

# BURLINGTON FIRE COMMISSION

## Minutes of the Meeting

August 20, 2019

Minutes of August 20, 2019 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:30 hours in Station 1 Conference Room with Commissioners Bond, Perkinson, Sheehey, and Sweeney. Chief Locke and Administrative Assistant Meghan Sweeney were also present.

### Meeting End Time

Meeting end time set for 09:00 by motion from Commissioner Perkinson and seconded by Commissioner Sheehey.

### Minutes of the June Meeting

Commissioner Bond asked if any edits needed to be made to June minutes. Minutes accepted as written.

### Commission Award

Family members and BFD employees gathered to present Camden Mund with his award.

### Chief's Oral Report

Chief Locke updated via email prior to the meeting:

Fleet – All of the new apparatus are now in service and we are excited to have a reliable fleet serving our citizens. There was a tremendous amount of work needed to make this all come together, and I am very proud of our staff. We received approval from city council last week to purchase a new ambulance and expect to sign the contract next week. This truck will replace Ambulance 1 and will arrive next summer.

Personnel – We now have one opening. SFF Larock resigned last month to pursue other interest. We wish Joe the best of luck. We expect to carry this vacancy to spring as holding a recruit class for one person is not economical or efficient. We have several members out on FMLA which obviously impacts overtime. I expect DC Collette will be able to return to his normal assignment in mid-September when BC Murphy is cleared to return.

Regional Dispatch – The conversation continues and we are on track to bring the question back to city council for a final decision this fall. We recently traveled to Atlanta, GA to visit a center operated by the company who is serving as our consultant. We will be visiting two other centers in New England later this month.

Scheduling Software – We have gone live with electronic scheduling software. Members now can request leave and see their assignments through the web. We are working through the growing pains that technology brings, but am certain this will lead to efficiencies in the future.

Budget – It appears the FY 19 budget finished with a slight surplus. I say it appears as the audit is not complete so changes could occur. We exceeded ambulance revenues by almost 100k, but missed our prevention revenues by 40k. We also exceeded our staffing overtime by 90k. The FY 20 budget is very lean so we are being cautious on our expenses already.

CAD – The system has been live for over a year now and the data is clear that it is making a difference. We had a two percent increase in call volume, but a 20 percent decrease in unit movements. We are working hard to right size our deployment model. We continue to work through challenges with our mobile product, Crewforce. This is an application on an iPad mounted in the apparatus. We are working with the vendor to identify the reasons the systems occasionally fails to receive calls and am hopeful we can overcome the problem. We have implemented proximity, also known as closest unit dispatch. The computer is able to locate the closest unit with the correct capability and sends it. This is a major change that will decrease response times.

Incidents – We have had several fires since we last met. As you would expect, the crews all performed very well and minimized the loss for our citizens. We are fortunate to have a highly trained, dedicated group of professionals. They make it look easy.

Bulletin Boards – We have found a software vendor that interfaces with our CAD, RMS and scheduling software that would allow us to install electronic bulletin boards in the stations. These devices have the capability to show the daily staffing assignments, department messages, out of service hydrants, closed streets and the like. It also can scroll through active calls and provide visual data on response performance. We will be working through the development of this program over the next few months.

Chief Locke also added that there is now a scheduled conference call at the beginning of each shift for each station to check-in and communicate plans for the day. The department is also looking at ways to come up with a monthly review of injuries and accidents that will be a summary with lessons learned from each event.

Commissioner Perkinson asked what plans are to increase diversity in the department and how to get local people from Burlington to look at Burlington Fire as a career opportunity. Chief Locke said there are multiple long term plans including members of the department acting as mentors to help others who are interested but having difficulties meeting minimum hiring requirements.

Commissioner Perkinson also asked for more information regarding the funding for the new ambulance. Chief Locke stated it would be funded through the City's capital lease program.

#### Old Business/New Business

Commissioner Bond asked if there was any update to the renovation on bathroom at Station 3 mentioned in last month's minutes. Chief Locke has awarded Dore & Whittier the contract for the design and construction costs estimate. .

Commissioner Bond wanted to share with the rest of the commissioners her experience during a ride-along one day. Most of the calls witnessed were non-fire related calls. When visiting another station there was a training video demonstrating active shooting situations and responses. Many stresses observed from both the responses and training. Chief Locke responded with recent feedback that several members in the department have utilized the Peer Support Group or therapist that is available to them. This program has been a success.

Commission was wondering if the new marina was causing an increase to call volume. Chief Locke said there was no noticeable increase to calls due to the new space.

#### Open Session

Nothing at this time.

#### Adjourn

With nothing further the meeting adjourned 09:04.