

**Burlington Fire Commission**  
**Tuesday, February 20, 2018 08:30**  
**136 South Winooski Avenue**  
**Burlington, VT 05401**

**SIGN-IN SHEET**

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|--------------------|-------------------------------|
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**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**February 20, 2018**

Minutes of February 20, 2018 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0830 hours in Fire Chief Locke's Office with Commissioners Perkinson, McLaughlin, Sheehey, and Bond. Also present was Chief Locke, Deputy Chief Collette, and Administrative Assistant Sweeney.

Meeting End Time

Meeting end time was set for 0900 by motion of Commissioner Sheehey and seconded by Commissioner McLaughlin.

Minutes of the Last Meeting

Commissioner Perkinson asked if there were any changes, comments or edits to the December Commission Minutes. With no objections or changes the minutes are accepted.

Chief's Oral Report

Prior to the Commission Meeting Chief Locke provided the following update to the commissioners (2/19):

Fleet – The truck committee's for Engine 5, Tower 1 and the Squad (current MSU) traveled to Florida for the pre-build conference in January. A lot of work has gone into the design of these new units and we expect them to be completed about a year from now. The new Rescue 2 arrived last week and we expect it to be in service later this week. Again, the committee who worked on this was very thoughtful and incorporated some new designs. We plan to replace Car 12 before the end of the current fiscal year. Finally, both Engine 3 and Engine 4 are going out for warranty paintwork. We have made great progress updating our fleet.

Personnel – The Department recently promoted Mike Curtin to Captain and Rob Slater to Lieutenant. We will be promoting P.J. Aumand to Lieutenant in the next couple of weeks. We recently conducted interviews for entry-level openings and have made conditional offers to three individuals. We expect the recruit class to start the first week in April. We have posted the Battalion Chief of Training position both internally and externally in anticipation of Chief Crady's retirement. SFF Trombley has been moved into the Training Division as a temporary assignment.

CAD – The team working on the computer aided dispatch project continues to move forward. The project is on schedule for a mid-summer implementation. This will change our deployment of resources in the future and allow greater effectiveness in our responses.

Regional Dispatch – The question on whether to form the union municipal district for providing dispatch services will be on the town meeting day ballot in seven communities.

Budget – We are halfway through the third quarter of the fiscal year and both our revenues and expenses are on target. We made some reductions early in the year to address overtime, and appear to be in good shape. We will restore critical reductions in the fourth quarter is possible.

Paramedics – Great news on the paramedic front! All three students have finished the class/ride time. SFF Raymond and FF Fitzpatrick have passed the national exam and FF Deavitt will be taking the test later this week. We are very proud of the commitment these gentlemen have made and expect them to be practicing very soon. This will bring our total number of paramedics to 10.

Station Consolidation – Our team is working with the firm of Dore & Whittier on station location and a needs assessment. The firm uses GIS and the departments call volume/location to make recommendations. This information is helpful for long term planning.

Responses – The Department responded to 7,819 calls for service in calendar year 2017. This represents a 3.76 percent increase from the previous year.

Software – We will be implementing software on the iPads that will allow crews in the street to have access to language interpretation services. This is done through video conferencing and hopefully will address a long time concern. We have also put a committee together to look at scheduling software. This also has been an outstanding issue awaiting a solution. We expect to have something in place by summer.

Commissioner Perkinson asked Chief Locke if there are any call volume trends. DC Collette was able to answer that the number of structure fires are down this year, but there is still a very high number of alcohol and mental health related calls.

Chief Locke was also asked about the timeline on the station consolidation study. The study should be wrapped up by June 30<sup>th</sup> with updates on the findings after that.

#### Old Business/New Business

Nothing at this time.

#### Open Session

Nothing at this time.

#### Adjourn

Commissioner Perkinson adjourned the meeting at 08:55.