



Burlington Fire Department

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MEETING OF THE BURLINGTON FIRE COMMISSION

AGENDA

Tuesday, December 20, 2016

8:30am

Chief's Office
Fire Station #1

Item No.	Subject
1.	Establish Meeting End Time
2.	Review and accept minutes from October Commission meeting.
3.	Presentation of Commissions to Deputy Chief Collette, Captain Sicard, Lieutenant Sullivan, and Firefighters Lyons, Ploof, and Virnig.
4.	Strategic Plan Review
5.	Chief's Oral Report
6.	Old Business/New Business
7.	Open Session

Steven Locke
Chief Engineer

cc: Fire Commission
All Stations

Union President
Clerk/Treas. Office

Command Staff

AGENDA AVAILABLE IN ALTERNATIVE MEDIA FORMS FOR PEOPLE WITH DISABILITIES. FOR DISABILITY ACCESS INFORMATION CALL THE BURLINGTON FIRE DEPARTMENT AT 864-4552 (TTY # 865-7142).

BURLINGTON FIRE COMMISSION

Minutes of the Meeting December 20, 2016

The Meeting of the Burlington Fire Commission convened at 0838 hours in the Chief's office with Commissioners Perkinson, McLaughlin, Sweeney, Bond and Sheehey present. Also present were Chief Locke, Deputy Collette, and Administrative Assistant M. Sweeney. Members of the Burlington Fire Department and family joined for the Commission Presentation.

Meeting End Time

Meeting end time set for 0930 hours by motion of Commissioner Sheehey and seconded by Commissioner Sweeney and adopted without objection.

Minutes of the Last Meeting

With no objections the minutes from October's meeting were accepted.

Open Session

No members of the public were in attendance.

Chief's Oral Report

Chief Locke presented the Commissioners with the following report in writing:

- **Bond Vote** – thanks to the voters who overwhelmingly supported the capital request to improve our street sidewalks, bike path and yes our fire trucks. We signed the contract with E-One on December 16 for Engine 1 and Engine 2. We should see delivery of these two trucks in the fall of 2017. A committee will be formed shortly to replace Engine 5, the Tower and perhaps the MSU.
- **Car 3** – the new Car 3 should be arriving in the next couple weeks. Once outfitted it we have all the capabilities of Car 12 and will be used by the administrative chief until the new Operations Chief is appointed.
- **Strategic Plan** – I know you have all seen the plan and it has been presented to the Public Safety Committee as well as city council. Once adopted by the Fire Commission, which should occur on December 20, we will bring it to the Council for adoption. Once this occurs we will begin implementation. You will see signs with the updated mission statement and core values posted in the stations shortly.
- **CRA/SOC** – SFF Petit has begun work developing our community risk assessment/standards of cover. This project will require company participation in the near future as we will need building specific information from each of the districts. We will be using this information along with identified critical tasks to change our response matrix. Stand by for more to come.
- **Holiday Leave** – City Council approved earlier this week a proposal to offer the Battalion and Deputy Chiefs who work shift work a total of 13 holidays annually. This will be memorialized in a directive, but basically ends the unwritten policy on administrative leave.
- **Re-Organization** – we are on track to re-organize the department this spring. I have submitted the request to fill the new deputy chief of operations and the permanent deputy chief of administration effective April 1. Once I receive authorization from the CAO I will post the position descriptions. While we have completed the lieutenant process and posted the captain process, I suspect the BC process will occur in March.
- **IT** – the switch to city IT is complete and we are working through the growing pains. I appreciate your patience with the change, but hope you are beginning to see the positive effect, including updated software and computers. We are seeing good things happen.
- **IPads** – Captain Sicard and FF Blake have been working with the Valcour developers to have data in our hands. I am very excited by the progress they have made and they will be training the shifts shortly. On

implemented responders will see the call information, mapping as well as the capability to change unit status from the vehicle. This too will be a welcome change and one that will reduce radio transmissions.

- **Regional Dispatch** – work continues with the regional dispatch study. We along with many other communities in the county have hired a consultant to help us. Initial reports indicate that we can't afford not to move in this direction; understand in addition to costs, the emphasis is on efficiencies and bettering service deliveries.

In addition to the written report Chief Locke also discussed the following items:

- Working with CAO to justify hiring three new positions to add one person each shift. The amount paid for overtime to cover minimum manning should make up the difference if not having to hire the overtime.
- There is a good pool of applications coming in for the open positions.
- Lieutenant's testing happened two weeks ago, and the Captain's testing is scheduled for February.
- The Training Chief's office is being moved to Station 2. The downstairs office at Station 1 is going to be remodeled to be a computer room and will be available to use for Commission Meetings.
- A Uniform Policy is being finalized. Gear tests are complete and the department gained some sets after the wear test for free from some of the companies.

Presentation of Commission

The Commission along with members on shift and other guests gathered in the "Day Room" to present Deputy Chief Aaron Collette, Battalion Chief Jared Grenon, Captain Tobey Sicard, and Lieutenant Christopher Sullivan with commissions. Also to receive commissions and take oath by Chief Locke were Firefighters Andrew Virnig, Ryan Ploof, and William Lyons who successfully completed their first year.

Strategic Plan Review

Chief Locke asked for approval to adopt the Strategic Plan from the Commissioners. Commissioner Sweeney made a motion to approve the Strategic Plan, motion was seconded by Commissioner Sheehy. No discussion or questions from the Commissioners. All in unanimous favor.

Old or New Business

- Commissioner Sheehy communicated compliments received for service by Rescue One on December 9 and by Councilor Bushor on the Strategic Plan crafted by Chief Locke.
- Commissioner Perkinson updated the Commission on the findings of the Fire Department led by D.C. Collette regarding the issue of debris and fires along the lake raised by members of the public at the last meeting. It was determined that the subject property is private land and poses no more serious threat than other situations within the City. Fire Department Staff and Commissioner Sweeney will report these findings to Councilor Hartnett.
- Commissioner Sheehy was involved with the Fire Cuffs event at the hospital. While it was very successful, it was very cold and she noticed the firefighters wearing just bunker coats or sweatshirts. Chief Locke acknowledged that and said they are looking into options for issued coats with the new uniform policy.
- The Commission decided on tentative dates for meetings in 2017. The list of meetings are attached.

Adjournment

Commissioner Perkinson asked for a motion to adjourn the meeting at 09:14. Motion made by Commissioner Sheehy and seconded by Commissioner Sweeney.