

BURLINGTON FIRE COMMISSION
Minutes of the Meeting
April 8, 2025

These are the minutes of the April 8, 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. Commission Bond attended via Zoom. Chief LaChance, Deputy Chief Petit, Battalion Chief McCombie, and Administrative Assistant Meghan Sweeney were also present.

Call to Order

Commissioner McLaughlin called the meeting to order at 08:30.

Motion to Adopt Agenda

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

Public Comment

No members of public present.

Review and Accept Minutes from the December Meeting

Motion to accept minutes made by Commissioner Chapman and seconded by Commission Sheehey.

Summary of Meeting

Meeting summary with AI Companion – The following minutes have been generated by AI and while they have been reviewed are not guaranteed to be accurate.

Quick recap

The meeting covered leadership changes in the Fire Commission, with Ashley resigning as chair and Jacob Perkinson being nominated and voted in as the new chair. Various operational aspects of the Burlington Fire Department were discussed, including the Community Response Team's initiatives, new EMS protocols, staffing changes, and increased call volumes. The department also addressed budget considerations, including the allocation of a city bond for fleet and building improvements, as well as the need for additional personnel and ongoing grant applications.

Next steps

- Chief LaChance to continue monitoring budget and staffing needs for FY26.
- BC Marsha McCombie to continue tracking and analyzing CRT data for frequent contacts.
- BC Troy Ruggles to monitor the status of AFG grants before spending the allocated funds.
- Chief LaChance to continue discussions with city officials regarding future staffing increases.
- Fire Department leadership to explore efficiencies in response models as call volumes increase.
- Chief LaChance and Ingrid Jonas to continue developing a comprehensive public safety system plan.
- Fire Department to proceed with the purchase of the new Car 5 (Ford Explorer) for multiple uses.
- Chief LaChance to finalize the MOU with the State for fire marshal services in Burlington.
- Fire Department to implement new EMS protocols by May 1st.
- Fire Department to continue planning for the potential new combined fire and police building.

Summary

Burlington Fire Department Operations Update

The meeting covers several topics related to the Burlington Fire Department's operations and initiatives. The Community Response Team (CRT) is discussed, highlighting their work beyond just supplies and contacts, including building relationships with other social services and staffing a community resource

desk at the library. The department is exploring community paramedicine and tracking data on patients who frequently request social services. New EMS protocols are being implemented, including the use of CPAP machines for EMTs and guidelines for pediatric transport of newborns. Recent promotions within the department are mentioned, as well as an increase in overall call volume and overtime. The mayor's ride-along with the CRT is noted, and the passing of a general obligation bond will allow for new fleet purchases in the future.

BFD Discusses Bond, Radio Upgrade, and Staffing

BFD discussed the city's 20 million dollar bond, which covers fleet and buildings. The fleet manager is considering the purchase of one fire apparatus and one ambulance. BFD also mentioned the radio system upgrade and the need to spend bond proceeds by August. The mayor's speech highlighted the situation table, which aims to connect cases with the right people. BFD also mentioned the purchase of a new car for the BC and Ems. The department is in a holding pattern with Afg grants, and the training division identified the need for more personnel. BFD also discussed the city's budget and the need for increased personnel. The department is working on a staffing study to identify the need for more personnel.

Old/New Business

Ashley Resigns, Jacob Nominated as Chair

In the meeting, Ashley announced her resignation as the chair of the Fire Commission, with her term ending in 2026. She expressed her gratitude to the Commission members and department leaders for their support over the past six years. Ashley then nominated Jacob Perkinson as the new chair. Commissioner McLaughlin seconded the nomination. All commissioners in favor. After no other nominations were made, Commissioner Perkinson is willing to stand for the nomination. Commissioner McLaughlin asked for a vote. Commissioners McLaughlin, Bond, Sheehey and Chapman voted in favor of the nomination.

Adjournment

The meeting adjourned at 09:20 by motion of Commissioner McLaughlin and seconded by Commissioner Sheehey.



BURLINGTON FIRE DEPARTMENT

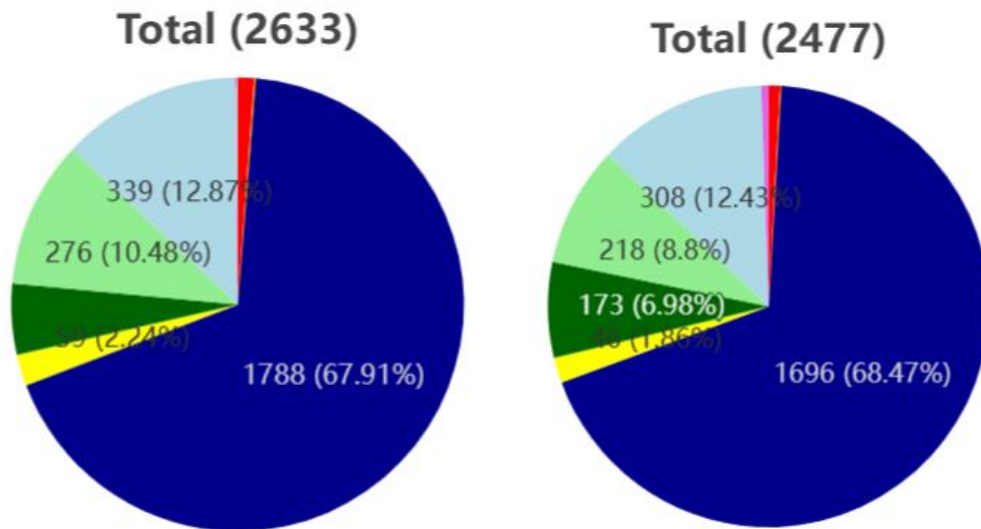
136 S. Winooski Avenue, Burlington, VT 05401
Phone: (802) 864-4554 Fax: (802) 865-5387

April 08, 2025

Chief's Report to the Burlington Fire Commission

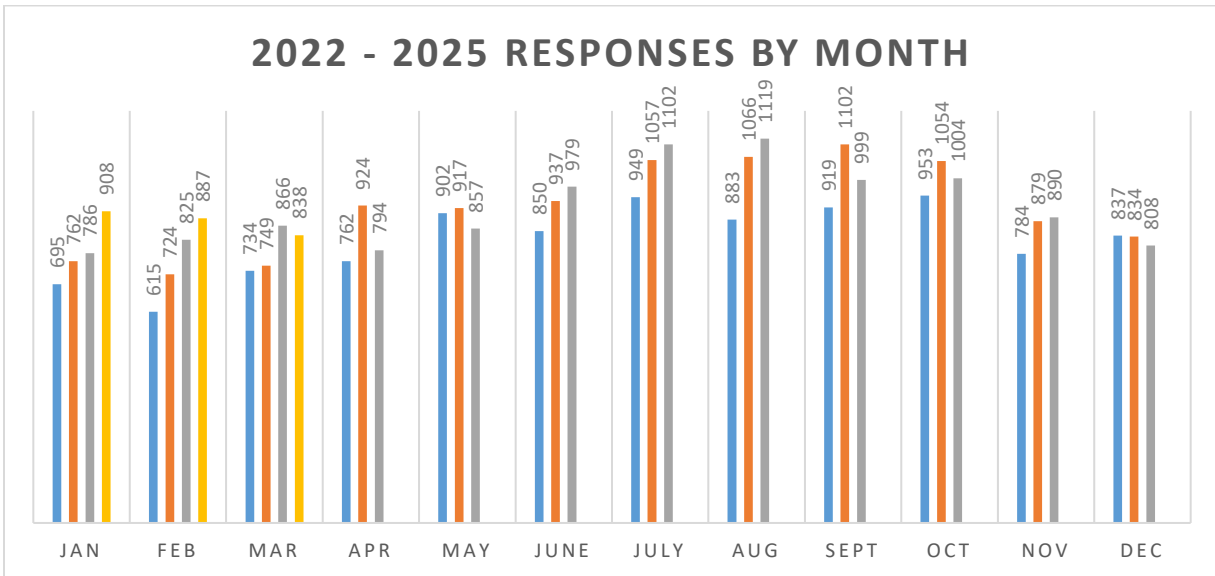
Personnel: We currently have five vacancies. BC E. Webster worked his last shift on April 01. We will miss BC Webster and wish him well into the future. F. Aumand was promoted to the rank of Battalion Chief and will serve as the shift commander on A-Shift. The captain's promotional process took place in February. We had three lieutenants participate in the process. Kyle Blake was promoted to Captain on March 10, and Tim Burns was promoted to Captain on April 07. The final promotion celebrated this month was R. Ploof to the rank of Lieutenant. The city is currently in contract negotiations with the BFFA.

Responses: In the first three months of 2025, the fire department has responded to 2633 calls for service. During the same period in 2024, we responded to 2477, a 6.30% increase.



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



Overtime: February 01, 2025 – March 31, 2025

- | | <u>2024</u> | <u>2025</u> |
|--|-------------|-------------|
| • Minimum Staffing Overtime: | 912.25 hrs | 1350.75 hrs |
| • Mandatory Minimum Staffing Overtime: | 90.5 hrs | 185 hrs |

The above data shows a 48% increase in Minimum Staffing Overtime and a 104% increase 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 53%.

Note: The above overtime burden on the staff accounts for Minimum Staffing Overtime, which enables us to meet the minimum staffing levels with 22 people. 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: 100.5 hrs
- CRT Overtime: 786 hrs

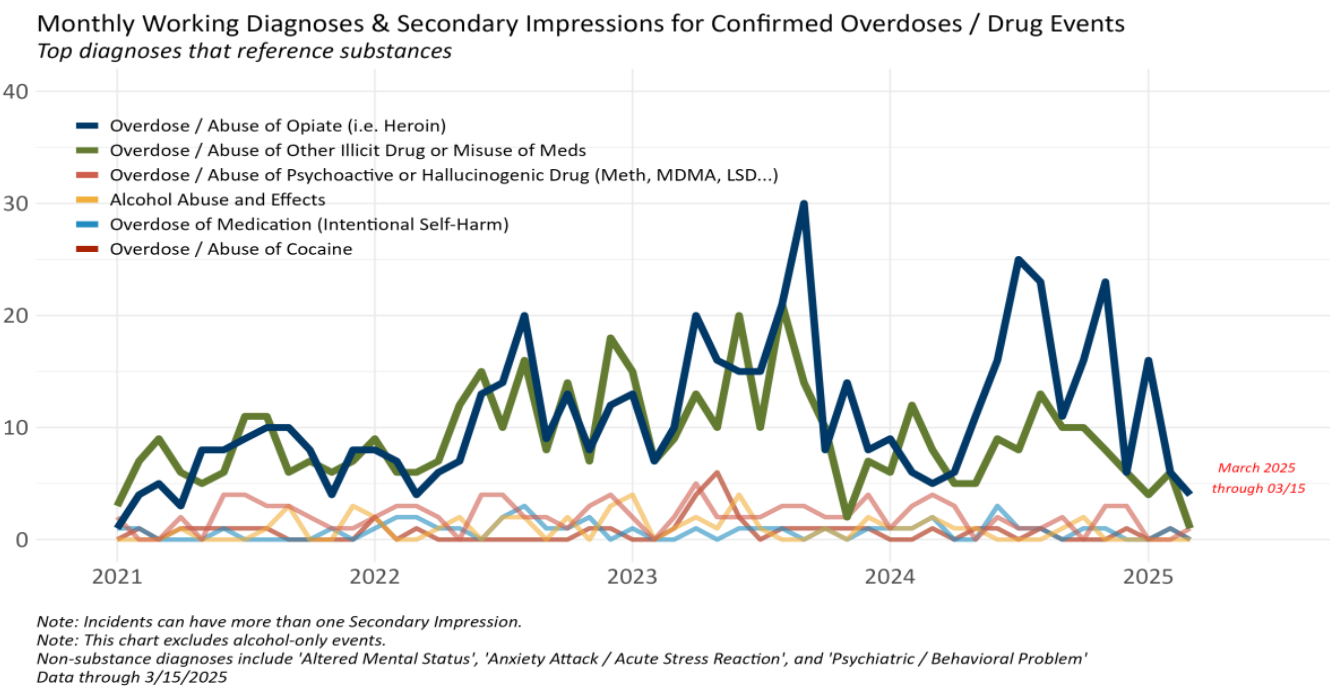
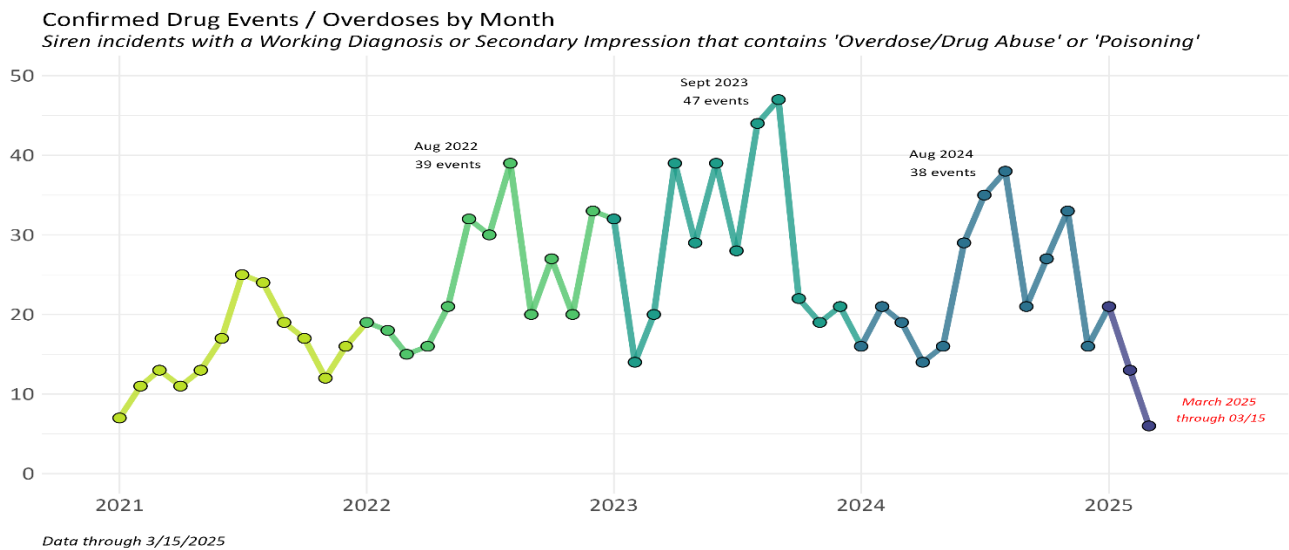
Fleet: The general obligation bond passed on the March ballot on Town Meeting Day. We are working toward readiness to order apparatus in August once the funding is available. The total funds available to the fire department fleet have not been finalized. We will realize a prepay bonus if we can prepay for new suppression apparatus at the time of purchase.

Buildings: The RFP to replace the apparatus floor at Station 2 has been awarded, and the work has begun. There will be challenges to work through regarding the housing of response vehicles during construction. We’ve created a response plan to minimize any delays in our response during this time.

Radio System Upgrade: The Final steps in this project include the radio and antenna infrastructure move to the roof of City Place. This is in the plan and has been budgeted for. The timeline for the move is expected to be before the summer.

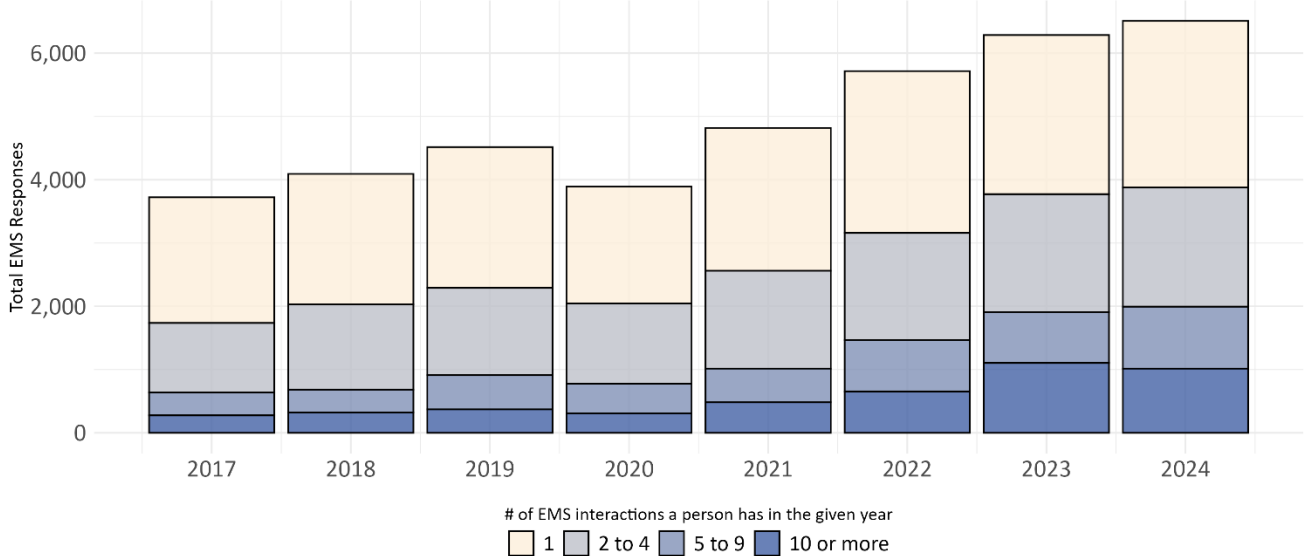
Community Response Team Pilot: The CRT's staffing has remained consistent at around 40 hours per week. We implemented the PREVENT initiative, which allows our providers to offer Suboxone to anyone who has suffered an opioid overdose and refuses transport to the hospital. It also enables us to connect individuals with services that may lead to additional treatment. In March, we successfully administered one dose. The patient was then transported to the hospital and was enrolled in the STARS program for OUD.

We are working with the city data team to track high-use individuals—a graph showing that data is below. Conversations have begun around transitioning the CRT model that mainly focuses on the opioid crisis, moving toward more of a community paramedic model, which would allow for patient follow-up and a more holistic outreach to our high-use individuals, not all of whom struggle with OUD.



EMS Responses with Frequent Contacts

In 2023 & 2024, 16-17% of incidents were responses to frequent contacts (A person with 10 or more contacts that year). Prior to 2021, less than 10% were responses to frequent contacts.



Note: Multiple people at the same incident is counted as multiple responses
 Source: Siren
 Data through 12/31/24

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

Total:	2487	3037	352	228	62	19	4
	# 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:

- Introduced revised Annual Employee Appraisal Process (SOG and department-wide training)
- Lateral Academy is scheduled to start on April 21, 2025. Currently, four lateral hires are anticipated.
- Entry-level hiring process – anticipate opening recruitment and application process after July 1, 2025 and working with a few members who have expressed interest in assisting with recruitment.
- The Station 2 Apparatus floor replacement project has begun and is expected to take approximately 3 months.

- The Station 1 apparatus floor and stairwell repair project has gone out to bid. Timeline TBD.
- Station 4 – obtaining estimates to replace a section of cast iron pipe that runs along the ceiling of the apparatus bay and has recently been problematic.
- Work with state and local partners to update the local emergency management plan.
- FF Sean O'Connor has reformatted all SOGs and created SOG quizzes/answer keys for all SOGs. These will be posted shortly, along with all department forms, and shared via Share Point, which will allow members access without needing to be on the fire drive.

Operations Division:

- Worked on purchasing of new Car 5 with Fleet Manager getting quotes on vehicle, radios, emergency lights, wiring, and decals
- Work with UVM and the City Attorney's office to establish a formal contract on special events due to the past of last-minute contract changes
- Worked with USCG and City Attorney's office to finalize MOU
- Planning for the 3rd Annual Burlington Fire Department Spring Training Seminar on April 04. The seminar was a success, with approximately 150 attendees. Attendees were from Vermont, New England, and beyond.
- Finalized the purchasing agreement for new air packs that are up to the latest NFPA standard
- Worked with Dr. Wolfson to find a solution to a data issue that the state is requiring for PREVENT
- Ordered Fire and EMS equipment that needed replacing and to outfit spare apparatus
- Worked on Lithium-Ion Battery Fire Response SOG, equipment, etc.
- Reviewing recommendations regarding PFAS-free turnout gear.

Fire Marshal's Office:

- The FMO and Deputy Chief of Operations are still meeting weekly with SD Ireland on the Main St. construction project to maintain the fire department's access.
- City Place North Tower has started to erect steel, and the South Tower is going along smoothly.
- The new high school is progressing well. This is an extensive project that is progressing slowly, but they are staying on schedule.
- We have been collaborating with the water resources department to upgrade fire hydrants and improve communication between our departments, ensuring that everyone is aware of each department's specific needs.
- Looking into how to pre-plan the entire City to achieve an accurate accounting of our fire alarm and sprinkler systems. I am working with Vanessa Santos Eugenio from the City HR Department to hire an intern for this project.

Training Division:

- Congratulations to the Rainy-Day Fund for a very successful training Seminar this past Friday, April 04.
- The department did a facility tour/refresher at the UVM Environmental Safety Facility.
- We held a Leadership/Officer development program with Deputy Commissioner of VT Public Safety Daniel Batsie presenting two interesting topics.
- We are in a holding pattern on our AFG Grant funds for live fire training as a result of the current review of federal spending.
- We are preparing for Recruit Class 25-01, which will begin on April 21st.
- We will conduct a fire suppression tour, review, and refresher for all department members on the UVM Medical Center campus next week.
- Training will take place with the Vermont Railroad at the Burlington railyard at the end of the month. Reviewing the rail yard operations and train safety.
- We have members attending a Rope Operations class with the Vermont Fire Academy as well as Swiftwater and Boat rescue operations.

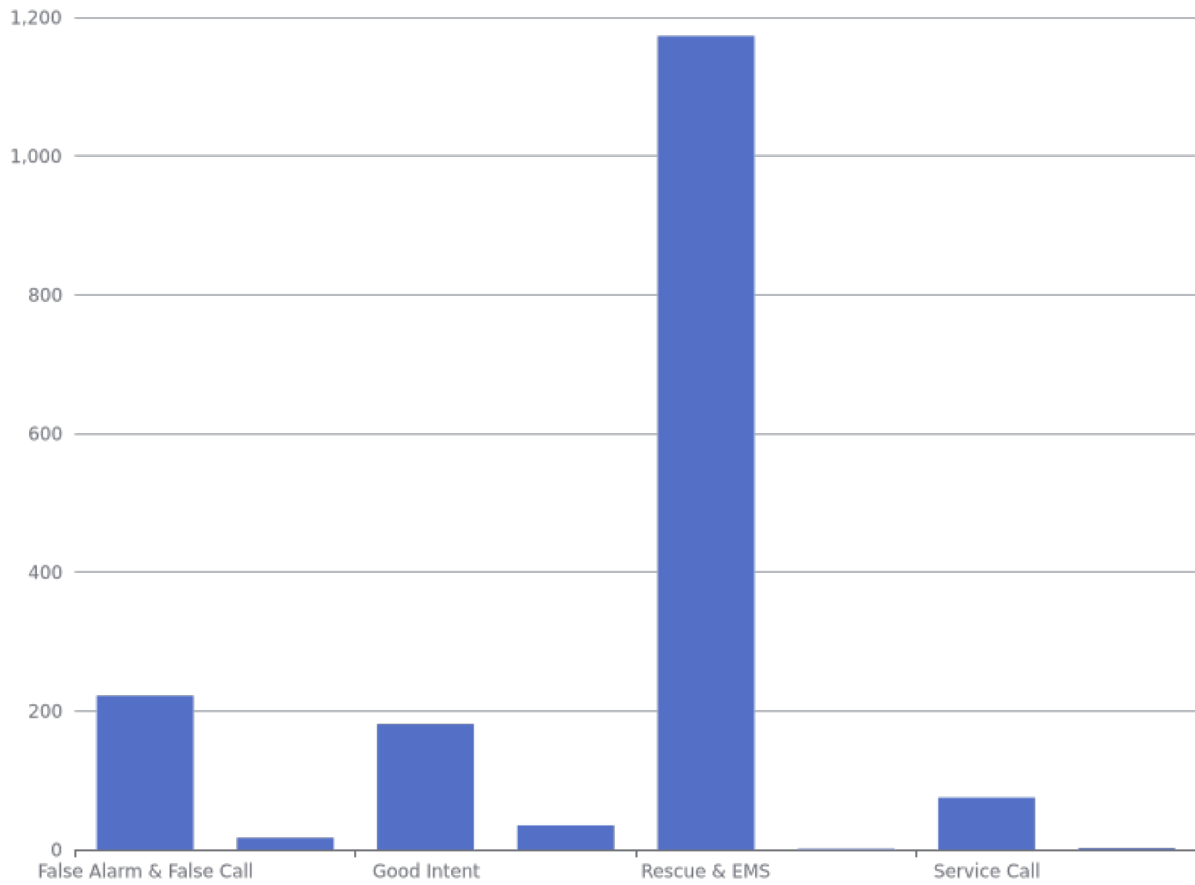
EMS Division:

The Burlington Fire Department EMS Division continues to advance its mission through cross-agency collaboration, innovative practices, and statewide engagement.

- A key success has been the ongoing partnership between our Community Response Team (CRT) and the Burlington Police Department's CARES mental health clinicians. This collaboration, now more than seven months strong, has significantly enhanced our community-centered response model. Together, our teams have been responding to calls involving individuals experiencing mental health or substance use crises, ensuring they receive timely, compassionate, and clinically appropriate interventions.
- In addition, the EMS Division has launched an important new feature within our electronic patient care reporting system. This allows EMS providers to "flag" patients whom they believe may benefit from additional social or mental health services. These reports are reviewed for follow-up, either through BFD channels or in coordination with the Community and Response Engagement Services (CARES) team. Since September 1, 2024, 366 reports have been flagged. Notably, 29 individuals identified through this system have accounted for 8.71% of the total EMS call volume in the past seven months. Of these, 21 patients are now receiving direct, targeted support through BFD and CARES, which includes coordination with case managers, healthcare providers, and judicial services when needed.
- In addition to our local initiatives, BFD is actively participating in the review and implementation of the 2025 Vermont Statewide EMS Protocols. Our department is preparing for the statewide implementation of these updated protocols, which are scheduled to take effect on **May 1, 2025**. This comprehensive update is designed to enhance clinical consistency, safety, and adaptability across Vermont's EMS agencies. Training and transition planning are currently underway to ensure our crews are fully equipped and ready for a smooth transition.



February / March Total Incidents



INCIDENT TYPE SERIES NAME	INCIDENT TYPE	TOTAL CALLS
False Alarm & False Call	700 - False alarm or false call, other	5
False Alarm & False Call	7001 - False alarm caused by Contractor/Construction	1
False Alarm & False Call	712 - Direct tie to FD, malicious false alarm	2
False Alarm & False Call	730 - System malfunction, other	3
False Alarm & False Call	731 - Sprinkler activation due to malfunction	6
False Alarm & False Call	733 - Smoke detector activation due to malfunction	40
False Alarm & False Call	735 - Alarm system sounded due to malfunction	17
False Alarm & False Call	736 - CO detector activation due to malfunction	4
False Alarm & False Call	740 - Unintentional transmission of alarm, other	12
False Alarm & False Call	743 - Smoke detector activation, no fire - unintentional	94
False Alarm & False Call	744 - Detector activation, no fire - unintentional	5

February / March Total Incidents

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



INCIDENT TYPE SERIES NAME	INCIDENT TYPE	TOTAL CALLS
False Alarm & False Call	745 - Alarm system activation, no fire - unintentional	24
False Alarm & False Call	746 - Carbon monoxide detector activation, no CO	9
Fire	100 - Fire, other	1
Fire	111 - Building fire	2
Fire	112 - Fires in structure other than in a building	1
Fire	113 - Cooking fire, confined to container	6
Fire	118 - Trash or rubbish fire, contained	3
Fire	141 - Forest, woods or wildland fire	1
Fire	142 - Brush or brush-and-grass mixture fire	1
Fire	150 - Outside rubbish fire, other	1
Fire	160 - Special outside fire, other	1
Good Intent	600 - Good intent call, other	28
Good Intent	611 - Dispatched & canceled en route	25
Good Intent	621 - Wrong location	1
Good Intent	622 - No incident found on arrival at dispatch address	47
Good Intent	651 - Smoke scare, odor of smoke	3
Good Intent	661 - EMS call, party transported by non-fire agency	76
Good Intent	671 - HazMat release investigation w/no HazMat	1
Hazardous Condition	410 - Combustible/flammable gas/liquid condition, other	2
Hazardous Condition	412 - Gas leak (natural gas or LPG)	5
Hazardous Condition	422 - Chemical spill or leak	1
Hazardous Condition	424 - Carbon monoxide incident	7
Hazardous Condition	440 - Electrical wiring/equipment problem, other	3
Hazardous Condition	443 - Breakdown of light ballast	1
Hazardous Condition	444 - Power line down	5
Hazardous Condition	460 - Accident, potential accident, other	1
Hazardous Condition	463 - Vehicle accident, general cleanup	10
Rescue & EMS	321 - EMS call, excluding vehicle accident with injury	1124
Rescue & EMS	322 - Motor vehicle accident with injuries	19

February / March Total Incidents

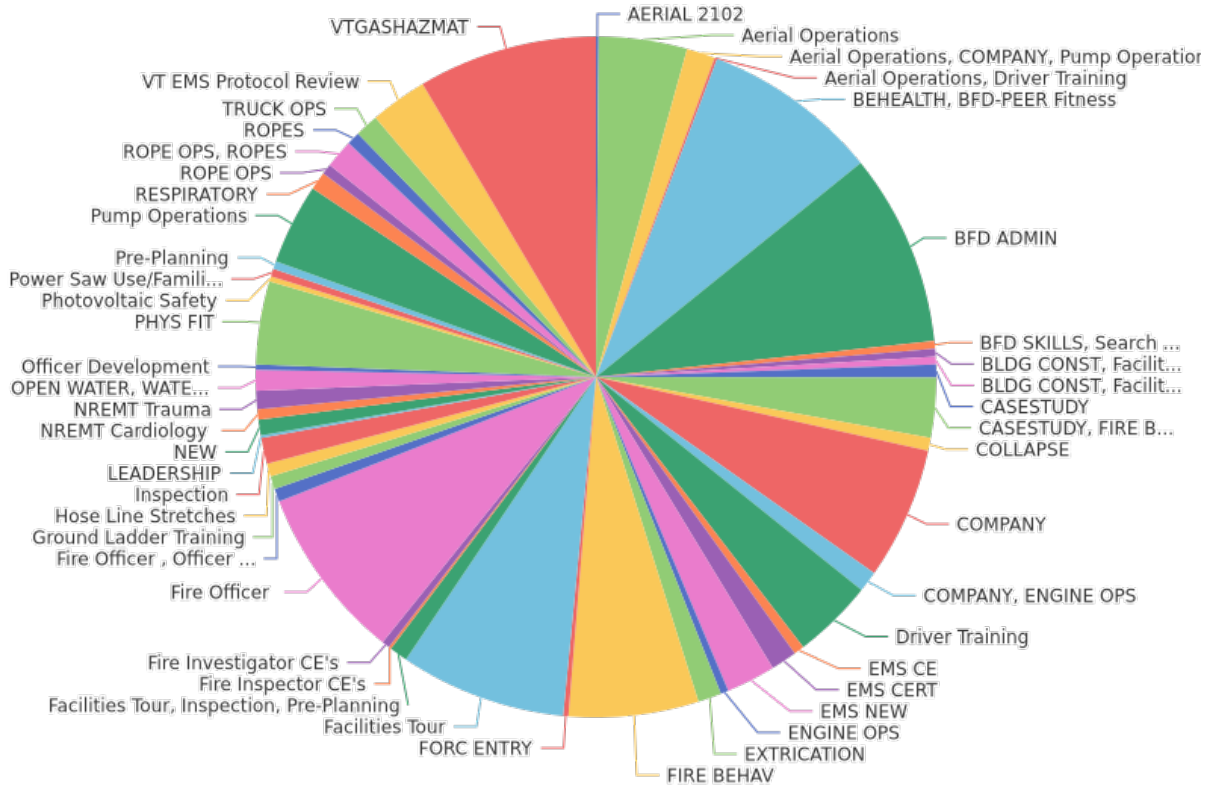
Burlington FD
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05401



INCIDENT TYPE SERIES NAME	INCIDENT TYPE	TOTAL CALLS
Rescue & EMS	323 - Motor vehicle/pedestrian accident (MV Ped)	2
Rescue & EMS	324 - Motor vehicle accident with no injuries.	8
Rescue & EMS	331 - Lock-in (if lock out , use 511)	1
Rescue & EMS	353 - Removal of victim(s) from stalled elevator	11
Rescue & EMS	381 - Rescue or EMS standby	8
Rupture/Explosion	211 - Overpressure rupture of steam pipe or pipeline	1
Service Call	510 - Person in distress, other	1
Service Call	511 - Lock-out	1
Service Call	520 - Water problem, other	5
Service Call	522 - Water or steam leak	4
Service Call	541 - Animal problem	1
Service Call	550 - Public service assistance, other	8
Service Call	551 - Assist police or other governmental agency	4
Service Call	552 - Police matter	4
Service Call	553 - Public service	6
Service Call	554 - Assist invalid	34
Service Call	555 - Defective elevator, no occupants. Includes Elevator alarms.	3
Service Call	561 - Unauthorized burning	4
Special Incident	9002 - Test Incident	1
Special Incident	911 - Citizen complaint	1
Total		1706



February / March Training Report



TOPIC NAMES	TOTAL HOURS
AERIAL 2102	1
Aerial Operations	27
Aerial Operations, COMPANY, Pump Operations	28
Aerial Operations, Driver Training	3
BEHEALTH, BFD-PEER Fitness	236
BFD ADMIN	148
BFD SKILLS, Search & Rescue	3
BLDG CONST, Facilities Tour	6
BLDG CONST, Facilities Tour, Pre-Planning	6
CASESTUDY	1
CASESTUDY, FIRE BEHAV, Fire Officer	52
COLLAPSE	10

February / March Training Report

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



TOPIC NAMES	TOTAL HOURS
COMPANY	55
COMPANY, ENGINE OPS	12
Driver Training	30
EMS CE	3
EMS CERT	7
EMS NEW	12
ENGINE OPS	3
EXTRICATION	9
FIRE BEHAV	96
FORC ENTRY	2
Facilities Tour	146
Facilities Tour, Inspection, Pre-Planning	11
Fire Inspector CE's	3
Fire Investigator CE's	24
Fire Officer	148
Fire Officer , Officer Development	5
Ground Ladder Training	3
Hose Line Stretches	9
Inspection	11
LEADERSHIP	
NEW	9
NREMT Cardiology	7
NREMT Trauma	7
OPEN WATER, WATER RESC	12
Officer Development	20
PHYS FIT	38
Photovoltaic Safety	1
Power Saw Use/Familiarization	2
Pre-Planning	2
Pump Operations	43
RESPIRATORY	11
ROPE OPS	6
ROPE OPS, ROPES	17

February / March Training Report

Burlington FD
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TOPIC NAMES	TOTAL HOURS
ROPES	5
TRUCK OPS	9
VT EMS Protocol Review	22
VTGASHAZMAT	133
Total	1450

Description: Total member training hours for last calendar month



Total General Fire Safety Inspections February / March

FIRE STATION	TOTAL INSPECTIONS COMPLETED
Central - Station 1	5
Station 2	4
Station 3	12
Station 4	4
Station 5	4
Total	29

Fire Commission
 Tuesday, April 8, 2024 08:30
 Fire Station #1
 136 South Winooski Avenue
 SIGN-IN SHEET

NAME	EMAIL
Linda Sherkey	LSHERKEY@GMAIL.COM
Jake Perkins	jperkins@burliingtonvt.gov
Stephen Petit	spetit@burliingtonvt.gov
Monica Chapman	mchapman@purdlecan.com
Kevin McGahlin	Countyone@AOL.com
Meghan Sweeney	msweeney@burliingtonvt.gov
MASHA MCCOMB	mmccombie@burliingtonvt.gov
Mike Lachance	MLACHANCE@BURLIINGTONVT.GOV

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