

**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**August 3, 2021**

Minutes of August 3, 2021 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:00 hours via Zoom and in person with Commissioners Perkinson, Sheehey, Chapman, and McLaughlin. Chief Locke, Deputy Chief Libby, Battalion Chief Grenon, Capital and Special Projects Manager Martha Keenan, and Administrative Assistant Meghan Sweeney were also present. Members of the department present for awards were Lieutenant Nathan Perkins and Firefighter Camden Mund.

Meeting End Time

Meeting end time set for 08:30 by motion from Commissioner Perkinson and seconded by Commissioner Sheehey.

Commission Award

Commission award was presented to Lieutenant Perkins.

Public Comment

No members of public to comment.

Review and Accept Minutes from June Meeting

A movement to accept the minutes from the June meeting made by Commissioner Perkinson and seconded by Commissioner Sheehey.

Chief's Oral Report

The following was an update sent by Chief Locke to the Commission prior to the meeting:

Personnel – Over the past two month we have had several staff resign. While most of these were relatively junior people in the organization, SFF Deavitt also tenured his resignation. Each of these firefighters had their own reason for leaving and we wish them the best with their future endeavors. We are currently advertising for entry level firefighter and expect to interview several potential candidates in mid-August. Our plan is to start a recruit academy on September 30. This recruit class will include three new positions required to fully staff the third ambulance.

3<sup>rd</sup> Ambulance – The staffed ambulance in the NNE will go in service next Monday, August 2<sup>nd</sup>. This is a very exciting addition that would not have happened without the support and hard work of many. I remember when I began in Burlington just over five years ago, the need for an additional ambulance capability was one of the most pressing needs. Nice job by the whole team.

Fleet – We received Council approval to order a replacement ambulance and a new staff vehicle. Chief Murphy is working with Osage on the ambulance, which will take almost a year to build/deliver. The new administrative vehicle will be fully electric. Awaiting more information on the capital plan to see how we will address the replacement of E-3 and L-4.

Budget – The FY 21 budget has closed and we finished the fiscal year with a slight surplus. It was certainly a challenging year, but strong revenues at the end of the year helped to ensure a balanced budget.

EMS Leadership – Applications close this week for the Battalion Chief of EMS position. We have had several well qualified candidates apply and will interview these candidates in August as well.

Fire Act Grant – We just received notification that we have received a grant for \$224,000 that will allow us to send six personnel to paramedic training. It is our plan to send three students this year and another three next year. The grant requires a 10 percent match that we will fund with general fund dollars. Many thanks to Chief Ruggles and the team that put the application together. Solid work.

#### Old Business/New Business

- It's been a few years since the Commissioners have gone around to the stations, and Commissioner Perkinson thought it would be beneficial to schedule another tour as well as allow Commissioner Chapman to see them. McNeil training site will also be on the tour as that is a new addition for the department.
- Capital and Special Projects Manager Martha Keenan provided the commissioners with information about the bond they are hoping to put to a vote to pay for needed capital projects. Specifically for the Fire Department it would include funds to purchase new fire trucks, upgrade the public safety radio system, and a pooled fund for infrastructure. The combined need for the general fund city departments is around \$100,000,000 and the bond would be for \$30,000,000 to try to meet some of those needs. Martha also explained there are grant moneys from the state she will be attempting to apply for, but the process for that is not yet available. The City is trying to find funds from other sources aside from taxpayers.
  - The Commission did ask what the difference is from a bond vs regular budgeting for the items. The bond is for items that are very large purchases or can be grouped to make a very large purchase. The regular general fund budget has only increased for the increase of salaries and benefits, not to accommodate larger purchases.

#### Adjourn

Meeting was adjourned at 08:50 from a motion by Commissioner Sheehey with all in favor.