

BURLINGTON FIRE COMMISSION
Minutes of the Meeting
April 26, 2016

The Meeting of the Burlington Fire Commission convened at 0830 hours in the Chief's office with Commissioners Perkinson, McLaughlin, Sheehey and Sweeney present. Also present were Chief S. Locke, Deputy Chief A. Collette, City Attorney Eileen Blackwood, and Administrative Assistant M. Sweeney.

Meeting End Time

Meeting end time set for 0900 hours by motion of Commissioner Sweeney and seconded by Commissioner Sheehey.

Minutes of the Last Meeting

Commissioner Perkinson asked if any changes needed to be made to March Commission Minutes. No changes were made and minutes were accepted.

Commission Awards

Commission Awards were presented to Captains Murphy, LaChance, and Libby with members on shift present.

Commission Roles

City Attorney Eileen Blackwood prepared information for Commissioners to explain what their roll is and responsibilities. After this discussion Attorney Blackwood left the meeting.

Review and Discussion of new Department Billing

City Council approved the change to a new billing company. VNA currently charges \$63,000 flat fee while ECP will receive 3.75% of collected funds. Based on VNA current collections we would pay \$42,000 annually. Contract with ECP will be for 1 year.

Chief's Oral Report

- Chief Locke provided the Commissioners with an updated chart of Summary of Opportunities. Some solutions have been identified, however being able to implement them has been challenging.
- There have been two 3rd alarm fires that had a wonderful response from the department.
- Six proposals were received from the Strategic Plan RFP that closed last week. Will review and select one.
- The City's CAO has been given a proposal for creating a second day staff deputy chief. There will be a Deputy Chief of Operations and a Deputy Chief of Administration. Only promotions to those positions will result in a promotion to a DC level. A shift commander on Car12 will remain rank of Battalion Chief. This will only affect promotions going forward.
- Commissioner Perkinson asked Chief Locke what status was on the department's training location. Chief Collette advised the location currently used (north end of waterfront/Texaco Beach) is more difficult to access now due to barriers put up by Parks and Rec. We are currently trying to get keys that will allow trucks access. Leddy Park is also unusable due to parking lot condition.
- Discussed market for the department, and Commissioner Perkinson asked what type of roll the Commissioners will have. The Department has been focusing on promoting itself more on social media.

Old or New Business

- Commissioner Perkinson discussed Awards Banquet and preparations for them.
- City Council has not appointed the fifth commission spot.
- Chief Locke presented the annual report to the commissioners. There were no comments or questions. Report signed and ready for submission to City Council.
- The meetings for May and June had to be rescheduled due to conflicts. The May 17th meeting has been changed to May 31st. The June 7th Meeting was then pushed back to June 21st.

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 09:15 to discuss the annual evaluation of the Chief Engineer. The meeting came out of executive session at 09:15.

Adjournment

The meeting was adjured at 0918 by motion from Commissioner McLaughlin and seconded by Commissioner Sheehy.