Burlington Fire Department

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(802) 864-4554 • (802) 658-2700 (TTY)
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MEETING OF THE BURLINGTON FIRE COMMISSION

AGENDA

Tuesday, April 6, 2021

8:30am

Join Via Zoom Meeting:
https://us02web.zoom.us/j/84817821334?pwd=SDZWWDBiODU4bmFHelRJRTFaamVPUT09

Call In For Audio Only:
Dial 1 646 558 8656
Meeting ID: 848 1782 1334
Password: 190946

Item No.	Subject
1)	Establish Meeting End Time
2)	Commission Awards: Rice, Gavelis, Bronson, Olson, and Poulin
3)	Public Comment
4)	Review and Accept Minutes from February Commission Meeting.
5)	Chief's Oral Report
6)	Old Business/New Business

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
April 6, 2021

Minutes of April 6, 2021 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:33 hours via Zoom meeting with Commissioners Bond, Perkinson, Sheehey, Chapman, and McLaughlin. Chief Locke, Deputy Chief Libby, Deputy Chief Plante, Assistant Fire Marshal Franzen, and Administrative Assistant Meghan Sweeney were also present. Members of the public and shift were present for the Commission Awards including Karen Swyler, Carol Gavelis, Anthony Gavelis, and Christina Bronson.

Meeting End Time
Meeting end time set for 09:00 by motion from Commissioner McLaughlin and seconded by Commissioner Perkinson.

Commission Award
Commission awards were presented to Firefighters Gavelis, Rice, Bronson, Olson and Poulin.

Public Comment
After the awards were presented members of the public left the meeting. No public comment.

Review and Accept Minutes from February Meeting
With no comments or corrections a movement to accept minutes as written was made by Commissioner McLaughlin seconded by Commissioner Perkinson.

Chief's Oral Report
The following was an update sent by Chief Locke to the Commission prior to the meeting:

Fleet – There is no significant change or update to the fleet conversation. The new fire marshal vehicle and utility truck have arrived, but are not in service yet. Both units are being outfitted and should be in our possession very soon. We have begun planning for FY 22 fleet vehicles as well.
Personnel – As you may have seen, we have hired nine new staff. Six of these positions are additional spots for the third ambulance and three are to fill vacancies. Unfortunately one of the new recruits resigned today, so the class is down to eight. We will carry the vacancy until fall. We received authorization to fill the Deputy Chief position and promoted Derek Libby into the position. This resulted in Ed Webster to Battalion Chief, Mark McDonough to Captain and Andrew Pitrowiski to Lieutenant. We interviewed several candidates for the position of Fire Marshal, but elected to reopen the search. We will be conducting follow up interviews in the coming weeks.
Budget – We continue to work through challenges with the FY 21 budget. Just this week we received authorization to make a supplemental request for additional funding. We will be requesting monies for training and building maintenance; this will be a major help. The FY 22 budget is currently being drafted and we expect many of the reductions made in FY 21 will be restored to pre-pandemic levels.
3rd Ambulance – The plan remains to have this new staffed ambulance in service this summer. I recently informed Council that I expect this to happen by mid-August. This is an exciting service expansion for sure.
Training Site – The new training site continues to move forward, although slower than any of us would like. I am beginning to push the vendor to ensure it is completed by the conclusion of this fiscal year.
COVID – While we all are experiencing COVID fatigue, the crews are doing an excellent job remaining vigilant. We look forward to increased vaccinations of the general population that should slow down the transmission rate.

DRAFT

Community Paramedic – We are working on a plan for increased outreach to the underserved in an effort to reduce 911 call volume from the high utilizers of our services. We are planning a six month trial before seeking funding for a permanent position.
EMS Leadership – I am working on a plan for a new position that would allow for dedicated leadership of our EMS system. This has been discussed for quite some time and I believe we may be able to see it happen in the next fiscal year.

Commissioner Bond asked for additional details of the EMS Leadership role. Chief Locke explained currently EMS calls make up 70% of the department's calls. At this point different people oversee ordering supplies, the medic program, review incidents, and offer trainings. The goal is to create a leadership position that will be dedicated to advancing the EMS role throughout the Department.

Commissioner Bond also asked more details about the Community Paramedic like if the position would be on for day shift or night shift. Chief Locke said it would be a fixed schedule and more of a follow up from calls or based on referral.

Commissioner Chapman asked what percent of calls are high frequency users. Chief Locke doesn't have an easy way to answer that, because there are always a few people that will fall into that category. Even as some no longer need services for one reason or another there will be another that is in their place. That is what the Community Paramedic would continue to help assist.

Old Business/New Business

- Commissioner McLaughlin asked if there was any updated with Station Consolidation. It's still being looked at with different ideas of locations. The Mayor is asking for input and weighing different options.
- Commissioner Bond asked if there was any need for support from the Commission with any road projects. Deputy Chief Libby said there has been good communication from DPW with the department.
- Commissioner Bond asked if there was anything the department is doing to be proactive to get the information out about no open burns. Chief Locke said there is a statement we usually put out a statement around this time of the year to remind others.
- Commissioner Bond asked if the meetings would be held in person anytime soon. Chief Locke said it would be something that had to wait for the City to give the go ahead on.
- Commissioner McLaughlin asked if there was any word about the rotary construction. There has not been any communication to chiefs or Fire Marshal's Office.

Adjourn

Meeting was adjourned at 09:01.

DRAFT

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