



City Council - Public Safety Committee

Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

When: Dec 21, 2023 05:30 PM Eastern Time (US and Canada)

Topic: Public Safety Committee Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/94952575752>

Or One tap mobile :

+13017158592,,94952575752# US (Washington DC)

+13052241968,,94952575752# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

Webinar ID: 949 5257 5752

International numbers available: <https://zoom.us/j/94952575752>

1. Adopt the Agenda

Subject

1.1. Motion to amend/adopt agenda

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 1. Adopt the Agenda

Department

Type

Recommended Action

2. Adopt Minutes

Subject 2.1. Motion to Adopt Draft Minutes from September 21, 2023

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 2. Adopt Minutes

Department City Attorney

Type

Subject 2.2. Motion to Adopt Draft Minutes from October 2, 2023

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 2. Adopt Minutes

Department City Attorney

Type

Subject 2.3. Motion to Adopt Draft Minutes from December 12, 2023

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 2. Adopt Minutes

Department City Attorney

Type

3. Public Forum

Subject 3.1. Verbal Comments

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 3. Public Forum

Department

Type

4. Chiefs' Reports

Subject 4.1. BPD Chief's Report

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 4. Chiefs' Reports

Department Police Department

Type

Subject 4.2. BFD Chief's Report

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 4. Chiefs' Reports

Department Fire Department

Type

5. BPD Community Engagement

Subject 5.1. Update on BPD Community Engagement

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 5. BPD Community Engagement

Department Police Department

Type

Recommended Action

6. Review of City's Emergency Plan

Subject 6.1. Discussion & Review of City's Emergency Plan

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 6. Review of City's Emergency Plan

Department Council and Board

Type

Recommended Action

7. Dispatch Update

Subject 7.1. Dispatch Update

Meeting December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom

Category 7. Dispatch Update

Department Police Department

Type

Recommended Action

8. Online Incident Reporting Review

Subject	8.1. Online Incident Reporting Review
Meeting	December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom
Category	8. Online Incident Reporting Review
Department	Police Department
Type	
Recommended Action	

9. BFD & BPD Data Overview

Subject	9.1. BFD & BPD Data Overview
Meeting	December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom
Category	9. BFD & BPD Data Overview
Department	Council and Board
Type	
Recommended Action	

10. Burlington CARES Update

Subject	10.1. Burlington CARES Update
Meeting	December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom
Category	10. Burlington CARES Update
Department	Fire Department
Type	
Recommended Action	

11. Future Business

Subject	11.1. Other Committee Business
Meeting	December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom
Category	11. Future Business
Department	Council and Board
Type	

12. Adjournment

Subject	12.1. Motion to adjourn
Meeting	December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom
Category	12. Adjournment
Department	Council and Board
Type	
Recommended Action	

13. Informational and Non-Discrimination Statements

Subject	13.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	December 21, 2023 - Public Safety Committee Meeting Agenda - Thursday, December 21, 2023, 5:30 PM, Remote Only via Zoom
Category	13. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

Public Safety Committee
Thursday, September 21, 2023
Remote via Zoom and In-person at Champlain Room, 3rd Floor, City Hall
Burlington, Vermont
DRAFT MINUTES

Members Present: Karen Paul (Chair), Melo Grant, Tim Doherty

Staff Present: Jared Pellerin (Acting City Attorney), Jon Murad (Police Chief) Shannon Trammell (BPD Executive Manager), Michael LaChance (Fire Chief), Kyle Blake (Burlington Firefighter's Association President), Samantha Sheehan (Mayoral Communications Coordinator)

Public Present: Councilor Traverse, Councilor Dieng, Councilor Magee, Kelly Devine, Mike Selick, Ed Baker, Jane Knodell, Andy Vota, Chris Haessly, John George Wheeler, Andrea Gray, Dana Poverman, Lorraine Zaloom

Meeting called to order at 5:45 PM by President Paul.

1. Adopt the Agenda
1.01 Adopt the Agenda

Motion to Adopt Agenda as written.

Motion by Councilor Doherty, Seconded by Councilor Grant
Final Resolution: Motion Passes
Yes: Unanimous

2. Adopt Draft Minutes from September 7, 2023
2.01 Adopt Draft Minutes from September 7, 2023

Motion to Adopt Draft Minutes from September 7, 2023 as written.

Motion by Councilor Doherty, Seconded by President Paul
Final Resolution: Motion Passes
Yes: Unanimous

3. Public Forum
3.01 Verbal Comments

Kelly Devine of the Burlington Business Association thanked the Committee for their work on the resolution since the September 7th meeting, to which Devine suggested the following changes:

- Speaking about the overdose crisis as it relates to other activities and acknowledging the harmful impacts of those activities
- Acknowledging downtown employees as people who are on the front lines of this crisis
- Including the private sector as a stakeholder in the resolution

Mike Selick, Burlington resident and Associate Director of the National Harm Reduction Coalition, stated the City needs to invest its available resources into solutions that prevent overdose, pointing out that police resources are larger than opioid crisis-dedicated resources and that more policing has not led to positive outcomes in the past. Selick agreed it shouldn't be the job of Police and Fire to reverse overdoses but that more money should be invested into appropriate strategies to deal with overdoses so first responders are free to deal with street harassment and other public safety problems.

Ed Baker, a harm-reduction activist in Burlington, emphasized the importance of educating businesses and employees about harm-reduction and raised the issue of unreleased funds from the State that were won in a Class Action lawsuit, estimated to be 135 million dollars in total through 2038, with this year's deposit estimated at 23.5 million dollars. Baker requested the Committee, in partnership with the Department of Health, push to get the money released as soon as possible, which would help the City to properly address the overdose crisis as a public health problem and ultimately secure public safety.

Jane Knodell who is on the Burlington Housing Authority Board stated Vermont needs to be more serious in enforcing laws against drug trafficking, focusing on large scale dealers, and addressing other problems in the system, such as the judiciary, expressing support for the resolution's call to the State to hire more judges to work through the backlog for people to receive more timely justice. Knodell explained law enforcement and timely justice is especially important for those who are living with drug dealing in their neighborhoods or apartments and are otherwise unable to move somewhere else that is more secure.

Andy Vota speaking as a parent and resident of Burlington and parent, thanked the Committee for their work on this issue and expressed support for the proposed public forums, the commitment to a holistic approach, and Councilor Doherty's draft resolution. Vota asked the Committee to provide specific guidance on how to contact legislators and the governor and organize messages for residents to send. Vota also noted that it appears people can commit crimes in Burlington without consequences, and this needs to change.

Chris Haessly with the Church Street Marketplace Commission, spoke to the need for accountability when criminal behavior occurs and how the housing crisis has exacerbated public safety issues because the increase in our vulnerable population has created a market for outsiders to come to our State and prey on them by distributing harmful substances. Haessly also expressed dismay at discussions of organizing a citizens' watch and starting armed patrols. Haessly said that without a change in public safety, more residents and businesses will move out of Burlington in search of a more lawful environment and that Burlington needs to understand the difference between compassion and enablement. Haessly recently reviewed proposed public safety plans from the Mayor and the Progressives and appreciated the preventative strategies highlighted in the Progressives' plan.

John George Wheeler, a business owner and parent, respectfully refuted the idea that the crimes in Burlington is unrelated to drug reliance and overdoses and that the compulsions associated with opioid addiction do not negate crime, citing a recent incident in which a store manager was

assaulted by a person stealing items from their store and emphasizing that while the City addresses those who are affected by substance use disorder, others are not neglected.

Andrea Gray, who hosts tourists in a short-term rental, described how customers are starting to cancel or are afraid to go downtown on their visit due to public safety concerns, which has not happened before in Gray's 27 years of renting out the room. Gray said the focus on crime needs to be expanded beyond drug-related crime, as other types of crime are occurring but there appears to be no accountability.

Kyle Blake, president of the Burlington Firefighter's Association, expressed gratitude for the Committee's thoughtful approach but had concerns about the City's financial capacity to handle this problem and the burden that would fall on emergency services, which are already overwhelmed, adding Burlington needs to protect its current businesses and attract more businesses that will bring revenue to the City.

Dana Poverman, a Burlington resident, expressed support for a solution which incorporates treatment and harm reduction professionals as well as law enforcement and first responders, citing her long career in substance use intervention where Poverman formed the belief that, "We don't need to let people hit rock bottom; we can help bring the bottom up."

Councilor Magee cautioned against conflating issues in the City, clarifying that they think the problems of substance use disorders and housing are primarily a public health crisis, which would only be worsened by arresting those affected, as prisons are not places where folks can find treatment or stability. Councilor Magee said the City and State should invest in existing evidence-based health solutions and that the resolution should mention existing organizations that are working to help these people, such as Community Justice Center, in the interest of a holistic approach.

Councilor Dieng commented on the Council's past declarations and how some have not resulted in appreciable outcomes. Councilor Dieng distinguished between targeting drug dealers in law enforcement versus drug users, stating those who use do need help, but drug distribution must stop and that ambitious concepts should not be dismissed due to financial reasons if they lead to the Council and the community taking action.

4. Discussion of Drug Crisis Resolution

4.01 Discussion of Drug Crisis Resolution

Motion to sponsor and move the resolution forward to the full City Council for the next meeting on October 10th, upon final review and technical revision of the City Attorney's Office.

Motion by President Paul, Seconded by Councilor Doherty

Final Resolution: Motion Passes

Yes: Unanimous

Discussion:

The Committee drafted a resolution declaring the increase in drug use a crisis, using Councilor Doherty's draft as the main document and incorporating changes from accompanying drafts:

- President Paul summarized the goal of the resolution to focus on both public health and safety, speaking to the history of the resolution and its versions following the August meeting. As of this meeting, the most current version was designated as 'V2' and is what Councilor Doherty, Councilor Grant, other members of the City Council, and the Mayor's Office proposed changes on, which were attached to the agenda along with 'V2'.
- Councilor Doherty explained the drafting of the resolution had to be conducted this way due to limitations of Open Meeting Law, which the Committee would have been in violation of had they worked on a single document together outside of a public meeting.
- President Paul pointed to the fourth-to-last resolution clause as a nod to Chief LaChance's feedback from August, stating it was incredibly compelling and meaningful to a lot of people.
- Lines 1-3: the Committee updated the numbers referenced in the first clause to reflect the most recent data from BFD.
- The Committee determined 'supervised consumption services' would be changed to 'Overdose Prevention Centers (OPCs)' throughout the resolution.
- Kelly Devine asked if the resolution was isolated to harm-reduction for opioid users. Councilor Grant answered the resolution would refer to harm-reduction for all individuals struggling from substance use disorder.
- Line 7: Councilor Grant added "mental health challenges".
- Lines 22-24: Councilor Grant added "and will increase communication with the residents of Burlington informing them of resources being provided, data updates, law enforcement and other actions, ways residents can help;".
- Lines 27-32: Councilor Doherty edited this clause to mention public safety and public health and listed categories of crime which people seem to be experiencing the most. President Paul and Councilor Grant questioned if the categories of crime needed to be listed, citing concerns of tone and inadvertently excluding other types of crime or people's experiences. Councilor Doherty said the reason they are listed is because later on, a change was made to request data on these specific crime categories from the State's Attorney's Office. The Committee resolved to reference the categories of crime as 'crime' in this clause and list the categories of crime in Lines 146-152, the resolved clause regarding the State's Attorney's Office, as it was generally agreed this request for data would be important, as well as inviting the State's Attorney's Office to work with the Committee and/or Council and public in some capacity.

- Kyle Blake asked if by combining public health and safety, the resolution was trying to do too much. President Paul responded that the end goal is to encourage Legislature to release funds that will allow the City to combat this crisis with treatment, support, all in an effort to save lives. Councilor Doherty added the resolution does not create policy and that the resolved clauses are asking for the release of State funds, organizing of forums, and the addition of the drug crisis as a permanent item on the City Council agenda.
- Councilor Dieng asked that the Committee add a clause after Line 34 requesting BPD and BFD leadership to submit a proposal to the Council by February in regards to dismantling for-profit distribution of controlled substances in Burlington.
- Chris Haessly asked if the resolution mentioned restoration services for victims of crime, to which Councilor Doherty responded it does not.
- President Paul deleted language in Line 35 where it read “to the extent those strategies are appropriate and well suited for the City’s needs” because the Council and City have gone on the record numerous times in support of harm reduction and overdose prevention centers and to avoid the clause being misinterpreted as not clearly supportive as past resolutions have been. Councilor Doherty also changed Line 35 so it reads, “...and must continue to be addressed by our law enforcement personnel and prosecutors.”
- The Committee considered Councilor Magee’s suggestion to call out specific community organizations in Line 41, but the Committee thought the resolution would be too lengthy and chose to acknowledge them by leaving it as “community organizations.”
- Lines 67-76: Per the Mayor’s suggestion, the Committee broke up this resolved clause based on the amendment submitted to the Committee by President Paul.
- Lines 73-74: Councilor Grant had the Legislature included with calling out the Department of Health.
- Line 74: Ed Baker requested the Committee add “and harm reduction interventions”, which the Committee approved.
- Councilor Doherty had made a substantive change to the resolved clause that started on Line 75, calling on the State to devote more resources to addressing its judiciary backlog. The Committee approved the change.
- Lines 80-89: Per Kelly Devine’s request, the Committee mentioned “the private sector” in Line 81. Councilor Grant requested the resolution mention BFD in Line 81 as well as revising the phrase “two public forums” to “at least two public forums”, so as not to limit the potential number of forums. Kelly Devine asked if the forums would be organized by residents. President Paul and Councilor Grant clarified they would be organized by the Committee in partnership with the parties listed in this clause for residents, City

employees, and businesses to participate in. Lorraine Zaloom requested that the school be added to the list of organizing partners, which the Committee approved.

- Lines 146-152: Councilor Doherty had added a clause requesting specific data from the State's Attorney's Office related to drug-related crime. The Committee agreed with the addition.
- The Committee discussed adding a resolved clause that would call on the BPD to provide arrest data on drug-related crime. Attorney Pellerin recommended leaving out the request for information on arrests because while it may not compromise investigations, there may be other unintended consequences. The Committee decided not to move forward with that change but left the request for drug tip data from BPD in the resolution.
- President Paul changed the title of the resolution to reflect the Mayor's request to replace all occurrences of the word "emergency" with "crisis".
- Councilor Grant asked if the resolution could also ask the State to reconsider their decision to deny the use of the Cherry St. building as a low-barrier shelter. President Paul and Councilor Doherty, though not entirely opposed, did not feel comfortable including it in the scope of this resolution.
- Lorraine Zaloom suggested that asking the State to allocating more money to the Department of Health could be beneficial because police are currently experiencing a delay in receiving toxicology reports.

5. Adjournment

5.01 Motion to Adjourn

The meeting was adjourned with no objection by President Paul at 9:25 PM.

**Public Safety Committee
Monday, October 2, 2023
Remote via Zoom
Burlington, Vermont
DRAFT MINUTES**

Members Present: Karen Paul (Chair), Melo Grant, Tim Doherty

Staff Present: Jared Pellerin (Acting City Attorney), Michael LaChance (Fire Chief)

Public Present: Councilor Magee, Councilor King, Councilor Shannon, Kelly Devine, Ryan Nick

Meeting called to order at 6:35 PM by President Paul.

**1. Adopt the Agenda
1.01 Adopt the Agenda**

Motion to Adopt Agenda as written.

Motion by Councilor Grant, Seconded by Councilor Doherty

Final Resolution: Motion Passes

Yes: Unanimous

**2. Public Forum
2.01 Verbal Comments**

Kelly Devine expressed concern that new changes would prevent the resolution from moving forward with the appropriate sense of urgency and requested that changes be kept to a minimum.

Ryan Nick commented that the Committee cannot afford to delay the passing of this resolution and implored them to act with haste, stating the current system is not compassionate for anyone and fails the most vulnerable of our residents.

Public Forum closed at 6:42 PM.

**3. Changes to Drug Crisis Resolution
3.01 Discussion of Changes to Drug Crisis Resolution**

Motion to reconsider currently approved version of the Committee's resolution that was to be presented to the City Council on October 10th.

Motion by Councilor Grant, Seconded by President Paul

Final Resolution: Motion Passes

Yes: Unanimous

Discussion:

President Paul noted that she would agree to second the motion provided there was an understanding that this would be the last meeting where this would be discussed that a motion to bring this to the full Council would come at the end of this meeting as there is great urgency.

Councilor Doherty noted that while agreeing to reconsider the resolution, it was not an agreement to language in the newly revised version presented to the Committee and noted two issues of concern, being the fairness of the revision process at this stage and the Committee's ability to act with urgency.

Councilor Grant responded that moving the resolution forward remains a top priority but wanted to add these changes based on information and feedback following the Committee's last meeting on September 21st.

Discussion of Revisions by Line:

- Lines 1-3: President Paul requested that Chief LaChance provide the Committee with the most recent data on emergency response to overdoses to ensure the resolution's currency.
- Line 14: Councilor Grant added "medically assisted". The Committee approved the change.
- Lines 17-19: Councilor Grant proposed a new clause describing the State's lack of urgency in supporting harm reduction. President Paul and Councilor Doherty shared some reservations over the language, and President Paul suggested revising the clause to read "...the State of Vermont has not...acted with significant urgency to embrace all evidence-based harm reduction strategies on a statewide level." The Committee approved this suggestion.
- Lines 20-21: Councilor Grant proposed adding a specific reference in Line 20 to a bill the Governor vetoed that would have supported the study of overdose prevention centers, H.728. Councilor Magee suggested changing H.728 to H.72 because H.728 was from a previous legislative session, whereas H.72 was currently being considered. President Paul and Councilor Doherty voted against the change for the scope of this resolution because they were not familiar with H.72, and do not feel comfortable adding it to the resolution.
- Line 34: Councilor Grant had proposed a change but decided to keep the original language.
- Line 39: Councilor Grant added "legislative updates", which the Committee approved.

- Line 51: Councilor Grant proposed adding a reference to the Council supporting drug checking programs. President Paul suggested adding it to a new clause, as the line Councilor Grant had initially proposed was speaking to initiatives the City Council has historically supported, and the City Council has not explicitly supported drug checking programs in the past. Councilor Doherty wondered if the placement of the new clause at Lines 52-53, made sense for the flow of the resolution and opposed the addition, but as a majority supported the change, the revision passed.
- Line 63: Councilor Grant added “and residents” to the clause that acknowledges those who are on the frontlines of the overdose crisis. The Committee approved the change.
- Line 74-79: Councilor Grant proposed removing language relating to the State’s Attorney’s Office’s hiring and retention challenges, as per Sarah George, the Chittenden County office is not experiencing challenges in this area. After deliberation, the Committee decided to keep the language because the Committee is also including requests for data and information from the State’s Attorney’s Office that would reveal more about challenges the State’s Attorney’s Office is facing. Councilor Grant requested “Assistant State’s Attorneys” on Line 76 be changed to “Deputy State’s Attorneys” to accurately reflect the title of the position, which the Committee approved.
- Lines 85-86: President Paul broadened the language to include pertinent Senate Committees as well as mention of the Legislative delegation, which the Committee approved.
- Lines 99-101: Councilor Grant added a resolved clause related to the Fire Chief’s data contributions to the Public Safety Committee, which the Committee approved.
- Lines 102-108: Councilor Grant proposed removing the listed categories of crime to be consistent with the clause at Lines 43-46, but Councilor Doherty stated he had agreed to the removal of this language from the earlier clause under the condition that it still be included in Lines 102-108 at the last meeting. President Paul suggested amending Line 107 to add “and if possible”, as the availability of some requested data is unknown, along with Councilor Grant’s added request for the current number of backlogged cases in Line 108. The Committee approved the changes.
- Line 110: Councilor Grant deleted the reference to “CARES” as the CARES team is not formally active yet, which the Committee approved.
- Line 111: Councilor Grant had added “...and are not working” after “...are not the solution...”, to which President Paul disagreed, noting some current responses, while not the solution, are helping people. The Committee agreed to preserve the original language.

- Lines 115-118: Councilor Grant added the State Legislature and the Governor to the clause regarding the development of public forums, and President Paul added language further emphasizing the scope of the problem, noting it as a statewide and national issue. The Committee approved both changes.
- Lines 119-122: The Committee approved the addition of a resolved clause that requests for meetings with the Governor and Legislature.
- Line 136: Councilor Grant added a request for Public Safety Committee to provide updates to the City Council on progress towards resolving the crisis, in addition to a request for updates from the Mayor's Administration, which the Committee approved.

Motion to accept the resolution and bring it before the full City Council on October 10th, pending legal review by the City Attorney's Office.

Motion by Councilor Doherty, Seconded by Councilor Grant

Final Resolution: Motion passes

Yes: Unanimous

4. Adjournment

4.01 Motion to Adjourn

The meeting was adjourned with no objection by President Paul at 8:03 PM.

**Public Safety Committee
Tuesday, December 12, 2023
Remote via Zoom
Burlington, Vermont
DRAFT MINUTES**

Members Present: Karen Paul (Chair), Melo Grant, Tim Doherty

Staff Present: Kristen Kaichen (Legal Administrative Assistant), Sarah Hernandez Timm (Public Information & Community Engagement Officer)

Public Present: Tim Williams, Kelly Devine, Colin Hilliard

Meeting called to order at 5:34 PM by President Paul.

**1. Adopt the Agenda
1.01 Adopt the Agenda**

Motion to Adopt Agenda as written.

Motion by Councilor Grant, Seconded by Councilor Doherty

Final Resolution: Motion Passes

Yes: Unanimous

**2. Public Forum
2.01 Verbal Comments**

No public comment. Public Forum closed at 5:36 PM.

**3. Review Agenda for Community Forums
3.01 Review Agenda for Community Forums**

President Paul reviewed the structure and elements of the upcoming community forums taking place on December 14 and December 19, 2023:

- The City's website would run a banner at the top of the home page, which links to a page where the public can submit questions ahead of time. As of December 12, at least 50 questions had been submitted online.
- All speakers requested per the Public Safety Committee's resolution, which was passed by the City Council on October 10, 2023, had been invited and that a number of responses had been received from the Burlington House Delegation and senators representing Burlington.

- Speakers' presentations would be no more than 25 minutes and the remaining time of the 2-hr forums would be dedicated to the public's questions and ideas.
- How the forums and speakers were being introduced was unclear. How presentations were being submitted and their current status was also unknown.
- Each forum would be live-streamed and have a recording made available online.
- State's Attorney Sarah George and Chief Jon Murad would be present at both community forums, and both are scheduled to speak at the community forum on December 19.

Councilor Grant expressed concerns and provided feedback on the format of the forums, stating that while appreciative legislative representatives would be present, Councilor Grant worries this will not unite representatives in the way the initial idea for the forums had intended, especially since the public's role would be asking questions and suggesting ideas rather than directly sharing their everyday experiences. Councilor Grant also thought members of the Committee should have a chance to speak at the forums.

Councilor Grant also noted it may be beneficial for the Committee to obtain a list of all the questions, and for the legislature to have a copy as well, so that they may pursue as a Committee any unaddressed questions. Councilor Grant mentioned having specific questions related to the transparency of data from Burlington Police Department and how citizens can be informed about when cases reach State's Attorney Sarah George's office.

Councilor Grant asked Community Engagement Officer Sarah Hernandez Timm to follow up on the status of a comprehensive list of BPD phone numbers that would be posted to BPD's webpage for the public to reference in cases where the phone tree is not working.

Councilor Doherty agreed with Councilor Grant's statements about misinformation and misunderstanding in the community regarding public safety and law enforcement and stated the forums would be a valuable opportunity for members of the public to hear from experts, learn about their work, and how they work. Councilor Doherty also noted it would be valuable for the Committee to better identify what the Committee can move to change going forward.

Councilor Doherty also asked President Paul about a past charter change's history that would have enabled Burlington to restrict firearms within City limits, suggesting this may be an initiative the Committee could pursue after the forums. President Paul recalled that it was former Councilor Norm Blais who brought it forward around 2014, but it died in Montpelier. President Paul added Senator Phil Baruth has attempted reviving it a few times since. Councilor Grant expressed support for this initiative, especially as it relates to regulating firearms in bars, and noted gun violence is not only rising in Burlington but in Vermont as a whole.

The Committee discussed future priorities for meetings after the forums, during which Councilor Grant suggested the Committee keep a running list of the Committee's open issues, such as dispatch issues, Chittenden County updates, BPD and BFD updates, and Burlington CARES. President Paul added that the Administration is expected to come back to the City Council with a new plan for Burlington CARES, as the program will run out of funding by March 2024. President Paul mentioned this could be an item the Committee brings forward in February.

Relating back to the community forums, Councilor Doherty said one question the Committee could pose to ATF or the US Attorney at the first community forum on December 14 is whether they are currently doing something similar to heat maps, such as BFD's heat maps for Burlington CARES, with respect to prioritizing repeat distribution drug houses. Another question could be thinking about the use of the federal laws to pressure landlords.

The Committee's next meeting will be December 21. The Committee agreed to discuss future meeting dates for the new year offline.

4. Adjournment

4.01 Motion to Adjourn

The meeting was adjourned with no objection by President Paul at 6:27 PM.



BURLINGTON POLICE CHIEF'S REPORT

October 2023



IACP 2023

The annual International Association of Chiefs of Police (IACP) conference is the largest gathering for the policing profession, attracting 18,000+ attendees from law-enforcement agencies, non-profits, vendors, and other partners around the world. This year's was held in San Diego, and the Burlington Police Department was proud to be an Education Workshop presenter, with a presentation about the CAIP program called "Bridging the Gaps." Left to right, CSL Anna Wageling, CSS Lacey Smith, and Chief Murad gave a well-received overview of Burlington's innovative efforts on alternative response.

Oct 23, 2023 – all data preliminary & subject to change





Oct 23, 2023 – all data preliminary & subject to change



ENCAMPMENT CLOSURE



After a confirmed assault and allegations of drug production, various City of Burlington stakeholders determined that a large homeless encampment near the waterfront needed to be closed. Those stakeholders included the Special Assistant to End Homelessness, the Department of Public Works, Parks Recreation & Waterfront, and the Police Department. Following [the encampment policy that the City created with the ACLU](#), steps were taken to notice the people in the encampment and work with

them to find alternative places to stay. After allowing several days for people staying in the encampment to clear on their own, employees with Parks, DPW, and the BPD dismantled the encampment. During the operation police did not find evidence of drug production, but did recover a large number of bicycles, many of which had been dismantled and damaged. Those that could be associated with specific owners are in the process of being returned.

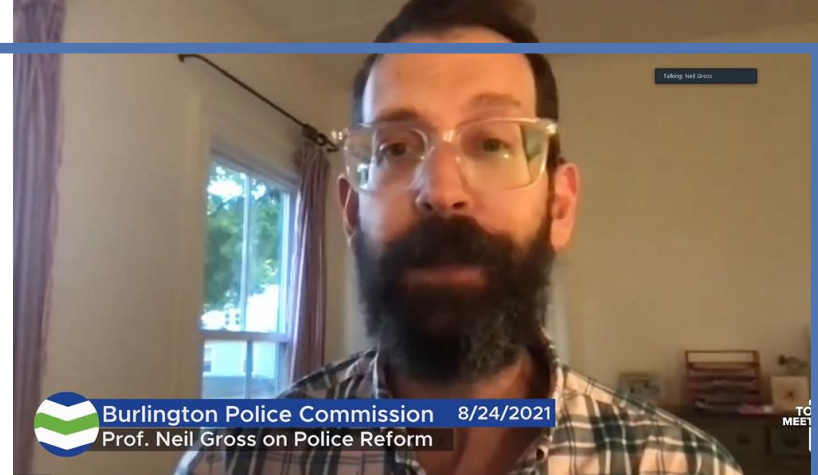


SPEAKERS ON REFORM



Oct 23, 2023 – all data preliminary & subject to change

Professor Neil Gross appeared in front of Burlington Police Commission on Tuesday, August 24, 2021 (you can [see it on YouTube on Town Meeting TV](#); his comments begin at the 1:02:30 mark). His recent TIME article, “[The Myths Holding Back Police Reform](#),” is worth a look.



The fact that the Police Commission invites national-level thinkers speaks volumes.

Myth 1: The Police Can’t Prevent Crime. In sum and substance, Prof Gross notes that “the larger the number of police officers in an area, the less crime there tends to be.”

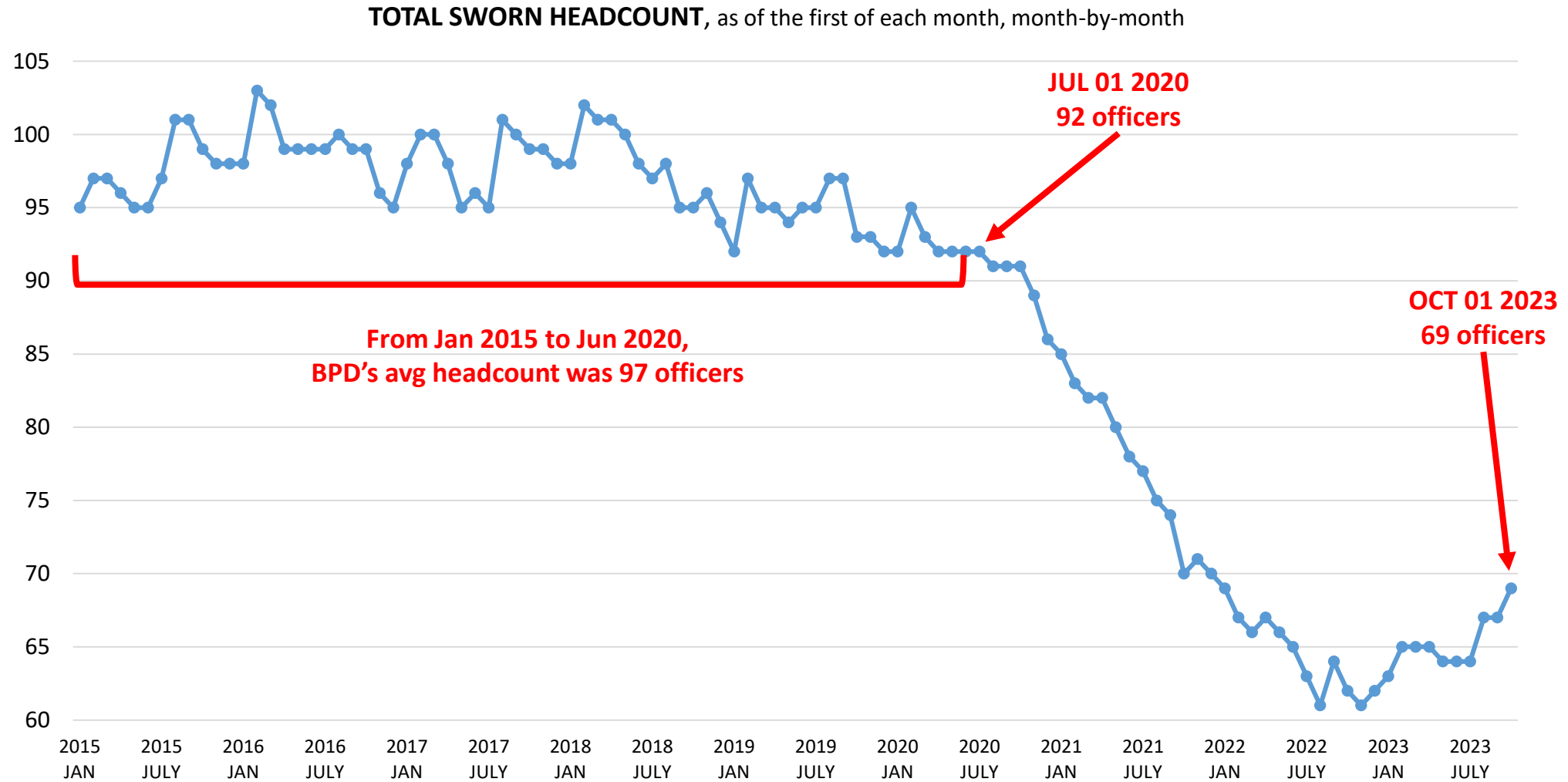
Myth 2: Police Reform Compromises Public Safety. This is untrue, of course, although he observes that the relationship is complicated. In most cities, the reallocations known as “defunding” never happened, but officer headcounts did decrease. And while overall crime did not rise, “in the impoverished, racially segregated neighborhoods where gun violence is concentrated, it was spot on to describe crime as soaring.”

Myth #3: Because of Policing’s Racist Origins, There Is Nothing We Can Do to Improve It. He notes that this origin has truth in the antebellum American south, but that elsewhere in the US, police “sprang from different roots. Boston and New York, for example, established police departments with full-time, uniformed officers in the mid-19th century for the same reason that European cities like Paris and London had done so earlier: urbanization generated crime and public disorder problems—along with mounting social anxieties—at a scale that previous, more informal systems of justice administration couldn’t handle.”

There is much more to the article than this summary, of course. At 3,300 words, it’s a piece worth reading in its entirety.



BPD SWORN OFFICER HEADCOUNT, 2015-2023





68 TOTAL, 58 AVAILABLE

As of October 15, 2023, the BPD has **68 total sworn officers**, of whom 58 are available to be independently deployed. Historically, headcount has been in the high 90s; currently we are authorized for 87 officers.

minus 10 on injury, on FTO, or at VPA = 58
minus 13 supervisors = 45
minus 10 detectives = 35
minus 6 airport officers = 29
minus 2 special assignments = 27
minus 2 Marketplace officers = 25

25

officers on Patrol

**Additionally, BPD currently has
5 CSOs (of 11) and 5 CSLs (of 6)**





REVISED PRIORITY RESPONSE PLAN

PRIORITY 1	High priority.
PRIORITY 2	Middle priority. (*) = situationally dependent; some may be Priority 1 or Priority 3.
PRIORITY 3	Low priority. Response may be delayed based on officer availability; may receive a CSO response.

We originally implemented [the Priority Response Plan](#) in May 2021. We have made several revisions, shown in this chart. The categorization of incidents has **not** changed. (Our primary goal remains **NEIGHBORS' PHYSICAL SAFETY**, so Priority 1 incidents are still Priority 1 incidents, etc.) But many Priority 3 incidents will now receive a different response.

In the chart, **incidents labeled "CSO"** will initially receive a response from a CSO, rather than a police officer, unless the incident evolves in a way that changes its category or requires a sworn officer.

Incidents labeled "ONL" (for "Online Only") will be diverted to an online reporting function. Unless extenuating circumstances apply, callers will be asked to make an online report. There are reporting mechanisms for callers who do not have Internet access.

Additionally, during daytime weekday hours when DSB detectives are available, **DSB will handle untimely deaths.**

911 Hangup	Cruelty to a Child	Illegal Dumping	CSO	Robbery
Airport AOA Violation	Cruelty to Animals	Impeding a Public Officer	CSO	Runaway
Airport Duress Alarm	Custodial Interference *	Impersonation of a Police Officer *		Runaway Apprehension
Airport PHASE Alarm *	Disorderly Conduct *	Inciting a Felony	CSO	Search
Alcohol Offense	Disorderly Conduct by Elec Comm	Intoxication	CSO	Search Warrant
Animal Problem	Disturbance	Investigation - Cold Case		Sex Offender Registry Violation
Arrest on Warrant	DLS	Juvenile Problem *		Sexual Assault
Arson	Domestic Assault - Felony	Kidnapping		Sheltering/Aiding Runaway
Assault - Aggravated	Domestic Assault - Misd	Larceny - from a Building		SRO Activity
Assault - Simple	Domestic Disturbance	Larceny - from a Motor Vehicle		Stalking
Assist - Agency	Drugs	Larceny - Other		Stolen Vehicle
Assist - Car Seat Inspection	Drugs - Possession	Larceny from a Person		Subpoena Service
Assist - K9	Drugs - Sale	Lewd and Lascivious Conduct		Suicide - Attempted
Assist - Motorist	DUI	Lockdown Drill		Suspicious Event *
Assist - Other	Eluding Police	Mental Health Issue *		Theft of Rental Property
Assist - Public	Embezzlement	Minor in Possession of Alcohol		Theft of Service
Background Investigation	Enabling Consumption by Minors	Missing Person		Threats/Harassment *
Bad Check	Escape	Motor Vehicle Complaint	CSO	Traffic
Bar / Liquor License Violation	Extortion	Noise	CSO	Trespass *
Bomb Threat	False Info to Police	Obstruction of Justice		TRO/FRO Service
Burglary *	False Pretenses	Operations		TRO/FRO Violation
CHINS	False Public Alarms	Ordinance Violation - Other	CSO	Unlawful Restraint
Community Outreach	False Swearing	Overdose		Untimely Death
Compliance Check	Fireworks	Parking	CSO	Use of Elec Comm to Lure a Child
Computer Crime	Foot Patrol	Possession of Stolen Property		Uttering a Forged Instrument
Contributing to Delinquency of Minor	Forgery	Prescription Fraud	ONL	Vandalism
Counterfeiting	Found/Lost Property	Prohibited Acts		VIN verification
Crash - Fatality	Fraud	Property Damage	CSO	Violation of Conditions of Release *
Crash - Injury to person(s)	Fugitive From Justice	Reckless Endangerment *		Voyeurism *
Crash - LSA *	Graffiti Removal	Recovered Property	CSO	Weapons Offense
Crash - Non-Investigated	Hindering Arrest	Resisting Arrest		Welfare Check *
Crash - Property damage only	Homicide	Retail Theft		
	Identity Theft	Roadway Hazard		



INCIDENT VOLUME

YEAR-TO-DATE 10/15

Year-to-date, **incidents in 2023 are up 21% compared to 2022. They are up 39% over 2021.**

Patrol officers are addressing the same number of incidents as in 2018 with 50% fewer patrol officers.

Of the 24,196 incidents in 2023 so far, 3,195 have been “stacked”—i.e., 13%.

Additionally, 3,008 have been referred to online reporting, or 12%.

	YTD INCIDENTS (as of 10/15)	%Δ
2018	24,105	100%
2019	22,923	↓5%
2020	19,660	↓14%
2021	17,444	↓11%
2022	19,971	↑15%
2023	24,196	↑21%
	Δ 2018 to 2023:	no change

It should be noted that not all incidents are crimes. They are more accurately “calls for service.” As shown on the previous slide, there are more than 100 categories of incident. The fact that incidents are up does not necessarily mean that crime is up; as the next slide shows, some categories of criminal incident are up and some are not.



SELECTED VALCOUR INCIDENTS, YTD AS OF OCTOBER 15

	Assault - Agg	Assault - Simple	Burglary	Crash w Injury or Fatal	Disorderly Conduct	Domestic Assault*	Domestic Disturb	Gunfire	Larceny (all)**	Mental Health Issue	Overdose	Robbery	Sexual Assault	Stolen Vehicle	Traffic
2018	44	148	128	75	114	51	397	4	457	624	43	15	52	21	2,139
2019	42	124	78	72	120	64	379	3	553	605	40	18	42	45	1,549
2020	44	123	85	45	120	43	509	10	605	752	74	16	50	52	1,033
2021	51	119	143	70	116	33	468	13	863	774	111	9	37	101	557
2022	55	141	151	81	114	37	446	25	1,204	961	180	17	33	272	337
2023	44	160	146	97	71	40	379	10	1,136	796	376	17	27	260	510

* = combines incidents categorized as “Domestic Assault – Felony” and “Domestic Assault – Misdemeanor”

** = combines incidents categorized as “Larceny from a Person,” “Larceny – from a Building,” “Larceny – from Motor Vehicle,” and “Larceny – Other”

NOTE: All categories shown year-to-date, through October 15 of their respective year

NOTE: These data are derived from Valcour incidents. Valcour is the BPD’s computer-aided dispatch and records-management system. Incidents are initially categorized by dispatch according to the information provided by a caller; the category may be changed by the officer who responds to the scene and/or the detective who takes the case. Offense data and/or NIBRS data may differ.



THE BPD IS HIRING!

\$74,500
starting pay

\$100,000
top pay (when contract matures)

and a \$15,000
hiring bonus

- City retirement with 5-year vesting
- Shift differential, weekend, and holiday pay
- **full medical benefits** and wellness incentives
- Retirement after 20 years of service at 50% salary
- Retirement after 25 years of service at 75% salary
- 15-step pay scale for non-supervisory employees
- Overtime can be received as cash or vacation accrual
- **10-hour workday, 4-days-on/3-days-off schedule**
- **Weekends off every other month**
- Yearly education bonus
- Beards and tattoos permitted
- Various **specialty assignments** such as detectives, narcotics, K9, domestic violence prevention, airport
- **Applicant can be a non-U.S. citizen** if applicant is a permanent resident / green-card holder

www.bpdcareers.com



BURLINGTON, VERMONT



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

December 05, 2023

Chief's Report to the Burlington Fire Commission

Personnel: Personnel levels to cover minimum staffing are relatively solid. We have multiple employees on long-term leave, which affects our need for overtime. Since my last report, LT Benjamin O'Brien has retired, and FF Corey Souza submitted his resignation. Corey is pursuing a career as a flight medic. We wish both Ben and Corey the best.

Currently, we hold four vacancies. We will post our entry-level firefighter/EMT job and accept applications beginning January 01, 2024. We are working with the City HR department to update our hiring process.

Responses: As of November 30, 2023, the BFD has responded to 10194 calls for service. Last year, we responded to 9065 calls for service in the same period. This shows an 11% increase in 12 months.

Gunfire incidents have increased in the city. Regularly, our staff is required to don ballistic gear when on scene. I want to caution us as a community from normalizing this behavior. Our responders face real dangers today that were not part of fire or EMS response in the past. As seen on local and national news programs, BFD responders are on scene alongside the BPD at many of these scenes. Often, these scenes are not secure with the perpetrator in custody.

Crews on the scene of a medical call had the ambulance stolen by the person they responded to. The situation ended with minimal damage to the ambulance, and the perpetrator/patient was transported by BFD and charged by the BPD. This was a situation where someone was emboldened to do something never considered in the past. This is

another facet of emergency response that our officers and firefighters must be aware of, complicating scene safety.

With the bulk of media and conversations around public safety surrounding overdose/substance abuse and violence, I don't want to lose sight of the fact that BFD responders are also responding to all manners of emergencies. They answer the bell with professionalism and skill every time it hits.



48/96 Schedule: On November 30, 2023, we completed seven months of our one-year trial of the 48/96 work schedule. The majority of the organization still embraces this schedule.

Overtime: September 30, 2023 – November 30, 2023

- Minimum Staffing Overtime: 1461.75 hrs
- Mandatory Minimum Staffing Overtime: 491 hrs

1-year Comparison September 30, 2022 – November 30, 2022

- Minimum Staffing Overtime: 2058.5 hrs
- Mandatory Minimum Staffing Overtime: 134 hrs

This is a 40.8% decrease in Minimum Staffing Overtime and a 266% increase in Mandatory Minimum Staffing Overtime during the same period last year.

Note: The above overtime burden on the staff accounts for Minimum Staffing Overtime, giving us the 22 people required to meet minimum staffing levels. This does not account for extra duty jobs, dispatch extra duty, or CRT overtime. In the same period, our staff committed to the following extra duty, dispatch extra duty, and CRT overtime:

- Extra Duty: 4.5 hrs
- Dispatch Extra Duty: 159.1 hrs
- CRT Overtime: 758.5 hrs

Dispatch: Currently, we have three of the four full-time fire desk dispatchers hired on May 22, 2023, still employed. Our dispatch-trained firefighters have re-engaged in dispatch work. They are utilizing the BPD payroll system, and ECM Larry Barbeau is managing their scheduled time. BPD continues hiring and training full-time employees for the ECC, and staffing is stabilizing. We thank the BPD dispatch team and our dispatch-trained firefighters for keeping the center functioning.

Fleet: Funding for fleet replacement continues to be a priority for the city's fleet committee. We expect delivery of three fire apparatus and one ambulance for the Fire Department in 2024. With the three-year build schedule for new ambulances, a priority should be placed on ordering our next ambulance immediately. Ambulance 2 is a model year 2017 and will be ten+ years old once replaced if not ordered immediately. There have been efforts to look into re-mount ambulance options to save time and money for ambulance replacement. With the popularity building in the re-mount market due to extended delivery times for new units, re-mount timelines have increased to 36 months as well. Finding clear funding mechanisms for the entire city fleet should be a high priority for the current and future administrations.

Buildings: Deferred maintenance on the fire station building remains a concern. Netting has been installed on the ceiling in the basement of Station 2 to catch any falling concrete. This is a stopgap until the floor replacement is complete. The shoring

recommended for the Station 1 bay under Tower One has yet to progress. The Station 2 bedroom project has been awarded. A timeline for completion has yet to be identified. The Station 3 bedroom/bathroom project is still in the planning phase. Talk of the Gateway Block has begun again. There was a visit to Station 1 by developers interested in taking on the project. We have been asked to start thinking about the needs and wants regarding the design of a new fire station. This station relocation would consider station consolidation, as studied in 2018.

Radio System Upgrade: The radio system upgrade managed by DC Libby is underway and on schedule. The dispatch center upgrade is underway. The station alerting project managed by DC Petit has been awarded to BRIX. Their proposal was chosen due to their system's flexibility in hardware, excellent software support, and a price tag lower than the others submitted. The project has received Board of Finance and City Council approvals. Contracts are being drafted with an installation start date of early January 2024.

Staffing Study: Consultants from MissionCIT made a site visit in September. They met with city leadership members, the commission, the command staff, the union, and department members. We have supplied them with the data required to complete the report. They are scheduled to complete the study with a draft report due for review in December, with a full report to be presented to the city team and City Council in February 2024.

Community Response Team Pilot: The City Council approved the CRT pilot on October 10, 2023, and began service on October 16, 2023. The total authorized budget for this pilot is \$182,598.00 for the 26-week pilot. This team responds to unresponsive/person down/overdoses calls for service. This team also performs community outreach to this high-risk group. Between October 16 and November 30, the team has been staffed by 758.5 hours of voluntary overtime by our line personnel. This is an average of 118.5 hours of overtime per week, allowing for 59.25 hours of in-service time per week for the CRT. We have received widespread support and appreciation from the community. A profound Thank You goes out to our committed responders doing this

difficult work. October and November are the only months in 2023 that show reduced overdose responses from the prior year.

	Monthly OD	Monthly OD	
	2022	2023	% change 22/23
January	19	40	111%
February	20	29	45%
March	20	28	40%
April	26	43	65%
May	26	38	46%
June	38	56	47%
July	38	39	3%
August	39	57	46%
September	24	67	179%
October	33	25	-24%
November	31	24	-23%
December	44		

BC McCombie is tracking data from the CRT deployment. Below are some metrics showing the impact of the program. This data shows how many people the team has touched, the quantity of wound care supplies handed out, Narcan leave-behind kits distributed, the number of referrals, direct phone requests, and incidents where the team went above and beyond in their duties. (I'm sure this number is under-reported by our crews)

Total:	498	1013	100	\$303.01	18	8	2
	# of Attendees	# of Wound Care Items Distributed	# of NLB Kits Distributed	Total CRT Cost (Excluding Roll Out Cost)	Total # Referrals/ Bridge to Service Providers	Total Request For CRT Members Via Phone	Total Above & Beyond Incidents

Training: The training division continues to deliver high-quality, hands-on training to our staff. We had the opportunity to spend time at the State Fire Academy conducting live fire training with our recruits, line firefighters, and officers. Firefighting and leadership skills were strengthened. During this time at the Academy, we invited members of the city leadership team and city council to join. Councilors Barlow and Magee were able to attend and enjoyed their time. We thank them for their participation.

Drills are conducted at our training site and the old Burlington Town Center, and plans are being made to drill at the City Place construction site. Our Senior Firefighter class begins on December 04. Recruit class 24-1 is scheduled to start on May 28, 2024.

BC Curtin is working with the Training Division to schedule a Lesson's Learned Seminar in the spring. They want to invite FDNY's Deputy Assistant Chief Frank Leeb on April 6, 2024—more information to come.

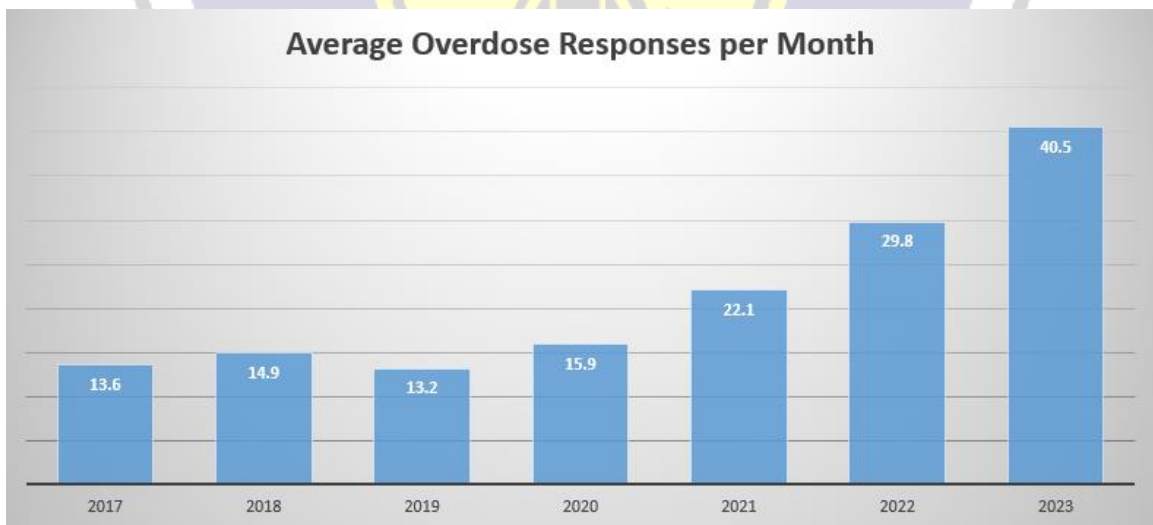
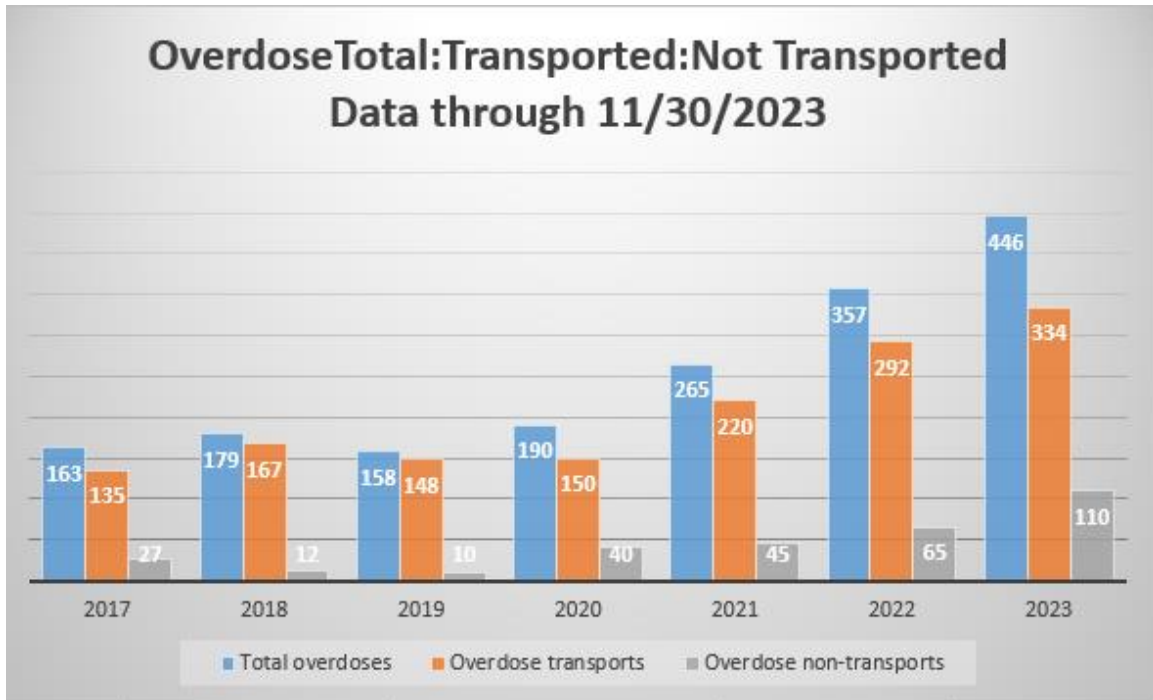
EMS: On November 17, 2023, the BFD was recognized as a Pediatric Safe Agency. An acknowledgment held by only 11% of EMS agencies in Vermont. This voluntary initiative promotes high-level pediatric emergency preparedness and care.

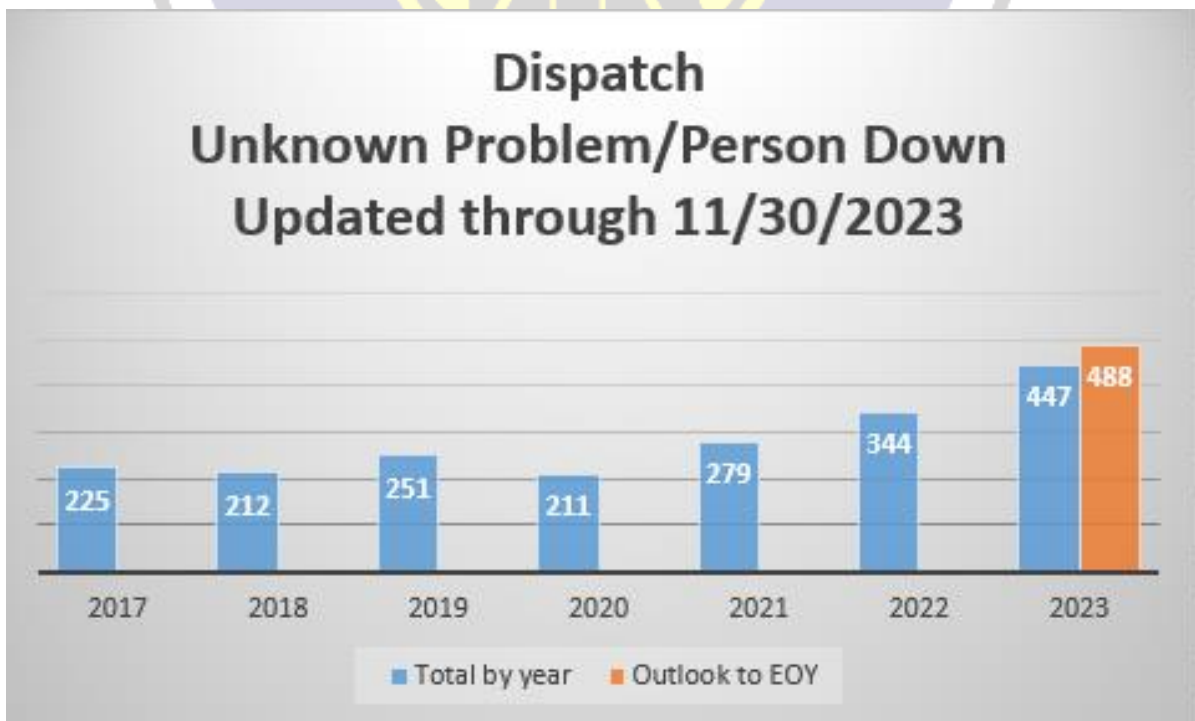
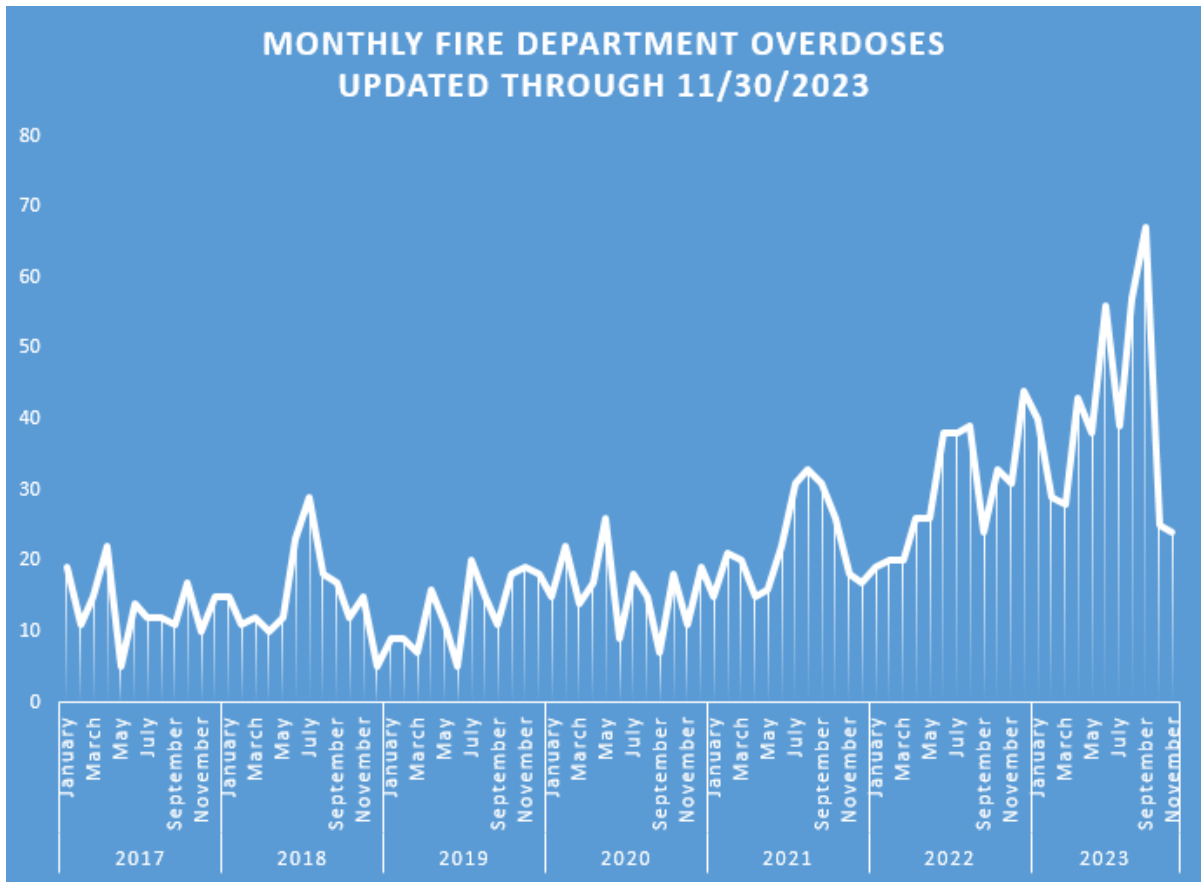
The EMS division is working on innovative training opportunities. Recently, we acquired the Sim Man from UVM for a realistic EMS skill review. There is an escape room-style training to give our people a unique training experience and will include other district partners. The 2024 EMS training schedule is under development.

Accurate data management is an essential aspect of data reporting. In working toward that goal, our cardiac monitors are now integrated to download information directly into SIREN, the state's EMS incident management system. We have also signed a contract to integrate our Computer Aided Dispatch (CAD) with Image Trend to allow agency-level validation in our EMS reports. This will reduce the information our responders need to enter into individual reports and allow for consistently correct data based on validated dispatch information being transferred into our reporting software.

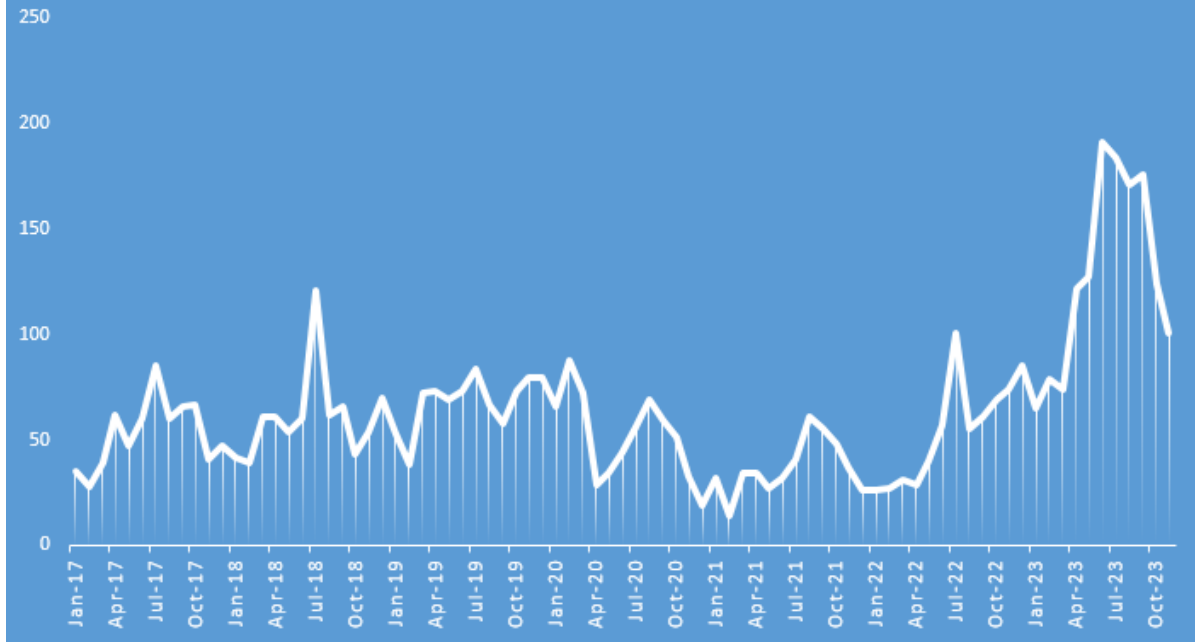
Fire Marshal's Office: The Fire Marshal's Office is keeping up with permitting and inspections. They have also been tasked with multiple investigations of incidents. In-depth discussions regarding battery and EV infrastructure are ongoing. These discussions include numerous city departments, including BED, planning and zoning, and the Department of Permitting and Inspections.

Latest EMS Response Data:





**MONTHLY FIRE DEPARTMENT EMS RESPONSES TO
HOMELESS/HOUSELESS/TRANSIENT/NO ADDRESS
POPULATION
DATA THROUGH 11/30/2023**



Local Emergency Management Plan



**City of Burlington,
Vermont**

2023

City of Burlington, Vermont
Local Emergency Management Plan
2023

Table of Contents

1. Overview:	3
2. Normal Operation:	4
3. Municipal Emergency Operations Center (EOC) Activation.	5
4. Emergency Operations:	5
5. Demobilization:	9
Enclosures:	10



<http://www.city-data.com/disaster-photos/21741.html>

City of Burlington, Vermont
Local Emergency Management Plan
2023

1. Overview:

1.1. Purpose:

This is the Local Emergency Management Plan (LEMP) for the City of Burlington, VT. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). *This is not a tactical plan for first response fire, emergency medical service, or law enforcement issues.* This base document details general municipal Emergency Management activities, while the enclosures and annexes provide quick reference materials for specific tasks and incidents.

1.2. Planner:

The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.

- Michael LaChance, Emergency Management Director / Fire Chief
- Miro Weinberger, Mayor
- Jon Murad, Police Chief (Acting Chief of Police)



City of Burlington, Vermont
Local Emergency Management Plan
2023

2. Normal Operation:

Through normal city operations, Department Head meetings occur monthly and provide the opportunity for all departments to share information related to their function or unusual circumstances which they may have become aware of. City officials also are encouraged to embrace the concept of “See Something, Say Something.” Through this concept if a city employee recognizes a hazard or learns of a potentially evolving event, they are instructed to report the information with as much detail as possible, to include sources of information. Open lines of communication are maintained across departments which allow for the sharing of information without delay.

2.1. Information Sharing:

2.1.1. City officials get information from many sources, including TV, radio, news websites, social media, email, emergency dispatch, and personal interactions and observations. The Fire Chief and Fire Shift Commanders, Police Chief, Public Works Director, and Emergency Management Director are the primary information collectors and coordinate as required. Residents and transients may also call various offices with observations and reports about emergency situations; city staff and the City Council Members should forward those reports to the appropriate official. Members of the public and city employees have the opportunity to utilize the cities SeeClickFix program which can be found on the cities web page or through this link. <https://seeclickfix.com/burlington> 2

2.1.2. Responding organizations will not normally alert others to incidents that do not exceed their capabilities. For example, the Fire Chief will not notify the City about every fire; the Director of Public Works will not alert the City for every snowstorm. There is however an expectation that the Mayor’s Office is made aware of larger than normal incidents regardless of the nature of the event. Commissioners are also notified of events per their normal protocols.

2.2. Incident Size up:

As an incident develops, the EMD or Incident Commander must validate the accuracy of reports and the severity of the situation to assess the risk to the city and the need for broader coordination.

City of Burlington, Vermont
Local Emergency Management Plan
2023

2.3. Early Notification:

As an incident develops that might affect the entire city, reports should go to the EMD. The EMD, in turn, will keep the Mayor, the Director of Public Works, the Police Chief, and the Fire Shift Commander informed as appropriate.

3. Municipal Emergency Operations Center (EOC) Activation.

3.1. General:

The EOC should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. The EOC is available to be used for both planned and emergency incidents. See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and municipal command and coordination relationships.

3.2. Decision to Activate:

The EMD makes the decision to activate the EOC. These are common reasons to open the EOC.

- Request from an Incident Commander
- Request from Police Chief
- Request from Director of Public Works
- Directive from City Council and or Mayor's Office
- Weather forecast that may lead to widespread damage
- Planned event for which need for coordination exceeds daily needs

3.3. Location:

The EMD selects the EOC location on activation. The following are established EOC locations.

- **Primary:** Burlington Police Department, 1 North Ave
 - Community Room
- **Alternate:** Burlington Electric Department, 585 Pine Street

4. Emergency Operations:

This plan provides the general operating framework for municipal Emergency Management for events that require some form of municipal Emergency Operations Center

City of Burlington, Vermont
Local Emergency Management Plan
2023

(EOC), not for emergencies that the on-scene Incident Command structure can handle internally.

4.1. Incident Command and the Emergency Operations Center (EOC):

Each incident must have an Incident Commander (IC) in charge of the response. In some cases, the EOC will support the ICs, but in some cases the EOC may also be the municipal ICP.

4.2. Maintain Situational Awareness:

Situational Awareness is maintained through timely reporting from the field. Information provided to the EOC will be evaluated to garner a picture of the current status and used by the planning team to create a plan for subsequent operational periods. Situational Awareness also may come from outside sources such as the media (mainstream and social), the public, neighboring jurisdictions. Other unidentified sources of information may present themselves throughout an incident. This information shall be documented, vetted, and shared like all other intel collected. *The EOC tracks events and response actions for municipal leaders.*

4.2.1. *Operations Log:*

An operations log shall be maintained within the EOC. (ICS 214 Activity Log) There shall be only one log for the EOC, and it shall capture all significant activities, decisions made and communications to and from the EOC. Each operational period shall be denoted within the log to include EOC personnel present during the operational period.

4.2.2. *Map:*

Events should be tracked graphically on a large situation map within the EOC. If capabilities allow for the projection of this mapping it will permit for constant sharing by all representatives within the EOC.

4.2.3. *Information Request Tracker:*

Requests for information will be tracked to show the source, date and time of the request. Additional information captured shall include the status/answers to the information request.

City of Burlington, Vermont
Local Emergency Management Plan
2023

4.2.4. *Damage Report:*

The City of Burlington will capture a list of public infrastructure damage (including roads, bridges, culverts, municipal utilities, historical structures, and public buildings, etc.) to facilitate funding requests during recovery. This list should be supported by photographs which show the date and time captured and a photo log describing the content of the photo.

4.3. Coordinate Resource Requests:

As requests for resource needs are identified they shall be documented on a Resource Request Message (ICS 213 RR) form. The EOC will record the request and attempt to fulfill them locally. In the event that resources are not available locally it may be necessary to request them through the State EOC or to coordinate the modification of the request to another quantity, kind, or type. The EOC should also coordinate the resource requests to ensure resources are deployed to areas of greatest need with a primary focus of deployment on life safety.

4.3.1. *Purchasing:*

Upon activation of the EOC, the EOC Director may authorize the purchase of related supplies, equipment, and services as required to directly support the ongoing incidents. Purchases shall be supported by receipts with a total EOC authorized purchase not to exceed \$1,000. Purchases in excess of \$1,000 will require approval of the Chief Financial Officer or their designee who has preapproval for such authorization during such events. Refer to City of Burlington Purchasing Policy

4.3.2. *Resource Request Tracker:*

Each resource requested shall be assigned a unique number. Resources will be tracked through a list of resources requested and will show their real time status. (Ordered, Available, Assigned, Out of Service).

4.3.3. *Financial Expenses:*

Throughout the entire response and recovery phase of an incident it is imperative to document all expenses. Expenses including materials, personnel, and equipment used. Documentation should include the date and time the incident began, along with expenses incurred from that time. Documentation should also include pictures, invoices, daily activity reports, and vehicle usage documentation, materials used from stock, rental/lease agreements, contract documents, and

City of Burlington, Vermont
Local Emergency Management Plan
2023

insurance information. Vehicle tracking shall include the vehicle identifier, start and end mileage, hours used, and a description of activities it is used for.

4.4. Provide and Monitor Public Information:

Enclosure 4

The City of Burlington, Emergency Management Director or in their absence an on-scene Incident Commander may have Vermont Emergency Management (VEM) send out an alert notification through the VT-Alert system. The EOC's designated Public Information Officer (PIO) monitors news reports and social media for information and requests from the public. In coordination with ICs, the PIO creates news updates and/or press releases to publish on the cities web page, local social media sites, and makes paper copies for distribution in areas that may not have normal communications. Multilingual releases should be made available whenever possible.

4.5. Vulnerable Populations:

Enclosure 5

The City of Burlington and Burlington Electric Department maintain lists of known vulnerable populations based on historical information. Points of contact are reviewed during plan review and information is confirmed. During an event, vulnerable populations within an affected area or throughout the City are monitored through the POC for each location. Through these contacts needs are identified and support is coordinated as applicable.

4.6. Sheltering and Care:

Enclosure 6

If the need arises to open a shelter to house displaced residents, city staff in the EOC will coordinate with the American Red Cross (ARC) to assist in shelter operations. Currently the ARC has shelter locations identified within the City of Burlington, which they will manage. These shelters spaces identify both day use and overnight capacities and would be utilized as needed.

4.7. Plan Future Operations:

The EOC supports Incident Commanders in planning and coordinating future response and recovery operations. In order to support these operations, it is necessary that information sharing occurs across all lines. As soon as possible, Damage Assessment and collection of supporting documentation should begin in an effort to facilitate reimbursement. Demobilization planning should occur early in the event so that unused resources can be released in a timely and efficient manner. For city assets and personnel, demobilization from the response will be

City of Burlington, Vermont
Local Emergency Management Plan
2023

the return to normal city operations accompanied by additional recovery tasks as necessary.

4.8. Update Briefings:

During multi operational period events, the EOC will conduct full update briefings for EOC staff, City Council Members, and other identified leaders. These meetings will occur at least once a day and are intended to share the goals for the day, synchronize activities, and to review the day's events. The normal format is as follows.

- Overview (EOC Director)
- Current situation (Situational Awareness)
- Resource issues (Logistics Support)
- Incident / Operations updates and issues
- Priorities and general comments (Mayor or City Council designee)

4.9. Night Shifts:

The EOC Director will determine the need for staffing at night and the missions for those on duty.

5. Demobilization:

5.1. Decision to Demobilize:

The EOC Director will demobilize the EOC based on the situation and operational objectives. Typical conditions for demobilization include:

- All first responders are demobilized or returned to normal work schedules
- All emergency issues for people within the city are resolved or completely transitioned to an appropriate service agency.
- Unresolved power issues within the city will be coordinated with Burlington Electric Department (BED) and a joint decision will be made related to the needs of BED for support from the EOC.

5.2. Demobilization Process:

- Notify City Council, Mayor's office, city department heads or designee, and State EOC that local EOC is shutting down
- Collect and file all EOC documentation for the incident
- Clean and put away all EOC equipment and supplies
- Identify any supply or equipment needs for the next EOC activation

City of Burlington, Vermont
Local Emergency Management Plan
2023

- Release EOC staff and secure facility

5.3. Transition to Recovery:

If necessary, the City Council appoints a Recovery Officer as the Incident Commander for recovery. The EOC Director makes all incident related documentation available to the Recovery Officer. The Recovery Officer establishes a Recovery Committee as his/her staff and sets operational objectives and meetings and tasks as required to achieve the objectives.

Enclosures:

- 1 - Contact Information
- 2 - Emergency Operations Center (EOC)
- 3 - Resources
- 4 - Public Information and Warning
- 5 - Vulnerable Populations
- 6 - Sheltering and Care

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EM Director (EMD)	Michael LaChance	M 802-343-1048	W 802-865-7578		mlachance@burlingtonvt.gov
EM Coordinator (EMC)					
Public Information Officer (PIO)	Samantha Sheehan	802-865-7272			ssheehan@burlingtonvt.gov
EOC Volunteer					
EOC Volunteer					
EOC Volunteer					
Local Response Organization Contacts					
Fire Chief	Michael LaChance	M 802-343-1048	W 802-865-7578		mlachance@burlingtonvt.gov
Deputy Fire Chief (Operations)	Derek Libby	M 802-318-5912	W 802-658-7660		dlibby@burlingtonvt.gov
Deputy Fire Chief (Administration)	Vacant	M	W		
Chief of Police Acting	Jon Murad	M 802-735-7143	W 802-540-2107		jjmurad@bpdvt.org
Deputy Chief of Administration Acting	Brian LaBarge	M 802-540-2269			blabarge@bpdvt.org
Deputy Chief of Operations	Wade Labrecque	M 802-556-1059	W 802-540-2226		wlabrecque@bpdvt.org
Local Dispatch Center	City of Burlington	W 802-864-5311	W 802-864-4551		
State Police	Williston Barracks Lt. Debra Munson	W 802-878-7111 After hours "Watch Commander"	C 802-498-8218	C 802-673-9887	debra.munson@vermont.gov
Chittenden County Sheriff's Dept.	Sheriff Daniel Gamelin	W 802-863-4341	F 802-863-7445		daniel.gamelin@vermont.gov

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Local Public Works Contacts					
Department of Public Works					
DPW – Director	Chapin Spencer	W 802-863-9094		M 802-316-0006	cspencer@burlingtonvt.gov
DPW – Ass't Director Maintenance Division	Lee Perry	W 802-863-9094		M 802-316-7568	lperry@burlingtonvt.gov
DPW – Ass't Director Technical Services	Norm Baldwin			M 802-316-6254	nbaldwin@burlingtonvt.gov
DPW – Ass't Director Parking and Traffic	Jeff Padgett			M 802-495-6176	jpadgett@burlingtonvt.gov
DPW – Ass't Director Water Resources	Megan Moir	W 802-540-1748		M 802-734-4595	mmoir@burlingtonvt.gov
DPW- Water Resources	Customer Service	W 802-863-4501	F 802-864-8233		Water-resources@burlingtonvt.org
DPW – Public Information Manager	Rob Goulding			M 802-881-2278	rgoulding@burlingtonvt.gov
DPW- Customer Service	Val Ducharme	W 802-863-9094	F 802-863-0466		Dpw-pinecustomerservice@burlingtonvt.gov
Municipal Government Contacts					
Mayor	Miro Weinberger	W 802-865-7273	M 802-598-6635	H 802-863-6495	mayor@burlingtonvt.gov
Mayor's Chief of Staff	Jordan Redell	802-881-7020		802-865-7272	jredell@burlingtonvt.gov
Mayors Communications Coordinator	Samantha Sheehan	802-865-7272			ssheehan@burlingtonvt.gov
Mayors Administrative Assistant	Erin Stoetzner	802-865-7272			estoetzner@burlingtonvt.gov
City Council President	Karen Paul	H 802-863-3827			Kpul@burlingtonvt.gov
Chief Administrative Officer	Katherine Schad	W 802-865-7012	W 802-865-7000	F 802-865-7014	Kschad@burlingtonvt.gov
Director of Financial Operations	Jason Gow		W 802-865-7000		jgow@burlingtonvt.gov

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Airport		W 802-863-2874			btvairport@gmail.com
Director of Aviation	Nicolas "Nic" Longo	M 802-503-7368	802-863-2874 ext. 236		nlongo@btv.aero
Airport - Deputy Director of Operations	Dave Carman	M 802-881-2659			dcarmen@btv.aero
Airport Operations Foreman	Doug Wood	802-578-4747	802-863-2874 ext. 221		dwood@btv.aero
Airport Operations Specialist	24 / 7	802-316-6014 Primary	802-318-5395		Someone available 24/7
Airport-Office Manager	Hannah Lumbra	802-863-2874 ext. 201	C 802-734-0184		hlumbra@btv.aero
Airport Police Services		M 802-316-0464	W 802-658-7664		
Animal Control (Community Service Officer)	c/o BPD	W 802-658-2704 x8	802-540-2375		
Attorney's Office	Vacant	W 802-865-7121		F 802-865-7123	
Burlington Electric Department	Burlington Electric	W 802-865-7300	W 802-658-0300		
BED – General Manager	Darren Springer	W 802-865-7406	M 802-522-2082		Dspringer@burlingtonelectric.com
BED – Manager Safety & Risk mgmt.	Paul Alexander	W 802-865-7471	M 802-922-8377		Palexander@burlingtonelectric.com
BED – Manager of Customer Care, Communications, and Energy Services	Mike Kanarick	W 802-865-7405	M 802-735-7962		Mkanarick@burlingtonelectric.com
Burlington Telecom	Cust. Service // Will Dushane Tech support	W 802-540-0007	C 802-318-6040	F 802-652-4220	customerservice@burlingtontelecom.com
City Arborist	Vincent "VJ" Comai	W 802-735-3055			vcomai@burlingtonvt.gov
Clerk / Treasurer	Office	W 802-865-7000		F 802-865-7014	burlingtontownclerk@burlingtonvt.gov
City Clerk : Assistant	Sarah Montgomery	W 802-865-7020			smontgomery@urlingtonvt.gov

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Forest Fire Warden	BFD Shift Commander	W 802-658-7661	M 802-363-6474	W 802-864-5311	
Harbormaster	Erin Moreau	W 802-316-0263			emoreau@burlingtonvt.gov
Harbormaster – Deputy	Robert Peterson	W 802-316-1009			rpeterson@burlingtonvt.gov
Health Officer	c/o Permitting and Inspection	W 802-863-0442	F 802-863-0466		
Parks Recreation and Waterfront					
Director	Cindi Wight	802-495-1919			cwight@burlingtonvt.gov
Parks and Rec Maint. & Ops Super'	Deryk Roach	802-316-0007			droach@burlingtonvt.gov
Parks and Rec Miller Center Office		802-864-0123			
Parks and Rec CORE (ONE Comm Center)	Melissa Cate		802-316-0784		
Parks and Rec Leddy Ice Arena	Melissa Cate	802-865-7538	802-316-0784		
Parks and Rec North Beach Campground	Alec Keading Campground and beach Mgr.	802-862-0942	802-316-6988	802-540-8362	akaeding@burlingtonvt.gov
Parks and Rec Marina/Boathouse	Robert Peterson	802-316-1009			bkaplan@burlingtonvt.gov
Recreation Facilities Superintendent	Melissa Cate	802-316-0784			mcate@burlingtonvt.gov
Parks and Rec Facilities Maint. Mgr.	Chris Beaudry	802-316-2768			cbeaudry@burlingtonvt.gov
Parks and Rec Public Buildings Mgr.	Kim Bleakley	802-557-7082			kbleakley@burlingtonvt.gov
Permitting and Inspection					
Director	William Ward	W 802-865-7510	F 802-652-4221	M 802-881-4696	wward@burlingtonvt.gov
Permitting and Inspection Housing Division	Patricia Wehman Div. Mgr.	W 802-864-8524	F 802-652-4221	M 802-557-2678	pwehman@burlingtonvt.gov
Building Inspector	Brad Biggie	W 802-540-1739		M 802-338-5488	bbiggie@burlingtonvt.gov
School District Office	Burlington School District	W 802-865-5332	F 802-864-8501 Central Office		

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

School District Superintendent	Tom Flanagan	W 802-864-8474		M 802-355-4664	tflanagan@bsdvt.org
Executive Assistant to Superintendent	Bonnie Ryder	W 802-864-8474		M 802-777-3869	bryder@bsdvt.org
Burlington School District					
Burlington High School	67 Cherry St.	W 802-864-8411	F 802-864-8408		
Burlington Tech Center	52 Institute Rd.	W 802-864-8426	F 802-864-8521		
Champlain Elementary	800 Pine St.	W 802-864-8477	F 802-864-2157		
C.P. Smith Elementary	332 Ethan Allen PKWY.	W 802-864-8479	F 802-864-4923		
Early Education		W 802-864-8463			
Edmunds Elementary	299 Main St.	W 802-864-8473	F 802-864-2166		
Edmunds Middle School	275 Main St.	W 802-864-8486	F 802-864-2218		
Hunt Middle School	1364 North Ave.	W 802-864-8469	F 802-864-8467		
Horizons at St. Marks	1271 North Ave.	W 802-84-8497			
Integrated Arts Academy	6 Archibald St.	W 802-864-8475	F 802-864-2162		
J.J. Flynn Elementary	1645 North Ave.	W 802-864-8478	F 802-864-2145		
ONTOP at BHS	20 Rock Point Rd.	W 802-864-8496	F 802-864-2213		
Sustainability Academy	123 North St.	W 802-864-8480	F 802-864-2161		
Private Schools:					
Baird School	1138 Pine St.	802-488-6800			
Christ the King School	136 Locust St.	802-862-6696			
Mater Christi School	50 Mansfield Ave.	802-658-3992			
Rock Point School	1 Rock Point Rd	802-863-1101			
Local Contacts					
VT211		211	802-652-4636		
Vermont Gas	Vermont Gas	W 802-863-4511	W 802-639-8081	F 802-863-8872	customerservice@vermontgas.com

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Red Cross	Disaster Relief	855-891-7325	General Inquiries	800-464- 6692	
Mobile Telecom Utility					
Utility - other					
Shelters					
Primary Shelter Champlain Elementary School Contact	Joe Resteghini Principal	C 802-383- 8449			
Champlain Elementary Alt Contact	Janet Breen Admin. Asst.	C 802-598- 0670			
Alt. Shelter Sustainability Academy at Barnes Contact	Nina Oropeza Principal	C 802-343- 6607			
Sustainability Academy at Barnes Alt Contact	Monica Gragg Admin. Asst.	C 802-598- 0670			
Alt. Shelter C.P. Smith School Contact	Len Phelan	C 802-355- 7414			
C.P. Smith School Alt. Contact	Nancy Winn				
Health Centers					
Community Health Centers of Burlington	617 Riverside Ave.	802-864-6309			
Spectrum Youth Center	179 Pearl St.	802-52-1080	802-864-7423		
Safe Harbor Health Center	184 S. Winooski Ave.	802-864-6309			
Planned Parenthood	173 St. Paul St.	802-863-6326			
UVM Medical Center		802-847-0000			
Mental Health Services	Howard Services	802-488-6000			hcinfo@howardcenter.org
Home Health Services					
Nursing Homes					
Birchwood Nursing Home	43 Starr Farm Rd.	802-863-6384			
Burlington Health and Rehab	300 Pearl St.	802-658-4200			
Elderwood at Burlington	98 Starr Farm Rd.	802-658-6717			

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Assisted Living					
Cathedral Square Assisted Living	3 Cathedral Sq	802-863-1479			
Converse Home	272 Church St.	802-862-0401			
Ethan Allen Residence	1200 North Ave	802-658-1573			
St. Joseph's Home	243 N. Prospect St.	802-864-0264			
Residential Care Homes					
Atwood House	1132 Pine St	802-863-0056			
Lakeview Community Care Home	322 St. Paul St	802-488-7033			
Pennington House	1822 North Ave	802-863-3231			
Housing					
10 North Champlain	Burlington Housing	802-658-1750			
101 College St	Burlington Housing	802-658-1750			
113 Elmwood Ave	Joseph's House	802-951-4290			
214 North Prospect Street	Fern Hill Housing	802-658-6442			
230 St. Paul St	Burlington Housing	802-658-1750			
262 South Prospect Street	Ruggles House	802-859-8862			
29 North Champlain					
300 Flynn Ave	Howard Center	802-488-6969			
43 Elmwood Ave	McKenzie House	802-658-5000			
72 Heineberg	Heineberg Senior Housing	802-859-8852			
95 North Ave					
Senior Housing	55+ or tenants with disabilities	Total number of units			
Cathedral Square Assisted Living	3 Cathedral Square	108			
Champlain Apartments	10 North Champlain St	50			
The Converse Home	272 Church St	66			
Decker Towers Apartments	230 St. Paul St	160			

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Fern Hill Apartments	214 No. Prospect St	60			
Heineberg Senior Housing	72 Heineberg Rd	82			
Juniper House	35 Cambrian Way	70			
McAuley Square	110, 130, 140 Mansfield Ave	74			
McKenzie House	43 Elmwood Ave	41			
Ruggles House	262 South Prospect St	14			
Saint John's Hall	184 Elmwood Ave	22			
South Square	101 College St	65			
Thayer House	1197 North Avenue	69			
Housing restricted to tenants with disabilities		Total number of units			
Arroway	41 Spruce St	7			
Dismas House	96 Buell St	7			
Howard MH Group Home	72 No. Winooski Ave	7			
Monroe Place	29 No. Champlain St	15			
Pennington House	1822 North Ave	6			
Shelter Plus Care	20 So. Willard St	6			
South End Community Housing	336 St. Paul St	6			
Supportive Housing for Homeless	**Not Shelters	Total numbers of units			
95 North Avenue	95 North Ave	14			
Branches	222 North St	6			
Dettman Place	36 King St	14			
Housing for Homeless Youth	141 Maple St	9			
St. John's Hall	184 Elmwood Ave	22			

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Sarah Cole House – Housing for Homeless Women	415 So. Union St.	12			
Shelter Plus Care	20 So Willard St.	6			
Congregate Affordable Housing	Can be Found at:				https://www.housingdata.org/find-rental-housing?term_node_tid_depth=579
Child Care	See Attached Vulnerable Populations				
Mobile Home Park					
Local Community Service Org					
Local Community Service Org					
ATV or Snowmobile Club					
Town Bank Contact					
24 Hour Fuel					
Predesignated Contractor					
Local Contractor					
Local Contractor					
Local Building Supply	Curtis Lumber	315 Pine St	802-651-6500		
Equipment Rental Center					
Meals on Wheels Age Well		800-642-5119 M-F 0830-1630	802-865-0360	F 802-865-0363	
Local Food Vendor or Prep					
Outdoor Club/Scout Troop					
High School Student Group					
Local College Resource					
Animal Shelter / Kennel					

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Disaster Animal Rescue Team (DART)					
Adjacent Municipalities					
South Burlington EOC	Steven Locke	802-356-1376			slocke@southburlingtonvt.gov
South Burlington EMD	Terry Francis				
Colchester EMD	Seth Lasker	802-316-1722			
Colchester EOC	Colchester PD	802-264-5555			
Winooski EMD		802-655-6410 X23			
Winooski EMC	John Audy - Fire Chief	W 802-655-6420	M 802-373-7891		
Shelburne Town Clerk	Diana Vachon	802-985-5116			
STATE/FEDERAL Partners					
State Emergency Operations Center (SEOC)	45 State Dr. Waterbury VT	800-347-0488	802-244-8721		
VTTrans District 5 Acting District Transportation Admin.	Ernie Patnoe	802-655-1580	F 802-655-6642		ernie.Patnoe@vermont.gov
Vermont Dept. of Health		802-863-7200	800-464-4343	F 802-865-7754	
State Haz-Mat	Patrick McLaughlin	800-641-5005	M 802-585-4468		Patrick.McLaughlin@vermont.gov
State USAR	Mike Cannon	800-347-0488	M 802-363-2560		Michel.cannon@vermont.gov
VT DPS Fire Safety Office	William Brown Regional Manager	802-879-2300	800-366-8325	F 802-879-2312	William.Brown@vermont.gov
Agency of Natural Resources	Spill Reporting	802-828-1138	800-641-5005		
ANR River Engineer	Chris Brunelle	802-777-5328			Chris.Brunelle@vermont.gov
ANR Floodplain Manager	Rebecca Pfeiffer	802-490-6157			Rebecca.Pfeiffer@vermont.gov
ANR Dam Engineer	Ben Green	802-622-4093			Benjamin.Green@vermont.gov
VT Dept. of Forests, Parks, and Recreation Essex Regional Office	Ethan Tapper-County Forester	802-879-6565	802-585-9099	F 802-878-5192	Ethan.tapper@vermont.gov

Enclosure 1 (Contact Information)

April 2023

City of Burlington, VT

Local Emergency Management Plan

Regional Planning Commission	Chittenden County RPC	802-846-4490	F 802-846-4494		connect@ccrpcvt.org
Railroad Contact	Vermont Railway Inc.	Emergency 888-265-2735	802-862-2503		vrscustomerservice@vrs.us.com
U.S. Coast Guard	Coast Guard Station Burlington	Emergency 802-864-6791	F 802-951-6793	802-951-6792	
U.S. Forest Service					

Enclosure 2 (Emergency Operations Center)

April, 2022

City of Burlington

Local Emergency Management Plan

1. **Concept:** The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the municipality for Incident Commanders and government officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

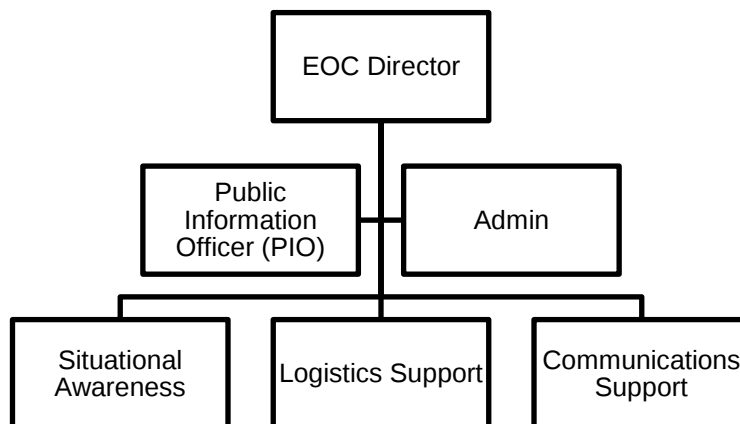
1.1. In some cases, the EOC coordinates support for one or more ICs (for example, during an ice storm the Road Foreman may be clearing roads while the Fire Chief is fighting a fire). In that case, the EOC may request information and provide or prioritize resources, but the EOC should never direct tactical operations.

1.2. In some cases, typically during recovery or long-running, low threat incidents like pandemics or extended power outages, the EOC Director may be the Incident Commander for town-wide efforts. In that case, the EOC acts as the municipal Incident Command Post (ICP) and may direct tactical operations.

2. **EOC Organizational Structure:**

This is the preferred operating structure for the City of Burlington EOC. If circumstances dictate though there is the opportunity to deviate from this model.

2.1. This is the preferred operating structure for MUNICIPALITY.



Enclosure 2 (Emergency Operations Center)

April, 2022

City of Burlington

Local Emergency Management Plan

2.2. These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and functions may be combined or subdivided.

Position	Job Description
<i>EOC Director</i>	<i>- Supervises and directs all EOC activities coordinating municipal support and response</i>
<i>Public Information Officer</i>	<i>- Coordinates all messaging with Incident Commander(s) - Produces and posts public information and press releases - Monitors public media for useful information and to correct inaccurate reports</i>
<i>Admin</i>	<i>- Maintains operations log - Supports incident commanders in documenting expenses for reimbursement</i>
<i>Situational Awareness</i>	<i>- Updates status board and map - Tracks and answers any Requests For Information (RFI) from Incident Commander(s) and town officials</i>
<i>Logistics Support</i>	<i>- Tracks and coordinates fulfillment of any Requests For Support (RFS) from Incident Commander(s) - Provides resources for the EOC itself (e.g. coffee, food, sleeping areas, batteries, fuel for generator, ...)</i>
<i>Communications Support</i>	<i>- Staffs phones and radio</i>

3. Primary EOC Facility.

1. Burlington Police Department, 1 North Avenue, Burlington VT
2. Phone Number(s): 802-658-2704 (Public)
3. Mobile service available / provider: Verizon good, AT&T good
4. EOC risk factors: Lack of separation from public highway
5. Facility Contact: City of Burlington Police Chief
6. Access: Access will be coordinated through Burlington Police Department
7. Internet: Redundant System in Place – Access information needs to be provided
8. Available Equipment:
 - i. Landline telephones
 - ii. Projector

Enclosure 2 (Emergency Operations Center)

April, 2022

City of Burlington

Local Emergency Management Plan

- iii. Copy Machine
 - iv. Base Radio
- 9. Equipment needed (and where it is / who has it):
 - i. Employees working within the EOC are expected to bring their own computer devices
 - ii. Cellular phones
- 10. Backup power / instructions: redundant back-up power is present on site
- 11. Layout: Layout diagrams and design are maintained by Burlington Police Department

4. Alternate EOC Facility.

- 1. Burlington Electric Dept. 585 Pine St. Burlington VT
- 2. Phone Number(s): 802-865-7300
- 3. Mobile service available / provider: *Verizon good, AT&T good*
- 4. EOC risk factors:
- 5. Facility Contact:
- 6. Access: Access is available with Knox Box, however should be coordinated through BED
- 7. Internet:
- 8. Available Equipment:
- 9. Equipment needed (and where it is / who has it):
- 10. Backup power / instructions:
- 11. *Layout:*

Enclosure 3 (NIMS Typed Resources)

April, 2022

City of Burlington, VT

Local Emergency Management Plan

1. **Concept:** The Emergency Operations Center (EOC) can coordinate resource support for Incident Commander(s). The municipality should **use municipal resources, mutual aid agreements, and local purchases first** to get resources for response as needed and available. The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

1.1. State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Community Emergency Response Teams (CERTs)
- Swift water Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

1.2. State support the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

1.3. The state may be able to provide resources at no expense, and in major disasters there may be state and federal funds available to help defray expenses, but **normally municipalities are responsible for paying for emergency response costs**. *When requesting resources through the SEOC, the SEOC will ask if local resources have been exhausted; if so, the SEOC will help find sources from which the municipality can buy or contract for supplies or the SEOC may coordinate supplies and other resources for the municipality if the timing and cost is acceptable.*

Enclosure 3 (NIMS Typed Resources)

April, 2022

City of Burlington, VT

Local Emergency Management Plan

2. **Emergency Purchasing:**

2.1. **Authority:** The EOC is bound by the Cities purchasing policy and there is no ability to deviate from the same. Emergency purchases must be approved by the City Council.

2.2. **Processes:** Working with the Mayor and the Chief Administrative Office (CAO) the EMD would request that City Council waive or amend the purchasing policy as needed for emergency purchasing.

3. **Businesses with Standing Municipal Contracts:**

The City of Burlington conducts business with a variety of vendors and has accounts existing within the Cities accounting software.

4. **Other Local Resources:**

The City of Burlington conducts business with a variety of vendors and has accounts existing within the Cities accounting software.

Enclosure 3 (NIMS Typed Resources)

April, 2022

City of Burlington, VT

Local Emergency Management Plan

5. National Incident Management System (NIMS) Typed Resources*.

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team						Hydraulic Excavator, Large Mass Excavation					
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit						Hydraulic Excavator, Compact	1				
All-Terrain Vehicles				5		Road Sweeper	1		1		
Marine Vessels				1	1	Snow Blower, Loader Mounted					
Snowmobile						Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team				1		Trailer, Equipment Tag-Trailer		2	4		
Firefighting Brush Patrol Engine						Trailer, Dump					
Fire Engine (Pumper)	4					Trailer, Small Equipment		2	4		
Firefighting Crew Transport						Truck, On-Road Dump		3	10	8	
Aerial Fire Truck	3					Truck, Plow	1	10	4	11	
Foam Tender						Truck, Sewer Flusher		2			
Hand Crew						Truck, Tractor Trailer					
HAZMAT Entry Team						Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)						Water Pumps, Water Distribution					
Fire Boat						Water Pumps, Wastewater					
Aerial Lift - Articulating Boom				1		Water Truck					
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer					
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe	3				
Aerial Lift - Truck Mounted			3	1		Wheel Loader, Large					
Air Compressor				2		Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	2		1		
Electronic Boards, Arrow						Wheel Loader, Skid Steer			1		
Electronic Boards, Variable Message Signs	6					Wheel Loader, Telescopic Handler					
Floodlights	1					Wood Chipper	2				
Generator						Wood Tub Grinder					
Grader											

*Information about the NIMS Typed resources can be found at: <https://rslt.preptoolkit.fema.gov>

Enclosure 4 (Public Information and Warning)

April, 2022

City of Burlington

Local Emergency Management Plan

1. **Concept:** During any significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.
2. **Public Information Officer (PIO) Coordination:** The EOC Director will appoint a PIO and coordinate that activity directly or through the Cities Communications Specialist. While the EOC is operational, there will be only one PIO and press releases will come through the EOC. Efforts will be coordinated with the IC's to provide specific and accurate information.

3. **Releasing Public Information:**

3.1. Emergency Notifications: The VT-Alert notification system can send phone messages to all landlines in an area, and phone calls, text messages, and emails to people who have registered for them. Alerts through VT-Alert will be published by the EOC PIO and or Communications Specialist and approved by the EMD prior to release. *To send a notification, pass the message and target area to the State Emergency Operations Center (800-347-0488).*

3.2. Current Information: The PIO will post all official municipal emergency news to the Cities web site/Facebook page/email list as soon as possible. The main City website/Facebook page should only contain current, accurate information - the PIO will remove or archive old or erroneous information. *Public notice sites for non-phone/internet information will be posted at the city clerk's office, the Fletcher Free Library, and the Department of Public Works bulletin boards, as is consistent with the cities posting of warned meetings.*

3.3. Press Releases: The PIO will publish press releases as required.

3.4. Media Inquiries and Interviews: The PIO will answer any media inquiries and coordinate, if not give, any media interviews.

3.5. Media Corrections: When possible, the PIO will correct inaccurate information in news and social media by ensuring the town web site has the correct information,

Enclosure 4 (Public Information and Warning)

April, 2022

City of Burlington

Local Emergency Management Plan

and then as soon as possible notifying the inaccurate source (e.g. by posting a comment, calling, sending an email, etc. along with a link to the cities website).

4. Monitoring Public Information: The PIO will monitor traditional news sources along with social medial and email sources of information. *These sources include local television stations, (WCAX, WPTZ, WFFF, WVNY) Local Radio Stations including but not limited to (WEZF 92.9, WOKO 98.9, WVMT 960, WDEV 550). Social Media sources such as Twitter and Facebook will be monitored.*
5. Vermont 2-1-1: To coordinate for Vermont 2-1-1 to give out information during a local or regional emergency, call 2-1-1 directly and pass on the critical information. 2-1-1 will pass that information on to any residents who call.

5.1. United Ways of Vermont operates the Vermont 2-1-1 system: The system provides information and referral services to the people of Vermont in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.

5.2. In a major state emergency: the State Emergency Operations Center will coordinate with 2-1-1 to provide and collect general information and will also coordinate directly with affected governments to pass along key local information, both to and from 2-1-1, depending on the emergency.

5.3. 2-1-1 is always available (24-7-365) to provide general information and referral services: - it is not just for emergencies. Individuals contact 2-1-1 by dialing 211 from a phone within Vermont, calling 1-866-652-4636 (toll free within Vermont), or (802) 652-4636 (from outside of Vermont). While 211 is the preferred number, the other numbers are useful if there are emergency issues with phone exchanges or when using a mobile phone that is reaching a tower outside of Vermont.

Enclosure 5 (Vulnerable Populations)

April, 2022

City of Burlington

Local Emergency Management Plan

1. **Concept:** During a long duration emergency, the Emergency Operations Center (EOC) may need to monitor the needs of and coordinate support for vulnerable populations. The EOC will determine whether vulnerable populations may be at risk, identify individual needs, and monitor their status until normal services are restored. In many cases support for vulnerable populations may be reason to open or continue an EOC, even after initial response operations have ended.
2. **Risk Determination:** An Incident Commander determines whether vulnerable populations may be at risk based on the emergency and its potential impact on local residents. For example, closed and damaged roads may prevent people from getting food and medicines, and home medical equipment may not work during power outages, but even major flooding that only affects a limited area may not present any significant problems to vulnerable residents.
3. **Identification:** Vulnerable populations are identified ahead of time through identified care facilities, assisted living establishments, State licensed/registered child care facilities, educational facilities, and through the Burlington Electric Department Emergency Contact List of energy dependent residents within their service area.
4. **Contact and Monitoring:** Outreach efforts will take place early into an event focusing on neighborhoods affected first. A list will be established showing most recent contact and status of the residents. Contact should be continually made every 24 hours or more throughout the event.
5. **Organizations and Facilities that Serve Vulnerable Populations:** The following organizations routinely work with people who may have short or long term special needs.
 - CARE (Citizen Assistance Registration for Emergencies) - database of people who may need special help during an emergency, available through Williston VSP Public Safety Answering Point (PSAP)
 - Meals on Wheels- Delivery of hot, homemade food to people of Burlington, South Burlington, Winooski, Shelburne, Charlotte, and parts of Colchester.
 - Visiting Nurses Association – Home health agency caring for people of all age groups with all sorts of medical needs.
 - Burlington Electric Dept. (BED) – maintains “Life Support” customers list

Enclosure 6 (Sheltering and Care)

April, 2022

City of Burlington

Local Emergency Management Plan

1. **Concept:** During some emergencies, the Emergency Operations Center (EOC) will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

2. **Spontaneous Sheltering:** If there is no local shelter available:

- Determine the approximate number of people who need sheltering.
- Call the State EOC / Watch Officer at 800-347-0488 and request support.
- Track the status of residents who need shelter until their situation stabilizes.

2.1. Temporary Lodging: When small numbers of people are displaced by disasters, the American Red Cross (ARC) and Vermont Agency of Human Services, Economic Services Division (ESD) can provide temporary lodging in hotels or motels.

2.2. Regional Shelters: In major emergencies, the state will work with the American Red Cross to open regional overnight shelters for large numbers of displaced people.

3. **Daytime Shelters:** Daytime shelters will be established in facilities pre-designated by the American Red Cross and are dependent upon the location and determined needs within the City. See Enclosure 1

4. **Overnight Shelters:** Within the City of Burlington, the American Red Cross runs the shelters and has several pre-designated shelters. The Agreed upon Primary Shelter is:

4.1. Champlain Elementary School.

- Address: Pine Street, Burlington VT
- Facility Contact: Principal, Joe Resteghini
- Phone: 802-383-8449
- Activation:
- Shelter Manager: American Red Cross
- Staff Required:
- Capacity: 187
- Generator:
- Pets:
- Services:

Enclosure 6 (Sheltering and Care)

April, 2022

City of Burlington

Local Emergency Management Plan

- Agreement Summary: Memorandum of Agreement between ARC and School, 2019

Kristen Kaichen

From: Melo Grant
Sent: Friday, December 15, 2023 5:24 PM
To: Karen Paul; Tim Doherty
Cc: Kristen Kaichen; Jared Pellerin; Michael Lachance; Jon Murad
Subject: Emergency Alerts/Lockdown

Hello Karen and Tim,

As you know we have a follow up item on the agenda of our next meeting concerning the public being notified when there is an active shooter in the area. This was an issue raised by former Councilor Freeman as it related to a situation near the Converse Home where they work. I noticed this letter to the editor in Seven Days. The writer brings up some valid issues of concerns and I would like it added under the item to include in our discussion. Thank you.

Unacceptable Silence

[Re "**Three People Shot Near UVM Campus in Burlington, Police Say**," November 25, online]: Burlington spent almost 18 hours without a message from city leadership after the shooting on Saturday, November 25. Even then, after a statement from the mayor's office, citizens spent more than 24 hours wondering if the shooter was still at large.

I'm grateful for everything leaders did behind the scenes to apprehend a suspect and prepare to address this situation as a hate crime. I was also terrified, for my own family, but even more for others: Palestinian neighbors, hijab-wearing friends, others feeling helpless in the long silence.

Why was "shelter in place" called for in Lewiston, Maine, but not in Burlington? In both cases, there was a known shooter unaccounted for. Was a safety calculation made and not communicated? I'm disturbed to think that Burlington's leaders felt this threat was toward Palestinian or visibly Muslim individuals so ... everyone else should continue business as usual?

Where was the early morning press conference saying, "This is serious; we are putting everything we have into this. If you are able, stay off the streets and at home. If you are feeling unsafe, these resources are available to you..."

All politics is local — even, maybe especially, when it feels far away. The Palestinian struggle for safety is not abstract. Islamophobia and the violent targeting of people of color in this city are not abstract.

Burlington prides itself on being a progressive city, but silence on a morning laced with terror is not acceptable leadership. We needed more in those first 18 hours. We need more.

Jen Lazar
BURLINGTON

Sincerely,

Melo Grant
City Councilor Central District (Wards 2 and 3)
megrant@burlingtonvt.gov
802.310.0962

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.