



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 6, 2023
8:30 am

Conference Room
Fire Station #1
136 South Winooski Ave
Burlington, VT 05401

Join Via Zoom Option:
Call in for audio:
Dial: +1 646 558 8656 US (New York)
Meeting ID: 968 7735 1816
Passcode: 542733

- 1) Public Comment
- 2) Commissions for promotions: Michael LaChance (Deputy Chief Commission), BC Michael Curtin, BC Jamie Valyou, Fire Marshal Matthew Stone, Lieutenant Michael LaBombard, Lieutenant Jeremy Raymond
- 3) Review and Accept Minutes from April Commission Meeting.
- 4) Chief's Oral Report
- 5) Old Business/New Business
 - a. Continued Commission Engagement Project
 - b. Ward 5 NPA- Fire Department Disciplinary Policy

Michael LaChance
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 6, 2023

Minutes of June 6, 2023 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:30 hours via Zoom and in person with Commissioners Bond, McLaughlin, Sheehey, and Chapman. Chief LaChance, and Administrative Assistant Meghan Sweeney were also present.

Public Comment

No members of the public present.

Commission Awards

Commissions presented to Chief LaChance for his time as Deputy Chief, Battalion Chiefs Curtin and Valyou, Fire Marshal Stone and Lieutenant Jeremy Raymond. Members on shift also joined for the presentation.

Review and Accept Minutes April Commission Meetings

Movement to accept minutes as written by Commissioner McLaughlin and seconded by Commissioners Sheehey.

Chief's Oral Report

The Chief's Oral Report was sent in a separate document that included some statistics.

Commissioner McLaughlin clarified that all of the Command Staff that is on shift is also rotating on the 48/96 schedule with their shifts.

Commissioner McLaughlin asked if there was a financial fund for planning vehicle purchases. Chief LaChance said for the fire trucks the cost is such a high number it's always put in a bond to vote on.

Commissioner Bond asked about the C.A.R.E.S. program. Program is looking to combine medical staff with a person who specializes in mental health care. Pervious idea was to pair a firefighter/EMT up with someone from Howard, and have another group that had someone from Howard and one Registered Nurse. Howard is no longer a partner at this point, however the City is still looking to hire specialist with this skillset as a City employee. The Fire Department has made it clear we cannot run as a Registered Nurse and have to follow district guidelines. Commissioner Bond offered to be a resource if she can provide any assistance.

Old Business/New Business

- Commissioner Bond wanted to follow up on the previous discussion about the Commission Engagement Project. Commissioners agreed they wanted to be move involved and be the ears in the community. It's helpful to let Chief LaChance know of discussions about the department from the wards and NPAs or other public sources.
- Commissioner Bond attended a Ward 5 NPA meeting and heard them discussion the Police Disciplinary policy. A question arose as to what the Fire Department's policy is. Commissioner Bond asked Chief LaChance and he explained it's based on the personnel policy guideline put forth from the City. It's mostly a progressive model that is documented and brought to levels including verbal, written, coaching forms, and can involve Human Resources.

Adjourn

Motion to adjourn made by Commission McLaughlin and seconded by Commissioner Sheehey. Meeting adjourned at 09:53 AM.



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June 2, 2023

Chief's Report to the Burlington Fire Commission

Personnel Hiring: Recruit School 23-1 began May 30, 2023. We attempted to fill the class with seven employees but were only able to start six. One has since decided that they are not physically able to continue with recruit school and will be moving to employment in the dispatch center. Included in recruit class 23-1 are our four dispatchers that began as hires for the hybrid position beginning in dispatch in late 2022. They did an excellent job in the dispatch center and proved to be dedicated, hardworking employees. We look forward to seeing them thrive on the floor.

As of the date of this report, we interviewed a gentleman that recently moved here from North Carolina. As a career firefighter/EMT in NC, he had interest in continuing his career in Vermont. An offer of employment has been made and he will plan to join the recruit school on May 12, 2023. Coming from a career department, I expect that he will integrate quickly into the team.

The fire desk in the dispatch center continues to be the responsibility of the fire department. The plan is for the fire department to hire, train and manage the fire desk dispatch employees until the police side of the dispatch center is fully staffed. At that time, all dispatch will be managed by BPD and all dispatchers will be cross trained on both Fire and Police services. We started four new fire dispatchers on May 22, 2023. They began with one week of training on days taught by FF Nick DeThomasis. They are now working 12hr shifts and training with firefighter/dispatchers for full 12hr shifts through the month of June. The one employee from recruit school 23-1 that is transitioning to dispatch will be trading places with one of our newly hired dispatchers that will be transitioning to recruit school.

With all of the changes and out of the box thinking, we are confident that we will have both a fully staffed recruit school and a fully staffed dispatch center by May 12, 2023. Thank you to everyone that worked hard to make this happen.

On June 26, 2023 we will be welcoming Marsha McCombie as our BC of EMS. Marsha comes to us from Lee County Florida where she has served her community as a Paramedic. She is originally from Burlington, growing up in the Old North End and graduating from BHS. Marsha will be the first female command staff member in the history of the Burlington Fire Department and we look forward to having her as part of our team.

Personnel Retirements/Resignations: We will be bidding farewell to Capt. Tobey Sicard in July. Captain Sicard has served the citizens of Burlington for 25 years and we appreciate his dedication to the service. His separation date from the city is July 10, 2023. There have been no resignations since the last report dated March 29, 2023.

Personnel Promotions: Since my appointment to Fire Chief, I have been looking to appoint my replacement as the Deputy Chief of Administration. I'm excited to announce that Steven Petit has agreed to serve in that role. He will begin in this position on June 26, 2023. With the appointment of Steven, we are also welcoming Thomas Barrett to the rank of Captain and Kyle Trudo to the rank of Lieutenant. The promotions to fill the future vacancy left by Captain Sicard will be filled in July.

Recruitment: Lieutenant Michael Jordan has been running with recruitment for the last few months. He along with other members have attended recruitment events at City Hall as well as Burlington High School and Winooski High School. I met with TCV (Trusted Community Voices) last week and shared information in regard to fire department employment. We committed to open communication and working together to share employment opportunities to our diverse Burlington community.

48/96: On May 1, we transitioned from our traditional 24/48 schedule to a 48/96 schedule. Feedback has been mostly positive.

- What led to this change?
 - Employee retention issues, burnout, insufficient recovery time while off shift. Many discussions from the membership about how we might address these issues concluded with a majority vote in favor of a trial period.
- What fatigue mitigation strategies are being deployed?
 - Reduction in the following activities gives members more discretionary time to reduce fatigue:
 - Commuting time
 - Grocery runs
 - Truck checks
 - House chores
- Additionally, we revised the training schedule to tailor heavy physical exertion to day 1 vs day 2. We extended our day 2 roll call time to 09:00 to allow recovery time from busy nights.

Overtime: For this and future reports, I will be reporting overtime usage in two month intervals. This will give us a more consistent view of overtime usage.

March 28, 2023 – May 28, 2023:

- Minimum staffing overtime: 2323.25hrs
- Mandatory minimum staffing overtime: 197hrs

Extra Duty: The summer events requiring extra duty coverage is ramping up. Members are signing up for extra duty and we have been able to staff all events. Recently we provided medical coverage for the Vermont City Marathon. The EMS team working with

other community medical partners operated efficiently and effectively. Thank you to all involved in this event.

Dispatch: Our new dispatch team began on May 22, 2023. They are currently working normal 12hr shifts alongside a FF/Dispatcher-trainer. The plan is to have them working independently by July 1, 2023.

Regional dispatch is still a work in progress. There is a regional dispatch meeting planned on June 12, 2023 to share information in regard to the future of regional dispatch in Chittenden County.

Fleet: Fleet maintenance continues to be completed as needed with various emergency needs sprinkled in. We are still expecting our E-ONE fire trucks to be delivered in January and June of 2024. Our ambulance that was ordered in Oct of 2021 has been plagued with delays. Our original 12 month build timeline was increased to 20 months or June of 2023. Our most recent update has moved that delivery date to January of 2024. The delay has been a result of staffing and material issues in manufacturing.

City fleet funding is a current challenge. There is no new fleet spending approved for FY24. That coupled with build times of 36 months, our ambulance fleet will be in danger of outliving their useful life prior to replacement. The city fleet committee is working with city leadership on a sustainable fleet replacement plan.

With the moratorium on new fleet spending, long fleet build times and subsequent increasing fleet age, we will be working in conjunction with the fleet committee to retain a fifth ambulance in the fleet once the new truck arrives. Historically we retained a spare ambulance even when we had only one or two full time ambulances in service. We now have three staffed ambulances and are responsible to cover many extra duty events throughout the year. It is time to have a dedicated spare ambulance and a dedicated extra duty ambulance that can be used as a spare when necessary.

Radio System Upgrade: DC Libby and LT Wilson are working with Burlington Communications on moving forward with our new radio system. An RFP was posted and awarded to Burlington Communications for the installation piece of the project. Monies to cover the installation was approved by BOF and will be going to council on June 5 for approval.

Buildings: Capital project planning continues for Stations 1, 2 and 3. Station 2 had a failure of their air conditioning system in late May. Monies were approved by the city capital committee and the system is scheduled to be replaced in June. We are working with Station Captains on small projects needed for station upkeep, updates and general maintenance items that can be covered within the fire department's annual budget.

Budget: We are working to close out our FY23 budget and appear to be on target for both revenue and spending. Our FY24 budget has been created and the budget presentation was well received during our BOF meeting on May 22.

Training Division: BC Ruggles and the training division have been working diligently to plan and execute the requirements of starting our next recruit class. I thank him for his support and flexibility as we work to fill the class. Fire and EMS training schedules are aggressive and impactful. The training site is being utilized regularly and our members are being challenged with well-organized classroom and hands on fire and EMS training.

Fire Marshal's Office: Fire Marshal Stone and his team is in the field everyday conducting safety, construction and time of sale inspections. They are active in plans review for multiple projects within the city and working diligently to keep projects moving in a timely manner. They are our voice in the community for education and safety events and keep a reliable stock of education materials available to the community.

Responses: We have begun collecting data for the public safety BTV Stat meeting in late June. Below is data in regard to total FD responses, overdose responses, and responses where tactical gear is required.

First 4 months of each year 2016 - 2023

Start	End	Total # of responses 1/1 - 4/26	%increase from previous year	%increase all responses 2016 - 2023	EMS incident types 300 - 321	%increase from previous year	%increase EMS responses 2016 - 2023
1/1/2023	4/26/2023	3040	12.55%	35%	1922	16.91%	49.57%
1/1/2022	4/26/2022	2701	20.85%		1644	19.04%	
1/1/2021	4/26/2021	2235	-11.87%		1381	-12.37%	
1/1/2020	4/26/2020	2536	1.48%		1576	3.01%	
1/1/2019	4/26/2019	2499	5.44%		1530	11.03%	
1/1/2018	4/26/2018	2370	4.31%		1378	5.59%	
1/1/2017	4/26/2017	2272	1.16%		1305	1.56%	
1/1/2016	4/26/2016	2246			1285		

Overdose Transport vs Non Transport

Does not include mutual aid into the city or UVM campus responses

2018		2019		2020	
Total responses	131	Total responses	158	Total responses	190
Transported	123	Transported	148	Transported	150
Not transported	8	Not transported	10	Not transported	40
% non-transport	6.50%	% non-transport	6.80%	% non-transport	27%
2021		2022		2023	
Total responses	265	Total responses	357	Total responses	140
Transported	220	Transported	292	Transported	103
Not transported	45	Not transported	65	Not transported	37
% non-transport	20.50%	% non-transport	22.20%	% non-transport	36%

ML Tactical Gear Use Overview (same parameters)

Incident Month Number And Name	Count of Incidents
Incident Year: 2017	
01 - January	1
02 - February	1
03 - March	1
05 - May	1
07 - July	1
09 - September	1
10 - October	1
11 - November	2
12 - December	1
Total: 10	
Incident Year: 2018	
01 - January	1
02 - February	1
04 - April	3
05 - May	2
06 - June	1
09 - September	1
11 - November	1
12 - December	2
Total: 12	
Incident Year: 2019	
01 - January	1
03 - March	2
04 - April	3
05 - May	1
08 - August	1
12 - December	3
Total: 11	
Incident Year: 2020	
01 - January	3
04 - April	5
05 - May	4
08 - August	1
09 - September	3
11 - November	3
12 - December	1
Total: 20	
Incident Year: 2021	
02 - February	1
03 - March	1
05 - May	2
07 - July	3
08 - August	1
12 - December	3
Total: 11	
Incident Year: 2022	
03 - March	2
04 - April	3
05 - May	3
06 - June	2
07 - July	5
08 - August	7
09 - September	5

Incident Month Number And Name	Count of Incidents
10 - October	2
12 - December	1
	Total: 30
Incident Year: 2023	
01 - January	1
02 - February	2
03 - March	1
04 - April	1
05 - May	1
	Total: 6
	Total: 100

Report Filters	
Incident Date:	is on or after '01/01/2017'

Report Criteria	
Agency Name (Dagency.03):	Is Equal To BURLINGTON FIRE DEPT. AMBULANCE
Incident Date:	Is Between 01/01/2017 and Today
Patient Care Report Narrative (Enarrative.01):	Contains Any Tactical, Bullet, Gunshot, GSW, ballistic
Dispatch Reason (Edispatch.01):	Is In Stab / Gunshot Wound / Penetrating Trauma, Stab / Gunshot Wound / Penetrating Trauma, Stab / Gunshot Wound / Penetrating Trauma
Cause of Injury Description List (Einjury.01):	Contains Any Firearm

Burlington Fire Commission
Tuesday, June 6, 2023 08:30
136 South Winooski Avenue
Burlington, VT 05401

SIGN-IN SHEET

NAME	EMAIL
Ashley Bond	abond@burlingtonvt.gov
Linda Sherry	LSHERRY@GMAIL.COM
Megan Sweeney	MSWEENEY@BURLINGTONVT.GOV
MICHAEL LACHANCE	YOU KNOW MY EMAIL
Kevin McGovern	KMCGOVERN@BURLINGTONVT.GOV
Monica Chapman	MCHAPMAN@BURLINGTONVT.GOV

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