

BURLINGTON FIRE COMMISSION

Minutes of the Meeting

January 24, 2017

Minutes of January 24, 2017 Meeting of the Burlington Fire Commission (notes taken by Chairman Perkinson)
The meeting of the Burlington Fire Commission convened at 0830 hours in the Chief's office with Commissioners Perkinson, McLaughlin, Sheehey and Bond present. Also present was Chief Locke.

Meeting End Time

Meeting end time was set for 0930 by motion of Commissioner Sheehey, seconded by Commissioner McLaughlin and accepted without objection.

Minutes of the Last Meeting

On motion of Commissioner Sheehey, seconded by Commissioner McLaughlin the minutes of the last meeting were accepted without objection.

Presentation of Commission

The Commission and Chief along with members on shift gathered in the Day Room to present FF Ben Granja with his commission. Also in attendance were FF Granja's family.

Old Business/New Business

Commissioner Bond reported on an NPA meeting she attended where the City's new opiates coordinator made a presentation and noted the potential use of fire stations as "safe spaces" for the administration of Narcan or other overdose services. The Commission discussed potential scenarios and agreed to continue monitoring suggestions that would affect the Department. No action was taken.

Commissioner Perkinson inquired about the status of any review on the Department's merit award protocol. The matter is in process.

Commissioner Perkinson inquired as to any developments with respect to the antique pumper the Department has acquired. The status quo obtains with respect to that item.

Chief's Oral Report

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

Fleet – Members of the Engine 1 and Engine 2 truck committee will be traveling to Florida tomorrow (1/24/17) to complete the pre-build process on these two trucks. We expect delivery to occur in the fall. The truck committee for Engine 5, Tower 1 and the MSU has been created and the plan is to have a contract signed for these trucks by October 15, 2017. DC Plante will be forming another committee to start the process toward the purchase of a new ambulance next fiscal year.

Car 3 – The new Car 3 (Operations Chief Car) has arrived and is at the local vendor having lights, radio and the command cabinet installed. We expect it will be done later this week. This SUV will have similar capabilities to Car 12.

Office Rehab – The upgrade to the office space for the new DC is about complete. DC Brown will be ordering carpet later this week. BC Crady continues to prepare to move to his new office at Station 2. Once data and phone lines are installed this move can occur. Captain Libby is about to release a scope of work to rehab the first floor office area at Central. Once completed, the space will have three computer terminals for staff use, a training/conference area and a general refresh of the area that will make it more pleasant to work in.

Strategic Plan – The strategic plan has been approved and adopted by both the City Council and the Fire Commission. While we have already begun the implementation of goals and objectives, a more formal method of tracking these changes will be implemented shortly.

CRA/SOC – SFF Petit continues to work on our community risk assessment/standards of cover. At the last command staff meeting we were presented a new deployment model for different types of responses. After considerable discussion, consensus was found. This model will be implemented shortly.

Re-Organization – We are on track to re-organize the department this spring. The job posting for the Deputy Chief of Operations and the Deputy Chief of Administration closes February 10th and I hope to make an announcement by March 15. We plan to hold a promotional process for Battalion Chief in late March.

New Hires – Testing for entry level firefighter will occur on February 23rd. We have invited approximately 50 candidates to test that meet the minimum qualifications. We expect to hire at least one employee in mid-April to fill the vacancy created by the new DC position.

IT – The switch to city IT is complete and things appear to be working well. Please keep us posted on any issues you may be having. The updated software has many more features and capabilities.

IPads – Captain Sicard and FF Blake have installed the IPads in all frontline apparatus and we are using the Active 911 software to show incidents. We have opted to stop any further development of the Valcour program for our use until we determine our future direction. The software is a challenge and we are forcing it to meet the needs of the fire service. We will continue to seek alternatives that will allow for mobile data and closest unit deployment.

Regional Dispatch – A group of community leaders continue to work on the concept of regional dispatch. The consultants will be presenting their report on January 31st and we expect the hard work to begin after that. I am chairing a technical working group that will deal with a variety of issues including CAD, redundancy, and interoperability.

Uniforms - The uniform policy is complete and should be released shortly for your review. We are preparing to order uniforms that meet the new policy which is based upon your feedback. I appreciate the patience.

Commissioners McLaughlin and Perkinson inquired as to the costs and savings associated with the proposal to make additional hires in order to reduce overtime. Commissioner Bond noted the value of reducing mandatory call backs as an important quality of life issue.

Commissioner McLaughlin noted the practice of the Police Department in providing salaries for staff who attend extended educational programs. Chief Locke explained the Fire Department's policy of reimbursing members for 50% of the cost of educational programs and noted the practice seems to be working well for the Fire Department.

The Chief updated the Commissioners on his efforts to meet individually with every member of the Fire Department and reported that he will also conduct group meetings with staff in order to continue conversations and keep the lines of communication open.

The Chief also noted that the Department plans to have a Department-wide photo taken sometime in the spring.

Open Session

No members of the public were in attendance.

Adjourn

On motion of Commissioner McLaughlin, seconded by Commissioner Sheehey, the Commission adjourned without objection at 0900.