

# BURLINGTON FIRE COMMISSION

## Minutes of the Meeting

December 4, 2018

Minutes of December 4, 2018 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:44 hours in Station 1 Conference Room with Commissioners Perkinson, Sheehey, McLaughlin, and Bond. Also present was Chief Locke, Deputy Chief Collette, and Administrative Assistant Sweeney.

### Meeting End Time

Meeting end time was set for 09:00 by motion of Commissioner Sheehey with no objections.

### Chief's Oral Report

Prior to the Commission Meeting Chief Locke provided the following update to the commissioners:

Fleet – The new Engine 5, Tower 1 and Rescue continue in the build process at E-One. We have received updated information that Engine 5 will be completed in January, the Rescue in February and the Tower in May. This is much later than we expected and are working with the vendor on some upgrades to make up for the delay. We will begin work to bid a new ambulance that will be ordered in July 2019 so that we keep on schedule.

Personnel – The Department has two vacancies that we will carry until spring 2019. One of these vacancies was recently created when one of the new recruits resigned. We have open application on the website until December 31. We have several candidates who have applied and will begin the interview process in January. In September, we tested for and created a candidate list for both Captain and Lieutenant. The list remains valid for two years.

CAD – The CAD system is working well. Unit movements for the first three months are down 23% compared to the same time last year even though calls for service are up 1.3%. We are using a risk based deployment model. The CAD build team continues to work through some minor changes in call types and units assigned. We are also working to solve four outstanding issues with the vendor. The issues are an interface with the State 911 system, closest unit dispatch, mobile application and web monitor.

Regional Dispatch – We recently awarded a contract to IXP Corporation to develop a transitional plan, a five-year operational budget and a 10-year capital budget. This information should be completed in the summer of 2019.

Paramedics – FF Lyons, FF Carson and FF LaBombard are all doing well in paramedic class and will begin clinical time shortly.

Scheduling Software/RMS – We have selected a preferred vendor for a new records management system (RMS) and are working with them to make sure it meets our needs. If we opt to purchase this product, we will go before Council for authorization in January. This large IT project will take up to a year to implement.

Behavioral Health – The behavioral health/peer support team is working well. We have signed a contract with a licensed clinician to provide mental health counseling.

Station 2 – We continue to seek funding to upgrade the bathrooms and the bunkroom at Station 2. We have not had much success, but am not giving up on it.

Fire Alarm – Council approved the replacement of the fire alarm monitoring receiver. This 100k project is in the capital budget. It will take several months for this upgrade to be completed. We have raised alarm

monitoring fees by \$100 annually and placed these additional funds into a reserve fund for future system improvements.

Budget – The FY19 budget is on target and the team continues to work hard to make sure all of the most pressing needs are met. We have submitted the first draft of our FY 20 budget. We hope to have some increases that will address the deferred maintenance in our buildings and to add a person to the training division.

Chief Locke reviewed some of the above points and also updated on the following points:

Behavioral Health – A team is currently made up of members that are available for anyone to call. The team will then refer to the clinician if the needs are above their level to help. It's a system that seems to be working and will continue to be supported.

The Union contract expired on June 30<sup>th</sup> and there is no agreed upon contract yet.

The Department was able to assist for Mutual Aid on a large multiple alarm fire in Colchester.

Commissioner Bond also asked about the updates needed at Station 2 and how the Commission could show support of needed improvements.

#### Old Business/New Business

Commissioner Perkinson asked about typical responses to hazards. A utility pole was knocked over in his neighborhood and police were on scene. An engine company was also sent which follows normal protocol.

Commissioner Perkinson also asked if there was any progress on Merit Award Ceremony. DC Brown had been working on finding some sponsorship to host the ceremony. Commissioners all in agreement that it's a wonderful way to recognize members and have more community outreach.

Scheduled dates for next year's Commission Meetings. See supporting document.

#### Open Session

Nothing at this time.

#### Adjourn

With nothing further the meeting adjourned at 09:07.