



Burlington Fire Department

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MEETING OF THE BURLINGTON FIRE COMMISSION

AGENDA

Tuesday, December 12, 2017

8:30am

Conference Room
Fire Station #1

Item No.	Subject
1.	Establish Meeting End Time
2.	Review and Accept Minutes from October Commission Meeting
3.	Chief's Oral Report
4.	Old Business/New Business • Schedule 2018 Meetings
5.	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
Tuesday December 12, 2017 08:30
136 South Winooski Avenue
Burlington, VT 05401

SIGN-IN SHEET

NAME	EMAIL
Scott Sweeney	SSweeney@burlingtonvt.gov
Peter Brown	pbrown@burlingtonvt.gov
Aaron Collette	ACollette@burlingtonvt.gov
Linda SHEEHY	LSheehy@burlingtonvt.gov
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Kelvin McGILLIN	KMcGILLIN@BurlingtonVT.GOV
Meghan Sweeney	MSweeney@burlingtonvt.gov

Burlington Fire Commission 2018 Meeting Schedule

Station 1 Conference Room
Tuesday's – 8:30 AM

February 20th

April 17th

June 19th

September 18th

December 4th

BURLINGTON FIRE COMMISSION

Minutes of the Meeting

December 12, 2017

Minutes of December 12, 2017 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0830 hours in the Station 1 Conference Room with Commissioners Perkinson, McLaughlin, Sheehey, Sweeney and Bond. Also present was Chief Locke, Deputy Chief Brown, Deputy Chief Collette, and Administrative Assistant Sweeney.

Meeting End Time

Meeting end time was set for 0900 by motion of Commissioner McLaughlin and seconded by Commissioner Sheehey.

Minutes of the Last Meeting

Commissioner Perkinson asked if there were any changes or corrections October Commission Minutes. Commissioner McLaughlin moved to accept the minutes. Motion seconded by Commissioner Sheehey.

Chief's Oral Report

Prior to the Commission Meeting Chief Locke provided the following update to the commissioners (12/10):

Fleet – The new Engine 1 and Engine 2 are now in service. The truck committees spent a lot of time planning these units and we are very happy with the outcome. Several additional safety features were added including lower hose beds, additional lighting and cameras to enhance visibility. The contract for the new Engine 5, Tower and Heavy Rescue was signed in late October and the committees will be going to Florida in January for the pre-build conference. We expect these trucks to be delivered in December of 2018. The new Rescue 2 is also being built and should arrive in January. We have certainly made progress on the condition of the fleet and I thank everyone for their hard work and support.

Personnel – Currently the Department roster is full, however, we do have numerous staff out on injury or FMLA leave. We do expect some vacancies before spring and are working on a new hiring list now. Battalion Chief Crady has informed us his intend to retire in the spring so we have developed an interim plan for the training division. We expect to post his position after the New Year.

CAD – We are working on implementing the new CAD system and have set an ambitious goal of being operational by July 1, 2018. DC Plante is managing this project with the help of a committed team. The CAD vendor will be in the City next week for the implementation kick off meeting. This exciting project will expand our capabilities and allow greater efficiencies in response.

Regional Dispatch – The work on regional dispatch continues and we hope to have the question on whether to join the Chittenden County Regional Public Safety Authority for the purpose of providing emergency dispatch before the voters in March 2018. This week I will be meeting with the Public Safety Committee and then the full City Council shortly thereafter, to consider this question. I remain hopeful this project that has stalled for 50 years can be moved forward.

Budget – We have had to make approximately 90k in reductions to the current budget to cover overages in overtime. The high number of staff out on injury and FMLA has seriously affected the budget. We took immediate action at the end of the first quarter of the fiscal year to address the problem and hope the rest of the year improves.

Paramedics – The three students in paramedic school have started their ride time and are on track to test early next year. Once they complete the test, we will have 10 paramedics on staff. We did receive a grant to help with

the tuition of three additional student. It is our hope to send additional students to paramedic school in the fall of 2018.

Policies – DC Collette is working with much of the staff to develop new policies. This project to develop the, “play book” will take time, but by engaging all of the staff, we will have greater success. We recognize that policy development will be a slower than desired project, but in order to ensure operational understanding of each policy, it takes time.

Public Safety Announcements – Be on the lookout for some PSA’s. DC Brown help to coordinate this project with our staff and members from South Burlington and Williston. Peter is working to build relationships with the media and an effort to get our message out.

Station Consolidation – Our team met with four of the respondents to the station consolidation RFP last week and interviewed each. We wanted to make sure the selected firm had the experience with calculating response times based off GIS data and understood our scope of work. We have selected a local firm that has done this before and is eager to work in our community. We look forward to seeing the results of this study.

Old Business/New Business

- Commissioner Perkinson asked for a motion to accept the proposed 2018 Commission Meeting Schedule. Motion to accept was made by Commissioner McLaughlin and seconded by Commissioner Sheehey.
- Due to an expected long-term injury two members were temporarily promoted to fill roles as officers. Lieutenant Michael Curtin was promoted to acting Captain, and Senior Firefighter Robert Slater was promoted to acting Lieutenant.
- Commissioner Perkinson has discussed the Awards Banquet further with Union President Michael Curtin, however there is still nothing further scheduled at this time.

Open Session

Nothing at this time.

Adjourn

Commissioner Perkinson adjourned the meeting at 08:55.