



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: June 7, 2012

RE: **Fire Class Fee – Request to use funds FY 12**

As you know, the Burlington Fire Department sponsored training, as approved by the Board of Finance back in December 2011, featuring John Norman who is a retired Deputy Chief from the Fire Department of New York. By holding this training in Burlington, we are able to save on the travel expense of sending firefighters out of town.

The training event held at Burlington High School on Saturday March 31st, 2012 was a huge success and we are looking at doing another training next year. We extended this training opportunity to departments beyond our own for a fee of \$75 per person bringing in \$11,025. The expenses for the class as well as overtime for the firefighters attending the class totaled \$8,728.28. The profit from holding this class is \$2,296.72. As noted in December, **the \$11,025 is hereby being requested to offset our expenses as follows:**

Please approve the transfer of funds from Fire General Miscellaneous Revenue to the Fire Department's line items of our FY 12 Budget.

<u>Decrease Revenue</u>		<u>Increase Expense</u>	
Misc Revenue 15001-45072	\$11,025	Overtime Budget 15002-61500	\$ 9,025
		Training Budget 15001-63990	\$ 2,000
	<u>\$11,025</u>		<u>\$11,025</u>

Additional supporting documentation is available, and summarized by attachment.

CC: Seth Lasker, Fire Chief
Scott Schrader, Assistant CAO
Rich Goodwin, Assistant CAO
Paul Sissin, Temporary CAO

SUMMARY OF JOHN NORMAN SEMINAR
REVENUES & EXPENDITURES
March 31, 2012

Revenues

Deposit 160760	5/10/2012	\$10,875.00	15001.45072
Goodwin Mills	6/8/2012	<u>\$150.00</u>	15001.45072
		\$11,025.00	15001.45072

Expenditures

Description	Date	Amount Pd	General Fund Acct charged
Hotel	3/30 - 3/31/2012	\$413.38	15001.63990
Seminar Fee	3/30 - 3/31/2012	\$3,500.00	15001.63990
Travel Exp.	3/30 - 3/31/2012	\$402.40	15001.63990
Catering	3/31/2012	\$2,000.00	15001.63990
Janitorial	3/31/2012	<u>\$154.00</u>	15001.63990
		\$6,469.78	15001.63990

<u>Overtime</u>			
Bogert, Jillian	3/31/2012	\$92.01	15001.61500
Anderson, Kyle	3/31/2012	\$137.88	15002.61500
Burns, Timothy	3/31/2012	\$244.96	15002.61500
Curtin, Michael	3/31/2012	\$288.11	15002.61500
Franzen, Chris	3/31/2012	\$273.70	15002.61500
Luedee, Phil	3/31/2012	\$263.88	15002.61500
Nolet, Jeffrey	3/31/2012	\$113.25	15002.61500
Reardon, Chris	3/31/2012	\$307.86	15002.61500
Wilson, Dennis	3/31/2012	<u>\$259.30</u>	15002.61500

Suppression O/T **\$1,888.94** **15002.61500**

Mitchell, Tyler	3/31/2012	121.33	
Pitrowiski, Andrew	3/31/2012	<u>156.22</u>	

EMS O/T **277.55** **15003.61500**

Total Expenditures **\$8,728.28**

Balance of revenue minus exp. **\$2,296.72**



Burlington Fire Department



136 South Winooski Avenue
Burlington, Vermont 05401-8378

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TO: Lise E. Veronneau, Business Manager
Burlington Fire and Police Departments

FROM: Seth S.Lasker, Chief Engineer
Burlington Fire Department

DATE: May 18, 2012

RE: Fire Class Fee

The Burlington Fire Department sponsored a regional training event that featured a presentation from a retired Deputy Chief from the Fire Department of New York, the event was held at Burlington High School on March 31, 2012. We extended this training opportunity to all of the fire departments in Vermont as well as departments throughout New England and charged a fee of \$75 per person which included attendance at the presentation and lunch. The goal was to raise enough revenue to cover the expense of the event, any funds over the costs of putting on the course would be applied for, to put towards additional training or to help cover overtime costs within the fiscal year.

The event was a tremendous success and drew a total of 174 attendees; 27 from the Burlington Fire Department and 147 from Vermont and 6 neighboring States.

The Total amount of revenue raised: **\$11,025.00**

Expenses:

Lecture Fee, travel, meals and lodging: \$4315.78

Burl School Dept; Meal and Custodial fee: \$2154.00

Total Expenses: \$6469.78

Profit: \$4,555.22

JOHN NORMAN WORKSHEET

BFD Attendance:	27 members
Outside attendance:	147 attendees
Total Attendance:	174 participants
Total Intake:	\$11,025
John Norman Lecture Fee	\$3,500.00
John Norman Meals	\$ 46.20
Tolls	\$ 24.70
Mileage	\$ 331.50
Motel Stay	\$ 413.38
Meals:	\$2,000.00
Custodial Fees:	<u>\$ 154.00</u>

Total after expenses:	\$4,555.22
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