

**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**August 23, 2016**

The Meeting of the Burlington Fire Commission convened at 0830 hours in the Chief's office with Commissioners Perkinson, McLaughlin, Sweeney, Bond and Sheehey present. Also present were Chief S. Locke, Deputy Chief A. Collette, Capital Improvement Manager M. Keenan, 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

A motion was made to accept minutes by Commissioner Sheehey and was seconded by Commissioner Bond.

Presentation of Capitol Plan

Martha Keenan, updated the Commission on the Capitol Improvement Plan funding as well as the breakdown of where the funds would go. The Fire Department's needs are for new trucks. Funding would mostly come from a bond. She also was looking for support from the commissioners to push to have the vote on the November ballot versus the March ballot which would push all purchases out at least a year and may cost more money.

Commissioner Perkinson asked for a motion from the Commission to support Martha and the timeline of the proposal. Motion as made by Commissioner Sweeney, and seconded by Commissioner Sheehey with all in favor. The Commission will draft a letter for Martha to use.

Chief's Oral Report

- Three students have been selected to attend a paramedic course through VTC.
- The department is doing a strategic plan. The first day, September 13th, will be for external stake holders to attend. Chief Locke invited the Commission to attend.
- Chief Locke has reclassified the position of Fire Inspector to be an additional Assistant Fire Marshal position. The change will happen after October. The Union is in support.
- The City is contributing \$5,000 towards a regional dispatch study.
- Chief Locke will be meeting with a contact to review how the department can reach an ISO rating of 2 based on any points that were missed leaving us as a 3.
- Two new hires will be starting on September 19th.

Old or New Business

- Commissioner Perkinson asked what progress was on the Award Ceremony. Commissioner Sweeney is still working with Union President Curtin, but is currently scheduled for November 3rd at the Hilton.

Open Session

Nothing at this time.

Adjournment

Commissioner McLaughlin made a motion to end the meeting 09:03 which was seconded by Commissioner Sheehey.