

BURLINGTON FIRE COMMISSION

Minutes of the Meeting

April 17, 2018

Minutes of April 17, 2018 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0830 hours in Station 1 Conference Room with Commissioners Perkinson, McLaughlin, Sheehey, Sweeney, and Bond. Also present was Chief Locke, and Administrative Assistant Sweeney.

Meeting End Time

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

Minutes of the Last Meeting

Commissioner Perkinson asked for a motion to accept the minutes from February as written. No objections were made and minutes were accepted.

Presentation of Commission Awards

The Commission meeting moved to the apparatus floor to present Commission Awards to Battalion Chief Murphy and Captain Valyou. On shift members also attended the presentation.

Chief's Oral Report

Prior to the Commission Meeting Chief Locke provided the following update to the commissioners (4/13):

Fleet – The final drawing for the new Engine 5, Tower 1 and the Squad have been completed and are in the queue to be built. I would not expect any of the units to arrive until late 2018 or early 2019. We have ordered a 2018 Chevy Tahoe to replace Car 12. That vehicle should arrive in late June and will be placed in service in July. Engine 3 and Engine 4 are being repainted under warranty. Once they return they will be marked similar to the new trucks.

Personnel – The Department hired three new candidates to fill vacancies and they began work on April 2. That same day I received the intent to resign from FF Morrell. Tom is pursuing other opportunities. We will be attempting to fill Tom's position as soon as possible. We have offered Troy Ruggles the position of Training Chief upon the retirement of BC Crady.

CAD – The team working on the computer aided dispatch project continues to make progress. They have begun importing GIS information into the system. The vendor will be in the city shortly to begin the process of building response plans. We remain on track to go live in late July.

Regional Dispatch – The question on whether to form the union municipal district for providing dispatch services passed in six communities. The newly created Board will meet on April 18 for their first meeting. I have been appointed to represent the Mayor.

Budget – We are working through the final quarter of the current fiscal year and are on track to exceed revenues while not exceeding expenses. We have been authorized to spend some unanticipated funds on unmet needs. These include a power lift cot for Rescue 1 and safety equipment for active shooter situations.

Paramedics – All three of our paramedic students are certified and are now practicing. Congratulations! While we currently have 10 paramedics, we will lose one with the departure of FF Morrell. We have some funding to send three more students to paramedic class in the fall of 2018. DC Plante is working on a selection process now.

Station Consolidation – We have received initial GIS information on the responses and the impact the station consolidation would have. We have asked for some follow up information on simultaneous events.

Scheduling Software – A committee is evaluating scheduling software and expects to make a recommendation by May 1. This new software will replace the A-1 and the paper calendar in the Car 12 office. It will also interface with the City payroll software, which will save Meghan the time of manual entry.

FY 19 Budget – We continue to work on preparing the FY 19 budget. Our budget hearing with the Board of Finance is set for May 17. The proposed budget currently includes funding for peer support, new portable radios, a defibrillator, and overtime for special teams training. There are still reductions being made so I am not sure if any of these items will be reduced.

Station 2 – We are working on a renovation plan for the first floor of Station 2 that would update the kitchen, created two gender-neutral bathrooms and five individual bunkrooms. The plan includes an update of the heating and ventilation equipment as well. The Capital Facilities Director will determine whether we proceed once the initial costs are determined.

Commissioner McLaughlin asked what agreements were in place for paramedic students we paid for certification. Chief Locke explained they make a three year commitment if they are chosen.

Commissioner Bond asked questions about what department is responsible for some of the costly maintenance on buildings. Many items fall under Capital Improvements and would not come for the Fire Department general fund budget.

Old Business/New Business

Commissioner Perkinson asked if there was any discussion for another awards banquet. New Union leadership has discussed an event some, however there is no planned event.

Open Session

Nothing at this time.

Chief Evaluation and Recommendation

Pursuant to Title 1, Section 313, of the Vermont Statutes, upon the affirmative vote a majority of the members present, a motion to go into executive session is carried to discuss matters where general public knowledge would place the Department at a substantial disadvantage. The meeting went into executive session at 09:01 to discuss the annual evaluation of the Chief Engineer. The meeting came out of executive session at 09:07.

Adjourn

Commissioner Perkinson adjourned the meeting at 09:07.