



# 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, April 5, 2022  
8:15 am

Conference Room  
Fire Station #1

Join Via Zoom Option:

<https://us02web.zoom.us/j/83869172333?pwd=SkNOV1pHMUlpQ0JrMDI1MDFiRG5CQT09>

Call in for audio:

Dial: +1 646 558 8656 US (New York)

Meeting ID: 838 6917 2333

Passcode: 006237

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- 1) Public Comment
  - 2) Review and Accept Minutes from February Commission Meeting.
  - 3) Chief's Oral Report
  - 4) Old Business/New Business
    - a) Discuss Awards Ceremony

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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 5, 2022**

Minutes of April 5, 2022 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:17 hours via Zoom and in person with Commissioners Bond, McLaughlin, Sheehy, and Chapman. Chief Locke, Deputy Chief Libby, Deputy Chief Lachance, and Administrative Assistant Meghan Sweeney were also present.

#### Public Comment

No members of public to comment.

#### Review and Accept Minutes February Commission Meeting

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

#### Chief's Oral Report

The following was an update sent by Chief Locke to the Commission prior to the meeting:

Personnel – We are preparing for the start of recruit class 22-1 which will begin next Monday, April 4. The class will have seven new employees which fills five current and two anticipated vacancies.

Retirement – On April 11, Battalion Chief Murphy will work his last shift and then transition into retirement. Pat has spent over 23 years with Department including the last five as a chief officer. Pat is a trusted leader and will be missed. We wish Pat the best of luck and a long/healthy retirement.

COVID/Injuries – We continue to struggle with several employees out on injury or emergency leave. As you can imagine this impacts all of our other employees who have had to work a tremendous amount of overtime. We appreciate everyone's efforts to fill these vacant shifts.

EMS Chief – We have hired Will Moran to become our Chief of EMS. Will has spent several years in the Vermont fire/EMS system, including time as a South Burlington FF/paramedic, Chief of Essex Rescue and currently serves as the Chief of the Vermont EMS. Will is scheduled to begin on or before July 1, 2022.

Overtime – Overtime continues to be a major challenge within the Department. While I had hoped to see a reduction in early January, it only lasted a couple days and then COVID and several injuries derailed our gain. I anticipate our overtime budget will exceed authorized limits by \$500,000. We have a plan to cover this if our revenues remain strong.

Fleet – DC LaChance continues to work with DPW fleet maintenance to keep our units on the road.

Unfortunately we have had several breakdowns, but we have managed to keep all companies in service. While it has been a juggling act, we appreciate everyone's work to keep things going. We have a new ambulance on order, but that is not expected to arrive until late 2022. Once it does, we will have two spare ambulances again. We took delivery of the new electric administrative car which is a Mustang Mach E. This car has been assigned to DC LaChance and he is working through the challenges it has presented.

Capital Bond – As you know the capital bond was approved by voters and it included funding for three fire trucks, a new radio system and upgraded station alerting. DC Libby is leading the apparatus replacement committee and we anticipate bringing a contract to Board of Finance on April 26. We are moving quickly to avoid any further price increases and because the delivery time is expected to be close to 24 months. DC LaChance is managing the station alerting project and the radio system upgrade is being led by BC Grenon and Lieutenant Wilson.

Budget – We are entering the fourth quarter of the fiscal year and working hard to finish with a balanced budget; excessive overtime is making this a challenge. We have submitted our first draft of our FY 23 budget. We were required to submit a plan for a 2.5% and a 5% budget reduction. As you can imagine, this is not done easily and would impact services. We are proposing in lieu of reducing expenses, that we can increase our

ambulance revenues to offset the request. We are optimistic that this request will be accepted and we can avoid painful reductions.

During the meeting the information about personnel was updated. Only six employees started on Monday, April 4<sup>th</sup> for the recruit class 22-1.

DC Libby also updated that with some change to mapping responses for the ambulances the call volume for Ambulance 1 and Ambulance 2 appears to be leveling out.

#### Old Business/New Business

- Awards Ceremony- agenda and pamphlet were given to the commissioners to review the expected flow of the evening. Recognition of Joshua Kirtlink and Camden Mund for what they did to contribute to this event.
- Plans are coming together to try to do a regular scheduled event to invite retirees into the stations and have a coffee open house to visit with them. This is something DC LaChance is really looking forward to putting together to help recognize the retired members and the work they have done and give current members a chance to meet some previous employees they have never met.

#### Adjourn

Meeting was adjourned at 08:36 by motion by Commissioner McLaughlin and seconded by Commissioner Chapman.

**Burlington Fire Commission**  
**Tuesday, April 5, 2022 08:30 AM**  
**136 South Winooski Avenue**  
**Burlington, VT 05401**

**SIGN-IN SHEET**

| NAME             | EMAIL                        |
|------------------|------------------------------|
| Meghan Sweeney   | msweeney@burlingtonvt.gov    |
| Monica Chapman   | mchapman@buroclear.com       |
| Ashley Bond      | abond@burlingtonvt.gov       |
| Kevin McLaughlin | kmcLaughlin@BurlingtonVT.GOV |
| Deek R Libby     | dlibby@burlingtonvt.gov      |
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