DEPARTMENT

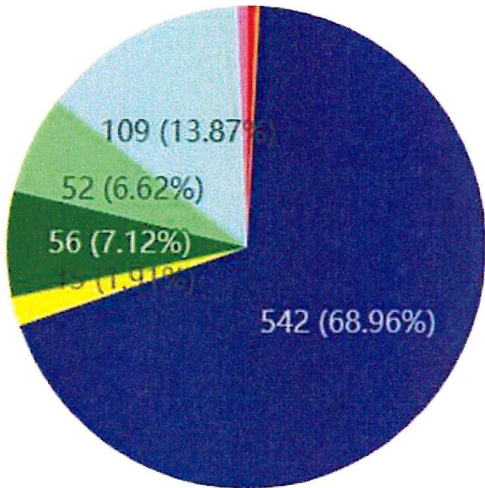
136 S. Winooski Avenue, Burlington, VT 05401  
Phone: (802) 864-4554 Fax: (802) 865-5387

February 11, 2025  
Chief's Report to the Burlington Fire Commission

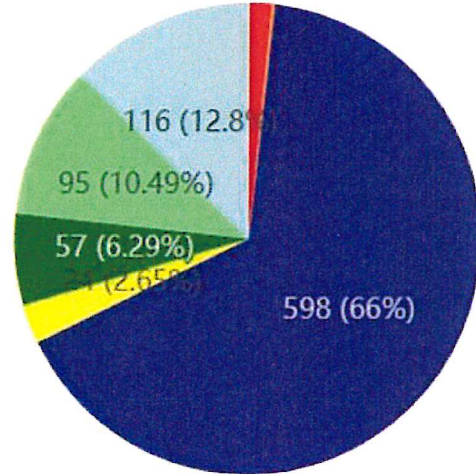
Personnel: We currently hold four vacancies. We are expecting a fifth with the expected retirement of another staff member. There has not been a formal letter outlining his intent to retire, so he will not be named in this report. The Captain's process is scheduled to take place in February 2025. We have three Lieutenants who have submitted their intent to take part in the promotional process.

Responses: In the first month of 2025, the fire department has responded to 906 calls for service. During the same period in 2024, we responded to 786, a 15.27% increase.

### Total (786)



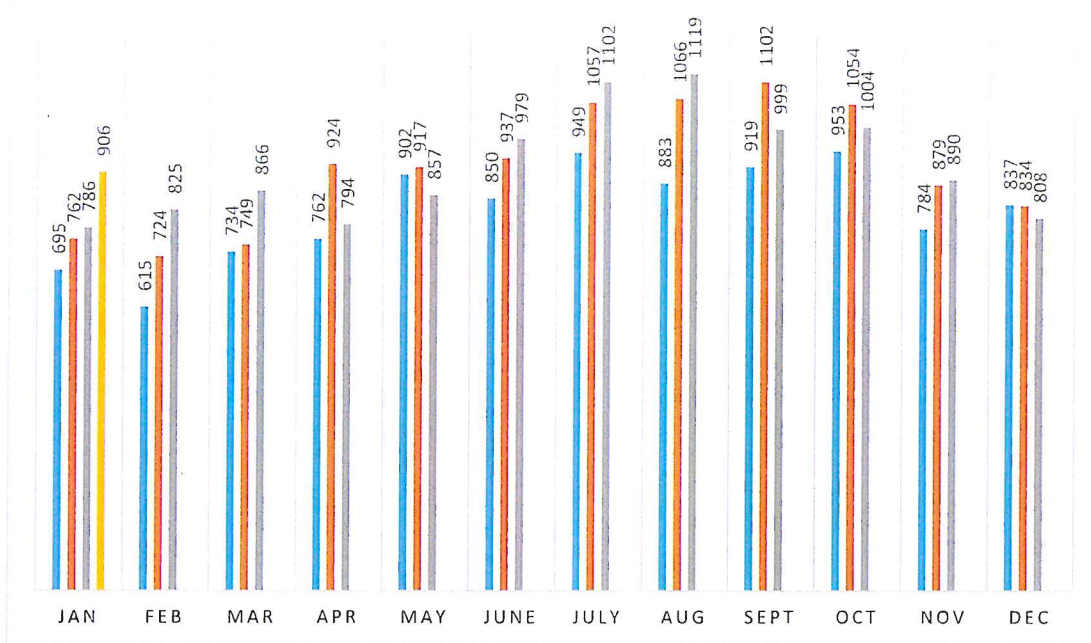
### Total (906)



### Incident Type Series

- 1 - Fire
- 2 - Overpressure Rupture, Explosion, Overheat(no fire)
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- 9 - Special Incident Type

## 2022 - 2025 RESPONSES BY MONTH



Overtime: December 01, 2024 – January 31, 2025

	<u>2024</u>	<u>2025</u>
• Minimum Staffing Overtime:	1292.25 hrs	1393.25 hrs
• Mandatory Minimum Staffing Overtime:	206.5 hrs	123 hrs

The above data shows a 7.8% increase in Minimum Staffing Overtime and a 40.4% decrease in Mandatory Minimum Staffing Overtime during the same period last year. Overall, the minimum staffing overtime burden on the employees and city budget increased by 1.17%.

Note: The above overtime burden on the staff accounts for Minimum Staffing Overtime, giving us the 22 people required to meet minimum staffing levels. This does not account for extra duty jobs or CRT overtime. In the same period, our staff committed to the following extra duty and CRT overtime:

- Extra Duty: 100.75 hrs
- CRT Overtime: 724.5 hrs

**Fleet:** We are working toward and relying on the passage of the General Obligation Bond being voted on in the March ballot on Town Meeting Day. This vote requires a 2/3 majority to pass. With the lengthy build timelines for fire trucks and ambulances, we would like to purchase the replacement for Ladder 2, Ambulance 1, and Ambulance 2 and Battalion 1 utilizing bond proceeds. We will realize a prepay bonus if we can prepay for the new ladder truck. Costs for fleets are increasing exponentially every year, so waiting will only increase the financial burden on the city.

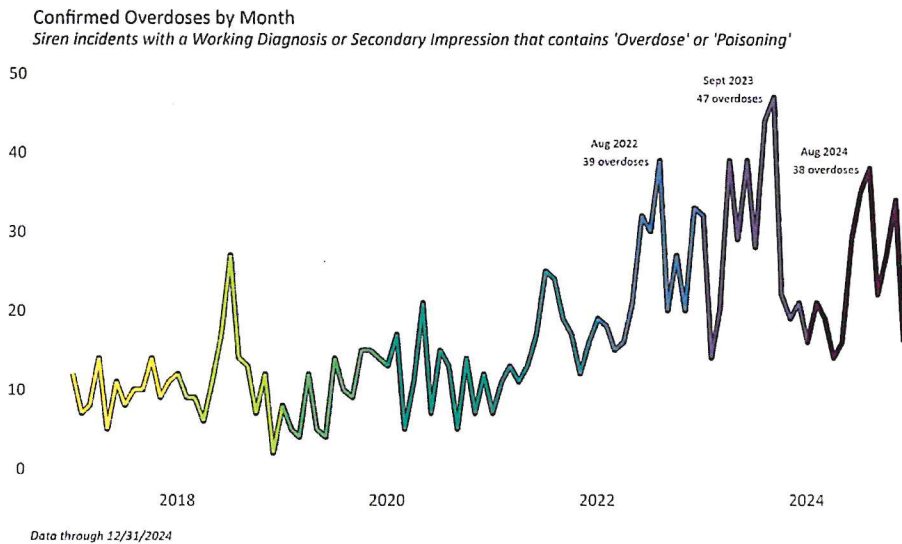
**Buildings:** The RFP to replace the apparatus floor at Station 2 has been awarded. We expect this work to take place in the spring. The apparatus floor at Station 1 and other capital needs still

need to be scheduled. Funding for many of our capital building needs will rely on the passage of the General Obligation Bond.

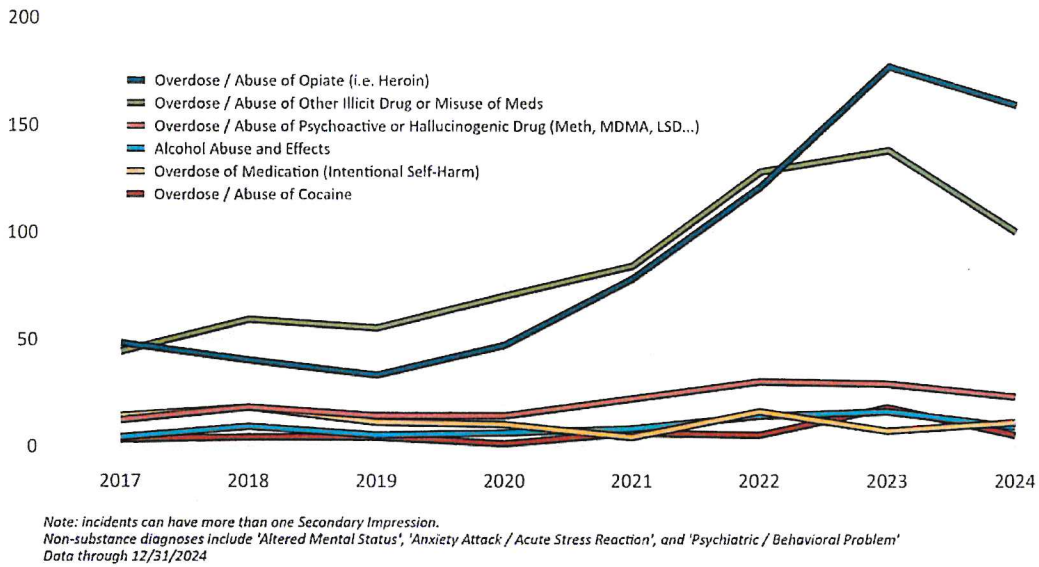
**Radio System Upgrade:** The Comms System Upgrade is progressing well. Cutover has been completed, and the radio system is impressive. The clarity is fantastic, and the coverage is excellent. We are completing the final components, including DPW system upgrades and some upgrades to our dispatch center. We plan to have this project completed in the upcoming few months.

The radio and antenna infrastructure move has been budgeted and will be completed once the building is ready.

**Community Response Team Pilot:** The CRT's staffing has increased over the last few months. Our average in-service time in the previous two months has been about 40 hours per week. We implemented the PREVENT initiative, which gives our providers the opportunity to offer Suboxone to anyone who has suffered an opioid overdose and refuses transport to the hospital. It also allows us to provide connections to services that can lead to further treatment. Unfortunately, despite offering this service multiple times, we have been unable to have anyone take us up on the service. Some of the refusals are a dramatic exit from the scene; some are people letting us know that they are not currently in a place where they want to receive those types of services. Our staff is working hard to develop innovative solutions to the issues we see in the community. They are often met with resistance.



Working Diagnoses / Secondary Impressions for Confirmed Overdoses  
 Top diagnoses that reference substances



We are tracking data from the CRT deployment. Below are some metrics showing the program's impact. This data shows how many people the team has touched, the quantity of wound care supplies handed out, comfort care supplies distributed, Narcan leave-behind kits distributed, the number of referrals, direct phone requests, and incidents where the team went above and beyond in their duties.

<b>Total:</b>	<b>2320</b>	<b>2989</b>	<b>323</b>	<b>221</b>	<b>62</b>	<b>19</b>	<b>4</b>
	# of Attendees	# of Wound Care Items Distributed	# of Comfort Care Supplies Distributed	# of NLB Kits Distributed	Total # Referrals/ Bridge to Service Providers	Total Request For CRT Members Via Phone	Total Above & Beyond Incidents

Administrative Division:

- Lateral Hiring – We had 18 qualified applicants and 12 chose to take the online exam. All 12 passed and were invited on to a phone interview. From there, 9 were invited to a performance-based panel interview which was conducted by DC Petit, Lt. Blake and Lt. Jordan. We have made conditional offers to 5 candidates, who have each accepted the offer and are moving forward in the process. The expected recruit academy start date is April 21<sup>st</sup>, 2025.
- We will be introducing a new employee appraisal system in March. The appraisals will be conducted on an annual basis. Department employees have been categorized as either operational, supervisory, leadership or administrative. Each category has a unique evaluation tool that looks at category-specific job performance factors. The appraisal includes not only a quantitative score, but also a written summary of employee performance and requires the identification of personal and professional goals for the upcoming review period.

- Working in collaboration with DC Curtin and BC Ruggles to finalize details relative to the upcoming Captain's Promotional Process in March.
- Working with FF Sean O'Connor to organize all SOGs and provide access via a SharePoint website, which will allow member access using existing log-in credentials.

#### Operations Division:

- Worked with UVM and other city agencies to plan the UVM Soccer Parade on Church St. Hired 6 members to work on the event, and it was completed without any safety issues or incidents.
- Fixed a recent grant amendment submitted incorrectly and the corresponding financial report.
- Met with the City's Grant Director to discuss future needs and how grants could be utilized. Some of the items discussed on the operational side were tools and equipment such as extrication equipment, thermal imager cameras, multigas meters, PFA-free Personal Protective Gear, and Personal Safety Systems (Bailout systems). We also discussed other foundations that can be utilized for grants, such as the Lt. Joseph P. DiBernardo Memorial Foundation, Leary Firefighters Foundation, and the Gary Sinise Foundation.
- Worked with the City team and Dr. Wolfson to get the go-ahead on the Prehospital Analgesia Intervention Trial (PAIN) study. The first stage of this study will be community outreach to educate the community on what the study involves our Paramedics and the reason behind it.
- We continue to evaluate the EPCR (Emergency Patient Care Report) in our RMS. A lot of time and effort has been put into making this a successful product to roll out to the department in the near future. The goal is to have everything under one system, not multiple, as it is currently.
- We met with Dr. Wolfson to discuss the STARS team's involvement with the Emergency Cold Weather Shelter when it is in operation to help facilitate possible treatment for individuals with substance abuse.
- The Fleet Committee approved Car 5's replacement using impact fees. The next step is to request the impact fees.

#### Fire Marshal's Office:

- This is the season for school and daycare inspections. Champlain College is done, Daycares are next, and the Burlington School system will follow.
- We have temporarily closed two bars this winter. Red Square for four days because of a fire in an electrical panel and other electrical code violations.
- Manhattan Pizza has been closed for three weeks due to unpermitted work and electrical and egress violations.
- We are receiving requests for fire extinguisher training from businesses like Aviation Air and HULA. These are in-depth trainings on fire behavior and how to extinguish fires, so we are looking into a fee structure for these trainings.

- On-duty units have been tasked with completing one inspection per month. This is an attempt to get back into buildings, not only to ensure safety but also to familiarize ourselves with layouts and potential dangers.

#### Training Division:

- Completed hazmat refresher training focusing on rail cars stored along Lake Street.
- Members have been doing Ice Rescue as conditions allow on the lake.
- Conducting promotional prep program for the members testing for Captain.
- We are back to doing officer development calls on Thursdays every other week.
- We have Deputy Commissioner of Public Safety Daniel Batsie to present leadership topics on March 18 for SFF and above.
- We have scheduled our first live burn sessions; Round 1 will begin March 26<sup>th</sup>.
- Members of Probationary Class 24-01 are being transferred to a different company to finish out the balance of their probation.
- Dave Attig from VT Gas will be in for our Biennial VT Gas review/refresher this month.
- We have confirmed with Curt Varone, a national fire service attorney, to present a program in October of this year.
- Invited to be part of VT Gas National Safety Audit interviews.
- Rainy Day Fund is receiving registrations for the upcoming Seminar on April 4<sup>th</sup>.
- We have four members completing their SFF program and ride time/evaluation.
- Senior Firefighter Adam Savoy was made the Program Coordinator for our Senior Firefighter Program.

#### EMS Division: Latest EMS Response Data:

We are amid our in-house EMT & AEMT refresher, ensuring our personnel remain proficient and up to date with best practices. Key highlights from the training so far include:

- Tracheostomy Care: We have strongly emphasized tracheostomy management, providing hands-on practice with a new manikin that supports tracheostomy equipment. This has allowed our providers to gain valuable experience in a controlled learning environment.
- Medication Math & Administration: This week, we will focus on hands-on medication calculations and administration. Providers will draw up the appropriate medications based on their skill level in accordance with Vermont Statewide EMS Protocols. The training reinforces the Six Rights of Medication Administration and emphasizes cross-checking medications with partners to enhance patient safety.
- We anticipate completing the in-house refresher training by the third week of February.

#### Community Outreach & CRT Integration

The EMS Division continues to strengthen connections with our CRT and community partners. Recent efforts include:

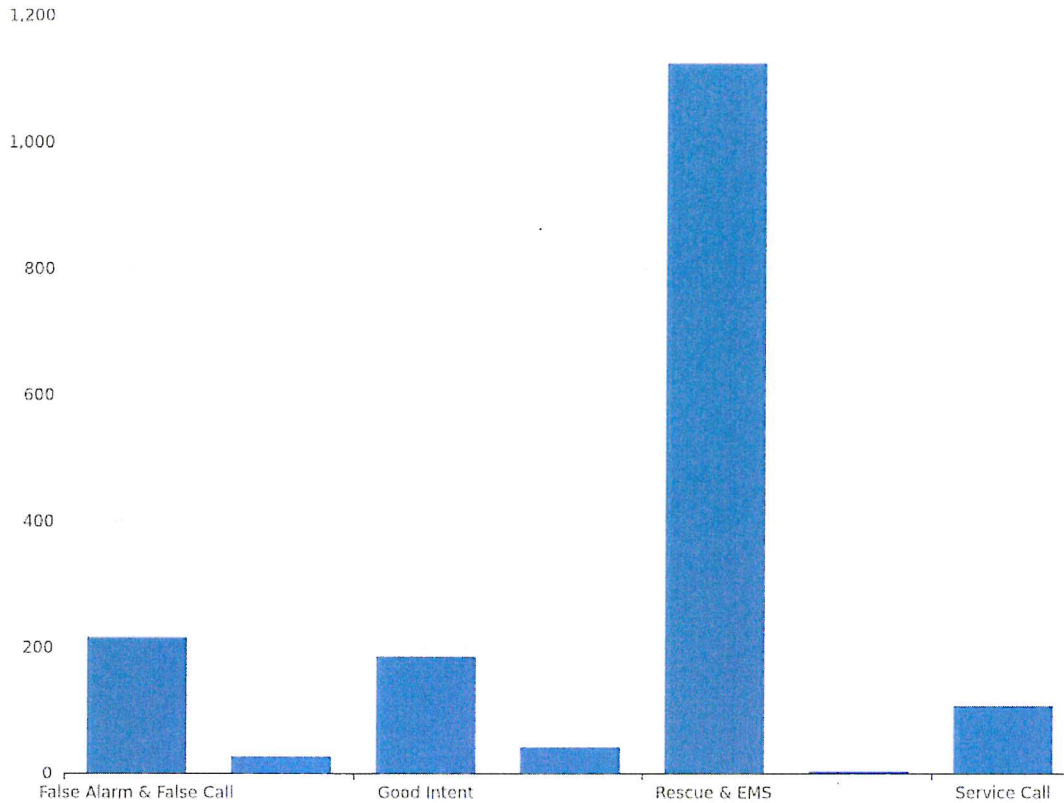
- Spending time at City partner locations, including the Fletcher Free Library, COTS, CVOEO, and Champlain Housing Trust's PODS program, to engage with individuals who may require additional support.
- Working extra duty events at the Warming Shelter at the Miller Center to directly assist vulnerable populations.
- Ongoing collaboration with the CARES mental health clinician, who rides with the CRT twice weekly. This partnership has allowed us to support better individuals whose needs extend beyond the traditional emergency response model and address gaps in our current system.

By continuing to train, collaborate, and integrate with community resources, we are enhancing our EMS services and ensuring we meet the evolving needs of Burlington residents.

Below is information about response types, training information, and a company-level inspection report.



**Total Calls December/January**



INCIDENT TYPE SERIES NAME	INCIDENT TYPE	TOTAL CALLS
False Alarm & False Call	700 - False alarm or false call, other	2
False Alarm & False Call	7001 - False alarm caused by Contractor/Construction	1
False Alarm & False Call	711 - Municipal alarm system, malicious false alarm	1
False Alarm & False Call	712 - Direct tie to FD, malicious false alarm	5
False Alarm & False Call	714 - Central station, malicious false alarm	1
False Alarm & False Call	730 - System malfunction, other	4
False Alarm & False Call	731 - Sprinkler activation due to malfunction	13
False Alarm & False Call	733 - Smoke detector activation due to malfunction	33
False Alarm & False Call	734 - Heat detector activation due to malfunction	1
False Alarm & False Call	735 - Alarm system sounded due to malfunction	25

# Total Calls December/January

Burlington FD  
Address: 136 S Winooski Ave, Burlington, VT,  
05401



INCIDENT TYPE SERIES NAME	INCIDENT TYPE	TOTAL CALLS
False Alarm & False Call	736 - CO detector activation due to malfunction	9
False Alarm & False Call	740 - Unintentional transmission of alarm, other	3
False Alarm & False Call	741 - Sprinkler activation, no fire - unintentional	4
False Alarm & False Call	743 - Smoke detector activation, no fire - unintentional	85
False Alarm & False Call	744 - Detector activation, no fire - unintentional	5
False Alarm & False Call	745 - Alarm system activation, no fire - unintentional	17
False Alarm & False Call	746 - Carbon monoxide detector activation, no CO	6
Fire	100 - Fire, other	1
Fire	111 - Building fire	10
Fire	113 - Cooking fire, confined to container	5
Fire	118 - Trash or rubbish fire, contained	6
Fire	131 - Passenger vehicle fire	1
Fire	142 - Brush or brush-and-grass mixture fire	1
Fire	151 - Outside rubbish, trash or waste fire	2
Good Intent	600 - Good intent call, other	41
Good Intent	611 - Dispatched & canceled en route	31
Good Intent	622 - No incident found on arrival at dispatch address	40
Good Intent	651 - Smoke scare, odor of smoke	5
Good Intent	652 - Steam, vapor, fog or dust thought to be smoke	1
Good Intent	653 - Smoke from barbecue, tar kettle	1
Good Intent	661 - EMS call, party transported by non-fire agency	61
Good Intent	671 - HazMat release investigation w/no HazMat	5
Hazardous Condition	400 - Hazardous condition, other	1
Hazardous Condition	411 - Gasoline or other flammable liquid spill	1
Hazardous Condition	412 - Gas leak (natural gas or LPG)	4
Hazardous Condition	413 - Oil or other combustible liquid spill	1
Hazardous Condition	424 - Carbon monoxide incident	8
Hazardous Condition	440 - Electrical wiring/equipment problem, other	1
Hazardous Condition	442 - Overheated motor	2

# Total Calls December/January

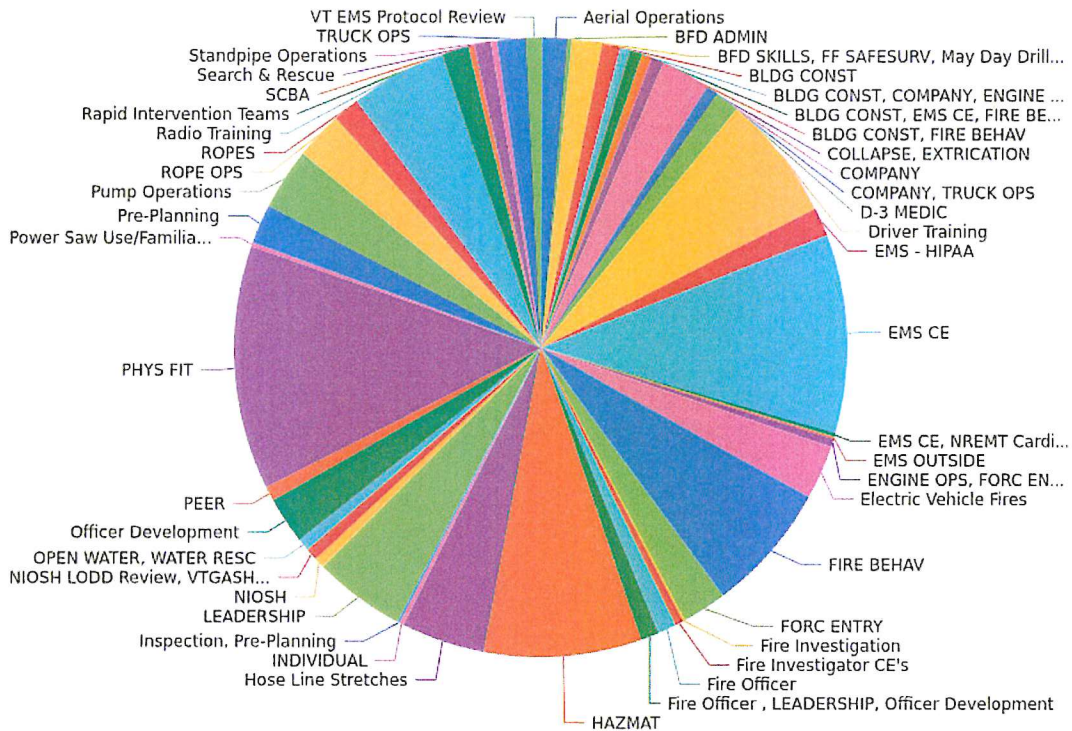
Burlington FD  
 Address: 136 S Winooski Ave, Burlington, VT,  
 05401



INCIDENT TYPE SERIES NAME	INCIDENT TYPE	TOTAL CALLS
Hazardous Condition	444 - Power line down	2
Hazardous Condition	445 - Arcing, shorted electrical equipment	1
Hazardous Condition	461 - Building or structure weakened or collapsed	2
Hazardous Condition	462 - Aircraft standby	1
Hazardous Condition	463 - Vehicle accident, general cleanup	17
Rescue & EMS	300 - Rescue, EMS incident, other	1
Rescue & EMS	320 - Emergency medical service incident, other	1
Rescue & EMS	321 - EMS call, excluding vehicle accident with injury	1078
Rescue & EMS	322 - Motor vehicle accident with injuries	19
Rescue & EMS	323 - Motor vehicle/pedestrian accident (MV Ped)	1
Rescue & EMS	324 - Motor vehicle accident with no injuries.	3
Rescue & EMS	331 - Lock-in (if lock out , use 511 )	1
Rescue & EMS	353 - Removal of victim(s) from stalled elevator	14
Rescue & EMS	381 - Rescue or EMS standby	7
Rupture/Explosion	212 - Overpressure rupture of steam boiler	1
Rupture/Explosion	243 - Fireworks explosion (no fire)	1
Rupture/Explosion	251 - Excessive heat, scorch burns with no ignition	1
Service Call	510 - Person in distress, other	1
Service Call	512 - Ring or jewelry removal	2
Service Call	520 - Water problem, other	3
Service Call	522 - Water or steam leak	7
Service Call	531 - Smoke or odor removal	1
Service Call	542 - Animal rescue	1
Service Call	550 - Public service assistance, other	18
Service Call	552 - Police matter	11
Service Call	553 - Public service	4
Service Call	554 - Assist invalid	49
Service Call	555 - Defective elevator, no occupants. Includes Elevator alarms.	4
Service Call	561 - Unauthorized burning	6
Total		1702



## December/January Training Report



TOPIC NAMES	TOTAL HOURS
Aerial Operations	23
BFD ADMIN	1
BFD SKILLS, FF SAFESURV, May Day Drills, Rapid Intervention Teams, SCBA	45
BLDG CONST	39
BLDG CONST, COMPANY, ENGINE OPS, FORC ENTRY, OPEN WATER, ROPES, Rapid Intervention Teams	8
BLDG CONST, EMS CE, FIRE BEHAV, Hose Line Stretches, VTGASHAZMAT	11
BLDG CONST, FIRE BEHAV	3
COLLAPSE, EXTRICATION	6
COMPANY	26
COMPANY, TRUCK OPS	5
D-3 MEDIC	24

# December/January Training Report

Burlington FD  
Address: 136 S Winooski Ave, Burlington, VT,  
05401



TOPIC NAMES	TOTAL HOURS
Driver Training	68
EMS - HIPAA	22
EMS CE	248
EMS CE, NREMT Cardiology , NREMT Medical Emergencies, NREMT Operations, NREMT Trauma, VT EMS Protocol Review	7
EMS OUTSIDE	1
ENGINE OPS, FORC ENTRY, Hose Line Stretches, SOG Review, Search & Rescue, WIDE AREA SR	5
Electric Vehicle Fires	30
FIRE BEHAV	67
FORC ENTRY	14
Fire Investigation	3
Fire Investigator CE's	12
Fire Officer	18
Fire Officer , LEADERSHIP, Officer Development	77
HAZMAT	151
Hose Line Stretches	52
INDIVIDUAL	4
Inspection, Pre-Planning	3
LEADERSHIP	188
NIOSH	4
NIOSH LODD Review, VTGASHAZMAT	11
OPEN WATER, WATER RESC	3
Officer Development	46
PEER	2
PHYS FIT	127
Power Saw Use/Familiarization	1
Pre-Planning	19
Pump Operations	81
ROPE OPS	23
ROPES	12
Radio Training	5
Rapid Intervention Teams	39
SCBA	2

# December/January Training Report

Burlington FD

Address: 136 S Winooski Ave, Burlington, VT, 05401



TOPIC NAMES	TOTAL HOURS
Search & Rescue	31
Standpipe Operations	2
TRUCK OPS	25
VT EMS Protocol Review	6
Total	1591

**Description:** Total member training hours for last calendar month



### Total General Fire Safety Inspections December/January

FIRE STATION	TOTAL INSPECTIONS COMPLETED
Central - Station 1	2
Station 2	1
Station 4	1
Station 5	1
Total	5

**Fire Commission**  
 Tuesday, February 11, 2025 08:30  
 Fire Station #1  
 136 South Winooski Avenue  
**SIGN-IN SHEET**

NAME	EMAIL
Amanda Sheehy	LSHEEHY@GMAIL.COM
Kevin MUNGATHI	COUNTY@AOL.COM
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