



Burlington Fire Department

136 South Winooski Avenue
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387



MEETING OF THE BURLINGTON FIRE COMMISSION

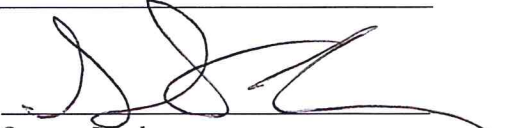
AGENDA

Tuesday, June 20, 2017

8:30am

Chief's Office
Fire Station #1

Item No.	Subject
1.	Establish Meeting End Time
2.	Review and Accept Minutes from May Commission Meeting.
3.	Chief's Oral Report
4.	Old Business/New Business
	a. Discuss change to Commission Meeting Schedule
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

Minutes of the Meeting

June 20, 2017

Minutes of June 20, 2017 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0825 hours in the Chief's office with Commissioners McLaughlin, Sheehey, and Bond. Also present was Chief Locke, DC Collette, and Administrative Assistant Sweeney. Commissioner Perkinson attended via conference call.

Meeting End Time

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

Minutes of the Last Meeting

Commissioner McLaughlin asked if there was a motion to accept May Commission Minutes. Commissioner Sheehey responded so moved and minutes were accepted as written.

Chief's Oral Report

Chief Locke gave the Commission a written report prior to the meeting setting forth the following:

1. Chairman Perkinson and I presented the Fire Commission report to City Council on June 12. All went well and the Council expressed their appreciation for the work both the Commission and the Department does.
2. The five new recruits continue their training in the recruit program and we expect them to be on shift the first week of July.
3. As the fiscal year ends, we are making some last minute purchases to address our needs. We have spent any excess funds on replacement protective clothing. We are making great strides closing the gap on our needs.
4. The new Car 2 has arrived and is currently at the vendor having the radios installed and lights added. We have selected a vendor for our new ambulance and will be ordering shortly. This vehicle should arrive in November 2017. E-1 and E-2 are on track for a December in-service date and we are about ready to bid the Tower, E-5 and the MSU.
5. We have narrowed the CAD vendor to two manufacturers and are viewing each of their products with daylong demonstrations. We hope to select a vendor next week and then work to have a contract before City Council in early August.
6. We are finishing the Firehouse RMS software install for the scheduling module. This module will allow us to assign unit staffing and fix a gap in our reporting system.
7. The new uniform policy is in place and we are dealing with the growing pains of limiting what employees can wear. We are making strides in the right direction.

Chief Locke also made the following mentions during the meeting:

- Along with spending down money from fiscal year on protective clothing, we are also having to spend on maintenance of buildings. Maintenance on Station 1 is significant, and at some point will need

substantial money for the retaining wall and plumbing. Discussed possibilities of consolidating with Station 5 and what that would look like for staffing and apparatus.

- Senior Firefighter Gates, our department's longest serving member, has announced his retirement. This will create a vacancy for us to hire for in the fall.
- DC Collette has gotten notice that we have the Certificate of Occupancy for the downstairs office space and conference room as of earlier this day.

Old Business/New Business

- Chief Locke has had some follow up conversations regarding Safe Station.
- The new meeting agenda has been accepted and the Commission will meet every other month until the end of the year. Meetings can be requested for emergency or hearing purposes.

Open Session

Nothing at this time.

Adjourn

On motion of Commissioner Sheehey, seconded by Commissioner Perkinson, the Commission adjourned without objection at 08:49.

Burlington Fire Commission
 Tuesday, June 20, 2017 08:30 am
 136 South Winooski Avenue .
 Burlington, VT 05401

SIGN-IN SHEET

NAME	EMAIL
Kevin McLaughlin	Kevin KMcLaughlin@BurlingtonVT.Gov
Ashley Bond	abond@burlingtonvt.gov
Linda Sheehey	LSheehey@burlingtonvt.gov
Steven Locke	SLocke@BurlingtonVT.Gov
Neghan Sweeney	nsweeney@BurlingtonVT.Gov
Aaron Collette	ACollette@BurlingtonVT.Gov

Burlington Fire Commission

2017 Meeting Schedule

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

January 24th

March 14th

April 18th

May 23rd

June 20th

August 15th

October 24th

December 12th

BURLINGTON FIRE COMMISSION

Minutes of the Meeting

June 20, 2017

Minutes of June 20, 2017 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0825 hours in the Chief's office with Commissioners McLaughlin, Sheehey, and Bond. Also present was Chief Locke, DC Collette, and Administrative Assistant Sweeney. Commissioner Perkinson attended via conference call.

Meeting End Time

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

Minutes of the Last Meeting

Commissioner McLaughlin asked if there was a motion to accept May Commission Minutes. Commissioner Sheehey responded so moved and minutes were accepted as written.

Chief's Oral Report

Chief Locke gave the Commission a written report prior to the meeting setting forth the following:

1. Chairman Perkinson and I presented the Fire Commission report to City Council on June 12. All went well and the Council expressed their appreciation for the work both the Commission and the Department does.
2. The five new recruits continue their training in the recruit program and we expect them to be on shift the first week of July.
3. As the fiscal year ends, we are making some last minute purchases to address our needs. We have spent any excess funds on replacement protective clothing. We are making great strides closing the gap on our needs.
4. The new Car 2 has arrived and is currently at the vendor having the radios installed and lights added. We have selected a vendor for our new ambulance and will be ordering shortly. This vehicle should arrive in November 2017. E-1 and E-2 are on track for a December in-service date and we are about ready to bid the Tower, E-5 and the MSU.
5. We have narrowed the CAD vendor to two manufacturers and are viewing each of their products with daylong demonstrations. We hope to select a vendor next week and then work to have a contract before City Council in early August.
6. We are finishing the Firehouse RMS software install for the scheduling module. This module will allow us to assign unit staffing and fix a gap in our reporting system.
7. The new uniform policy is in place and we are dealing with the growing pains of limiting what employees can wear. We are making strides in the right direction.

Chief Locke also made the following mentions during the meeting:

- Along with spending down money from fiscal year on protective clothing, we are also having to spend on maintenance of buildings. Maintenance on Station 1 is significant, and at some point will need

substantial money for the retaining wall and plumbing. Discussed possibilities of consolidating with Station 5 and what that would look like for staffing and apparatus.

- Senior Firefighter Gates, our department's longest serving member, has announced his retirement. This will create a vacancy for us to hire for in the fall.
- DC Collette has gotten notice that we have the Certificate of Occupancy for the downstairs office space and conference room as of earlier this day.

Old Business/New Business

- Chief Locke has had some follow up conversations regarding Safe Station.
- The new meeting agenda has been accepted and the Commission will meet every other month until the end of the year. Meetings can be requested for emergency hearing purposes.

Open Session

Nothing at this time.

Adjourn

On motion of Commissioner Sheehey, seconded by Commissioner Perkinson, the Commission adjourned without objection at 08:49.