



# Burlington Fire Department



BUSINESS OFFICE

Three North Avenue

Burlington, Vermont 05401-8378

(802) 864-4552 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

TO: BOARD OF FINANCE

FROM: Lise E. Veronneau, Business Manager *Lise*  
BURLINGTON FIRE & POLICE DEPARTMENTS

DATE: December 13, 2011

RE: **Fire Class Fee**

The Burlington Fire Department will be sponsoring a training event that will feature John Norman, a retired Deputy Chief from the Fire Department of New York. Chief Norman has over 37 years of experience in the fire service, 27 of those years with the Fire Department of NY. The event will be a lecture based seminar lasting all day and will be held at the Burlington High School on Saturday March 31<sup>st</sup>, 2012.

Chief Norman is a renowned speaker and has spoken all over the world at major events. Some of his events include; Fire Department Instructors Conference in Indiana, Firehouse Exposition in Baltimore, Maryland, he is also a regular keynote speaker at many regional and state events.

We will be extending this training opportunity to departments beyond our own for a fee of \$75 per person. The fee will include attendance at the seminar and lunch. Our goal is to raise enough money to cover the cost of the entire event. We expect to draw firefighters from; Vermont, New Hampshire, New York, Massachusetts, Connecticut, and Rhode Island, and hopefully from other states as well.

Funds received will be deposited into the Fire Department's Revenue account and subsequently be applied for to replenish the training expense account. Any funds over the costs of putting on the course will be applied for to put towards additional training or to help cover overtime costs within the fiscal year.

CC: Seth Lasker, Fire Chief  
Bruce Bourgeois, Fire Administrative Deputy Chief  
Scott Schrader, Interim CAO  
Rich Goodwin, Assistant CAO