



# Burlington Fire Department

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## MEETING OF THE BURLINGTON FIRE COMMISSION

### AGENDA

Tuesday, May 23, 2017

8:30am

Chief's Office  
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                                                  |
| 6.       | Executive Session: discussion of evaluation of Chief Engineer |

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, May 23, 2017 08:30  
 136 South Winooski Avenue  
 Burlington, VT 05401  
**SIGN-IN SHEET**

| NAME          | EMAIL                      |
|---------------|----------------------------|
| Steven Locke  |                            |
| Linda SHEEHY  |                            |
| Ashley BOND   |                            |
| Joel Sweeney  |                            |
| Megan Sweeney | M.Sweeney@burlingtonvt.gov |
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# **BURLINGTON FIRE COMMISSION**

## **Minutes of the Meeting**

### **May 23, 2017**

Minutes of May 23, 2017 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0831 hours in the Chief's office with Commissioners Perkinson, Sheehey Bond, and Sweeney present. Also present was Chief Locke, DC Collette, and Administrative Assistant Sweeney. Commissioner McLaughlin attended via conference call.

#### Executive Session

The Executive Session was moved to accommodate Commissioner McLaughlin in case he had to disconnect unexpectedly.

Pursuant of Title 1, Section 313, of the Vermont Statutes, upon the affirmation vote a majority of the members present, a motion to go into executive session is carried to discuss matters where general public knowledge would place the Department at a substantial disadvantage with respect to personnel matters.

The meeting went into Executive Session at 08:32 and came out at 08:35 hours.

#### Meeting End Time

Meeting end time was set for 0930 by motion of Commissioner Sheehey and seconded by Commissioner McLaughlin.

#### Minutes of the Last Meeting

Commissioner Perkinson asked if there were any changes to the April Commission Minutes. With no objections minutes were accepted.

#### Chief's Oral Report

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

1. As most are aware the five new recruits are about to finish their second full week of training and are on track to begin shift work in early July. There were many moving parts to pulling this all together in a very short amount of time. It is a sign of forward progress that we have increased our staff from 79 to 83 sworn.
2. The work to rehab the front office space is about complete. Beyond some minor touch up work, the only thing outstanding is hardware for the doors and the arrival of the furniture for the training/conference area. Everything is expected to be complete by June 1, and Meghan will move back into her office on May 30. This space will be well used and will provide for a much more professional work environment.
3. We are awaiting the arrival of the gear washer for Station 2. The order has been placed and the plumbing/electrical work is already complete. This week the compressor was relocated to the basement in an effort to reduce noise on the apparatus floor. Additionally, crews completed painting the kitchen and have replaced the ceiling tiles; thanks for the extra effort.
4. The new Car 2 is yet to arrive, but should be in service prior to July 1. Once it arrives at the dealer, it will be sent to the vendor to add the radios and emergency lighting. It will closely resemble Car 3 once complete.
5. The E-One dealer has advised us that E-1 and E-2 are scheduled to be built in October. If all goes as planned, the trucks should arrive and be in service by December 1.

6. Committees continue work to develop specifications to replace the Tower, E-5 and MSU. The E-One dealer plans to have a rear-mounted platform here in the city to demonstrate on Tuesday, May 30. Our goal is to have the RFP on the street by August 1 and a contract signed by November 1. This is an aggressive schedule, but one we will achieve.
7. Bids for the new Rescue 2 were due May 19. We hope to order this unit quickly as the delivery time is approximately 270 days from contract signing. The plan is to upgrade our stretcher with this new truck to a power load unit.
8. We received four responses to the RFP for a computer aided dispatch (CAD) system that would include mobile data units for the response vehicles. We are currently setting up demonstrations and hope to settle on a vendor by July 30. The Mayors capital budget includes \$350,000 for this project that is desperately needed.
9. We are waiting for the Firehouse RMS software vendor to install the scheduling module. We have a meeting set for the week of May 22 to begin the process. This module will allow us to assign unit staffing and fix a gap in our reporting system.
10. I presented the Department's FY 18 budget to the Board of Finance this week. I spoke of the accomplishments we have made over the past twelve months and our goals for the next year. The draft budget provides funding to tackle our continued equipment and PPE needs. Just as example, we have increased spending on PPE 35% since FY 15. We are now on track to meet the national standards. The draft budget also includes funding to replace Car 12. We are working to follow the identified vehicle replacement plan.
11. As FY 17 ends, we are beginning to sweep up remaining funds to address needs for additional PPE. We will be ordering an extra 10 sets within the next week or two and plan to stock up on gloves and hoods. We have also ordered new four gas meters and all weather coats for the entire staff. This will complete projects that have been on the agenda for some time.
12. I certainly understand the frustration with uniforms, but please be patient for a little while longer. We have received all items except for pants that are set to arrive any day. Once the pants arrive, we will distribute everything and implement the new policy. This too has been a project a long time in the making.
13. The draft Standards of Cover is complete and is currently being edited. This document is the culmination of much work and will provide the explanation of how well we meet the timely response to our customers. Once it is finalized, it will be presented to the city administration for consideration.
14. Work continues on the regional dispatch concept. We have toured centers in both New York and Massachusetts to gain a better understanding of how they operate. A lot of effort is being spent on this mission and I remain optimistic it will happen.
15. I received great feedback from both Winooski and Mallets Bay Fire Departments for our assistance at the fires they had in their communities last week. Both agencies were very appreciative of our support. Nice work.

Chief Locke also made the following mentions during the meeting:

- The next Commission Meeting will be held in the new space downstairs.
- Deputy Chief Plante notified Chief Locke the American Heart Association awarded the Department the Silver Award. We will continue to strive to achieve the Gold Award.

#### Old Business/New Business

- The City has been moving towards having a new door system. All of BFD has converted to this new system, and Commissioner's ID cards will no longer allow them access to the buildings.
- Commissioner Perkinson would like to discuss frequency of meetings and possibility of a bimonthly schedule with room to add more meetings if the need arises. Will discuss further at next Commission

Meeting.

Open Session

Nothing at this time.

Adjourn

On motion of Commissioner Sheehey, seconded by Commissioner Sweeney, the Commission adjourned without objection at 08:51.