



Burlington Fire Department

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Burlington, Vermont 05401-8378
(802) 864-4554 • (802) 658-2700 (TTY)
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MEETING OF THE BURLINGTON FIRE COMMISSION

AGENDA

Tuesday, June 4, 2019

8:30am

Conference Room
Fire Station #1

Item No.	Subject
1.	Establish Meeting End Time
2.	Review and Accept Minutes from April Commission Meeting.
3.	Chief's Oral Report
4.	Old Business/New Business
5.	Open Session

A handwritten signature in black ink, appearing to read "S. Locke", written over a horizontal line.

Steven Locke
Chief Engineer

cc: Fire Commission Union President Command Staff
All Stations Clerk/Treas. Office

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 4, 2019

Minutes of June 4, 2019 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:30 hours in Station 1 Conference Room with Commissioners Perkinson, Sheehey, McLaughlin, Sweeney, and Bond. Chief Locke was also present.

Meeting End Time

Meeting end time set for 09:00.

Minutes of the April Meeting

A motion was made to accept the minutes from the April meeting.

Chief's Oral Report

Chief Locke updated via email prior to the meeting:

Fleet – The new Tower was inspected two weeks ago in Florida and is set to be in Vermont next week. We have scheduled training for the second week in June and expect to have it in service shortly afterward. This is the last of the new trucks authorized by the bond and has changed our fleet dramatically. We have an RFP published currently for a new ambulance. I suspect this new ambulance will not arrive until the spring of 2020.

Personnel – The three new recruits continue their training and will be assigned to shift work in the coming weeks. We have several employees on long term injury leave which is creating a staffing challenge. In order to reduce overtime DC Collette has been moved onto A-Shift to cover BC Murphy who is expected to be out until late August. We have also made SFF Petit an acting Lieutenant to cover the vacancy of Lieutenant Sullivan. SFF Petit is next on the promotional list.

Regional Dispatch – The consultants have delivered the first three sections of the report on consolidation. They will now begin work to develop anticipated costs. I expect the final question will be brought back before city council in late October.

Scheduling Software – We have signed an agreement to implement electronic scheduling software. This has been a long-term goal and will move us away from the paper calendar. Once fully implemented, staff will be able to request leave electronically, see their assignments and ultimately lead to greater efficiency. We expect to go live July 1, but will work with a redundant paper system initially.

Station 2 – The work to renovate the bathrooms at Station 2 is almost complete. This will give us three gender neutral bathrooms with showers, and is a giant leap forward. We continue the process to replace the roof top heating units. One of these units failed last winter and the other is 30 years old. We have selected the vendor and hope to have it completed shortly.

Station 3 – We are planning to renovate the bathroom at Station 3 as well. This will be a smaller renovation and hope to have the work started in July.

Budget – The FY 19 budget is proving to be one of the most challenging budgets to balance I have faced. We have significant overages in overtime and have dealt with numerous station maintenance issues. I remain hopeful we will finish the year not in deficit. The FY 20 budget was presented to council earlier this month. If you have any questions please let me know.

CAD – The CAD build team is making a push to complete the outstanding items we hope to achieve. We have begun testing the mobile application on one shift and plan to roll out to the other shifts in the next two weeks. I hope to be live no later than July 1 with this product. We are also evaluating the CAD web viewer which are displays in the station that show unit status and call location. This will help to reduce turnout time once implemented.

Commission Report – We will present the annual report of the Fire Commission to Council on June 17th at 7:00.

Commissioner McLaughlin asked what the collective cost would be to update and fix all of the stations. Chief Locke didn't know what the actual number would be, but the City has done some work to look at the most pressing needs.

Commissioner McLaughlin was also curious about staffing. The Burlington Fire Department currently has 84 total employees with plans to add on the March 2020 ballot a proposal to hire nine additional members to staff a third fulltime ambulance.

A general discussion about upcoming training Chief Locke is leading.

Old Business/New Business

Nothing at this time.

Open Session

Nothing at this time.

Adjourn

With nothing further the meeting adjourned 08:55.

Burlington Fair Commission
Agri IN Sheet
Tuesday June 4, 2019

NAME	EMAIL
Ashley Bond	abond@burlingtonvt
LINDA SHEETZ	LSheetz@gmail.com
Jake Perkins	jbparkinson@gmail.com
Scot Sweeney	scotsweeney@gmail.com
KEVIN MCINAGHLIN	KMCINAGHLIN@BurlingtonVT

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