

**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**October 1, 2019**

Minutes of October 1, 2019 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:31 hours in Station 1 Conference Room with Commissioners Bond, McLaughlin, Perkinson, Sheehy, and Sweeney. Chief Locke, Deputy Chief Brown, and Administrative Assistant Meghan Sweeney were also present.

Meeting End Time

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

Minutes of the August Meeting

Commissioner Bond asked if any edits needed to be made to August minutes. Minutes accepted as written.

Chief's Oral Report

Chief Locke updated via email prior to the meeting:

Fleet – We have signed the contract for a new ambulance. The truck will replace Ambulance 1 and should arrive in June 2020. We are still trying to sell the old Tower 1 and Engine 1.

Personnel – We have offered the one vacant position we have to a young man that was on our list. The candidate did very well in the interview process, but will not start until the spring of 2020 when we plan to run a recruit program. We are happy to have BC Murphy back on shift and DC Collette has returned to days. We still have several members out on FMLA. We have formed a recruitment committee to help us attract qualified candidates. We anticipate additional vacancies before next spring.

Regional Dispatch – The process continues as we work to develop proposed salary and benefits. This information is needed as we develop operational and capital costs. We continue to believe we will be ready to present this information to city council before the end of the year.

Scheduling Software – The scheduling software is working well, but we continue to refine how we are using it. This is not unexpected given our reliance on a paper calendar for so many years. Many thanks to the staff for being patient and working through challenges as they arise.

Budget – We are about to conclude the first quarter of FY 20. While most expenses are fine, monies for overtime staffing are exceeding projections. I suspect this will be a challenge most of the year and will require some adjustments.

CAD – We continue to monitor the effects of closest unit dispatch (proximity). As expected, it appears to have made our busiest units busier. We continue to work through challenges with our mobile application that have plagued us since inception. This is a vendor problem that is not being resolved to our satisfaction.

Bulletin Boards – We have signed a contract with a company that provides software for station bulletin boards. We held our kick off meeting last week and hope to be operational in December. This system will provide our personnel with easy visualization of staffing, incidents, training and messages. We are excited for this new capability.

Grant – We were awarded a Fire Act Grant for \$162,000 for the replacement/expansion of our vehicle exhaust removal system. This requires a 10 percent match which we will pay from impact fees. This is wonderful news given the problems we have had with our existing system and that several bays do not currently have coverage.

Training Site – BC Ruggles has developed a plan to create a formal training site at McNeil. It would use Conex shipping containers with a pitched roof. It is a creative solution and we have submitted our materials to Planning and Zoning for

consideration. We will go before the Development Review Board in early November. If successful, we will be ready to construct everything in the spring.

ISO – The team is preparing for a November visit from ISO. We currently have a rating of 3 on a 1 – 10 scale (1 is the best). We are gathering documentation and are striving for a 1. This is a lofty goal, but with enhancements in training and communications this may be possible. It will be a while before we know our updated score.

Station 1 – We continue to deal with a sewage backup issue at Station 1 every time we get a heavy rainfall. We have hired an engineering firm to provide us some options.

Commission Sheehey asked if the new non-emergency ambulance service, Garnet, will make a difference in the EMS revenue. Chief Locke doesn't see it making a large difference, and the calls they do take are non-emergent. We will monitor how it impacts us.

#### Old Business/New Business

Discussed the current ambulance billing company, ECP, and the service they provide for the department. The contract will be coming up for renewal in the coming months and the Commission may need to vote.

#### Open Session

Nothing at this time.

#### Adjourn

With nothing further the meeting adjourned 09:01.